

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD _____

Dept/Division: Adult and Technical Education (ATE) _____

Contact Person: Louis Watts, Ed.D. Assoc. Prof./Prog. Dir.--Leadership Studies/ATE _____

Phone: (304) 746-1933 _____

Action Requested

Check action requested: Addition Deletion Change

Degree Program Master of Science in Adult and Technical Education (ATE) _____

Area of Emphasis Adult Education and Training and Development _____

Effective Term/Year Fall 20 Spring 20 Summer 20

Notifications

Attach a copy of written notification regarding this curriculum request to the following:

1. Statement of Non-Duplication: If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy with this packet as well as the response received from the affected department.
2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimate of cost and time required to secure these items.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _____	Date _____
Registrar _____	Date _____
College Curriculum Chair _____	Date _____
College Dean _____	Date _____
Graduate Council Chair _____	Date _____
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 2

1. Please provide a rationale for addition, deletion, change:

Please refer to the attached "Proposal for Graduate Program Change -- Adult and Technical Education (ATE) Master of Science Degree Program -- Transitioning to an Online Program Format and Program Title Change."

The proposal provides a rationale for change in area of emphasis. See pages three and four (3-4). With the new online program format, the Adult Education and Training and Development areas of emphasis will be merged into one program of study.

2. Please describe any changes in curriculum:

Course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change.

Please refer to the attached "Proposal for Graduate Program Change -- Adult and Technical Education (ATE) Master of Science Degree Program -- Transitioning to an Online Program Format and Program Title Change."

The proposal provides a rationale for change in area of emphasis. See page eight (8) for a description of the Proposed Online Program Curriculum.

3. **Additional Resource Requirements:** If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this Area of Emphasis attach an estimate of the time and money required to secure these items. May attach separate page if needed

NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NONE

4. **NON-DUPLICATION:**

If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them.

Enter NONE if not applicable.

NONE

For catalog changes as a result of the above action, please fill in the following pages.

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5. **Current Catalog Description**

Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change.
(May attach separate page if needed)

See attachment, which includes the Adult and Technical Education (ATE) current catalog description, extracted from the Fall 2015 graduate catalog, print version.

6. **Edits to the Current Description**

Attach a PDF copy of the current catalog description prepared in MS Word with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

7. **New Catalog Description**

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed)

Please refer to the attached "Proposal for Graduate Program Change -- Adult and Technical Education (ATE) Master of Science Degree Program -- Transitioning to an Online Program Format and Program Title Change." The proposal provides the proposed description, pages three and four (3-4). The Admission Requirements can be found on pages seven and eight (7-8).

ADULT AND CONTINUING EDUCATION, M.S.

Areas of Emphasis:

- (1) Adult and Continuing Education
- (2) Career and Technical Center Teaching

Program Description, M.S.

The Master of Science degree program in Adult and Continuing Education (ACE) is a field-based program designed to serve adult learners who may be employed on a full-time basis. The comprehensive program is intended for individuals who serve in an instructional, training, leadership, or professional role in human services areas of business, industry, government, community agencies, health care, or education. The program is designed for learners who aspire to become training and development professionals in business, industry, or service organizations. Students will learn to teach adults by gaining classroom knowledge, experiencing work-based activities, and participating in projects intended to develop the competencies utilized by professionals in the areas of Adult Education, Training and Development, and Career and Technical Center Teaching. The areas of emphasis in Adult and Continuing Education allow a program to be tailored to meet the personal and professional needs of a broad spectrum of graduate students. The courses provide students with the opportunity to continue their graduate education in a flexible program through a state-wide delivery system.

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Please insert in the text box below your Area of Emphasis change information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Area of Emphasis Title:

Credit Hours:

Type of Change Requested: *(addition, deletion, change)*

Term to Take Effect: *(Fall, Spring, Summer/Year)*

Rationale:

Department: Adult and Technical Education (ATE)

Area of Emphasis Title: Adult and Continuing Education

Type of Change Requested: Change - (From (1) Adult Education and (2) Training and Development, to (1) Adult and Continuing Education. The Career and Technical Center Teaching Teaching area of emphasis will remain the same.

Term to Take Effect: (Fall 2016)

Rationale: Please refer to the attached "Proposal for Graduate Program Change -- Adult and Technical Education (ATE) Master of Science Degree Program -- Transitioning to an Online Program Format and Program Title Change."

College of Education and Professional Development

Dr. Teresa Eagle, Dean

www.marshall.edu/coepd

ADULT AND TECHNICAL EDUCATION, M.S.

Areas of Emphasis

Adult Education

Training and Development

Career and Technical Center Teaching

Education Specialist with Area of Emphasis in Adult and Technical Education, Ed.S.

Program Description, M.S.

The Master of Science in Adult and Technical Education is a field-based program designed to serve persons who are employed on a full-time basis. The program is intended for persons who serve in an instructional, training, leadership, or professional role in human services areas of business, industry, government, community agencies or education. The areas of emphasis in Adult and Technical Education allow a program to be tailored to meet the personal and professional needs of a broad spectrum of graduate students. The courses provide students with the opportunity to continue their graduate education in a flexible program through a state-wide delivery system. Most courses are taught in the evening or at other convenient times. Every effort is made to tailor the program to meet the needs of the student.

The following provides the framework for the candidate's Plan of Study: In consultation with the advisor, the student will select an area of emphasis and plan the program. Areas of emphasis available in the Master of Science degree program are:

- a. Adult Education
- b. Interdisciplinary Studies (admission suspended)
- c. Training and Development
- d. Career and Technical Center Teaching

Admission Requirements

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website: *www.marshall.edu/graduate/how-to-apply-for-admission*.

In addition to Marshall University's requirements for admission, the following criteria must be met for admission to the Adult and Technical Education program:

- Admission to the program also requires an undergraduate Grade Point Average (GPA) of 2.75 or higher on a 4.0 scale for all previously completed undergraduate work.
- Admission to the Career and Technical Teaching emphasis requires that students be employed as a career and technical center teacher in West Virginia.

Program Requirements, M.S. - Areas of Emphasis in Adult Education and Training and Development

Students may complete 33 hours in the thesis option or 36 hours in the non-thesis option to satisfy the Master of Science degree requirements.

A Plan of Study will be sent to the student at the time of admission. Changes in required courses and the choice of any elective courses must be approved, and signed by the advisor on the office copy of the Plan of Study. The Plan of Study is a student's "blueprint" for completing graduation requirements.

The required GPA to complete the master's degree is 3.0 (*B*). Students must prepare a portfolio in their last semester of enrollment and may take no more than one other 3-hour course in the semester that the portfolio class is taken.

Adult Education Area of Emphasis

The Adult Education program is designed to serve persons who work with adults in either an instructional or an administrative role. As such, its participants are drawn from various areas such as the human services agencies, those with staff development, or in-service responsibilities in hospitals, business or government as well as those in adult preparatory programs at the postsecondary or community college level.

Minimum Requirements33-36 hours

Major Field.....27

Required:

ATE 603 Introduction to Adult Education and Adult Learners

(continued)

- ATE 618 Literature of Adult and Continuing Education
- ATE 628 Adult Instruction: Environmental and Personal Aspects
- ATE 675 Literature & Applied Research in ATE or Equivalent
- ATE 679 Problem Report (3 hours only)

Elect 12 hours from the following:

- ATE 600 Aspects of Training and Development
- ATE 609 Developing Training in Business and Industry
- ATE 656 Instructional Planning for Adult Populations
- ATE 661 Practicum in Adult and Continuing Education
- ATE 671 Evaluation of Adult and Technical Education

Thesis (6 hours) or Electives (9 hours) 6-9

Select any academic graduate courses for electives from Adult and Technical Education, Counseling, Curriculum and Instruction, Economics, English, Family and Consumer Sciences, Instructional Technology, Mathematics, Management, Marketing, Psychology, Literacy education, Safety Technology, Sociology, or other approved disciplines.

Training and Development Area of Emphasis

The Training and Development program is designed to serve persons employed in business, industry, or other organizations involved in the advancement of knowledge, competencies, and skills of their employees. Graduate students are drawn from areas such as management, marketing, human resources, and safety whose responsibilities include instructional design and preparation of employees for current jobs, future assignments, and/or personal enhancement.

Minimum Requirements33-36 hours

Major Field.....27

Required:

- ATE 503 Introduction to Adult Learning Theory*
- ATE 600 Aspects of Training and Development
- ATE 609 Developing Training in Business and Industry*
- ATE 628 Adult Instruction: Environmental and Personal Aspects*
- ATE 652 Field Based Job Analysis and Curriculum Design*
- ATE 661 Practicum in Adult and Continuing Education
- ATE 675 or equivalent

Elect 6 hours of additional ATE course credit

Thesis (6 hours) or Electives (9 hours)..... 9

Select any academic graduate courses for a minor field from Adult and Technical Education, Communications Studies, Counseling, Instructional Technology, Management, Marketing, Psychology, Safety Technology, or other approved disciplines.

*Students may register for Internship after successful completion of: ATE 503, ATE 609, ATE 628, ATE 652.

Program Requirements, M.S. – Area of Emphasis in Career and Technical Center Teaching

The required GPA to complete the master’s degree is 3.0 (B). Students must pass the capstone course requirements in order to obtain the M.S. degree.

Master of Science – Area of Emphasis in Career and Technical Center Teaching

Required Courses

- ATE 511 Introduction to Career and Technical Education
- ATE 524 Safety in Career and Technical Education
- ATE 548 Teaching Methods in Career and Technical Education
- ATE 508 Applications of Basic Skills in Career and Technical Education
- ATE 631/637 Computer Applications
- ATE 650 Career Education Curriculum Development
- ATE 673 Assessment in Adult/Technical Education

Total Required Hours.....21

(continued)

Elective Courses (choose 9 hours of these ATE courses)

ATE 603	Introduction to Adult Education and Adult Learners
ATE 628	Adult Instruction: Environmental and Personal Aspects
ATE 609	Developing Training Plans for Business and Industry
ATE 549	Occupational Analysis and Instructional Design
ATE 550	Interpersonal Skills in the Workplace

Total Elective Hours9

(Students must complete all required courses before registering for ATE 618)

Required Capstone Course

ATE 618	Literature of Adult and Continuing Education	3
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TOTAL DEGREE HOURS 33

Ed.S. with Area of Emphasis in Adult and Technical Education

Program Description

The program is designed to permit specialization in the field of Adult and Technical Education.

Admission Requirements, M.S.

Applicants must have a master's degree from a regionally accredited institution and work experience that provides an applicable background for the program. Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at www.marshall.edu/graduate/admissions/how-to-apply-for-admission

Program Requirements

All programs must be completed in seven years from admittance and conform to the following standards:

1. Completion of a minimum of 36 hours of planned, approved graduate study with a 3.25 GPA, including the following:

Core coursework 15

LS 703	Research Design
EDF 625	Qualitative Research in Education;
CIEC 700	Technology and Education
EDF 711	Survey Research in Education;
CI 677	Writing for Publication OR
HUM 604	Expository Writing

Adult and Technical Education Coursework..... 15

ATE 618	Literature of Adult and Continuing Education
ATE 689	Grant Writing;
ATE 701	Community and Technical College
ATE	Applied Research in Career and Technical Center Teaching
ATE 723	Perspectives and Strategies for Workforce Education

Research Component..... 3

ATE 679	Problem Report
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TOTAL HOURS33

2. A Plan of Study will be sent to the student at the time of admission. Changes in required courses and the choice of any elective courses must be approved, and signed off by the advisor on the office copy of the Plan of Study. The Plan of Study is a student's "blueprint" for completing graduation requirements.