IUP Graduate Handbook

Vocational Administrative Director Certificate

Center for Career and Technical Personnel Preparation

Handbook Updated June 2021

Vocational Administrative Director Certificate
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Introduction

Welcome to the Vocational Administrative Director Certificate program at IUP! You have chosen this program because you are interested in becoming an educational leader in career and technical education (CTE). As a leader, you will be responsible for managing a diverse group of tasks, faculty, and staff and will be instrumental in helping others achieve growth, satisfaction, and success with the ultimate objective of improving instruction.

The Pennsylvania Department of Education (PDE) requires that all individuals who are employed as a director in a state-approved Career and Technical Center (CTC) hold state-issued administrator certificate. IUP is the approved provider in western Pennsylvania for this standards-based certification program and we look forward to working with you to achieve this professional goal!

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for academic success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community, myself, my university, the nation, and the world.

Affirmative Action

www.iup.edu/gradcatalog

Title IX Reporting Requirement

www.iup.edu/gradcatalog

Student Conduct and Student Rights

www.iup.edu/studentconduct/policies/
www.iup.edu/gradcatalog

Center for Career and Technical Personnel Preparation

The Center for Career and Technical Personnel Preparation at Indiana University of Pennsylvania (IUP) was established in 1978 in response to the stated objectives of the Pennsylvania Department of Education-Bureau of Career and Technical Education for a comprehensive program to prepare and upgrade teachers, support personnel and administrators of career and technical education in area technical schools and comprehensive high schools in western Pennsylvania. Since that time, the IUP Center has continued to operate in an effective and efficient manner while delivering high quality CTE educator certification programs that stress integrity and are responsive to the varied needs and requirements of its' constituent groups.

The Center is housed within the College of Education and Communications at Indiana University of Pennsylvania, a member of the State System of Higher Education (PASSHE) and an approved and fully accredited member of the Middle States Association of Colleges and Secondary Schools, the National Council for the Accreditation of Teacher Education, and the Association to Advance Collegiate Schools of Business.

Mission Statement and Program Objectives

The IUP Vocational Administrative Director Certificate program is designed to be completed in two years and is based on standards established by the Pennsylvania Department of Education (PDE) to prepare individuals to assume the role of institutional leader of career and technical programs. As the administrator, you will be responsible for long-range planning, effectively promoting community involvement, providing for sound business and financial management, and providing state-of-the-art equipment and facilities.

Throughout the certificate program, students will complete in a minimum of 500 hours of embedded authentic simulations, field experiences, and an internship that demonstrate their knowledge of and competence in applying the fundamental concepts of school administration. One, three-credit course is offered each academic semester, including the summer session. However, it may be necessary to enroll in two, three-credit courses when non-VOED courses that are part of the program are offered. Please be aware that if you choose not to enroll for consecutive semesters, you will have to wait until the course that you are sitting out is offered again.

Completion of all PDE required tests and successful completion of all classes with 3.0 GPA are also required.

Students admitted into the Vocational Administrative Director Certificate Program who later wish to pursue the Master of Education in Career in Technical Administration must apply to the degree program before completing 15 credits.

Upon successful completion of the Vocational Administrative Director Certificate program, graduates will:

1. Develop skills necessary for a career and technical director to supervise CTE personnel and effectively manage CTE students.
   VOED 610: Personnel & Student Management in Career and Technical Education

2. Examine the Pennsylvania School Code and federal regulations and apply the Code and regulations for the effective operation of approved career and technical programs in Pennsylvania.
   VOED 611: School Code and Policy in Career and Technical Education

3. Develop a practical understanding of the CTC director's role in budget and facilities oversight as authorized by the Joint Operating Committee (JOC).
   VOED 612: Fiscal Responsibilities and Financial Oversite in Career and Technical Education

4. Analyze landmark and current cases in school and examine the impact of PA School Code to the operation of a CTC.
   VOED 613: School Law and Legal Responsibilities in Career and Technical Education

5. Evaluate elements to build strong work-based CTE programs including curriculum development research, curriculum resources and curriculum mapping.
   VOED 614: Curriculum Development and Analysis in Career and Technical Education.

6. Examine administrative leadership styles and identify personal leadership abilities with consideration given to the unique characteristics of CTE programs and variety of delivery systems.
   VOED 615: Administrative Leadership in Career and Technical Education

7. Explore the connections between families, schools, businesses, philanthropic organizations, and educational agencies that are essential for preparing 21st century learners.
   MEDU 761: Connecting Community and School

8. Enhance their understanding of the current technologies in the classroom.
   MEDU 764: Educational Technology for Today and Tomorrow

Admission

In addition to the standard graduate admissions requirements, candidates must also provide the following during the admission process*:

1. Letter of support from career and technical administrator indicating willingness to assist candidate with field experiences.

2. Resume indicating a minimum of three years of relevant professional experience in an educational setting that is related to the instructional process.
3. A copy of applicant's instructional certificate.

At the completion of the 24-graduate credit certificate program, for state-issued vocational administrative director certification, candidates are required to successfully complete the PRAXIS: School Licensure Assessment (6990).

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

**Applications will not be forwarded to the Department of Career and Technical Personnel Preparation for departmental review until the application packet is complete.*

Financial Assistance

Graduate Assistantships

- Graduate assistantships are not available for this program.

  https://www.iup.edu/admissions/graduate/financialaid/graduate-assistantships-at-iup.html

- Office of Financial Aid: *www.iup.edu/financialaid/*

Academic Advisement

A faculty advisor is assigned at the time of admission to the program. It is very important to maintain contact with your faculty advisor throughout the program. Your advisor will help plan as you progress through the coursework, advise you when it is time to schedule for the next semester, and to plan for graduation. When you have any questions regarding the program, department or university policies, your advisor is the first person you should contact for assistance.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/gradcatalog
Office of Student Billing: Student Billing - IUP
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/

Office of Social Equity: www.iup.edu/socialequity/
IUP Campus Library: www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/veterans/resource-center/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center: www.iup.edu/career/
IUP Parking Services and Visitor Center: www.iup.edu/parking/
University Policy: www.iup.edu/police/ |724-357-2141
Crisis Intervention 24/7 Hotline: 1-877-333-2470
Student Registration: https://www.iup.edu/registrar/howto/register/index.html

Insert additional links and information as deemed necessary and helpful for your students.

IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by with the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit https://www.iup.edu/itsupportcenter/ to learn more about setting up this account. For more information regarding University Policy on email communications, view the Graduate Catalog: www.iup.edu/gradcatalog

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Programs and Degrees

Master of Education in Career and Technical Administration

The completion of an additional 9 credits can lead you to a Master of Education in Career and Technical Administration. Students admitted into the Vocational Administrative Director Certificate Program who later wish to pursue this advanced degree must apply before completing 15 credits. Contact the Center for additional information.

Certificates and/or Certification and/or Licensure

All students who successfully complete the Vocational Administrative Director Certificate program are required to take, and successfully pass, the PRAXIS: School Licensure Assessment (6990). Once this requirement is met, application may be made to PDE for the Career and Technical Administrative Director 7-12 certification.

Course Descriptions

For detailed course descriptions, please refer to the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Evaluation of Students

Students are evaluated on their coursework and successful completion of embedded field experiences/ internship hours. There are no candidacy/qualifier or comprehensive exams.

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: www.iup.edu/gradcatalog*Insert information about how students will be evaluated. This section may be added to each program/degree as necessary.*

Degree Completion

Application for Graduation

It is the student's responsibility to apply for graduation. Applications for graduation must be done on-line through MyIUP. If you need help or have questions, you may contact the Center or the School of Graduate Studies and Research.

After applying for graduation, the School of Graduate Studies and Research will send a Graduation Checkout Form to your advisor.

Application Deadlines

If the School of Graduate Studies and Research receives your form late, your graduation will be delayed.
The application must be submitted to the School of Graduate Studies and Research by:

- May 1 for May graduation
- August 1 for August graduation
- December 1 for December graduation.

For more information, view the view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: http://www.iup.edu/graduatestudies/

University Policies and Procedures

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact [Program Coordinator] or the School of Graduate Studies and Research.

Academic Calendar
View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

The Following University and SGSR policies can be found at www.iup.edu/gradcatalog
Academic Good Standing
Academic Integrity
Bereavement-Related Class Absences
Continuous Graduate Registration for Dissertation and Thesis
Grade Appeal Policy
Graduate Fresh Start Policy
Graduate Residency Requirement
Leave of Absence Policy
Time Limitations
Time-to-Degree Masters/Doctoral Dismissal Appeal Policy
Time-to-Degree Extensions for Master's Thesis and Doctoral Dissertation
Transfer of Credits Policy

Research

Applied Research Lab: www.iup.edu/arl/

For more information, visit the website of the School of Graduate Studies and Research, click on *Research*: www.iup.edu/graduatestudies/

Signature Page

As a student in the Vocational Administrative Director Certificate program, I acknowledge that it is my responsibility to read and understand the university policies and procedures contained in this student handbook.

My signature below indicates that I acknowledge this responsibility.

_____ I understand my program coordinator may share this document with the School of Graduate Studies and Research.

_____
Print Name

_____
Signature

_____
Date

Submit to Paula Andrei
(pandrei@iup.edu)

or mail to:

Paula Andrei
IUP Center for Career and Technical Personnel Preparation
Reschini Building, 1110 Maple Street
Indiana, PA 15705

The Center for Career and Technical Personnel Preparation will keep this signed document on file.