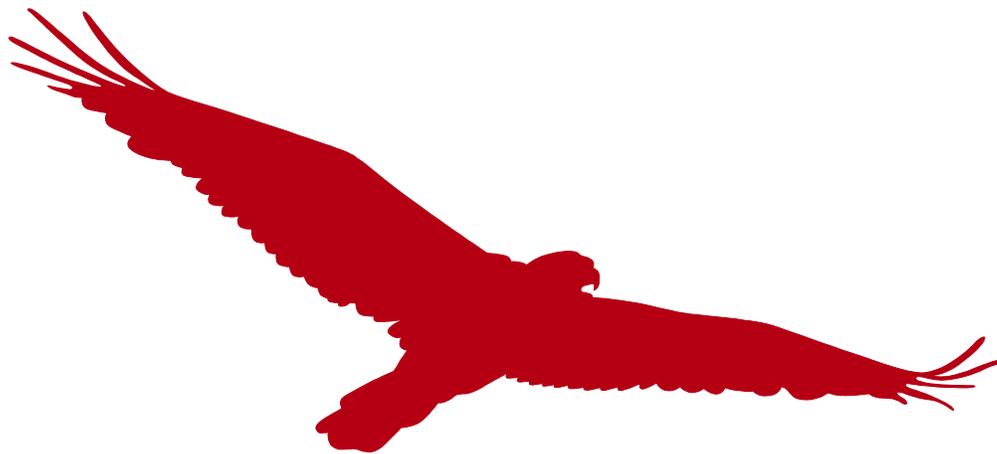




Indiana University of Pennsylvania

Vocational Administrative Director Certificate

Center for Career and Technical Personnel Preparation



Handbook Updated July 2019

Vocational Administrative Director Certificate
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WELCOME

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 certification 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.

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 Outcomes

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.

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 Oversight 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 Vocational Director indicating willingness to assist candidate with field experience and internship requirements.
2. Resume indicating a minimum of three years of successful teaching experience in a CTC.*

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) and to have taught in a CTC for a minimum of five years.

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.

<http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/>

- 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/graduatestudies/catalog/
Office of the Bursar: www.iup.edu/bursar/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
IUP Campus Library www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
Applied Research Lab: www.iup.edu/ar/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/itsupportcenter/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center <http://www.iup.edu/career/>
IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>
University Police <http://www.iup.edu/police/> | 724-357-2141
Crisis Intervention 24/7 Hotline: 1 - 877 - 333- 2470

IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by which 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 www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account. For more information regarding University policy on email communication, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

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

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) and document a minimum of five years of teaching experience in a CTC. Once these requirements are met, application may be made to PDE for the Vocational 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 more information regarding School of Graduate Studies and Research Policy on grading, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

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 Policy and Procedure

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 the School of Graduate Studies and Research.

Academic Calendar

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

Academic Grade Appeal Policy

For Information regarding the Grade Appeal policy, view the Graduate Catalog:
www.iup.edu/graduatestudies/catalog/

Academic Integrity

For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
The Source: A Student Policy Guide: www.iup.edu/studentconduct/thesource/

Academic Status and Satisfactory Academic Progress

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

Affirmative Action

Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

Bereavement-Related Class Absences

For information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog:
www.iup.edu/graduatestudies/catalog/

Continuous Graduate Registration for Dissertation and Thesis

For more information regarding School of Graduate Studies and Research policy on registration, 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/>

Graduate Fresh Start Policy

A graduate student who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student has

been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into a graduate program, and readmission to the program from which the student was dismissed may not be sought. A student dismissed as a result of an academic integrity violation is barred from utilizing the Graduate Fresh Start Policy to request readmission.

Conditions for a Graduate Fresh Start Application

A graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:

- he/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;
- he/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
- he/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

The graduate student must apply to the desired program through the standard Admissions process. Having reviewed the prior and intervening factors for evidence of potential for improved academic success, the program coordinator, after departmental review, may recommend to the Dean of Graduate Studies and Research that the student be readmitted to the University and admitted to the program. The Dean's decision is final and is not subject to appeal.

Conditions for a Graduate Fresh Start Record

All credits and grades for IUP course work taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on credits and grades earned from the date of readmission. Individuals may seek readmission to the University through the provisions of this policy only once.

Prior Record

The student's graduate record will be identified as a Graduate Fresh Start. No graduate credits earned from the program in which the student was dismissed are permitted to be transferred to the Graduate Fresh Start sought degree. Any other transfer credits must meet the IUP Transfer Credit Policy.

Students seeking a degree under the Graduate Fresh Start are not permitted to repeat a previously taken course from the program in which the student was dismissed and have it count towards improving the previous CGPA that was prior to readmission. Any course repeat(s) will be counted as a course taken under the Graduate Fresh Start and applied solely to the new degree sought and new cumulative GPA.

Academic Standards

A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in

the academic catalog at the time of re-matriculation. Students readmitted to the University under this policy and who were dismissed initially by exceeded time-to-degree requirements may not be granted extensions of time-to-degree requirements.

Graduation Graduate Residency Requirement Policy

Graduate Students

1. For master's students, at least 2/3 of the credits meeting program requirements must be taken from the University offering the degree.
2. Doctoral residency requirements are determined at the program level.

Note that these set the minimum number of credits that must be taken "in residence" and that universities can limit the number of hours that will be allowed to transfer into a graduate program.

Active-duty service members who are graduate students will be handled on a case by case basis.

Exceptions are to be approved by the Office of the Chancellor's Division of Academic and Student Affairs.

Program Level Exams Appeal Policy

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

Reexamination Policy: Candidacy/Comprehensive Examination

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research Dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research.

Registration

<http://www.iup.edu/registrar/students/registration/>

For more information regarding registration and tuition billing, please contact the Office of the Bursar:
www.iup.edu/bursar/

Social Equity

The Office of Social Equity: www.iup.edu/socialequity/

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

Student Conduct

Policies from the Office of Student Conduct: www.iup.edu/studentconduct/policies/
(*IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.*)

Time Limitations

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

For more information regarding School of Graduate Studies and Research policy on time-to degree, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Title IX Reporting Requirement

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog:
www.iup.edu/graduatestudies/catalog/

Transfer of Credits (Effective fall 2017) Policy

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Research

Applied Research Lab: www.iup.edu/ar1/

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

Student Rights and Responsibilities

For more information regarding student rights and responsibilities, view the Graduate Catalog:
www.iup.edu/graduatestudies/catalog/

Student Acknowledgement

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

Return this form to:
Paula Andrei
Graduate Coordinator
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.