MASTER OF EDUCATION (M.ED.) MAJOR IN MANAGEMENT OF TECHNICAL EDUCATION

Major Program

The Department of Occupational, Workforce, and Leadership Studies also offers the master of education (M.Ed.) degree for those interested in supervision. The M.Ed. degree has a major in management of technical education and is a highly specialized degree program. It is designed to assist an individual in learning skills that would enhance his or her performance in managing technical education in either an education or an industrial setting. The degree provides the broad skills necessary for an educator or trainer to become a better instructor and manager of instruction. In this program, students develop instructional and managerial competencies through various courses in curriculum design and delivery, instructional improvement, human performance technology, class organization, management, teaching/learning styles, diversity, understanding organizations, and program evaluation. Course schedules are flexible to accommodate the needs of working professionals, and many courses are offered in online and hybrid formats. This option allows students to complete courses from home and study whenever and wherever is convenient. Hybrid courses meet three times each semester, and the remainder of the work is online. Contact the program chair of Department of Occupational, Workforce, and Leadership Studies or go to http://www.oced.txstate.edu/ for more information.

Application Requirements

The items listed below are required for admission consideration for applicable semesters of entry during the 2017-2018 academic year. Submission instructions, additional details, and changes to admission requirements for semesters other than the 2017-2018 academic year can be found on the program’s web page (http://gradcollege.txstate.edu/programs). International students should review the International Admission Documents (http://mycatalog.txstate.edu/graduate/admission-documents/international) section of the catalog for additional requirements.

- completed online ApplyTexas application
- $40 nonrefundable application fee
- $50 nonrefundable international evaluation fee (if applicable)
- baccalaureate degree from a regionally accredited university
- official transcripts required from each four-year institution where course credit was granted
- minimum 2.75 GPA in your last 60 hours of undergraduate course work (plus any completed graduate courses)*
- official GRE scores not required*
- statement of purpose

TOEFL or IELTS Scores

Non-native English speakers who do not qualify for an English proficiency waiver:

- official TOEFL iBT scores required with a 78 overall and minimum individual module scores of

  - 19 listening
  - 19 reading
  - 19 speaking
  - 18 writing

  - official IELTS (academic) scores required with a 6.5 overall and minimum individual module scores of 6.0

This program does not offer admission if the scores above are not met.

*Additional Information

If your last-60-hours GPA falls below the minimum requirement of 2.75, the following is required:

- official GRE scores with a preferred minimum of 291 (verbal and quantitative sections combined)
- interview

Course Requirements

Each level must be completed before a student may start on the next level unless granted permission from the graduate advisor. All 5000-level EDCL courses should be taken in numerical order. CTE electives must be approved by the graduate advisor.

**Level I**

15 hours

Choose 15 hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCL 5339</td>
<td>Understanding Self: Developing a Personal Vision of Leadership</td>
</tr>
<tr>
<td>EDCL 5340</td>
<td>Shaping Organizations and Using Inquiry: Management and Leadership</td>
</tr>
<tr>
<td>EDCL 5345</td>
<td>Understanding People: Professional Development</td>
</tr>
<tr>
<td>EDCL 5347</td>
<td>Understanding Environments: Social, Political, Economic, Legal, and Technological</td>
</tr>
<tr>
<td>EDCL 5348</td>
<td>Supervision of Instruction</td>
</tr>
</tbody>
</table>

**Level II**

21 hours

Choose 21 hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTE 5301</td>
<td>Technology of Teaching</td>
</tr>
<tr>
<td>CTE 5306</td>
<td>Instructional Materials Development Technology</td>
</tr>
<tr>
<td>CTE 5313D</td>
<td>Leadership and Leadership Activities for Career and Technical Education Teachers</td>
</tr>
<tr>
<td>CTE 5313F</td>
<td>Human Performance in the Workplace</td>
</tr>
<tr>
<td>CTE 5314</td>
<td>Human Relations for Career and Technical Education Teachers</td>
</tr>
<tr>
<td>CTE 5320</td>
<td>Effective Methods of Teaching and Training</td>
</tr>
<tr>
<td>CTE 5321</td>
<td>Work-based Learning in Career and Technical Education</td>
</tr>
<tr>
<td>CTE 5322</td>
<td>Teaching and Training as Professions</td>
</tr>
<tr>
<td>CTE 5341</td>
<td>Supervision of Career and Technical Education</td>
</tr>
<tr>
<td>CTE 5355</td>
<td>Career Education and Occupational Information in Career and Technical Education Guidance</td>
</tr>
<tr>
<td>CTE 5380</td>
<td>Management of Business Office Education Training Programs</td>
</tr>
<tr>
<td>CTE 5381</td>
<td>Instructional Strategies in Business Office Education Training Programs</td>
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</tbody>
</table>
Master's level courses in Occupational, Workforce, and Leadership Studies: CTE (p. 2), OCED (p. 4)

 Courses Offered

### Career and Technical Education (CTE)

**CTE 5300. Career and Technical Education Student Identification, Placement, and Follow-up.**
This course provides an overview of the theory, methods, and instruments used in determining occupational aptitude, programs of job placement, and the study of the development and coordination of student follow-up

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**CTE 5301. Technology of Teaching.**
This course presents the research and theory related to the technology of teaching. Topics include learning theories, effective teaching techniques, motivation and performance, evaluation, and classroom dynamics

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**CTE 5302. Coordination Techniques.**
This course emphasizes the establishment of cooperative education programs, guidance, selection, and placement of students, work adjustment, the setting of student objectives, evaluation, labor laws, current research, and public relations for cooperative education programs

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**CTE 5303. Interdisciplinary Studies in Occupational, Workforce, and Leadership Studies.**
This course provides an overview of interdisciplinary studies’ frameworks in the fields related to occupational, workforce, and leadership studies. Students investigate career options, develop plans of study, integrate interdisciplinary academic material, and refine interdisciplinary writing skills

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**CTE 5304. Organization and Management of Marketing Education Programs.**
This course highlights the organization and administrative structure of both school based and workplace based marketing education programs in the United States. The course includes a discussion of objectives, programs, practices, teacher selection and supervision, and evaluative criteria for business education departments

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**CTE 5305. Laboratory and Classroom Organization and Management.**
This course involves the organization and management of CTE classroom and instructional laboratories and related materials. It includes the establishment of record and inventory systems, establishment of student rotations, hygiene and safety requirements, working with suppliers and potential donors, and maintenance of equipment

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**CTE 5306. Instructional Materials Development Technology.**
This course provides students opportunities to develop knowledge, skills, and abilities relevant to assessing instructional materials in education and training, within the context of real-world settings

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**CTE 5307. Selection, Placement, and Follow-Up in Cooperative Education.**
This course provides an overview of organizing and operating cooperative training programs in the community. It includes instruction in the procedures for assisting in the selection of occupations appropriate for students, assisting students in managing school and work time, and coordinating of school and workplace instructional efforts

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**CTE 5308. Problems in Cooperative Training.**
This course provides a review of basic standards for cooperative education, underlying reasons for standards, and current issues/problems in cooperative education programs. Students will discuss and provide solutions to current dilemmas of cooperative education, through the use of organizational research techniques and organizational problem solving

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**CTE 5312. Development, Organization, and Use of Instructional Material.**
This course involves the selection of lesson content, lesson planning, and instructional material development. The emphasis is on the effective development and evaluation of instructional materials. A variety of methods will be taught to gather and utilize instructional materials

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

**CTE 5313C. Teaching Entrepreneurship in Career and Technical Education.**
This course includes a study and analysis of ownership, marketing strategies, location, financing, regulations, managing, and protecting a business. Students will analyze current research and techniques in teaching entrepreneurship in CTE settings

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing
Grade Mode: Standard Letter

**CTE 5313D. Leadership and Leadership Activities for Career and Technical Education Teachers.**
This course provides an overview of leadership and management styles, theories, and current research. An overview of leadership development techniques utilized in various CTE settings will be provided

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing
Grade Mode: Standard Letter

**CTE 5313F. Human Performance in the Workplace.**
The course provides an overview of current quality improvement strategies utilizing business and industry settings. Topics include the teaching of HPT, organizational culture, teamwork, leadership, measuring improvement, statistical process control, and restructuring of work

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing
Grade Mode: Standard Letter
CTE 5313L. Emergent Workplace Perspectives.
This course examines the emergent and evolving nature of the modern workplace. Students will explore topics related to interdisciplinary perspectives in the workplace such as inequality related to gender and race, workers' rights, knowledge, control, the role of technology, and globalization
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing|Topics
Grade Mode: Standard Letter

CTE 5313M. Program Evaluation in Career and Technical Education.
Students will gain an in-depth understanding of terminology and program evaluation, guiding principles, approaches and models, and professional standards utilized while conducting program evaluations of career and technical education (CTE) programs. Students will apply these concepts to design a program evaluation proposal for an existing or proposed CTE program
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing|Topics
Grade Mode: Standard Letter

CTE 5314. Human Relations for Career and Technical Education Teachers.
This course includes a study of methods of establishing and maintaining effective relationships with students, co-workers, families, business and industry, and community members. Strategies for teaching students and mentoring employees on the dynamics of human relations are highlighted
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

CTE 5320. Effective Methods of Teaching and Training.
This fundamental course is for trade and industrial educators seeking certification and technical trainers who are not seeking certification. It is designed to prepare them to apply effective teaching principles and techniques. Lesson plans will be prepared, classrooms managed, and practice teaching included
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

CTE 5321. Work-based Learning in Career and Technical Education.
This course is intended for teacher coordinators of work-based programs in trades and industrial cooperative education. There is an emphasis on selection of occupations and training stations, student recruitment, instructional coordination in numerous on-the-job experiences, state and local reports, and recordkeeping requirements. Research is conducted on local districts
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

CTE 5322. Teaching and Training as Professions.
This course emphasizes the professional requirements of teaching and training in a variety of settings. Professional topics include licensure and preparation for the profession, organizations, philosophical foundations of teaching and training, and the socio-political landscape of teaching and training. Research is conducted on reform efforts
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

CTE 5323. Technology Applications.
This course covers the use of computers in the classroom or office. Topics include history of computers, philosophies of computer integration, research in computer use, overview of common computer programs, and history and use of the Internet. Trades and Industry teacher candidates will review for the TExES examination
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

CTE 5330. Overview of Interdisciplinary Research.
Students will become familiar with various interdisciplinary research methods, learn concepts related to research, and conduct reviews and critiques of academic research articles. The application of academic research to practical problems will be emphasized
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

CTE 5341. Supervision of Career and Technical Education.
This course provides an overview of skills and attitudes for the supervision of personnel in the field of CTE. Students will learn the dynamics of supervision, the supervisor's role in the workplace, and the evaluation of instructional and other personnel in CTE settings
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

This course deals with the collection, evaluation, and interpretation of common occupational, career, and personal information. It includes an overview of current theory and research in occupational selection techniques, psychological and sociological factors in career selection, and job analysis. The emphasis is on the practical application in CTE settings
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

CTE 5380. Management of Business Office Education Training Programs.
This course is for instructors in industry and business education settings and involves an in-depth analysis of governmental policies relating to teaching and training in business education, working with cooperative education students, assisting individuals with the transition to the workplace and further education
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

CTE 5381. Instructional Strategies in Business Office Education Training Programs.
This course is designed for instructors in educational and industry settings. Students will learn to prepare in-depth individualized units of instruction, which include selecting curriculum, incorporating technology in teaching and training, and methods of assessment
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

CTE 5390. Independent Study in Career and Technical Education.
This is an independent study course involving the study of important and timely topics in CTE. Students complete the study at the direction of the faculty member. This course may be repeated with different topics with departmental permission
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing
Grade Mode: Standard Letter
Occupational Education (OCED)

OCED 5101. Instructional Skill Development.
Graduate assistants are required to enroll in this course to be prepared to instruct/assist with classes in Occupational/Career and Technology Education. Topics covered are essential teaching strategies, techniques, evaluation design, online instruction, and effective instructional, motivational techniques. This course does not earn graduate degree credit. Repeatable with different emphasis. Graded on a credit (CR), no credit (F) basis
1 Credit Hour. 1 Lecture Contact Hour. 0 Lab Contact Hours.
Course Attribute(s): Graduate Assistantship|Exclude from Graduate GPA
Grade Mode: Standard Letter

OCED 5300. Interdisciplinary Research Methods.
Basic and advanced concepts related to interdisciplinary research. Special emphasis will be placed on technical writing skills, electronic analysis of databases, appropriate statistical treatment of data, development and validation of instruments, and interdisciplinary research design and procedures
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

The instructional intent is to provide the graduate students with an opportunity to apply their research skills. Students are carefully monitored and mentored in initiating, performing, and documenting their individualized research project. Prerequisites: OCED 5300 and approval of research proposal
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

This course is the final course in the interdisciplinary research series. It requires the development of a comprehensive final research report including extensive tables and graphs. Students must also be prepared to present the findings of the research to the Occupational Education faculty and students at the Graduate Research Forum. Prerequisite: OCED 5301
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

This course prepares graduate students for a field-based practicum. Students learn reflection and experiential learning techniques useful in the domain of careers, workplace, and leadership. They also locate, develop, and propose a professional practicum experience. Corequisite: CTE 5330
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

OCED 5304. Professional Practicum.
This course engages students in a field based experience designed in OCED 5360C, the previous course in the sequence. Students implement their practicum of approximately 120 hours in a work-based setting and concurrently collect ongoing reflections of their experience. Prerequisite: OCED 5360C
3 Credit Hours. 1 Lecture Contact Hour. 8 Lab Contact Hours.
Grade Mode: Standard Letter

OCED 5310. Human Problems in the Workplace.
Overview of problems that supervisors, teachers, and co-workers encounter in business/industry, social service, military, or education. This range of problems interferes with communication, performance, and development of proficiency in school/work. Perspectives and reports on the incidence of these problems will be presented, as well as actions for these human problems
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

OCED 5360. Special Topics in Occupational Education.
This course represents directed study and research in selected topics in occupational education such as systems theory or critical thinking for the workplace. Independent research projects may be assigned to each student as part of the course. May be repeated (with different emphases) for credit
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Topics
Grade Mode: Standard Letter

OCED 5360A. Sustainable Human Systems in Occupational Sciences.
This course provides students with a knowledge foundation for systems theory. This knowledge, plus ethical reflection and applicable field work, will enhance students’ ability to understand human systems, ambiguity in those systems and organizational complexity, and have the ability to leverage systemic problem-solving skills and human interventions in organizations
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Topics
Grade Mode: Standard Letter

OCED 5360B. Critical Thinking in the Workplace.
This course provides students with an opportunity to examine workplace decision making in terms of critical thinking. Current occupational approaches to critical thinking will be emphasized. Students will participate in simulations and case studies of critical thinking for the workplace
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Topics
Grade Mode: Standard Letter

OCED 5360C. Reflective and Experiential Learning Techniques.
This course prepares graduate students for a field-based practicum. Students learn reflection and experiential learning techniques useful in the domain of careers, workplace, and leadership. They also locate, develop, and propose a professional practicum experience, which can be carried out in a following course. Prerequisite or Co-requisite: CTE 5330
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing|Topics
Grade Mode: Standard Letter

OCED 5360D. Leadership Development.
This course introduces students to leadership theory. Students will explore multiple approaches to leadership, topics related to leadership within organizations, ethics and values in leadership, and practical applications of theory in real-life situations
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing|Topics
Grade Mode: Standard Letter
OCED 5360E. Organization Development in the Workplace.
This course introduces students to organization development (OD), which uses knowledge and practices to improve organizational, group, and individual performance. Students will explore major theories, concepts, skills, and techniques for the practice of OD and the interventions used to lead and manage organization change in various contexts
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing|Topics
Grade Mode: Standard Letter

OCED 5360F. The Basics of Extramural Funding.
Emphasizing professional relationships of mutuality, collaboration, and respect for the client system, this course helps students develop knowledge and skills to enhance organizational resources, particularly in developing programs, raising funds, writing grant proposals, and marketing
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing|Topics
Grade Mode: Standard Letter