
WESTERN MICHIGAN UNIVERSITY

CTE

Student
Handbook

"Preparing Tomorrows Career and
Technical Education Teachers"

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CTE TIMELINE

First Year

- Take ED 250 as soon as possible. It is required before applying to the College of Education. Which is only done once a year. See page 6.
- Take the Basic Skills Test. It is called “Basic Skills” for a reason. You should be able to pass this without any problems. This is also required before applying to the College of Education. It is offered four times a year. You have to apply to take it about 6 – 8 weeks ahead of the test date. See page 10.
- Be aware of classes with prerequisites. Take the prerequisites as soon as possible to eliminate schedule delays later.
- Take CTE 305. You will start a portfolio in this class that will be used in every CTE class you take. It is easier if the portfolio is already started. See page 7.

Second Year

- If you have not taken ED 250 or the Basic Skills Test, do that now.
- If you are eligible, apply to the College of Education. It can only be done once a year. See page 6.

Third Year

- Apply for your internship. Do not wait until the last day. Plan on about 3 – 4 weeks to fill out the application. See page 12.
- Get your TB test. This needs to be done before applying for your internship.
- Apply for Vocational Certification if you are eligible. See page 11.

Fourth Year

- Fill out your Senior Audit/Application for Graduation. See pages 13 & 14.
- Take your teacher certification tests. While you can take them at the same time, most suggest that you take them on separate dates. Taking them early allows you to retake them if you should need to. See page 10.
- Take CTE 348. This should be taken the semester before you intern. This class requires 60 hours, about 1 day per week, in a classroom. Make sure your schedule can accommodate this. See page 7.
- Intern Teaching, finally! See page 12.

WebCT

How to access WebCT based courses

1. Complete the account request form to obtain a Student Unified Account. Your WebCT ID and Password is determined by your Unified Account name. Complete the form and you will receive your account information within 10 business days. If you already have a Unified Account from WMU, You can login.
2. With your Unified Account/WebCT ID and Password connect to the Internet.
3. Open your Internet Browser (Netscape, Internet Explorer or AOL).
4. Go to the website (usually long white box referenced by Location or Address):
5. Click on the words Log on to myWebCT.
6. You will be prompted for your WebCT ID and Password. This information is case sensitive so make sure you type it EXACTLY using capital letters when necessary. WebCT login is case sensitive.
7. Once you log on you will see a menu page listing your course to the left.
8. To access course information click on your course name which is listed to the left under courses. All semester-based courses that you are enrolled in using WebCT will be listed.

Semester Based Courses: <http://webct.wmich.edu>



Application to College of Education REQUIREMENTS

- Completion of at least 35 credit hours
- Completion of all Western Michigan University Intellectual Skills Development requirements
- Completion of an approved college level writing course
- Completion of ED 250, human development, with a C or better
- Achievement of a cumulative grade point average of 2.5 or better
- Receipt of passing on the Michigan Test for Teacher Certification- Basic Skills Test
- Completion and submission of a formal application by January 15
(Note acceptance to College of Education only occurs once a year)



Sangren Hall at Western Michigan University

Career and Technical Education Course Offerings

I haven't been to college in many years; will I fit in?

Yes. The CTE program is filled with traditional and non-traditional students. The program values the opinions and experiences of all its students.

I work full time; will I be able to take all the classes I need?

Yes. CTE classes are offered in a number of different formats; night classes, TV interactive classes, two-week summer courses, regional sites, and via the Internet.

CTE 305 Career and Employability Skills

Intensive investigation of career and employability skills in Career and Technical Education. Included are the concepts required to develop skills and behaviors that will prepare students for the world of work.

CTE 348 Student Assessment and Management

This course is designed to prepare students for the responsibilities of classroom instruction. Emphasis is placed on student classroom management, assessment, and evaluation strategies. Requires a minimum of one (1) day per week participating in a classroom. May be taken concurrently with ED 305. Prerequisites: CTE 342 and 344.

CTE 510 Special populations in Career and Technical Education

Special populations enrolled in Career and Technical Education programs and the identification of appropriate teaching strategies, materials, and support services for effective teaching and learning.

CTE 512 Principals of Career and Technical Education

Explanation, identification, investigation of the history, philosophy, principles, programs, and services in career and technical education.

CTE 513 Teaching Methods for Career and Technical Education

Analysis of the teaching-learning process in career and technical education. Included are the teacher's roles, lesson planning, teaching methods, evaluation techniques, and classroom management.

CTE 542 Curriculum Development

Principles of analyzing, selecting, and arranging curriculum for instructional purposes in career and technical education. This course is approved as a writing-intensive course which may fulfill the baccalaureate-level writing requirement of the student's curriculum.

- All CTE courses are offered during the fall and spring semesters
- CTE 510 and CTE 512 workshops are offered during the summer
- CTE 348 should be taken during your final semester and includes 60 hours of pre-internship work.

Off-Campus Locations and Programs Offered

Lansing Campus

Verndale Office Park
 Director: Gus Breymann
 6105 W. St. Joseph Highway, Suite 205
 Lansing, MI 48917
 Phone (517) 327-1480
 Fax (517) 327-1499

Located off of I-496 at the corner of Creyts Road and St. Joseph Highways in the Verndale Office Park.

Textbooks are available locally at Gibson's Bookstore. Telephone number is (517) 487-3769. Shipping is available.

Programs offered at Lansing Campus include:

Graduate Programs:

- Non-Profit Leadership and Administration (certificate)
- Public Administration
- Public Administration with Healthcare Administration Option
- Science Education
- Public Affairs and Administration (Ph.D.)
- Healthcare Administration (certificate)
- Educational Technology (certificate on-line)
- Family and Consumer Sciences (certificate)
- Holistic Healthcare (certificate)

Undergraduate Programs:

- Professional Studies
- Family Studies/Child Development Emphasis
- Inter Disciplinary Health Services
- Occupational Education Studies (may require some coursework at the Kalamazoo campus)

Southwest Campus

Lake Michigan Collage
 Director: Leonard Seawood
 2785 E. Napier Ave.
 Benton Harbor MI, 49002
 Phone (269) 934-1500
 Fax (269) 934-1505

I-94 east of exit 30. Turn East on E. Napier Ave.

Programs offered at Southwest campus include:

Graduate Programs:

- Career and Technical Education
- Educational and Professional Development (Some courses offered: Elementary Education, Reading, and Middle School)
- Educational Leadership
- Educational Technology (certificate on-line)

Undergraduate Programs:

- Elementary Education
- Family Studies/Child Development Emphasis
- Inter-Disciplinary Health Services
- Nursing
- Occupational Education Studies (may require some coursework at the Kalamazoo campus)

Traverse City Campus

NMC University Center
 Director: Mary Swartz
 2200 Dendrinos Drive, Suite 200S
 Traverse City, MI 49684
 Phone (231) 995-1788
 Fax (231) 995-1789

Located at Northwest Michigan college's University Center, off of Cass Road, North of Airport Road.

Programs offered at Traverse City campus include:

Graduate Programs:

- Educational Technology (certificate on-line)
- Alcohol and Drug Abuse (certificate)
- Holistic Healthcare (certificate)
- Counselor Education and Counseling Psychology (will require practicum in Grand Rapids)

Undergraduate Programs:

- NONE

Holland Campus

100 East 8th Street
 Holland, MI 49423
 Phone (616) 392-1143
 Fax (231) 777-0531

Located two blocks North of Hope College's main campus, at the corner of 8th Street and College Avenue.

Programs offered at Holland campus include:

Graduate Programs:

- Educational Technology (Certificate on-line)
- Electrical and Computer Engineering (MSE/PhD)
- Engineering Management
- Industrial Engineering
- Educational and Professional Development (Some courses offered: Elementary Education and Reading)

Undergraduate Programs:

- NONE

Muskegon Campus

Muskegon Community College
 Director: Debra Newson
 221 Quarterline Road
 Muskegon, MI 49442
 Phone (231) 777-0500
 Fax (231) 777-0531

Located on Quarterline off of Apple Avenue. Take 31 North to Apple Avenue; go east to Quarterline Road, North to MCC

Programs offered at Muskegon campus include:

Graduate Programs:

- Science Education
- Educational and Professional Development (Some courses offered: Elementary Education and Reading)
- Education Technology (certificate on-line)
- Engineering Management
- Industrial Engineering

Undergraduate Programs:

- Interdisciplinary Health Services
- Manufacturing Engineering
- Engineering Management Technology
- Occupational Education Studies (may require some coursework at the Kalamazoo campus)

Battle Creek Campus

Kendall Center
Director: Tony DeRose
50 W. Jackson
Battle Creek MI, 49017
Phone (269) 965-5380
Fax (269) 964-2306

Located one block west of capital Ave,
across from the Kellogg Center.

Programs offered at Battle Creek campus
include:

Graduate Programs:

- Public Administration
- Public Administration with
Healthcare Administration
Option
- Communication
- Nonprofit leadership and
administration (certificate)
- Science Education
- Career and Technical Education
- Educational and Professional
Development (Some courses
offered: Elementary Education,
Reading, and Middle School)
- Healthcare Administration
(certificate)
- Educational Technology
(certificate on-line)
- Alcohol and Drug Abuse
(certificate)
- Holistic Healthcare (certificate)
- Counselor Education and
Counseling Psychology
- Educational Leadership
- Human Resource and
Development

Undergraduate Programs:

- Professional Studies
- Family Studies/Child
Development Emphasis
- Inter-Disciplinary Health
Services
- Elementary Education
- Manufacturing Engineering
- Occupational Education Studies
(may require some coursework at
the Kalamazoo campus)

Grand Rapids Campus (2)

Graduate Centers
Director: James Schultz
2333 E. Beltline Avenue, SE
Grand Rapids, MI 49546
Phone (616) 771-9470
Fax (616) 771-9483

200 Ionia Avenue, SW
Grand Rapids, MI 49504
Phone (616) 771-4100
Fax (616) 771-4200

Beltline Campus: located on East Beltline,
North of 28th Street, behind Woodland
Mall.

Downtown Campus: Exit 84B on US131,
East on Cherry. Located at the SE corner
of Cherry Street and Ionia Avenue.

Programs offered at Grand Rapids
campuses include:

Graduate Programs:

- Public Administration
- Public Administration with
Healthcare Administration
Option
- Communication
- Business Administration
- Career and Technical Education
- Educational and Professional
Development (Some courses
offered: elementary Education,
Reading, and Middle School)
- Healthcare Administration
(certificate)
- Education Technology
(certificate on-line)
- Family and Consumer Sciences
- Alcohol and Drug Abuse
(certificate)
- Holistic Healthcare (certificate)
- Counselor Education and
Counseling Psychology
- Community counseling
- Counseling Psychology
- School Counseling
- Student Affairs and Higher
Education

- Marriage and Family Therapy
(Postgraduate Sequence)
- Educational Leadership
- Educational Leadership CTE
Concentration
- Early Childhood Education
- Human Resource and
Development Special Education
(endorsement)
- Engineering Management
- Industrial Engineering
- Social Work

Undergraduate Programs:

- Professional Studies
- Family Studies/Child
Development Emphasis
- Inter-Disciplinary Health
Services
- Occupational Education Studies
(may require some coursework at
the Kalamazoo campus)

Test and Certification Requirements

Basic Skills Test

Do I have to take the Michigan Basic Skills test? Yes!

All candidates for a Michigan provisional teaching certificate must pass a test in basic skills (reading, mathematics, and writing). Candidates must pass the Basic Skills test before applying to the College of Education. The Basic Skills test should be taken as soon as possible (recommendation is in the freshman year).

Academic Content-area Tests

Candidates for secondary-level teaching certificates must pass the corresponding subject-area test for each academic content area in which they are to be certified.

The certification test(s) should be taken before the student does their student teaching. This way if the student does not pass the test on the first try, they will have the opportunity to retake the test before graduation.

What Tests Should I Take?

For Michigan students seeking certification for the first time, the required subject-area test is the test that corresponds to the individual's major and minor field(s) of study in an approved teacher education program and in which he or she is planning to seek certification in the state of Michigan. Candidates in the same major or minor field of study will take the same subject-area test. Subject-area tests correspond to teacher certificate endorsements. It is important to verify with your advisor the endorsement(s) for which your institution will apply on your behalf and take the corresponding MTTC test(s). A candidate planning to seek certification in more than one field of study must take the subject-area test for each field in which he or she seeks certification.

The basic skills and certification tests are offered four times per year: January, April, July, and October.

State Certification

After all classes and student teaching are finished, Jane Kramer will submit your name to the state. You will receive a bill of \$125.00 due to the state at this time for your state certification. When you are in CTE 410, Seminar in Education, Jane Kramer will visit your classroom to make sure that she has all students eligible for certification on her list. Make sure that you contact Jane Kramer if you do not see her during your class period.

Vocational Certification

What is Vocational Certification?

Vocational Certification is an endorsement the state of Michigan adds to your Teaching Certificate stating that you have worked 2000+ hours in your field.

WMU recommends vocational certification in the following occupational areas: Business, Marketing Education, Health, Family and Consumer Sciences, and Trade and Industry. Each area has specific criteria that should be reviewed for each certification. There is a checklist available in the certification office, located in 2104 Sangren Hall. Students should start reviewing the work experience that will count toward his or her vocational certification immediately. If the criterion requires 4,000 hours of experience an option for the student is to take FCS 202. Once a student has reached 2,000 hours, he or she may take FCS 202 Field Experience to contribute to the fulfillment of the remaining hours. This is described in more detail in the attached pages. The student requesting work experience needs to obtain a verification of work experience form from the certification office. This form then needs to be notarized by the work establishment. Examples of all the required forms and checklists are included in the following pages. If there are any questions about vocational certification the student should contact, Jane Kramer, Teacher Certification Officer, at 269-387-3473. Her office is located in 2104 Sangren Hall.



Internship

This is the last part of your days at Western Michigan University! Students seeking for a secondary certification will have a one-semester internship (12 credit hours) to complete before graduation. Before the student can proceed to their internship the following must be complete:

- Admission to the upper division Professional Education Program,
- Completion of all course work,
- A cumulative grade point average of 2.5 or better,
- An overall grade point average of 2.5 in the Professional Education sequence and no grade lower than a “C” in any Professional Education course.
- Satisfactory recommendation from major and minor departments,
- Completion of method course(s) in major and/or minor with minimum grade of “C”.

For certification in the state of Michigan the following must be met:

- Achievement of at least of “C” in ED 410 Seminar in Education and received credit in Intern Teaching
- Successful completion of examination in appropriate teaching subject area(s) in major and/or minor
- Completion of a baccalaureate degree
- Passing scores on examination(s) in appropriate teaching subject area(s) in major and/or minors.

DEADLINES FOR INTERN APPLICATION

- For the winter semester the deadline is October 1st of the preceding winter.
- The deadline for the spring semester is April 1st of the preceding spring.
- Students planning on doing their internship within the year should contact the Office of Field Studies in 2206 Sangren Hall to pick up their application.
- It is recommended that students should pick up their application forms and the internship information **at least thirty days prior** to the application deadline.
- The internship application includes: a two page application for intern teaching, a two page major/minor course record these 4 pages must be type, an autobiography, a demographic data sheet, proof of Health Insurance, and a negative TB verification. The application form can be pulled up on the computers at some of the labs on campus.
- The internship application must be handed in by 4pm the day of the deadline. Therefore, do not wait on this application, hand the application in as soon as possible.

Senior Audit

- The Office of Graduation Auditing must perform a graduation audit for each student prior to graduation to determine the student’s eligibility for graduation.
- This audit determines whether the degree that is being sought after is satisfying the major/minor requirements.
- Application for graduation must be made no later than seven weeks before the anticipated graduation date. *Late applications cannot be accepted.*
- Students may apply any time prior to the deadlines.
- Students can apply at least one year prior to their expected graduation date; this may be beneficial for final registration scheduling. When the student see a counselor to pick up their internship application, the counselor will help the student get the students audit information completed with the curriculum guides, major, and minor slips.
- The application must be submitted to Cashiering in 1270 Seibert Administration Building, with the application fee. The deadlines and fees are as follows:
- *Recommendation:* Be ready to hand in the Internship application and Senior audit information on the same day.

<i>GRADUATION MONTH</i>	<i>\$30 Application Deadline</i>	<i>\$50 Application Deadline</i>
<i>April</i>	December 1 st	March 15 th
<i>June</i>	February 1 st	May 15 th
<i>August</i>	April 1 st	July 15 th
<i>December</i>	August 1 st	November 15 th

To contact the College of Education in 2504 Sangren Hall call:
269-387-3474

Graduation Application Deadlines and Fees

Your senior audit is your application for graduation. If you have fulfilled your graduation requirements, a few weeks before your graduation date you will be contacted by Western pertaining to the particulars of gowns, guests, etc. There is no separate graduation application.

Graduation Audit Deadlines and Fees:

Fall Semester Graduation (December)

\$30.00 Application Deadline: August 1

\$50.00 Application Deadline: November 15

Winter Semester Graduation (April)

\$30.00 Application Deadline: December 1

\$50.00 Application Deadline: March 15

Spring Session Graduation (June)

\$30.00 Application Deadline: February 1

\$50.00 Application Deadline: May 15

Summer Session Graduation (August)

\$30.00 Application Deadline: April 1

\$50.00 Application Deadline: July 15

An eligible student may graduate at the end of a semester or session—in December, April, June, or August; however, a Commencement Ceremony is held only in December, April, and June.

Students whose audit determines that they do not fully meet degree and University requirements or students who wish to change from one graduating class to another will be removed from the anticipated graduation class identified on the application form. Such students must then change their graduation date; the graduation auditor will *not* automatically move the student to another class. No fee is charged for submitting a Change of Graduation Date form.