

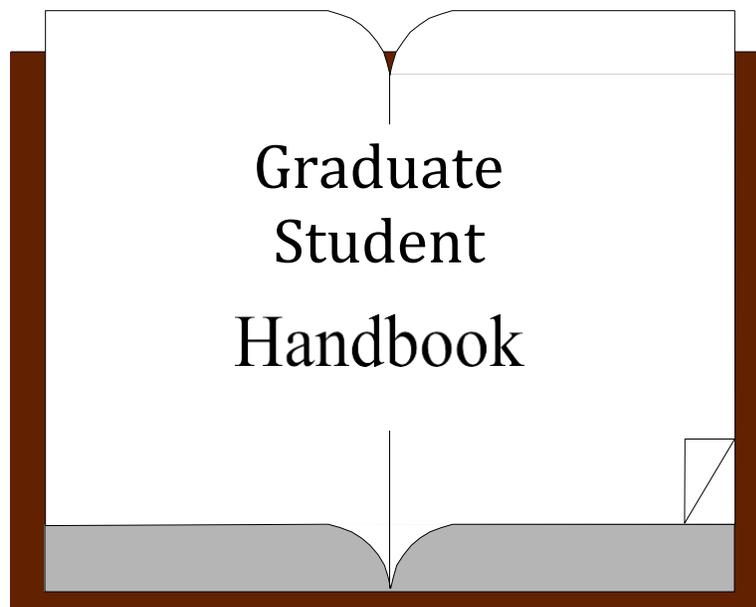


PennState

College of Education

Workforce Education and Development Program

**301 Keller Building University Park, PA 16802
(814) 863-2596**



Congratulations on your acceptance and welcome to the graduate program in Workforce Education and Development (WF ED), College of Education at The Pennsylvania State University. The WF ED program faculty offer an interdisciplinary approach to the study of education leading to the Master of Education (M.Ed.), Master of Science (M.S.), Master of Professional Studies in Organization Development and Change (M.P.S in OD&C), and Doctor of Philosophy (Ph.D.) degrees.

The master's and doctoral programs in WF ED are designed to prepare people for careers in the broad field of workforce education and development. Graduates of this program commonly pursue positions as faculty members or researchers in Career and Technical Education (CTE), Employee Training and Development, Organization Development, Human Resource Development, Workplace Learning and Performance, and related fields in educational institutions, community colleges, career and technical education institutions, consulting, state, national, or international agencies, government ministries, institutes of education and non-governmental organizations.

Students will be expected to acquire a high level of research and scholarly skills applicable to the investigation of significant educational problems facing modern society. In addition to taking core courses in workforce education and development, students will be expected to gain competency in research methods and theoretical approaches to the study of education.

As a graduate student at Penn State, you will be expected to follow the procedures outlined in the *Graduate Degree Programs Bulletin* and to be aware of specific program requirements. The *Bulletin* may be found online at <http://www.psu.edu/bulletins/whitebook/>.

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Academic Advisor, Registration, and Graduate Credit

Get started with your Temporary Advisor.

- Upon a student's acceptance into the graduate program, an academic advisor is assigned by the Program Coordinator (PC) to begin the process of advising. As students develop specific scholarly interests they may request that another member of the faculty serve as their advisor. Such requests are a common, and well-accepted, occurrence. Students who wish to change advisors should ask for approval of the prospective advisor first and then submit notification of the change to the program staff assistant in 301 Keller Building.

See your advisor on or before the first day of classes.

- Incoming students should seek advice from their advisors in person or by email well before the first day of classes of the semester in which they are first accepted for admission. The student and advisor will discuss a schedule of courses for study that is appropriate for achieving the student's professional and career goals and is in accord with the policies of The Graduate School and the WF ED program.

Use Lionpath to make course choices.

- Course offerings are listed on LionPATH. Students should register for courses using the LionPATH student record system. Typically, registration is available several months before classes begin. The Registrar's Office allows students to change (drop/add) their class schedules through the first few days of classes without penalty. Please check the registrar's website for specific dates for each semester and for fees that will be assessed after the drop/add period. Specific information may be found at: http://www.registrar.psu.edu/registration/registration_index.cfm

Graduate Credits are numbered 4##, 5##, 6##, and 8##.

- Graduate students may take 400 and above level courses. You may take 100, 200, or 300 level courses, but they will not count toward your master's or PhD degree.

Full-time status

- A student who is registered for at least 9 credits is considered to be engaged in full-time academic work for a semester.

Typical credit limit is 9-15 credits per semester.

- Graduate students may not enroll for more than 15 credits in a semester without permission from the Dean of The Graduate School; a written request by the student's academic advisor must be submitted to and approved by Graduate Enrollment Services.

Graduate Assistant credit limits are different.

- Quarter-time Assistantship = 9-15 credits + 10 hours of work/week
- Half-time Assistantship = 9-12 credits + 20 hours of work/week

Learn and meet the deadlines!

- It is the student's responsibility to meet all deadlines, including those for course registration, committee appointment, scheduling of written and oral examinations, and graduation.
- Faculty may not be available to work with students during summer months. While students should always consult with faculty well ahead of deadlines, this recommendation is particularly important during summer break.

Academic Integrity

Academic Integrity is the pursuit of scholarly activity in an open, honest, and responsible manner

•As defined by Faculty Senate Policy 49-20, academic integrity is the pursuit of scholarly activity in an open, honest, and responsible manner, serving as a basic guiding principle for all academic activity. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity; respect other students' dignity, rights, and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Do your own work, and cite your sources

•Academic integrity includes a commitment to not engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

Violation of the Academic Integrity policy will be punished.

•It is important to note that faculty members of the College of Education are **required** to report plagiarism to the Dean of the College of Education. Please review the following policy regarding plagiarism: <https://ed.psu.edu/current-students/academic-integrity>

Accessibility for Students with Disabilities

If you have a disability-related need for reasonable academic adjustments, contact the Office for Disability Services at 814-863-1807 (V/TTY).

- Penn State welcomes students with disabilities into the University's educational programs.
- To receive consideration for course accommodations, you must provide documentation of your disability to the Office for Disability Services (ODS) at 814-863-1807 (V/TTY). If the documentation supports the need for academic adjustments, ODS will provide you with a letter identifying appropriate academic adjustments. Please share this letter and discuss the adjustments with your instructor prior to the beginning of the semester. You must contact ODS and request academic adjustment letters at the beginning of every semester.
- For further information regarding ODS, please visit the Office for Disability Services website at <http://equity.psu.edu/ods/>.
- (Guidelines at: <http://equity.psu.edu/student-disability-resources/applying-for-services/how-to-register>).

Federal Family Educational Rights and Privacy Act (FERPA)

FERPA

•The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 identifies the rights of students and their families with respect to student educational records kept by institutions. As part of the requirements of FERPA, the University has a Policy on Confidentiality of Student Records (Policy AD- 11). Information from records, files, and data directly related to a student may not be disclosed by any means (including telephone) to individuals or agencies outside the University (including parents) without the prior written consent of the student. Information contained in such records may be shared within the University with "university officials" having "legitimate educational interest" in such information. It is important for instructors to protect student confidentiality when listing class exam grades, returning class papers or projects, and writing letters of recommendation. More details are available at: http://www.registrar.psu.edu/confidentiality/FERPA_faq.cfm

Scholarship Research and Integrity Program (SARI)

Requirements related to research ethics.

Penn State's Scholarship and Research Integrity Program (SARI@PSU) offers Penn State Researchers and scholars comprehensive, multilevel education in the responsible conduct of Research. Graduate students in Workforce Education and Development (WFED) fulfill SARI@PSU requirements in two ways: (Part 1) by submitting to the WF ED program office a certificate of completion of an online course offered through the Collaborate Institutional Training Initiative (CITI) citi.psu.edu, (Part 2) completion of five hours of classroom discussion focused on research ethics in specific WFED courses. Graduate students in WF ED must fulfill the SARI requirements to be approved for graduation from WF ED degree programs. Opportunities for participating in discussion-based activities differ by the degrees that WF ED students pursue.

For the Ph.D. Degree

Part 1. Online Course (CITI)

Instructions for accessing the SARI@PSU online course through the CITI program is provided at citi.psu.edu. The two required courses are Responsible Conduct of Research (RCR) - Basic - Basic Course, and Social and Behavioral Human Subjects Research (IRB) Course - Basic Course. WF ED graduate students who successfully complete the CITI course receive a certificate at the end of the course. Students must email a copy of this certificate to the WF ED Program Assistant in 301 Keller Building on the University Park Campus. Completion of the online portion of the SARI requirement is required to be eligible for the qualifying examination.

Part 2. Discussion-Based Activities

Doctoral students will complete five hours of discussion of topics and cases dealing with the responsible conduct of research in the **WFED 529 or WFED 560**.

For M.S./M.Ed. Degrees

Part 1. Online Course (CITI)

Students are strongly encouraged to complete the Online CITI Course prior to course enrollment or during the first semester of the graduate degree program. Instructions for accessing the SARI@PSU online course through the CITI program is provided at citi.psu.edu. The one required course is the Responsible Conduct of Research (RCR) - Basic - Basic Course. WF ED graduate students who successfully complete the CITI course receive a certificate at the end of the course. Students must email a copy of this certificate to the WF ED Program

Assistant in 301 Keller Building on the University Park Campus.

Part 2. Five-Hour Discussion

Depending upon the specific program of study, Workforce Education and Development MS and MEd degree students complete five hours discussion topics dealing with the responsible conduct of research in one of two courses.

- WF ED 560, *Historical and Philosophical Foundations in Workforce Education and Development*

Or

- WF ED 546, *Work Based Education* when completing the MS or MEd degree in concert with requirements for a PA career and technical education instructional/administrative certificate.

Both courses include in-class and on-line discussion related to research ethics of a professional in the Workforce Education field.

For the MPS in Organization Development and Change Degree

Part 1. Online Course (CITI)

Students are strongly encouraged to complete the Online CITI Course prior to course enrollment or during the first semester of the graduate degree program. Instructions for accessing the SARI@PSU online course through the CITI program is provided at citi.psu.edu. The one required course is the Responsible Conduct of Research (RCR) - Basic - Basic Course. WF ED graduate students who successfully complete the CITI course receive a certificate at the end of the course. Students must submit a printed copy of this certificate to the WF ED World Campus Program Assistant in 301 Keller Building on the University Park Campus.

Part 2. Five-Hour Discussion

Discussions are built into Blogs throughout the curriculum as well as a course Forum in the capstone course: WF ED 595A *Field Based Internship*. To successfully complete WF ED 595A, students are required to attest to the fact that they completed the discussion requirements and submitted their CITI Online Course certificates.

Master's Degrees in Workforce Education and Development

Penn State's Workforce Education and Development program offers three Master's degree programs as well as numerous graduate certificate programs. These include the Master of Education (M.Ed.), the Master of Science (M.S.), and the Master of Professional Studies in Organization Development and Change (M.P.S. in OD&C) degrees.

Students interested in the programs leading to a master's degree in Workforce Education and Development should be employed, or wish to be employed, as faculty members, trainers, administrators, consultants, practitioners, or researchers in settings emphasizing education for work in private sector firms, schools, occupational home economics, cooperative education, youth apprenticeship, employment and training, and organization development.

Degree Requirements for the Master of Education and the Master of Science Degrees

Master of Education (M.Ed.) - University Park

A student pursuing the M.Ed. must complete all course requirements of the degree including three credits of WF ED 596, *Individual Studies*, and a comprehensive exam. Other degree requirements are listed on the course schedule.

Master of Science (M.S.) - University Park

A student pursuing the Master of Science (M.S.) must complete all course requirements and a culminating experience. For the M.S. degree, the culminating experience is a thesis, essay, or paper acceptable to the student's adviser and graduate program director. Other degree requirements are listed on the course schedule. Students who choose to complete a formal thesis that will be submitted to the Graduate School must complete six credits of WF ED 600, *Thesis Research*. Those choosing to complete a paper or an essay must enroll in a minimum of three credits of WF ED 596, *Individual Studies*. Students must be enrolled during all semesters in which they are working on the manuscript.

The Master of Education and Master of Science

Students must select an **emphasis** from those described below.

Human Resource Development/Organization Development - This emphasis prepares students for private and public sector positions in Human Resource Development and Organization Development. Students should establish priorities for this emphasis based on their prior work experience, their interests and competencies in the learning and performance field, and their capacity to advance in private and public organizations.

The courses in this emphasis are shown at: <https://ed.psu.edu/lps/workforce-ed/documents/forms-and-resources>

School-to-Work - This emphasis prepares students for positions in career and technical centers and school districts that involve curriculum development, cooperative education, career exploration, and related positions. This emphasis may involve meeting the Pennsylvania Department of Education eligibility guidelines for cooperative education certification for employment as cooperative education coordinators. The decision to pursue cooperative education certification should be based on prior educational and work experience along with program and employment goals. Students interested in attaining employment as a cooperative education coordinator are required to obtain the cooperative education certification.

The courses in this emphasis are shown at: <https://ed.psu.edu/lps/workforce-ed/documents/forms-and-resources>

Teacher Certification - This emphasis prepares students for teaching positions in career and technical centers and school districts. This emphasis involves fulfillment of the requirements established by the Pennsylvania Department of Education for Vocational Instructional I and II certification.

The courses in this emphasis are shown at: <https://ed.psu.edu/lps/workforce-ed/documents/forms-and-resources>

Career and Technical Education Leadership – Secondary

Secondary Career and Technical Education Leadership, PDE Certification - This emphasis prepares students for leadership positions in secondary education as directors of career and technical education. These positions may be in career and technical centers or in school districts. (Students must meet Pennsylvania Department of Education eligibility guidelines for the career and technical education director certification.)

The courses in this emphasis are shown at: <https://ed.psu.edu/lps/workforce-ed/documents/forms-and-resources>

Students enrolled in this emphasis and electing to pursue the Director of Career and Technical Education option must meet the certification requirements established by the Pennsylvania Department of Education.

Master of Professional Studies (MPS) - World Campus Program Overview

Organization Development (OD) is all about a humanistic approach to changing organizations. It thus goes beyond training, which focuses on changing individuals by equipping them with new knowledge, skills and attitudes to do their jobs, to focus on changing groups by improving how people work together effectively to achieve work results. The vision of the Master of Professional Studies in Organization Development and Change (MPS-OD&C) is to be the best program for all learners, globally, who are interested in becoming scholar practitioners in

organizational change and to set ourselves apart from all other graduate programs by focusing on international issues in change and state-of-the art technology-oriented approaches to facilitating organizational change from a humanistic perspective.

The curriculum includes nine prescribed courses (27 credits), one elective course (3 credits), and one required field-based project course (3 credits). The courses in this emphasis are described at <https://ed.psu.edu/lps/workforce-ed/organization-development-and-change/course-list>

Additional Information

Students with varied backgrounds and interests in Workforce Education and Development may, in consultation with their adviser and graduate committee, elect to pursue an inter-disciplinary area of emphasis that prepares them for career options not covered in the program emphasis areas listed above.

Workforce Education and Development (WF ED) Doctor of Philosophy (PhD) Degree

Doctoral Degree Requirements

The Ph.D. degree requires:

- Maintenance of satisfactory scholarship, with a minimum grade-point average of 3.00 for work done at the University;
- Attainment of doctoral student status through the qualifying exam: http://bit.ly/Qual_Exam_WFED
- High-level competence in the use of the English language, including reading, writing, and speaking;
- Over some twelve-month period during the interval between admission to the PhD program and completion of the PhD program, enrollment at least two semesters (summer sessions are not included) as a registered full-time student engaged in academic work at the University Park campus;
- Completion of research requirements;
- Completion of the PhD program, within eight years from the date of attainment of doctoral qualifying exam status; and
- Successful completion of a comprehensive examination, acceptance of a dissertation, and completion of a final oral examination for the PhD degree. For more information: <https://sites.psu.edu/wfedresources/files/2018/08/Comprehensive-Exam-Checklist-2018-19-25nqziu.pdf>

Doctoral students are expected to take 21 credits of core course requirements, 18 credits of research course requirements, one required field-based internship course, and meet the requirements of their emphasis as outlined on the doctoral degree course requirement document at the following link: <https://ed.psu.edu/lps/workforce-ed/documents/forms-and-resources>

Students must select an **emphasis** from those described below.

Human Resource Development/Organization Development

This emphasis prepares students for private and public sector positions in Human Resource Development and Organization Development. Students should establish priorities for this emphasis based on their prior work experience, their interests and competencies in the learning and performance field, and their capacity to advance in private and public organizations.

School-to-Work

This emphasis prepares students for positions in career and technical centers and school districts that involve curriculum development, cooperative education, career exploration, and

related positions. This emphasis may involve meeting the Pennsylvania Department of Education eligibility guidelines for cooperative education certification for employment as cooperative education coordinators. The decision to pursue cooperative education certification should be based on prior educational and work experience along with program and employment goals.

Students interested in attaining employment as a cooperative education coordinator are required to obtain the cooperative education certification.

Career and Technical Education Leadership

This emphasis prepares students for leadership positions in secondary education as directors of career and technical education. These positions may be in career and technical centers or in school districts. Students must meet Pennsylvania Department of Education eligibility guidelines for the career and technical education director certification.

Additional Information about Doctoral Requirements

Students with varied backgrounds and interests in Workforce Education and Development may, in consultation with their adviser and graduate committee, elect to pursue an inter-disciplinary area of emphasis that prepares them for career options not covered in the three program emphasis areas.

Additional information about doctoral requirements related to residency requirements, continuous registration, a doctoral minor, and the dissertation at Penn State can be found at: <https://bulletins.psu.edu/graduate/archive/graduate-2017-18.pdf>

Information about doctoral dissertation requirements can be found at <http://www.gradschool.psu.edu/current-students/etd/>

Important Program Deadlines:

It is the student's responsibility to meet all deadlines, including those for course registration, committee appointment, scheduling of written and oral examinations, and graduation. Please see the calendar of important dates at:

<https://sites.psu.edu/wfedresources/files/2019/02/Fall-2019-DoctoralCalendar-2eptjz8.pdf>

<https://sites.psu.edu/wfedresources/files/2019/02/Spring-2020-Doctoral-Calendar-2ly3c6y.pdf>

Graduates of the M.P.S. OD&C Degree Pursing Ph.D.

Given that similar course requirements exist for the M.P.S in OD&C and the Ph.D. in Workforce Education and Development (WF ED), students will have an opportunity to substitute WF ED courses within their emphasis to meet specific Ph.D. degree requirements.

All substitutions must be coordinated with the student's academic advisor. This approach will give students an opportunity to select emphasis specific courses that align with their program of study and career goals. Thus, graduates from the M.P.S in OD&C whom are now pursuing the Ph.D. in WF ED., are encouraged to consider the following courses and graduate certificates, such as Organization Development and Change Analytics (WF ED 543), Organization Development and Change Occupational Safety and Health (WF ED 411 and 806), and Organization Development and Change Operational Excellence (WF ED 451). **Students must still meet all of the WF ED Ph.D. degree requirements.**

Funding and Scholarship Opportunities

For applicants that wish to be considered for graduate assistantships or other funding opportunities, taking the Graduate Record Examination (GRE) is strongly recommended. The following links can provide assistance.

<http://gradschool.psu.edu/index.cfm/graduate-funding/>

<http://gradschool.psu.edu/graduate-funding/funding/>

<https://ed.psu.edu/graduate/funding/>

