

Application for State Approval of Teacher Preparation Specialty Programs

Vocational Endorsement/Interim Occupational Certificate Programs

(For Teachers Seeking Interim Occupation Certificates AND Vocational Endorsements
On Provisional or Professional Teaching Certificates)

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Directions:

- For each new, amended, or experimental program, a separate application is required.
- Submit a separate application for each vocational endorsement code.
- Application and all documentation are to be submitted electronically.
- Fax or mail only the cover page that is signed by the head of the education unit.
- All correspondence regarding this application should be addressed to the consultant/coordinator identified above.

I. Application Information	
Institution	Eastern Michigan University
Date of this application	April 10, 2007
MDE endorsement area and code (from Application Attachment 8)	Vocational Technical (VT)
U.S. Department of Education Secondary Classification of Instructional Programs (CIP) Code(s) for this application (see Attachment 1)	10.0202 – Radio and Television Broad. Tech. 10.0301 – Graphic Communications 50.0401 – Visual Communications Tech.
Name and title of Education Unit Head	Mr. John Boyleless, Director
Signature of Education Unit Head	

II. Contact Information for Questions Related to This Application	
Contact person's name and title	Dr. Phillip L. Cardon, Associate Professor
Contact person's phone and fax	734-487-4330; 734-487-7690 - fax
Contact person's E-mail address	cardonp@yahoo.com
Vocational Certification Officer name	Nancy Dahl
Vocational Certification Officer E-mail address, and phone/fax numbers	ndahl@emich.edu ; 734-487-1416; 734-487-7089 - fax

III. Type of Request for Approval	(Indicate One)
New program for institution	
Compliance with State Board of Education new or modified program criteria	X
Experimental program	
Program amendment (See Section IX for guidelines)	

IV. Institutional Representatives					
Please list institutional content experts available to serve on Michigan Department of Education Ad-Hoc Committees Related to this Specialty Program (e.g., program review, standards development, test development, forum planning). Include both institutional content experts and K-12 partners.					
Name/Title	Specialty	Mailing Address	E-Mail Address	Phone	Fax
Phillip L. Cardon/ Associate Professor	Technology Education/ Vocational Education	122 Sill Hall, EMU, Ypsilanti, MI 48197	cardonp@yahoo.com	734-487-4330	734-487-7690

V. Program Information	
Program Summary	<p>Prepare a program narrative (<i>5 page maximum</i>), which addresses R 390.1161 (1) (a), which requires “a program in vocational teacher education at an institution approved by the state board for the preparation of vocational teachers in the occupational area of the endorsement.”</p> <ul style="list-style-type: none"> • Describes the philosophy, rationale, and objectives of the specialty program and explains how the program is consistent with the philosophy, rationale, and conceptual framework of the education unit. • Describes how candidates learn teaching methods for vocational classrooms. • Describes how candidates learn multiple methods to assess student work in vocational classrooms. • Describes how candidates gain field experiences in secondary vocational classrooms related to the specific vocational code. (Student teaching in a vocational classroom is not required; appropriate field experiences include observation, working with groups of students, implementing lesson plans; providing support to classroom teacher.)

Program Coursework	<ul style="list-style-type: none"> • Complete Application Attachment 3 showing the required courses for this program, which address R 390.1161 (1) (a), requiring “a program in vocational teacher education at an institution approved by the state board for the preparation of vocational teachers in the occupational area of the endorsement.” The program should consist of a minimum of 6 semester hours to include the following topics: vocational curriculum development, management of vocational programs, safety and ethical issues, and instruction in work-based learning. In addition, field experiences in state approved secondary vocational classrooms would be a required component of this coursework (see above). • Submit a narrative explaining all options for candidates to complete coursework in the occupational area. Include processes for accepting content credits earned (related to the CIP area) at another institution. • Submit a narrative explanation of if and how the institution proposes to use MOCAC/NOCTI tests in place of work experience. <i>Note: Institutions may allow passage of national competency tests (e.g., NOCTI) to take the place of up to half of this academic credit.</i> • Submit a narrative explanation of if and how the institution proposes to use MOCAC/NOCTI tests in place of coursework related to this specific program specialty area (major/minor, if applicable). <i>Note: Passage of national competency tests cannot be used to take the place of both work experience and academic credit for the occupational major or minor.</i>
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VI. Evaluation of Work Experience	
Complete Application Attachment 4 showing the names and qualifications of individuals who will be evaluating the work experience of each candidate for vocational endorsement for the CIP codes in this application.	

VII. Supporting Documentation	
Syllabi	<ul style="list-style-type: none"> • Provide a representative syllabus for each required course (those listed on Application Attachment 3).
Faculty	<ul style="list-style-type: none"> • Please complete the <i>Instructional Faculty</i> table from Application Attachment 5. • Include all faculty teaching the courses shown on the <i>Summary of Course Requirements for Specialty Program</i> (Application Attachment 3), including those who may be temporary or non-tenure stream. • List additional faculty positions that may be added if this program is approved.
Technology	<ul style="list-style-type: none"> • Describe how this program will utilize technological resources.

VIII. Experimental Program Description (Rule 53)	
Program Purpose	<p>Attach a statement describing the purpose and objectives(s) of this preparation program. Please include the following:</p> <ul style="list-style-type: none"> • Employer Needs/Student Aspirations. • National/Statewide Needs (for content area, level, diversity, etc., as per the goals of the experimental program). • The number of candidates you anticipate preparing for this endorsement during each of the first three years, if this program is approved.

Program Design	<ul style="list-style-type: none"> • The hypothesis being tested. • The design of the program (including all courses). • Control and experimental groupings. • Assessment and evaluation instruments and techniques.
Program Duration	Specify the period of time you wish for the experimental program to be in effect. Approval by the State will normally be granted for a time period of three to five years. Once approved, institutions should submit annual reports, including any changes in the experimental program design, and an analysis of evaluation data.

IX. Guidelines for Applying for Amendments to Currently Approved Teacher Preparation Programs
<p>If the amendment is minor (e.g., change in a course number(s), change in course sequence, minor modification to a course change in faculty, change in work experience evaluator etc.) and does not have a major impact on the program, the amendment may be described in a letter to the Office of Professional Preparation Services with updated documents, as applicable. Minor amendments do not require official State approval and are filed with program documentation previously submitted. If the proposed amendment is not clear, or if more information is needed, the institution will be contacted by the Office of Professional Preparation Services. Once approved, the description of the amendment will be attached to the program application that is currently on file.</p> <p>If the amendment is more extensive, or is submitted in response to new state standards, a complete "Application to Request State Board of Education Approval for Professional Preparation Programs" should be submitted to the Office of Professional Preparation Services. (Institutions may copy, for inclusion in the new application, any sections of the previously approved application that have not been affected by the amendment.)</p>

CIP Codes by Career Pathway

Career Pathway	Cluster	CIP Code	CIP Code Title	Vocational Endorsement Code	Preparation / Certification / Endorsement	Related Licensing Required	Content Standards And Cluster Pathways (To Guide Preparation in CIP Area)
Arts and Communications Pathway	Arts, A/V Technology & Communication	10.0202	Radio and Television Broadcasting Technology	VT	Some of the content may be covered in preparation for these endorsements. BC - Journalism BD – Speech http://www.michigan.gov/mde/0,1607,7-140-6530_5683_6368-24835--,00.html		Audio & Video Technology, Journalism & Broadcasting Section # 2 & 3 http://www.michigan.gov/documents/Assessment_Grid_Arts_Land_116037_7.xls
		10.0301	Graphics Communications	VT			Printing Technology Section # 5 http://www.michigan.gov/documents/Assessment_Grid_Arts_Land_116037_7.xls
		50.0401	Visual Communications Technology	VT			Telecommunication Technology Section # 6 http://www.michigan.gov/documents/Assessment_Grid_Arts_Land_116037_7.xls

CIP Codes by Career Pathway

- Coursework in First Aid and CPR is required for all Michigan teachers from a State-approved vendor.
See http://www.michigan.gov/mde/0,1607,7-140-6530_5683-75289--,00.html

NOTE: These documents can be used for specific CIP Code selection or changes that have occurred in CIP Code numbers or program titles:

- OCTP Crosswalk for CIP Codes –
http://www.michigan.gov/documents/Crosswalk_of_CIP_Codes_and_Standard_CIP_Codes_for_2003-04_rev_073003_73798_7.pdf
- 2005-2006 Secondary CTE Program CIP Codes -
http://www.michigan.gov/documents/05-06_Secondary_CTE_Program_CIP_Codes_138754_7.pdf
- Crosswalk of CIP Codes and Standard Courses for 2005-2006 -
http://www.michigan.gov/documents/Crosswalk_of_CIP_Codes_and_Standard_Courses_for_2005-2006_138755_7.pdf
- CIP Codes and Standard Courses for 2005-2006 -
http://www.michigan.gov/documents/CIP_Codes_and_Standard_Courses_for_2005-2006_138749_7.pdf

Summary of Course Requirements for Vocational Teacher Preparation Programs

Required by R 390.1161 (1) (a), which states: “An application for vocational endorsement shall... present evidence of completing “a program in vocational teacher education at an institution approved by the state board for the preparation of vocational teachers in the occupational area of the endorsement.” The program should consist of a minimum of 6 semester hours to include the following topics: vocational curriculum development, management of vocational programs, safety and ethical issues, and instruction in work-based learning.

Institution: Eastern Michigan University **Date:** 4/10/07

Vocational Program: Vocational Education **Vocational Endorsement Code:** VT

Program Contact Person: Dr. Phillip L. Cardon

DIRECTIONS: On the table below, list the required courses for vocational teacher preparation programs at your institution. You may add rows and/or adjust the size of cells, as needed.

Course Title	Course Number	* Sem. Hours	Course Description
Principles of Career and Technical Education	BMMT 200	3	Overview of student subject areas, methods of instruction, career and technical education requirements.
Curriculum for Career and Technical Education	BMMT 363	3	Overviews content bases and other factors that affect business service and technology. Includes the relationship in philosophies of education and styles of teaching, classroom management in a variety of settings, including utilization of non-classroom curriculum delivery systems and the implementation of curriculum evaluation and revision procedures.
Transfer Credits	Various	10	Varies by course
Total number of SEMESTER HOURS REQUIRED*		16	

(1) *If the institution assigns a different type of credit, please convert to semester hours.

Evaluators of Work Experience and Technical Preparation by CIP Code

Institution Eastern Michigan University **Date:** 4/10/07

Vocational Program: Vocational Education **Vocational Code:** VT

Program Contacts for Work Experience Evaluation: Dr. Phillip L. Cardon

DIRECTIONS: On the table below, list the names and qualifications of individuals who will be evaluating work experiences for the CIP Codes areas included with this application. Qualifications should include a license in the area, if applicable, and at least four years of professional work experience in the specific CIP Code area. Please note that evaluators are NOT required to be faculty members and that evaluation guidelines are available to assist with this process.

Pathway	CIP Code	CIP Code Title	Name of Individual(s)* who will be evaluating work experience for this secondary CIP Code area	Actual Qualifying Credentials of Individual(s) who will be evaluating work experience for each secondary CIP Code area**
Arts and Communications Pathway	10.0202	Radio and Television Broadcasting Technology	Mr. Adam Williams	Vocational Certification, Work Experience. Vita requested & Received
	10.0301	Graphics Communications	Mr. Paul Majeske	Work Experience. Vita requested & received
	50.0401	Visual Communications Technology	Mr. Adam Williams	Vocational Certification, Work Experience. Vita requested & Received

* When there are changes in evaluators, an updated form should be sent to the Michigan Department of Education as a part of an *Application for Approval of an Amended Program*.

** Please summarize qualifications; do **NOT** attach resumes or vitae.

Instructional Faculty

Institution: Eastern Michigan University **Date:** 4/10/07

Vocational Program: Vocational Education **Vocational Code:** VT

Please include all faculty teaching the courses shown on the Summary of Course Requirements for Vocational Teacher Preparation Programs (Application Attachment 3), including those who may be temporary or non-tenure stream.

Courses	Faculty Member	Highest Degree in this Specialty Area; Indicating Study Focus and Research Area	Professional Development Experience in the Last 3 Years	Special Awards and Recognition	Collaborative Work with Secondary Career and Technical Education Programs
BMMT 200	Dr. David Leopard	Ph.D. in Marketing Education			
BMMT 363	Dr. Ron Fulkert	Ph.D. in Business Education	MBEA Conference	EMU Teacher of the Year	

**Recommended Qualifications for Evaluators of Work Experience
For CTE Teacher Candidates in Occupational Pathway Area**

Education Required

1. Graduate of an approved and accredited educational program and
 - a. Holds a secondary teaching certificate with vocational endorsement and/or an occupational certificate for the occupational CIP code and/or higher education teaching experience in the occupational area they are reviewing.
 - b. Holds the appropriate state licensing for the occupational pathway area, if applicable.
2. Has held relevant industry or education and/or professional roles in the CTE pathway area.

Recommended Evidence for Institutional Selection of Evaluators

1. A current resume or vita.
2. Copies of appropriate certificates and/or licensure in CIP area.
3. Qualifying documentation for post-secondary level experience.
4. Documentation of relevant industry or educational and/or professional roles in the CTE pathway area.

Administrative Rule Governing the Preparation of Michigan Teachers

(Proposed Rule)

PART 6. VOCATIONAL ENDORSEMENT AND AUTHORIZATION

R 390.1161 State secondary provisional certification with vocational endorsement.

Rule 61.

- (1) An applicant for vocational endorsement shall meet the requirements for state secondary provisional certification as described in part 2 of these rules as well as presenting evidence of completing:
 - (a) A program **with a minimum of 6 semester credit hours, or equivalent, of coursework** in vocational teacher education at an institution approved by the state board for the preparation of vocational teachers ~~in the occupational area of endorsement.~~
 - (b) ~~A major or a minor in an approved program in the occupational area of the endorsement.~~ **Completion of an approved program in the occupational area of the endorsement.**
 - (c) Two years of work experience in the occupational area of the endorsement or completion of a planned equivalent program of directed supervised occupational experience approved by the department of education. The occupational experience shall be characterized by its relevancy and recency.
- (2) Vocational endorsement is valid for teaching in the stated occupational area in approved vocational education programs.

Notes:

- #1 The proposed rule is a part of a package of recommended changes to the *Administrative Rules Governing the Certification of Michigan Teachers*. These will be subject to public feedback in winter 2006.
- #2 Rule 1127 (1) (c) states: "After July 1, 1983, 3 semester hours in the teaching of reading. Evidence shall be presented to prove completion of such credit." This applies to all secondary teaching certificates.
- #3 Excerpt from THE REVISED SCHOOL CODE, Act 451 of 1976
380.1531d First aid and cardiopulmonary resuscitation; requirements for teacher certification.

Sec. 1531d. (1) Beginning July 1, 2004, the superintendent of public instruction shall not issue an initial teaching certificate to a person unless the person presents evidence satisfactory to the superintendent of public instruction that the person meets one of the following:

- (a) Has successfully completed a course approved by the department in first aid and cardiopulmonary resuscitation, including a test demonstration on a mannequin, and has successfully completed instruction approved by the department in foreign body airway obstruction management, and holds valid certification in these topics issued by the American Red Cross, American Heart Association, or a comparable organization or institution approved by the department.
- (b) Has physical limitations that make it impracticable for the person to complete the instruction and obtain the required certification under subdivision (a).

This applies to all secondary teaching certificates.

Michigan Department of Education Endorsement Areas and Codes*1

Deleted: Proposal 3

January 2006

AX COMMUNICATION ARTS

BX LANGUAGE ARTS

- BA English
- BC Journalism
- BD Speech
- BT Reading
- BR Reading Specialist

RX SOCIAL STUDIES

- CA Economics
- CB Geography
- CC History
- CD Political Science

SOCIAL SCIENCE*2

- CE Psychology
- CF Sociology
- CH Anthropology
- CL Cultural Studies
- CM Behavioral Studies

DX SCIENCE*3

DI INTEGRATED SCIENCE

- DA Biology
- DC Chemistry
- DE Physics
- DH Earth/Space Science

- DP Physical Science

EX MATHEMATICS

WORLD LANGUAGE

- FA French
- FB German
- FC Greek
- FD Latin
- FE Russian
- FF Spanish
- FG Other
- FH Italian
- FI Polish
- FJ Hebrew
- FL Japanese Language and Culture
- FR Chinese Language and Culture

BILINGUAL EDUCATION

- YA Bilingual French
- YB Bilingual German
- YC Bilingual Greek
- YE Bilingual Russian
- YF Bilingual Spanish
- YH Bilingual Italian
- YI Bilingual Polish
- YJ Bilingual Hebrew
- YK Bilingual Arabic

BILINGUAL EDUCATION (Con't.)

- YL Bilingual Other
- YM Bilingual Vietnamese
- YN Bilingual Korean
- YO Bilingual Servo-Croatian/Bosnian
- YP Bilingual Chaldean
- YR Bilingual Chinese
- YS Bilingual Filipino
- YT Bilingual Japanese

BUSINESS EDUCATION*2

- GQ Business, Management, Marketing, and Technology
- GM Marketing Education

HX AGRISCIENCE AND NATURAL RESOURCES

IX INDUSTRIAL TECHNOLOGY

JX MUSIC EDUCATION*4

JQ MUSIC EDUCATION

KH FAMILY AND CONSUMER SCIENCES

LX ART EDUCATION*5

LQ VISUAL ARTS EDUCATION

LZ VISUAL ARTS EDUCATION SPECIALIST

HEALTH, PHYSICAL EDUCATION, RECREATION, AND DANCE

- MA Health
- MB Physical Education
- MD Recreation

- MH Dance

MISCELLANEOUS

- NB National Board Certification
- ND Library Media
- NJ Environmental Studies
- NP Educational Technology
- NR Computer Science
- NS English as a Second Language
- NT Guidance and Counseling

OX FINE ARTS

PX HUMANITIES

- PR Academic Study of Religions
- PS Philosophy

SPECIAL EDUCATION

- SA Cognitive Impairment
- SB Speech and Language Impairment
- SC Physical or Other Health Impairment
- SE Emotional Impairment
- SK Visual Impairment
- SL Hearing Impairment
- SM Learning Disabilities
- SP Physical Education for Students with Disabilities
- SV Autism

TX TECHNOLOGY AND DESIGN

ZA EARLY CHILDHOOD EDUCATION*6

ZD MIDDLE SCHOOL*6

ZL MIDDLE LEVEL*6

ZG GENERAL EL K-5*6

CAREER AND TECHNICAL EDUCATION

- VH Vocational Family and Consumer Sciences

Vocational Agriscience and Natural Resources Pathway

- VA Vocational Agriscience and Natural Resources

Vocational Business, Management, Marketing, and Technology Pathway

- VB Vocational Business Services
- VM Vocational Marketing Education
- VZ Vocational Hospitality

Vocational Health Sciences Pathway

- VS Vocational Health Sciences

Vocational Engineering, Manufacturing, Industrial & Technology Pathway/Vocational Arts and Communication Pathway

- VT Vocational Technical

Vocational Human Services Pathway

- VC Vocational Child Care
- VE Vocational Cosmetology
- VF Vocational Law Enforcement/Fire Science
- VG Vocational Teacher Cadet

- *¹ Endorsement codes (e.g., BA, ZA) do not appear on Michigan teaching certificates.
- *² Endorsements for the Social Science group (formerly CX), for the Business Education group (formerly GX), or for the Health, Physical Education, Recreation, and Dance group (formerly MX) are no longer program options.
- *³ The DX endorsement may not be offered to new candidates after the fall semester of the 2003-2004 academic year.
- *⁴ The JX endorsement may not be offered to new candidates after the fall semester of the 2006-2007 academic year.
- *⁵ The LX endorsement may not be offered to new candidates after the fall semester of the 2002-2003 academic year.
- *⁶ The "Z" codes are used only by teacher preparation institutions for recommending these grade levels to the Michigan Department of Education.

http://www.michigan.gov/documents/EndorsementAreas&CodesA60660_74341_7.PDF

Teacher Cadet

1. Requirements for a secondary or elementary teacher who does not hold any vocational endorsements to earn a teacher cadet endorsement -
 - a. Professional certificate
 - b. Tenured in a least one school district
 - c. Complete 6 semester hours of course work in an approved vocational program
 - d. Have to complete the Michigan program for teacher cadet teachers
 - e. 4000 hours of recent and relevant work experience in secondary (7-12) teaching (note: the item that went to the SBE indicated that 2,000 of those hours needed to be in a high school setting)
 - f. Completion of a course in adolescent developmental psychology

2. Requirements for a secondary teacher who holds an interim occupational or occupational certificate in vocational child care –
 - a. Completion of 18 hours of an approved secondary professional education course sequence (cover letter to explain how existing teacher cadet teachers may have already earned these credits)
 - b. Tenured in at least one school district
 - c. 4000 hours of recent and relevant work experience in secondary (7-12) teaching
 - d. Have to complete the Michigan program for teacher cadet teachers

3. Requirements for a secondary teacher who holds any vocational endorsement to earn a teacher cadet endorsement -
 - a. Professional certificate
 - b. Tenured in at least one school district
 - c. Have to complete the Michigan program for teacher cadet teachers
 - d. 4000 hours of recent and relevant work experience in secondary (7-12) teaching (note: the item that went to the SBE indicated that 2,000 of those hours needed to be in high school setting)

4. Requirements for a secondary teacher who holds an interim occupational or occupational certificate in any area other than vocational child care –
 - a. Completion of 18 hours of an approved secondary professional education course sequence (cover letter to explain how existing teacher cadet teachers may have already earned these credits)
 - b. Tenured in at least one school district