



The Career Technical Education Virtual Institute

Course Syllabus, Summer 2018

Overview

This is a virtual survey course on Career Technical Education (CTE) that describes the past, present and future of the field, dispels common myths, and encourages participants to recognize the role they play in supporting a high-quality CTE system. The course includes five modules organized around the key principles in Advance CTE's [Putting Learner Success First: A Shared Vision for the Future of Career Technical Education](#). The course is designed for audiences that are new to the world of CTE or have limited expertise.

Course Requirements

The course is available online and will be hosted on Advance CTE's Moodle site. The course requires:

- A computer with reliable internet access
- Media playing capabilities
- A pdf reader
- A personal account on Advance CTE's Moodle site

Objectives

At the conclusion of the course, participants will be able to:

- Understand the history of CTE in the United States and how it came to be what it is today;
- Recognize what high-quality CTE looks like, both at the program and systems level and at the secondary and postsecondary level;
- Use data and real-world examples to describe and advocate for high-quality CTE;
- Recognize the role that federal, state and local stakeholders play in strengthening CTE;
- Recognize the role they themselves play in supporting high-quality CTE; and
- Network with other professionals learning about high-quality CTE.

Expectations

Admitted participants are expected to stay engaged and complete each module within the allotted time. The course is designed to fit easily into a standard work schedule. **Each module contains assignments that can be completed within 30 minutes.** Before beginning the course, participants must commit to:

- Completing all of the assignments within each module during the time allotted;
- Securing support from their supervisors to actively participate in the course;
- Staying engaged throughout the course by contributing to weekly prompts in the online forum;
- Joining and participating in conference calls (or watching recordings in the event of an approved schedule conflict); and
- Completing an end-of-course project that applies lessons learned through the CTE Virtual Institute.

After completing the CTE Virtual Institute, participants will be **added to the CTE Virtual Institute alumni group** and will **receive a LinkedIn badge** certifying their completion of the course.

| Course Schedule | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date | Module |
| Pre-course Checklist | |
| July 12 | Attend the CTE VI Kickoff Webinar: On the kickoff webinar, participants will learn about the course expectations, hear about the <i>Putting Learner Success First Vision</i> and meet fellow participants. |
| Module 1: Career Technical Education: The Basics | |
| July 14 – July 20 | <p>Description: This module examines CTE’s century-long history and how CTE came to be what it is today, equipping participants with the vocabulary and foundational knowledge to get up to speed on all things CTE.</p> |
| July 19 | <p>Brown bag call 1:00-1:30pm ET Topic: CTE Basics Invited Guest: Catherine Imperatore, The Association for Career and Technical Education (ACTE)</p> |
| <div style="border: 1px solid orange; padding: 10px; margin-top: 10px;"> <p>Subtopics</p> <ul style="list-style-type: none"> • The Perkins Act • CTE’s history • Setting a vision for CTE </div> | |
| Module 2: CTE Delivery, from Instructors to Programs of Study | |
| July 21 – July 27 | <p>Description: This module demonstrates how CTE is delivered, examining The National Career Clusters® framework and the program of study model, and looks at common challenges and solutions with recruiting, certifying and training CTE instructors.</p> |
| July 26 | <p>Brown bag call 1:00-1:30pm ET Topic: Recruiting industry experts Invited Guest: Marjorie Cohen, The Center for Great Teachers and Leaders, American Institutes for Research</p> |
| July 27 | Project proposals due |
| <div style="border: 1px solid orange; padding: 10px; margin-top: 10px;"> <p>Subtopics</p> <ul style="list-style-type: none"> • The National Career Clusters® Framework • CTE Programs of Study • CTE Delivery Systems • Recruiting Qualified Instructors • Developing instructors and leaders </div> | |
| Module 3: Rigor and Quality in CTE | |
| July 28 – Aug 3 | <p>Description: “Ensuring Rigor and Quality in CTE” defines the key components of a high-quality CTE program of study.</p> |
| Aug 2 | <p>Brown bag call 1:00-1:30pm ET Topic: CTE Program Quality Hosted by: Advance CTE</p> |
| <div style="border: 1px solid orange; padding: 10px; margin-top: 10px;"> <p>Subtopics</p> <ul style="list-style-type: none"> • Defining high-quality CTE • Industry alignment • State actions to promote quality </div> | |
| Module 4: Messaging Strategies, Career Advisement and Work-based Learning | |
| Aug 4 – Aug 10 | <p>Description: This module examines different messaging strategies and tools to share the value of CTE and recruit students in CTE programs. The module also unpacks career guidance strategies, examining middle school career exploration, Career Technical Student Organizations, work-based learning and more.</p> |

| | | |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TBA | <p>Brown bag call To be scheduled (30 min) Topic: Career Guidance Invited Guest: TBA</p> | <p>Subtopics</p> <ul style="list-style-type: none"> • CTE Communications strategies • A Seamless K-20 Career Guidance System • Work-based learning |
| <p>Module 5: Systems Alignment for Learner Success</p> | | |
| <p>Aug 11 – Aug 17</p> | <p>Description: In this module, participants will recognize the role that different systems play in advancing high-quality programs of study and the importance of setting a statewide vision. Participants will differentiate the role of federal, state and local governments; understand how accountability can support career readiness; and see how federal programs such as the Every Student Succeeds Act, the Higher Education Act and the Workforce Innovation and Opportunity Act can be aligned to support career success.</p> | <p>Subtopics</p> <ul style="list-style-type: none"> • The state role • Aligning federal systems • Scaling Flexible Pathways • Accountability |
| TBA | <p>Brown bag call To be scheduled (30 min) Topic: Systems alignment Invited Guest: Charlotte Cahill, Jobs for the Future</p> | |
| <p>Course Wrap Up</p> | | |
| <p>Aug 31</p> | <p>Projects completed and reports due</p> | |
| <p>Week of Sept 3</p> | <p>Call scheduled to share back project reports</p> | |
| <p>Sept 7</p> | <p>Complete post-test survey Note: once project reports have been submitted and the post-test survey is completed, participants will be added to the CTE Virtual Institute alumni group and will receive the CTE Virtual Institute badge to certify completion of the course.</p> | |

End-of-Course Project

At the conclusion of the course, participants will be expected to apply what they've learned through either a project, presentation, report or other activity. Each project, along with the deliverable timeline, will be identified on a case-by-case basis in consultation with Advance CTE staff. Projects should demonstrate an intention to connect lessons learned with participants' own work. Receipt of the LinkedIn badge and entry into the CTE Virtual Institute alumni group is contingent upon completion of the personal project.

Alumni Engagement

All participants who complete the course will be added to the CTE Virtual Institute alumni group, where they can access Advance CTE staff, get updates from Advance CTE about the latest news and developments in CTE, and continue to engage with peers in their field.