

NEW CTE TEACHER WORKSHOP

Presented by MI ACTE and OCTE



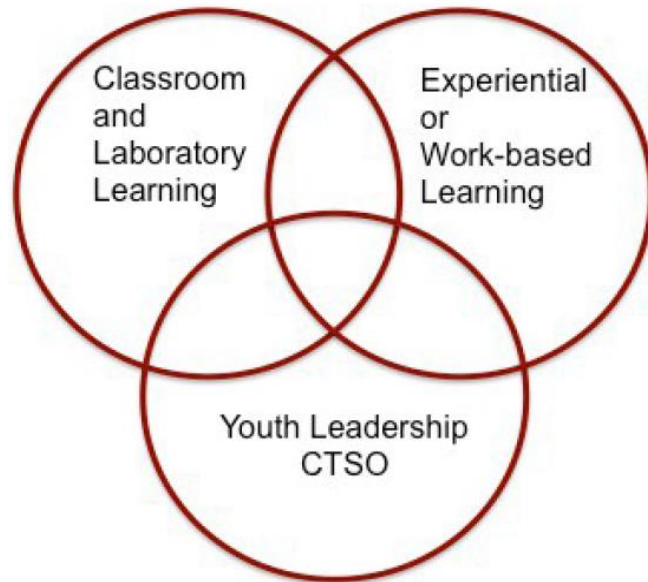
The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic look.

WELCOME and INTRODUCTIONS

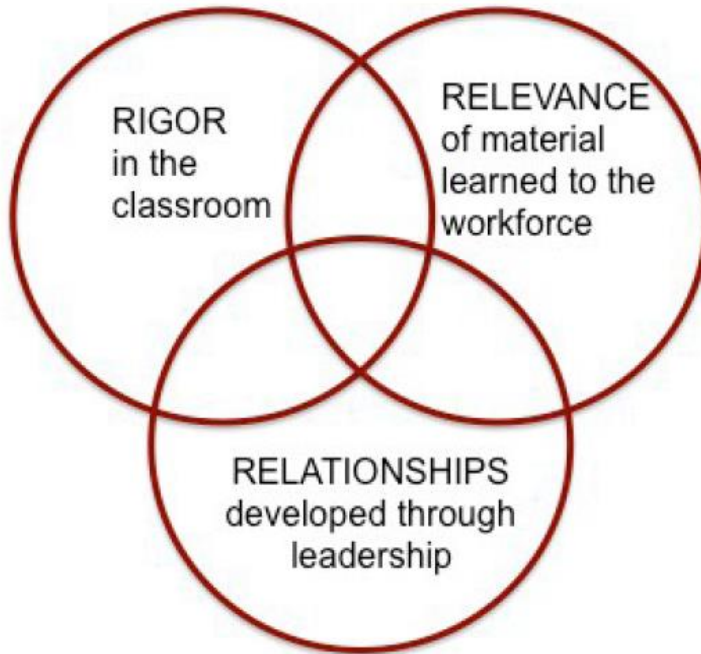
New CTE Teacher Technical Tool Kit

- Guidance for New Teachers in CTE
- Quick Reference Guide to Important CTE Information
- Sample Documents, Support Materials, Other Resources

Core Components in all CTE Programs



Core Components in all CTE Programs



What Makes CTE Unique and Relevant?

CTE Program Requirements

- Program Teacher Certification
- Program Teacher Professional Development
- Program Advisory Committee: Industry Experts Providing Input to the Program
- Implementation of Program Standards/Course Content
- Strategies to Eliminate Barriers to Program Access
- Secondary-Postsecondary Connections

Michigan Center for CTE (MCCTE) Navigator

www.ctenavigator.org

Michigan Center for Career & Technical Education

Michigan.gov Home MCCTE Home Schools Academics Programs Resources Help Contact MCCTE

» Home

Login
E-Mail:
Password:

[Forgot your password?](#)

Links
[States' Career Clusters](#)
[OCTE Website](#)

Welcome to MCCTE Navigator

Welcome to the electronic system for Michigan's Career and Technical Education community (State/Regional/Local Administrators, and Instructors). The system is called MI CTE Navigator and provides real-time access to Michigan's state approved CTE program standards which is necessary for educational decision-making, management and ultimately student achievement.

The web-based, online database is comprehensive, statewide, user-friendly, and instructor-driven and can be used for managing the technical standards, career cluster content, segments, resource content, and academic alignment results for all of Michigan's CTE program areas.

For State Approved Programs with a PSN Only:
NEW IN MCCTE NAVIGATOR – ELECTRONIC GAP ANALYSIS
You can now complete the Gap Analysis electronically in MCCTE Navigator. To access the directions to do the Electronic Gap Analysis go to "Resources", scroll down to "Gap Analysis Documents", and click on "Directions for MCCTE Navigator Gap Analysis – 2011".

How to Use Navigator
Helpful Links

- [How Navigator Works](#)
- [User Roles and Responsibilities](#)
- [Instructions for CEPD Administrators](#)
- [Instructions for Operating Building Administrators](#)

Tutorials

- [How to activate CTE teachers](#)
- [How to activate program managers](#)

What's New

- Mon, 11 Jun 2018 at 05:55 PM
[47.0613 Medium/Heavy Truck Technician : 2018 Implement Fall 2019](#)
- Mon, 11 Jun 2018 at 05:53 PM
[47.0903 Collision Repair Technician : 2018 Implement Fall 2019](#)
- Mon, 11 Jun 2018 at 05:47 PM
[13.0000 Education, General : 2018 Implemented by Fall 2019](#)

An Education Partner of the



MICHIGAN
Department of
Education

Upcoming Events

No events scheduled at this time.

General Contact

Office of Career and Technical Education
P.O. Box 30712
Lansing, MI 48909

[OCTE Website](#)

Navigator Technical Support
Email: support@ctenavigator.org
Telephone: [231.799.0035](tel:231.799.0035)
Toll-Free: [855.799.2822](tel:855.799.2822)

Academics in CTE

MICHIGAN MERIT CURRICULUM (MMC)

High School Graduation Requirements

Michigan Merit Curriculum High School Graduation Requirements (18 credits)
ENGLISH LANGUAGE ARTS (ELA) - 4 Credits
Proficiency in State Content Standards for ELA (4 credits)
MATHEMATICS - 4 Credits
Proficiency in State Content Standards for Mathematics (3 credits) Proficiency in district approved 4 th mathematics credit options (1 credit) (Student must have a math experience in their final year of high school.)
ONLINE LEARNING EXPERIENCE
Course, Learning or Integrated Learning Experience
PHYSICAL EDUCATION & HEALTH - 1 Credit
Proficiency in State Content Standards for Physical Education and Health (1 credit); Or Proficiency with State Content Standards for Health (1/2 credit) and district approved extra-curricular activities involving physical activities (1/2 credit)

SCIENCE - 3 Credits
Proficiency in State Content Standards for Science (3 credits); Or beginning with the class of 2015: Proficiency in some State Content Standards for Science (2 credits) and completion of a department approved formal career and technical education program (1 credit)
SOCIAL STUDIES - 3 Credits
Proficiency in State Content Standards for Social Studies (3 credits)
VISUAL, PERFORMING AND APPLIED ARTS - 1 Credit
Proficiency in State Content Standards for Visual, Performing and Applied Arts (1 credit)
WORLD LANGUAGE - 2 Credits (Effective beginning with students graduating in 2016)
Formal coursework OR an equivalent learning experience in grades K-12 (2 credits); Or Formal coursework or an equivalent learning experience in grades (1 credit) and completion of a department approved formal career and technical education program or an additional visual, performing and applied arts credit (1 credit)

What is Classroom Management?



Teacher Advice: Classroom Management Video

What is Classroom Management?

GROUP ACTIVITY

- At your table, share two effective classroom management strategies.
- Appoint two people from your group and have each person share a best strategy from the table discussion.

**Dear Teacher, I talk to
everyone.**



@astroashb

**Moving my seat will not
help.**



**KEEP
CALM
IT'S
BREAK
TIME**

Small Group Presentations

- Program Advisory Committee Tool Kit
- Program and Instructional Design
- Syllabus
- Work-Based Learning (WBL)
- Leadership and Career and Technical Student Organization (CTSO)
- Special Populations Students (SPOPS)

Small Group Presentation

Program Advisory Committee Tool Kit

Mark Forbush

Program Advisory Committee Tool Kit

When you think of Advisory Committee -

THINK PROGRAM ADVOCACY!

Program Advisory Committee Tool Kit

- Give members something to do.
- Program advisory committee members will...
 - need to feel more engaged than just listening to a report.
 - need to have ownership.
 - be your best community advocate.
 - connect you with resources for your program.

Involvement will increase program advisory committee attendance.

Program Advisory Committee Requirements

- Program advisory committee chair must be from business and industry. Membership must include representatives from the appropriate program-specific business, industry, and postsecondary representation, and a parent representative.
- The majority of the membership must be from business and industry.
- Representation on the committee should reflect persons from all genders, and racial and ethnic minorities represented within the community.
- Additional non-voting members may include administrators, counselors, students, academic teachers, or a Special Populations SPOPS coordinator.

Program Advisory Committee

REQUIRED DOCUMENTATION

- Committee Roster
- Meeting Agenda
- Meeting Minutes

Reference Program Advisory Committee Tool Kit for sample documentation.

Small Group Presentation

Program and Instructional Design

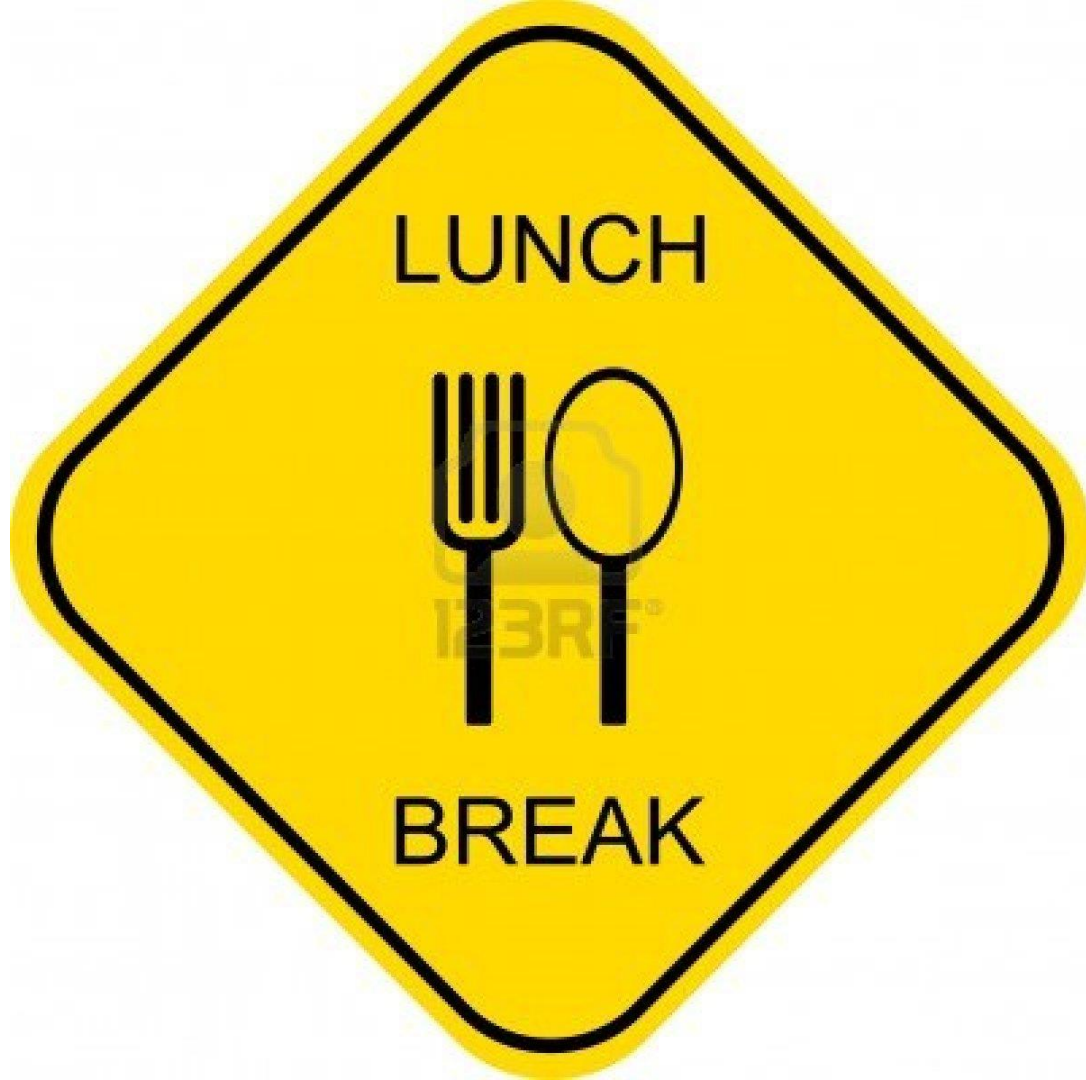
Tom Knight

Program and Instructional Design

- A CTE program is a sequence of courses
- Each CTE program is composed of 12 curricular segments
- Segments consists of standards and performance elements defined in the program gap analysis
- CTE students are identified as Participants/Enrollees, Concentrators, Completers based on the number of completed segments
- Participant/Enrollee - completes 6 or fewer segments of a program
- Concentrator - successfully completes with a C or better 7 but fewer than 12 segments of a program
- Completer - successfully completes with a C or better all 12 segments of a program

- 12 Segments
- Students are expected to demonstrate to the Performance Element level.

[illegible]



LUNCH



BREAK

Small Group Presentation

Syllabus

Tom Knight

Syllabus

- Course title
- Instructor's name and school contact information
- Course dates
- Course description
- Special features of the course
 - Academic Credits
 - Postsecondary Connections
 - Available Certifications and or Licensures
 - Off-site Delivery
 - Work-Based Learning
 - Safety Training
 - Student Leadership (CTSO) opportunities

Syllabus

- Course Outline with topics to be covered and CTE segments to be covered in the course.
- Resources
 - Textbooks
 - Software
 - Special facilities
 - Materials

Reference New CTE Teacher Technical Tool Kit for sample documentation.

Small Group Presentation

Work-Based Learning (WBL)

Dana Hughes

Work-Based Learning

The term "work-based learning" means sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, first-hand engagement with the tasks required of a given career field, that are aligned to curriculum and instruction.

Taken from the proposed Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act, July 2016.

Work-Based Learning Opportunities

- One work-based learning opportunity for each student in the program
- Per the CTE Administrative Manual (2017) opportunities may include
 - Workplace Tour/Field Trip to program specific business/industry
 - Job Shadow
 - Volunteering
 - Mentoring

See the Michigan Career Placement Association website for additional work-based learning information.

Work-Based Learning Documentation

What is Required to meet Work-Based Learning when under a Program Review:

Mechatronics WBL Record for Sweet Valley High

Student	2/1/2017 Field Trip	2/15/2017 Apprenticeship	3/2/2017 Volunteer @ Local Business for their Technical Open House	3/5 Job Shadow	4/1 - 4/5 WBL Rotation with Industry Partners
Student A	x			x	x
Student B		x			x
Student C		x			x
Student D	x				x
Student F			x		x



It's Time For A Break

Small Group Presentation

Leadership and Career and Technical Student Organization (CTSO)

Candice Vinson

Important Concepts for Student Leadership

- Communications and Speaking to Groups
- Managerial Leadership Skills
- Personal Development
- Career Success

Student Leadership/CTSO Checklist

Have you:	Yes ✓
Helped your students to create a Leadership/CTSO officer team?	
Helped your students to create a Leadership/CTSO constitution/bylaws?	
Helped your students to develop a Leadership/CTSO calendar of activities or program of activities for the upcoming year?	
Helped your students develop a calendar that includes activities that build leadership capacity in ALL CTE program students?	
Helped your students develop a calendar of activities that includes community development?	
Helped students determine appropriate ways to showcase their learned leadership skills?	
Discussed experiential learning with school administrators to help them better understand concepts of students becoming leaders and your need to work with students both in and out of the classroom to develop leadership and participate in activities that will assist them in their future careers?	

Small Group Presentation

Special Populations Students (SPOPS)

Lee Greenacre

Special Populations Students

Student who have special learning needs are considered special populations students in CTE and are defined by Perkins IV as:

- Individuals with disabilities
- Individuals from economically disadvantaged families, including foster children
- Individuals preparing for nontraditional training and employment
- Single parents, including single pregnant women
- Displaced homemakers
- Individuals with Limited English Proficiency (LEP)

Special Populations Students

Individualized Education Program/Plan (IEP)

The Individual with Disabilities Education Act (IDEA) is a federal law that makes available a free appropriate public education to children found eligible of having a disability.

IEPs are created for youth who face challenges such as academic and/or economic disadvantages/disabilities.

An IEP outlines required accommodations to assist your student to be successful.

An instructor is legally responsible to follow the accommodations in an IEP.

Special Populations Students

Section 504 Plan

Section 504 is a civil rights law that prohibits discrimination against individuals with disabilities not identified as IEPs. A student with a 504 plan, may require accommodations and modifications.

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

Wrap-Up and Questions

Workshop Survey

Resources - Found at MI ACTE Site

Workshop Agenda

Workshop PowerPoint Slides

- Career Clusters and CIP Codes by Consultant
- CEPD Map
- CIP Self Review
- CTE Administrator Manual
- New CTE Teacher Technical Tool Kit
- PD Calendar
- Program Advisory Tool Kit
- State Recognized CTSOs by Cluster and CIP Code

Resources

MI ACTE

www.miacte.org

Michigan Department of Education, Office of CTE

www.Michigan.gov/octe

Michigan Center for CTE (MCCTE)

www.ctenavigor.org

Michigan Career Placement Association

www.Micareerplacement.org