

Judicial Administration Program



**MICHIGAN STATE
UNIVERSITY**

Advancing Careers in Judicial Administration

The Judicial Administration Program at Michigan State University (MSU) is a community of learners, scholars, practitioners, and organizations dedicated to the advancement of the missions, mandates, and purposes of judicial systems across the globe through expert management and timeless leadership principles and practices.

Our goal is to bring academic rigor and standing to judicial administration through a comprehensive curriculum that offers both certificate programs and a Master's Degree, Judicial Administration Specialization; research and publications; information collection and dissemination; and mentoring and networking opportunities. The profession of judicial administration achieves greater recognition and prestige through these credentialing mechanisms, which are made possible through MSU in partnership with local, state, national, federal, and international judicial branch education providers; state and federal court systems; professional court-related associations; and colleges and universities.

The MSU School of Criminal Justice is proud to offer the Judicial Administration Program and recognizes that multiple educational options are available for judicial system professionals and the organizations that serve their education and training needs as well as for those who aspire to have a career in local, state, or federal judicial systems. This program allows prospective students to determine which level of credentialing fits their academic interests and career goals, keeping in mind that each level can be a stepping stone to the next: noncredit certificate, credit-bearing certificate, and Master of Science in Criminal Justice, Judicial Administration Specialization. Each educational opportunity has a foundation in the ten core competencies created by the National Association for Court Management (NACM) and can be completed via live or online courses.



P rospective Students

Academic Programs

Noncredit Certificate

This program is the first of its kind. It allows students an opportunity to gain academic credentials through participating in MSU online courses or those offered by MSU partner-providers. The Judicial Administration Program is designed to allow students to “start where they are” and build upon their existing professional skills and credentials all the way to an academic degree. Students may start and stop with the noncredit certificate, or students can complete the noncredit certificate and apply it toward credit-bearing courses that can culminate in either a bachelor’s or master’s degree.

Objective: To build a solid foundation of basic knowledge and skills in judicial administration that can be readily applied in the court environment.

Who should enroll: There are two primary audiences—individuals who are working in the courts or want to work in the courts and aspire to achieve positions of management and leadership and individuals who have come to the courts with expert knowledge from other professions and want to learn the foundations of judicial administration.

Credit-bearing Certificate

If students would like to earn a bachelor’s degree or they are working professionals, with a bachelor’s degree interested in earning a master’s degree, they are ideal candidates for this credit-bearing certificate.

Objective: To add to the basic knowledge and skills of judicial administration by integrating theory and practice from multiple disciplines that will challenge students to develop complex reasoning and critical thinking, broaden their exposure to multiple approaches and methods to managing and leading the courts, and deepen their understanding of the role of the courts in society.

Who should enroll: Individuals who want to apply the twelve graduate credits toward either a bachelor’s or master’s degree.

Master of Science in Criminal Justice, Judicial Administration Specialization

If students have a bachelor’s degree, they may apply directly to the Master’s Degree, Judicial Administration Specialization or do so while they are in the credit-bearing certificate program.

Objective: To build the academic credentials of the student through graduate education that specializes in judicial administration and blends theory and practice from other disciplines, thus allowing the student to master complex issues in judicial administration.

Who should enroll: Individuals desiring a master’s degree and a career in judicial administration.

Opportunities and Benefits

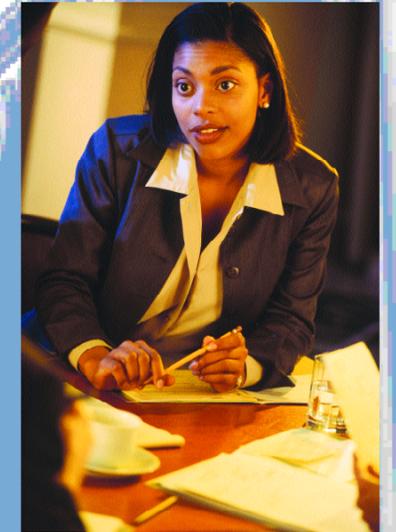
Building Block – start where you are and build upon your professional skills to advance your career.

Convenience – study when and where it suits you and your busy personal and professional life.

Bridge – move to the next level of academic achievement smoothly.

Support – join a community focused on helping you throughout your career via mentoring, networking, and timely information sharing.

Exposure – meet and network with other judicial personnel and judges who share your passion for the mission and mandates of the courts.



P artner-Provider Network

If your organization is either offering or wants to offer education and training to judges and court personnel on judicial administration subject matter, you can join with MSU and become a partner-provider in delivering curriculum-based courses that can result in a certificate and/or academic credit for your participants.

Participation is easy. The Judicial Administration Program can approve your programs utilizing contact hours and content requirements or you can offer online learning opportunities by enrolling your audiences in the online MSU courses. If you prefer a blend of traditional live courses and online courses, that can also be accomplished through this program.

When you become a partner-provider, MSU will market your organization's programs through the network of partner-providers. Through this network, your organization will gain a ready-made curriculum and certificate program that are anchored in the NACM core competencies and more. Equally important is that your organization will be able to extend academic credit for your participants who want a college education.

Opportunities and Benefits

Make an Academic Affiliation – Join a community of organizations that are affiliating with MSU to extend academic credit to their employees, members, or constituents who enroll in their court-related education and training programs.

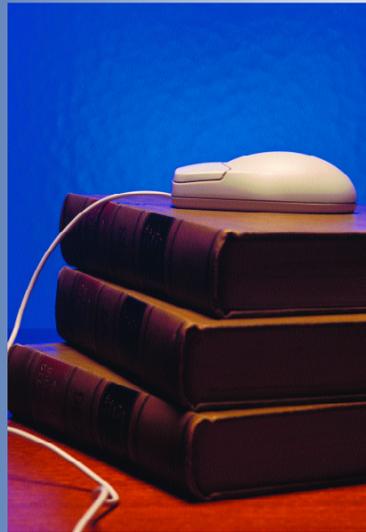
Gain a Comprehensive Curriculum – Add value to your education and training programs by delivering curriculum-based courses specializing in judicial administration subject matter.

Launch a Certificate Program – Participate in a certificate program that can stand on its own or be applied toward academic courses in a credit-bearing certificate, undergraduate degree, or a Master of Science Degree, Judicial Administration Specialization.

Engage in Blended Learning – Launch a blended learning program that includes traditional live programs and online courses offered by MSU.

Offer Online Education – Engage in a fully online judicial administration certificate program.

Utilize Core Competencies – Encourage the apprehension and application of the knowledge, skills, and abilities found within the NACM core competencies and more.



*MSU is an affirmative-action,
equal-opportunity institution.*

*Produced in partnership with Marketing and Creative
Services, Division of University Relations, MSU.
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Noncredit Certificate

Prerequisites: None

Course Requirements: The noncredit certificate is comprised of sixty contact hours of instruction plus a capstone experience based on the NACM core competencies. Successful completion is possible when students take courses in the following subject matter within five years from their start date.

Core: Forty contact hours with a minimum of six contact hours in each:

- Caseflow Management
- Information Technology Management
- Human Resources Management
- Leadership
- Purposes and Responsibilities of Courts
- Resources, Budget, and Finance

Elective: Twenty contact hours in at least three of the following:

- Court and Community Communication
- Education, Training, and Development
- Essential Components of Courts
- Visioning and Strategic Planning

Capstone: Written assignment and one-on-one conversations with a supervising MSU faculty member

Moving the Noncredit Certificate Forward: Students who successfully complete the noncredit certificate can apply the certificate toward credit-bearing courses by adding thirty online contact hours with a MSU faculty member to their noncredit certificate, thus earning six graduate credits (CJ 809 and 814) that can be applied toward the credit-bearing certificate or directly to the Master of Science in Criminal Justice, Judicial Administration Specialization. They may also transfer those credits to another academic institution and apply them toward a bachelor's or master's degree, if approved by the academic institution.

Cost of Noncredit Certificate Over Five Years: \$665

- \$15 nonrefundable application fee
- \$10 per hour for each contact hour
- \$50 for the capstone experience

For More Information: Visit us on the Web at: <http://judicialadministration.msu.edu> or contact the Judicial Administration Program.

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Dr. Sharon L. George, Academic/Student Services Administrator, georges@msu.edu

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Credit-bearing Certificate

Prerequisites: None

Course Requirements: Students must complete twelve graduate credits within six years of their first course. They may choose courses from the School of Criminal Justice and/or the Department of Political Science, which are listed below. The judicial administration sections of the criminal justice courses concentrate on management and leadership. The political science courses focus on policy analysis. Students are encouraged to select any combination of the courses to meet their career goals.

- CJ 809 Issues Course
Elements of Essential Court Operations
- CJ 810 Proseminar Course
Trends: The Catalysts for Change in Shaping the Future of an Organization
- CJ 812 Management Course
Preparing to Lead: Analyzing and Developing Organization and Personal Leadership
- CJ 814 Advanced Management Course
Historical Foundations/Contemporary Frameworks of Judicial Administration

- PLS 831 Trial Courts as Organizations
- PLS 832 Managing the Trial Courts: Conceptualizing and Measuring Trial Court Performance
- PLS 833 Organizing, Workload, and Performance in the Courts
- PLS 834 Analyzing the Courts

Moving the Credit-bearing Certificate Forward: After completing the credit-bearing certificate, students may transfer their credits to another university or apply them toward the Master of Science in Criminal Justice, Judicial Administration Specialization. The credit-bearing certificate comprises the judicial administration specialization of the Master of Science in Criminal Justice.

Application and Tuition:

- \$15 nonrefundable application fee
- In-State tuition is \$5,208 for twelve graduate credits (\$1,302 per course for Lifelong Education In-State students)
- Out-of-State tuition is \$6,816 for twelve graduate credits (\$1,704 per course for Lifelong Education Out-of-State students)

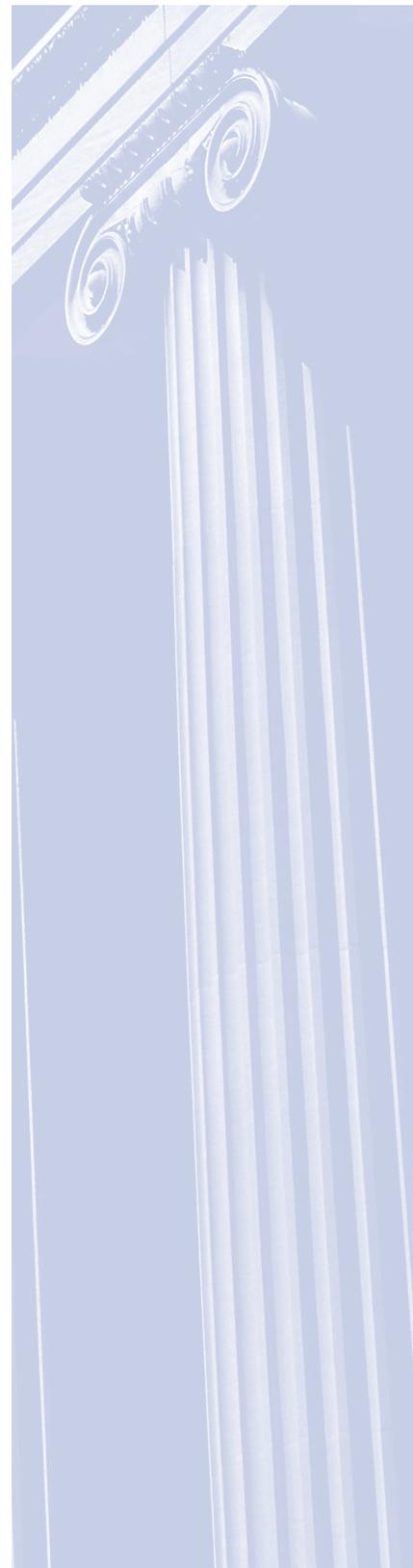
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Judicial Administration Program

Master of Science in Criminal Justice, Judicial Administration Specialization

Prerequisites: Bachelor's degree and GRE test scores. The GRE exam is waived for candidates with a cumulative undergraduate GPA of 3.2 or higher or for applicants with a completed graduate degree.

Course Requirements: Students must complete, within six years of their first credit-bearing course, the courses from the credit-bearing certificate in addition to:

- CJ 801 Crime, Causation, Prevention, and Control
- CJ 811 Design and Analysis in Criminal Justice Research
- CJ 887 Quantitative Methods in Criminal Justice Research
- CJ 896 Policy Analysis Under Conditions of Change Focused on Judicial Administration
- CJ 894 Practicum or approved elective

Application and Tuition: \$15,665

- \$15 nonrefundable application fee for the Judicial Administration Program
- \$50 nonrefundable application fee for the MSU Graduate School
- \$15,600 tuition for thirty graduate credits (\$1,560 per three-credit course)

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Partner-Provider Network Requirements

Organizations Can: Use the judicial administration curriculum and courses or design their own that includes sixty contact hours in the following courses all of which are based on the NACM core competencies:

Core: Forty contact hours with a minimum of six contact hours in each:

- Caseflow Management
- Information Technology Management
- Human Resources Management
- Leadership
- Purposes and Responsibilities of Courts
- Resources, Budget, and Finance

Elective: Twenty contact hours in at least three of the following:

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Participation Verification:

- Submit course objectives, descriptions, faculty biographies, and materials for approval prior to the course offering.
- Monitor attendance via attendance sheets.
- Provide information about the judicial administration program approved courses in all announcements and materials prior to and during the course offering.
- Offer all sixty contact hours within a five-year period or be part of a network partner-providers that offer courses, thus allowing students to meet the five-year completion requirement early and/or from multiple partner-providers.

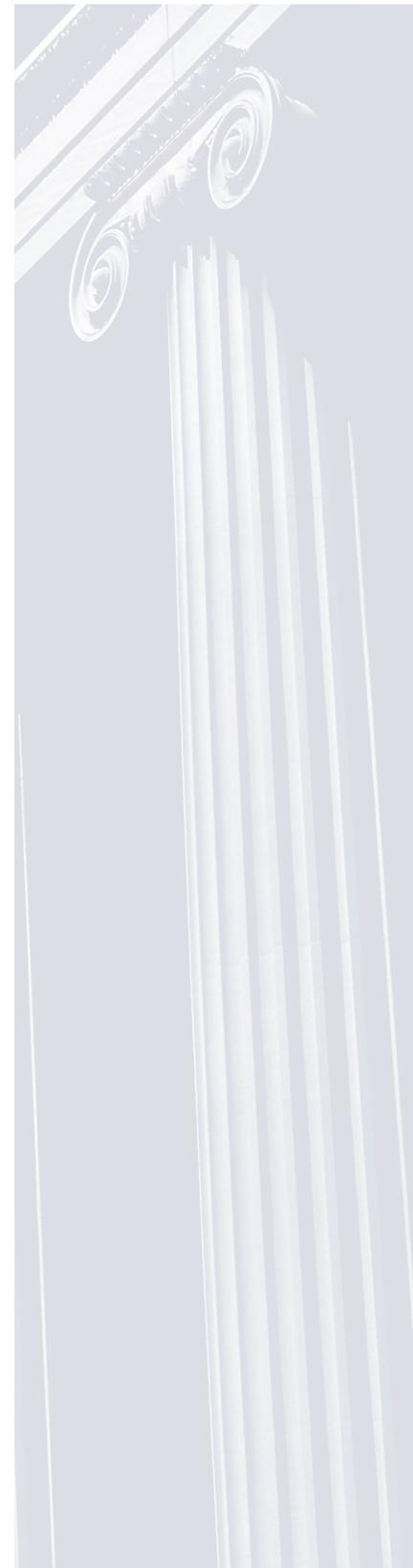
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University-to-University Affiliation Benefits

Universities and Colleges Can: Add a twelve credit-hour, graduate-level specialization in judicial administration to existing public administration, criminal justice, law, and other degree areas by engaging in a collaborative agreement with MSU and avoid the cost of establishing their own.

Advantages:

- Offer specialized knowledge in judicial administration for a global marketplace that is increasingly relying on specific expert knowledge and skill.
- Prepare students who wish to dedicate their lives to the advancement of the rule of law across the globe.
- Meet the needs of international students desiring a career in the courts and legal systems in their own countries.

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