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UNIVERSITY



pennsylvania
JUVENILE COURT JUDGES' COMMISSION

Administration of Juvenile Justice Master's Degree Program



*A graduate degree program partnership between
Shippensburg University and the
Pennsylvania Juvenile Court Judges' Commission*

Dear Prospective Student,

Welcome to the Master’s Program in Administration of Juvenile Justice at Shippensburg University of Pennsylvania. If you are interested in pursuing a Master’s degree in the field of Juvenile Justice, this guide has been prepared expressly for you. While we have attempted to address the most frequently asked questions regarding our program, we encourage you to contact our Graduate Education Coordinators, Mrs. Sonya Stokes at systokes@ship.edu or Dr. Melissa L. Ricketts at mlricketts@ship.edu, with any remaining questions.

We look forward to hearing from you!

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PROGRAM OVERVIEW

PROGRAM HISTORY

Established in 1982, the Center for Juvenile Justice Training and Research (CJJT&R) at Shippensburg University is regarded as the state and nationally recognized training, education, and research center for juvenile justice in Pennsylvania. The CJJT&R wanted to support graduate work for professionals in the field of juvenile justice by offering a weekend master's program taught by criminal justice faculty at Shippensburg. Since its inception in 1982, the Graduate Education Program in Administration of Criminal Justice has significantly contributed to the improvement of services to delinquent children in Pennsylvania.

By : sponsoring tuition scholarships the costs of the Graduate Education Program, the Juvenile Court Judges' Commission provides a tool to help county juvenile probation departments recruit and retain quality probation officers, increase their level of expertise and effectiveness, and create a professional climate conducive to creativity and research. The program also created a networking system in which the juvenile probation officers meet colleagues from all over the state. In May 2016, admissions to the Graduate Education Program were suspended pending a comprehensive review of this program. The goals of this endeavor, developed by the Pennsylvania Juvenile Court Judges' Commission and the Department of Criminal Justice at Shippensburg University, were to:

- Create a graduate education program that aligns with the Academy of Criminal Justice Sciences (ACJS) certification standards.
- Create a program that provides a focus on juvenile justice with practical applications for juvenile probation officers throughout the Commonwealth.
- Deliver a program taught by committed faculty with working knowledge of juvenile justice best practices.

Changing the name of the degree from an MS in Administration of Justice (Juvenile Justice Concentration) to an MS in Administration of Juvenile Justice reflects the overall focus of the program which continues to serve juvenile justice practitioners. As a result, the curriculum was updated to reflect the current practices in the field of juvenile justice resulting in a more focused Juvenile Justice curriculum.

PROGRAM MISSION STATEMENT

The Master of Science in Administration of Juvenile Justice (MAJJ) Program at Shippensburg University provides a quality graduate program that promotes advanced inquiry and application of new knowledge. One of the core values of Shippensburg University is to inspire and guide students to become successful leaders in their professions and their communities. The program aims to serve the juvenile justice educational and research needs in the Commonwealth of Pennsylvania. The emphasis of the program is scientific, because it is assumed that graduates will be better qualified to participate in the profession if they are prepared as research-oriented students of juvenile crime and delinquency.

Program faculty participate in research and service activities that benefit criminal and juvenile justice and social service agencies locally, statewide, and nationally. The faculty's involvement in research and community affairs enhances the classroom experience, as faculty members are able to engage students in discussions of current dilemmas and controversies. In most of our coursework, juvenile crime and delinquency are viewed as social phenomena and are analyzed with methodologies developed in the social and behavioral sciences.



EDUCATIONAL OBJECTIVES

The program's major strengths are its applied perspective and strong emphasis on theory, policy, research, and analysis. Philosophy, format, and implementation stress the practical application of a higher level of knowledge, skills, and strategies.

The curriculum is guided by the following assessment objectives which are evaluated on a yearly basis:

OBJECTIVE 1: Comprehensive Knowledge of Juvenile Justice:

Students will understand more readily the operations of both the juvenile and criminal justice system and the many issues (both theoretical and practical) that confront the administration of justice in a democratic society.

OBJECTIVE 2: Critical Analysis:

Students will understand more readily how to interpret, analyze, and evaluate issues of importance in the field of juvenile justice.

OBJECTIVE 3: Communication:

Students will be able to more readily express their knowledge and critical analysis ability through both written work and oral presentation.

OBJECTIVE 4: Exposure to Human and Cultural Diversity:

Faculty will expose students to the issues of diversity in the juvenile justice system and provide opportunities for students to participate in experiences that promote diversity.

OBJECTIVE 5: Exposure to Ethical Problem Solving:

Faculty will expose students to the nature of ethics in general and the role of normative ethics in the juvenile justice system and provide opportunities for students to participate in juvenile justice-related situations (hypothetical or actual) that deal with ethical issues.

OBJECTIVE 6: Exposure to Technology:

Faculty will expose students to the use of technology in the field of criminal justice in general and provide opportunities for students to participate in juvenile justice related situations that deal with technological issues.



KEY PROGRAM FEATURES

- Nationally recognized program, taught by highly qualified and experienced faculty.
- Free tuition and lodging provided by the Juvenile Court Judges' Commission.
- A hybrid 33-credit program.
- Summer coursework fully online and 3 face-to-face weekend sessions during the fall and spring semesters.
- A cohort-based program designed to enhance professional networking across the Commonwealth.
- Practical courses designed for juvenile justice professionals with an emphasis on evidence-based practices.

STUDENT LEARNING OUTCOMES

The program is competency-based; its intent is to develop in students a set of competencies jointly arrived at by the Shippensburg University Criminal Justice Department and the JCJC. Education for excellence in criminal and juvenile justice practice is the guiding mission of the Department of Criminal Justice at Shippensburg University. The faculty who teach in the JCJC program are committed to providing high quality education that will prepare students to provide practitioner-based services that are ethical, impartial, and effective in a rapidly changing and increasingly diverse society.

Upon completion of the program, student learners should possess:

- An advanced understanding of administrative principles and practices found in criminal and juvenile justice agencies.
- Advanced knowledge of theories relating to crime causation and criminality.
- In-depth knowledge of the interdisciplinary nature of the criminal and juvenile justice system.
- Knowledge of contemporary technologies used to manage juvenile justice information.
- Skills that enable the learner to conduct and evaluate criminal and juvenile justice-related research.
- Advanced problem-solving skills that enable the learner to identify, analyze, and solve juvenile justice operational problems that affect the delivery of criminal justice-related services.
- Advanced reading, writing, and verbal communication skills.

PROGRAM REQUIREMENTS FOR GRADUATION (33 credits)

Criminal justice program information and course descriptions are in the graduate student catalog. Graduate students are expected to maintain a satisfactory academic standard, which requires a cumulative QPA of 3.0 (B) or better in your total program courses. If it drops below 3.0, or you earn a C grade in a graduate course, you will be placed on academic probation.

REQUIRED CORE COURSES (21 Credit Hours)

AJJ 501: Seminar in Juvenile Justice & Delinquency
AJJ 502: Advanced Criminological Theory
AJJ 503: Leadership in Juvenile Justice
AJJ 504: Advanced Research Methods
AJJ 505: Quantitative Analysis
AJJ 506: Strategic Planning, Budgeting & Finance
AJJ 507: Seminar in Policy Analysis

ADMINISTRATION OF JUVENILE JUSTICE CAPSTONE COURSES (6 Credit Hours)

AJJ 551: Practicum I
AJJ 552: Practicum II

ELECTIVE COURSES (6 Credit Hours)

AJJ 520: Advanced Studies in Policing
AJJ 521: Seminar in Victimology
AJJ 522: Seminar in Social Justice
AJJ 523: Mental Health & the Administration of Justice
AJJ 524: Anatomy of Violence
AJJ 525: Intimate Partner & Family Violence
AJJ 540: Selected Topics
AJJ 541: Selected Topics
AJJ 550: Independent Study



JCJC COURSE DELIVERY INFORMATION

Fall 1	Spring 1	Summer 1A	Summer 1B	Fall 2	Spring 2
AJJ 501	AJJ 503	AJJ 551	AJJ—Elective 2*	AJJ 505	AJJ 506
AJJ 502	AJJ 504	AJJ—Elective 1*		AJJ 552	AJJ 507

* indicates online class

ADMISSION INFORMATION

APPLICATION PROCEDURES

Interested applicants must follow application procedures for both the Center for Juvenile Justice Training and Research (CJJT&R) and Shippensburg University. The application process is facilitated online through Shippensburg University. For your reference, below is the list of required materials:

- A completed Graduate Education Program Application (see JCJC Website: www.jcjc.pa.gov or Admissions Application for the Shippensburg University, School of Graduate Studies).
- A letter of Interest for Endorsement and Admission to the Administration of Juvenile Justice JCJC Graduate Education Program and the Shippensburg University School of Graduate Studies. This letter should address the following issues: a) why you are a strong candidate for endorsement; b) any reasons why you may still be a strong candidate despite having an undergraduate GPA below 2.75/4.00; c) complete description of juvenile justice work experience; and, d) how you expect to use the graduate education experience to improve practices in the county from which application is made.
- The Recommendation Form is to be completed and signed by the Chief Juvenile Probation Officer in your county. (Note: Applicants who are employed at county-administered detention facilities will also need a letter of endorsement from both the detention center administrator and the county's Juvenile Court Administrative Judge).
- A copy of your résumé.
- A copy of your undergraduate and graduate (if applicable) transcripts. Official transcripts are required.
- A copy of your official GRE/MAT scores (applicable only if your undergraduate GPA is below 2.75/4.00).

APPLICATION TIMELINE

Since there are a limited number of positions available for each class, admission is on a competitive basis. The timeline for enrollment and the application process is as follows:

March 1st

Application deadline each year to begin in the fall semester. Interested applicants must follow application procedures for both the CJJT&R and Shippensburg University as outlined above.

Second week in April

JCJC Endorsement Interviews at Shippensburg.

May

JCJC Endorsement; the Commission members endorse candidates at the May meeting. Prospective students receive Endorsement letters from CJJT&R and instructions for registering for classes.

September

Administration of Juvenile Justice JCJC Graduate Education Program Orientation and classes begin.

ADMISSION INFORMATION

PROGRAM ELIGIBILITY

The program is available to full-time county juvenile probation officers in Pennsylvania who graduated from an accredited college or university with at least 18 credits in the behavioral or social sciences, and who have been, or will be, employed in the Juvenile Justice System for at least two years prior to admission. As space allows, county juvenile detention staff (and other juvenile justice professionals) may be admitted to the program upon the recommendation of the Juvenile Court Administrative Judge.

PROGRAM COSTS

The JCJC pays all tuition costs and lodging. Students are responsible for all other costs, including books, University fees, and travel expenses, which total approximately \$800 per year.

CONDITIONS OF ADMISSION

Students agree to attend the program continuously for two academic years, and to maintain their current employment status for the duration of the program and for at least two years after graduation. Students who fail to meet these conditions will be required to reimburse the Commonwealth of Pennsylvania for all, or a portion of, tuition and boarding costs paid on their behalf.

There are two primary requirements for admission to the Graduate Education Program:

- Acceptance into the Shippensburg University School of Graduate Studies.
- Endorsement by the Juvenile Court Judges' Commission.

Applicants must meet all requirements of Shippensburg University's School of Graduate Studies as defined in the current Graduate Catalog. Applicants should have a baccalaureate degree in criminal justice, or a closely-related social science field from a regionally accredited college or university with a **minimum grade point average of 2.75/4.00**. Applicants who do not meet the minimum grade point average requirement must successfully take either the Graduate Record Examination (GRE) or Miller Analogies Test (MAT) and submit their scores as part of their application. The standard for successfully passing the GRE or MAT is at or above the 50th percentile.

The Department of Criminal Justice recommends the GRE as it reflects a familiar testing format that is similar to the SAT. The GRE assesses student strengths in verbal, quantitative, and analytical areas, whereas the MAT only assesses student strengths in the area of verbal reasoning. With the Administration of Juvenile Justice program focus on academic research requiring strong verbal, quantitative, and analytical skills, the GRE provides for a better assessment of a student's potential for success. Both the GRE and MAT require academic preparation to successfully complete. Upon request, assistance with GRE/MAT preparation may be available from the University.

PROGRAM FACTS

- The JCJC weekend Master's Program in Administration of Justice began in 1982.
- Through the JCJC sponsored Master's Program in Administration of Justice, Shippensburg University has graduated over 600 juvenile court employees.
- Virtually each of the Commonwealth's 67 counties has a juvenile probation officer with a leadership model of a Chief, a Deputy Chief, and a Supervisor. Out of those 200 leaders currently employed, approximately 80% of those have master's degrees obtained through Shippensburg's graduate education program.
- The weekend Master's Program was revised in 2017 to an Administration of Juvenile Justice Degree.

ADMISSION INFORMATION

INTERVIEW

As indicated above, admission to the program is a competitive process. As such, there is an interview component which follows the submission of all completed application materials (which ensures that all admission requirements have been met). This interview is conducted by members of the JCJC/CJTT&R, faculty from the Department of Criminal Justice, and representatives from county Juvenile Probation departments. The interview process is the final stage in the selection of candidates for proposed endorsement.

The interview process is a requirement for admission to the program and is highly influential in the selection process. Candidates are given the opportunity to explain why they would be a strong student in the program, and how their education can benefit their county (and/or) the PA Juvenile Justice System.

ORIENTATION

Prior to starting classes, each student is expected to attend the JCJC Graduate Education Program Orientation. The one-day workshop provides members of each incoming cohort with important information necessary to be successful as a graduate student at Shippensburg University.

DR. ANTHONY F. CEDDIA AWARD

Each year, the members of the Criminal Justice Faculty who teach in the program select an exceptional student from that year's graduating class to receive the Dr. Anthony F. Ceddia Award for Outstanding Scholarship in Juvenile Justice. The criteria for the award are academic excellence, leadership, and commitment to the juvenile justice profession as demonstrated throughout the program. All three criteria are given serious consideration by the faculty when selecting the award recipient.

Additional information can be obtained by contacting:

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www.ship.edu/criminal_justice/graduate_programs/

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