



SHIPPENSBURG
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 HISTORY

In 1982, The Juvenile Court Judges' Commission (JCJC) established the Center for Juvenile Justice Training and Research (CJJT&R) at Shippensburg University. CJJT&R is regarded as the state and nationally recognized training, education, and research center for juvenile justice in Pennsylvania. The JCJC endeavored to increase professionalism and cultivate future leaders in the field of juvenile justice by offering a weekend master's program in conjunction with the Shippensburg University Criminal Justice Department. Since its inception, the Graduate Education Program has significantly contributed to the improvement of services to delinquent children in Pennsylvania. The JCJC 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 by sponsoring tuition scholarships to cover the costs of the Graduate Education Program. The program also provides a networking system for juvenile probation officers to meet colleagues from all over the state. In May 2016, the program was updated to reflect the current practices in the field of juvenile justice. Since 1982, over 600 juvenile justice probation officers have earned their master's degree through this program.



PROGRAM GOALS

The Master of Science in Administration of Juvenile Justice 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 delinquency.

FACULTY OVERVIEW

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 delinquency is viewed as social phenomena and are analyzed with methodologies developed in the social and behavioral sciences. Adjunct faculty, with subject matter experience and practical application from the field of juvenile justice, are used to enhance our educational experience.

EDUCATIONAL OBJECTIVES

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.
- Tuition and lodging provided by the Juvenile Court Judges' Commission.
- A hybrid 33-credit program with blended online and face-to-face coursework .
- Two year program.
- A cohort-based program designed to enhance professional networking across the Commonwealth.
- Practical courses designed for juvenile probation officers 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



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 100% online class

ADMISSION INFORMATION

APPLICATION PROCEDURES

Interested applicants must follow application procedures for both the Juvenile Court Judges’ Commission (JCJC) 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 Admissions Application for the Shippensburg University, School of Graduate Studies or JCJC Website: www.jcjc.pa.gov).
- 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 prospective student for endorsement; b) complete description of juvenile justice work experience; and, c) 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.
- A copy of your resumé.
- A copy of your official undergraduate and graduate (if applicable) transcripts.
- A copy of your official GRE/MAT scores (applicable only if your undergraduate GPA is below 2.75/4.00).

APPLICATION TIMELINE

There are a limited number of positions available for each cohort, 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 JCJC and Shippensburg University as outlined above.

April

Prospective student interviews at Shippensburg.

May

The JCJC members endorse candidates. Prospective students receive notification of endorsement and instructions for registering for classes.

August

Administration of Juvenile Justice JCJC Graduate Education Program Orientation, signing of the letter of commitment .

August/September

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 for at least two years prior to admission.

PROGRAM COSTS

The JCJC pays all tuition costs and lodging. Students are responsible for all other costs including books, University fees, and travel expenses.

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 take either the Graduate Record Examination (GRE) or Miller Analogies Test (MAT) and score 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.

ADMISSION INFORMATION

INTERVIEW

Admission to the program is a competitive process which includes an in-person interview conducted by JCJC staff, faculty from the Department of Criminal Justice and representatives from county juvenile probation departments. The interview process is a requirement for admission to the program and is highly influential in the selection process. Prospective students 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 the Pennsylvania juvenile justice system. The interview process ensures prospective students fully understand the necessary commitment, rigorous nature and expectations of the program.

ORIENTATION

Students accepted into the program must attend a one-day Orientation. This session provides members of each new cohort with important information to be a successful graduate student at Shippensburg University.

WITHDRAWAL or REMOVAL

Upon acceptance and agreement into the program, students will attend the program continuously for over the course of two years. Students who leave the program for any reason, will be required to have to reimburse all tuition costs and educational fees paid the date of agreement through the date of your withdrawal. Students who withdraw after the semester's withdraw deadline, will be obligated to reimburse all tuition and educational fees for that semester. According to university policy, a student who withdraws past the semester deadline will also receive failing grades for that semester.

Students must maintain their employment status for the duration of the program and for two years following graduation. Graduates, who leave qualifying employment prior to the two-year mandate, will be responsible for costs on a prorated basis.

Real life. Real learning. They happen here!

Additional information can be obtained by contacting:

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www.ship.edu/criminal_justice/graduate_programs/