



Michigan State University and the National Association for Court Management Partner to Offer Judicial Administration Certificate and Degree Opportunities

The **National Association for Court Management (NACM)** has partnered with Michigan State University (MSU) to offer university approved courses in judicial administration that can be completed through NACM conferences. These courses are based on the NACM core competencies and organized in a curriculum that, when completed, can result in certificates and/or a masters of science degree specializing in judicial administration. The courses being offered in **2013 in San Antonio, Texas**, are **Purposes and Responsibilities of Courts** and **Human Resources Management**.

MSU Orientation Session

Topic	Faculty	Dates/Times Offered
MSU Orientation Session	Maureen E. Conner	Sun, July 14 th @ 3:00 pm – 4:00 pm

MSU Judicial Administration Program Graduation Ceremony

Topic	Date/Time
MSU Judicial Administration Program Graduation	Thu, July 18 th @ 8:15 am – 9:00 am

Purposes and Responsibilities of Courts REQUIRED Course Sessions

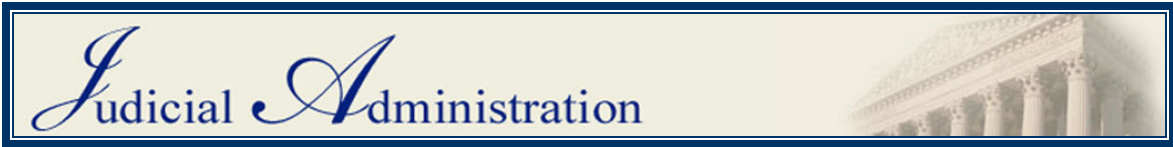
Students *must* attend all of the following *required* sessions in order to receive course contact hour credit for the **Purposes and Responsibilities of Courts** course (**6.0 contact hours**). Session information is as follows:

Topic	Faculty	Dates/Times Offered
Purposes and Responsibilities of Courts (Required)	Yolanda Lewis	MON, July 15, 2013; 10:15 am – 11:45 am
		MON, July 16, 2013; 1:45 pm – 3:15 pm
		MON, July 15, 2013; 3:30 pm – 5:00 pm
		TUE, July 16, 2013; 10:30 am – 12:00 pm

Human Resources Management REQUIRED Course Sessions

Students *must* attend all of the following *required* sessions in order to receive course contact hour credit for the **Human Resources Management** course (**7.0 contact hours**). Session information is as follows:

Topic	Faculty	Dates/Times Offered
Human Resources Management (required)	Steve Cohen	TUE, July 16, 2013; 1:15 pm – 2:45 pm
		TUE, July 16, 2013; 3:00 pm – 4:30 pm
		WED, July 17, 2013; 8:30 am – 10:00 am
		WED, July 17, 2013; 10:30 am – 12:00 pm
		WED, July 17, 2013; 2:00 pm – 3:00 pm



Course Attendance Requirements, Enrollment, and Payment Instructions

1. Attend all the required sessions listed above in order to receive course contact hour credit for the **Purposes and Responsibilities of Courts** course (**6.0 hours**) and/or
2. Attend all the required sessions listed above in order to receive course contact hour credit for the **Human Resources Management** course (**7.0 hours**).
3. Verify attendance by completing the attendance form/s, obtain the required signature after each session and submit the form/s to the monitor immediately after course completion with the MSU course evaluation.
4. Students may pay course fees (check payable to MSU) at or after the conference. Course fees are \$12 per contact hour (**Purposes and Responsibilities of Courts** only, \$72.00); (**Human Resources Management** only, \$84.00); (**Purposes and Responsibilities of Courts + Human Resources Management** = \$156.00)
5. New students must complete a simple application (with an application \$20 fee) which may be submitted after the conference with the course fee(s).

Contact Information

Judicial Administration Program
School of Criminal Justice
Michigan State University
1407 South Harrison Rd
330 Nisbet Building
East Lansing, MI 48823-5239
Email: gamperca@msu.edu
Telephone: 517.432.1716
Fax: 517.432.3965
<http://www.judicialadministration.msu.edu>