



#### MSU Information Session

Date/Time
Monday, July 30 <sup>th</sup> , 2018; 4:30 pm–5:00 pm

#### MSU Judicial Administration Program Graduation Ceremony

Date/Time
Tuesday, July 31 <sup>st</sup> , 2018; 8:30 am–10:30 am

#### Court and Community Communications REQUIRED Course Sessions

Students must attend all of the following required sessions in order to receive course contact hour credit for the **Court and Community Communication** course (5.0 contact hours).

Required Sessions	Faculty	Date/Time Offered
Court and Community Communication	Mike Palus	Monday, July 30 <sup>th</sup> , 2018; 8:30 am–12:00 pm
Court and Community Communication		Monday, July 30 <sup>th</sup> , 2018; 1:10 pm–3:30 pm

#### Visioning and Strategic Planning REQUIRED Course Sessions

Students must attend all of the following required sessions in order to receive course contact hour credit for the **Visioning and Strategic Planning** course (5.0 contact hours). Session

Required Sessions	Faculty	Date/Time Offered
Visioning and Strategic Planning	Kate Toth	Tuesday, July 31 <sup>st</sup> , 2018; 1:45 pm–5:00 pm
Visioning and Strategic Planning		Wednesday, August 1 <sup>st</sup> , 2018; 10:15 am–12:15 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 **Court and Community Communication** (5.0 hours/\$60.00).
2. Attend all the required sessions listed above in order to receive course contact hour credit for **Visioning and Strategic Planning** (5.0 hours/\$60.00).
3. Verify attendance by completing the attendance form, obtain the required signature after each session and submit the form to the monitor immediately after course completion with the MSU course evaluation.

**2018 FCCA Conference Student Course Attendance Form for:  
Court and Community Communication and Visioning and Strategic Planning**

**Michigan State University Judicial Administration  
Noncredit Certificate Program**

**Complete this form and submit to the attendance monitor at the end of the last course session with your evaluation. All sessions listed are required.**

<b>Name</b>	_____
<b>Email address</b>	_____
<b>Court Affiliation</b>	_____

**Date/s:** July 30<sup>th</sup>-August 1<sup>st</sup>, 2018    **Course Contact Hours:** 5.0 per course

**COURT AND COMMUNITY COMMUNICATION**

**Session:** Court and Community Communication

**Date:** Monday, July 30<sup>th</sup>, 2018: 8:30 am–12:00 pm

**Faculty:** Palus

**Monitor's Signature** \_\_\_\_\_

**Session:** Court and Community Communication

**Date:** Monday, July 30<sup>th</sup>, 2018: 1:10 pm–3:30 pm

**Faculty:** Palus

**Monitor's Signature** \_\_\_\_\_

**VISIONING AND STRATEGIC PLANNING**

**Session:** Visioning and Strategic Planning

**Date:** Tuesday, July 31<sup>st</sup>, 2018: 1:45 pm–5:00 pm

**Faculty:** Toth

**Monitor's Signature** \_\_\_\_\_

**Session:** Visioning and Strategic Planning

**Date:** Wednesday, August 1<sup>st</sup>, 2018: 10:15 am-12:15 pm

**Faculty:** Toth

**Monitor's Signature** \_\_\_\_\_

By signing below, I certify that I participated in the sessions described in fulfillment of the requirements for the Judicial Administration Noncredit Certificate at Michigan State University.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**MICHIGAN STATE UNIVERSITY**  
**JUDICIAL ADMINISTRATION NONCREDIT PROGRAM**  
**2018 FCCA CONFERENCE COURSE EVALUATIONS**  
***COURT AND COMMUNITY COMMUNICATION***  
***VISIONING AND STRATEGIC PLANNING***

**Instructions:** In the spirit of continual quality improvement, please take a moment to respond to this evaluation regarding the Judicial Administration Program Noncredit Certificate courses offered live at the 2018 FCCA conference. On a five-point scale (1 is the lowest and 5 is the highest), indicate the extent to which the course learning objectives were met. As a result of attending this course, participants will:

**COURT AND COMMUNITY COMMUNICATION**

<b>Learning Objectives</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Better understand how public information programs and community outreach activities can support the court's mission and objectives.					
Identify stakeholders and court-related issues that can be addressed with public information and outreach.					
Determine the types of programs that match stakeholders' interests with the courts' needs, i.e., the criteria for determining if a program should be undertaken and evaluating its effectiveness.					
Become familiar with essential court-related communication resources and strategies.					
Develop a workable and adaptable strategy for interacting effectively with the media.					
Become familiar with the skills necessary to effectively manage public information and community outreach programs.					

<b>Instructor Skills (Mike Palus)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Indicate the level of knowledge the instructor exhibited related to the course.					
Indicate the level of quality of the instructor's presentation skills.					

<b>Course Utility</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Rate the overall usefulness of this course.					

**VISIONING AND STRATEGIC PLANNING**

<b>Learning Objectives</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Define the terms used in visioning and strategic planning.					
Identify the steps involved in visioning and strategic planning.					
Critically analyze existing strategic plans, support their findings, and offer recommendations.					
Initiate, manage, staff, or advise a visioning and strategic planning process.					

<b>Instructor Skills (Kate Toth)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Indicate the level of knowledge the instructor exhibited related to the course.					
Indicate the level of quality of the instructor's presentation skills.					

<b>Course Utility</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Rate the overall usefulness of this course.					

**Please offer any suggestions and/or comments regarding these courses on the reverse of this form.**

**MICHIGAN STATE UNIVERSITY  
JUDICIAL ADMINISTRATION  
NONCREDIT CERTIFICATE PROGRAM  
*2018 FCCA CONFERENCE COURSE PAYMENT OPTIONS***

**COURT AND COMMUNITY COMMUNICATION = \$60.00  
VISIONING AND STRATEGIC PLANNING = \$60.00**

**CHECK OR MONEY ORDER**

THE MICHIGAN STATE UNIVERSITY (MSU) JUDICIAL ADMINISTRATION PROGRAM ACCEPTS CHECK OR MONEY ORDER PAYMENTS. FOR MAILED PAYMENTS, PLEASE ALLOW 7-10 BUSINESS DAYS FOR PROCESSING.

MICHIGAN STATE UNIVERSITY JUDICIAL ADMINISTRATION PROGRAM  
1407 SOUTH HARRISON ROAD SUITE 330 NISBET BUILDING  
EAST LANSING, MI 48823-5239

**CREDIT CARD**

THE MICHIGAN STATE UNIVERSITY (MSU) JUDICIAL ADMINISTRATION PROGRAM ACCEPTS **ONLINE** CREDIT CARD PAYMENTS FOR NONCREDIT CERTIFICATE PROGRAM APPLICATION FEES, COURSE CONTACT HOUR FEES, AND CAPSTONE EXPERIENCE PROJECT FEES.

CREDIT CARDS ACCEPTED: AMERICAN EXPRESS, DISCOVER, MASTERCARD, AND VISA.

**ONLINE CREDIT CARD PAYMENTS CAN BE MADE HERE:**

[HTTP://COMMERCE.CASHNET.COM/MSU\\_3637](http://commerce.cashnet.com/msu_3637)

- CLICK ON THE “JUDICIAL ADMINISTRATION” LINK

CREDIT CARD PAYMENTS **WILL NOT** BE ACCEPTED BY MAIL, OVER THE PHONE, E-MAIL, OR VIA FAX.

**STUDENTS ARE STILL REQUIRED TO SEPERATELY SUBMIT  
PROGRAM APPLICATIONS AND ONLINE COURSE REQUEST FORMS**

- EMAIL ([GAMPERCA@MSU.EDU](mailto:GAMPERCA@MSU.EDU));
- FAX (517.432.3965); OR
- MAIL (*SEE ADDRESS ABOVE*)