GUIDELINES FOR THE TRANSFER OF PRIOR LEARNING FOR COLLEGE CREDIT FOR THE NAVIGATOR CERTIFICATE IN HUMAN SERVICES AND COMMUNITY JUSTICE

EFFECTIVE MAY 2019

John Jay College’s Office of Professional Studies, Prisoner Reentry Institute, the Department of Africana Studies and the Department of Counseling & Human Services.

Rationale:
John Jay College’s Office of Professional Studies (PS) is partnering with the Department of Africana Studies and the Department of Counseling & Human Services to support individuals who have been involved in the criminal justice system in their pursuit of academic and professional development and their preparation for higher education through the Navigator Certificate in Human Services and Community Justice (Navigator Certificate), which is operated by John Jay’s Prisoner Reentry Institute (PRI). The purpose of this agreement is to confirm that the knowledge, skills, and competencies obtained in the Navigator Certificate program meet the credit-granting requirements for John Jay College. When students who have successfully completed the Navigator Certificate program enroll at John Jay College, they will be awarded college credit that reflects their learning.

The Navigator Certificate is part of a new PRI Career Pathways initiative funded by the New York City Mayor’s Office of Criminal Justice (MOCJ). MOCJ, through the Jails to Jobs Initiative, supports PRI’s suite of certificate training programs including the Navigator Certificate, which is free to students with lived experience in the criminal justice system who seek employment and advancement in the field of human services. The Navigator Certificate includes a college-level curriculum with coursework in theory and practical skills development for the field of human services, stackable credentials, connections to industry leaders in the human services sector, job placement, and the support and assistance needed to matriculate in postsecondary education and progress to a college degree.

As a result of offering credits for prior learning, John Jay College is positioned to attract dedicated students who will pursue higher education after completing the Navigator Certificate program. This pathway into higher education is especially valuable for individuals with lived experience in the criminal justice system, who may face barriers to accessing higher education.

The learning objectives of the Navigator Certificate align with John Jay’s mission of educating for justice and, more specifically, align with the learning objectives of the new Human Services and Community Justice major at John Jay. In light of the growth in the human services sector in New York City, and particularly the growing number of human services positions that value lived experience in the criminal justice system, this partnership between Professional Studies and academic departments will allow John Jay College to respond to the increasing demand for practitioners who bring a solid foundation in human services ethics and critical thinking skills to the workforce. This partnership serves as a model for John Jay College in how to reach nontraditional students through the noncredit Professional Studies division, and then prepare these students through a combination of classroom study, field work, and supportive services for a successful transition to higher education.
Students who complete the Navigator Certificate and matriculate at John Jay College will be awarded 6 college credits: 3 credits in fulfillment of JJC AFR 145 and 3 credits in fulfillment of CHS 280 as an elective in Category A (Human Systems and Interventions) in the Human Services and Community Justice major.

To earn college credit, the following stipulations apply to the Navigator Certificate program and its graduates:

1. The Navigator Certificate program follows an integrated curriculum comprised of a minimum of 100 classroom hours, plus a minimum of 10 field placement/service learning hours. Additional study group sessions and skills practice sessions will be required by the instructors. Optional individual tutoring is available to improve academic writing skills.

Learning outcomes of the Certificate training are comparable to (A) AFR 145/Introduction to Community Justice in Human Systems (3-credits), which is one of the three required core courses in the Human Services and Community Justice major and (B) CHS 280 as one elective in Category A (Human Systems and Interventions) (3-credits) in the Human Services and Community Justice major. Supervised ‘service learning’ integrates classroom content with fieldwork in collaboration with community partner organizations, and is also required to complete the Certificate. Required study groups increase student immersion in the AFR 145 content, supporting student comprehension of academic readings and preparation for class presentations and discussions. Required skills practice sessions develop student capacity to utilize the human services practitioner skills that are taught in the Navigator Certificate program. The integration of one-on-one writing tutoring with the Navigator curriculum increases student capacity for academic success.

2. Instruction of the Navigator Certificate program will be conducted by qualified professionals well-versed in adult learning principles, with significant practical experience and expertise in the field of human services and community justice, as well as experience with methods of evidence-based human services interventions that are core competencies in the Navigator Certificate curriculum. Instructors in the Navigator Certificate program will be drawn from the pool of John Jay College faculty and adjuncts who have been approved by the Africana Studies Department to teach AFR 145, as well as from the diverse pool of subject matter experts in New York City. Instructors will have graduate degrees as appropriate to the content, which may include Ph.D.s, Master’s Degrees, and/or J.D.s; they will also have significant work experience in the fields of human services, community justice, and/or criminal justice. An instructor without a graduate degree who has significant subject matter expertise as a result of work experience and/or relevant life experience may co-teach with an instructor who has a graduate degree.

3. PRI will provide an update to the Department Chairs of Africana Studies and the Counseling and Human Services each year to ensure the academic integrity of the program. The Department Chairs will have the opportunity to review program materials to confirm that the Navigator Certificate curriculum is utilized effectively and consistently and that student assessment is sufficient and appropriate.

4. Navigator students must complete coursework, assignments, projects, field placements, etc. and fulfill expectations comparable to those applied to matriculated students, or the equivalent of earning a passing grade in the course of at least a C (73%) in order to earn John Jay College credit.
5. PRI staff will prepare student reports, based on attendance records and on grades submitted by the instructors, and will send a letter confirming which students have successfully completed the program to Professional Studies. Professional Studies will confirm attendance reports and issue the Navigator Certificates. For students who earned at least a C in the course, the Certificate will state that the student will be awarded academic credit as follows: 3 credits in fulfillment of AFR 145 and 3 credits in fulfillment of CHS 280 as one elective in Category A (Human Systems and Interventions). The Certificates will be delivered by PRI to the students, and PRI will retain copies of Certificates for seven years.

6. When students who have earned the Navigator Certificate matriculate at John Jay College and present the Certificate (along with any other transcripts/records) to the Office of Testing and Evaluation, credits will be applied to their official transcripts as follows: AFR 145 (3 credits) and CHS 280 one elective in Category A (Human Systems and Interventions) in Human Services and Community Justice (3 credits).

These Guidelines have been approved by the following parties on the following dates:

Jessica Gordon-Nembhard, Ph.D.
Chair, Africana Studies

Robert DeLucia, Ed.D.
Chair, Counseling and Human Services

Yi Li, Ph.D.
Provost

Fern Chan
Director, Office of Professional Studies

Ann Jacobs
Director, Prisoner Reentry Institute

5/14/19
Date

5/15/2019
Date

5/15/2019
Date

5/14/19
Date