

**STUDENT HANDBOOK**  
**SUMMER 2019**

Jack H. Skirball Campus  
Los Angeles, California

Dear Students,

Welcome to the Summer Session of the Zelikow School of Jewish Nonprofit Management at Hebrew Union College-Jewish Institute of Religion. This is an exciting time to be entering the field of Jewish professional leadership and we are looking forward to a summer of learning, community building, and professional growth.

The Zelikow School Handbook supplements the National Student Academic Handbook of the Hebrew Union College-Jewish Institute of Religion, which contains policies and procedures that apply to students in all of the academic programs of HUC-JIR. This Handbook contains additional programmatic information for students enrolled in the Master of Arts in Jewish Nonprofit Management, Master of Science in Organizational Leadership and Innovation, and Certificate in Jewish Organizational Leadership programs of the Zelikow School of Jewish Nonprofit Management.

We believe that the classroom is a sacred space and provides an opportunity for students to explore common and less held narratives about values, culture, ideas, and identity that will ultimately shape your professional practice and leadership capacity. As part of the learning experience at the Zschool, students are invited to critically examine your personal and professional beliefs from different frames of reference. From time to time, we may explore lines of inquiring that challenge ways of knowing that are held by individuals or the group. It is not uncommon in such moments of authenticity to feel uncomfortable. While such an experience can be decentering, the intention is to shape your professional understandings and strengthen your capabilities as Jewish nonprofit leaders. We ask our students to accept that learning often includes feeling uncomfortable during those valuable moments of challenge and growth. If the ride gets a bit bumpy, keep a growth mindset and remember to enjoy the experience of traveling and learning together. After all, when pursuing extraordinary things, we must remain confident in each other and in our collective ability to “make a dent in the universe.”

If the turbulence gets to be too much, we are here to help you and ensure a productive and enjoyable academic experience. Our doors are (almost) always open, and we encourage you to drop by our offices if you need guidance, have concerns or just want to hang out and chat.

We hope you have a transformative learning experience this summer and throughout your tenure at the Zschool.

Erik Ludwig  
Director

Mandi Richardson  
Associate Director

Melissa Garai  
Manager of Advancement &  
Program Services

## **MISSION & VALUES**

For over 50 years, the Zelikow School of Jewish Nonprofit Management has shaped the Jewish future by educating its leaders. Our graduates lead the business of Jewish life.

The Zelikow School is a transformative gathering place for nonprofit professionals to learn and collaborate. We use creative problem solving to spark innovative solutions to today's Jewish nonprofit challenges. Our students are activists, intellectuals, artists, musicians, engineers, rabbis, social workers, educators, and policy wonks that include dual degree students as well as students concurrently enrolled in the Education and Rabbinic programs at HUC-JIR.

Since our founding in 1968, as the School of Jewish Communal Service, we have maintained a distinguished reputation as a premier center for the education of Jewish nonprofit leaders. Our students and alumni are a community of over 600 difference makers with global reach and impact.

### **Our Values Approach to Education**

#### ***Value your values***

We like students who live values first. Nonprofit leadership is about repairing the world. It is a way to challenge the status quo and for you to make a career in making good happen.

#### ***Innovation with a purpose***

We use creativity to problem solve. For us, innovation is not a bunch of randomly placed sticky notes, it is a way to help you to design a more perfect world.

#### ***Practice makes perfect, almost***

We believe there is a lot to learn from missing the mark. There is also a lot to learn by doing. Our internships and consulting projects provide a lab for you to practice and develop your nonprofit expertise with people who care about your career.

#### ***Network for good***

We are in this together. Our students and 650+ alumni are a community of difference makers with global reach and impact. They affect change and you will too.

#### ***Sacred Roots***

We embrace diversity, pluralism and are non-denominational. Our students come from a spectrum of backgrounds, knowledge sets, and geographies. You will find faculty who care and a place where Jewish wisdom and values are intertwined to reinforce our educational practices and the work we inspire in the nonprofit ecosystem.

## **Communication**

We maintain high expectations for our students and believe that school offers a laboratory for your professional practices. We ask students to:

- Operate within the mission and values of the Zelikow school
- Communicate with lay-leadership and professionals in a professional manner
- Avoid sending out emails on *Shabbat/Chaggim*
- Ensure that when you share emails or materials in the public sphere that they are composed in a professional manner
- Respond to Zelikow School emails within 2 business days
- Maintain LinkedIn profiles that are up to date
- Reply promptly to RSVPs for all Zelikow School events and update your hosts if you are unable to attend an event that you previously committed to attending.

## **Kashrut & Individual Dietary Needs**

Meals and snacks served at an official Zelikow School function will be kosher (hechshered OU when possible). If you have any questions, please ask us.

While we do our best to make sure that everyone's needs are met, they cannot always be accommodated. Please make sure you are taken care of and, when in doubt, feel free to ask in advance.

## **REQUIREMENTS AND POLICIES**

### **HUC-JIR Academic Policies**

You should have received and reviewed the HUC-JIR National Student Academic Handbook. Please refer to the National Student Handbook for a complete description of the academic policies and procedures of HUC-JIR. If you have not already done so, we advise you to become familiar with the information the Handbook contains as it is designed to support your experience as a student. You can access the National Student Academic Handbook on the registrar's page of the HUC-JIR website. It is advisable that you consult the HUC-JIR website if you have a question about school policies as the information is kept current.

### **Zelikow School Attendance Policy**

The academic integrity of the Zelikow School of Jewish Nonprofit Management depends on students attending all scheduled class meetings. Absence from class may be reflected in the student's grade and may result in a need to retake the course. In an exceptional circumstance when an absence is deemed unavoidable, students should inform the associate director of the Zelikow School and discuss with the appropriate faculty, in advance, any portion of a class meeting they cannot attend and what will be necessary to make-up the absence.

### **Zelikow School Academic Requirements**

One of the unique features of the Zelikow School is the multiple degree programs offered. The Zelikow School offers the following degrees:

#### **Zelikow School Degrees**

MA in Jewish Nonprofit Management (MAJNM)  
MS in Organizational Leadership and Innovation (MSOLI)  
Certificate in Jewish Organizational Leadership (CJOL)

#### **USC Dual Degrees**

Masters Business Administration (USC Marshall School of Business) & MAJNM  
Masters in Communication Management (USC Annenberg School of Communication) & MAJNM  
Masters in Public Administration (USC Price School of Public Policy) & MAJNM  
Masters in Social Work (USC Suzanne Dworak-Peck School of Social Work) & MAJNM

#### **HUC Concurrent Degrees**

MA Jewish Education & MA in Jewish Nonprofit Management  
Rabbinic Ordination & MA in Jewish Nonprofit Management

While all of these programs have some common requirements, each has its own particular credit units, required courses, order of classes, fieldwork and capstone project. Students should carefully review the program descriptions and website for their particular set of requirements. Please consult with the director of the Zelikow School regarding courses, credits,

schedules, requirements, or any other matter relating to the academic program. For questions regarding the USC academic programs, please consult with Carol Sofer, HUC-USC Liaison, and your degree program advisor at USC.

### **Fieldwork Experience**

Fieldwork is an essential component of the degree programs in the Zelikow School. Through individually tailored placements and carefully monitored supervision, fieldwork provides a structured professional experience to further develop leadership capabilities. Typically, the first year Fieldwork requirement is 16 hours per week (12 hours for HUC Concurrent Degree students) and the second year requirement is 20 hours per week. If you have questions about the Fieldwork Experience, please consult with Mandi Richardson, Associate Director.

### **Global Innovation Seminar: Windmueller Israel Seminar (December 2020)**

The Windmueller Israel Seminar is designed to explore challenges in Israel that take place at the fault lines of social justice and how nonprofits have developed creative and innovative ways to meet those challenges. Past trips have explored the intersection of Israel's high-tech community and innovative NGOs, meeting with leaders like Jonathan Medved, founder and CEO of OurCrowd, and Dyonna Ginsburg, Executive Director of OLAM, to understand how creative problem solving and business principles in the for profit and social enterprise sectors can be put to use in nonprofits. Students in the MAJNM degree track receive a partial scholarship and are required to attend the Seminar for credit, though they must cover their travel expenses. MSOLI and CJOL students may attend the Seminar at their own expense, which is estimated at \$3,300. Occasionally, limited scholarships are available for MSOLI and CJOL students to support their participation in the Seminar.

### **Capstone Project**

The Capstone is offered as a two-semester experience in a Business Model Accelerator for the Jewish Nonprofit. In the first semester, students develop research on a challenge confronting the Jewish communal ecosystem. In the second semester, students participate in a Launchpad, which replicates the experience of a high-tech business accelerator in order to develop leaders who can innovate within existing organizations or launch their own startups. Capstone projects involve original research (such as surveys, interviews, observations, or analysis of existing data), provide hands-on experience in business model generation, and explore innovation protocols that have practical application.

### **Cohort Learning**

The Zelikow School is a microcosm of the larger Jewish community, incorporating multiple perspectives, roles, talents and visions. Community is an essential component of our program, reflected in the institutional culture, the involvement of faculty and lay-leadership, and the empowerment of students. The extracurricular programs provide an informal educational experience for students to get to know each other and shape their community of learning. Other opportunities for cohort learning are offered throughout the schooling experience.

## **SUMMER SESSION**

### **Courses, Syllabi and Class Schedule**

The description of course offerings as well as the schedule of class sessions has been emailed to you. Students should review these carefully before registering and meet with the associate director if they have any questions regarding registration for classes in their particular program of study.

### **Books**

A master list of books and readings requested by faculty for courses is available on the registrar's page of the HUC-JIR website and from individual instructors.

### **Tefillah**

As future Jewish professional leaders it is important for students to have familiarity and comfort with the forms, practices and range of Jewish cultural, spiritual, and religious expressions. During the summer, students in the Zelikow School may attend Tefillah with students in the DeLeT program but are not required to do so.

### **Rabbi Louis Bernstein Scholar-in-Residence**

The annual Rabbi Louis Bernstein Scholar-in-Residence is generously supported by an endowment from Ruth Ziegler z"l in memory of her father. The Scholar-in-Residence provides a unique opportunity for students to learn from some of the most respected and influential Jewish communal leaders who over the course of their careers have shaped the field of Jewish communal service. Our scholars-in-residence are a select group that has included some of America's contemporary luminaries including Chip Edelsberg, Executive Director Emeritus of Jim Joseph Foundation, and Rachel Levin, Executive Director of Righteous Persons Foundation, as well as Allan Finkelstein of JCCA, Stosh Cotler of Bend the Arc, Abe Foxman of the Anti-Defamation League, John Ruskay of the UJA-Federation New York, and Ruth Messinger of American Jewish World Service.

This year's Scholar-in-Residence will be Alan Gill. Mr. Gill is the Executive Vice President Emeritus of the American Jewish Joint Distribution Committee, the world's leading Jewish humanitarian relief organization. A 25-year JDC veteran, culminating as CEO and executive vice president from 2013-2017, he played a leadership role in launching many of JDC's landmark programs, including Ashalim, a private/nonprofit partnership to address the needs of Israel's children at risk, and PACT—Parents and Children Together, a program for the education and cultural integration of Ethiopian-Israeli preschool children and their parents. He also served as a special advisor to the JDC's Former Soviet Union operations and was a member of the organization's emergency relief team during the 2008 Russia-Georgia war. In 2015, he oversaw the rescue of 130 Jews from the war zone in eastern Ukraine. During his tenure as JDC Executive Director of International Relations, he helped increase philanthropic revenue tenfold, bringing the organization's annual budget to \$350 million. Mr. Gill was

previously the CEO of the Jewish Federation of Columbus, Ohio. He also founded The Ohio State University's graduate training program for Jewish Communal Service and served as adjunct professor at the University's College of Social Work. Mr. Gill holds a bachelor's degree from Ohio University, a master's degree in social work from Ohio State and is an alumnus of the Gestalt Institute of Central Ohio post graduate training program.

**Culmination Ceremonies** (Friday, August 9, 12:00-3:00pm)

The Zelikow School Culmination is a celebration of our summer learning experience and an opportunity to recognize those students who earned their Master of Science in Organizational Leadership and Innovation or completed the Certificate in Jewish Organizational Leadership. Each year the Rabbi Louis Bernstein Scholar-in-Residence provides the keynote address.



## DEGREE TRACKS & COURSE DESCRIPTIONS

### MA JEWISH NONPROFIT MANAGEMENT

Generally, degree students will complete 44 credits in the following sequence. Please be aware that specific courses are subject to change and you should consult your academic advisor if you have any questions.

#### Summer One

CS 427 Evolution and Structure of the American Jewish Community	2	
CS 521 History of Jewish Ideas and Communal Trends	2	
CS 531 Fundraising and Financial Resource Development	2	
CS 540 Introduction to Jewish Communal Institutions	2	
CS 544 Organizational Development	2	
	2	
		10

Option of additional elective course/s as offered

#### Fall One

CS 541A Supervised Fieldwork: Practitioner and Leadership Development	3	
	3	

#### Spring One

CS 541B Supervised Fieldwork: Practitioner and Leadership Development	3	
	3	

#### Summer Two

CS 523 Nonprofit Leadership	2	
CS 573 Nonprofit Finance and Planning	2	
CS 579 Applied Jewish Wisdom	2	
CS 590 Collaborative Communication	2	
CS 596 Elements of Nonprofit Management	2	
	2	
		10

Option of additional elective course/s as offered

#### Fall Two

CS 542A Supervised Fieldwork: Practitioner and Leadership Development	4	
CS 545A Practicum: Nonprofit Management	1	
CS 900A Capstone: Research Methods	3	
	3	
		8

#### Spring Two

CS 542B Supervised Fieldwork: Practitioner and Leadership Development	4	
CS 545B Practicum: Nonprofit Management	1	
CS 900B Capstone: Lean Launchpad for the Jewish Nonprofit	3	
	3	
		8

CS 481 Global Innovation Seminar: Windmueller Israel Seminar	2	
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**DEGREE TOTAL 44**

**DUAL DEGREE TRACK FOR MAJNM** (USC students and those attending other universities)

Generally, degree students will complete a minimum of 38 credits in the following sequence in addition to their course of study at USC or other graduate institution. Please be aware that specific courses are subject to change and you should consult your academic advisor if you have any questions.

Summer One

CS 427 Evolution and Structure of the American Jewish Community	2
CS 521 History of Jewish Ideas and Communal Trends	2
CS 531 Fundraising and Financial Resource Development	2
CS 540 Introduction to Jewish Communal Institutions	2
CS 544 Organizational Development	<u>2</u>
	10

Option of additional elective course/s as offered

Fall One

CS 541A Supervised Fieldwork: Practitioner and Leadership Development	<u>3</u>
	3

Spring One

CS 541B Supervised Fieldwork: Practitioner and Leadership Development	<u>3</u>
	3

Summer Two

CS 523 Nonprofit Leadership	2
CS 573 Nonprofit Finance and Planning	2
CS 579 Applied Jewish Wisdom	2
CS 590 Collaborative Communication	2
CS 596 Elements of Nonprofit Management	<u>2</u>
	10

Option of additional elective course/s as offered

Fall Two

CS 542A Supervised Fieldwork: Practitioner and Leadership Development	4
CS 545A Practicum: Nonprofit Management	1
CS 900A Capstone: Research Methods	<u>3</u>
	8

Spring Two

CS 542B Supervised Fieldwork: Practitioner and Leadership Development	4
CS 545B Practicum: Nonprofit Management	1
CS 900B Capstone: Lean Launchpad for the Jewish Nonprofit	<u>3</u>
	8

CS 481 Global Innovation Seminar: Windmueller Israel Seminar	2
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**DEGREE TOTAL** **44**

**HUC CONCURRENT DEGREE TRACK FOR MAJNM** (Cantorial, Education, and Rabbinic students)

Generally, degree students will complete a minimum of 34 credits in the following sequence in addition to their course of study in the Cantorial, Education, and Rabbinic programs. Please be aware that specific courses are subject to change and you should consult your academic advisor if you have any questions.

Summer One

CS 427 Evolution and Structure of the American Jewish Community	2
CS 519 Entrepreneurial Leadership	2
CS 531 Fundraising and Financial Resource Development	2
CS 540 Introduction to Jewish Communal Institutions	2
CS 544 Organizational Development	<u>2</u>
	10

Option of additional elective course/s as offered

Fall One

CS 543A Supervised Fieldwork: Practitioner and Leadership Development	2
CS 545A Practicum: Nonprofit Management	<u>1</u>
	3

Spring One

CS 543B Supervised Fieldwork: Practitioner and Leadership Development	2
CS 545B Practicum: Nonprofit Management	<u>1</u>
	3

Summer Two

CS 523 Nonprofit Leadership	2
CS 525 Nonprofit Marketing and Branding	2
CS 573 Nonprofit Finance and Planning	2
CS 590 Collaborative Communication	2
CS 596 Elements of Nonprofit Management	<u>2</u>
	10

Option of additional elective course/s as offered

Fall Two

CS 900 Capstone: Research Methods	<u>3</u>
	3

Spring Two

CS 900 Capstone: Lean Launchpad for the Jewish Nonprofit	<u>3</u>
	3

CS 481 Global Innovation Seminar: Windmueller Israel Seminar	2
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**DEGREE TOTAL a minimum of 34**

## MS ORGANIZATIONAL LEADERSHIP AND INNOVATION

Generally, degree students will complete a minimum of 34 credits in the following sequence. Please be aware that specific courses are subject to change and you should consult your academic advisor if you have any questions. *All students pursuing this degree must meet with their academic advisor during the first week of classes to confirm their personal academic track.*

### Summer One

CS 427 Evolution and Structure of the American Jewish Community	2
CS 512 Leadership and Change Management (Encounter Seminar)	1
CS 515 Fundamentals of Creative Problem Solving (Encounter Seminar)	1
CS 519 Entrepreneurial Leadership	2
CS 521 History of Jewish Ideas and Communal Trends	2
CS 531 Fundraising and Financial Resource Development	2
CS 540 Introduction to Jewish Communal Institutions	2
CS 544 Organizational Development	<u>2</u>
	14

Option of additional elective course/s as offered

### Fall One

CS 542B Supervised Fieldwork: Practitioner and Leadership Development	4
CS 545B Practicum: Nonprofit Management	<u>1</u>
	5

(and/or)

CS 900B Capstone: Research Methods	<u>3</u>
	3

### Spring One

CS 542B Supervised Fieldwork: Practitioner and Leadership Development	4
CS 545B Practicum: Nonprofit Management	<u>1</u>
	5

(and/or)

CS 900B Capstone: Lean Launchpad for the Jewish Nonprofit	<u>3</u>
	3

### Summer Two

CS 513 Leadership and Change Management 2 (Encounter Seminar)	1
CS 516 Fundamentals of Creative Problem Solving 2 (Encounter Seminar)	1
CS 523 Nonprofit Leadership	2
CS 573 Nonprofit Finance and Planning	2
CS 579 Applied Jewish Wisdom	2
CS 590 Collaborative Communication	2
CS 596 Elements of Nonprofit Management	<u>2</u>
	12

Option of additional elective course/s as offered

Optional: CS 481 Global Innovation Seminar: Windmueller Israel Seminar	2
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**DEGREE TOTAL a minimum of 34**

**CERTIFICATE in Jewish Organizational Leadership**

Generally, certificate students will complete a minimum of 10 credits in the following sequence. Please be aware that specific courses are subject to change and you should consult your academic advisor if you have questions.

CS 427 Evolution and Structure of the American Jewish Community	2
CS 523 Nonprofit Leadership	2
CS 531 Fundraising & Financial Resource Development	2
CS 540 Introduction to Jewish Communal Institutions	2
CS 544 Organizational Development	2

Optional 6th course:	
Elective as offered	2

**CERTIFICATE TOTAL a minimum of 10**

## **COURSE DESCRIPTIONS**

### **CS 427 Evolution and Structure of the American Jewish Community**

This course provides an historical and sociological understanding of the foundations of the contemporary American Jewish community. Through interactive discussions, lectures and readings, students study models of community organization, the evolution of American Jewish institutions and ideas of communal responsibility.

### **CS 512 Encounter Seminar: Leadership & Change Management**

This Seminar will examine different leadership challenges that are commonly encountered in Jewish nonprofits through the experiences of lay and professional leaders. Themes that are common in this course explore organizational life-cycle and change management issues using case studies. Topics may include launching a nonprofit, succession planning, diversity and bias, and responding to community crisis. The course is designed to develop an understanding of the geography of nonprofit challenges and of students' abilities to recognize and respond to challenges in the field.

### **CS 513 Encounter Seminar: Leadership & Change Management 2**

This Seminar will continue examining different leadership challenges that are commonly encountered in Jewish nonprofits through the experiences of lay and professional leaders. Themes that are common in this course explore organizational life-cycle and change management issues using case studies. Topics may include launching a nonprofit, succession planning, diversity and bias, and responding to community crisis. The course is designed to develop an understanding of the geography of nonprofit challenges and of students' abilities to recognize and respond to challenges in the field.

### **CS 515 Encounter Seminar: Fundamentals of Creative Problem Solving**

This Seminar will examine how creative problem solving may be activated as a leadership capacity. Depending on the semester, different practices will be employed to understand how we approach problems and navigate them in the nonprofit arena. Themes that are common in this course include how design thinking can be used by leaders, understanding failure and why failure is a valuable tool for effective leadership. The course is designed to provoke a deeper understanding of creative confidence and how creativity and failure are important to effective leadership.

### **CS 516 Encounter Seminar: Fundamentals of Creative Problem Solving 2**

This Seminar will continue examining how creative problem solving may be activated as a leadership capacity. Depending on the semester, different practices will be employed to understand how we approach problems and navigate them in the nonprofit arena. Themes that are common in this course include how design thinking can be used by leaders, understanding failure and why failure is a valuable tool for effective leadership. The course is designed to provoke a deeper understanding of creative confidence and how creativity and failure are important to effective leadership.

### **CS 519 Entrepreneurial Leadership**

This course is centered on developing your capabilities as a creative leader. We will explore the core leadership principles at the intersection of creativity and marketing. Entrepreneurial leaders disrupt the status quo and to do so requires developing a different way of thinking about the “big challenges” that confront organizations in the Jewish nonprofit ecosystem. This course is designed to support students in building their own brand of leadership.

### **CS 521 History of Jewish Ideas and Communal Trends**

This course examines contemporary communal issues and provides an opportunity to review the basic sweep of Jewish history from its origins to the present and allows the learner to become better acquainted with foundational Jewish texts. Topics include: national origins, Diaspora community, religious development, relations with non-Jews, the phenomenon of anti-Semitism, cultural differentiation, and patterns of migration and communal life.

### **CS 523 Nonprofit Leadership**

Leadership in the Jewish nonprofit is complex. Leaders have a profound impact on organizational culture and ultimately determine the effectiveness of employees and lay-leaders in meeting the organization’s mission. This course examines leadership from multiple perspectives and explores the relationship between one’s own philosophy of leadership and leadership practice as discussed in the readings. From time to time the class will serve as a laboratory and through discussion and assignments will become its own organization, giving the opportunity to engage students in exercises designed to experiment with and apply such leadership skill-sets as motivation and persuasion, risk-taking, time management, negotiation and mediation, and problem-solving.

### **CS 525 Nonprofit Marketing and Branding**

This course provides foundational knowledge in marketing and branding. Through a practice-oriented seminar, students develop the tools and mindset to implement marketing in the dynamic context of Jewish communal organizations.

### **CS 531 Fundraising and Financial Resource Development**

This is a practice-oriented course in fundraising for nonprofit organizations, exploring both theoretical frameworks and practical techniques within the context of a Jewish value system and contemporary dynamics in Jewish philanthropy.

### **CS 540 Introduction to Jewish Communal Institutions**

This seminar is a full-day experience for first-year students that includes substantial time outside the classroom visiting Jewish communal agencies, religious institutions and other organizations in the LA area in order to understand and critically analyze the organized Jewish community.

### **CS 544 Organizational Development**

This course provides an understanding of the impact that organizational culture and climate have on the functioning and performance of Jewish nonprofit organizations. The course is designed to provide students with different perspectives on how to develop an effective Jewish nonprofit. The course covers the nonprofit mission, vision, and values, board governance, and challenges across the organizational lifecycle.

### **CS 573 Nonprofit Finance and Planning**

This course prepares students for successfully working within nonprofit organizations' financial management structures. Students will interact with basic financial tools, terms and situations, which may include planning and budgeting, understanding financial statements, internal financial management and external financial communication. The course will utilize case studies and experiential exercises that help students integrate a financial orientation to program design and management into their skill set.

### **CS 590 Collaborative Communication**

This course provides both the theory and practice of effective communication in the management and leadership of Jewish communal organizations. It combines lectures, assigned readings, and group discussion with individual and team presentations built around workplace scenarios. Special emphasis is placed on the values and processes of working in teams and the practices of building productive relationships with others, be they peers, colleagues, supervisors/supervisees and lay leadership.

### **CS 596 Elements of Nonprofit Management**

This course builds on Organizational Development and is a comprehensive approach towards the management and organizational practices needed to navigate the "day to day" experience of leading the Jewish nonprofit. Among the disciplines introduced are governance and accountability, financial management, and human resources and personnel practices.



## **LA CAMPUS STUDENT INFORMATION**

### **Student Health Services**

There is a mandatory HUC Student Health Fee for all students enrolled in six units or more per term. The HUC Student Health Fee gives students access to the Engemann USC Student Health Center located on the USC campus adjacent to HUC. If you would like to continue to use the Health Center for the remainder of the summer, please communicate with Carol Sofer, HUC-USC Liaison and she will provide you with the necessary forms and let you know the fee. The fee will be billed through the HUC Student Billing Office.

The USC Engemann Student Health Center provides client-oriented services and resources in health promotion and disease prevention, primary care and counseling. Although the health fee covers most Health Center services, nominal fees are charged for some specialty services, prescriptions, immunizations and copies of records and x-rays. The health fee does not cover the cost of hospitalization or specialty care that cannot be obtained at the USC Student Health Center. For hospitalization and specialty care, students use their medical insurance.

### **Medical Insurance**

All HUC-JIR students are required to be covered by comprehensive health insurance. As a new student on the HUC-JIR Los Angeles campus, you are eligible for the current USC Student Health Insurance Plan beginning with the summer program. If you are interested in enrolling in the USC Student Health Insurance Plan, please contact Carol Sofer, HUC-USC Liaison, for information on enrollment, dates of coverage and payment. Carol can be reached at 213-765-2120 or [csofer@huc.edu](mailto:csofer@huc.edu).

### **Lockers**

In order to provide students with a secure and convenient space for their personal items, lockers have been installed on the basement level. They are located in the west hallway, beyond the faculty offices. At the beginning of the summer program, students should select a locker and then report its number to Dr. Madelyn Katz, Associate Dean, to have it reserved. Students need to provide their own locks for the lockers. Personal items should be stored in student lockers and not left in the student lounge, restrooms or in classrooms.

### **Mailboxes**

All students have an individual mailbox located in the mailroom to the right of the stage in the Student Lounge. Students may receive mail in care of HUC-JIR, 3077 University Avenue, Los Angeles, 90007. Students should check their boxes regularly, as inter-campus information is frequently distributed there. Faculty mailboxes are located behind the receptionist's desk in the first-floor lobby.

### **Student Identification Cards**

Official student photo identification cards will be issued by the Director of Maintenance.

## **Parking**

To park in the HUC parking lot at the rear of the building, vehicles must be registered and display an HUC permit. Parking permits are issued to HUC students by the Director of Maintenance. Visitors to the campus are required to sign in and register their vehicles with security to avoid being ticketed or towed. There is no public parking in the HUC lot.

Unauthorized vehicles will be towed. Permission to park in the HUC parking lot using the Parking Permit applies during regular HUC Los Angeles school hours, for HUC functions and for HUC students registered for dual HUC/USC programs. It does not apply to USC functions or other outside functions.

## **Frances-Henry Library & Tartak Learning Center**

The Frances-Henry Library is part of HUC-JIR's four campus library network, including the Klau Library in Cincinnati, the Abramov Library in Jerusalem, and the Klau Library in New York. The Frances-Henry Library is an important research resource for HUC-JIR's faculty, rabbinical, education, and Jewish nonprofit management students, and the greater Los Angeles community.

The Tartak Learning Center is an educational resource center designed to support the Jewish educator. It offers lesson-planning ideas and curricular materials to HUC-JIR students, alumni, and Jewish communal professionals. The Tartak Learning Center, located in the Mercaz on the ground floor of the Jack H. Skirball campus of HUC in Los Angeles, was established through a generous and on-going gift by the Tartak Family and is maintained by the Rhea Hirsch School of Education (RHSEO).

## LA CAMPUS CONTACT INFORMATION

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