

**STUDENT HANDBOOK**  
**SUMMER 2018**

Jack H. Skirball Campus, Los Angeles, CA

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.

This 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 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.

The accelerated pace of summer session can be challenging. We are here to help you and ensure a productive and enjoyable academic experience. Our doors are always open and we encourage you to drop by our offices if you need guidance, have concerns or just want to check in.

We hope you have a transformative learning experience this summer and throughout your tenure at the Zelikow School of Jewish Nonprofit Management.

Erik Ludwig  
Director

Mandi Richardson  
Associate Director

Melissa Garai  
Manager of Advancement &  
Program Services

## **ZELIKOW SCHOOL OF JEWISH NONPROFIT MANAGEMENT MISSION & VALUES**

For over 50 years, the Zelikow School of Jewish Nonprofit Management has shaped the Jewish future by educating its leaders. We develop leaders who are prepared to 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 at USC 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 600+ 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**

Please be aware that when meals and snacks are served at an official Zelikow School function that the food served will be kosher (hechshered). 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.

## **ZELIKOW SCHOOL OF JEWISH NONPROFIT MANAGEMENT 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.

### **ZSJNM 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 makeup the absence.

### **ZSJNM Academic Requirements**

One of the unique features of the ZSJNM is the multiple degree programs offered. ZSJNM offers the following degrees:

#### ***ZELIKOW SCHOOL DEGREES***

MA in Jewish Nonprofit Management (MAJNM)  
MS in Organizational Leadership and Innovation (MSOL)  
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**

Fieldwork, commonly called internships, is an essential component of the degree programs in the Zelikow School. Through individually tailored placements and carefully monitored supervision, fieldwork engages students in professional situations, which allow them to bring together and integrate cognitive learning, Jewish values, professional skill sets and critical analysis of practice in Jewish communal settings. Home to one of the largest and most ethnically diverse Jewish populations in the world, greater Los Angeles provides a wide array of fieldwork opportunities. First year fieldwork placements are 16 hours per week (12 hours for HUC concurrent degree students) and placements are made during the first summer. Second year fieldwork placements are 20 hours per week and placements are made during the spring semester for the following year.

### **Global Innovation Seminar: Windmueller Israel Seminar (December 16-28, 2018)**

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 Our Crowd, 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 scholarship and are required to attend the Seminar for credit, though they must cover their travel expenses. MSOL and CJOL students may attend the Seminar at their own expense, which is estimated at \$3,500. Occasionally, limited scholarships are available for MSOL and CJOL students to support their participation in the Seminar.

### **Capstone Project**

The Capstone is offered as a two-semester experience in Lean Launchpad 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, like the annual Retreat, provide an informal educational experience for students know each other and shape their community of learning. Other opportunities for cohort learning are offered throughout the schooling experience, including the Israel Seminar, Geller-Gallagher Leadership Institute, and various field experiences.

**Mentorship Program**

The lay-professional relationship is critical to nonprofit organizational effectiveness and success. The Zelikow School advisory council sponsors a mentorship program that matches students with prominent lay-leaders in the community to give students an opportunity to explore this partnership. Mentors provide students the opportunity to see things from the perspective of a lay-leader, whether in dealing with issues that arise in the classroom or Fieldwork, or through attending board meetings, fundraising dinners, or donor solicitations.

## **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 on Monday mornings with students in the DeLeT program.

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

The annual Rabbi Louis Bernstein Scholar-in-Residence is generously supported by an endowment from Ruth Ziegler 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 have included some of America's contemporary luminaries including most recently 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 RLB Scholar-in-Residence will be:

Lee Wunsch (Class on '76) has been the public face of Jewish Houston for the past 18 years. He recently retired as President and CEO of the Jewish Federation of Greater Houston, which helped to improve millions of lives, locally and internationally, under his leadership. He is a proud graduate of the Zelikow School of Jewish Nonprofit Management, formerly the School of Jewish Communal Service, at Hebrew Union College-Jewish Institute of Religion and credits founding director Jerry Bubis with inspiring his career.

During his tenure at the Federation, Mr. Wunsch reimagined the potential of fundraising as a means to unite the Jewish people under the banner of collective responsibility. Through his vision and strategic leadership, Houston's Jewish community played a major role in addressing the toll brought about by catastrophic floods and other natural disasters. The Federation became a community partner in lifting families out of poverty; assisting victims of war, terrorism and persecution; building bridges among different faiths; and strengthening ties between the United States and Israel.



Prior to the Federation, Mr. Wunsch held professional positions at Sachnowitz and Co., Hospital Corporation of America, and the B'nai B'rith Youth Organization. He received a BA in Political Science from the University of Texas at Austin, and a MSW from the University of Houston.

Mr. Wunsch has been recognized for his professional achievements here and abroad, and is especially proud of the establishment of the "Lee Wunsch Scholarship Fund for Students at the Zelikow School of Jewish Nonprofit Management."

### **Geller-Gallagher Leadership Institute**

The Geller-Gallagher Leadership Institute (GGLI) was launched with a remarkable \$1 million gift from HUC-JIR Board member, Jay Geller and his husband Lowell Gallagher in 2016. This program allows us to reach beyond the walls of the classroom by developing and promoting professional and lay-leadership in the Jewish nonprofit sector through conferences, seminars, workshops, and speakers' series.

### **Culmination Ceremonies** (Friday, August 3, 12:00-2:00pm)

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

## DEGREE TRACKS AND COURSE OFFERINGS

### MA JEWISH NONPROFIT MANAGEMENT (entering Summer 2018)

Sample course offering. Please be aware that specific courses are subject to change.

Generally, degree students will complete 44 credits in the following sequence.

#### First Summer

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

#### Summer Electives (optional)

CS 512A	Encounter Seminar: Leadership and Change Management (Lunch & Learn)	1
CS 515	Encounter Seminar: Innovation and Practices for the Nonprofit Sector	1
CS 519	Entrepreneurial Leadership	2

#### Fall 2018

CS 541	Supervised Fieldwork	3
		3

#### Spring 2019

CS 481	Global Innovation Seminar: Windmueller Israel Seminar	2
CS 541	Supervised Fieldwork	3
		5

#### Second Summer

CS 523	Leadership in Jewish Communal Service	2
CS 525	Nonprofit Marketing and Branding	2
CS 579	Applied Jewish Wisdom	2
CS 590	Collaborative Communication for Jewish Professionals	2
CS 596	Elements of Nonprofit Management	2
		10

#### Fall 2019

CS 542	Supervised Fieldwork	4
CS 545	Field Practicum	1
CS 900A	Capstone: Research Methods	3
		8

#### Spring 2020

CS 542	Supervised Fieldwork	4
CS 545	Field Practicum	1
CS 900B	Capstone: Lean Launchpad for the Jewish Nonprofit	3
		8

DEGREE TOTAL	44
--------------	----

**MA JEWISH NONPROFIT MANAGEMENT (having entered Summer 2017)**

Sample course offering. Please be aware that specific courses are subject to change.  
Generally, degree students will complete 44 credits in the following sequence.

Second Summer

CS 523	Leadership in Jewish Communal Service	2
CS 525	Nonprofit Marketing and Branding	2
CS 531	Fundraising and Resource Development	2
CS 590	Collaborative Communication for Jewish Professionals	2
CS 596	Elements of Nonprofit Management	<u>2</u>
		10

Summer Electives (optional)

CS 512A	Encounter Seminar: Leadership and Change Management (Lunch & Learn)	1
CS 515	Encounter Seminar: Innovation and Practices for the Nonprofit Sector	1
CS 519	Entrepreneurial Leadership	2

Fall 2018

CS 542	Supervised Fieldwork	4
CS 545	Field Practicum	1
CS 900A	Capstone: Research Methods	<u>3</u>
		8

Spring 2019

CS 481	Global Innovation Seminar: Windmueller Israel Seminar	2
CS 542	Supervised Fieldwork	4
CS 545	Field Practicum	1
CS 900B	Capstone: Lean Launchpad for the Jewish Nonprofit	<u>3</u>
		10

DEGREE TOTAL (including previous year's credits)		44
--	--	----

**DUAL-DEGREE PROGRAM FOR MAJNM/MSW (entered Summer 2018)**

Sample course offering. Please be aware that specific courses are subject to change.

Generally, degree students will complete 38 credits in the following sequence in addition to their course of study at USC.

First Summer

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

Summer Electives (optional)

CS 512A	Encounter Seminar: Leadership and Change Management (Lunch & Learn)	1
CS 515	Encounter Seminar: Innovation and Practices for the Nonprofit Sector	1
CS 519	Entrepreneurial Leadership	2

Spring 2019

CS 481	Global Innovation Seminar: Windmueller Israel Seminar	<u>2</u>
		2

Second Summer

CS 523	Leadership in Jewish Communal Service	2
CS 525	Nonprofit Marketing and Branding	2
CS 579	Applied Jewish Wisdom	2
CS 590	Collaborative Communication for Jewish Professionals	2
CS 596	Elements of Nonprofit Management	<u>2</u>
		10

Fall 2019

CS 542	Supervised Fieldwork	4
CS 545	Field Practicum	1
CS 900A	Capstone: Research Methods	<u>3</u>
		8

Spring 2020

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

DEGREE TOTAL 38

**DUAL-DEGREE PROGRAM FOR MAJNM/MSW (having entered Summer 2017)**

Sample course offering. Please be aware that specific courses are subject to change.

Generally, degree students will complete 38 credits in the following sequence in addition to their course of study at USC.

Second Summer

CS 523	Leadership in Jewish Communal Service	2
CS 525	Nonprofit Marketing and Branding	2
CS 531	Fundraising and Resource Development	2
CS 590	Collaborative Communication for Jewish Professionals	2
CS 596	Elements of Nonprofit Management	<u>2</u>
		10

Summer Electives (optional)

CS 512A	Encounter Seminar: Leadership and Change Management (Lunch & Learn)	1
CS 515	Encounter Seminar: Innovation and Practices for the Nonprofit Sector	1
CS 519	Entrepreneurial Leadership	2

Fall 2018

CS 542	Supervised Fieldwork	4
CS 545	Field Practicum	1
CS 900A	Capstone: Research Methods	<u>3</u>
		8

Spring 2019

CS 481	Global Innovation Seminar: Windmueller Israel Seminar	2
CS 542	Supervised Fieldwork	4
CS 545	Field Practicum	1
CS 900B	Capstone: Lean Launchpad for the Jewish Nonprofit	<u>3</u>
		10

DEGREE TOTAL (including previous year's credits)		38
--	--	----

**DUAL-DEGREE PROGRAM FOR MAJNM/MPA (entering Summer 2018)**

Sample course offering. Please be aware that specific courses are subject to change.

Generally, degree students will complete 44 credits in the following sequence in addition to their course of study at USC.

First Summer

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

Summer Electives (optional)

CS 512A	Encounter Seminar: Leadership and Change Management (Lunch & Learn)	1
CS 515	Encounter Seminar: Innovation and Practices for the Nonprofit Sector	1
CS 519	Entrepreneurial Leadership	2

Fall 2018

CS 541A	Supervised Fieldwork	<u>3</u>
		3

Spring 2019

CS 481	Global Innovation Seminar: Windmueller Israel Seminar	2
CS 541	Supervised Fieldwork	<u>3</u>
		5

Second Summer

CS 523	Leadership in Jewish Communal Service	2
CS 525	Nonprofit Marketing and Branding	2
CS 579	Applied Jewish Wisdom	2
CS 590	Collaborative Communication for Jewish Professionals	2
CS 596	Elements of Nonprofit Management	<u>3</u>
		10

Fall 2019

CS 542	Supervised Fieldwork	4
CS 545	Field Practicum	1
CS 900A	Capstone: Research Methods	<u>3</u>
		8

Spring 2020

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

DEGREE TOTAL 44

**DUAL-DEGREE PROGRAM FOR MAJNM/MPA (having entered Summer 2017)**

Sample course offering. Please be aware that specific courses are subject to change.

Generally, degree students will complete 44 credits in the following sequence in addition to their course of study at USC.

Second Summer

CS 523	Leadership in Jewish Communal Service	2
CS 525	Nonprofit Marketing and Branding	2
CS 531	Fundraising and Resource Development	2
CS 590	Collaborative Communication for Jewish Professionals	2
CS 596	Elements of Nonprofit Management	<u>3</u>
		10

Summer Electives (optional)

CS 512A	Encounter Seminar: Leadership and Change Management (Lunch & Learn)	1
CS 515	Encounter Seminar: Innovation and Practices for the Nonprofit Sector	1
CS 519	Entrepreneurial Leadership	2

Fall 2018

CS 542	Supervised Fieldwork	4
CS 545	Field Practicum	1
CS 900A	Capstone: Research Methods	<u>3</u>
		8

Spring 2019

CS 481	Global Innovation Seminar: Windmueller Israel Seminar	2
CS 542	Supervised Fieldwork	4
CS 545	Field Practicum	1
CS 900B	Capstone: Lean Launchpad for the Jewish Nonprofit	<u>3</u>
		10

DEGREE TOTAL (including previous year's credits) 44

**DUAL-DEGREE PROGRAM FOR MAJNM/MCM (entering Summer 2018)**

Sample course offering. Please be aware that specific courses are subject to change.

Generally, degree students will complete 44 credits in the following sequence in addition to their course of study at USC.

First Summer

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

Summer Electives (optional)

CS 512A	Encounter Seminar: Leadership and Change Management (Lunch & Learn)	1
CS 515	Encounter Seminar: Innovation and Practices for the Nonprofit Sector	1
CS 519	Entrepreneurial Leadership	2

Fall 2018

CS 541A	Supervised Fieldwork	<u>3</u>
		3

Spring 2019

CS 481	Global Innovation Seminar: Windmueller Israel Seminar	2
CS 541	Supervised Fieldwork	<u>3</u>
		5

Second Summer

CS 523	Leadership in Jewish Communal Service	2
CS 525	Nonprofit Marketing and Branding	2
CS 579	Applied Jewish Wisdom	2
CS 590	Collaborative Communication for Jewish Professionals	2
CS 596	Elements of Nonprofit Management	<u>3</u>
		10

Fall 2019

CS 542	Supervised Fieldwork	4
CS 545	Field Practicum	1
CS 900A	Capstone: Research Methods	<u>3</u>
		8

Spring 2020

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

DEGREE TOTAL		44
--------------	--	----



**MS ORGANIZATIONAL LEADERSHIP and INNOVATION (entering Summer 2018)**

Sample course offering. Please be aware that specific courses are subject to change.

Generally, degree students will complete a minimum of 34 credits in the following sequence.

\*Please set up a meeting with your advisor during the first week of classes to discuss your personal academic track.

First Summer

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

\*Additional Summer Electives (may be required depending on course of study)

CS 512A	Encounter Seminar: Leadership and Change Management (Lunch & Learn)	1
CS 515A	Encounter Seminar: Innovation and Practices for the Nonprofit Sector	1
CS 519	Entrepreneurial Leadership	2

Fall 2018

CS 542	Supervised Fieldwork (and/or Capstone)	4
CS 545	Field Practicum	1
CS 900A	Capstone: Research Methods (and/or Fieldwork)	<u>3</u>
		5/3/8

Spring 2019

CS 481	Global Innovation Seminar: Windmueller Israel Seminar (elective)	2/4
CS 542	Supervised Fieldwork (and/or Capstone)	4
CS 545	Field Practicum	1
CS 900B	Capstone: Lean Launchpad for the Jewish Nonprofit (and/or Fieldwork)	<u>3</u>
		5/3/8

Second Summer

CS 523	Leadership in Jewish Communal Service	2
CS 525	Nonprofit Marketing and Branding	2
CS 579	Applied Jewish Wisdom	2
CS 590	Collaborative Communication for Jewish Professionals	2
CS 596	Elements of Nonprofit Management	<u>2</u>
		10

\*Additional Summer Electives (may be required depending on course of study)

CS 512B	Encounter Seminar: Leadership and Change Management (Lunch & Learn)	1
CS 515B	Encounter Seminar: Innovation and Practices for the Nonprofit Sector	1
CS xxxx	Elective	2

DEGREE TOTAL (a minimum of) 34

**Pilot: MS ORGANIZATIONAL LEADERSHIP and INNOVATION (having entered Summer 2017)**

Sample course offering. Please be aware that specific courses are subject to change.

\*Please set up a meeting with your advisor during the first week of classes to discuss your personal academic track.

Second Summer

CS 523	Leadership in Jewish Communal Service	2
CS 525	Nonprofit Marketing and Branding	2
CS 531	Fundraising and Resource Development	2
CS 590	Collaborative Communication for Jewish Professionals	2
CS 596	Elements of Nonprofit Management	<u>2</u>
		10

\*Additional Summer Electives (may be required depending on course of study)

CS 512A	Encounter Seminar: Leadership and Change Management (Lunch & Learn)	1
CS 515A	Encounter Seminar: Innovation and Practices for the Nonprofit Sector	1
CS 519	Entrepreneurial Leadership	2

Spring 2019

CS 481	Global Innovation Seminar: Windmueller Israel Seminar	<u>2/4</u>
		2/4

DEGREE TOTAL (including previous year's classes, a minimum of) 34

### HUC CONCURRENT DEGREE PROGRAM FOR MAJNM (entering Summer 2018)

Sample course offering. Please be aware that specific courses are subject to change.

Generally, degree students will complete 34 credits in the following sequence in addition to their course of study in the Schools of Education or Rabbinical Studies.

#### First Summer

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

#### Summer Electives (optional)

CS 512A	Encounter Seminar: Leadership and Change Management (Lunch & Learn)	1
CS 515	Encounter Seminar: Innovation and Practices for the Nonprofit Sector	1
CS 519	Entrepreneurial Leadership	2

#### Fall 2018

CS 543	Supervised Fieldwork/Joints (180 hours)	2
CS 545	Field Practicum	<u>1</u>
		3

#### Spring 2019

CS 481	Global Innovation Seminar: Windmueller Israel Seminar	2
CS 543	Supervised Fieldwork/Joints (180 hours)	<u>2</u>
		4

#### Second Summer

CS 523	Leadership in Jewish Communal Service	2
CS 579	Applied Jewish Wisdom	2
CS 590	Collaborative Communication for Jewish Professionals	2
CS 596	Elements of Nonprofit Management	2
CS 525	Nonprofit Marketing and Branding	<u>2</u>
		10

#### Fall 2019

CS 901A	Capstone: Research Methods	<u>3</u>
		3

#### Spring 2020

CS 901B	Capstone: Lean Launchpad for the Jewish Nonprofit	3
CS 545	Field Practicum	<u>1</u>
		4

DEGREE TOTAL (a minimum of) 34

**HUC CONCURRENT DEGREE PROGRAM FOR MAJNM (having entered Summer 2017)**

Sample course offering. Please be aware that specific courses are subject to change.

Generally, degree students will complete 34 credits in the following sequence in addition to their course of study in the Schools of Education or Rabbinical Studies.

Second Summer

CS 523	Leadership in Jewish Communal Service	2
CS 531	Fundraising and Resource Development	2
CS 590	Collaborative Communication for Jewish Professionals	2
CS 596	Elements of Nonprofit Management	2
CS 525	Nonprofit Marketing and Branding	<u>2</u>
		10

Summer Electives (optional)

CS 512A	Encounter Seminar: Leadership and Change Management (Lunch & Learn)	1
CS 515	Encounter Seminar: Innovation and Practices for the Nonprofit Sector	1
CS 519	Entrepreneurial Leadership	2

Fall 2019

CS 901A	Capstone: Research Methods	<u>3</u>
		3

Spring 2020

CS 901B	Capstone: Lean Launchpad for the Jewish Nonprofit	3
CS 545	Field Practicum	<u>1</u>
		4

DEGREE TOTAL (including previous year's classes, a minimum of) 34

**CERTIFICATE in JEWISH ORGANIZATIONAL LEADERSHIP (entering Summer 2018)**

Sample course offering. Please be aware that specific courses are subject to change.

Generally, certificate students will complete a minimum of 10 credits in the following sequence.

Summer Session

CS 579	Applied Jewish Wisdom or	(2)
CS 427	Evolution and Structure of the Amer. J. Community	2
CS 544	Organizational Development	2
CS 523	Leadership in Jewish Communal Service	2
CS 531	Fundraising & Resource Development	2
CS 540	Introduction to Jewish Communal Institutions	<u>2</u>
		10

Summer Electives (optional)

CS 512A	Encounter Seminar: Leadership and Change Management (Lunch & Learn)	1
CS 515	Encounter Seminar: Innovation and Practices for the Nonprofit Sector	1
CS 519	Entrepreneurial Leadership	2

CERTIFICATE TOTAL (a minimum of) 10

**CERTIFICATE in JEWISH NONPROFIT MANAGEMENT (having entered Summer 2017)**

Sample course offering. Please be aware that specific courses are subject to change.

Generally, certificate students will complete a minimum of 10 credits in the following sequence.

Second Summer

CS 523	Leadership in Jewish Communal Service	2
CS 531	Fundraising and Resource Development	2
CS 590	Collaborative Communication for Jewish Professionals	2
CS 596	Elements of Nonprofit Management	2
CS 525	Nonprofit Marketing and Branding	<u>2</u>
		10

Summer Electives (optional)

CS 512A	Encounter Seminar: Leadership and Change Management (Lunch & Learn)	1
CS 515	Encounter Seminar: Innovation and Practices for the Nonprofit Sector	1
CS 519	Entrepreneurial Leadership	2

CERTIFICATE TOTAL (including previous year's classes, a minimum of) 22

## **ZELIKOW SCHOOL OF JEWISH NONPROFIT MANAGEMENT SUMMER COURSE DESCRIPTIONS**

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

This course provides a 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.

*Instructor: Sarah Benor*

### **CS 512A Encounter Seminar: Leadership and Change Management**

This Seminar will examine different leadership challenges that are commonly encountered in Jewish nonprofits through the experiences of lay and professional leaders. Some of the themes that will be explored 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.

*Instructor: Erik Ludwig with guest lecturers*

### **CS 515 Encounter Seminar: Innovation Practices for the Nonprofit Sector**

This Seminar will examine how we understand “failure” and explore why failure is a valuable tool for effective leadership. The course is designed to provoke a deeper understanding of why we fail to act on what we know, and how creativity and failure are important to effective leadership.

*Instructors: Drew Kugler and Erik Ludwig*

### **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.

*Instructor: Sasha Strauss*

### **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.

*Instructor: Joshua Garroway*

### **CS 523 Nonprofit Leadership**

This course explores the literature on leadership, along with examining Jewish sources and values relating to the concepts of leadership. Students are introduced to experts in the field of leadership and are given the opportunity to engage 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.

*Instructor: Gali Cooks*

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

This course provides foundational knowledge in marketing and branding. Through a practice-oriented seminar that takes place in the office of an established brand-consulting agency, students develop the tools and mindset to implement “innovation protocols” in the dynamic context of Jewish communal organizations.

*Instructor: Mathew Curtis*

### **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.

*Instructor: Jay Sanderson*

### **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.

*Instructor: Mandi Richardson*

### **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.

*Instructor: David Levy*



**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.

*Instructor: Drew Kugler*

**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.

*Instructor: Phil Liff-Grieff*

## GENERAL 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).

## CAMPUS CONTACT INFORMATION

Joshua Holo  
Dean, HUC-JIR LA  
[jholo@huc.edu](mailto:jholo@huc.edu)  
213-765-2101

Madelyn Katz  
Assistant Dean, HUC-JIR LA  
[mkatz@huc.edu](mailto:mkatz@huc.edu)  
213-765-2665

Erik Ludwig  
Director, ZSJNM  
[eludwig@huc.edu](mailto:eludwig@huc.edu)  
213-765-2118

Mandi Richardson  
Associate Director, SJNM  
[mrichardson@huc.edu](mailto:mrichardson@huc.edu)  
213-765-2141

Melissa Garai  
Manager of Advancement & Program Services  
[mgarai@huc.edu](mailto:mgarai@huc.edu)  
213-765-4273

Carol Sofer  
HUC-USC Liaison  
[csofer@huc.edu](mailto:csofer@huc.edu)  
213-765-2120

Andrew Durbin  
Network Administrator  
[lahelpdesk@huc.edu](mailto:lahelpdesk@huc.edu)  
213-765-2112

Janet Liss  
Office Manager  
[jliss@huc.edu](mailto:jliss@huc.edu)  
213-765-2122

Walter Jackson  
Director of Maintenance/Security  
[wjackson@huc.edu](mailto:wjackson@huc.edu)  
213-765-2132

Clyde Parrish  
National Registrar  
[cparrish@huc.edu](mailto:cparrish@huc.edu)  
513-487-3202

Roseanne Ackerley  
Financial Aid Officer  
[rackerley@huc.edu](mailto:rackerley@huc.edu)  
212-824-2206

