HEBREW UNION COLLEGE | JEWISH INSTITUTE OF RELIGION

STUDENT HANDBOOK

WELCOME LETTER

Dear Students,

Welcome to 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 HUC-JIR academic programs. 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.

At the Zschool, 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. Students are invited to critically examine their personal and professional beliefs from different frames of reference as part of the learning experience. From time to time, we may explore lines of inquiry that challenge existing ways of knowing held by individuals or the group. It is common in such moments 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 processes 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 meaningful change, we must remain confident in each other and in our collective ability to shape the course of history.

We are here to help you and ensure a productive and enjoyable academic experience. Our virtual doors are open, and we encourage you to schedule time with any of us if you need guidance, have concerns or just want to hang out and chat.

Wishing you a meaningful, rich, and transformative Zschool learning experience,

Rabbi Shirley Idelson, PhD
Director

Mandi Richardson
Associate Director,
Professional Development
and Student Life

Melissa Garai
Associate Director,
Development and
Community Relationships

MISSION & VALUES

Our graduates lead the business of Jewish life. For over 55 years, the Zelikow School of Jewish Nonprofit Management has shaped the Jewish future by educating its leaders.

The Zschool is a transformative gathering place for nonprofit professionals interested in Jewish social innovation and leadership studies to learn and collaborate. We use creative problem solving to spark creative 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 cantorial, education and rabbinical programs of 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 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 find. 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 750+ 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.

The Zschool Method
We believe in *a different way to school*. Zschooling works best when students arrive with a willingness to:

- ***Get Lost (in it*).** Immerse yourself in the content.
- ***Chat (someone's ear off).*** Express yourself! Talk it, type it, live it and seek feedback with curiosity.
- ***Make (something bold happen).*** Bring into being by forming, shaping, or altering material.
- ***Think different (about it).*** Just because the course is over doesn't mean the learning is done. Keep challenging your own understanding.

ACADEMIC PROGRAMS & EXPERIENCES

Master of Science in Organizational Leadership and Innovation (MSOLI)
Degree students will generally complete a minimum of 36 credits depending on the specific course of study. This is an accelerated degree completed on the following semester sequence: Summer One/Fall One/Spring One/Summer Two.

Master of Arts in Jewish Nonprofit Management (MAJNM)
Degree students will generally complete a minimum of 42 credits depending on whether it is taken as a single or dual degree and the specific course of study. This degree is completed on the following semester sequence: Summer One/Fall One/Spring One/Summer Two/Fall Two/Spring Two.

Concurrent Degrees with MAJNM
Concurrent Degrees may be completed independently with most universities with prior departmental approval.

USC Dual Degrees with MAJNM
Master of Social Work (USC Suzanne Dworak-Peck School of Social Work) & MAJNM
Master of Public Administration (USC Price School of Public Policy) & MAJNM
Master of Communication Management (USC Annenberg School of Communication) & MAJNM
Master of Business Administration (USC Marshall School of Business) & MAJNM

HUC-JIR Concurrent Degrees
Cantorial & MAJNM
Rabbinical & MAJNM

Certificate in Jewish Organizational Leadership (CJOL)
Certificate students must complete a minimum of 11 credits during the summer semester.

While all of these programs have some common courses, each has its own particular set of courses, schedule of classes, fieldwork and capstone requirements. Students should carefully review the program descriptions for the requirements of their degree track. Please consult with the Director of the Zelikow School regarding courses, credits, schedules, requirements, or any other matter relating to the academic program. Dual Degree students should also ensure that they meet with the academic advisor for the degree program that they are pursuing outside of HUC-JIR in order to ensure the necessary requirements are met for completion of that institution's degree.

Professional Practice
1-2 years of supervised professional practice and related seminar course in an experiential learning environment that is constructed to meet educational objectives by integrating leadership theory with on the job learning, or get credit for your job in the Jewish nonprofit sector.

Capstone Project
The Capstone is an integral component of the Zelikow School curriculum, as it gives students the invaluable experience of delving into an issue in depth and completing a work at the master's level. Capstone projects involve original research (such as surveys, interviews, observations, or analysis of existing data), and may provide hands-on experience in business model generation, and/or explore innovation practices used to launch a startup organization.

Cohort Learning
The Zschool 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.

Scholar-in-Residence
Our scholars-in-residence provide 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. Rabbi Louis Bernstein Scholars-in-Residence have previously included some of America's contemporary luminaries including Alan Gill of the American Jewish Joint Distribution Committee, Chip Edelsberg of Jim Joseph Foundation, Rachel Levin of Righteous Persons Foundation, Stosh Cotler of Bend the Arc, Abe Foxman[z"l] of the Anti-Defamation League, John Ruskay of the UJA-Federation New York, Rabbi Delphine Horvilleur, communal leader of French Jewry, Rabbi Sarah Bassin of HIAS, Rabbi David Wolpe of Sinai Temple in Los Angeles, and Gali Cooks of Leading Edge.

Summer Culmination & Graduation Ceremonies
The Zelikow School Summer Culmination & Graduation 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.

POLICIES & PRACTICES

HUC-JIR Academic Policies

Please refer to the National Student Academic Handbook for a complete description of HUC-JIR's academic policies. We advise you to become familiar with the information in the student handbook as it is designed to support your experience as a student. You can also access the HUC-JIR Academic Catalogue on the National Registrar's web page of the HUC.EDU website.

Zelikow School Attendance Policy

Approximately 6 hours of work per week in mixed modalities (synchronous and asynchronous). The academic integrity and cohort experience of the Zelikow School depends on students attending all scheduled class meetings. Absence from class may be reflected in the student's grade and result in a need to retake the course.

Calendar, Class Schedule & Textbooks

Make sure that you are in the right place at the right time. Students should review all calendar and course information carefully and meet with the Associate Director of the Zelikow School if they have any questions regarding registration for classes in their particular program of study. A list of required textbooks for courses is available on the National Registrar's web page of the HUC-JIR website and from individual instructors.

Communication

We maintain high expectations for our students and believe that school offers a laboratory for your professional practices. While not comprehensive, 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.

How We Eat Together

How we eat together reflects how we gather. As a pluralistic community, we encompass diverse dietary values and practices. Zschool will endeavor to meet all dietary needs including kosher, *glatt* kosher, vegetarian, and more. Restaurant dining in communal settings will offer kosher-style menus with vegetarian options. In addition, we will always provide *hechshered* or *glatt* alternatives if requested in advance. With this in mind, prior to trips and conferences participants will be asked about their dietary needs. Be sure to communicate these and we will do our best to accommodate. While there may be circumstances in which your precise needs cannot be met, the chances of this are much diminished if you reach out in advance. Please make sure you are taken care of and never hesitate to ask.

Questions?

You can find us here: zschool.huc.edu or email sidelson@huc.edu.

Key Contacts at HUC-JIR

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