

MAALOT LOS ANGELES
STUDENT CATALOG and HANDBOOK
2011-2012

**Maalot Los Angeles
5822 West Third Street
Los Angeles, CA, 90036**

**Maalot Los Angeles is a private institution that is approved to operate by the
California Bureau for Private Postsecondary Education**

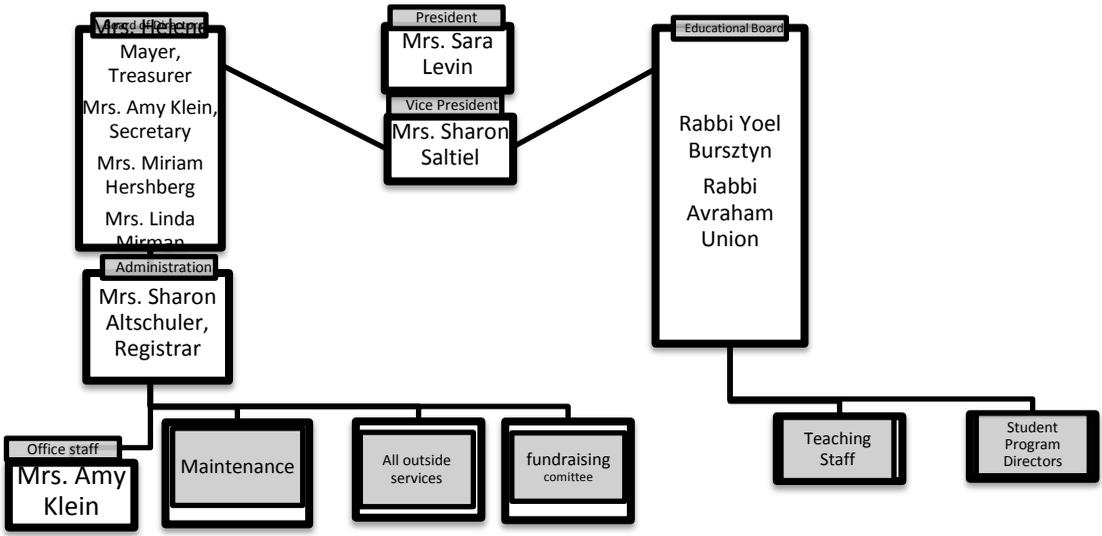
A Division of Zaidner Institute/ Neve Yerushalayim Institutions

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This edition of the catalog/handbook covers the 2011/2012 academic year and replaces all previous editions.
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NOTE TO PROSPECTIVE STUDENTS

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement.

CAMPUS/HOUSING

The Maalot Los Angeles campus is located 5822 West Third Street . on a residential block that borders 3rd street. This central location, close to many conveniences offered by the city allows students to get there easily and to be able to focus on their studies. The campus is housed in a synagogue and has ample room for the students to learn in a safe environment.

There is a parking lot with a dozen parking spaces for staff to park in. Building is Handicapped accessible and conforms to all city codes.

We do not offer housing facilities.

ABOUT ZAIDNER/MAALOT

Purpose and Mission

Zaidner Institute/Maalot Yerushalayim was established in Jerusalem, Israel in 1984 to meet the needs of seminary graduates seeking a rigorous continuing education.

With this in mind, Zaidner has designed a curriculum that offers an advanced education culminating in a baccalaureate degree, within a supportive environment.

History of Zaidner Institute

In the spring of 1992, Zaidner formalized an articulation agreement with Thomas A. Edison State College of New Jersey. Under this agreement, completion of

designated Zaidner coursework in accordance with College policies enables students to receive baccalaureate degrees from Thomas Edison State College (TESC) in the Humanities, Business Administration, Art, Liberal Studies, Computer Science, Psychology, and the Social Sciences, all without leaving the Zaidner environment. Since 1992, hundreds of students have graduated from Thomas Edison via the Zaidner Institute.

Thomas Edison was established in 1972 by the New Jersey Board of Higher Education to provide adults with the means to achieve a high quality college education outside of the traditional university setting. Thomas Edison is accredited by the Middle States Association of Schools and Colleges. The Thomas Edison degree is highly valued by employers and graduate schools.

Accreditation and Licensure

All courses that are offered at Zaidner have been reviewed by the National College Credit Recommendation Services. Established in 1973, the USNY, Regents Research Fund, National College Credit Recommendation Service (formerly known as National PONSI), strives to increase access to higher education for working adults and non-traditional students. National CCRS evaluates training and education program for organizations throughout the United States and overseas. Thomas Edison State College of New Jersey accepts National CCRS recommendations and awards credit for our courses.

In past years, Maalot branches of the Zaidner Institute were established in Montreal, Toronto, Brooklyn, N.Y., Ramapo, N.Y., Baltimore, Detroit, Los Angeles, London and Manchester. Branch details may be found at the back of this handbook.

Academic Program

Application and Admission

In order to apply you must submit a completed application form together with a fee of \$75 to the office. This is followed by an interview with the Registrar.

Applications may be obtained from Zaidner Institute/ Maalot Los Angeles, 5822 West Third Street , Los Angeles, 90036.

Admission Requirements

Applicants to the Zaidner Institute must be high school graduates or have completed a G.E.D. and must be conversant with Hebrew texts and commentaries. Letters of recommendation and high school GPA are factors which will determine whether a student may enroll in more than 3 courses per semester. Student values should be comparable with the social setting and the religious commitment of the Institute.

To apply for admission, please contact Maalot and request application information and a copy of the student catalog at:

Maalot Los Angeles
5822 West Third Street
Los Angeles, CA 90036

A separate application to Thomas Edison State College must be completed by students wishing to pursue a Bachelor's degree. This would be completed after acceptance to Zaidner Institute/Maalot Los Angeles.

Before signing an enrollment agreement, applicants are required to schedule with the Admissions Office a personal interview, and to present academic transcripts of studies completed at other institutions and recommendations from faculty members at the former school.

Non Discriminatory Policy

In complying with federal law, Maalot does not discriminate against or refuse admission to any female student of the Orthodox Jewish faith for reasons relating to age, race, color, national origin or physical handicap. All educational facilities of Maalot are handicapped accessible.

The institution is an equal opportunity employer and complies with the following laws: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Higher Education Re-Authorization Act of 1992, the Higher Education Technical Amendments of 1993, and any other amendments and applicable laws pertaining to federal student aid programs.

Foreign Students and Visa Services

The degree program offered by the college often attracts applicants from other countries. Foreign students are eligible to receive non-immigrant student visas for study at the college. We assist prospective foreign students with the Form I-20 with which they can receive an F-1 student visa.

Student Counseling and Advisement

Academic and personal counseling are provided for full-time students while they are attending Maalot Los Angeles. The registrar assists students in selecting courses and effectively applying prior studies to meet degree requirements. Students are informed of independent learning options where appropriate. The registrar also helps students estimate the total cost of their education and plan an appropriate time frame and strategy for realizing their education goals.

Minimally, students must enroll in 2 three credit courses to be considered a Maalot student. Those who take fewer are considered external students and will be required to pay an advisement fee in order to discuss educational planning with the registrar. The fee is currently \$1,000. Zaidner/Maalot reserves the right to revise this fee.

It is the student's responsibility to complete a program plan and clarify educational options while they are still a Maalot student. Students who leave Maalot Los Angeles without completing their degree for a period of more than one year will have access to the Maalot registrar by appointment only. An advisement fee of \$250 will be charged for this service.

All counseling and advisement is conducted directly with the student. Parents may accompany their children to advisory meetings.

Tuition and Fees*

Textbooks (per semester)	(approximate amount – varies by program) \$300.00 - \$500.00
Maalot course	\$750.00/course (includes \$100.00 non- refundable registration fee)
Auditing Maalot courses	\$400.00 (no grade or credit is given)
Advisory fee (for external students)	\$ 1,000.00
Certificate	\$ 20.00
Transcript Request	\$ 15.00
CLEP Exam – Maalot Student	\$ 110.00
CLEP Exam – Non-Maalot Student	\$ 125.00
DSST Exam – Maalot Student	\$ 110.00
DSST Exam – Non-Maalot Student	\$ 125.00
NYU (Maalot Student) 12-point Exam	\$ 350.00
16-point Exam	\$ 450.00
NYU (Non-Maalot Student) 12-point Exam	\$ 365.00
16-point Exam	\$ 465.00
Application to Thomas Edison*	\$ 75.00
Graduation from Thomas Edison*	\$ 290.00
Technology Services to Thomas Edison*	\$ 121.00
Enrollment (N.J. residents and Maalot students) to Thomas Edison*	\$1,642.00
Enrollment (other US citizens) to Thomas Edison*	\$3,062.00
Enrollment (non-US students) to Thomas Edison*	\$3,062.00

* All tuition and fees subject to change.

Please note that individual students may incur additional fees from any college for the evaluation of coursework or academic credit earned outside of Zaidner, for academic testing and for independent learning programs. Zaidner counselors can help students to anticipate and plan for these expenses. There may be additional fees for courses in graphics and lab sciences.

NOTE: Zaidner Institute, Thomas Edison State College, and testing services retain the right to revise their fee structures as needed without prior notice.

No financial aid is available via Neve Yerushalayim Institutions. Students who are eligible may apply for other student loans.

Student Tuition Recovery Fund – STRF

It is a CA State requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the STRF. The State of California created the State Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You must pay the state- imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

REFUND POLICY

A student may withdraw from any course up until and including the first day of the course and receive a complete refund for the tuition paid for the course minus \$100 registration fee per course. A student who withdraws after the cancellation period is entitled to a pro rata refund of tuition up to 60% of course completion (23 clock hours). A student is obligated to pay \$100 registration fee plus \$15.00/hr for every hour of class attended. For example: A student who withdraws after 6 hours of class will be obligated to pay \$100.00 (non-refundable registration fee) plus \$90 (\$15.00

X 6 hours of class attended), totaling \$190.00. This amount will be deducted from the student's refund.

Auditing students and students who are eligible for the 50% teacher discount may cancel any course up until and including the first day of the class and receive a complete refund for the tuition paid for the course minus \$100.00 registration fee per course. If a student withdraws after the cancellation period and up until 60% of course completion (23 class hours), she is entitled to a pro rata refund of tuition. A student is obligated to pay \$100.00 registration fee plus \$7.50/hr for every hour of class attended. For example: A student who withdraws after 6 hours of class is obligated to pay \$100.00 (non-refundable registration fee) plus \$45.00 ($\7.50×6 hours of class attended), totaling \$145.00 for the course. This amount is deducted from the tuition paid for the course.

A refund will be processed within 30 days of withdrawal. Credit will be entered into our records, and at the end of semester the student can either collect the refund or use it as a credit for future courses.

Students are not officially withdrawn from a course until they have submitted the Notice of Cancellation form to the Maalot/Zaidner Registrar. The date that the form is submitted to the office determines the amount of tuition returned to the student. A copy of this form is given out at orientation, or may be obtained in the Maalot office.

STUDENT RIGHTS & GREIVANCES

Student Rights

Maalot Los Angeles strives to maintain the highest standards of educational quality. To this end, we are committed to safeguarding the rights of all students. Students are assured that no action will be taken against them for filing a grievance or complaint. The school has established the following procedures for processing student complaints:

Any student with a grievance, if those grievances are not brought to a favorable solution through her immediate faculty member, has full access to the Dean, Registrar, and Administrator to work out a favorable solution.

Discrimination and Harassment

Maalot Los Angeles is committed to providing an environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee and student misconduct that is demeaning to another person, undermines the integrity of the student/teacher, student, or employment relationship, and is strictly prohibited. The Dean's office has on file copies of official Maalot formal and informal complaint procedures students can use in the event they may be experiencing any type of discrimination or harassment.

Internal Complaint Procedure

Any student who has a complaint should submit it in writing to the Administrator. The complaint will be investigated, and the student will be informed in writing within 30 days of the resolution of his complaint. No person directly involved in the complaint issue will make the final determination of the complaint.

State Complaint Procedure

A student or any member of the public may file a complaint about Maalot Los Angeles with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form which can be obtained on the bureau's internet web site at www.bppe.ca.gov.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their educational records:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Students should submit to the Registrar, Administrator, Educational Director, or other appropriate official, written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Maalot Los Angeles to comply with the requirements of FERPA. The federal agency that administers FERPA may be contacted at the following address:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

**BRIEF OVERVIEW OF
DEGREE/CERTIFICATE OPTIONS**
Not all options will be available for 2013-2014

DEGREE IN LIBERAL STUDIES

This option provides the most opportunity for a flexible multi-disciplinary degree. Students with degrees in Liberal Studies have been accepted into numerous and varied Masters' Programs, including Business, Law, Psychology, Special Education, Nursing and others.

The Liberal Arts degree is most flexible for students with numerous credits from seminary and Maalot. It allows those students who need it, more time to explore professional options and keep those options open. Additionally, it allows students to take courses that focus on their particular area of interest without the restrictions of specific requirements in any particular discipline.

Twenty years of experience has proven that students with degrees in Liberal Studies who apply themselves and achieve a good academic record have no problems being accepted into advanced programs.

CERTIFICATE IN EDUCATION*

The Education program is designed for students who wish to pursue a career in the teaching profession. The curriculum includes intensive course work for successful educators. Once the requirements are completed, graduates can apply for a Certificate in Education from Maalot for a fee of \$20.00. This certificate is the equivalent of a “minor” in Education. Applications are available in the office. See course description for complete details of this program.

EARNING CREDITS THROUGH WORKING IN EDUCATION

Maalot students employed as teacher, teacher interns or special-needs shadows in local elementary day schools may earn up to 12 credits toward their B.A. They work under the guidance of a master teacher. In addition, students must take two education courses, six additional credits, in which they will further develop their teaching skills. Students completing this program will earn 18 credits toward their B.A.

CERTIFICATE IN EDUCATION*

The Education program is designed for students who wish to pursue a career in the teaching profession. The curriculum includes intensive course work for successful educators. Once the requirements are completed, graduates can apply for a Certificate in Education from Maalot for a fee of \$20.00. This certificate is the equivalent of a “minor” in Education. Applications are available in the office. See course description for complete details of this program.

Certificate requirements:

- Curriculum in Education – Jewish Studies
- Introduction to Methodology
- Principles of Methodology
- Psychological Foundations of Education

Electives (2 out of 6):

- Developmental Psychology I
- Developmental Psychology II
- Scriptural Teaching Skills Based on the Books of Moses
- Sociology of Education
- Survey of Exceptional Children
- Teaching Reading to Young Children

*** Please Note: Students must attend actual classes and may not take clep/dantes exams to fulfill certificate requirements.**

TIMELINE	
ACTION	DATE
Files application for admission to Maalot/Zaidner	During or after 1 year post-high school seminary
If student estimates that she has 60 college credits - applies to Thomas Edison State College (TESC) and pays \$75 registration fee	After consultation with Maalot/Zaidner advisor
Student submits transcripts including APs, CLEPs, and NYUs and college transcripts to the Office of the Registrar at TESC	Mid-fall semester
After student verifies that all necessary transcripts have been received by Thomas Edison, student enrolls in TESC by paying the Annual Enrollment Tuition	After consultation with Maalot/Zaidner advisor (usually in the second semester)
Student receives Evaluation & Progress Report from TESC showing credits and subjects remaining for graduation	1 month after enrollment fee
Student meets with Maalot/Zaidner advisor to plan how to complete the degree	On receipt of evaluation report
Student submits Program Plan for Degree Completion to Academic Advisement Office at TESC for approval	After meeting with Maalot/Zaidner advisor
Implements Program Plan for Degree Completion - e.g. takes NYU, TECEP, CLEP exams and courses required	As planned
Student checks Maalot database online for accuracy, requests a transcript of Maalot/Zaidner courses to TESC	Student should check Maalot record periodically. Student requests transcript sent to TESC after last Maalot courses are completed.
If student alters or revises original Program Plan, requests TESC approval of new plan.	Ongoing
Student files request for graduation at TESC	On completion of Program Plan
Student receives B.A. diploma	Up to 3 mos. from applying to graduate

ACADEMIC POLICIES

Judaic Course Requirement

All Maalot students are required to take a minimum of one Judaic course per semester. Married students as well as students teaching Judaic Studies on a high school level are exempt from this requirement.

Registration and Withdrawal

At the start of each term, students must complete the Enrollment Form listing all the courses in which they are enrolled. If for any reason a student finds it impossible to complete a course for which she has registered, she must officially withdraw from that course. Students who stop attending a course are NOT automatically withdrawn from that course and may receive a grade “F” for the work not completed (see below). Withdrawal can only be made before completion of 15 class hours of the course in any term by completing an official withdrawal form that is available from the registrar’s office, or in this handbook.

A grade of “W” - withdrawn - will be given when the student officially withdraws before completion of 15 class hours. An “F” is given for any withdrawals after that time.

Students may join a class no later than the 6 hours into the course. The student who registers late is responsible to make up all work that has been missed.

Late Registration Fee

Students who register late (on the first day of class or later) will be charged a late fee of \$50 per class.

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Auditing Courses

Students may decide to audit a course. This means that they take the course for no credit. There is no way to retroactively receive a grade for courses that have been audited. Student should register for such courses as

“Auditing” students. There is a 50% reduction in tuition for auditing a course. All course prerequisites must be met unless waived by the registrar.

Incomplete Grades

Students who are not able to complete their coursework by the end of the semester may receive permission (from BOTH the registrar and instructor) to complete the course at a later time. Students have **six months** to complete all coursework and examinations. The instructor will submit a final grade based on all work submitted within one year from the date of the last class. A grade of “F” will be assigned automatically to all incompletes after the one-year period has expired.

Make-up Examinations

In general, a test cannot be taken later than the examination date without prior arrangements from both the registrar and instructor. However, in some cases, the registrar or instructor can grant an extension even though there was no advance notification, but there may be 10-points deducted

from the grade as a penalty. Any test taken on a date other than the originally scheduled date will incur a \$30 proctoring fee.

All coursework submitted for Maalot courses will have points deducted for language and expression that is not at a college level. As

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per Maalot/Zaidner requirements, all research papers must be submitted in the A.P.A. format.

Tuition Policy

Tuition must be paid when a student registers for a course either in full, with post-dated checks or with a credit card. Transcripts will not be issued to students with an outstanding balance. Students must clear their tuition balance before registering for a new semester.

No grades will be forwarded to Thomas Edison until tuition has been paid in full or a payment agreement has been signed and approved by the registrar.

Textbooks

Maalot will provide a textbook list to the student before the beginning of each semester. Sourcebooks for some of the classes are sold by the office. Students may purchase their books online or contact former Maalot students to purchase their used books. Students may advertise used books on the student bulletin board.

Name Change

All students should use one name consistently on all correspondence, forms and documents. If more than one first or last name appears on past documents this fact should be communicated to Thomas Edison. If a student wants her Thomas Edison degree processed under a different name, she must submit an official form requesting a name change.

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Social Security Numbers

Students who have more than one official identification number in addition to a U.S. social security number should use their **U.S. social security number** for all paperwork pertaining to their Thomas Edison degree. Registration forms will not be accepted without a social security number. (Maalot registration form, CLEP, Thomas Edison application, etc.)

College Credit

The Zaidner/Maalot curriculum has been evaluated by the National College Credit Recommendation Service. National CCRS is an independent, non-profit association whose aim is to coordinate the interests of all segments of higher education. It makes credit recommendations for courses organized by non-degree granting institutions and schools. Zaidner/Maalot does not offer its own degree at present.

National CCRS evaluates training and education program for organizations throughout the United States and overseas and makes the results available on their directory, College Credit Recommendations Online ([CCRS Online](#)), for colleges to use as a guide in awarding credit for non-collegiate course work. Thomas Edison State College accepts CCRS recommendations. Completed courses which cannot be used

towards a student's degree program will not appear in the Thomas Edison transcript.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

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The transferability of credits you earn at Maalot Los Angeles is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in any of our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Maalot Los Angeles to determine if your credits, degree, or certificate will transfer.

Branch Transfer

Any student who wishes to transfer from a Maalot branch to another Maalot branch (including Maalot Yerushalayim, now known as Achvas Bais Yaakov (ABY)) must complete the full application to and be accepted by that branch. Please note that acceptance by one Maalot branch does not automatically confer acceptance by ABY or any other Maalot school. However, there is no fee to transfer courses and credits.

Branch Transfer Fee

Students transferring to ABY from another Maalot branch who require advising assistance will be required to pay an advisement fee of \$250.00 to ABY. Neve Yerushalayim reserves the right to revise this fee.

Credit Through Examination

Thomas Edison State College allows students to earn college credit through examinations covering a wide range of subjects, including foreign languages. The number of credits granted range from 3, for a minimum

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passing score, to 16 for some foreign language examinations. Students should speak to the office for information on the CLEP, DANTEs, TECEP, JSE, and NYU language exams. All exams require an appointment and fees.

Guidelines for Credit by Thomas Edison or Excelsior Portfolio Evaluation

1. Thomas Edison students who have pursued learning in Judaic Studies in a formal post-high school setting (including one year in seminary) have the opportunity of applying for an academic evaluation of their prior learning experiences.
2. The interested students will assemble a portfolio of documentary materials which will be submitted to Thomas Edison State College or Excelsior as a Portfolio Assessment. The portfolio should contain, but is not limited to, the following items:
 - (i) A description of the learning environment (for example, the academic calendar, list of staff, institutional brochures or prospectus, list of programs offered, etc.)
 - (ii) An official transcript together with the originals of certificate or diploma issued by school (if applicable);
 - (iii) Each course to be evaluated should be written up as described in the Portfolio Evaluation Booklet.

Please note: A more extensive description of this evaluation process is available from the office. If you need additional assistance, please meet with your Maalot advisor.

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SIMULTANEOUS ENROLLMENT IN OTHER PROGRAMS

WHILE ATTENDING MAALOT, OUR STUDENTS ARE EXPECTED TO TAKE CLASSES ONLY AT MAALOT. ANY STUDENT WHO WISHES TO TAKE COURSES THAT ARE NOT OFFERED AT MAALOT MUST RECEIVE PERMISSION FROM THE REGISTRAR. EACH CASE WILL BE BROUGHT DECIDED ON AN INDIVIDUAL BASIS.

Prerequisites

Students should insure that they have completed all course prerequisites before registration. Some leniencies may apply -- check with registrar if you have any questions.

Maximum 90 credits

A maximum of 90 credits earned through coursework taken at Zaidner Institute can be applied to the Thomas Edison degree. The remaining 30 credits may be earned through transfer credits, examinations and portfolio assessment.

Textbooks and Required Materials

All required texts can be found in the library and are available at all times for student use. However, students may acquire personal copies if they wish. No other materials are required.

EVALUATION PROCEDURES

Zaidner/Maalot uses a letter system of grading. The final grade for each course results from a compilation of the course components and an assessment of the final examination. Grades A through D are passes, and F is a fail, but the course can be retaken. A grade of C- or below is not transferable to Thomas Edison. An I is an incomplete and is not calculated in the GPA. After 1 year an Inc. grade will turn into an F.

Grade Values

A	=	4.00	C+	=	2.333
A-	=	3.666	C	=	2.00
B+	=	3.333	C-	=	1.666
B	=	3.00	D	=	1.00
B-	=	2.666	F	=	0

Grading Scale

Excellent	A = 95-100	A- = 90-94	
Good	B+ = 87-89	B = 84-86	B- = 80-83
Satisfactory	C+ = 77-79	C = 74-76	C- = 70-73
Poor	D = 60-69		
Failure	F = 0-59		

Grade Points

These are calculated by multiplying the numerical value of the grade by the number of credits for the course. E.g.: A 3-credit course at A- grade: $3 \times 3.666 = 10.998$

Grade Point Average

The grade point average is calculated on a 4.00 point system by dividing the number of grade points by the total number of credits completed (including courses failed). The average is rounded to the second decimal place.

TRANSCRIPTS

Zaidner/Maalot Transcript

Students have one semester after completion of their course to inform Zaidner/Maalot of any error they believe to be in their transcript. Maalot Los Angeles is required by state law to retain all grade records for fifty years from the date the student has left the program.

Official transcripts, certified by the state of California are available from Maalot Los Angeles. **Please note that in order to receive college credit for a Maalot course, an official transcript from Maalot Yerushalayim must be sent. A Maalot Los Angeles transcript will not suffice.** Students should request an official copy of their transcript, including all academic work completed at Zaidner/Maalot by completing a transcript request form. This form is available in the office or on Maalot Yerushalayim's website <http://www.nevey.org/maalot/matransreq.php>. The fee is \$15.00 for the first transcript and \$8.00 for each additional one. Please allow a three-week turn around time for receipt of transcript request. **NOTE: No transcript request will be acted upon until the student's financial record with Zaidner/Maalot is completely clear.**

Students will only be given an unofficial copy of their transcript from Maalot Los Angeles. Unofficial copies of transcripts can be printed by going to <http://www.nevey.org/zaidner/welcomestudents.php>. Use the last 4 digits of your social security number as your password.

Thomas Edison Transcript

Thomas Edison accepts all Zaidner/Maalot credits appropriate to the student's degree program which it receives on an official Maalot transcript. Completed courses which cannot be used toward a student's Thomas Edison degree (e.g., excess credits) will not appear on the Thomas Edison transcript.

After enrollment at or graduation from Thomas Edison, a student may request a Thomas Edison transcript. Thomas Edison graduates receive one free transcript at the time of graduation. This transcript does not include Zaidner/Maalot grades, a grade point average or any Honors awards. Any additional transcripts require a \$5.00 fee which must accompany a request in writing. (This fee is subject to change.)

Students have the option of transmitting to graduate schools, prospective employers and other relevant parties both an official Thomas Edison transcript and an official Zaidner/Maalot transcript. The latter records grades and an overall grade point average.

Record Retention

Student records are kept at the administrative offices of Maalot Los Angeles at 5822 West Third Street Los Angeles, CA 90036. Academic records and tuition records are maintained and stored in separate student files and are stored in fireproof cabinets.

Academic records contain registration and admission information, high school graduation documentation, and a current cumulative academic transcript.

Tuition records list tuition charges and a record of all payments and credits to the student's tuition accounts, including federal, state and institutional grants.

Academic records are retained at the institution indefinitely.

STUDENT RESPONSIBILITY

Academic Performance

Students are expected to maintain a record of academic performance that indicates successful learning. Student work should be completed at a college level. Any student who does not demonstrate adequate skills will be put on probation for one semester. Assigned work must be submitted to instructors on time unless special permission has been granted. Students who hand in work late without prior arrangements will have their grades reduced by one grade for each week it is late (one week late = A-; two weeks =B+ etc).

Attendance Policy

Regular attendance at each class meeting is essential to the learning process. Attendance is taken at every class and is reported to the registrar's office. Excessive absences will result in grades being lowered. **One full point (letter grade) will be deducted if there are more than six hours of unexcused absences in a 39 hour course.**

Each additional six hours of absence will lower the grade by a further third of a grade.

Absence may only be excused by the registrar's office, and not by instructors. A 50% absence rate requires the course to be retaken, even if the absences were excused. NOTE: No absence relieves the students

from the responsibility of meeting assigned deadlines for material, assignments, or examinations missed.

In general, only a limited number of circumstances meet the criteria of an excused absence. These include: documented illness; family obligations (immediate family members only, not friends); or unavoidable obligations stemming from employment as a teacher. Students who choose to travel are responsible for adhering to all scheduled examination and assignment deadlines.

Classroom Conduct

Students are expected to arrive promptly to all class sessions, remain for the full duration of the session and to refrain from distracting or disturbing behavior. **Eating or texting during class is unacceptable.** Students should not *daven* during class time, nor arrive late due to *davening*. Every three instances of such behavior and/or tardy arrival to class (for any reason) will be treated as equivalent to one absence. Cell phones and pagers must be off during class sessions. Only mothers of young children may keep cell phones on. The office will call a student out of class in the case of an emergency.

Academic Honesty

All work is expected to be the result of the student's own efforts unless properly acknowledged to be the work of someone else. Academic dishonesty is a very serious offense. Unacceptable behavior includes submitting another student's work as your own, cheating on examinations, and plagiarism in all forms.

Students must give credit for ideas or materials taken from another source. Any passage, no matter what length, from an article or book should be enclosed in quotation marks and appropriately footnoted.

Personal Conduct

Students at Maalot/Zaidner are expected to reflect the ethical values and personal conduct required of a *Bas Yisroel*. Any questions or clarifications regarding these values & standards should be discussed with the registrar.

Bulletin Boards and Email

Maalot Los Angeles uses email as a primary means for contacting students. Students must have a valid email address that they check frequently. Changes in schedule, class cancellations and other important information will be transmitted via email. The Maalot/Zaidner bulletin board is located outside the office. Whenever it is necessary to advise students about important information notices will be posted on this bulletin board. **It is the students' responsibility to check this bulletin board at least once a week.**

Computer Access

All Maalot students may use our computers for homework or practice outside of class hours. Please make sure that you do not disturb any ongoing computer classes or students taking CLEP exams. There is a printer and a photocopying machine for student use. A small fee will be charged for printing and photocopying. **Please note, the computers are set to automatically delete files and documents on a regular basis.** If you create a document that needs to be saved; make sure to transfer it to a flash drive or email it to your personal computer. It will not be retrievable. Please make sure to turn off your computer when you leave the classroom.

Attire

Students are expected to dress as befits an orthodox Jewish woman. Proper sleeves and necklines, skirt lengths, full hair covering for married women, and stockings are the uniform of the Jewish woman.

Messages

Messages can be left at the office. The office staff will do its best to notify our students of any personal messages.

Maalot students have earned a reputation for their intelligence and integrity. We get many calls from employers. This message board also advertises used books, etc. for sale.

There are no public telephones in the building. Students may ask to use the office phone when necessary.

Legal Disclosures for the Benefit and Protection of the Student

Drug And Alcohol Policy

Our institution is committed to maintaining a **drug-free campus**. This is for your benefit and protection, as well as for the welfare of your fellow students and employees.

Although drug and alcohol abuse are common in American society, we expect our school to be totally drug-free. The policies listed below were formulated with that in mind and we are very serious about enforcement of our standards.

Please read the following carefully, and ask for clarification if needed. Our policies are tough, and we expect them to work.

1. Standards of Conduct Regarding Drug and Alcohol Use

We will not tolerate any unlawful use, possession or distribution of illicit drugs on school property, or as part of school activities.

In addition, any student misusing drugs or alcohol off-campus will be subject to the same reprimands and disciplinary sanctions listed for violation on-campus (see #5 below), up to and including suspension and expulsion.

2. Legal Sanctions: local, state and federal

Please remember that local, state and federal laws are constantly changing. As a result, information we distribute about legal issues may not be up-to-date. [If you are interested, you may check with law enforcement offices about current information.]

Note that the trend in legislation, law enforcement and the courts is toward harsher penalties, larger fines and longer periods of incarceration.

Remember, a conviction causes you to have a permanent criminal record.

You can be arrested if you are in the company of friends who are using illegal drugs, even if you are not participating. The present penal system is such that even one night in jail awaiting a court appearance (even if you are not convicted) is not an experience you will relish.

a. Federal Penalties

There are severe penalties for illegal drug trafficking with minimum sentences for many categories. See attached chart.

b. State Penalties

In the State of California possession of illegal drugs carries fines of \$100-\$500 and incarceration of up to six months. Sale of illegal drugs is a felony that can result in up to five years of imprisonment.

c. Local Ordinances

These may range from fines for driving with an open container of an alcohol beverage in the car, regardless of whether the driver has consumed any alcohol, to more severe penalties.

3. Health Risks

Studies have now proven that all illegal (and many prescription) drugs are, to some extent, physically and / or psychologically addictive.

Marijuana, once considered relatively harmless, has been shown to affect memory and intelligence, most seriously among young people who are at a crucial stage of development. Marijuana may also act as a “gateway” to more dangerous drugs.

In the past, marijuana was often of very weak quality. Potency has increased over the years, and many samples have been found to be adulterated with dangerous hallucinogens and other substances.

There is no safe drug. Many drugs are potentially addictive after only one dose. Many drugs can kill with just the smallest amount of overdose.

There is no drug experience that is worth risking your health, and the health of your family, including your unborn children. Remember, you may also be risking your life.

In The Event You Have A Drug Problem

If you need assistance, we expect you to come to us. We will refer you for counseling. If you do not come forward, but we discover that you have a problem, you will be required to seek professional assistance before you can return to school.

For counseling and treatment, we refer students to the CounterForce, the counseling and drug abuse prevention and treatment division of Torah Umesorah National Association of Hebrew Day Schools.

5. Disciplinary Sanctions that the Institution Will Impose on Students and Employees

As an institution which is firmly opposed to any drug involvement, we shall deal severely with any student who misuses controlled substances. Please read the following carefully. It is the only warning you will receive before sanctions are imposed.

a. Knowledge that another student/employee is involved with drugs or alcohol

Students/employees who become aware that a fellow student/employee is misusing drugs or alcohol are expected to bring the problem to the attention of the Dean of Students immediately. Students/employees who fail to do so will be held responsible and will be censured.

Any problem can be resolved more easily if caught earlier. Neglect of a problem can be a severe danger to the person involved, as well as to those around him.

b. First Offense - Students

A student who is reported to have misused drugs/alcohol will be called to the Administrator's office to explain himself. The Administrator will interview any witnesses and make a determination of the student's culpability.

If found at fault, the student will receive a reprimand and the offense will be noted in the student's permanent record.

At the discretion of the Administrator, the student will be suspended, pending discussion with the student's parents and meeting with a health professional to assess the degree of the problem.

If the Administrator is fully satisfied that this was a unique occurrence, and that the student is sincerely regretful, and can be trusted to refrain from any future involvement with drugs, the student will be allowed back into school.

She will be clearly warned that any repeat of the offense will result in immediate suspension pending investigation, and ultimately in expulsion.

c. Second Offense - Students

Any student who is guilty of a second offense, as determined by investigation by a faculty board of inquiry, will immediately be expelled from the institution.

Reinstatement may be considered only after a prolonged period of professional counseling and compliance testing, and at the discretion of the administration.

There is no due process involved, and no appeal will be accepted. Attendance at our institution is a privilege, not a right, and may be withdrawn without notice if the student is deemed a threat to the moral and/or physical integrity of the student body.

d. First Offense - Employees

In general, no applicant who has been convicted of a drug-related offense will be hired as an employee of this institution, although we may consider extenuating circumstances.

Any employee who has concealed a past drug-related conviction will be terminated without notice if such offense comes to our attention.

Any employee who is observed to be misusing drugs or engaging in the unlawful possession or sale of drugs will immediately be terminated and referred to appropriate law enforcement officials.

e. Addiction to Prescription Drugs/Alcohol

As legal substances, prescription drugs and alcohol are, unfortunately susceptible to misuse and addiction under the proper circumstances, the institution is sympathetic to any individual who is inadvertently entrapped in such a situation, and urges that individual to obtain immediate professional and/or self-help group type of assistance in curing the addiction.

The administration will make every effort to allow the employee to arrange his/her schedule to facilitate seeking professional assistance, and

will make every possible effort to allow an employee to return to work after seeking treatment for their addiction at a residential clinic.

f. Responsible Use of Alcohol

Under no circumstances is a student who has consumed **any** alcohol beverage, in **any** quantity, to drive **any** motor vehicle. A student's friends are expected to exercise good judgment and seek the assistance of an adult if they are unable to dissuade a student from driving.

Preferably, a student who is drinking should turn his car keys over to a friend. We wholeheartedly support the idea of a designated driver. This is an arrangement where one person, who will not drink at all, is selected in advance to drive home.

Any student who drinks will be held responsible, and censured severely, for any infraction of this rule, up to and including a meeting with the student's parents, and/or suspension.

Campus Security And Fire Safety Procedures

(A) Campus crime reporting procedures: Any student or employee who observes a crime should immediately notify the nearest police station located at 4861 Venice Blvd, Los Angeles, CA 90019. Their phone number is (213) 473-0476. In addition, in the event of any threatening event (e.g. bomb threat, suspected criminal, suspicious character on premises, etc.) the person who observes the danger should carefully and quietly notify the senior administrative staff member in the building so that all students and employees can be notified and advised what precautions to take, while avoiding panic.

All crimes should be brought to the attention of Mrs. Sharon Altschuler who serves as a liaison with local police in coordinating information and keeping students informed. Pertinent crime information will be publicly announced to the student body within 24 hours of a crime.

(B) Policies on access to facilities: Access to all school facilities is restricted to students, employees and authorized visitors who are approved by the school administration. All buildings are to be securely locked after programs and study sessions have ended. After-hours, student access is provided by contacting appointed employees and/or students.

(C) Current campus law enforcement policies: The institution maintains no security force of its own. All students and employees who observe some dangerous or suspect situation are expected to communicate with local police immediately. Students are reminded of their responsibility for the welfare of their fellow students.

(D) Availability of on and off campus counseling and mental health services for crime victims: **Counseling is available on campus and is provided by faculty and administration members. In addition, counselors with special training in the counseling field are available to students through The Ness Counseling Center. Their phone number is (310) 360-8512.**

(E) Policies for preparing the annual disclosure of crime statistics: The institution annually discloses crime statistics to students and employees.

(F) Programs to educate students and employees about campus security procedures: Students are expected to read all the security materials carefully, and to adhere to all policies.

(G) Programs to educate students and employees about crime prevention: Students are required to participate in the time-to-time presentations by the police department and other recognized public safety authorities. Students are expected to observe rudimentary precautions, such as traveling in groups after dark and in high crime areas.

(H) Policy regarding police monitoring of crime at recognized off-campus organizations: There are no authorized off-campus organizations.

(I) Substance abuse policy: See above Drug and Alcohol policy.

(J) Campus policy regarding sexual assault: Maalot Los Angeles is fully committed to maintaining a safe and secure environment for all students. Accordingly, the school adheres to a strict no-tolerance policy with regard to sex offenses.

In the event of a sex offense, students are urged to contact the police immediately. The nearest police station is located at 4861 Venice Blvd, Los Angeles, CA 90019. Their phone number is (213) 473-0476.

If a student does not feel comfortable contacting the police directly, he may do so indirectly through the school's police liaison, Mrs. Sharon Altschuler.

Should such an assault occur, it is important for the student to preserve all evidence as proof of a criminal offense.

Confidential counseling for victims of sex offenses is available through The Ness Counseling Center. Their phone number is (310) 360-8512.

Maalot Los Angeles will change a victim's academic and living situation after the alleged sex offense if changes are requested by the victim and are reasonably available.

In the case of an alleged sex offense, both the accuser and the accused will be called before a disciplinary committee headed by the Administration. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. The Administration will interview both parties and any witnesses in order to make a determination of the student's culpability. The accuser and the accused will be informed of the school's disciplinary proceeding with respect to the alleged sex offense.

Any student, who is found guilty of a sex offense, as determined by an investigation by a faculty board of inquiry, will immediately be expelled from the institution.

There is no due process involved, and no appeal will be accepted. Attendance at our institution is a privilege, not a right, and may be withdrawn without notice if the student is deemed a threat to the safety and security of the student body.

(K) Emergency evacuation procedures: In the event of an emergency, an announcement will sound throughout the entire building, classrooms, study area and restrooms. Students are instructed to evacuate the premises as posted and meet at the designated emergency evacuation site upon hearing the alarm.

(L) Other emergency procedures: If an emergency or threat requires that students remain in the building and that the building remains securely

locked, Lockdown Procedures will go into effect securing the building and students from any outside threat.

(M) Fire Safety Procedures and Fire Statistics: In the event of a fire in the school building or dormitory, the fire alarm will sound throughout the building. Students are instructed to evacuate the premises and meet at the designated emergency evacuation site upon hearing the fire alarm. The institution conducts a number of fire drills (two per each semester) to ensure that students and staff are familiar with fire evacuation protocol.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Completion and Transfer Out Rates/Student Right to Know

Program Name	Completion Rate	Transfer Out Rate	Completion Rate based on 100%
Liberal Arts	100%	N/A	

BRANCH DETAILS

Zaidner/Maalot courses from any of the locations listed below where instruction is offered (Jerusalem, Brooklyn, Montreal, Toronto, Baltimore, Detroit, and Ramapo, etc.) can be applied to the Thomas Edison degree. Students who find it beneficial or necessary to move to a location other than where they first enrolled have more of an opportunity to continue their studies with minimal interruption. Acceptance to any of the schools or branches does not automatically imply acceptance to any of the other locations.

Maalot – Main Office

Neve Women Programs:

Bnos Chava; Bnos Sarah; Midreshet Tehila; Machon Bnos Yehudah;

Mesores Rochel

Neve Men Programs:

Bais Yisroel; Tiferet Yerushalayim; Tehillas Shlomo; Aderet Hatorah

Registrar: Mrs Nechama Landesman

Email: nlandesman@nevey.org

Achvas Bais Yaakov (Yerushalayim)

Registrar: Mrs Bonnie Hartman

Email: AchvasBY@nevey.org

Maalot Greater Manchester (BSS Seminary)

Registrar: Mrs Gail Fletcher

Email: gfletcher.bss@tiscali.co.uk

Maalot Bais Rivkah (Crown Heights, NY)

Registrar: Mrs Chanie Wolf

Email: cwolf@bethrivkah.edu

Maalot Queens

Registrar: Rabbi H. Alcabes

Email: maalotqueens@gmail.com

Maalot IDT (Newark, NJ)

Registrar: Rabbi J Weisberg

Email: idtyeshiva@gmail.com

Maalot Baltimore

Registrar: Mrs Judy Gross

Email: jgross@maalotbaltimore.org

Maalot Detroit

Registrar: Mrs Carol Perecman

Email: carol.perecman@att.net

Maalot Los Angeles

Registrar: Mrs. Sharon Altschuler

Email: info@maalotla.org

Maalot Machon Chen (Zurich, Switzerland)

Registrar: Mrs. Hudi Weisz

Email: Office@machonchen.ch

Maalot Montreal

Registrar: Mrs. Shani Mendlowitz

Email: smendlowitz3@gmail.com

Maalot New York

Registrar: Rabbi S. Ginzberg

Email: maalotny@gmail.com

Maalot Derech Shlema (Georgia)

Registrar: Sofia Kakabadze

Email: maalotderechshlema@gmail.com

Notice of Student Right to Cancel

You may cancel your contract for school, without any penalty or obligations* up to the first day of your first class session as described in the Notice of Cancellation that will be given to you to the first class you attend. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you've misplaced your Notice of Cancellation form, ask the office for a copy.

After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund of up to 60% of the course not taken. Your refund rights are described in the student handbook. If you've misplaced your handbook, ask the office for a description of the refund policy. You will receive a refund within 30 days of cancellation.

Contact the Bureau for Private Postsecondary Education at the address and phone number printed below for the information. If you have complaints or problems that cannot be worked out with the school, write or call the Bureau for Private Postsecondary Education:

**2535 Capitol Oaks Dr. Suite 400
P.O. Box 980818
Sacramento, California 95833
Phone: (916) 431 6959 Fax: (916) 263 1897 www.bppe.ca.gov**

*** The \$100 per course registration fee will not be returned.**

STUDENT DECLARATION

All Maalot/Zaidner students must sign and return the following declaration by the second week of the initial registration. No transcript will be issued to a student who did not comply.

I, _____, the undersigned,
(Print name clearly)
have read and understood the rules and regulations contained in
this handbook.

Signature

Date

Any questions a student may have regarding this catalog that have not been satisfactorily answered by Maalot Los Angeles may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833, www.bppe.ca.gov.

Toll free telephone number (888)370 7589 or by fax (916) 263 1897.

Zaidner Institute/Maalot Los Angeles
5822 West Third Street
Los Angeles, California 90036

Last updated June 22, 2013

Summer 2012
Course Descriptions

History of the Jewish Community in the Land of Israel (HIS 337)

The land of Israel is the focus of our daily prayers and the public media. This course covers the history of Jewish settlement prior to 1948. Examine the times of the Baalei Tosafot, the Ramban, and the Bartenura in the early settlements of Tzefat, Tveriya, and Hevron. Learn about the birth of political Zionism and the five major waves of Aliyah. Students will understand the imprint of the early days of settlement on the state of Israel today. (*Social Science*)

Computer Concepts & Applications/Data Processing (CIS 101)

This course is intended as an introduction to computers and the application software categories of word processing, database, and spreadsheet using Microsoft Office software application. (Word, Access, and Excel) Topics also covered include Word Art and Clipart, file management using Windows Explorer, Microsoft Power Point for producing presentations and the use of the internet and email. (*Science*)

Curriculum in Education – Jewish Studies (EDU 108)

Both parents and teachers benefit from this innovative course on Jewish education. The course covers a diverse set of issues such as the differences in method for teaching Bible, Prophets, teaching for knowledge vs. moral values, and how to bring Holocaust education into the classroom. Students meet with a number of successful educators from the local day schools who specialize in curriculum development. (*Free elective*)

Introduction to Psychology (PSY 101)

This course is a pre-requisite for all advanced psychology classes. It provides an overview of various theories of basic and applied psychology. Topics include the biological bases of behavior & perception, memory and forgetting, stress, theories of learning, mental health, psychotherapy, human development, and social psychology. (*Social Science*)

Psychological Foundations of Education (PSY 230)

This course will examine the educational theories of Erickson, Piaget, and other pioneers who investigated the ways we learn. This course will examine how different children develop, interact, and learn within educational settings, and psychological evaluation of classroom learning and school achievement. (*Social Science*)

Pre Requisite –Introduction to Psychology

Summer 2012
Course Descriptions

Group Dynamics or Interpersonal Behavior in Small Groups (SOC 397 or PSY 282)

How do we form friendships and respond to social pressure? How can we become more effective problem solvers in our families, classrooms, and communities? This course explores the dynamics behind interpersonal relationships: group formation and development, interpersonal power within groups, status and role, group tasks and group goals, effective participation in groups, the physical environment of groups, and leadership style. This course is a must for women who want to be effective and positive participants in their social environment. *(Social Science)*

Pre Requisite –Introduction to Psychology

Introduction to Counseling (PSY 331)

Major topics covered in the course are the nature of helping relationships, goals in counseling skills and techniques, ethics in counseling, and the components of effective helping in a theoretical as well as a practical framework.

(Social Science)

***Pre Requisite – Introduction to Psychology and Theories of Personality
Developmental Psychology II suggested***

Social Psychology (PSY 370)

This course is an introduction to research and theory in social psychology. Topics include human processing of social information, social influence, persuasion and attitude change, social interaction and group phenomena. The application of social psychological knowledge to current social problems is discussed.

(Social Science)

Pre Requisite – Introduction to Psychology or Introduction to Sociology

Course Descriptions Spring 2012

Studies in Maimonides' Laws of Repentance (Hilchos Teshuva) I (PHI 333)

This course covers the Maimonides' classic work, Hilchos Teshuva, with an in-depth analysis of the laws of repentance, the power of confession, and the philosophic implications of reward and punishment.

Prerequisite – Any Jewish Philosophy course

Classroom Management (formerly Principles of Methodology) (EDU104)

Major topics covered in the course are: defining good classroom management; looking at misbehavior; class discipline; the importance of routines; discipline with dignity; principles; professional development; classroom management; levels of response; micro teaching; practice teaching; introduction to evaluation; formative evaluation; summative evaluation; designing effective tests, report cards, and communicating effectively with parents; PTA and role playing; creating the right environment; and starting your new year.

Practicum in Education II (EDU3015)

Women who are novice teachers as well as those considering entering the field of education or special education are invited to benefit from expert guidance and reflective teaching. In this course, one can earn a salary, college credit, and the personal satisfaction of observing one's own professional growth. These courses are designed to provide an understanding of the physical, emotional, and cognitive needs of learners. Participants learn concepts that they immediately apply in the classroom. Students keep a journal in which they reflect on their own school experiences, their observations of other teachers, and their own application of concepts. Major topics discussed are: the role of play in early childhood development; curriculum design and implementation in early childhood education; teaching problem solving skills, creating the physical and emotional environment to learn; skills in communicating with children; classroom management and collaborating with parents and staff. To register, a student must be employed in a school classroom for 20 hours per week as a teacher's aide or special education inclusion aide.

Prerequisite – Practicum in Education I (suggested)

Pre or Co requisite – Principles of Methodology

Introduction to Statistics (STA201)

This course is important for those who wish to understand psychological measurement and evaluation, financial trends, and measurement of educational accomplishments. This course covers the necessary concepts to understand statistics: measurement scales; sources of data; descriptive statistics; data display; univariate measure of location and variability; basic probability; normal curve and applications; correlation and regression; inferential statistics; probability theory, binomial distribution; and parametric and non-parametric tests of significant difference.

Pre or Co Requisite – College Algebra suggested

Abnormal Psychology (PSY350)

Major topics covered in the course are: historical perspective; major psychiatric (DSM-IV) categories; causes and treatment; and three major therapeutic orientations – psychoanalytical, behavioral and humanistic.

Prerequisite – Introduction to Psychology; Theories of Personality (suggested)

Sociology of the Family (SOC460)

Do you think you are free to marry anyone you want? Or does society play a role in dictating that decision for you? Learn the answer to this and more questions in Sociology of Marriage and Family. This course will take an in-depth look at contemporary issues in American family, including mate selection, marital communication, transition to parenthood, parenting, family disruptions, relationship between work and family, and the effects of changing gender roles.

Pre or Co Requisite - Introduction to Psychology or Introduction to Sociology

Course Descriptions Spring 2012

Survey of Exceptional Children (PSY383)

Major topics covered in the course are: an introduction to the study of exceptional children – hearing impaired, visually impaired, mental retardation, emotionally disturbed (behavior disordered), physically handicapped, speech and language disorders, gifted and normalization; incidence; causation; diagnosis; treatment; behavior management; and suggestions for the classroom teacher.

Pre or Co Requisite – Introduction to Psychology or Introduction to Sociology

Group Dynamics (SOC397)

How do we form friendships and respond to social pressure? How can we become more effective problem solvers in our families, classrooms, and communities? This course explores the dynamics behind interpersonal relationships: group formation and development, interpersonal power within groups, status and role, group tasks and group goals, effective participation in groups, the physical environment of groups, and leadership style. This course is a must for women who want to be effective and positive participants in their social environment.

Prerequisite – Introduction to Psychology or Introduction to Sociology

Principles of Management (MAN301)

Though geared for a business major, anyone in a position of responsibility can benefit from this comprehensive course. Learn about the importance of responsible leadership, ethical decision-making, the importance of planning, theories of motivation, individual and group behavior, and the impact of rapid change on managers and businesses.

Two Dimensional Design (ART 221)

The course objectives are to introduce students to the meaning of graphic design, the role of the graphic designer, the fundamental principles of two-dimensional design and color theory, and the major art movements in history. Also, the relationship between strategic marketing and design development will be explored. We will discuss how advertising agencies work and develop ad campaigns. Major topics covered are design and communication skills.

Course Descriptions Fall 2012-2013

Studies in Jewish Law: Interpersonal Relationships (REL319)

This course covers the diverse Rabbinic approaches to complex psychological, social, and moral issues of interpersonal relationships. Among the many topics covered are respect for parents (and in-laws), adoption, charity, labor relations, and marriage contracts (kesubah). This course also addresses Jewish bio-ethical issues of caring for the sick and concern for the dying. All topics in this important and practical course are studied from original sources, spanning from Biblical and Talmudic eras to modern legal response.

Philosophy of Interpersonal Relationships (PHI373)

“Thou shalt not hate thy brother in thy heart.” (Lev. 19:17) The dynamics of this commandment encompass a wide range of obligations and prohibitions. Our entire societal behavior is based on our philosophy of interpersonal relationships. This course explores the philosophical underpinnings of the laws of charity, greed, friendship, cynicism, deception, and revenge.

Studies in Megillos II: Songs, Ecclesiastes, Lamentations (REL357)

This course provides an in-depth look at several of the Scriptures (Megillos). Topics include the allegorical interpretation and structure of Song of Songs, the discussion of pessimism and optimism in Ecclesiastes, and the historical context and role of Jerusalem as described in Lamentations.

Prerequisites: Ability to read and comprehend Hebrew.

Introduction to Marketing (MAR301)

Wherever we go, we are always marketing our values, our products, and ourselves. This hands-on course discusses the role of marketing in strategic planning and business success. Students are involved in forecasting, targeting, product positioning, packaging, and promotion. The culminating project is to create a complete business plan for an existing or new company.

Introduction to Psychology (PSY101)

This course is a pre-requisite for all advanced psychology classes. It provides an overview of various theories of basic and applied psychology. Topics include the biological bases of behavior & perception, memory and forgetting, stress, theories of learning, mental health, psychotherapy, human development, and social psychology.

Theories of Personality (PSY 352)

This course discusses the diverse perspectives of major personality theorists such as Erikson, Adler, and Jung who are among the giants of psychological research. Their theories, along with those of other pioneers in the field of psychology, gain added depth by the thoughtful teaching of a Torah perspective.

Prerequisite – Introduction to Psychology

Industrial/Organizational Psychology (PSY 363)

This course will explore psychology in the workplace; a comprehensive assessment of the human and societal context within which work takes place and to explore the issues, questions and solutions that applied psychology can make; explain of the essential language, assumptions and methodology of the psychologist in the workplace; identify the ethical issues involved with advising, consulting and researching within organizational and work settings; construct a framework utilizing a prior understanding of psychology to address issues and concerns of the contemporary workplace; acquire a necessary background for the study of more specific areas of applied psychology and organizational behavioral studies.

Prerequisite – Introduction to Psychology

Course Descriptions Fall 2012-2013

College Algebra (MAT 121)

This class provides students with algebra skills and problem solving skills. Major topics covered in the course are algebraic expressions, real and complex numbers, equations and inequalities, algebraic and graphic solutions, verbal applications and introduction to functions.

Fundamentals of Nutrition (BIO 208)

Topics include digestion, absorption of nutrients, carbohydrate, fat, protein, vitamin and mineral requirements, additives, food fads, diet, exercise and body response, socioeconomic influence on nutritional habits and culture, consumer concerns. This class counts as a science.

Teaching Reading & Math to Young Children (EDU114)

Reading and math skills are basic to your child's academic success. This course provides the tools to assess reading development and pre-reading skills, and to diagnose the need for remediation. Students will also learn the different techniques for teaching English and Hebrew reading.

MENTORING PROGRAM IN EDUCATION

Practicum in Education I (COP 199)

Women who are novice teachers as well as those considering entering the field of education or special education are invited to benefit from expert guidance and reflective teaching. In this course, one can earn a salary, college credit, and the personal satisfaction of observing one's own professional growth. These courses are designed to provide an understanding of the physical, emotional, and cognitive needs of learners. Participants learn concepts that they immediately apply in the classroom. Students keep a journal in which they reflect on their own school experiences, their observations of other teachers, and their own application of concepts. Major topics discussed are: the role of play in early childhood development; curriculum design and implementation in early childhood education; teaching problem solving skills, creating the physical and emotional environment to learn; skills in communicating with children; classroom management and collaborating with parents and staff. (6 CREDITS)

Pre or Corequisite – Introduction to Methodology

Participation in the Mentoring Program requires student to be employed in a classroom setting 20 hours per week as a teacher's aide or special education aide (shadow).

Introduction to Methodology (EDU101)

When is a question really a question? When is it a simple boring review? The answer is in the classic work of Bloom's Taxonomy, familiar to every successful teacher. This course will examine Bloom's contribution as a practical guide to lesson planning, review, and integration. This course covers topics and goals in both general studies and Jewish education, and teaches the specific tools needed to achieve those objectives.