Yeshiva University

AZRIELI GRADUATE SCHOOL OF JEWISH EDUCATION AND ADMINISTRATION

Master's Degree Student Handbook 2021-22

Rona Novick, Ph.D., Dean

Laya Salomon, Ed.D., Director

www.yu.edu/azrieli

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INTRODUCTION

ABOUT AZRIELI

The Azrieli Graduate School of Jewish Education and Administration (AGS) offers several tracks leading to the Master of Science (MS) degree. To meet the diverse needs of our students, AGS offers a full-time one-year program track for those who are able to dedicate significant daytime hours to their studies, and an evening-based two-year program track for those currently employed in the field of education. Our Master of Science in Education is designed to combine coursework with field experience, resulting in graduates who are highly skilled and professional educators. Our Master's in Jewish Curriculum Development is geared to students who wish to make a difference in educational design and curriculum development.

The director of the Master's program, Dr. Laya Salomon, in collaboration with the AGS faculty, designs the policies, procedures, and curriculum for each of the MS tracks. Located in Belfer Hall, Room 311, the Office of the Master's Program coordinates all aspects of the MS tracks under Bradley Avrahami, the Student Enrollment and Communication Liaison, he is available by phone at (646)-592-6361 or by email at bradley.avrahami@yu.edu. Dr. Salomon can be contacted at (646)-592-6350, via email at laya.salomon@yu.edu, and during office hours at Belfer Hall, Room 305.

A MESSAGE FROM THE DIRECTOR OF THE MASTER'S PROGRAM

Welcome to the Azrieli Graduate School of Jewish Education!

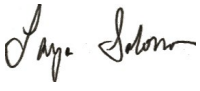
Azrieli is the premier institution for training professionals in the field of Jewish education. Our strong research faculty is comprised of experts in curriculum, pedagogy, psychology, supervision, leadership, and cognition. Led by our Dean, Dr. Rona Novick, our professors provide a rigorous Master's program that is driven by theory while grounded in the real world of classroom teaching. Our Master's program is unique in that we apply world-class expertise in education to the subjects of Jewish education. Students leave our program with more than just generic teaching ability; they also develop the knowledge, skills, and dispositions to teach Jewish subjects such as *chumash, navi, tefila,* Hebrew, *gemara, and halacha*.

Our learning options are flexible, designed to meet your needs. Our diverse set of program tracks include the PELE Chinuch Fellowship a 1-year track, a BA/MS track, a *Smicha* track, a two-year teacher track, a degree in Jewish curriculum design, and an Azrieli-Revel dual degree program. Among these options you are sure to find a track that suits your educational goals and personal schedule.

In addition, it is a point of personal pride to me that Azrieli is not only a Master's program but also a community. Together, our students and faculty create a warm and welcoming learning environment; our students are active participants in the learning process, and our faculty is committed to helping each and every student grow as a teacher.

Please don't hesitate to contact me with questions about the program, any concerns you might have, or just to schmooze about Jewish education. I am, and will be, more than happy to help you in any way I can.

B'Hatzlacha,



Laya Salomon, EdD

November 2021 LS

PROGRAM DESCRIPTIONS

All Azrieli students will take the same core classes, following a set of classes, which can be found on the following pages. Below are basic descriptions about the various ways to complete the Azrieli program.

MS IN JEWISH EDUCATION

PELE Chinuch Fellowship:

This program is an accelerated version of our regular program and is completed over the course of four semesters – summer, fall, spring, summer. It is geared towards dedicated students who want to commit a year towards rigorous, collaborative learning and growth. Students in this program complete their student teaching during the fall and spring semesters. PELE is a competitive, individualized program and is limited to 10 students annually.

Standard 2-Year Program:

In this program, students complete their course requirements in two years, generally taking all their classes with the same students over their course of studies (cohort model). Students take 2 or 3 classes each semester, with a course sequence outlined by Azrieli, and complete their student teaching during their second year in the program, after having completed about 5 courses.

Online Program:

In the online program all courses are completed online, asynchronously. The online program follows the same general course of study as the standard 2-year program, though students generally do not follow a cohort model. Students take classes at their own pace, as classes are offered online in a 2-year rotation. Students in the online program may fulfill the student teaching requirement after they have completed at least 5 Azrieli courses.

Master's in Jewish Curriculum Development:

Students who are committed to or heavily involved in curriculum design, such as a school administrator or curriculum coordinator, may complete a Curriculum Internship instead of the Student Teaching requirement. The Curriculum internship is an intensive yearlong study and analysis of curriculum design and includes the creation of a yearlong school curriculum.

YESHIVA UNIVERSITY JOINT DEGREE PROGRAMS

There are multiple opportunities for combining Azrieli with your YU undergraduate program and/or other graduate programs while at Yeshiva University:

BA/MS Program:

Undergraduate students who have completed 94 credits and have a minimum GPA of 3.2, may take up to four (4) classes in their senior undergraduate year at Yeshiva University, and complete the rest of the program during the following year and summer. Students in this program apply to the BA/MS program before their senior year and then apply for admission to the MS program before they start their second year. Student teaching may be completed in the second year.

Stern Legacy Program (Special BA/MS Program):

Students in the Jewish Education Legacy program at Stern College complete Azrieli via an accelerated track. As in the standard BA/MS program, they may take up to four (4) classes in their senior year. In addition, they are exempt from the Models of Teaching I course (and MUST replace it with an elective), as well as all student teaching requirements.

Semicha Program:

This program is designed as the co-requisite for students at RIETS who are considering career paths in Jewish educationThis program also offers students a significant financial aid package.

Joint GPATS Program:

Women who decide to do the GPATS program can also use that time to work on a degree from Azrieli. While this program is called a “Joint program” students must apply to Azrieli separately from GPATS. Azrieli offers these students the following benefits:

- Exemption from the class “Promoting Jewish Values” and one (1) content elective class
- Financial aid package equal to the one offered to RIETS students

Joint Azrieli-Revel Dual Degree Program:

Students pursuing an MA degree at Revel, in Jewish Studies, Talmudic Studies, or Jewish History, can also apply to complete the Azrieli MS at the same time, and vice versa. Students must apply and be accepted to both programs separately. In doing this program, students may share the credits from up to two (2) courses between their degrees.

ESSENTIAL PROGRAM COMPONENTS

While there are different Master's programs at Azrieli, they all share certain key components.

36 credits:

1. 10 courses (or 30 course credits) divided as follows:
    a. **Seven core curricular courses** which are required of all students. These are all about pedagogy.
    b. **Three elective courses**, which are content classes, so students have the opportunity to study topics other than pedagogy.

2. Educational Psychology and Jewish Learning is a prerequisite for the Master's program that can be taken through Azrieli either before enrollment or during the first semester in the program. Students may opt out of this requirement with any Intro to Psychology fulfillment from an accredited university.

3. Professional Enhancement Practicum (PEP) or a Curriculum Internship (6 course credits). For more information on PEP and the Portfolio, please refer to their respective guidebooks, found on the Azrieli website: http://yu.edu/azrieli/current-students/handbooks-forms/
    a. PEP is a year-long teacher training experience that is accompanied by a seminar.
        i. Students can be placed as student teachers in schools or can fulfill PEP in a full-time teaching position (pending Azrieli approval).
    b. For the Master's in Jewish Curriculum Development degree, the curriculum internship replaces the six credits of PEP with an internship in which students work with schools (or other educational institutions) to develop curricula in Jewish education.
        i. In this program students will be required to take their methods electives in specific concentrations that are connected to the year-long curriculum work in which they will be doing their internship.

4. Portfolio, a capstone project that students work on throughout their final (or only) year at Azrieli, and for which they register in their final semester, which should be either the spring semester of PEP, or the summer following. Link to portfolio requirements here.

5. There are two workshops which students complete as part of the Seminar in Contemporary Jewish Ed course. Completion of these workshops is a graduation requirement. Your course instructor will share information on how to complete these workshops. The two workshops currently required and offered at Azrieli:
    a. **Violence Intervention**, this is a self-enrolling course in our program, also known as **SAVE.** This workshop is all online.
    b. **Child Abuse Identification & Reporting** can be done in person or online.

Things to know:

Aside from the online program, all of the core courses are offered on a set schedule, in a **cohort model.** Students do not choose classes; classes are determined based on the program and cohort the student joins.

All **student teaching placements** must be arranged prior to the year in which student teaching begins. Azrieli will help students find appropriate schools and student teaching arrangements, and will provide instructions regarding how best to secure a school placement. Students outside the New York area may have to find their own placements.

The **Professional Portfolio** includes material and information demonstrating the knowledge, skills, and dispositions. Students in the teaching track must include a 5-10 minute teaching episode (video) in the portfolio, along with a reflective statement. Students must also include an updated resume and philosophy statement.

AZRIELI PROGRAM DISPOSITIONS AND GOALS

Upon completion of the Master's of Jewish Education degree programs, graduates will display:

1. Competence in the development and delivery of Jewish studies curricula in such areas as Bible, Talmud, prayer, and Jewish history.
2. An understanding of and competence in teaching Jewish middot and values.
3. Competence in classroom procedures and management techniques, and strategies appropriate to their chosen grade levels.
4. Commitment to and competence in pedagogy that promotes interactive engagement in a safe, student-centered learning environment.
5. Competence in the use of formative and summative learning assessments and subsequent modification of lesson plans in their chosen areas of expertise.
6. Understanding and acceptance of varied learning styles, and competence in the delivery of differentiated instruction in their subject area(s).
7. Professionalism in demeanor and dress; commitment to their faculty, students, and school community; and commitment to ongoing learning in the content and pedagogy of their chosen fields.

Participation in our Master's programs depends on students demonstration of reflectiveness, objectivity, and professionalism. In particular, we expect students to engage with their professors, supervisors, cooperating teachers, and Azrieli administrators in a thoughtful and respectful manner. Students must be punctual, limit absences as much as possible, dress appropriately, and seek constructive feedback when confronting classroom dilemmas. Students who are unable to meet these basic requirements may be penalized, at the discretion of the Director of the Master's programs, with the failure of a course, disciplinary dismissal, or such other penalties as are deemed proper.

Expectations of the Online Learner

Azrieli offers some classes online in all programs, along with the completely online Master's program. It is important to recognize that asynchronous online courses are different from the traditional face-to-face (F2F) courses you may have taken in the past. There are few, if any, times when the whole class meets together (virtually) at the same time. Instead, the emphasis is on you, the learner. It's up to you to get the information you need, test your knowledge, and find new ways to apply it. You must be able to complete lessons and postings on time. **A grade of INCOMPLETE IS NOT PERMITTED as an option in an online course**.

Program Mentors

The Azrieli Master's Degree program recognizes that learning and professional growth will occur not only in your courses, but also through opportunities for mentoring and connection with faculty. Upon admission to the program, each student is assigned to a faculty mentor who will:

- Welcome you as a member of the "Azrieli family"
- Ensure you are aware of program and course requirements and have access to needed resources (program handbook, information on MyYU)
- Touch base once or twice each during the Fall and Spring semesters
- Serve as a sounding board for any concerns, and direct you to the people who can answer your questions and resolve issues
- Provide guidance and support in career related issues

The mentoring process does not replace students' careful attention to and responsibility for their own learning and success in the program. Rather the goal of advisement is to support students as autonomous, dedicated, adult learners.

PELE CHINUCH FELLOWSHIP (1-YEAR)

Purpose

The PELE Chinuch Fellowship is a competitive and highly intensive program that requires students to be in local to New York City. This program is designed to produce educators trained in the Constructivist methodology and works with many schools to ensure that students in this program will have firsthand experience using that model. Because this fellowship provides a significant scholarship, students are expected to maintain high standards of excellence and professionalism.

Structure

The PELE program is completed in four (4) semesters, beginning in the summer and concluding at the end of the following summer. The cohort of students in this program will be given the opportunity to visit multiple schools to see the constructivist model in action and are expected to implement the methodology in their own classrooms.

Students in this cohort must be prepared to complete all twelve (12) required classes in a single year. This means three (3) classes every semester while complete student teaching. The cohort will be in constant contact with the PELE Director to monitor their performance and to review the classes that they will be expected to take. The below schedule of classes is subject to change based on the availability of classes, and the needs of the program for each particular cohort.

Standard PELE Course Schedule (approximate and subject to change each year)

Summer Semester – 9 credits				
Program code	**Course Number**	**Type**	**Name**	**Credits**
EDU	5120	1-week intensive	Models of Teaching 1	3
EDU	5000	Online	Learning and Cognition	3
EDU	----	Online	Content area Elective – selected by PELE Director	3
Fall Semester – 9 credits				
EDU	5816		Seminar in Contemporary Jewish Education	3
EDU	5551	Synchronous Onlie	Professional Enhancement Practicum (PEP) 1	3
EDU	5140		Curriculum & Assessment	3
Spring Semester – 9 credits				
EDU	5552	Synchronous online	Professional Enhancement Practicum (PEP) 2	3
EDU	5130		Models of Teaching 2	3
EDU	5141		Promoting Jewish Values	3
Summer Semester – 9 credits				
EDU	5302	Online	Teaching Literacy	3
EDU	5070	Online	Promoting Jewish Values	3
EDU	5240	1-week intensive	Teaching Holocaust (Elective credit)	3

STANDARD 2-YEAR TEACHER PROGRAM

Purpose

The purpose of the Two-Year Teacher Program is to prepare current and aspiring Jewish educators with the knowledge and skills for educational excellence and professional enhancement. The Teacher Program allows its participants to retain their current positions while they take courses and work towards their MS in Education in the evenings.

Structure

During the first and second year of the program, students take two classes per semester, on the same night (6:00-10:00 p.m.—usually a Monday or Tuesday). In the second year, students also take a PEP (Professional Enhancement Practicum) seminar, which meets 16 times over the course of the year.***

Content area methods electives will be offered during the summer sessions following each year (usually online). Students are required to take a total of nine (9) elective credits (3 courses), one of which should be taken in the spring semester of the second year. The other two may be taken in any of the following combinations: both during the first summer semester, one during each of the two summer semesters, or both during the second summer semester.

Standard Schedule (approximate and subject to change each year)

Program code	Course Number	Day	Name	Credits
Fall Semester – 6 credits				
EDU	5120	Tuesday	Models of Teaching 1	3
EDU	5816	Tuesday	Seminar in Contemporary Jewish Education	3
Spring Semester – 6 credits				
EDU	5130	Tuesday	Models of Teaching 2	3
EDU	5000	Tuesday	Learning & Cognition	3
Summer Semester – 6 credits				
EDU	---	Online	Content area elective	3
EDU	---	Online	Content area elective	3
Fall Semester – 9 credits				
EDU	5551	Monday	Professional Enhancement Practicum (PEP) 1	3
EDU	5302	Monday	Teaching Literacy	3
EDU	5140	Monday	Curriculum & Assessment	3
Spring Semester – 9 credits				
EDU	5552	Monday	Professional Enhancement Practicum (PEP) 2	3
EDU	5070	Monday	Promoting Jewish Values	3
EDU	---	Monday	Content area elective	3
EDU	5700	N/A	Portfolio	0

BA/MS Program
Stern College for Women/Yeshiva College (1-Year)

Purpose
The purpose of the BA/MS Program is to prepare highly qualified educators for teaching positions in Jewish day schools and *yeshivot* across the country. The program offers candidates a unique opportunity to earn a bachelor's and master's degree in an expeditious yet rigorous manner.

Structure
Joint bachelor's-master's programs exist between Stern College for Women (SCW)/ Yeshiva College (YC) and the Azrieli Graduate School of Jewish Education (AGS). Students who complete the program receive both BA and MS degrees. The graduate courses may count toward the 84 credit undergraduate residency requirement, or may just allow the student to get an early start on graduate study.

Students in the BA/MS program take four total graduate courses in the fall and spring of their senior undergraduate year (12 credits). This program is a cohort-based program, and students must take the designated BA/MS classes in order to participate. Undergraduate students who are not part of the cohort may still take Azrieli classes for undergraduate credit, and request that those credits be transferred to Azrieli at a later date.

After the BA/MS year, students are well-positioned to enter Azrieli in the second year of the 2-year program, having completed the first-year classes as undergraduates.

Exceptions
Students from Yeshiva College who wish to enter smicha after the BA/MS year can do so, but the exact sequence of courses available to them will be subject to adjustment each year.

Requirements
Although students generally apply in their junior year, students must have attained senior status and completed at least 94 credits with a minimum GPA of 3.2 before entering the BA/MS program. Students who plan to continue to the MS program should apply for it during their senior year.

Standard Schedule
Per below, students will complete the same sequence of courses as the standard 2-year program, with the first year of courses (Fall and Spring) completed during their senior undergraduate year.

Fall Semester – 6 credits				
Program code	**Course Number**	**Day**	**Name**	**Credits**
EDU	5120	Tuesday	Models of Teaching 1	3
EDU	5816	Tuesday	Seminar in Contemporary Jewish Education	3
Spring Semester – 6 credits				
EDU	5130	Tuesday	Models of Teaching 2	3
EDU	5000	Tuesday	Learning & Cognition	3
Summer Semester – 6 credits				
EDU	---	Online	Content area elective	3
EDU	---	Online	Content area elective	3
Fall Semester – 9 credits				
EDU	5551	Monday	Professional Enhancement Practicum (PEP) 1	3
EDU	5302	Monday	Teaching Literacy	3
EDU	5140	Monday	Curriculum & Assessment	3
Spring Semester – 9 credits				
EDU	5552	Monday	Professional Enhancement Practicum (PEP) 2	3
EDU	5070	Monday	Promoting Jewish Values	3
EDU	---	Monday	Content area elective	3
EDU	5700	N/A	Portfolio	0

Smicha Student Master's Program

Purpose

The purpose of the *Smicha* Student Program is to prepare highly qualified *smicha* students for teaching positions in Jewish day schools and *yeshivot* across the country. The program offers candidates a unique opportunity to earn a Master's of Science in Education while earning rabbinic ordination concurrently. This makes students highly attractive candidates for day school and other teaching positions.

This program is an approved co-requisite for RIETS students.

Structure

Students in the Smicha Student Master's Program pursue their educational studies in years three and four of Smicha. Students in Semicha take two night classes in the fall and two in the spring of their third year. They take two methods electives during the summer (available online). During their fourth year, students complete four more evening classes (two and two), along with PEP. Though the coursework is in the evening, PEP takes place during the day on Wednesdays, Thursdays, and Fridays in pre-determined school placements. Student teaching runs until 2:00 p.m., and students are free to attend Afternoon Seder from 3:00-6:00 p.m.

ONLINE PROGRAM

Purpose

The purpose of the Online Master's Program is to allow Jewish educators who are out of the New York – New Jersey area to complete a Master's in Jewish Education from wherever they may be. This program is available to students who live more than 50 miles from Yeshiva University. Students who live closer than that may be allowed to join the program (decisions will be made on a case-by-case basis), but generous AGS scholarships awarded for local students in the traditional face-to-face program are not available.

Structure

Unlike many of our other programs, students do not follow a cohort model. The same coursework is required, but it can be taken at the student's pace, based on the availability of online courses each semester.

Unlike our other programs, student teaching in this program is completed after the core coursework is completed.

Overview of Program & Preferred Course Sequence

Core Courses			
Course No.	**Day/Time***	**Course Name**	**Credits**
EDU 5120	Online	Models of Teaching 1	3
EDU 5000	Online	Learning & Cognition	3
EDU 5121	Online	Models of Teaching 2	3
EDU 5070	Online	Promoting Jewish Values	3
EDU 5302	Online	Teaching Literacy 1	3
EDU 5140	Online	Curriculum and Assessment	3
EDU 8200	Online	Seminar in Contemporary Jewish Education	3
		Total	21
Content Area Methods Courses			
---	Online	Content area methods class	3
---	Online	Content area methods class	3
---	Online	Content area methods class	3
		Total	9
Other Requirements			
EDU 5551	Online	PEP I (student teaching, accompanied by one class) or Curriculum Internship 1**	3
EDU 5552	*(no class meetings)*	PEP II or Curriculum Internship 2 (student teaching)**	3
EDU 5700		Professional Portfolio (Graduation Requirement)	0
---	Take in first semester	Child Abuse Identification & Reporting Workshop	0
---	Offered online	Violence Intervention Workshop	0
		Total:	**36**

****DEPENDENT ON EITHER THE LANGUAGE AND TEXT TRACK OR TEACHING METHODS TRACK AS OUTLINED IN THE TWO YEAR PROGRAM***

***Note: Professional Enhancement Practicum Seminar (PEP) (student teaching, along with the requisite seminar and observation requirements) or Curriculum Internship can only begin after 5 of the core courses have been completed.*

Yeshiva University's ability to offer this program to residents of particular jurisdictions may depend on approval of state and other applicable regulators. Please contact Mr. Bradley Avrahami for more information.

Master's in Jewish Curriculum Development

Purpose

The purpose of the Master's in Jewish Curriculum Development is to prepare students who wish to make a difference in educational design and curriculum development. This track is recommended for students who hold administrative positions in Jewish schools or for those who will not be employed in a classroom setting. The curriculum internship includes a rigorous and immersive exploration of school-wide curriculum.

Major Course Requirements

Students will complete all the standard courses but will register for Curriculum Internship instead of PEP/Student Teaching.

In the Curriculum Internship, students work with a school administrator to identify various curriculum designs used at the school in one or more of the following areas: Tefilla, Halacha, Talmud, Chumash, Navi, Hebrew, Jewish History, or Hashkafa.

With the assistance of the administrator, the student will analyze data to identify recurring problems in student performance. The student will also analyze the curricula themselves to determine whether best practices are being followed and whether the curriculum is aligned with school goals. The student will then submit a comprehensive written report on the findings.

In collaboration with the school, the student will identify strategies for engaging teachers in ongoing study of current best practices and research based methods for effective teaching and learning, together with a curricular plan that builds on these methods.

With the shared input of the relevant teachers, the student will then create a revised curriculum in this domain and will oversee its implementation in the school.

200 hours of work in the host school is required.

COOPERATIVE PROGRAMS:

AZRIELI-REVEL DUAL DEGREE MS/MA PROGRAM

Purpose

The Azrieli-Revel Dual Degree (ARDD) program allows students to work concurrently towards an MS at Azrieli Graduate School and an MA at Bernard Revel Graduate School of Jewish Studies (with some courses counting toward both degrees). The program is designed to provide aspiring Jewish educators with high-level professional preparation in both methods and content, by combining the discipline of pedagogy in Jewish education at Azrieli with the acquisition of a level of expertise in academic Jewish studies at Revel.

Structure

The structure of the dual program regarding earning a Master's degree in Education is the same as that of Azrieli's 1-year or 2-year Master's programs, except that Revel (BRGS) courses can be taken in lieu of the two content area methods electives. All core credit requirements of the Master's program and one elective must still be completed at Azrieli, and students must still complete a full year of student teaching and their school placements. Students must apply independently both to Azrieli's MS program and Revel's MA program.

For details regarding how to complete the Master of Arts in Jewish Studies degree, please contact the Bernard Revel School of Jewish Studies directly.

AZRIELI - GPATS JOINT PROGRAM

Structure

At the start of GPATS, students can join a joint program with Azrieli. In this program:

- 6 GPATS credits will be counted towards Azrieli requirements.
- These 6 credits will replace Promoting Jewish Values and a Content Elective.
- Other than the replaced classes above, students must follow the regular 2-year model; however, students will complete PEP in the year following GPATS rather than in their second AGS year.
- If possible, Azrieli will offer a methods elective that integrates the material students study in GPATS, such as in-depth teaching of *halacha* or *gemara*.

Students in GPATS who do not wish to enter the joint program are welcome to take Azrieli classes at will. However, after four Azrieli classes students will need to officially apply to Azrieli before taking more classes. (Students will still register for classes through the GPATS registrar as long as they are in GPATS.)

ELIGIBILITY REQUIREMENTS

APPLICANT FOR THE MASTER'S PROGRAM AT AZRIELI GRADUATE SCHOOL MUST HOLD:

- A Bachelor's degree or equivalent from an accredited college or university (if not in the BA/MS Program)
- Advanced background in Jewish studies
- Competence in basic Hebrew

APPLICATION PROCESS

To be considered for admission, applicants should:

1. Complete the online application which includes an essay and a $50 application fee payable by credit card.
    a. Submit your undergraduate transcript in the application (Applicants from Yeshiva University do not need to send official transcripts.)
    b. Submit two letters of recommendation in the application.
2. Submit a .jpg photo of yourself for your file to: bradley.avrahami@yu.edu
3. After completing all of the above, an Azrieli administrator will reach out to you to schedule an interview.
4. GRE's or other standardized achievement tests may be required at the discretion of the Dean or the Director of the master's program.

If sending transcripts and recommendations by mail, please have them sent to:

Azrieli Graduate School of Jewish Education and Administration
Yeshiva University
Wilf Campus – Belfer Hall 311
500 West 185th Street
New York, NY 10033

Once an applicant is accepted, he or she must pay a $100 deposit to reserve their spot in the program. This deposit will be counted to their tuition.

TUITION AND FEES 2021-2022

Students seeking financial assistance can fill out an Azrieli Student Financial Aid Application. Please contact our Academic Administrator Marian Reiss to request the form.

All Students	$1165 per credit* *(Professional Portfolio: 1 credit fee)*
Registration Fee	$ 65 per semester*
Graduation Fee	$150*
Technology Fee	$175*

All fees subject to change

GENERAL POLICIES AND PROCEDURES

1. **Schedule**: The school calendar is organized so that the educational program does not conflict with the Sabbath and the Jewish Holy Days. See the annual school calendar for a listing of holidays and school closings.

2. **Financial Holds**: The registrar's office will not register students with financial holds. The professor is unable to assign a grade to a student who is not registered. Therefore, a student whose registration is not complete will not get a grade even though he/she may have attended class. If there is a financial hold in effect, students should contact the Student Accounts office, accounts@yu.edu, or 212-960-5269 to have the hold lifted.

3. **Grading Policy:**
    a. Students are graded using letter grades of A+, A, A-, B+, B-, C+, C, C-, F. Students are required to maintain a "B" average (= 3.0) overall and in each semester. Any grade less than a B in a course raises questions as to the student's ability to continue in the program and places the student on academic probation.
    b. Because the PEP experience is a year-long experience, PEP I will be assigned with a P/F grade and PEP II will receive a letter grade.
    c. A student who fails any course will be automatically dropped from the program.

4. **Incompletes -**
    a. **The decision to allow an incomplete for a course is at the discretion of the professor. Some professors do not permit Incompletes in their courses.**
    b. **Write a process for obtaining permission to take an Incomplete...– form needs to be completed and signed by professor and emailed to office. Student has one semester to make up the grade, after which the grade is changed.**
    c. **Students may not register for a class with more than one Incomplete grade on his/her transcript.**
5. **Attendance:** Students are expected to attend all classes as scheduled. Students unable to attend a class session are responsible for notifying the classroom instructor that they will be absent. The student is responsible for making up the missed content. More than two absences from a class raises concern as to the student's ability to complete the course requirements and may result in a failing grade for the course at the instructor's discretion.

6. **Transfer Credits Policy:**
    a. Credit for work completed at another graduate program from a recognized and accredited institution of higher learning is not automatically granted. The student must complete a course transfer form and send it to the Azrieli office with a course description and an official transcript for the credits to be considered. The Dean, the Director of Master's Program, and the Office of the Registrar must approve its acceptability and its appropriateness to the Master's degree.
    b. No credit is given for any course transferred from another institution with a grade below B or with a grade of P.

c. Azrieli will consider the transfer of a maximum of 6 credits towards the Master's degree; that is, students must complete no fewer than 30 credits at Azrieli.
d. Credits that have been used to fulfill requirements for a degree that has been already granted may not be transferred.
e. Non-matriculated students will need to officially apply to the program after taking no more than 4 Azrieli courses.

7. **Leave of Absence**: Students who are not registering for any courses during a semester are required to register for a leave of absence (there is no charge). Students who will be registering for a leave of absence must contact the Azrieli office and arrange a meeting with the director of the Master's program to formulate a plan for finishing coursework and reentering the cohort in an acceptable manner. Students cannot take a leave of absence more than once in a calendar year; should they do so, students will have to reapply to the program and pay the application fee.

8. Pandemic Policies

All policies and procedures must be followed by any student on campus as directed by Yeshiva University administration. If you choose to come to campus, please check your student portal and email for the most recent policies.

9. Zoom Accounts and Etiquette

- Students are expected to be present, on a computer and to participate in class.
- Cameras must always be turned on, unless given permission from the professor
- Be fully present, without side conversations outside the screen.
- All chat messages should be kept polite, including private messages.

10 **Graduation:** It is the student's responsibility to file an Application for Graduation and pay a $150 filing fee once coursework, student teaching (PEP), and professional portfolio are completed. Students can complete the application for graduation using the form here. Once payment is submitted to the Finance Office, students should apprise Marian Reiss. Students must also complete all financial obligations or their account to qualify for graduation and receive a diploma.

Students graduating in September, January, and May are included in the graduation booklet and may attend the commencement ceremony held in May/June. Diplomas are mailed to the address noted on the graduation application by the Registrar's Office. No degrees are conferred without completing the Application for Graduation, payment of the graduation application filing fee and meeting all financial obligations on their student account, even if the student does not intend to participate in commencement ceremonies.

Graduation Requirements Checklist

An Application for Graduation is required to graduate and receive a diploma.

Completed Checkmark	Required Courses	Credits	Replacement Course	Waived	Replacement Completed
	Models of Teaching 1 *Prerequisite: Educational Psychology**	3			
	Models of Teaching 2	3			
	Seminar in Contemporary Jewish Education	3			
	Learning and Cognition	3			
	Teaching Literacy	3			
	Curriculum and Assessment	3			
	Promoting Jewish Values	3			
	PEP 1	3			
	PEP 2	3			
	Elective 1	3			
	Elective 2	3			
	Elective 3	3			
	Portfolio	0			
	Online Workshop** Child Abuse Prevention	0			
	Online Workshop** SAVE Violence Recognition and Prevention	0			
	Application for Graduation + filing fee	0			

*Educational Psychology is a prerequisite for the whole program. It can be waived if a student has psychology credits as an undergraduate. If a student needs to take this class, it can be completed during their first semester with Azrieli, but not for credit.

**Mandatory 2-hour Online Workshops – Can be done any time

ACADEMIC INTEGRITY AND PROFESSIONAL CONDUCT

Master's students are expected to show seriousness of intellectual dedication; respect for the views and convictions of others; concern for the impact of advanced knowledge on society at large; regard for instructors, fellow students, and the school as a whole; and, above all, adherence to the highest ethical standards in their professional lives. The school is free to dismiss a student at any time for infringement of these standards. Students should be aware that the school will NOT condone plagiarism, falsification, or fabrication in any form and will not sanction such acts of misconduct.

> **Plagiarism** occurs when a student directly copies another's work without citation; and when a student combines the work of different authors into a new statement without reference to those authors. It is also plagiarism to use the ideas and/or work of another student and present them as your own. It is not plagiarism to formulate your own presentation of an idea or concept as a reaction to someone else's work; however, the work to which you are reacting should be discussed and appropriately cited.
>
> **Falsification** means manipulating, changing or misrepresenting research materials, equipment, or processes; or changing or omitting data or results such that the research is not accurately represented in the research record.
>
> **Fabrication** means making up data, experiments or other significant information in proposing, conducting, or reporting research.

The submission by a student of any examination, course assignment, or degree requirement is assumed to guarantee that the thoughts and expressions therein not explicitly credited to another are literally the student's own. Evidence to the contrary will result in penalties that may include failure in the course, disciplinary dismissal, or such other penalties as are deemed proper.

General Information

Student ID Cards

All new students must obtain an ID card through the security office located at:

2521 Amsterdam Avenue
Strenger Hall, Room 101
Phone #: 212-960-5200

ID cards can only be obtained 24-48 hours following the first semester's registration. Students must have their ID cards updated from the library to access the online library outside of the campus.

Parking

Students must contact the security office directly to arrange for parking.

Student Contact Information

It is the student's responsibility to ensure that his/her email, phone numbers and mailing address are current. In the case of any changes, the student must enter the changes on MYYU (www.yu.edu/myyu), and notify the Azrieli Office. Women who have not officially changed their names (with the registrar's office) upon getting married, and are official Yeshiva students, must use their maiden names until such time that they officially complete the process. Their YU e-mail and ID#'s remain the same.

YU Email

Every Azrieli student is given a YU email address at the first registration. Students must use the YU email to receive important correspondence from the program and to access the Canvas course management system. To find out exactly how the system has listed your name, go to www.yu.edu/findid. You will be prompted to enter your last name and your Social Security number (which is masked as you enter it). When you have the information, you can access your email through Gmail (Google email) by entering your full YU email address as your username and enter your password.

Course Management Systems

Azrieli now uses Canvas to access coursework and correspond with professors and peers. *Students must use YU assigned email accounts with this system.*

For access to the system, go to https://yu.instructure.com and use your Active Directory (AD) credentials (username and pword) to login. If you don't know your AD username and password, you can find it here: http://yu.edu/findid. When logging in to Canvas, your username should be provided in the following format: YUAD\username.

Canvas apps are also available for Apple and Android mobile devices. Please search the respective App Stores for these devices.

General Financial Aid

Students seeking financial assistance from Yeshiva University who are U.S. citizens or eligible noncitizens are required to submit an Azrieli Financial Aid Application. Please contact Marian Reiss marian.reiss@yu.edu or Bradley Avrahami bradley.avrahami@yu.edu to receive the form.

References/Recommendations

Master's students often request letters of recommendation from faculty for scholarships, honors and awards, and jobs. Students should first obtain the permission of the faculty member before providing his/her name as a reference. There may be reasons a faculty member cannot or may not wish to serve as reference. For example, the faculty member may have already provided a reference for another student for the same scholarship or job.

Tools and Resources

Inside Track

Use Student portal – Banner – Business Services – YU Email - Everything

Link https://insidetrack.yu.edu/

Help logging in: Please contact the YU HelpDesk by one of these methods:
e-mail: helpdesk@yu.edu or call 646-592-4357 / 646-592-HELP or 1-800-337-2975.

Canvas

Use Educational platform that supports a deep focus on teaching and learning

To access Canvas, visit https://yu.instructure.com. You will need your Active Directory (AD) credentials (username and password) to login to Canvas. If you don't know your AD username and password, you can find it here: http://yu.edu/findid

If you have trouble logging into Canvas: Email – canvassupport@yu.eduor phone (212)960-5438

Not sure about your YU Email username or password? Visit www.yu.edu/findid.

Help
Q: Is there student training available?
A: Visit Self-Serve Student Canvas Training

Q: Who do I contact if I need help using Canvas?
A:
- Search for help on specific topics at help.instructure.com;
- Chat live with Canvas Support 24/7/365
- Call Canvas directly for general support questions at 844.747.4611.

Q: Who do I contact if I can't login to Canvas?
A: eMail – canvassupport@yu.edu or phone – 212-960-5438

Q: How do I get to Canvas in my Web browser (e.g. Google, Safari, Firefox)?
A: The URL for Canvas is yu.instructure.com

Q: Where can I find more information about using Canvas?
A: The Canvas Student Guide

IMPORTANT CONTACTS

If you have questions or need clarification of the issues covered within this handbook, please consult with the office, the faculty, and the staff of the Master's Program, who are prepared to help make your educational experience at the Azrieli Graduate School of Jewish Education and Administration meaningful and fulfilling.

Dr. Laya Salomon
Director of Master's Programs
Belfer Hall 319
laya.salomon@yu.edu

Bradley Avrahami
Student Enrollment and Communication Liaison
Belfer Hall 311
646-592-6361
bradley.avrahami@yu.edu

Marian Reiss
Academic Administrator
Belfer Hall 311
646-592-6364
marian.reiss@yu.edu

Dr. Rona Novick
Dean, Azrieli Graduate School
Belfer Hall 313
rnovick1@yu.edu

IT Tech Support
helpdesk@yu.edu
646-592-4720 or 800-337-2975

Registrar's Office
646-592-6270
wilfregistrar@yu.edu

Student Finance Office
accounts@yu.edu