The Donald A. Tam

Institute for Jewish Studies

Graduate Program in Jewish Studies

2008-2009

STUDENT HANDBOOK

(guidelines, policies, and other essential information)
# Table of Contents

1 Introduction
1 Important Information
1 Registration Status
2 Pre-Registration
2 Fees
2 Incompletes
3 Drop/Add
3 Withdrawal/Leave of Absence
3 Stipends
4 Degree Requirements
4 M.A. in Jewish Studies
5 Frequently Asked Question
6 J.D./M.A. in Judaic Studies
7 TATTO/Teaching Assistantships
8 Exams
8 M.A. Examinations Requirements
11 Graduation
10 Deadline dates for graduation 2008
12 Opportunities Available to JSMA Students
12 Summer Study
14 Conference, Research, and Study Grants
15 Resources
15 Books
15 External Employment Opportunities

Pocket Pre-Registration Form and Sample Student Academic Record
Pocket Graduate School and Emory College Honor Codes
INTRODUCTION

Welcome to Emory University’s Jewish Studies Master of Arts Program (JSMA). The following guidelines are intended to facilitate the necessary administrative aspects of graduate school so that you may more easily concentrate your energies on the academic work at hand. Please understand that this is by no means a comprehensive list of the policies and procedures relevant to you as a graduate student at Emory University. **You should familiarize yourself with the Graduate School of Arts and Sciences Handbook**, as it contains an abundance of indispensable information, as well as requirements for which you are responsible and procedures with which you must comply in order to successfully complete your degree.

IMPORTANT INFORMATION

Registration Status

The normal course load for a full time student in the JSMA program is twelve hours per semester (typically three four-credit courses). **Keep in mind that you must be registered for a minimum of twelve hours to maintain the tuition stipend.**

Students who have completed their course work but have yet to complete their exams or thesis may maintain full-time enrollment by signing up for 999GSAS, Graduate Residence, for 12 credit hours. A student may not be enrolled in both actual coursework and the 999GSAS Graduate Residence course.

Students who will be taking only one or two courses while finishing their exams or thesis may register for some combination of JS 597R (“Directed Study”) and JS 598R (“Thesis/Exam Preparation”).
Pre-Registration

It is strongly recommended that all students pre-register each semester rather than wait to attend on-campus registration. You may pre-register online through OPUS after having your proposed schedule approved by the Director of Graduate Studies (DGS). If you encounter any difficulty with pre-registration, contact the Institute for Jewish Studies (IJS) office. Registration fees must be paid by the deadline in order to complete pre-registration. If the student fails to complete the pre-registration process, s/he must attend on-campus registration on the designated date. **Pre-registration for Fall 2009 begins August 26, 2008.**

Fees

Students are responsible for all non-tuition fees associated with registration. These include mandatory student activity, athletic and computing and health insurance fees that are levied automatically, regardless of whether the student uses the services provided. These fees are due at the beginning of each semester and the summer (three times a year), and may be tax-deductible for those students who itemize. Students are also responsible for parking fees if they choose to park on campus, as well as for any late registration fees and library fines.

Incompletes

Students must receive written permission from the professor before taking an incomplete in a course. **The Graduate School has specific guidelines limiting the accumulation of incompletes and governing their completion.** An incomplete must be finished no later than one academic year after its origination (two full semesters after the “I” has been placed on the student’s grade report). After one year, the Incomplete will turn into an “F.” Special permission to complete the course work after the year has expired and/or to earn a reversal of the “F” is granted only at the discretion of the professor and the Graduate School.

**The Graduate School automatically places a student on Academic Probation in the event that more than one incomplete is on the student’s record at any given time.** The Graduate School will send
notification of probationary status to the student and to the IJS office. While on probation, students are not allowed to take on additional incompletes without the special permission of the Graduate School. Upon completion of coursework required for the incomplete and the receipt of a change of grade form by the registrar’s office from the professor, the student is automatically taken off probation and reinstated to good standing. However, failure to make sufficient progress on incompletes will jeopardize the student’s standing in the program, and may result in termination by the Graduate School.

Drop/Add

In order to drop or add a course after the semester has begun, the student must receive verbal permission from the professor of the course as well as from the Director of Graduate Studies. The student may then drop or add the course using OPUS. Drops and adds must be completed by the approved date established by the Graduate School of Arts and Sciences. (Fall 2008: September 5 by 4 p.m. and Spring 2009: January 22 by 4 p.m.).

Withdrawal/Leave of Absence

The JSMA program complies with the Graduate School policies on withdrawal and leaves of absence. Please refer to the GSAS Handbook for further information.

Stipends

Students are responsible for providing the JSMA program with full information regarding their financial status. Students on stipend will receive payments in nine disbursements per academic year beginning at the end of September and ending at the end of May. All Stipends are distributed via Direct Deposit. All students must complete Emory’s Direct Deposit form for payment. Direct Deposit forms are available in the Jewish Studies office. Stipends are taxable income. The Graduate School will provide W-2 forms to students receiving stipends. Federal and State withholding forms (W-4 and G-4) are available through the IJS office if students wish to alter their withholding status during the year.
DEGREE REQUIREMENTS

Students will need to meet with the Director of Graduate Studies prior to pre-registration each semester to discuss their progress in the program and to establish a plan of study for the upcoming semester. See the inside pocket of this notebook for a sample Student Academic Record form.

M.A. in Jewish Studies

Program Requirements

The master’s program is structured so that students should achieve three goals. First, all master’s students choose a discipline or area of specialization and make themselves as proficient as they can in that area. Second, regardless of specialization, master’s students orient themselves in other disciplines and in periods other than that of their specialization. Third, master’s students acquire some experience teaching. Students accepted into the program will:

1. Take the following two courses:
   - JS 560 Approaches to Jewish History
   - JS 561 Methods in Jewish Studies

2. Take courses in each of the following “distribution” categories:
   - Languages and Literatures - two courses
   - Religion - two courses, one of which must be in classical texts
   - History and Social Sciences - two courses

3. Select an area of specialization and take three elective courses in that area. It is expected that some of the required “distribution” courses will also fill the specialization needs of the student. JS 560 and JS 561 can NOT be used to fulfill the specialization requirement.

4. Complete the Hebrew language requirement at least to the equivalent of three years of college-level Hebrew.

5. Participate in TATTO (teaching assistantship) program as described below. See page 7.

6. Take at least four credit hours of directed study to prepare for comprehensive exams or thesis (JS 597R or JS 598R).

7. Take three comprehensive examinations or, in special circumstances, write a thesis.

8. Pass an exit examination in academic Hebrew reading comprehension.

Questions about the Hebrew language requirement and entrance/exit exams should be directed to the Director of Graduate Studies.
All Graduate School of Arts and Sciences’ regulations and standards with respect to degree programs and academic performance apply.

A frequently asked question...

Is it possible for languages other than Hebrew to apply to the “Languages and Literatures” requirement? In fact, there are a number of different ways that students may fulfill this requirement. Because every student comes to this program with different academic goals, there will be some variance in what languages are most relevant to each student’s course of study. Therefore, eight credit hours (or two courses) may be chosen in consultation with a faculty advisor, and should be directed at providing strong and coherent preparation for further academic work. For example:

- a student who is interested in modern Israel, modern Hebrew literature, or who is primarily interested in Jewish communal service, would likely take further work in modern Hebrew;
- a student interested in Middle Eastern politics/history might take Arabic;
- a student interested in Eastern European or American Jewish history and culture might work on Yiddish;
- a student with an interest in classical rabbinic texts could study Aramaic and/or rabbincic Hebrew;
- a student interested in medieval Judaism might work on medieval Hebrew texts or Judeo-Arabic;
- a student interested in Hebrew Bible might take a language-intensive course on the Hebrew Bible, or study Ugaritic, Akkadian, Aramaic, or Ethiopic through the Hebrew Bible program; and
- a student interested in Second Temple Judaism might focus on Classical Greek.
J.D./M.A. in Jewish Studies

Admission

Prospective students must apply separately for admission to both the School of Law and the Graduate School of Arts and Sciences and its JSMA program. Each school maintains its own standards and procedures; admission to one school does not guarantee admission to the other. Scholarship applications must be filed separately as well, and awards may be used only while the student is in residence at the school that granted the award. Scholarships (except Woodruff Fellowships) received from either school may be deferred for one year. Candidates interested in loans or grants should contact the financial aid directors of the Graduate School of Arts and Sciences, the School of Law, and the Emory University Office of Financial Aid.

Program Requirements

Joint-degree students will matriculate in the Law School for five semesters, and in the Graduate School of Arts and Sciences for three semesters.

To complete the JD degree, 77 credits are required. In addition:

1. One year of the program (either the first or the second) must be devoted entirely to the first year of law (30 credits).

2. All Law School regulations and standards with respect to degree requirements and academic performance apply. For more information, visit the Law School website: http://www.law.emory.edu.

To complete the JSMA degree, all of the program requirements outlined above (see page 4) must be satisfied. The requirement of 12 credits in an “area of specialization” will be satisfied with courses in the Law and Religion Program (these credits will apply toward both fulfillment of the Law School’s required 77 credit hours and the JSMA’s required 48 credit hours).

All Graduate School of Arts and Sciences’ regulations and standards with respect to degree programs and academic performance apply.

It is expected that one summer will be devoted to JSMA preparation (ideally, this would entail intensive Hebrew preparation in order to meet the language proficiency requirement of the JSMA program), while another summer would be spent in a law firm (as is the professional custom of those anticipating careers in the law).
TATTO/TEACHING ASSISTANTSHIPS

All students in the JSMA program are required to participate in Emory University’s Teaching Assistant Training and Teaching Opportunity (TATTO) program. The fulfillment of this requirement is a condition for receipt of a tuition scholarship from the Graduate School, and it is also an essential part of the JSMA program experience. Completion of the TATTO program requires participation in the three-day summer course offered by the Graduate School and completion of two teaching assistantships over the course of the student’s tenure in the JSMA program.

Incoming students are scheduled to take the summer course (TATT 600) before enrolling for their first semester of course work (the summer course is usually held in late August). Students with extensive teaching backgrounds or previous participation in TATTO may request exemption from the summer course requirement, but must still complete two semesters of teaching assistantships.

Once students have completed the TATTO summer course, they will be eligible to be placed as a teaching assistant in a JS-related course. Students will register for TATT 605 (two credit hours) during the semester of their first teaching assistantship, but will receive no course credits for their second placement. The Director of Graduate Studies in conjunction with the faculty of the JSMA program will arrange for TA placement. Students should make specific placement requests from the Director of Graduate Studies as early as possible in the semester prior to the semester in which they wish to TA. Every attempt will be made to accommodate students’ preferences for particular placements for at least one of their two courses, but there is also a need to assign TAs to some of the undergraduate program’s core courses (especially GER courses like JS100, JS205, JS230 and JS242). Generally, serving as a TA for one of these core courses is a valuable experience for the TA because it introduces him/her to a wide body of knowledge and provides useful training in teaching a survey.

While it is possible to TA during the first semester, many students find that they are better able to adjust to their new program without the additional responsibilities that are involved with a TA placement. The final semester of study is also an inopportune time because of the need to prepare for exams or complete a thesis. Therefore, it is strongly recommended that students complete the TA requirement in the second and third semesters of the JSMA program.

Since Ph.D. candidates have several years to refine and develop teaching skills, they are able to participate in a full range of teacher training stages, from the TATTO summer course through teaching associateships. Due to the shorter duration of students’ tenure in the JSMA program, participation in the TATTO program is limited to the summer course and the two semesters of teaching assistantships. The specific nature of each assistantship is contingent upon the unique characteristics of the course and the judgment of the supervising faculty member. However, in general, Teaching Assistants do not attain the same level of independence in the classroom as do Teaching Associates. They should remain under the close supervision and continuing guidance and evaluation of the faculty member.
M.A. EXAMS

Students are responsible for meeting both JSMA and Graduate School deadlines and guidelines for exam preparation and completion (see “Graduation” below on Page 11). JSMA guidelines, instructions, and deadlines are to be found in the “Requirements” section. For thesis guidelines, see the Director of Graduate Studies.

M.A. Examination Requirements

1. The student will select three faculty members to be on his/her committee (one will chair the committee). Two of these faculty members must be affiliated with the Program, and one may be from another program, department or school.

2. The student will select three topics to be examined. Topics may be focused on specific themes of interest within one of the broader sub-fields of Jewish Studies, but need to be chosen in consultation with the members of the committee and the Director of Graduate Studies. In general, if one examination field is very narrowly focused, the other two fields ought to be more broadly focused in order to satisfy the aim of broad training inherent in the JSMA Program. Examples of narrowly construed fields include: the thought of Martin Buber, American responses to the Holocaust, Black-Jewish relations, history of the Hebrew language, Jewish medical ethics. Examples of more broadly construed fields include: medieval Jewish thought, Biblical literacy, American Jewish history, history of the Holocaust, Jewish languages, rabbinic literature, modern Israeli politics, history of Jews in the Islamic world.

3. The student will prepare a reading list for each topic (which will be inspected and approved by each professor). Appropriate length of each reading list will be determined by the professor in consultation with the student. Copies of the reading lists should be provided to each member of the committee, with an additional copy to be brought to the IJS office to be filed. All reading lists need to be finalized and submitted to the IJS office by November 15 of the second year.

4. Students may register once for JS 598R (“Thesis/Exam Preparation”) during either the fall or the spring semester of their second year to prepare them for their exams. Grades of either “S” (Satisfactory)
or “U” (Unsatisfactory) are given for this course by the Director of Graduate Studies in consultation with the supervising faculty members. To earn an “S” the student must meet at regular intervals with the field advisors and prepare for the exams in a structured way (through discussions of the books and articles on the reading lists, the preparation of sample questions, etc.).

5. The student will take the three written exams in his/her final semester in the program. Each exam may be structured somewhat differently (sit-down, take-home, etc.) and the length of each exam may vary somewhat depending on the requirements of the individual supervising faculty members. Copies of each completed written exam should be provided to each member of the committee, with an additional copy to be brought to the IJS office for filing.

6. The student will schedule a date for the oral exam to be administered by the entire committee. Please note the Graduate School deadlines when scheduling your exams. The oral exam will cover the material of all three written exams, but it is not limited to the questions that were covered in the written exams. Questions during the oral exam may also extend into broader issues that may be raised by the three topics and by the whole of the materials on the reading lists. It is recommended that the written exams be taken as close together as possible, and that the oral exam closely follows the written exams. When written exams are too widely spaced and separated from the oral exam, the material may not remain fresh in the student’s mind and there is the potential for poorer performance on the oral exam. Ideally, the oral exam would take place one week after the written exams are completed. Additionally, the exam must be scheduled early enough so that the graduate school deadlines will be met.

7. After the oral exam, the committee members will confer among themselves, and then award the exam one of the following grades:

- passing
- passing on condition of revision
- failure

8. In exceptional cases, the exam committee may award a grade of “pass with distinction.” This honor is internal to the JSMA program and is not reflected on the student’s diploma or official Emory transcripts. Students will receive a letter from the Director of Graduate Studies certifying that this honor was earned.

9. If the exam was passed on condition of revisions, the student will need to complete the revisions in a timely manner so as to meet the graduate school deadline for submission of the clearance form. It is
recommended that students schedule the defense at least two weeks prior to the deadline for submission of the clearance form to the Graduate School.

Exams Deadline Dates for 2009 Graduation

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bibliography</td>
<td>November 15</td>
</tr>
<tr>
<td>Application for Degree due</td>
<td><strong>February 6</strong></td>
</tr>
<tr>
<td>Written exams (date flexible)</td>
<td>Check with DGS</td>
</tr>
<tr>
<td>Oral exam</td>
<td>Check with DGS</td>
</tr>
<tr>
<td>Clearance Form due</td>
<td><strong>Check with GSAS</strong></td>
</tr>
<tr>
<td>– Queen Watson – usually 2nd week in March</td>
<td></td>
</tr>
</tbody>
</table>
**GRADUATION**

_Students must be registered for the semester at the end of which they wish to graduate, whether or not they will actually take classes that semester._

Students are responsible not only for degree requirements specific to the JSMA program, but also for all Graduate School deadlines and requirements for graduation. Consequently, students approaching completion of the JSMA must be vigilant about Graduate School deadlines, procedures, and paperwork. All Graduate School deadlines are published in the academic calendar and may be obtained from the Graduate School office. Students should also refer to the GSAS Handbook for guidelines regarding degree completion and graduation. If the student fails to meet JSMA or Graduate School deadlines and requirements, graduation may be delayed.

Students must pick up a graduation packet from the Graduate School Student Records Coordinator in the semester prior to their final semester in the JSMA program. This packet contains candidacy information, explanation of steps required for graduation, thesis guidelines and requirements (if applicable), and forms required for graduation by the Graduate School.

Students must complete and return the Application for Degree form to the Graduate School by the deadline, usually near the beginning of the semester. The Report of Completion of Requirements for Master’s Degree form is also included in the graduation packet. Students must complete the student section and the Master’s Program of Study section on the back of the form. _The form must then be brought to the final oral examination or defense to be completed and signed by the members of the student’s committee._ The student must then return this form to the IJS office. Once all documentation has been attached, it will be forwarded to the Graduate School.

Commencement is held once a year, at the end of the spring semester. Questions regarding commencement should be directed to the Graduate School office. Caps and gowns must be purchased from the University Bookstore. Students may contact the Bookstore at the beginning of the spring semester to learn when caps and gowns will be available.
OPPORTUNITIES AVAILABLE TO JSMA STUDENTS

Summer Study

Students who wish to supplement their studies during the summer months may be eligible for funding to assist them in this pursuit. Those who wish to request funding should apply to the GSAS for Professional Development Support (PDS; see below). Please remember, this program is highly competitive. Awards are made on the basis of merit, the appropriateness of the proposal to the student’s academic program, and the level of funding available from the Graduate School in a given year.
Past students have attended summer programs at:

- **Brandeis Hebrew Language Summer Institute (Waltham, MA)**
  www.brandeis.edu/summer/hebrew

- **Ulpan Akiva Netanya (Netanya, Israel)**
  www.ulpan-akiva.org.il

- **Uriel Weinreich Program in Yiddish Language, Literature and Culture at New York University and the YIVO Institute for Jewish Research (New York, NY)**
  www.nyu.edu/fas/summer/yivo/general.html

- **Pardes Institute of Jewish Studies (Jerusalem, Israel)**
  www.pardes.org.il

- **Middlebury College Language Schools (Middlebury, VT)**
  www.middlebury.edu/ls

- **The Center for Arabic Study Abroad (Cairo, Egypt)**
  www.emory.edu/COLLEGE/CASA

Although these have been the most frequently attended programs by former students, this is by no means an exhaustive list of possible options. For additional ideas, the IJS office has information about a number of different summer programs, both in the United States and abroad, that students may find helpful.
CONFERENCE, RESEARCH AND STUDY GRANTS

The GSAS has recently instituted a competitive program of funding for Professional Development Support (PDS), which includes conference attendance, research, and study outside Emory. Further information can be found on the GSAS website: http://www.emory.edu/GSOAS/.

The Association for Jewish Studies (AJS) has its annual conference in mid-December of each year, and this conference is particularly beneficial for students in the JSMA program. Students interested in attending this conference are urged to plan ahead and submit their funding proposals as early as possible. They should (ideally) make their travel plans in early to mid-November. Details about this year’s conference can be viewed from the Jewish Studies webpage by clicking on Links and then selecting External Links. To access the AJS website directly, visit http://www.brandeis.edu/ajs/.
RESOURCES

There are a number of excellent resources at your disposal, both on and off campus, and you should take the time to learn about and take advantage of them. A few are listed below for your convenience. Also, please be sure to visit the program’s website (http://www.JS.emory.edu) for the newsletter, course offerings, Jewish Studies links, and other information.

Books

- University Bookstore, in the Dobbs University Center, 404-727-6222
- Druid Hills Bookstore, 1401 Oxford Road, 404-727-2665
- Judaica Corner, 2185 Briarcliff Road (at the intersection of Briarcliff and LaVista), 404-636-2473
- Cokesbury Bookstore, in the basement of Bishops Hall: this is the bookstore for the Candler School of Theology, and a wonderful resource for JSMA students, 404-727-6336
- Chapter 11 Bookstore, 2091 N. Decatur Road (at the intersection of North Decatur and Clairmont): this is a discount bookstore; they also order a wide range of books efficiently and reliably, 404-325-1505
- Woodruff Library (general), 404-727-6873
- Pitts Theology Library (theology), 404-727-4166

External Employment Opportunities

- Work opportunities are posted via email to all students whenever an inquiry is sent to the IJS office. You may also ask the IJS staff for a list of institutions in the Greater Atlanta area that regularly offer employment to graduate students.
Student Information

Student Name: ___________________________ ID Number: ________
Address: ____________________________________________
Telephone: ___________________ Cell: ______________________
E-mail: ___________________________ Fax: ____________________
Date Admitted: __________   Date Graduated: __________   Final GPA: ________

Academic Requirements

Hebrew Entrance Exam:  (1st) Date/Pass? ____________ (2nd) Date/Pass? ____________
Hebrew Exit Exam:  (1st) Date/Pass? ____________ (2nd) Date/Pass? ____________

Core Courses: JS 560 Date/Grade: ___________ JS 561: Date/Grade: ___________

Languages and Literature Courses:
1. Number/Name: ___________________________ Date/Grade: ________
2. Number/Name: ___________________________ Date/Grade: ________

Religion Courses (at least one in classical texts):
1. Number/Name: ___________________________ Date/Grade: ________
2. Number/Name: ___________________________ Date/Grade: ________

History and Social Sciences:
1. Number/Name: ___________________________ Date/Grade: ________
2. Number/Name: ___________________________ Date/Grade: ________

Specialization:
1. Number/Name: ___________________________ Date/Grade: ________
2. Number/Name: ___________________________ Date/Grade: ________
3. Number/Name: ___________________________ Date/Grade: ________

Thesis/Exam Preparation Course: JS 598R Date/Grade: ________
**TATTO**

TATT 600  Date/Grade: ____________________________________________________________

**Required Teaching Assistantships:**

<table>
<thead>
<tr>
<th>Course/Professor</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TATT 605</td>
<td></td>
</tr>
<tr>
<td>2nd TAship</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Teaching Assistantships (if any):**

<table>
<thead>
<tr>
<th>Course/Professor</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Thesis/Exams**

<table>
<thead>
<tr>
<th>Thesis/Exam Committee:</th>
<th>Written Exam Dates/ Dates of Thesis Drafts and Final Draft:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Advisor)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date of Oral Defense:**  _____________  **Thesis or Exam Grade**  _____________

**Thesis Topic or Exam Topics:**

|                                                               |
|                                                               |
|                                                               |
|                                                               |
|                                                               |
|                                                               |
|                                                               |

**General Notes**

Revised 6/2007