Greetings from the Dean

With the New Jewish Year comes a great deal of excitement all around MJI. Anyone passing by our Oak Park campus on Coolidge Highway during the past few months could not help but notice the tremendous improvements being made to those facilities. Our students at the Nine Mile Road site in Oak Park are also due to experience major enhancements during the coming months. Inside this newsletter, you can read about upcoming additions to our West Bloomfield campus… a wonderful start to what is shaping up to be a pivotal year at MJI.

So that services to our entire MJI community are not interrupted, we have taken up temporary occupancy in a suite of office and classroom spaces at 19900 W. Nine Mile Road in Southfield at Evergreen Road. We have been here since August and although we will only be here for a short time, this facility is exceeding all our expectations for a temporary space. Even if you do not have business to conduct or a class to attend, we invite you to come and see for yourself.

These greetings mark the inauguration of this MJI newsletter. The entire MJI administration and faculty hope you will enjoy the news and features we expect to cover in the newsletter during the coming months. More importantly, we hope that you will pay very close attention to the announcements and calendar reminders that will be prominently displayed within these pages. Although all important schedules, deadlines and upcoming events appear in our Academic Catalog, on our website and in the MJI Comprehensive Academic Calendar we think the addition of this monthly newsletter will provide that extra little reminder that we all sometimes need in order to keep up with those important MJI dates and deadlines.

On behalf of MJI, I wish all of you a healthy, safe and happy New Year.

Hershel Gardin

Guest Student Program a Success!

Since 1996 the Michigan State Board of Education has encouraged high school students to enroll for some college courses during their junior and senior years. Colleges and School Boards are mandated to help with this drive to offer diverse alternatives to high school juniors and seniors. MJI is cooperating with this effort and offers current high school students the chance to experience their first college class and earn credits in a stimulating and challenging courses including computer information technology, business studies, and courses in the historic experiences of Jewish life; Encountering Jewish Civilization, The American Jewish Experience, and Exploring the Holocaust. MJI also extends the opportunity for students to enroll in Modern Hebrew Language courses as early as their sophomore year of high school (as deemed an appropriate curricular choice for the student by the assessment of their high school guidance counselor). High school students wishing to avail themselves of dual enrollment and/or guest student opportunities are directed to contact the counseling office of their high school and the MJI Administrative office. Dual Enrollment students are not eligible for financial aid, but a state funded student allowance or independent scholarship may be available to cover most tuition costs.

For more details please contact the MJI office at 1-888-INFO-MJI (463-6654) extension 106 or info@mji.edu.
**MJI Distance Learning**

**Tips for Success**

Studying at a distance can be challenging, however, with a positive attitude and dedication to your studies, you can achieve your educational goals. The tips below can help you get started.

1. **Get started as early as possible.**
   Order the textbook right after you register. Log in to the course management system and review the syllabus as soon as you can.

2. **Prioritize.**
   You will need to make some life choices. Taking an on-line course is a major time commitment.

3. **Log in often.**
   You should log into your course every day (at least 5-6 times a week minimum).

4. **Internet searching skills are essential.**
   Having the ability to search quickly and effectively on the Internet is essential.

5. **Be comfortable with written communication.**
   Because nearly all communication is written in the virtual classroom, you will be writing and typing quickly and often. If you have limited writing or typing abilities or are uncomfortable expressing yourself in writing, work on improving these skills before or as part of your online experience.

6. **Be self-motivated.**
   Because there is freedom and flexibility in the distance education environment, you need to be responsible and self-disciplined. Distance education requires a commitment. Be prepared to spend as much time per week as the course requires—usually 4 to 6 hours per week per course.

7. **Take control of your learning experience.**
   There are many MJI as well as Internet resources available to help you succeed. It is up to you to take ownership of your learning experience.

8. **Get your own email address and check your mail frequently.**
   Email is the most common way to communicate with MJI faculty and staff. If you do not currently have your own email account, free accounts may be obtained from www.yahoo.com, www.excite.com, and www.hotmail.com.

9. **Advising is important.**
   Without an academic advisor to review your plan of study and the courses you have taken so far, you could accidentally register for a course that won’t count toward your program. Only your academic advisor can verify which specific courses will meet your degree requirements. If you are in need of an academic advisor, contact the Dean’s office at the Southfield campus, or Department Head for the program you are enrolled in.

10. **Registration dates vary.**
    Registration dates and deadlines for distance education courses generally coincide with registration dates for on-campus courses. However, you’ll want to be sure to check the MJI Website (www.MJI.edu), prior to registering each semester.

11. **Participation is vital to your success.**
    Keeping up with your assignments and participating in your courses is vital to your success. Distance education courses have the same requirements as on-campus courses, and attendance may play a role in your final grade.

12. **Notify your instructor about any problems you encounter.**
    If you have problems with course content or the technology, notify your instructor so you can get the assistance you need to complete your course. Be sure to fill out the SUBJECT line in your email so your instructor will know the urgency of your communication. Allow a reasonable amount of time for your instructor to respond. And be sure to notify your instructor promptly of changes in your email address and/or telephone number.

13. **If you need assistance, just ask.**
    Just as campus-based students have access to support services, as a distant learning student, you have a variety of resources, that can point you to online resources as well as to a local learning center, where you will find coordinators who have experience helping distant learners.

Adapted from the article: (http://www.icn.org/getting_started/tips_for_success.html)

**New Incomplete Policy**

The mark of Incomplete, “I”, will only be given to students who have otherwise successfully completed all their other semester work, absent their final exam or paper. Incomplete marks will not be given to students who have failed to attend many class periods or who have not completed earlier assignments or exams.

Students, please be reminded of the following when asking for the “I” grade:

The course must be completed within the permitted time frame (two more semesters). Please ensure that the faculty member issuing the incomplete will be available for the next two semesters.

You are not permitted to take any follow up courses for which the course with the mark of Incomplete is a prerequisite.

The mark of Incomplete remains on your transcript. The final grade, when later issued, appears later on the transcript. Be careful, too many “I” grades on your transcript may not look good to potential employees.

Too many marks of Incomplete within a short period of time will place a student out of “Satisfactory Academic Progress”.

For more information on the incomplete grade, please see page 82 of the 2007/2008 MJI catalog.

Karen Robertson Henry, Registrar
krhenry@mji.edu
Building For The Future

NEWS: Building For The Future
Michigan Jewish Institute looks forward to new, larger home.

Shelli Liebman Dorfman
Detroit Jewish News On-Line
Thursday, August 30, 2007

Thursday, August 30, 2007

When 18-year-old Danielle Taubman of Farmington Hills begins classes at University of Michigan in Ann Arbor next Tuesday, she will be ahead of the game, starting with two history credits gained through a class she took at the Michigan Jewish Institute (MJI) while still in high school.

Among the nearly 2,000 students who have taken courses at the Oak Park-based MJI - some earning associate and bachelor degrees - are those like Danielle who took classes that can earn both high school and college credit.

For the past 13 years, both degree students and guest students have passed through the rented hallways of buildings providing temporary housing for MJI. The Aug. 20 unanimous approval of MJI’s amended building site plan by the West Bloomfield Township board will change all that. The amendment was for a facility larger and in a different area of the site than one originally approved in 2002.

"We can finally start construction of our own building that will house classrooms, offices, a resource center and more," said Rabbi Kasriel ShemTov, president of the school.

MJI’s home will be built on the Chabad Campus of West Bloomfield between the Friendship Circle’s Meer Family Friendship Center and the Jack and Miriam Shenkman Shul-Chabad Lubavitch building.

Landry Newman Architecture in Birmingham has already prepared a drawing of the building’s exterior and an inside layout. According to Paul Levine, MJI’s director of marketing and student development, "Engineering details and design are under development. Construction contracts have not yet been awarded."

What Is MJI?

The school, founded in 1994, was originally funded by the Lubavitch Foundation of Michigan in Oak Park.

The independently operated, private institution is a chartered and accredited senior institution recognized by the state of Michigan and U.S. Department of Education, with national Accrediting Council for Independent Colleges and Schools accreditation and approval of the Council for Higher Education Accreditation.

"For a number of years, we were focused only on computer information systems and business courses," ShemTov said. "Now we offer degrees in computer fields and in Judaic studies."

MJI’s business and computer degree options now include the associate of applied science degree in business and information systems; and bachelor of applied science degrees in computer information systems.

This past school year, a bachelor of applied science degree in Judaic studies with concentrations in Judaic education and in organizational leadership were added to the curriculum.

Over all, 95 candidates have received bachelor degrees from MJI. The college also offers a two-year program toward a certificate in Talmudic law and jurisprudence. "And we are just finishing the first year of online courses," ShemTov said.

New courses have been prepared to add to the 19 online courses that have already been offered to degree candidates.

MJI classes are offered in the evenings and on Sundays, with a yearlong post-secondary study abroad program earning undergraduate degree credits from schools with MJI articulation agreements.

Students with MJI degrees have gone on to professional careers and to graduate studies. "From its inception, MJI graduates who did not choose immediate employment have gone on to earn postgraduate degrees in areas ranging from education, law, social work, technology and medicine," Levine said.

MJI graduate Joseph Lakier of Oak Park is currently attending Wayne State University Law School in Detroit with a full scholarship as a dean’s scholar and Lombard Fellow.

"After high school, I spent a year studying in Israel and then enrolled at MJI," said Lakier, 21. "The college had just started its cooperative computer program so I applied."

Earning a scholarship, he attended MJI, graduating with a bachelor’s degree in computer information systems. "MJI customized the program for me, allowing me to take a few courses at Oakland Community College and to accelerate some of my classes so I could graduate sooner," Lakier said. "The smaller classes allowed a student-to-faculty ratio that was sometimes one-to-one."

Teaching Teens

For the past seven years, MJI’s Community Guest and High School Dual Enrollment Course program has offered classes to individuals not enrolled in MJI’s degree programs.

High school students may receive both high school and college credit for any of MJI’s classes, including computer courses. However, various levels of Modern Hebrew Language classes, Encountering Jewish Civilization and Exploring the Holocaust - and this fall’s addition, the American Jewish Experience - were developed specifically as dual-enrollment options.
"We have over 100 students every year, from area high schools, who take our classes," Shem-Tov said. "For some, these are the only courses they will take within a Jewish environment."

The Hebrew language classes fulfill high school language requirements.

"High school dual-enrollment is state-funded from a portion of the student foundation grant," Levine said.

Varying from district to district, he said, "Most of the tuition cost is covered. Scholarships are also available for high school guest students who do not receive the state funding from the district."

MJI also offers students opportunities for advanced placement and academic credit by examination, with credits also earned during supervised internship or externships.

Several colleges and major universities will also articulate credits for these courses, including Michigan State University, Wayne State, Eastern Michigan, Central Michigan, Indiana, Wisconsin, Emory in Atlanta and the University of Michigan.

And that was good news for Danielle Taubman. "The Encountering Jewish Civilization class I took at MJI was accepted as two history credits at U-M," said the incoming freshman.

"I had learned some Hebrew and about the Holocaust while at Temple Israel [in West Bloomfield] but I had no background at all in ancient Jewish history. I knew about MJI from my sister Rachel [20] who took a Holocaust class and a Hebrew class there."

To take the MJI course, Danielle was able to drop a class at North Farmington High School in Farmington Hills. "Three days a week, I left school early, and one evening a week, I took the MJI class at the Shul. I really wish I had taken more classes; I would have taken a Hebrew class."

**What To Expect**

MJI classes have always been offered in several locations. First renting space in Farmington Hills, the college has been housed in the Lubavitch Yeshiva in Oak Park for more than 10 years.

"We have also always had other approved learning sites, like Berkley High School and Andover High School [in Bloomfield Hills]," said Shem-Tov, with MJI since its founding.

Classes are held at the Mishkan Israel synagogue in Oak Park and also at the Shul in West Bloomfield, where Rabbi Shem-Tov is the spiritual director.

MJI is run by eight administrative staff members along with part-time support personnel. Thirty adjunct faculty members teach at the school.

Thrilled about the upcoming construction, Shem-Tov said, "We’ve been in operation all these years and finally for the first time, our classes and offices and greater resources for the Jewish community will be in our own building."

The new facility will include a lab-lecture room, assembly and study areas and a technology workroom and conference area and a learning resources center. The center will include a full-service electronic and text resource library and technical, business and Judaic references and resources all in an area designed for informal learning, study groups and guest lecturers.

"A main feature of this building will be a student lounge with a library and a [cyber] cafe overlooking the wetlands," Shem-Tov said. "It will be a place for students to hang out, have mentorship’s, do homework."

The center will have regular set hours for community study and will host lectures and programs. The Shul next door will continue to be a site of MJI’s classes and large lectures and as-
Now is the time to get your MJI student account up to date. Please familiarize yourself with the MJI payment terms and options.

**PAYMENT TERMS:** The semester charges are due and payable by the first day of class, except for any financial aid still pending, as long as all requested information has been submitted to the Financial Aid office. If all requested documents have not been submitted to the Financial Aid Office by the first day of class, the remaining balance is due immediately.

**ONE OF THE FOLLOWING PAYMENT PLANS IS TO BE USED:**

1. **PLAN ONE:** Pay the net amount due by the first day of class. The net amount due represents the total charges, less any scholarships, and grants, confirmed by the Financial Aid Office. MJI will accept VISA, MASTER-CARD and AMERICAN EXPRESS as an option for payment.

2. **PLAN TWO:** Pay the net amount from a Federal Stafford loan or Plus loan. All paperwork must be received in the Financial Aid Office by the first day of the semester. THIS IS VERY IMPORTANT!

3. **PLAN THREE:** NOTE: MJI on-line courses must be paid in full by the first day of class and are excluded from this Plan

Pay the net amount by way of a payment plan. MJI will accept in writing a payment plan agreement that will take the net amount and divided it over the four months of the current semester. HEAD CHECKS OR CREDIT CARD INFORMATION MUST BE SUBMITTED WITH A PAYMENT PLAN. Payment plans must be received by the accounting office before the first day of the class in the current semester.

A student with an outstanding tuition balance from a previous semester will not be allowed to register until the balance is paid. Students requesting a transcript must have balance paid in full to MJI before transcripts will be released.

The Payment Office is open Monday thru Thursday 9:00 am – 4:00 pm.

Contact number (248) 414-6900 ext. 107

Rebecca Peters, Controller
rpeters@mji.edu
MJI - On-line

MJI-On-Line operates two course management systems: (MJI-eCollege and MJI-Sakai).

MJI-eCollege is a course delivery service in collaboration with Spectrum Pacific Learning. To access MJI-eCollege, using your Web Browser, go to the following address:
http://www.myonlinelogin.com/

For more information on eCollege, go to http://www.ecollege.com/.

MJI-Sakai is a collaboration system developed by a consortium of schools such as the University of Michigan, Stanford, and MIT. MJI-Sakai is hosted and managed by MJI. To access MJI-Sakai, using your Web Browser, go to the following address:
http://74.94.229.193:8080/portal

In each system you'll be prompted to enter your valid account name and password.

A help facility is built-in to both systems, if needed.

For more information on Sakai, go to www.sakaiproject.org.

If you have any questions on MJI-eCollege, please contact Professor Stein (248) 414-6900 ext. 103, or (dstein@mji.edu).

If you have any questions on MJI-Sakai, please contact Professor Sanders (313) 903-4340 (cell), (ksanders@mji.edu).

MJI Learning Resources Center

Computer Laboratory

The Institute’s computer laboratories are located at both campuses and are equipped with high-speed, modern PC computers, LANs, wired docking stations, wireless “hotspots” and appropriate peripherals. Laboratories are available to students enrolled in computer-related courses during specified and posted times. Other members of the MJI community are invited to use the laboratories at any time they are not specifically scheduled for use as classrooms.

Library and Other Academic Resources

The Michigan Jewish Institute houses a library that contains a collection of appropriate technological, business and Judaic reference materials that are frequently cited by MJI faculty during course delivery. Most course syllabi refer to specific library holdings and students are expected to make use of these holdings via required or suggested readings and research.

In support of its dedication to general education, MJI is also the proud owner of the Feinberg Collection, donated by the Charles and Lenore Feinberg trust. This valuable collection is comprised of many first and autographed editions of American and English literature, original manuscripts and letters, and other useful research and reference materials pertaining to the liberal arts. This collection is available to scholars and other researchers by appointment only.

The Michigan Jewish Institute is a participating member of the Michicard System. This valuable resource allows students enrolled in MJI to use participating public libraries and over thirty academic collegiate libraries located in Michigan. Lawrence Technological University, conveniently located approximately four miles from MJI’s Oak Park campus, has an extensive technical, computer-related collection. MJI also maintains an extensive library of Judaica at its Nine Mile Road facility.

In addition to traditional library resources, Michigan Jewish Institute libraries link students to state-of-the-art on-line resources, World Catalog, internet search engines, First Search and other Michigan library listings. Students may access these resources from the MJI website (www.MJI.edu).

Karen Robertson Henry, Librarian
krhenry@mji.edu
## MJI - Staff Telephone Directory

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Department</th>
<th>E-mail</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
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<td>(248) 414-6900, ext. 103</td>
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