...for giving, especially through PennVIPS’ annual drive to bring toys and food to children including 600 with HIV/AIDS. At right, in the Police MiniStation that is one of 11 drop-off points for donations, No. 1 VIP Bonnie Ragsdale is flanked by Bob Zarazowski of Wharton and Trish diPietrae of Vet Medicine (see the Compass Feature on page 9).

It’s countdown time for Penn’s Way (page 3), and for campus shopping (starting on page 14, with a list of year-long gift ideas on page 18).

’Tis also the season for a short break in publication: from now to January 9, watch the Web for breaking bulletins.
SENATE

Under the Faculty Senate Rules formal notification to members may be accomplished by publication in Almanac. The following is published under that rule:

To: Members of the Standing Faculty
From: William L. Kissick, Chair

Nominations for Offices Requested

In accordance with the Rules of the Faculty Senate you are invited to suggest candidates for the posts and terms stated below, with supporting letters if desired. Candidates’ names should be submitted promptly to the Chair of the Senate Faculty, 15 College Hall/6303, who will transmit replies to the Nominating Committee.

The following posts are to be filled for 1996-97:

Chair-elect of the Senate (1-yr term)
(Incumbent: Peter J. Kuriloff)

Secretary-elect of the Senate (1-yr term)
(Incumbent: David B. Hackney)

Four At-large Members of the Senate Committee on Rules, the Executive Committee’s slate is declared elected. Please submit nominations by petition have been received within the prescribed time. Therefore, according to the Senate Rules, the Executive Committee’s slate is declared elected.

Those elected are:

- F. Gerard Adams (prof economics)
- Rebecca Bushnell (prof English)
- Robert F. Giegengack (prof geology)
- Louis A. Girifalco (prof mat sci & engr)
- Nancy Hornberger (assoc prof educ)
- Abba Krieger (prof statistics)
- Phoebie S. Leboy (prof biochem/dental)
- Margaret M. Mahon (assst prof nursing)
- Yvonne Paterson (prof microbiol/med)

Note: The committee chair will be selected by the Senate Executive Committee at its meeting December 13, 1995. The next Almanac will be published January 9, 1996. To obtain the name of the Nominating Committee chair immediately after December 13, please contact Carolyn P. Burdon either by telephone at 938-6943 or by e-mail at burdon@netbox.upenn.edu.

Ed. Note: Almanac will also post this information electronically upon receipt; open http://www.upenn.edu/almanac.

MLK Memorial: January 15

A seven-day schedule of events surrounding the birth date of the late Rev. Martin Luther King, Jr., is announced this week in January at Penn (pp. 12-13). Speakers on the key date of January 15 will include Congressman Chaka Fattah; North Carolina Central’s Chancellor Julius L. Chambers; and several major civic and religious leaders in this region. The University expects to issue additional program information in Almanac January 9, including a statement on released time for staff to attend January 15 events.

Faculty Club Director: Dan Sullivan

Dan Sullivan, interim director of the Faculty Club since the retirement of Tracy Neider in August, has been appointed director. The former general manager for Restaura Inc. at the Philadelphia Civic Center comes to the University with an extensive background in catering, hotel and business management, according to an announcement by the Office of Business Services.

Holiday Hours: The Faculty Club Board will meet on December 18 to decide whether or not to remain closed January 2 through 5. Since no printed Almanac is scheduled for December 19, the Board’s decision will be announced via Penn Web (Faculty Club home page, under “Schools, Office and Services” on the Penn home page, or at Almanac http://www.upenn.edu/almanac). Or members can phone the Club at 898-4618; open or closed, Club office staff will be on duty starting January 2.

Margaret H. Allan, 1936-1995

Margaret Hermione Allan, Rare Book Cataloger at the University of Pennsylvania’s Van Pelt-Dietrich Library since 1969, died at her Philadelphia home from complications of breast cancer on December 1. She had continued to catalog rare books until two weeks before her death, when her illness demanded further radiation therapy, during the course of which she died. During her long struggle against a cancer which gave her no remissions, she maintained her mobility and her independence virtually to the end.

Margaret was born February 5, 1936, in Edinburgh, Scotland, where she attended secondary school and received an M.A. in Classics from the University of Edinburgh in 1957. After a year spent at the University of Pittsburgh, she worked as a Research Assistant in the National Library of Scotland until 1969. In this position, she supervised completion of the entries and indices of the National Library of Scotland’s Short-Title Catalogue of Foreign Books Printed up to 1600 (Edinburgh: HMSO, 1970), and also prepared the volume for the press. Librarian William Beattie’s prefatory note remarked: “The last word must go to Miss Margaret Allan, without whose industry, purpose and learning the catalogue could not have been published either so or so well.”

Joining Penn in 1969, Margaret assisted in cataloging the Henry Charles Lea Library, working on that project with the late Professor Matthias Shaaber, as well as in cataloging material for the newly-formed Department of Special Collections. She served as Acting Head of the Original Cataloging Department for a year. During the 1980s, Margaret was active in the American Library Association’s Rare Books and Manuscripts Section and contributed to a number of rare book thesauri. She also assisted her Penn colleagues in the Original Cataloging Department, who relied on her deep knowledge for reliable answers about the make-up of books and questions of imprint and date. Without her support, the Department would have been unable to catalog as much material as it did in special projects during the past several years.

As emphasis shifted, during her career, from cataloging rare books as artifacts to provision of intellectual access to rare books, Margaret kept abreast of changes. Even after her cancer was diagnosed, over thirty months ago, and while undergoing radiation therapy and neck fusion, she insisted on training in newly-implemented name authority control procedures and mastered their demands. When the Department shifted its workplace technology this fall, Margaret again insisted on being included. In the weeks before her death, she become quite proficient at cataloging with Windows in a new computerized environment.

Strong-minded and independent, Margaret took pride in both her native Scots and in her acquired American identities. One of the last trips she made was a vacation in which she drove by herself through the southeastern states. She was also deeply committed to and active in her church, the First Presbyterian Church in Philadelphia, where she was an Elder and served on its Board of Session, its vestry and its call committee. Margaret was also active in Alcoholics Anonymous and took courses in counseling.

She is survived by her mother, Margaret Shearsby Allan, and her sister, Jeannette MacKinlay, both of Edinburgh, and a large number of friends and colleagues. A memorial service will be held at First Presbyterian Church, 21st and Walnut, at noon on December 15. Margaret requested that any memorial contributions be sent to the Philadelphia Society for Services to Children, 415 South 15th Street, Philadelphia, PA 19146.

—Daniel Traister and Laurence Creider

Van Pelt-Dietrich Library
Selling a Final Exam? If it’s a House, It’s Okay

In Urban Studies 310, it’s a course requirement: Students learn by purchasing, renovating and then—the ultimate “final exam”—selling homes in West Philadelphia.

Last year 30 to 40 students took this hands-on approach to urban renewal—redoing and selling four of the five houses they set out to complete under the guidance of Dr. William Zucker and Lecturer Hanley Bodek. (Dr. Zucker is the Mushumal Riklis professor emeritus of management, and Mr. Bodek is a member of the Philadelphia Construction Company.)

Now the fifth house, a three-story brick twin at 32nd and Spring Garden Streets in Powelton, is also finished and is on the market. With four bedrooms, two-and-a-half baths and a pleasant backyard, it lists for $79,000. Or, if a buyer meets the City’s Section 8 Guidelines (yearly income below $22,000), the price drops to $66,000 under an arrangement between the University and the City of Philadelphia.

As part of their coursework the students have also put together packages for several area banks to help buyers initiate the mortgage application process. Under the course’s goals the group’s first choice would be to sell to a first-time homeowner, although other buyers can be considered—and one group of potential buyers especially high on the students’ list are Penn and HUP employees.

“This is a unique opportunity for full-time employees of the University of Pennsylvania,” said College Senior Joshua Senders, who is spearheading the selling phase.

“The University Mortgage Program, administered by the Treasurer’s Office, provides 105% financing, which means buyers who qualify for a Penn-guaranteed mortgage do not need a down payment and can put closing costs (up to 5% of the purchase price) on the mortgage.” All full-time faculty and staff University and HUP who have completed a six-month probationary period are eligible to apply for such mortgages; Berean Federal Savings and Mellon Bank are the participating lenders.

For more information on this project, Joshua Senders can be reached at 382-9415; or if he is away during the holiday break, those interested can call Mr. Bodek at Philadelphia Construction, 662-1000.

Photo by Addison Geary

Penn’s Way your way.

For me, Penn’s Way means giving—giving of myself through my ongoing involvement as a member of the Penn’s Way Campaign Committee and giving to those in need through the contributions I choose to make.

Since the University took a major leadership stance in 1991 when we were one of the first local employers to institute a combined charitable campaign, other local institutions have followed in our footsteps. Faculty and staff have given over $1,000,000 to support the critical work done by human service organizations in the Delaware Valley, but we cannot rest on our laurels. There’s much more work to be done.

If you haven’t yet returned your pledge card, I hope you will do so today. Join me in making Penn’s Way your way.

—Judy Zamost, Training Specialist, Division of Human Resources and Member of the Penn’s Way Campaign Committee

A-3 ASSEMBLY

A-3 Holiday Gathering

The A-3 Assembly will hold its annual Holiday Get-Together on Wednesday, December 20, noon-2 p.m., in the Third Floor Conference Room of Lauder Fischer Hall. All members of the A-3 community are welcome and encouraged to attend.

—Gene N. Haldeman, Secretary, A-3 Assembly Executive Board

25-Year Club: Hold October 3, 1996

Faculty and staff who joined the University in 1971 or before are asked to note on their calendars that the 1996 reception and dinner for the Twenty Five-Year Club are scheduled for Thursday, October 3, 1996, in the Upper Egypt Gallery and the Chinese Rotunda of the University Museum. Reception begins at 4:30 p.m. and dinner at 6. If there are any questions, please call Duncan Van Dusen at 898-7005.

Nora Bugis, Immediate Past Chair Patricia M. Hanrahan, Chair Alfred F. Beers, Secretary Duncan W. Van Dusen, Chair-elect

Correction re Council Steering Committee

In last week’s pullout of Senate and Council lists, two names were missing from the Steering Committee roster. Leaders of the Penn Professional Staff Assembly and A-3 Assembly now serve on Steering. This year’s incumbents are, respectively, Ira Winston and Karen Wheeler.

Penn’s Way ’96: As December 15 Approaches...

December 15 is the target date for totalling up the proceeds—and more important, the participation—in Penn’s Way ’96. As of Friday, the workplace campaign had recorded 1635 participants whose gifts come to more than $198,000 so far.

Co-chairs of Penn’s Way ’96 are Carol Scheman, vice president for government, community and public affairs, and Dr. Ira Schwartz, dean of the School of Social Work.

Anyone who has not received the ’96 guidebook explaining options in giving, or who has questions about the program or its payroll-deduction features, should call 898-1733.

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<th>School/Unit</th>
<th>Employees</th>
<th>Number of Participants</th>
<th>% Participated</th>
<th>Total Contributed</th>
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<td>31</td>
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Total: 8448 1635 19% $198,364.20

ALMANAC December 12, 1995 3
Ms. Wheeler’s remarks were made in the opening section devoted to reports by the constituencies.

Firing vs. Layoff

In recent weeks there have been articles printed in The Daily Pennsylvanian (DP) alleging to address the matter of “administrative restructuring.” The wording of these articles continue to make reference to employees as being “fired” when they were “laid-off.” In reporting on such a sensitive subject such as “administrative restructuring,” the content of any article should be clear and accurate. “Fired” and “laid-off” have entirely different implications.

The Executive Board of the A-3 Assembly has an ongoing working partnership with Executive Vice President John Fry and other senior administrators here at Penn. There is already widespread concern within the A-3 community regarding potential layoffs. What cannot come into play is a “brush fire of suspension and mistrust” fueled by articles such as those featured in the DP or any other publication. The Executive Board of the A-3 Assembly will continue our efforts to see that any and all inaccuracies reported in the DP or other publications regarding “administrative restructuring” do not undermine this partnership effort.

— Karen E. Wheeler, Chairperson A-3 Assembly

Benefits for Part-Timers

I am a career counselor in Career Planning and Placement, working with graduate students, and I work part-time. Last February I spoke at a University Council meeting and asked you to make a formal commitment to discussing the extension of full benefits on a pro-rated basis to part-time professional employees.

There are a number of part-time professional employees who have worked at the University for many years and have demonstrated a strong commitment to their positions and the University. In the fall of 1993 several of us began meeting in order to persuade the University to extend full benefits on a pro-rated basis to part-time employees.

We studied materials from Catalyst, a national research organization which works to effect change for women in the workplace, and spoke with representatives from other universities. In doing this we found that many employers, including such peer institutions as Harvard, Yale, Princeton and Brown, provide a full benefits package for their part-time employees.

We met with the former Assistant Vice President of Human Resources and representatives of several schools, and discussed our efforts with the A-1 and A-3. This culminated in a letter from us to Interim President Claire Fagin to which she responded by asking the Steering Committee to charge the Personnel Benefits Committee to study our proposal and make a recommendation to the University Council by February 1995.

After studying benefits for part-time employees, the Personnel Benefits Committee recommended a cost-neutral option which would add one new benefit: participation in health care expense account using tax free salary dollars. However, this recommendation became immaterial because the Coopers and Lybrand report recommended that the total benefits package be restructured.

We think that a formal and thorough survey of part-time professionals should be conducted and that the benefits received by part-time employees at peer institutions should be examined. As benefits become a more significant portion of compensation, the denial of these benefits is a significant wage penalty on part-time employees and their families. As you know, benefits account for 33% of compensation, making it 25% of total compensation.

Before I close, I would like to state that we are your colleagues who, like you, have a long-term commitment to the University. Most of us have worked at the University for at least 5 years while several have worked here 20 years or more.

Finally, we want the University to extend full benefits on a pro-rated basis to part-time professional University employees because it is the right thing to do, because peer institutions do it, and because it will be the best thing for the University if it is to attract and retain the best employees for the 21st century. We ask that Council direct the new Vice President for Human Resources to undertake a serious reconsideration of our proposal during this academic year.

— Julie Miller Vick

Career Planning and Placement

Dr. Crockett’s message was interrupted by the clock at Council; it is given in full below. Please see page 6 for the brief response made by President Rodin.

Reaffirmation Action

Affirmative action is under attack in the courts, in Congress, and on university campuses—notably at the University of California. Substantial segments of the general population seem to have bought the idea that affirmative action is reverse discrimination. In this environment, it is important for the supporters of affirmative action to mobilize their response.

Perhaps a reaffirmation of our belief is sufficient, but if dissent is significant on this campus, I believe engaged with the dissenters is desirable. More important, I believe that we must reexamine carefully the groundwork on which our current policies are built in the light of the Supreme Court’s move toward closer scrutiny.

I wish to make two points that may be relevant to such a reexamination. With respect to affirmative action in the admission of students, I would make an argument based on the inadequacies of the SATs and other quantitative tests on which admissions decisions are made very largely based. There are useful tools, but even if we succeed in eliminating any cultural bias, they are still very imperfect measures of the things we are interested in: innate ability, how well the applicant will succeed academically, how well he or she will succeed in life after college.

Suppose that two applicants have identical SAT scores, and I know that one grew up in comfortable financial circumstances, has highly educated parents, and attended an excellent high school, while the other grew up in poverty, has parents who never finished high school, and attended a second-rate high school. I would not conclude from the equality of scores that the two are equal in innate ability. Rather I would conclude that the chances are very good that the disadvantaged student is brighter. This is not just a hunch of mine; there are data to confirm that the factors I have mentioned affect test performance. It follows that socioeconomic disadvantage should be considered, in addition to test scores, in the admission decision. I would go one step farther. In some cases present disadvantage can be related to past discriminatory acts by the government against the applicant’s parents or grandparents. In the case of disadvantaged African Americans and Native Americans, this seems to me to create a powerful argument for affirmative action—no matter how strict the Court’s scrutiny. My second point relates to affirmative action in the hiring of faculty. I believe that the strongest argument here depends not on a past history of discrimination, but on the University’s right to make hiring decisions that meet its own needs.

There is no question at all of hiring faculty who are not well qualified. That is a large red herring. But within the well-qualified pool, the University should give weight to diversity because it needs more diversity than it has to do its job well.

Take women as an example. Women faculty and students share a wide range of gender-related experiences, and that shared experience can give women faculty some special insight into how to present material in a way that will make sense to students, that will make them comfortable with the subject, and that will arouse their interest. For some women students this is not important; they could not care less if they never had a woman professor. But for many others this special insight does matter.

Exact the same argument can be made for African Americans or other minorities. It follows that we are not offering equal education to women and minority students unless there is a critical mass of women and minorities among the faculty in all parts of the University. One or two here and there will not do it.

— Jean A. Crockett

Professor Emerita of Finance
Council November 29: Summarizing the 1995 Public Forum Session

The “December” meeting of Council—held on November 29 because of scheduling problems—featured the now-annual Public Forum where members put forth questions to councilors. Councilors involved in committee work vociferously asked that their committee assignments be reconsidered. The forum was held at the Meeting House in Rockefeller Hall.

Opening reports were brief. President Judith Rodin’s was a call for input (see Almanac December 5 on the Agenda for Excellence (published November 21/28). Provost Stanley Chodorow was away on University business. Dr. William Kissick reported that Steering will review the UTV experience in Council coverage. GAPSA’s VictorPrince raised cautions on the implementation of the policy on Consensual Sexual Relations, and described national activity to oppose federal cuts in funding for graduate education. The UA’s Lance Rogers praised the resubmission of Dr. Gregg Camfield’s nomination for tenure, and said the UA will follow this and other tenure decisions involving faculty with high ratings as teachers. He also said the UA is trying to identify 24-hour study space.

PPSA’s chair-elect Marie Witt reported that meetings on restructuring are in progress between the A-1 group’s leadership and Executive Vice President John Fry. A-3 Assembly Spokesperson Karen Wheeler raised objections (see Speaking Out) to published characterizations of students. Issues not already being addressed by a Council committee are to be reviewed by Steering for follow-up.

Students and Tenure: Emphasizing that he would “in no way advocate that students be involved in final decisions,” former UA chair Dan Debicella asked that the University develop an institution-wide process for students to offer advice on tenure candidates’ teaching quality. Mechanisms could be: (a) students sit on tenure committees nonvoting (as they are on deans’ reviews or (b) students who have had the professor’s forming committees to write evaluations. Laurie Moldawer said UA has approached NEC about the feasibility of forming evaluation committees and inviting the students to write evaluations.

Professor David Hiblender called graduate students, particularly teaching fellows, “uniquely able to give still another perspective on teaching ability,” and also proposed the use of syllabi and exams as a “written record of the rigor and substance of candidates’ teaching.” To a query on similar input with respect to visiting faculty, Mr. Debicella said the need was perceived but he could see no practical way.

Pro-Rated Benefits: Julie Vick of the Career Planning/Placement staff made a presentation (see Speaking Out) reiterating an earlier plea for pro-rated benefits for part-time professional staff, as supported in a Personnel Benefits Committee study. Senate Chair-elect Peter Kurloff praised the presentation as one that speaks to “the quality of community, and the danger of making one group invisible.”

President Rodin reminded Council that at the time of Ms. Vick’s initial presentation, and until a few weeks ago, there was no vice president for human resource development. Vice President John Fry could well be eager to accept the recommendation of the committee last February, and to commend to the new vice president, when he or she was appointed, that it be taken up with the full consideration of benefits. It is still our intention to do that; nothing has changed with regard to our recognition of the seriousness of the request and the effort to review benefits.”

UTV / Wade Cablevision: President and General Manager Heather Dorf noted for Council as a whole that the Communications Committee will take up on December 18 a request by UTV (now closed-circuit) to affiliate with Wade Cablevision, making its signal accessible off-campus—-as are those of Temple and Drexel. Essentially, the concern for UTV to affiliate with Wade Cablevision station cannot be seen by off-campus upperclassmates, she said advertising would also increase, giving UTV the money to be more competitive with other college stations.

Arm’s Length ROTC: Praising Penn’s advances in nondiscrimination on other fronts, Anthony Putz of the Lesbian/Gay/Bisexual Alliance brought to Council what he termed “inaction on enacting the arm’s length relationship with ROTC” recommended by Council in 1993. He reviewed a history of Senate and Council actions and asked that Council set new deadlines, so that ROTC would either arm’s length, or in a cross-town (consortial) arrangement by fall 1996. In both a UA representative urged retention of ROTC, if necessary with a change of University policy to resolve the conflict between Penn’s nondiscrimination policy and the military’s “don’t ask/don’t tell.” When the UA speaker suggested it was inappropriate to keep IAST funds but kick ROTC off campus, Mr. Putz said the Air Force was aware of the arm’s length policy but granted funds for IAST anyway and he believed other services would respect the policy. Lt. Col. Edward Forte, USMC, said he did not believe the NROTC would want to see any deviation from the status quo.

Seating UMC: Onyx Finney of the United Minorities Council asked that Council reconsider the request for a UMC seat—noting that for several years UA had informally reserved one of the undergraduate places for a UMC representative, but when the new bylaws were being written, the request to have that seat made formal was turned down. UA’s Mr. Rogers opposed the proposal. Mrs. Lord, speaking that the UMC would involve the bylaws, and finding in a straw poll a “strong minority, in fact a majority” interested in reopening the issue, Moderator Harris said the issue would go to Steering.

Behavior/Religion Concern: After outlining new mechanisms for coordinating among religious organizations on campus, Acting Chaplain Fred Guyott presented an issue on which the new bodies will soon deliberate and advise the Provost. He described as behavioral problems in the activities of an evangelical group called the Greater Philadelphia Church of Christ. Rev. Guyott said consultations with campus religious leaders including CA, Hillel and Newman Center, and with undergraduate campuses with branches of the GPCC (Brown, BU, Columbia, Harvard and Yale) showed a pattern he characterized as harassment, but in conversations with elders of the GPCC, the elders attributed them to zealousness. As a number of Council members sought clarification on the relationship between this issue and anti-Semitism, the Rev. Guyott said that an educational approach could concentrate on specific behaviors that students and parents have reported as harmful (harassment, persistent phone calls and visits within dorms) and that he would observe the line between behavioral and theological issues in taking this to the advisory bodies.

Student Disciplinary Charter: Three speakers raised questions about what they perceive as flaws in the proposal under revision by the Provost. (1) Based on a case he outlined, Jonathan Brightbill of Penn Watch asked that the University develop ways to follow criminal cases resulting from campus disciplinary action, and support RAs or others from the UA who are involved in the ensuing court proceedings. (2) Undergraduate Hayley Lattman objected to restrictions on advocacy for students in hearings process, and urged President Rodin not to accept any charter that does not provide support for respondents—though she specified she did not mean professional lawyers. (3) Mike Nadel reopened the question of open versus closed hearings, favoring a norm of open hearings (subject to respondent’s choice) except in cases of rape or sexual assault (subject to complainant’s choice).

Mr. Nadel’s overarching proposal—that Council should discuss the proposed Charter at least one more time—led to another straw poll, with a substantial number in favor of returning the Charter for discussion.

President Rodin noted that the Provost has been revising the document in the light of earlier Council discussion and numerous suggestions of the community at large. It is the Provost’s intent once again to publish a draft charter, she said. “The thought was to do this in January since December does not provide a good time for commentary. The Charter goes to the Schools, and what they accept as final will give some variety to procedures on a school by school basis. So if Council wants to discuss what will surely be a revised charter, it should be in January.”

Semiautomatic Weaponry: James Gray, A-3 chairperson of the African American Association, opposed a reported plan to arm the University Police with semiautomatics, charging that “raising the level of firepower” would escalate violence and be “a threat to the lives of faculty, staff, administrators, and students.” He also called for examination of University policy on the use of deadly force.

Penn Watch’s Mr. Brightbill supported semiautomatics Penn police, listing incidents in recent weeks in which possession or use of such weapons was reported by Penn Police. He also recalled assaults in recent years on Samir Shah and Keith Campbell and the shooting death of Moez Alimohamed. He said other campuses are converting to semiautomatics including Harvard, Yale and Amherst.

On behalf of Public Safety’s Managing Director Thomas Seamon, Maureen Rush conveyed support for conversion from revolvers to semiautomatics, both to protect the Penn community and officers, and to meet industry standards as Penn officers undergo annual training and certification in the Police Academy.

Dr. Helen Davies urged “careful discussion” and consultation with Penn experts Marvin Wolfgang, the internationally-known criminologist; William Schwab, chief trauma surgeon at HUP and expert on gunshot wounds; Donald Schwarz of pediatrics, an expert on youth and violence prevention. Among questions she listed: Does the use of semiautomatic weapons raise the stakes? How much is such a change needed?
Winter Break 1995 Special Residential Checks

SAFETY ADVISORY Winter Break Special Residential Checks

Dear Faculty, Staff and Students:

Winter Break 1995 (12/23/95 to 1/14/96) is approaching quickly. Traditionally, this is a time of lower occupancy and greater opportunity for crime. Therefore, we need to be more safety and security conscious!

To reduce the opportunity for crime (especially burglaries and criminal mischief), the Division of Public Safety again offers to conduct Special Checks of Residential Properties from 5 p.m. Friday, December 22, to 7 a.m. Monday, January 15.

Faculty, staff and students who live in the geographical areas bounded by the Schuylkill River and 43rd Street, between Baltimore Avenue and Market Street, may list their residences with the Penn Police Department for Special Checks. Penn Police officers will periodically check the exterior of the property for signs of criminal activity or security breaches. If any are found, the officers will take appropriate action ranging from arrest of the perpetrator to conducting an interior check of the property, with subsequent notifications to the listed occupant.

If you would like to list your residence for Special Checks during Winter Break 1995, please pick up an application at the Penn Police Department Headquarters (3914 Locust Walk) or the Victim Support/Crime Prevention office (3927 Walnut Street). You need to complete and return the application to either location prior to vacating the premises. Below you will find Safety and Security Tips to help keep your time away from Penn a safe and happy one.

Wishing you peace and joy this Holiday Season,

Thomas Seamon, Managing Director, Division of Public Safety
Maureen Rush, Director, Victim Support
George Clisby, Chief of Patrol Operations

Safety and Security Tips for Winter Break 1995

Winter Break 1995 is almost here! Along with mistletoe and holly, let’s also think about safety. To keep the season happy and joyous, and the New Year full of hope and promise, here are some tips to keep in mind:

If you are leaving Penn for Break...

• Secure or remove all valuables (i.e., jewelry, computers, stereos, televisions, etc.). All valuables should already be engraved with your Social Security or other identifying number. Engravers are available at the Victim Support/ Crime Prevention office (3927 Walnut Street, 898-4481).
• Close and lock all windows; close all shades, drapes and blinds. Lock and bolt entrance doors to rooms or apartments.
• Use timers on lights and on radios or TVs to give your residence the appearance of being occupied.
• Register your residence with the Penn Police Department for Special Checks during the Break.
• Your answering-device message should indicate that you are not at home. Always use plural nouns even if you live alone (e.g., “We’re not available to take your call right now”). Don’t use your name(s).
• Make sure that your exterior lighting works and turn all lights on. Preferably, exterior lights should be on a timer or photoelectric cell. If not, contact your landlord about installing these security devices before you leave for Break!

If you are remaining at Penn...

• Use one of the ten automated teller machines (ATMs) located inside University buildings and avoid withdrawing money at night. Check the amount withdrawn only after you are safely inside your office or residence. Never display money in a crowd.
• Please note: More information regarding the specific hours and days of operation for the aforementioned automated teller machines will be forthcoming.
• Carry only necessary credit cards and money.
• Carry your wallet in an inside coat pocket or side trouser pocket. Carry your handbag tightly under your arm with the clasp toward your body. Never let it dangle by the handle.
• Keep your wallet or handbag closed and with you at all times. Never place it on the seat beside you, on the counter next to you or under a seat when dining.
• Be aware of your surroundings and the people around you; trust your instincts. Stay in well-lighted and well-travelled areas.
• Walk with your head up, shoulders back and your eyes scanning the people around you.
• Use the “buddy” system or the Penn Transit System when travelling at night. From non-University exchanges, dial 898-RIDE for the vehicular escort service or 898-WALK for the walking escort service between the hours of 6 p.m. and 3 a.m. daily (but see holiday schedules, in the box below).
• If you are expecting guests or workers, do not open your door until you know it is the right person(s). Always ask to see identification of callers you don’t know.
• If accosted, don’t resist! Don’t panic! Stay calm and get a good description of the assailant (i.e., race, sex, approximate age, height, weight, clothing description, direction travelled, etc.) and report the incident to the police as soon as possible.
• Know the locations of Penn’s Blue Light Emergency phones. Open the box, lift the receiver or push the button to talk.
• Report any suspicious person(s) or activities as soon as you can: where, what, who, when and how.

Know your Emergency Telephone Numbers:

Division of Public Safety
Penn Police Department
3914 Locust Walk
Campus (Exchanges 898, 417 or 573): 511
Off Campus: 573-3333
Non-Emergencies: 898-7297 / 898-7298
Victim Support: 898-4481 / 898-6600
Penn Detectives: 898-4485

Philadelphia Police Department,
18th Police District, 5510 Pine Street
Emergency Telephone Number: 911
General Business: 686-3180

SEPTA Police Department
Emergency Telephone Number: 580-4131

Bus/Escort Services: Holiday Schedules

Both vehicular and walking escort services will be closed on the following Mondays:
December 25, 1995
January 1, 1996.

All Transit Stops will be closed from Saturday, December 23, 1995 to Monday, January 1, 1996.

However, limited vehicular escort service (i.e., one van) will be available from Saturday, December 23, 1995 to Sunday, December 31, 1995.

Walking escort service will also be available from Saturday, December 23 to Sunday, December 31, 1995.

Full vehicular and walking escort services will resume on Tuesday, January 2, 1996.
Award Endowed for John Chancellor

By Sandy Smith

In 1957, Little Rock, Ark., was a city on the verge of a racial explosion. A federal judge ordered all-white Central High School to admit nine black students. Governor Orval Faubus sent the National Guard to keep them out. President Dwight Eisenhower took command away from the governor, and a tense standoff ensued between the troops and an angry white populace.

In the middle were nine brave but terrified black children.

A teenager named Ira Lipman was a friend of one of those nine students. Every night after school, he would go home and watch the news on NBC, which had sent its national reporter, John Chancellor, to cover the crisis.

Sixteen-year-old Lipman was upset by the daily display of bigotry and hate. He felt that, as he would later recall, "the world simply had to know the truth of what was going on inside Central High. I looked up to John Chancellor and knew that he was a fair man—a good man—and that through his reporting, he was certain to have a profound effect on the entire nation."

The press was not allowed inside the school. But young Mr. Lipman, although he attended another school, had easy access. Taking advantage of his position as editor of his school's yearbook, which was printed on Central High's presses, he became a "reliable source" for the NBC newsmen and fed him daily information about the situation inside Central High.

Thus began a lifelong friendship between the two men. Now, almost four decades later, Mr. Lipman has decided to honor his hero permanently by endowing a new journalism award to be administered by Penn's Annenberg Public Policy Center.

The "John Chancellor Award for Excellence in Journalism," a $25,000 prize to be granted annually beginning in 1996, will recognize that reporter who has made the most important contribution to journalism in the past year. The establishment of the award will be officially announced Thursday at a black-tie dinner at the University of Pennsylvania Museum of Archaeology and Anthropology.

The dinner will honor Mr. Chancellor's 45 years of reporting and commentary and the standards of excellence that he set for the profession.

Mr. Chancellor came to NBC in 1950 after two years with the Chicago Sun-Times and spent all but two years of the rest of his career with the network and retired in 1993. From 1965 to 1967, he served as director of the Voice of America. As a national reporter, an international correspondent, and the senior national affairs correspondent for NBC News, he covered many of the signal events of our time, including school desegregation, the Cuban missile crisis, the fall of the Berlin Wall and the Persian Gulf War.

He has interviewed every U.S. president from Harry Truman to Bill Clinton, every British prime minister from Clement Attlee to Margaret Thatcher, and every Soviet head of state from Nikita Khruschev to Mikhail Gorbachev. From 1970 to 1982, he held the network's top on-air job as anchorman of the "NBC Nightly News." After stepping down from that post, he became a daily commentator on the program until his retirement.

The Providence Journal's Tom Mooney has called him one of "a few who stand as columns supporting the standards set by Edward R. Murrow." Robert MacNeil, who recently retired as co-host of PBS's "MacNeil/Lehrer News Hour," cited Mr. Chancellor as the broadcaster on whom he modeled his own reporting style.

Mr. MacNeil will be one of the featured speakers at Thursday's event, which will be moderated by former NBC News correspondent Sander Vanocur. Other speakers include syndicated Washington columnists Jules Witcover of the Baltimore Sun and Lars-Erik Nelson of the New York Daily News; journalist and author David Halberstam; writer George J.W. Goodman, also known as "Adam Smith"; former NBC News head Reuven Frank; and Tom Brokaw, who succeeded Mr. Chancellor as "NBC Nightly News" anchor.

Mr. Lipman, who is the chairman and president of Guardsmark, Inc., a privately owned, national security services firm, and a member of the Board of Overseers of the Wharton School, will serve on the award selection committee along with Kathleen Hall Jamieson, director of the Annenberg Public Policy Center and dean of the Annenberg School for Communication, Mr. Chancellor himself, and two distinguished journalists, one from print and one from broadcasting, to be selected by the committee members.

Dean Jamieson characterized the award as a fitting tribute to one of the country's most distinguished journalists. "John Chancellor set a standard of journalistic excellence to which the profession ought to aspire," she said. "The award will honor individuals who have met that high standard and in the process will contribute to improving journalism. We at Penn and at the Annenberg School are proud to be associated with this award."

For Mr. Lipman, the award is a personal tribute to a man who made a deep and lasting impression on his life. "John Chancellor is my hero. He was my hero at age 16 in Little Rock, and he is my hero today, because he represents the truth. With this award, I am perpetuating my hero's name in the hopes that it will foster great journalism, which will bring light and truth to the people and make this a better world." Mr. Lipman said in explaining why he decided to endow the award.
Innovation CORNER

This is the sixth in a series about the results of administrative restructuring initiatives and other related news and features.

Energy Savings

Just about every homeowner has received a whopping electric bill and promptly vowed to cut energy costs. The measures to achieve this are fairly simple—raise the thermostat a bit in the summer, run the dishwasher every few days instead of daily, switch to lower-wattage light bulbs.

For an institution the size of Penn, however, reducing energy costs is more complicated. The University spends between $33-35 million a year on energy—primarily steam and electricity. With approximately 132 buildings of varying age and size, some containing medical and laboratory facilities, it takes meticulous planning and strategic investments to reduce costs significantly while at the same time becoming more efficient.

Penn’s Department of Physical Plant has done just that, with the development of a comprehensive five-year energy plan that has already saved the University some $3 million, and that will have a value of $4.26 million in annual savings when projected out to the year 2000. The energy-savings plan covers all University buildings.

“We’re always looking for ways to reduce energy costs at the University while improving the quality of life for all our community members,” said James Wargo, executive director of the Department of Physical Plant. “Our five-year plan is a component of the University’s restructuring effort, and comprises five programs already underway and four proposed projects.”

When projected savings for the proposed programs are added to those already in place, the savings to the University by the year 2000 is expected to reach $8.8 million in annual savings.

The five projects currently underway are the lighting project; capacitor installation; winter free cooling; utility tariff restructuring; and chiller plant Module 6. (See box.)

The lighting project calls for replacing all lights in University buildings with new energy-efficient fluorescent lights.

“Manufacturers of lights are always looking to develop more energy-efficient lights,” Mr. Wargo noted. “And our experience has shown that not only are they more energy efficient, but they produce equal- or better-quality light.”

Frequently the right time to change lights in a building is when other maintenance or renovation is underway, he said. This was the case with the Evans Building in the Dental School and the Moore building at the School of Engineering and Applied Science. The Nursing Education Building is a large project currently underway.

“When we do projects in buildings we stress the fact that this is the time to install energy-efficient lights,” Mr. Wargo said. “We then calculate the savings in those buildings where we’ve changed lights and project this out to the entire University.”

The plan projects savings of $4.1 million from the lighting project at the end of the five years.

The department estimates some $400,000 in savings through installation of capacitors in four of the University’s five electrical substations, which are fed electricity by PECO. The utility sets a standard for efficient use of the electricity it provides, and the University must pay a penalty if it fails to meet that standard. By installing capacitors, which are pieces of electrical equipment that ensure efficient energy flow, the University was able to improve efficiency and save money.

The department has also responded to the demands from the University’s growing research enterprise, where many laboratories require cool, constant temperatures even in winter to assure validity of research results. Because of this need, many research areas had purchased local chillers to keep their labs cool. This equipment was expensive and not particularly efficient, Mr. Wargo said. In response to this, the department developed a “winter free cooling” program, in which water, cooled by the outside air temperature—and already stored in two of the University’s six chilled water plants’ cooling towers—was winterized to keep from freezing. When labs need cooling, the cooled water is then exported through an exchanger to the building for their winter cooling needs.

This has saved approximately $150,000, according to Mr. Wargo.

Finally, the University successfully negotiated a new tariff with the electric and steam companies, for a savings of approximately $1.9 million for University buildings and an additional $600,000 for the Hospital of the University of Pennsylvania.

Physical plant’s next major energy-saving initiatives are a proposal to complete the lighting-replacement program throughout the entire University; a plan to install more capacitors; and upgrading automated systems to give the department more comprehensive information on how the University’s substations and chiller plants are operating, thereby enabling the department to determine the most efficient and cost-effective ways to provide energy throughout the University.

And it doesn’t stop there, Mr. Wargo said. “We’ve started out with the ‘macro’ view, looking at the whole University,” he said. “Next, we will move on to the ‘micro’ view, that is, working with individual schools to develop their own energy-savings programs.”

—Phyllis Holtzman

Making 20,000 Ton-Hours Of Ice as the World Sleeps

The University’s newest chilled-water plant (Module 6) is playing a key role in cutting energy costs, Mr. Wargo said. The electric company charges the University a tariff based on 80 percent of the University’s peak demand for electricity, or the actual demand, whichever is higher; this rate applies even in the winter, when demand is lower. The result, Mr. Wargo said, is the continuation, using new technologies, of “demand-side management,” —that is, finding ways to reduced demand, thereby reducing the charge from the utility.

This is where Module 6 comes in. The new plant, at 38th and Walnut St., was designed with an ice-producing system. At night, during off-peak hours, the plant produces 20,000 ton-hours of ice. During the day, the ice is “burned,” or melted, to produce chilled water for air conditioning, reducing the need to use electrically driven chillers.

The ice-storage system was designed with the capability to produce an instantaneous 4,000 tons of chilled water during designated peak hours, thereby reducing the measured electrical demand, Mr. Wargo said. This has saved the University approximately $700,000 a year.
Penn Groups Spread Holiday Cheer

If Bonnie Ragsdale were Santa Claus, every Penn faculty and staff member would be airlifted to the North Pole, shod with a pair of elf shoes and put to work on the toy assembly line.

Bonnie isn’t Santa, but she comes close. About seven years ago, she and others who work in the Franklin Building informally started collecting toys to distribute to West Philadelphia children whose Christmases would otherwise have been sparse. Their efforts snowballed and, five years ago, became an official toy drive across campus organized by Ms. Ragsdale’s army, Penn VIPS (Volunteers in Public Service). Ms. Ragsdale has often been called “the mother of Penn VIPS.” Her title is director of Penn VIPS, but her day job is staff assistant in the Office of the Executive Vice President.

Penn VIPS is doing it again this year—collecting toys and food for children and adults in need throughout West Philadelphia.

“The need is great out there,” Ms. Ragsdale said last week when visiting one of several collection sites, the Police Mini Station at 3927 Walnut St. Children and families at St. Barnabas Mission will receive toys, adult gifts and food, she explained. Toys will also be distributed through Bebashi, a social service agency, to more than 600 children with HIV/AIDS at The Children’s Hospital of Philadelphia, St. Christopher’s Hospital for Children and the Strawberry Mansion Health Center.

Penn VIPS has 11 drop-off points across campus, and some individual schools and departments have additional collection spots within their locations. (See box.)

Donors are urged to wrap their gifts and indicate the age and gender appropriate to each gift. The collection drive will wind up on Wednesday, Dec. 20. The following day, the Ragsdale volunteer army begins sorting and packaging the gifts and food items at the Faculty Club.

Toys collected at President Judith Rodin’s holiday reception are also brought to the Faculty Club for distribution with the Penn VIPS items. Last year’s reception produced “bags and bags of gifts”—500 to 600—Ms. Ragsdale reported.

Operation Santa Claus also brightens the holiday season for youngsters and senior citizens. A party will be hosted for residents of three West Philadelphia nursing homes (Mercy Douglas, The Ralston House and Stephen Smith Nursing Homes) and children from St. Vincent’s Orphanage. The luncheon will be held Dec. 21 at the Faculty Club and gifts from Santa will be distributed.

Volunteers and donations are needed to assure the event’s success for the eighth consecutive year. Contact John DeLong (898-7239) or Yvonne Oronzio (898-4210) in the Student Financial Services office and specify what type of gift you would like to donate. Physical plant employees can contact George Rael in the Locksmith’s Shop.

Gifts suggested for senior citizens include sweat pants/shirts (men’s large and XL; women’s medium and large); men’s socks, T-shirts, undershirts, thermals; women’s thermals; dusting powder; slippers without backs (not the sock type) in men’s medium and large, women’s small, medium and large; men’s and women’s sweaters and vests (all sizes); trivia games, puzzles, chess, checkers and card games.

Gifts should be wrapped with an outside label indicating the size and appropriate gender. Monetary donations also are appreciated and will help offset the cost of the luncheon and transportation.

Donations to the Penn VIPS toy and food drive can be dropped off at the locations listed below. For more information, contact the Penn VIPS volunteer in the right-hand column.

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Name</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Store</td>
<td>Velda Williams</td>
<td>898-5920</td>
</tr>
<tr>
<td>College Hall, Rm. 202</td>
<td>Jo-Ann Zoll</td>
<td>898-7599</td>
</tr>
<tr>
<td>Franklin Bldg., Rm. 728</td>
<td>Bonnie Ragsdale</td>
<td>898-2020</td>
</tr>
<tr>
<td>Houston Hall, Rm. 200</td>
<td>Tania Caceres</td>
<td>898-4831</td>
</tr>
<tr>
<td>Museum</td>
<td>Bonnie Crosfield</td>
<td>898-4001</td>
</tr>
<tr>
<td>Van Pelt Library</td>
<td>Rachelle Nelson</td>
<td>898-5938</td>
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<tr>
<td>Veterinary School</td>
<td>Trish diPietrae</td>
<td>898-8842</td>
</tr>
<tr>
<td>Steinberg-Dietrich Hall</td>
<td>Bob Zarazowski</td>
<td>898-1291</td>
</tr>
<tr>
<td>3401 Walnut St., Rm. 234A</td>
<td>Phyllis Vizzachero</td>
<td>898-7903</td>
</tr>
<tr>
<td>3401 Walnut St., Rm. 233A</td>
<td>Jeannette Booker</td>
<td>898-1906</td>
</tr>
<tr>
<td>3927 Walnut St.</td>
<td>Lt. Sue Holmes</td>
<td>898-4481</td>
</tr>
</tbody>
</table>

Wharton’s Bob Zarazowski, Bonnie Ragsdale and Trish diPietrae of the School of Veterinary Medicine aid the drive.
Penn Faculty and Staff in the News

In the past few weeks, media around the world have interviewed Penn faculty and staff for numerous stories on a broad range of topics—from fats to academic standards. Some samples:

Marvin E. Wolfgang, professor of criminology and of law, was quoted recently in China Daily, the major English newspaper circulating throughout China, about the “incredibly low” record of juvenile delinquency in central China’s Hubei Province. With one-fifth of the world’s population, China is facing major social changes, which makes it a critical place to study delinquency, Dr. Wolfgang believes. He began his study in 1990 and expects to finish it in 1997.

The sudden death of Olympic gold-medal skater Sergei Grinkov drew media attention to new ways of detecting early heart trouble. Dr. Daniel Rader, director of Penn’s Lipid Clinic, was quoted in The New York Times on Sunday, Nov. 26, about predictive tests—genetic and biochemical tests used with ultrafast CT scans—that are still primarily research tools but can identify people in their 20s who are at risk of early death from heart disease.

The Philadelphia Inquirer’s higher-education writer, Howard Goodman, has been writing a series about college admissions. In a feature story on Nov. 27, he took readers along on a recruiting “blitz” and reported that 16 Penn recruiters visited 1,200 high schools and met with nearly 13,000 students and parents “in seven weeks of hard hoofing this fall” from Puerto Rico, the Virgin Islands, Guam, Tokyo, Hong Kong, Singapore, Manila, Jakarta, Dubai, Istanbul, Athens, Rome, Vienna, Geneva, Frankfurt, Paris, London, Brussels, Mexico City, Bogota to Quito. And, of course, all 50 states from Portland, Ore., to Wichita, Kan., to Gainesville, Fla.

Wistar Institute’s David Kritchevsky was quoted in Knight Ridder newspapers across the country recently on the merits and demerits of fats in the diet. In an article about the roles of wine, fats and life-style among the French, Dr. Kritchevsky said that, while the French indeed consume buttery pastries, cheeses and rich cream sauces, they do so in smaller portions than most Americans. “If you eat a small amount of fat, you’ll stop earlier. Fat makes you feel full,” he said, but “one of our problems is that we have these unbelievably huge meals...Today, we still eat like horses, but we don’t work like horses.”

Annenberg professor Joseph Turow was surprised to learn that the Dec. 3 Calgary Herald noted his views about the language and sexual situations on prime-time television—because he had never been interviewed by a Calgary reporter. But the story was written by a Knight Ridder television writer in Philadelphia who had called Dr. Turow, and the story was picked up by the Herald.

Last week, Newsweek quoted at length George Gerbner. Annenberg dean emeritus, about the connections between violence portrayed on television and real-life violence. The story cited findings of Dr. Gerbner’s 10-year study of the multiple effects of television violence.

Since the assassination of Israeli Prime Minister Yitzhak Rabin, political science professor Ian Lustick has been quoted widely about extremist groups in Israel, most recently by the Xinhua News Agency.

The Wall Street Journal reported Nov. 13 on how technology continues to change the nature of instruction on campuses across the country. The story noted Penn’s leading role in the information age with the development of ENIAC here a half-century ago. Dan Updegrove, associate vice provost of information systems, was interviewed and noted that spending on technology is crucial to being competitive in today’s college market. Just as the best students are attracted by the best faculty, libraries and course offerings, he said, so too are they attracted by the best computing facilities.

The story also reported that Penn is spending $35,000 to $40,000 in each of 58 classrooms to create a system that will project a computer screen’s image on a larger screen via an overhead projector. The system will enable teachers to create World Wide Web pages based on lecture presentations that can then be used as class notes.

In the Inquirer’s Dec. 3 Sunday magazine Style column, Thomas Wadden, the psychologist who heads the medical school’s weight and eating disorders program, was quoted about body image and fat. Dr. Wadden reported that more than one-third of Americans are obese (at least 20 percent over recommended body weight). As real people are getting fatter, and those they see in the media are increasingly thinner, the growing gap between how fat we are and how thin we think we should be “produces a lot of dissatisfaction...incredible suffering for the national psyche,” Dr. Wadden said.

The Food column in the same issue focused on the Museum Catering Co., the in-house caterer at the University of Pennsylvania Museum of Archaeology and Anthropology. The story reported the company’s four-fold growth, “now serving in rentable venues all over town,” since it began in the late 1980s and pictured its executive chef, Locke Johnston, with a tray of tasty hors d’oeuvres.


Wharton professors Bruce Kagut and J. Scott Armstrong were interviewed for a story in The Wall Street Journal Dec. 5 about M.B.A. students’ job-hunting, academic standards, admissions standards, and pass/fail grading systems.
World AIDS Day was recognized at the Medical Center with the second annual candlelighting and remembrance gathering on Dec. 1. Dr. Stephen Gluckman, head of the Immunodeficiency Program, helped to organize the event, which was attended by physicians, physicians’ assistants, pharmacists, ancillary staff, social workers and residents, as well as about 60 family members and friends of AIDS patients who died over the past year.

“We wanted to celebrate what they gave to us—unbelievably fine and decent examples of how to live and how to die, with class, style and sense of humor,” Dr. Gluckman said in an interview after the event.

Many people don’t realize, he added, that “most patients with HIV are alive for many years. Over those years, you really establish long-term relationships. You become good friends and become close not only with them, but also with their supporters and families. We thought it would be useful to the families and for us, too,” to remember them on World AIDS Day.

The event at the Penn Tower Hotel included the reading of names of patients who had died and lighting 98 candles, one for each individual. During the commemoration, songs were sung by the United Hospitals Choir, composed of singers who work at various area hospitals. A resident in the Immunodeficiency Program played the piano, and poetry was read. In a particularly moving reading, some members of the group were unable to continue the poem, and others picked up their places until they, too, couldn’t continue. People also spoke spontaneously about individuals who have died.

Another commemoration event, Dr. Gluckman said, will be held next year on World AIDS Day, Dec. 1, 1996.

On campuses across the country, keyboards are tapping out requests for federal funding. Grantseekers new to the game, or who have not enjoyed much success in capturing ever-shrinking federal dollars, can learn from those with more experience.

Last month, Penn Professor of Psychology Raquel E. Gur presented a seminar on “The Art and Science of Obtaining Federal Funding,” sponsored by the Penn Medical Center. For those who did not attend the seminar but hope to attract a funding source’s attention and bag a grant, Dr. Gur suggests avoiding these common pitfalls:

• a lack of clear focus;
• no stated hypothesis;
• disorganized text (unrelated paragraphs and sections);
• outdated literature reviews;
• inaccurate citations in the text;
• too much ambition;
• no consideration of alternative methods to the proposed study;
• omission of statistics and plans for data analysis;
• insufficient discussion of limitations;
• small type font or other gimmicks that make reading the text miserable;
• failure to run the application by a pair of external eyes before sending it to the granting reviewer.

Dr. Gur knows her way through the grantsmanship maze. She has written about 25 federal grant proposals. “Usually I get them,” she reports, “so I don’t have to write too many.”

Penn President Judith Rodin, Mayor Edward G. Rendell and Carol Scheman, Penn’s vice president for government, community and public affairs, presented a proclamation to Janet Brown (second from left), executive director of the Commission on Presidential Debates, in late November when Ms. Brown toured Penn, which may be selected as one of the sites for the 1996 presidential debates. Thanks to the work of Annenberg Dean Kathleen Hall Jamieson, Penn is one of 10 university campuses selected as potential debate sites.
January

1996 Martin Luther King, Jr. Commemorative Celebration: “Every Person Can Make a Difference”

All events are open to the public unless otherwise noted. For complete listing, Isabel Sampson-Magee, Executive Chair, Martin Luther King, Jr. Commemorative Program, 895-0104.

16 Martin Luther King, Jr. Anti-Violence Vigil, 5:30 p.m. (Downtown, Market Street, 3rd and Chestnut Streets).
16 Bayer Dental Seminar, 8:00-10:00 A.M. (11th Floor, University Museum, MainLine).
16 MLK Jr. Day Ice Skating, Noon to 2:00 P.M. (The Art Museum's Ice Rink).
16 Martin Luther King, Jr. Observance, 9:00 A.M. (The Microscopist's Convention).
Every year about this time Almanac’s work-study students fan out across campus for an imaginary shopping spree, and the staff join in as helpers. These are some of the ideas we brought back this year.—K.C.G.

**Globetrotting Gifts**

You don’t have to travel the world to make to be an international shopper at Penn. Nestled just a few steps up from the lobby of International House at 3701 Chestnut Street, The Bazaar Shop is chock full of gifts for the worldly-wise. Make sure to leave yourself time to browse: it’s hard to decide when the selection is so big. And that’s not counting special orders they’ll take for items that are not available. There’s something for every taste at this shopper’s paradise—whimsical stocking stuffers to elegant jewelry. Best of all, PennCard holders get a 10 percent discount. Feline fanatics will chuckle at the porcelain teapots from China ($6)—in the shape of a cat holding a goldfish. West African masks come in a range from the simple to the intricate—$35 for the lower end, all the way up to $200. New this year are collectible Delftware houses from Holland; the set of 4 blue and white canal homes is $75. Adorable duck chopstick rests from Japan are just $5. Hand-painted papier mâché picture frames from India come in a variety of sizes, including a hard-to-find panorama photograph size ($10-18.75).

The shop has an extensive collection of museum reproduction jewelry; Ashanti earrings are $11; a Tuareg cross necklace from the Eastern Sahara is just $25. A cast iron Japanese lantern spreads holiday light and cheer—a traditional shape is $50, but a unique owl-shaped version is available for $40. If someone on your list loves perfume, how about giving her a bottle necklace ($6) which can hold her favorite scent all day long? Odds-and-ends can be stored neatly away in Egyptian inlaid mother-of-pearl boxes ($40), lined with a rich red velvet. To wrap up your gift—tunorous men on your list will appreciate the silk ties with a Near East or Egyptian hieroglyphics motif ($40-50). Stretch your ears’ horizons with music from various parts of the world (CDs, $16.50; Tapes, $10.95). Of course, no mention of the Museum Shop would be complete without a survey of its extensive and exquisite collection of jewelry. From brooches, earrings and necklaces of Baltic amber set in sterling silver ($30-400) to Chinese beaded pieces ($50-300), the shop offers a mind-boggling array of adornments both simple and extraordinary.—S.C.M.

**Penn Pride**

“Come all ye loyal classmates”...and combine your holiday traditions with your campus pride! Gifts for every age and fancy can be found in The Book Store’s peerless collection of Penn paraphernalia. Of course, everyone knows about the Champion and Gear for Sports clothing, all emblazoned with our favorite school’s logo. You could add a treasured sweatshirt to your loved one’s closet for less than $30. Keep someone running right on schedule with a Penn watch ($146.95) or petite clocks ($94.95). They’ll be more efficient with their correspondence with a letter opener ($20.95); a gleaming Penn business card holder ($29.95) will leave no doubts as to their pedigree. An Orrefors crystal paperweight ($109.95), with a relief of the Penn seal, makes a strong statement about your taste and sophistication as a gift-giver. If you’d like to give a little bit of the campus, how about the famous “Ben on the Bench” ($495)? Cast in pewter with a bronze finish, each piece is individually numbered and signed by the artist. And don’t forget to browse the Book Store’s selection of Penn postcards, mugs, and golf items...—S.C.M.

**Fancy Foods & Flowers**

Appetizing holiday gift ideas are being cooked up all around campus. From the Sansom Street coffee shops to the Penn Bookstore, the aroma of delicious delicacies is attracting customers looking for tasty gift ideas for this festive season.

At Bucks County Coffee Co. (34th & Sansom and 40th & Locust) you’ll find great buys for a wide variety of delectable treats. Customers will find holiday Christmas tree pretzels dipped in snowy white chocolate ($4.99/lb.); packages of jelly beans wrapped in holiday spirit ($5.25/lb.); ‘12 cups of Christmas’ candies are the perfect gift for coffee-lovers ($9.95-3 cups are free); and a caffeine-free alternative of spicy egg nog ($1.95, $2.45, $2.95). Without sacrificing quality, Bucks offers an assortment of foods at all price ranges, also providing options for those that are less budget-conscious. Chocolate-covered espresso beans are wonderful stocking-stuffers ($11/lb.) and tasty Mistletoe Blend Brew is ideal for those looking for a unique twist ($9.50/lb.; donated to the Salvation Army). Purchases can be wrapped or put in decorative gift bags for a minimal price ($75).

Le Bas is yet another Sansom Street coffee shop with marvelous holiday choices. Their savory pies ($4–7.95 lb.); $7.95–$20.), freshly baked muffins ($1.40), frosted carrot cake ($16.95, $25), and their variety of almond and chocolate croissants ($1.63) are tasty thoughts for the season. They also offer theme cakes decorated according to the season—available at very few places around campus ($17.95/8in., $26/10in.). Tuscany also offers holiday gift ideas, focused on all types of customers—those that are shopping for simple as well as more elegant products. Their whole bean coffee packages, delicious Perugotti chocolates, and specialty candies are both reasonably priced and can be packaged in holiday gift boxes. For another, more unique alternative, Tuscany also offers a four-mug set or two mugs with 1 lb. of whole bean coffee ($19.95).

A section of The Book Store, known as the Candy Cupboard, is simply heaven for both candy and chocolate lovers. Their Capricho Candy Toffees ($3.95), Lindt chocolate truffles ($7.29/sm.; $10.75/med.; $17.95/lrg.), and Ferrero Rocher chocolates ($12.95) are tasty delights. In addition, The Book Store also offers Christmas tea bags ($4.95) at a reasonably low price.

Ah, flowers. They are and have always been the ‘ideal’ gift, appropriate for almost any occasion, time, or person. Flowers scatter smiles upon faces, pour happiness into the hearts of many, and carry festivity and spirit into the holiday season.

Roses, located at Houston Hall, provides a fantastic variety of floral arrangements for all budgets and tastes. Among their large assortment, they offer seasonal poinsettias ($2.99- $12.99), miniature Christmas trees ideal for both dorm room or office (starting at $20), magnificently decorated wreaths ($10.99-$14.99), and a choice of house-plants ($12.99). The plants can also be purchased with keepsake gifts such as ceramic jars with a gingerbread motif to Christmas tins that can serve as planters. For those that are less budget-conscious, Roses offers fine fruit and gourmet baskets ($35-$150) as well as junk food baskets especially geared towards students ($35 & up). Roses can also take special orders and can decorate offices and parties. Their services include city-wide, country-wide, and world-wide delivery.

Located both at The Book Store and at The Penn Tower Hotel, the Flower Emporium offers a wide collection of gift items. During the holidays they have lovely poinsettias, Christmas floral creations for moderate prices, as well as fruit, gourmet and silk baskets which are also very popular ($25 & up). The holiday gift baskets can also be customized to suit individuals on your shopping list. In addition, they sell a variety of stuffed toys that can wonderfully complement a flower arrangement. Their services are also city-wide, country-wide, and world-wide.—R.C.
Music & Videos

Shopping for music or video gifts is easier than ever at the University. So many music and video stores are located either on or around campus, that one can find something for just about any taste. Classical Choice, located at 38th and Walnut, carries new and used jazz and classical CDs. Popular new classical CDs include Paquito D’Rivera’s “Rolled & Stretched” ($16.95), which resembles a binder with pouches for CD collection, and the Carrie Underwood’s “Some Hearts” ($14.99), which can special order it for you within 24 hours. The store also has a large selection of holiday music. Newly released holiday CDs include “This Christmas” ($11.98) by Luther Vandross and “Superstars of Christmas 1995” ($11.98) by Music Choice.

For more diverse tastes, Vibes, also located at 38th and Walnut, offers a large selection of smaller label, world music and Latin CDs and tapes (CDs $10.99-$14.99; tapes $9.99). Some best sellers at the store include Joan Osborne’s “relish” ($11.99) and The Smashing Pumpkins’ “Mellon Collie and the Infinite Sadness” ($18.99). Vibes has more than just CDs and tapes, including magazines, posters, and T-shirts. If you’re unsure about what type of music to give, a simple but useful gift is a CD organizer ($14.99), which resembles a binder with pouches to store CDs. The store also offers gift certificates and can special order CDs.

Discovery Discs in Houston Hall makes spreading the holiday spirit easier with a nice selection of holiday music. Newly released holiday CDs include “This is Christmas” ($11.98) by Luther Vandross and “Superstars of Christmas 1995” ($11.98) which features a collection of popular artists such as Paul McCartney, Frank Sinatra, Nat King Cole and Richard Marx. For a really special gift, the store has two exciting new box sets, Tom Petty and the Heartbreakers’ “Playback” ($56.98) and a Carly Simon box set ($39.95). The newly released Enya CD, “The Memory of Trees,” ($12.98) is also expected to be a popular choice. The store has a listening bar and is currently offering a $1 discount off new CDs (not already on sale) to all their members.

If you’re looking for that “impossible to find” CD, you might want to try Spruce Street Records and Tapes at 40th and Spruce. The store carries a large selection of live CDs and European imports that you won’t find anywhere else. And if the store doesn’t have it on hand, they can special order it for you within 24 hours. The store also has popular rap CDs, such as Genius/GZA’s “Liquid Swords” ($12.99), Onyx’s “All We Got Iz Us” ($12.99) and special order it for you within 24 hours. The store also has a large selection of holiday music. Newly released holiday CDs include “This Christmas” ($11.98) by Luther Vandross and “Superstars of Christmas 1995” ($11.98) which features a collection of popular artists such as Paul McCartney, Frank Sinatra, Nat King Cole and Richard Marx. For a really special gift, the store has two exciting new box sets, Tom Petty and the Heartbreakers’ “Playback” ($56.98) and a Carly Simon box set ($39.95). The newly released Enya CD, “The Memory of Trees,” ($12.98) is also expected to be a popular choice. The store has a listening bar and is currently offering a $1 discount off new CDs (not already on sale) to all their members.

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Clothing

The Penn Bookstore and University Sportssee (next to Wawa at 38th and Spruce) should be your first stops if you’re aching to take home some school gear and accessories. While the basics include the numerous “red & blue” sweatshirts ($34.95+), t-shirts ($12.95+) and baseball caps ($13.95), one can also choose from the wide variety of windbreakers and light/heavy weight jackets ($34.95+) to “warm up” your family’s holidays. For those special nieces and nephews, check out the Bookstore’s kids section. Whether it be premedinated jumpers and tops for aspiring cheerleaders ($26.95) or warm-up suits for little athletes-in-training ($36.95), there’s something to bring out the cute and cuddliness in every child. Especially good stocking stuffers: adorable and practical Penn booties/baby shoes ($16.95).

For a bigger selection of Penn’s casual and sports gear, also visit University Sportssee. You’ll probably find some bargains here on T-shirts ($10.98) and especially sweatshirts, which are specially marked “buy-one-get-one-free” for the holidays ($41.98). Embroidery can be made to add a more personal touch to the items (for $5 extra). Penn flannel boxers, an all-time favorite, not only come in sizes for him and her ($12.98), but as part of the Penn teddy bears’ ensemble ($17.98 w/ teddy).

For non-Penn clothing, the off-campus favorites include The Gap (on Walnut Street right across from the Van Pelt Library) and Urban Outfitters (on Locust Street, pas 40th).

When shopping for essential mix-n-matches, check out The Gap’s selection of gray and neutral tone wool polos and sweaters for him ($48+)—with Argyle socks to match ($6.50)—and crisp white shirts ($38) and ribbed turtlenecks ($34) for her. Look especially for a gorgeous black and white wool sweater with snowflake designs ($68). The Gap also has mini Christmas-colored jumpers ($48) and long plaid skirts ($58) that create the perfect ensemble for formal family gatherings or dinners. Comfy pj’s—two-piece and long gown flannels, or thermals ($48)—can definitely help you and yours unwind after a tiring day of festivities. Fur-stuffed mocassins ($29.99) available in both his and hers (shoppers for her) makes the perfect gift for those active late-night “movers & shakers.” For the outdoors, pick up a fashionable Gap baseball hat ($16.50) along with one of the heavy layered jackets, in a variety of bright colors ($145) or fluffy hooded pullovers ($45) available in large and x-large sizes. If you have something specific in mind already, join in the holiday fun and indicate what you want by filling out a “Gap Wish List” (available at the counter).

From funk to formal, Urban Outfitters has everything that “fits.” One can find various t- and v-neck cotton shirts, ranging from basic one-color cotton to ruffled stripe and satiny materials ($18-$38). Be sure to check out the sales rack in the back of the store for even more...
reduced prices on these, some for as low as $9.98 (to $24). If you’re into jeans, there are literally stacks of Levi’s S01 recycled jeans ($20-$30) or—keeping up (or is it back?) with the times—groovy Buffalo wide-bottom jeans ($46-$62). Urban’s Alpaca wool sweaters ($45) may do the trick for those looking to keep warm from the winter chill. These waist-length cropped sweaters come in a variety of color and guarantees to please even the pickiest of friends. For fancier styles, there are classic long flaring skirts in a mix of dark, shiny tones ($38+) and long full-length dresses with or without exotic flowers or ancient Chinese designs ($130). Long-sleeve shimmering button-down shirts adds a less flashy flair for those holiday functions, ($38). To top off the ensemble, pick up a set of silver barrettes, a furry ponytail holder or a pretty charm necklace, including black quilted down jackets ($138, for men and $85, for women), exaggerated wool jackets, including olive green mensely when you’re lugging home your good- carry your books in style but will help im-

For guys, high recommendations go to the nice wool sweaters—especially the olive green with gray-checkered one ($58). In line with the holiday decor, there are festively colorful long-sleeve, zipper-down shirts ($38+), lightweight and practical for all seasons. Take advantage of the 25% off sale on a number of men and women’s jackets, including black quilted down jackets ($138, for men and $85, for women), exaggerated wool collar jackets ($68), and much more.—S.T.

Books

What better gift is there than a good book? Penn’s four campus bookstores, The Book Store, The Penn Book Center, Dolby’s Medical Books, and House of Our Own Books, offer a plethora of titles and authors, from Karl Marx to Stephen King.

The Book Store, off Locust Walk near 38th, stocks more than just textbooks. With aisles upon aisles of books separated by discipline, The Book Store also has a special Faculty Au-
thors section, a large section on computer sci-
ences, and an exhaustive CliffNotes section. Some interesting titles sold here include the following: The Socialist System: The Political Economy of Communism (Princeton U. Press), by Janos Kornai, for $15.95; Freud and Oedipus (Colum-
bria U. Press), by Peter L. Rudnytsky, for $16; Paul Preston’s Franco (Basic Books) for $37.50; and, for $18.95, Passage Through Armageddon: The Russians in War and Revolution (Oxford U. Press), by the eminent Russian historian, W. Bruce Lincoln.

The Penn Book Center, behind the Bookstore on Walnut, offers titles separated by discipline, as well as special shelves for university presses, including Harvard, UNC at Chapel Hill, Stanford, LSU, Johns Hopkins, and of course Penn (see Almanac November 21/28 for a feature on the Penn Press), as well as a huge alphabetical literature section. The Penn Book Center also does textbook orders. To name a few titles sold here—Allen Ginsberg: Journals Mid-Fifties 1954-1958 (Harper Collins) for $27.50; Oxford Russian-English Dictionary (Oxford at Clarendon Press), including 8,000 words and phrases, for $29.95; Student’s Notebook Atlas (American Map Corporation) for $2.95; and the Alan C. Kors and Edward Peters Witchcraft in Europe 1100-1700: A Documentary History (Penn Press) for $21.95.

Dolby’s Medical Books, on Spruce near the Quad, carries a variety of PennMed sweatshirts, hats, and other such paraphernalia, as well as general supplies (notebooks, highlighters, etc.) and more specific supplies (Stethoscopes, medi-

House of Our Own Books, across from HRS on Spruce, offers a great selection of used books, as well as new. In addition, House of Our Own offers a comfortable atmosphere and friendly attitude. Among their many used titles, Gulliver’s Travels (Washington Square Press), by Jonathan Swift, sells for a mere $1.50, and Immanuel Kant’s Critique of Pure Reason (The Guernsey Press Co.) also asks a negligible price. Among their new books, they offer Paths in Utopia (Beacon Press), by Martin Buber, for $4.45, and Guesta Esping-Anderson’s Politics Against Mar-

Especially from Penn’s Press

Although a new list of spring-summer 1996 is in the mail, the Press’s current one also has lots to offer both scholars and the general public. For informa-
tion or to place an order, call toll free, 1-800-445-9880.

Gifts for Children

There are a number of treasure troves around campus that have gifts for children. This time of year most of the featured items are fancy but there are also some that are plain and—

and fun too.

At the Bazaar Shop in International House, there is a choice of a set of five ornate, colorful nesting Santas from Russia ($55) or a pair of small nesting boy/girl dolls from China ($5). For young girls, there are pretty Cloisonné bracelets from China ($5) and for infants there are colorful jumpers from Guatemala ($16). The Shop has an assortment of Southwestern navajo blankets, including Black Beans from Mexico ($11.95), Briscola from Italy ($9.95) and Black History cards ($8.95). The Curiosity Kits give children a chance to make their own American Indian Rattle ($12.96), or African Trading Bead Kit ($19.95). For a stock-
ing stuffer that could provide year-round exerc-
tise, try a hackety sack knit in Guatemala ($5). From music to math—they have flutes, fancy ones from Bangladesh ($5) and plain ones from India ($1), and an abacus from China ($5) or a set of International Dominoes ($19.95).

The new Thrift Drugstore on Walnut, near 38th St. is big on bears—they have cute bear shaped soaps in red and green ($4.49), an angel teddy bear with a brass star shaped photo frame ($5.99) or a big 21” sitting brown bear. No need to have bare feet this Christmas season—they have Christmas socks in many designs (2 pairs/ $5). Know someone who has the munchies and would like their own candy dispenser? There’s an M&M Fun Machine with candies ($8.99), a Peanut M&M Sport Dispenser, limited edition ($13.99) or a Hershey Kiss Dispenser ($19.99). For a new twist on an old favorite check out the bubble gum candy canes (79 cents). Equally big on bears and other cuddlers is the HUP Gift Shop (in its latest, but still not perma-
nent, location near the Ravdin entrance). Though smaller than before this shop still goes in for variety in goods and price range, from the littlest bear (under $10) to a dreamy white horse ($... in the carousel mood.

The Pyramid Shop at the University Museum is enlarged and now carries an expanded book area with topics from all corners of the globe including Folktales from Around the World. There are also ornaments from many countries to broaden children’s horizons and brighten their tree. A simple paper snake from China ($2) is one of the most popular novelty items in the shop according to the manager. Origami paper ($3.95) and book ($5) will provide children a chance to make all sorts of creatures. For curious kids try a Curiosity Kit—Explore Human Origins ($26) or make an African Mask ($12). The Mummy Mysteries, double-sized puzzles ($19.95) offer plenty of challenge. For children ages 8-80, they have Pyramid Triazle 3-D puzzles ($19.95). For old fashioned family fun, no batteries re-
quired, consider Chinese checkers ($48). The South American woven barrettes ($4) and the pewter Zodiac talismans ($4.95) are among the many assorted adornments and jewelry. For a personalized, unique, yet inexpensive gift, the
Museum now offers Cartouches ($1) from a computerized vending machine. You select the name, up to nine characters, it does the translation in a matter of seconds, and the hieroglyphics are in your hand, suitable for framing.

The Daisy Shop at Children's Hospital isn’t just for children who are patients. The Shop has some unique items like a Baking Kit for Kids, which consists of baking muffins in flower pots ($14.95). Want a doctor or nurse in the family? The Shop has mini M.D. and R.N. outfits for girls and boys who can’t wait to grow up! They come in sizes small enough for infants and big enough for children ($17.50). For the truly tiny tots there are delightful, colorful Christmas bibs from Northern Appalachia ($9). Puzzled about what to get? Why not a 200-piece puzzle for the sports fan on your list—choose from hockey, football and basketball ($5.50) or a 1000-piece puzzle of U.S. Presidents or American Sports History ($14.50). Want to give the key to happiness? Attach it to a pretty pewter keyring from Canada ($5) in the form of a dolphin, dog, cat or ballet slippers.

The Book Store naturally has a wide variety of books for kids of all ages—from babies to the big kid who doesn’t want to forget the cartoons of their more youthful days. There is also an assortment of books that come with kits to build—of books for kids of all ages—from babies to the ballet slippers.

The Book Store offers a series of computer and software games that are suitable for all ages and can be included in any gift package. Whether looking for a computer hardware, software, or accessory, the high-tech shopper has a variety of options, from plain and simple to the lavish (and expensive!). If you’re looking to accessorize your current desktop system with mouse pads and wrist rests, Software Etc. and the Computer Connection in the Book Store are the best bets. Software Etc. offers Mickey “Mouse pads” ($6.99) in addition to pads that feature scenes from Disney’s hit animation movie The Lion King ($7.99). The Computer Connection carries a variety of stylish mouse pads and wrist rests—many carry beautiful images from the work of such artists as Monet, Van Gogh, Picasso, and Escher ($6.95). But if a simple design would look best next to your PC or Mac, the Computer Connection also has pads and rests with the Penn logo, or in plain black ($6.95). Wrist rests in similar styles are $9.95.

That ubiquitous desktop mouse has spawned another line of computer accessories made for the mouse that is not in use. The Computer Connection offers many simple and ornate versions. If you’re buying for no-nonsense users who need a place to stash their mice, the AllSop Mouse Catch ($6.95) is a plain plastic case that easily attaches to the side of a monitor and matches the dull, off-white color of most of today’s computers. To add a splash of character to your system, try Computer Expressions’ “Mouse Trap” ($6.95)—which looks just like a mouse trap and also attaches to the side of your monitor. If you’d rather not stick things to the monitor, then keep your mouse warm with the Franklin Mouse Cover ($4.99), available at Radio Shack—this mouse “cosy” is fuzzy and furry and looks like a lovable little mouse.

As programs get larger and disk space on computer becomes more scarce, many will welcome any extra storage space. The simple floppy disk is always a sure way to go. Environmentally friendly high-density disks are available at the Computer Connection for a dollar each. These disks are “recycled” from disks that were unused surplus at software companies and were discarded. Bundles of these disks come in bulk for back-up purposes, go to Software Etc. and pick up a package of 50 high-density floppies ($21.99). And for those who demand more than just a few megabytes here and there, Software Etc. sells the Maxtor Hard Disk Kit, which includes a whopping 1.6 gigabytes of hard disk storage space ($359.99).

Now that you have enough space on your hard disk, how about determining software to fill it? For DOS/Windows compatible systems, “The 11th Hour CD” ($54.95) will be a sure hit, the sequel to last year’s popular The 7th Guest. This game features stunning graphics and mind-numbing logic puzzles and is available at the Computer Connection. For Mac users shopping at the Computer Connection, two interactive adventure games also offer incredible graphics and nonstop action: Marathon ($39.95) and Marathon II ($45.95). Simpler, more relaxing computer games are available, however. At Software Etc., you can buy DOS/Windows compatible versions of “Hoyle’s Classic Games” ($37.99) and “Bicycle Classics” ($39.99), which offer such card games as poker, gin, solitaire, euchre, and cribbage. Or you could always relax with a simple round of golf, available on PGA Tour Golf III ($64.99) for the Power PC. —S.S.

Planned Serendipity

Every shop becomes a gift shop at holiday time, making it possible to trip over the perfect gift—for somebody on the way to buying a newspaper at Houston Hall. But for those heading out deliberately to buy gifts, a handful of shops stand out either because they are mainly gift outlets or because whatever else they sell, the proportion of really good gifts is high.

The Houston Hall Shop, a primary destination for cards and wraps, is a good choice because of its buying philosophy: each carefully-chosen gift item stands out as a value for its price. Thus inexpensive ornaments and collectibles, thus stuffed toys from $10 to $40; thus flavored teas and boxed candies of an elegant simplicity, and one of the best collections of painted boxes to fill with your own goodies. Down the hall, the Jewelry Connection brings in new stock for the holidays and doesn’t raise the prices on the abundance of hair ornaments and earrings, scarves and berets that make a mini-boutique of the stall. Over at 3401, the University of Cards seems to specialize in Pop (cartoon characters show up in figureine, stuffed toy or mechanical clock) with a slight edge to the risqué, but its wraps are elegant and its 3D jigsaw puzzles (Big Ben, the Empire State) could be worth the trip.

To zero in on gifts in the 3401 vicinity, however, there are only two places to go: both decidedly on the fancy side: the tiny jewel box called Smiles, on Walnut Street, and the rambling Black Cat on Sansom. Different as day and night, they share a sense of abundance and of careful selection of every object in sight. Smiles is day: one tiny bright room, glittering with 12 floor-to-ceiling jewelry cases on the walls and a series of étageres in the center where candlesticks, small sculptures, decorative boxes and wind chimes delight the eye and ear. Jewelry is mostly $20 up, and the wind chimes start there but go to $70 or more for nearly two-footers.
There’s also a line of softer goods (pillows and throws) with the occasional hand-woven vest, and plenty of gifts of art.

Around the corner on Sansom, the Black Cat is the dernier crioulo in eclecticism, but the alert shopper spots the theme right away: animals and food. If the glass angel has wings it has a cat’s face, or a cow’s. The egg timer is a chicken-and-egg choice (with an apple for those who can’t decide). From modest refrigerator magnets or ceramic salt-and-peppers, to umbrellas, to soft sculptures, quilts or sofa pillows in three figures, zoomorphism is the order of the day. Wandering from one room to another in the nostalgically outfitted shop, one sees an old bathtub filled with plastic frogs, an oven stuffed with rubber chickens, a toy chest where the hand puppets are preying mantises and bees. Animal puppets hang from the ceilings and doorways, and a whole nook is devoted to garden accessories in terra cotta and verdigris. When it comes to upscale ceramics for dining, there are kanzaros on some plates and pink pigs with wings on others—all in the best handmade tradition. An especially handsome crown design (in a cereal bowl or the matching small plate) is one of the many items marked 20% off right now.

At the other end of campus, Urban Outfitters raises “plain” to the level of high art. If the vast warehouse of household goods, clothing and bric-a-brac has a theme, it is the suggestion that urban equals rustic—but with a flair. Urban Outfitters is justly known for its chunky, jewel-tone glass goblets and vases (a two-footer, tall and square, is only $22); handmade throw rugs and pillows, crafted picture frames and a truly astounding collection of candles and candlesticks. The flavor is from around the world, but not the cities of the world: the working craftspeople of the countryside, weaving color and simplicity together to make their own statements about goods and gifts.—K.C.G.

Gifts That Go on All Year

Memberships in Penn organizations are among the most welcome gifts on campus, especially for colleagues and co-workers whose intellectual interests are known. Easy shopping, to find something that is...

...on Exhibit: All Institute of Contemporary Art members get free admission to exhibits, previews, talks, films, performances, and discounts on catalogues, prints, symposia, and lectures. Membership fees: $20 (Students, Artists, Senior Citizens, and Penn Faculty and Staff), $30 (Individuals), $50 (Family/Household), $100 (Participating member), $300 (Contributing member), $500 (Director’s Circle). Information: 898-7108. Or, if you want to help out behind the scenes at events or projects, call the ICA, to find out about joining the volunteer staff as an Avant Guard or Staff Aide. All University Museum members receive these basic benefits: free admission, discounts on programs, events and Museum Shop purchases, invitations to tours and previews, and subscriptions to Expedition and What in the World?: $45 (Individual), $50 (Family/Household), $75 (Sustaining), $125 (Contributing), $250 (Patron), $500 (Fellow), $1,000-10,000 (Loren Eisleey Society). For information, including additional benefits, or to charge a membership, call: 898-4026.

...from the Earth: Sales of bulb plants from the Association of Alumnae help support activities for women high school juniors in the Philadelphia area. This year’s plants: nine purple crocuses ($13); scarlet, white, or pink amaryllis or four paperwhites ($16); miniature red amaryllis or five tête-à-tête narcissi ($18). Shipping/handling charges and taxes (for shipments to Pennsylvanians dressses) are additional. Order by December 12 for holiday delivery. Information: 898-7811.

Members of the Morris Arboretum, Pennsylvania’s official arboretum, receive Morris Arboretum guest passes, benefits at over 100 public gardens and arboreta nationwide, a quarterly newsletter, and discounts on Arboretum classes, the spring plant sale and invitations to lectures and other events. Membership fees: $20 (Student), $40 (Regular), $60 (Franklinia), $125 (Chesnut), $250 (Holly), $500 (Oak), $1,000 (Laurel). Regular and Franklinia memberships will increase by $5 on January 1, 1996. Information: 247-5777, Ext. 147 or 155.

...in the Gym: Members of the Nautilus/aerobic machines fitness center at Hutchinson Gym can work out from now until August 17 for $155 or $100 (students). Information: 898-7452. Recreation courses are open to PennCard or Recreation Department ID Card holders. Classes, which meet for five or ten weeks, include aerobics, swimming, water safety, jazz, modern and ballroom dance, scuba diving, yoga, karate, and emergency safety (First Aid and CPR). Fees: 5-week classes: $35, $20/students; 10-week classes: $70, $40/students. Information: 898-6100.

Gift ideas from The Class of 1923 Ice Rink: a 10-pass booklet: $30 with a PennCard, $45 without; seven weeks of group skating lessons ($70). For information, to reserve the rink or Quaker Room for a party, or for the extended Christmas-week skating schedule: 898-1923.

Know someone who loves tennis? Levy Tennis Pavilion memberships, good through September, are $10 (students), $20 (faculty and staff), $35 (alumni) or $65 (public). Court fees and lessons are available for an additional fee. Information: 898-4741.

...on the Screen: For movie lovers: a discount film pass ($20) for any five movies shown by the Neighborhood Film/Video Project at International House is a $10 savings over the regular ticket price. Upcoming series include Blaxploitation and Kung Fu movies. Information: 895-6542. Or, trade a few hours of your time as a NFVP volunteer for movie tickets. Information: 895-6593.

For more matters: a membership ($25; $15 for students) with the Philadelphia Independent Film/Video Association at International House offers workshops, discussions, screenings and access to the group’s library and database and Philadelphia Equipment Bank. Information: 895-6594.

...on the Shelf: Friends of the Library of the University of Pennsylvania get a subscription Bibliography, an annual symposium, exhibits and other events. Membership fees: $10 (student), $35 (regular), $100 (Sponsor), $250 (Patron), $500 (Benefactor), or $1,000 (Benjamin Franklin Society). $500 and above members get borrowing privileges and $1,000 and above members are recognized as members of the University’s Benjamin Franklin Society. To see some of the projects sponsored by the Friends, or to sign up for your own membership on-line, visit their web site (http://www.library.upenn.edu/friends/index.html). Information: 798-0409.

...on Stage: A subscription to ACTS plus a minimum purchase of four productions—gives discounted prices on theatre, dance and music shows at the Annenberg Center. Subscription benefits include ticket exchanges, additional tickets at discounted rates and a dining guide for University City. Upcoming shows: Chekov’s The Three Sisters, and The Cheap Sentiment. The Parsons Dance Company, Alvin Ailey American Dance Theatre, and Kronos Quartet. Information: 898-6791.

International House’s Folklife Center has a special mid-season offer: three concerts for $36. Upcoming concerts feature African, Mexican, Cajun, Indian and Celtic music. For information or a full schedule: 895-6546.

...at the Table: Let someone try out a few meals at Dining Services; dinnertime now features new, do-it-yourself wok stations. 10- and 25-meal coupon packs: breakfasts ($42/$58), lunches ($70/$168) and dinners ($105/$262); 10 Anvil Club lunches are $70. For information about using coupons for kosher meals, call 898-7013. For information or other gift ideas: 898-7585 or e-mail adam@dining1.dining.upenn.ed. Dining Services can also take care of catering holiday parties. Information: 898-7237 or michael@dining1.dining.upenn.edu. Another Dining Service gift idea: a pre-paid CHATS Value Card. CHATS cafe stays open late (until midnight on Sundays, 1 a.m. Mondays-Thursdays, and 2 a.m. on Fridays and Saturdays) and has Taco Bell Express, Uno’s Pizza, Gene’s Beans coffee and Vie De France pastries. For faculty, staff or alumni: give a year’s membership at the Faculty Club ($30), gift certificates for a meal in the Hourglass Room, or make a deposit to a member’s Declining Balance Account. Information: 898-4620. To reserve a room at the Club for a holiday parties: 898-3446.

...or around the World: International House members get discounts on international films, concerts, workshops. Bruce Graham’s Cheques and learn about other cultures by meeting I-House residents and participating in cultural programs. They can also receive discounts on stays at International Houses in Australia, Korea, the U. K. and U.S. Membership fees: $25 (Student), $30 (Individual), $50 (Family), $100 (Contributing), $250 (Faculty Club), $500 (World), $1000 or more (International). Information: Caren Early, 387-5125 ext. 2279. —M.S.
Listed below are the job opportunities at the University of Pennsylvania. To apply please visit: University of Pennsylvania Job Application Center, 3401 Walnut Street, Ground Floor Phone: 215-898-7285

**Application Hours:** Monday through Friday, 9 a.m.-1 p.m.

Positions are posted on a daily basis, Monday through Friday, at the following locations:
- Application Center—Fawcett Center, 3401 Walnut Street (ground level) 9 a.m.-1 p.m.
- Blockley Hall—418 Guardian Drive (1st Floor and 2nd Floor)
- Dental School—60th & Spruce St. (Basement-across from B-30)
- Houston Hall—34th & Spruce St. (Basement-near the elevators)
- Wharton—Steinberg Hall-Dietrich Hall (nearest floor)

**Job Opportunities and daily postings** can also be accessed through the Human Resources Home Page (http://www.upenn.edu/hr/). A position must be posted for seven (7) calendar days before an offer can be made. The Job Opportunities Hotline is a 24-hour interactive telephone system. By dialing 898-J-O-B and following the instructions, you can hear descriptions for positions posted during the last three weeks. You must, however, have a push-button phone to use this line.

The University of Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, color, sex, sexual or affectional preference, age, religion, national or ethnic origin, disability or veteran status.

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**ARTS AND SCIENCES**

**Specialist:** Nancy Salvatore

**ADMINISTRATIVE ASSISTANT III** (12634NS) Handle mail, e-mail and phone inquiries; chairmain's secretary; coordinate course scheduling on-line SRS; maintain and update academic calendars on SRS; supervise work flow of department office; prepare reports and document; facilitate all aspects of faculty searches; assist business administrator with accounting reports, business forms and supervise the office in the absences of the administrator; trouble-shoot and solve registration problems with students.

**Qualifications:** High school graduate and related post high school training or equivalent; at least two yrs. experience at the AAII level or comparable experience; thorough knowledge of office procedures; familiarity with University computer systems, SRS preferred; experience; two yrs. experience at the AAII level or comparable experience; basic knowledge of accounting principles/admin. asst. experience; proficient with WP6.1 (Word and Excel); proficiency in verbal and written communication skills, organizational skills, computer skills and knowledge of large complex administrative systems; knowledge of Windows, Lotus and Power Point including charts, tables and graphs; maintain appointment calendar; coordinate travel arrangements; compile and summarize data; prepare, process and track University forms; answer telephone calls and handle inquiri- es from outside vendors; order and maintain supplies; organize, prepare and maintain divisional/departmental budget reports and work on selected projects in support of four analysts.

**Grade:** G11; **Range:** $19,900-25,300 12-7-95

**OFFICE ADMINISTRATIVE ASSISTANT III** (12635NS) Manage department budget; handle payroll function; hire and supervise support staff; process accounts payable, purchasing and travel forms; maintain personnel and other files; schedule courses; research & prepare reports; assist chairman in administration of department programs & activities; interpret University and departmental policies & procedures to graduate students.

**Qualifications:** High school graduate; college; two yrs. experience at the AAII level or equivalent; basic knowledge of accounting practices and office procedures; familiarity with University computer systems, SRS preferred; experience in an academic environment, with a familiarity University policies and procedures preferred; effective communication and organization skills.

**Grade:** G11; **Range:** $19,900-25,300 12-7-95

**DENTAL SCHOOL**

**Specialist:** Clyde Peterson

**ADMINISTRATIVE ASSISTANT I (40 HRS)** (12626CP) Under general supervision, perform administrative/clerical duties unique to assigned area; monitor paper-work flow to insure timeliness; handle bookkeeping and billing of patients; file claims to insurance companies; set up payment schedules and handle overdue accounts; perform general office duties, may backup receptionist as needed. **Qualifications:** High school graduate; at least two yrs. clerical and/or secretarial experience or equivalent; ability to type 45 wpm; computer skills required; working knowledge of office and dental procedures. **Grade:** G6; **Range:** $19,543-24,457 12-8-95 Dental Care Center

**RECEPTIONIST II** (12629CP) Receive calls; take messages; handle paging for students in 30 chair chair with patient population of 1000; schedule patient appointments; assign and release graduate students to patient for treatment; type and file materials; answer standard inquiries from patients. **Qualifications:** High school graduate with at least one year receptionist or general clerical experience; dental background preferred; ability to perform light typing; computer experience required. **Grade:** G6; **Range:** $13,600-16,700 12-6-95 Coleman Center DENTAL ASSISTANT I (40 HRS) (07098CP) **G7:** $16,571-20,686 7-24-95 Dental Medicine

**OFFICE ADMINISTRATIVE ASSISTANT I** (11555CP) **G9:** $17,100-21,400 11-15-95 UPHS RECEPTIONIST, CLINICAL (40HRS) (11556CP) **G8:** $17,943-22,400 11-13-95 Dental Care Center

**SCIENTIFIC EQUIP. STERILIZATION ATTENDANT** (10459CP/G5) **G11:** $14,286-17,486 10-11-95 IMS

**ENGINEERING/APPLIED SCIENCE**

**Specialist:** Clyde Peterson

**OFFICE ADMINISTRATIVE ASSISTANT I** (11534CP) **G11:** $19,900-25,300 11-10-95 CIS/EE/IRCS

**OFFICE ADMINISTRATIVE ASSISTANT I** (11604CP) **G9:** $17,100-21,400 11-30-95 Chemical Engineering

**TECH. ELECTRONIC II** (10519CP) **G10/G11:** $18,700-23,500 11-1-95 CET/SEAS

**EXECUTIVE VICE PRESIDENT**

**Specialist:** Nancy Salvatore/Susan Curran

AUDITOR, SR. INFO. SYSTEMS (12632NS) Plan, perform, lead and/or direct the design and implemen- tation of computer systems and other information system activities within the entire computer and data processing environment, across a broad range of University and/or Health System activities; supervise other IS Auditors.

**Qualifications:** Bachelors’ degree in computer science, MIS or accounting; CISA, CDP or CI A is desirable; four yrs. as lead IS auditor and/or lead systems analyst required; University and/or health care experience desired; requires broad and diversified work experience and extensive knowledge of computer and computer related hardware and software, computer systems analysis and design, development life cycle and project management and control techniques; knowledge of large complex admin. sys- tems, distributed systems and multiple communications protocols; knowledge of PS/2, Windows, Word and Excel; proficiency in verbal and written communications is necessary; supervisory experience desirable. **Grade:** P8; **Range:** $38,500-48,100 12-7-95

**ADMINISTRATIVE ASSISTANT III** (40 HRS) **Qualifications:** Coordinate work flow for the Associate Executive Vice President; transcribe, type and proofread correspondence, reports and meeting minutes; maintain appointment calendar; coordinate travel arrangements; compile and summarize data; prepare, process and track University forms; answer telephone calls and handle inquiries from outside vendors; order and maintain supplies; organize, prepare and maintain divisional/departmental budget reports and work on selected projects in support of four analysts. **Qualifications:** High school graduate or equivalent; at least two yrs. experience at the AAII level or comparable experience; two yrs. experience; thorough knowledge of administrative support of four analysts.

**Grade:** G11; **Range:** $22,743-28,914 12-4-95 EVP

**SUPERVISOR II (PENNWALK SUPERVISOR) (11618NS)** Report to the Director of Victim Support/Chief of Special Services; serve as the primary operational liaison between Public Safety and the PennWalk workers; PennWalk workers are responsible for providing walking escorts, and monitoring of transit stops and academic buildings. **Qualifications:** High school graduate or equivalent; one-two yrs. supervisory experience; working knowledge of WordPerfect, DBASE, Lotus and e-mail systems; ability to work flexible hours both day and night and evenings hrs; excellent problem solving skills and good organizational skills. **Grade:** G11; **Range:** $19,900-25,300 12-4-95 PennWalk Coord. **ACCOUNTANT II** (11611NS) **P2:** $21,700-28,200 11-30-95 Comptroller’s Office

**ACCOUNT CONTROLLER II** (10535NS) **P11:** $54,500-68,200 11-29-95 Comptroller’s Office

**ASSOC. DIR., INFO. SYS. INT. AUDIT** (11603NS) **P1:** $54,500-68,200 11-29-95 Internal Audit

**DIR., FINANCE & INFO. SYSTEMS** (11614NS) **P8:** $38,500-48,100 11-30-95 Business Services

**PROG. ANALYST II** (11516SC) **P6:** $31,900-40,600 11-15-95 HRIM

**MGR., ACCOUNTING OPERATION II** (11608NS) **P7:** $35,500-45,100 11-29-95 Comptroller’s Office

**STAFF ASSISTANT IV** (11577SC) **P4:** $26,200-34,100 11-14-95 Human Resources

**ACCOUNTANT JR.** (11592NS) **G11:** $19,900-25,300 11-29-95 Comptroller’s Office

**CLERK, STORE II** (11593NS) **G6:** $14,571-17,893 11-29-95 The Book Store

**FINANCIAL SERVICES ASSISTANT II** (11610NS) **G10:** $18,700-23,500 11-12-95 Student Financial Services

**GRAD SCHOOL OF FINE ARTS**

**Specialist:** Clyde Peterson

**P-T (OFF. ADMINISTRATIVE ASSISTANT I)** (24 HRS) (12631CP) Assist admin. coord. with payroll procedures including collecting supporting documentation, executing studies and statistical analysis on financial operations, maintaining budgeting filing systems; coordinate reports, contracts, and inquiries; include- ing student competitions, conferences, lecture series
and exhibitions; perform office admin. support including typing, filing, reception, telephone & word-processing.

Qualifications: High school graduate or equivalent; two yrs. experience in office administration; strong interpersonal and oral/written communications skills; leadership skills; exp. with Penn’s accounts payable/payroll procedures preferred; must be skilled with PC computers, including word-processing, spreadsheets, databases, electronic resources; ability to type 45 wpm; ability to work independently; highly organized, attentive to detail; desired to own a car or be very familiar with public transportation; excellent interpersonal skills.

Grade: G9; Range: $9.396-11.758

12-7-95 Architecture

P-T (ADMINISTRATIVE ASSISTANT III) (28 HRS) (12673CP)

Provide admin/clerical support for the department chair; prepare, proofread and edit standard/complex documents; coordinate appointment scheduling and meetings; handle a wide variety of inquiries and requests from students, faculty and alumni; coordinate special events and lectures; responsible for maintaining departmental files.

Qualifications: High school graduate or equivalent and related post high school training or equivalent experience; minimum of two yrs. of experience at the AII level or comparable background, preferably in a university or comparable setting, with knowledge of and experience with Windows version of Word and Excel; ability to type 45 wpm; excellent interpersonal and oral/written communications skills; excellent telephone skills and a sense of initiative.

Grade: G11; Range: $10.934-13.901

12-8-95 Landscape Architecture

LAW SCHOOL

Specialist: Clyde Peterson

ANNUAL GIVING OFFICER II (11582CP) P5; $28,800-37,600 11-22-95 Law Development

MEDICAL SCHOOL

Specialist: Ronald Story/Janet Ziser

MANAGER VI (11619RS) Responsible for the effective and smooth operation of the toxicology operations and programs in support of pre-clinical toxicology studies and Toxicology Unit research at the Institute for Human Gene Therapy; act as Study Supervisor and is responsible for daily operations and supervision of toxicology studies; directly supervise the toxicology techs; develop and maintain knowledge of and experience with the toxicology area as delegated by ophthalmologist; provide discipline action as needed; develop and implement standard operating procedures in the context of Good Laboratory Practices; work with the Research and Development Committee of the Institute to develop and implement new research projects relevant to overall goals of the Institute; maintain current knowledge of technical and regulatory requirements; work in consultation with Director to implement new policies and procedures needed to maintain compliance.

Qualifications: MS or PhD degree required; experience in a biotechnology/pharmaceutical firm as a study director preferred; must have the ability to prioritize and perform in a busy, rapidly changing environment; experience in operations, supervision and scheduling of staff is required; ability to handle multiple on-going projects; excellent interpersonal, oral and written communication skills necessary; previous project management experience and the ability to handle contract requirements in addition to high quality scientific research; must be able to work independently; highly organized, attentive to detail; desired to own a car or be very familiar with public transportation; excellent interpersonal skills.

Grade: G9/G10; Range: $17,100-21,400

12-8-95 HDSR

ADMINISTRATIVE ASSISTANT II (11567JZ) Type and proofread general and confidential material; organize and maintain records and files; compile and summarize data, specifically grant applications, IACUC protocols and Human protocols; prepare purchase requisitions, C-forms, journal vouchers and related forms; order office supplies and maintain inventory; record, monitor and verify budget expenditures; reconcile accounting system reports and resolve problems; summarize financial data for reports; set-up conferences/resident lunches; maintain conference room schedule; screen mail and telephone calls.

Qualifications: BA/BS or equivalent; three-five yrs. experience. (G11)

Grade: P2/P3; Range: $21,700-28,200/23,900-31,000 11-30-95 Pathology and Lab Medicine

ADMINISTRATIVE ASSISTANT II (11567JZ) Type and proofread general and confidential material; organize and maintain records and files; compile and summarize data, specifically grant applications, IACUC protocols and Human protocols; prepare purchase requisitions, C-forms, journal vouchers and related forms; order office supplies and maintain inventory; record, monitor and verify budget expenditures; reconcile accounting system reports and resolve problems; summarize financial data for reports; set-up conferences/resident lunches; maintain conference room schedule; screen mail and telephone calls.

Qualifications: BA/BS or equivalent; three-five yrs. experience. (G11)

Grade: P2/P3; Range: $21,700-28,200/23,900-31,000 11-30-95 Pathology and Lab Medicine

ADMINISTRATIVE ASSISTANT II (11567JZ) Type and proofread general and confidential material; organize and maintain records and files; compile and summarize data, specifically grant applications, IACUC protocols and Human protocols; prepare purchase requisitions, C-forms, journal vouchers and related forms; order office supplies and maintain inventory; record, monitor and verify budget expenditures; reconcile accounting system reports and resolve problems; summarize financial data for reports; set-up conferences/resident lunches; maintain conference room schedule; screen mail and telephone calls.

Qualifications: BA/BS or equivalent; three-five yrs. experience. (G11)

Grade: P2/P3; Range: $21,700-28,200/23,900-31,000 11-30-95 Pathology and Lab Medicine

RESEARCH SPECIALIST I/II (11545RS) Make cDNA constructs; gel and make retroviral constructs; write methods form in situ hybridization & RT-PCR; run sequencing gels and make retroviral constructs; write methods sections of papers and lab reports; oversee lower grade techs and students; assign tasks to student workers; attend lab meetings; assist in plan for protocol and test new procedures.

Qualifications: BA/BS or equivalent; three-five yrs. experience. (RES, SPEC; one-three yrs. experience. (RES, SPEC)

Grade: P3; Range: $22,371-26,629

11-8-95 Biology

RESEARCH SPECIALIST, JR. (11694JZ) Compile & summarize data; organize & maintain office records and files; coordinate office procedures, practices and methods; type 45 wpm.

Qualifications: BA/BS or equivalent; ability to type 45 wpm; ability to work independently; highly organized, attentive to detail; desired to own a car or be very familiar with public transportation; excellent interpersonal skills.

Grade: G11; Range: $21,321-27,107

11-30-95 Continuing Medical Education CLINICAL RECESSIONIST (40 HRS) (11541JZ) Receive and direct telephone calls regarding patient appointments; obtain and/or confirm patient demographic information; enter information into computer; instruct patients regarding fee policies; schedule appointments; complete forms for special testing; mail cards for future appointments; review schedules; maintain logs; pull and file charts, number and file data in charts; assemble charts; print charts; microfilm and copy charts; provide relief coverage for switchboard operator.

Qualifications: High school graduate or equivalent; ability to use CRT terminal and demonstrated interpersonal skills.

Grade: G9; Range: $17,947-22,400

12-8-95 Ophthalmology

OPHTHALMIC ASSISTANT/OPHTHALMIC TECH CERTIFIED (40HRS) (11570RS) Provide technical/mechanical assistance to ophthalmologist; call/escort patients to exam rooms; document complete medical history and review of medications; perform special testing as needed (vision, treatment, lensometry, tonometry); explain details; answer patient questions; scribe dictation; file registration; compile summary forms as instructed by ophthalmologist; complete paper work required for registering patients for surgery, refills on prescriptions, work/school excuses.

TECH: In addition, perform highly specialized testing such as Goldmann Visual Field, Octopus and refractometry.

Qualifications: High school graduate or equivalent.

ASSISTANT: completion of certified one-year ophthalmic technology course; certificate-Ophthalmic Asst.; six months—one year experience.

TECH: Complete
OPPORTUNITIES at PENN

PRESIDENT
Specialist: Susan Currant/Jean Zinner

SENIOR WRITER (11584JZ) Provide senior-level writing services in support of development goals of the University; coordinate planning, editing and production of development newsletters; write copy and collateral material for fundraising programs; work with development office personnel to plan and prepare gift solicitations; research and write proposals, speeches and stewardship reports; participate in training program; publication of gift acknowledgment letters. Qualifications: BA/BAS preferred; four to six yrs. experience as a professional writer and editor, with five yrs. direct experience in higher education or related area; excellent command of language, grammar & spelling, with a good eye for detail; demonstrated skill and experience editing and producing publications; knowledge of the University environment; ability to relate comfortably to alumni and volunteers, as well as faculty, administrators, executive and other staff. Grade: P7. Range: $35,000-43,700 11-22-95 Development and Alumni Relations.

ADMINISTRATIVE ASSISTANT III (40 HRS) (11624SC) Handle reception area of President’s Office; greet all visitors; answer multiple telephone lines; handle large volume of questions and inquiries; obtain necessary information from other offices of the University; proofread daily correspondence and log out on tracking database; maintain correspondence files; order office supplies and maintain inventory; handle maintenance and service calls; receive and distribute all mail, packages and deliveries; provide admin. support to senior staff and to other members of the President’s Office when needed. Qualifications: High school graduate required; BA/BAS preferred; four to six yrs. experience as a receptionist/admin. or secretarial equivalent required; knowledge of Penn and of issues of higher education strongly preferred; must be able to maintain strict confidentiality, must display great maturity and be tactful and skilled in managing delicate situations and coping calmly with a wide variety of people; must be able to make sound professional judgments, be able to work independently while functioning as part of a team and be able to handle a high volume of work in a very fast-paced (and at times stressful) environment; excellent written and oral communication skills; working knowledge of Macintosh computer systems and a variety of software, specifically: FileMaker Pro, MS-Word, Excel and Meeting Maker. Grade: P7. Range: $22,743-28,914 12-4-95 President’s Office.

ADMINISTRATIVE ASSISTANT IV (40 HRS) (11625SC) Read, route and process presidential mail for appropriate action or response; follow-up daily to ensure responses are completed in a timely manner; respond to routine correspondence; proofread prepared correspondence; log mail and correspondence into tracking database; maintain archives of speeches and media clippings; provide research and admin. support to senior staff and back up other members of the President’s Office when needed. Qualifications: High school graduate required; BA/BAS preferred; four to six yrs. progressively responsible administrative experience; experience in higher education or related area; asst. experience or equivalent required; knowledge of Penn and of issues of higher education strongly preferred; must be able to maintain strict confidentiality, must display great maturity and be tactful and skilled in managing delicate situations and coping calmly with a wide variety of people; must be able to make sound professional judgments, be able to work independently while functioning as part of a team and be able to handle a high volume of work in a very fast-paced (and at times stressful) environment; excellent written and oral communication skills; working knowledge of Macintosh computer systems and a variety of software, specifically: FileMaker Pro, MS-Word, Excel and Meeting Maker. Grade: P7. Range: $22,743-28,914 12-4-95 President’s Office.

DIRECTOR DEVELOPMENT RESEARCH (11585JZ) P8; $38,500-48,100 11-22-95 Development & Alumni Relations.
PROVOST

Specialist: Clyde Peterson

SYSTEMS INVESTIGATOR IV (12102CP) Develop software programs in support of University Network; define, design, code, test, analyze and evaluate network products on the University network; perform system integration and testing of network hardware and software; prepare definition/design specifications; resolve complex problems related to system software; plan and oversee installation and operation of system software; develop standards and incorporate into system. Qualifications: Bachelor’s degree in computer sciences or engineering; minimum five yrs. experience in design and implementation of software programs; working knowledge of LAN software for PC’s and Macs; good writing skills. Grade: P9; Range: $42,300-52,900 12-7-95 DDCC

SECRETARY IV (11606CP) Answer phone; make referrals; schedule appointments; type, compose and proofread highly confidential and detailed correspondence; prepare admin. support to faculty with course-related materials; provide admin. support to faculty with course-related materials (textbook orders and bulkpack preparation); update and collect all course-related info. for posting and distribution; coordinate room assignments for classes, review sessions and exams; work closely with Academic Affairs Coor. to assist with planning and scheduling using SunSoft and provide quality service in the dept. services. Qual.: H.S. grad.; college pref.; at least two yrs. exp. at AAI level or comparable; strong analytical, organizational & interpersonal skills; ability to deal effectively with diverse clientele; strong written and oral communication skills; word processing and spreadsheet exp., pref. with Microsoft Word & Excel for IBM compatible computers. Grade: G10; Range: $18,700-23,300 11-7-95 Small Annin & Hohn

SECRETARY III/TECH/SECRETARY/TECH/MED, SR. (11511NS) G9/G10; $17,100-21,400/ $18,700-23,300 11-13-93 Radiology/Cardiology SECRETARY III/TECH/SECRETARY/TECH/MED, SR. (11512NS) G9/G10; $17,100-21,400/ $18,700-23,300 11-13-93 Surgery

VICE PROVOST/UNIVERSITY LIFE

Specialist: Clyde Peterson

PRODUCTION COORDINATOR, WXPN (11563CP) (On-going contingent upon funding grant) P1; $19,700-25,700 11-15-95 WXPN

WHARTON SCHOOL

Specialist: Janet Zinser

ADMIN. ASST. II (12630ZJ) Ensure that all course-related materials are available at the beginning of each term; handle student inquiries and registration problems; provide admin. support to faculty with course-related materials (textbook orders and bulkpack preparation); update and collect all course-related info. for posting and distribution; coordinate room assignments for classes, review sessions and exams; work closely with Academic Affairs Coor. to assist with planning and scheduling using SunSoft and provide quality service in the dept. services. Qual.: H.S. grad.; college pref.; at least two yrs. exp. at AAI level or comparable; strong analytical, organizational & interpersonal skills; ability to deal effectively with diverse clientele; strong written and oral communication skills; word processing and spreadsheet exp., pref. with Microsoft Word & Excel for IBM compatible computers. Grade: G10; Range: $18,700-23,300 12-5-95 Finance

SECRETARY (N/E) (40 HRS) (12627JZ) Serve as confidential secretary to the dean and the dean’s communications director; coordinate with business administrator financial matters; schedule executive meetings, receptions and conferences; arrange locations and menu selections, prepare and distribute invitations and agenda; screen incoming phone calls and correspondence; prepare and review outgoing correspondence; assist in maintenance of the dean’s calendar; assist in preparation of itineraries for dean and visitor’s, including arrangements for transportation, lodging and meeting schedules; transcribe dictation. Qual.: H.S. grad.; Assoc./Bachelor’s degree pref.; seven plus yrs. highly responsible secretarial exp. and knowledge of academic environment; superior organizational verbal and written communication skills required; consistent and mature judgment and equanimity under pressure; exemplary ability to handle confidential material; facility with standard computer applications; good telephone and interpersonal skills; ability to work some overtime if required. Grade: G12; Range: $25,371-32,686 12-5-95 Dean’s Office

OPERATOR, DUP. MACHINE IV (10528JZ) 10 yrs. exp. in duplicating and printing; must be able to troubleshoot computer problems; ability to support end users in coordination of PC and multi-media display technology; advanced knowledge of MS-DOS and Windows operations; strong organizational and customer service skills; ability to interact well with faculty, staff, students and corporate clients; ability to lift equipment up to 50 lbs. A/V TECH. I: one-two yrs. experience in providing end-user support in media technology and computing. A/V TECH. II: three-four yrs. experience in providing end-user support in media technology and computing. Grade: G10/G11; Range: $18,083-22,532/$18,945-24,895 12-4-95 Class from Support Svcs.

II. OPPORTUNITIES at PENN

VETERINARY SCHOOL

Specialist: Nancy Salvatore

ADMINISTRATIVE ASSISTANT II (11583NS) Type correspondence, arrange meetings, seminars, conferences; maintain appointment calendar; screen and redirect Director’s mail and telephone calls, compiles correspondence; type, proofread confidential materials, gather confidential material and maintain files for combined degree applicants; perform word processing for Director and for other genetics center faculty; handle inquiries regarding interpretation of policies or procedures; perform some admin. duties unique to assigned area. Qual.: B.S. degree or equivalent in animal sciences recommended; knowledge of high school with post-related business training; at least three yrs. of secretarial experience; knowledge of computer software and hardware; dependability mandatory; ability to lift equipment up to 50 lbs. Grade: P7; H.S. grad.; 7.967-9.945 11-29-95 University Libraries - Fine Arts/20 HRS) (11605CP)

FISCAL COORD. I (10511NS) P1; $19,700-25,700 11-6-95 Animal Biology

RESEARCH LAB TECHNICIAN III (10524NS) G10; $18,700-23,300 11-1-95 Pathobiology SECRETARY/TECH/SECRETARY/TECH/SECRETARY/TECH/MED (11515NS) G9/G10; $17,100-21,400/ $18,700-23,300 11-13-95 Radiology/Cardiology

III. IIE Fellowships, Eastern Europe

The Institute of International Education (IIE) announces a fellowship program for young American researchers in professional, policy and public administration-related fields who want to develop a specialized knowledge of East Central Europe, the Baltic States and the NIS. Candidates may apply for grants to Albania, Bulgaria, Croatia, the Czech Republic, Estonia, Hungary, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Macedonia, Poland, Romania, Russia, Slovakia, Slovenia or Ukraine.

The program is funded by the Research and Training for Eastern Europe and the Independent States of the Former Soviet Union Act of 1983 (Title VIII). Application deadline is February 2. Finalists will be selected by a panel of specialists in appropriate fields and interviewed by telephone in March. Notification will be made in April. For application forms, brochures, information: US Student Programs Professional Development Fellowships IIE, 809 United Nations Plaza New York, NY 10017-3580 Tel: (212) 984-5330 Fax: (212) 984-5325

Office of International Programs

MRI Study of Heart Cases

Wanted: Staff and faculty over 55 who have had a heart attack, to participate in an MRI study. The study requires an MRI and four hours of memory testing. You will be paid $100 for your participation. If you are in good health, please call Susan at 662-7426.
The University of Pennsylvania Police Department
Community Crime Report

About the Crime Report: Below are all Crimes Against Persons and Society in the campus report for November 27, 1995 and December 3, 1995. Also reported were Crimes Against Property, including 31 thefts (4 of autos, 7 from autos, 5 of bikes and parts); 1 burglary; 3 incidents of criminal mischief and vandalism; 1 incident of trespassing and loitering. Full reports are in this issue of Almanac on the Web (http://www.upenn.edu/almanac/v42/n15/crimes.html).—Ed.

This summary is prepared by the Division of Public Safety and includes all criminal incidents reported and made known to the University Police Department between the dates of November 27, 1995 and December 3, 1995. The University Police actively patrol from Market Street to 43rd Street in conjunction with the Philadelphia Police. In this effort to provide you with a thorough and accurate report on public safety concerns, we hope that your increased awareness will lessen the opportunity for crime. For any concerns or suggestions regarding this report, please call the Division of Public Safety at 898-4482.

Crimes Against Persons

34th to 38th/Market to Civic Center: Threats & harassment—4
11/27/95 4:56 PM 3600 Blk. Walnut Complainant followed by unknown male
11/28/95 10:07 AM Levy Park Compl. threatened by male who stated he had gun
11/29/95 11:22 AM Faculty Club Complainant being harassed
11/30/95 6:12 PM Kings Court Unwanted phone calls received

38th to 41st/Market to Baltimore: Robberies (& attempts)—4; Simple assaults—2;
Threats & harassment—1
11/27/95 11:20 PM 40th & Chestnut 2 males robbed complainant
11/28/95 5:33 AM 300 Blk. 41st 2 males in vehicle robbed complainant
11/28/95 7:11 PM 4000 Blk. Bltmre. Jacket and walkman taken by unknown male
11/30/95 12:54 AM 40th & Sansom Male struck female
12/01/95 2:44 AM 40th & Market Wallet taken from complainant by three males
12/03/95 7:44 AM Phi Kappa Psi Complainant assaulted by roommate
12/03/95 11:40 AM High Rise North Unwanted calls received

41st to 43rd/Market to Baltimore: Robberies (& attempts)—1
12/03/95 2:31 PM Pine & St. Marks Complainant robbed by unknown male

30th to 34th/Market to University: Threats & harassment—1
11/30/95 10:13 AM Lot# 26 Driver of van threatened by passenger

Outside 30th to 43rd/Market to Baltimore: Aggravated assaults—2
11/28/95 5:41 PM Walnut St. Bridge Compl. struck in head by unk. male w/unk. object
12/03/95 7:41 PM 15th/Tasker Suspects stopped during assault/arrest

Crimes Against Society

34th to 38th/Market to Civic Center: Alcohol & drug offenses—1
12/03/96 10:00 PM 600 Univ. Ave. Driver arrested for driving under influence of alcohol

41st to 43rd/Market to Baltimore: Weapons offenses—1
11/28/95 7:29 PM 4100 Blk. Bltmre. 3 persons arrested for weapons offense

Outside 30th to 43rd/Market to Baltimore: Disorderly conduct—1
11/27/95 4:23 PM 46th & Walnut Male arrested for disorderly conduct

Opera for All Ages

Hansel and Gretel return to the stage of the Zellerbach Theatre December 15-17 for the 4th annual holiday production co-presented by the Annenberg Center and the Academy of Vocal Arts Opera Theatre. This opera for all ages is sung in English by AVA’s artists with Concerto Soloists Chamber Orchestra and students from the Shawmont School and the C.W. Henry School, both in Philadelphia, and the Conrad Middle School in Wilmington. At left, the witch (Melissa Parks) is surrounded by wraiths and angels, played by students from the Rock School of the Pennsylvania Ballet. Tickets: $25, $20 Penn faculty/staff, $12 students/children.Tickets/information: 898-6791.

Photo by Trudy Lee Cohen
American universities have recurrently been founded (or re-founded) from inside, at mid-course in their ongoing histories. The University of Pennsylvania seems to be undergoing such a process. Sometimes, this internal re-establishment takes the form of a reinvention of the “original” founders to supply foundations for an institution’s re-modeled vision of its nature. Always, this process requires rethinking the commonly used, central concepts about the university in terms of a new set of first principles. What kind of a university do we want to be?

Reflecting on some of these concepts, I offer here a set of linked propositions for a well-ordered educational regime—the “Constitutional University”—an institution that takes its scholarship, teaching, and service so seriously that it does not just endorse each one of them authentically. It also embraces their connectedness in its self-understanding and its operations. A Constitutional University is attentive not only to its own constitution (the principles and structures that provide for its prosperity and the survival of its identity) but also to the most affirmative accounts of the larger constitutional orders in which it is embedded. For these broader orders, it is an idealized microcosm, a realized exemplary and experimental community, reminding and inspiring them from within.

1. University as Community. In medieval political thought, the Latin term universitas did not originally refer to an academic institution, or to an inquiry into the “universe” (the overarching model of unity projected onto the world), or to the study of everything, although our word now partakes of all of these meanings. The initial reference was to a comprehensive association, a political community in the full sense, with an understanding of what each member owed the whole body, turning toward the center. The relationship between this complete polity and holistic knowledge, between comprehensiveness and comprehension, makes the modern American university, it is not surprising, then, when the early 19th-Century founder of the University of Michigan states: “In science, all is a republic.” Or when Woodrow Wilson in his reforms at Princeton in the early 20th Century analogizes education in the knowledge of general things to the capacity of leadership in a democratic nation. In its name, the “university” has borrowed the image of polity.

2. Knowledge as System. The currently prevailing emphasis on dividing up knowledge and absolutizing the parts (as freestanding, or related only to substantively similar parts) undermines the university’s most basic constitution. In a well-ordered composition, each of the parts is proportional in the classic sense. That is, each carries the pattern of the whole; it is a portion in respect to what it configures, with the other pieces, at a larger scale.

The powerful alternative is to redirect focus to the unity of knowledge, where the objective is to connect disciplines that organize academic inquiry—core to core, not just edge to edge—making a community of prospects on the world. This strategy would produce not a “core” curriculum or a “general” tour of introductions to the established departments (either of which would launch a later excursion into a specialization), but a curriculum of cores (the broad linkage of deep knowledge from a number of important areas of inquiry). Even if the institutional compartmentalization of knowledge cannot be readily refashioned in the modern university, the education we offer can be reorganized, perhaps making our students better educated than their professors.

In addition to a model of knowledge as constitutive of wholeness, the constitutional perspective emphasizes the interplay between knowing and making. We know in order to make, to decide, to do things. But our truest thinking comes from our involvement in the making, where we become authors not only of the thing but the knowledge of how we brought it into existence by apprehending or creating it. For this enterprise, however, advanced scholarly inquiry should not take place solely at the frontiers of knowledge (another political term), at the “cutting edge” where we add something to a pre-existing collectivity of information. It should also occur at the center, the dense heart of civilized knowing, which may otherwise be taken for granted (and whose revision might change the borders of the edge).

3. Citizens as Founders. What is the intellectual quality of mind that a Penn education is designed to cultivate? Is the effect of our education to make our graduates safe for the world, producing efficacious, entrepreneurial functionaries to fill pre-existing slots in the current structure of work and society? And, occasionally, even leaders for these institutions? On a constitutional understanding of community and knowledge, Penn might properly become a school also for founders, in the revived lineage of our institutional founders—not just Benjamin Franklin, but also William Smith (who designed the College), David Rittenhouse (who modeled the Cosmos), and James Wilson (who wrote the Constitution).

Such graduates would be citizens of the constitutional sort, with a spacious character of mind—not only well suited for taking care of themselves and the institutions of the broader world; but also fitted for rethinking the first principles of those institutions, remaking them if our security and happiness require it; and even capable of remaking themselves, redesigning their intellects in life’s mid-course, if changes in the institutions and the world require it.

To achieve this capacity entails not so much critical reasoning as constitutional thinking: the ability to provide holistic accounts confirming a given order; to imagine systematic alternatives to it—to deliberate at the abstract level of those who would found the structures that establish firm relationships among people or among things. The appropriate education would be, therefore, not specialist, generalist, foundationalist, or even synthesist, but compositional. Even if a single student should not encompass the universe of knowledge, each should comprehend how his or her share fits into the whole, and how it might connect with the other parts—so that the student’s intellect carries the image of a comprehensiveness beyond itself.

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Talk About Teaching is in its second year as a series sponsored by the Lindback Society and The College of Arts and Sciences. Dr. Harris, a constitutional theorist, is associate professor of political science, director of the Benjamin Franklin/General Honors Program, and chair of the committee designing the residential pilot project tentatively called the David Rittenhouse Center for Advanced Undergraduate Study and Exploration (CAUSE).