



PENN PERKS

Section 1: Health | Family | Life



Be in the Know

2

Penn wants to reward you for being “in the know” about your health status. You can learn about your health and receive a cash incentive (less applicable payroll taxes) with just a few simple steps.

Step 1: Get a biometric screening

Step 2: Take an online health assessment (\$100)

Earn Points and Cash: The more you do, the more you'll earn – up to \$200 total.

<https://www.hr.upenn.edu/myhr/worklife/healthy/know>



Annual Flu Shot

3

Free to Penn faculty and staff

Penn employees no longer need to pay up front for flu shots and seek reimbursement from their insurance plan.

- ✓ Attend a Human Resources-sponsored Flu Vaccine Clinic in October and November.
- ✓ Pre-registration is required.

1. Who needs a flu vaccine?

- a) You
- b) You
- c) You
- d) All of the above

Even healthy people can get the flu.
Protect yourself and your loved ones.
Get vaccinated.

www.cdc.gov/flu



Health Advocate – Free Service

4

- ▶ Find qualified doctors
- ▶ Expedite appointments
- ▶ Provide cost estimates
- ▶ Straighten out claims
- ▶ Locate eldercare services
- ▶ Navigate insurance plan
- ▶ Explain conditions
- ▶ Assist with the transfer of medical records
- ▶ Secure second opinions

866-799-2329

Note: You don't have to be covered under Penn's health plans to use this service.

<https://www.hr.upenn.edu/myhr/benefits/health/healthadvocate>

Health Risk Assessments

5

- **Free** and confidential online tools to help you learn about your body and how to manage your health.

Click on the link below to get started on your assessment:

- PennCare Personal Choice PPO
- Aetna POS II
- Keystone AmeriHealth
- Aetna High Deductible Health Plan

<https://www.hr.upenn.edu/myhr/worklife/healthy/hra>

Annual Wellness Fair

6

- Held during Open Enrollment for healthcare benefits in April
- Take advantage of **free** health screenings and wellness information and free stuff!

- blood pressure
- nutrition
- campus safety
- stress management
- recreation
- Penn dining options
- backup care
- women's health
- environmental safety and ergonomics
- Penn's Employee Assistance Program
- oral and dental care
- retirement planning and financial wellness

<https://www.hr.upenn.edu/myhr/worklife/healthy/fair>

StayWell Portal

7

Take advantage of the many useful health resources:

The screenshot displays the Penn StayWell Portal homepage. At the top left is the Penn logo. To the right, it says "MY 2017 WELLNESS PROGRAM". Below this is a navigation bar with links: HOME (highlighted in orange), MY HEALTH, MY INCENTIVE, LEARN, and PROGRAMS. On the left sidebar, there are sections for MESSAGES, ACHIEVEMENTS (with a "What's Next?" prompt), MY INCENTIVE (showing 120 points), STATUS (with a progress bar), and RESOURCES. The main content area is titled "StayWell News" and features six featured articles: "BE IN THE KNOW 2016-2017", "QUALIFYING BONUS ACTIONS", "PENN HEALTHY YOU", "PENN MINDFULNESS", "SELF-DIRECTED COACHING", and "HEALTH COACHING-TELEPHONIC". Each article includes a thumbnail image and a brief description.

<https://penn.staywell.com/>

HELPLINE: 1.855.428.6324

Worklife Workshops

Free of charge...many interesting topics.
Please check out the website to register.

<u>Nutrition Counseling - Human Resources 3481 Walnut St. 527A H (4:00-5:00)</u>	04/07/2017	Knowing what to eat for your personal nutritional needs can be overwhelming! Benefits-eligible faculty and staff can now receive individualized nutrition counseling on campus on select days each month. A Family Food, LLC, Registered Dietitian will work with you to address the nutrition-related questions and concerns you have and tailor a plan specific to you. Family Food dietitians offer nutrition counseling for adults concerned with a vast array of issues, including general healthy eating, cholesterol, high blood pressure, diabetes, cancer, weight gain or loss, food allergies and sensitivities, slow metabolism, pregnancy, and much more.	Waiting List Only
<u>Relax with Free Yoga</u>	04/09/2017	Open to all levels! Join Campus Recreation and Campus Health in a 50-minute yoga practice to calm your mind and strengthen your body through movement and breath. A limited amount of mats will be provided so we encourage you to bring your own! Registration opens 15 minutes prior to class. <ul style="list-style-type: none"> • Free to all faculty and staff • Bring your own yoga mat • No membership required • For location updates follow @healthypenn and @pennrecreations 	Registration Open
<u>Body Pump</u>	04/10/2017	A toning and conditioning class with weights that is for everybody! It's perfect for anyone who want to add strength training into their aerobic workout. You won't know if you don't go. So meet the challenge and reap the rewards!	Registration Open
<u>Mindfulness Monday: From Mind Full to Mindful</u>	04/10/2017	Mindfulness is "paying attention, on purpose, in the present moment, non-judgmentally." - Jon Kabat-Zinn, PhD Mindfulness practice develops awareness of your present thoughts and feelings to help you manage different situations. In this once-a-month experiential workshop, you'll see how mindfulness can help you become more engaged and effective both at home and in the workplace. No prior meditation experience necessary.	Registration Open
<u>Adapting to and Managing Change</u>	04/11/2017	Everyone faces changes and challenges that can be stressful, distracting, and at times, overwhelming. This workshop, led by the Employee Assistance Program, will provide short and long-term strategies for embracing and dealing with personal and professional life changes.	Registration Open
<u>Breastfeeding Resource Group: Integrating Breastfeeding and Work</u>	04/11/2017	This interactive conversation, led by April Rosenblum, an International Board Certified Lactation Consultant, will provide an opportunity for expecting, new, and experienced parents on campus, to get help with breastfeeding challenges; ensure a smooth transition back to work and academics and share helpful tips with one another. If you are breastfeeding, pumping and bottle-feeding, pregnant & thinking about breastfeeding, formula-feeding and curious about breastfeeding, this brown bag conversation is for you.	Registration Open
<u>Caregiving and Sibling Warfare</u>	04/19/2017	Siblings can be our best friends, toughest critics or partners in crime growing up. But once we're adults, siblings can make caring for an aging parent challenging. One of the greatest sources of stress around caregiving is sibling discord. You think Mom needs in-home care, your brother's focused on assisted living and Mom doesn't want any help at all. Sound familiar? How can you and your siblings get on the same page, help Mom find the right care and not get entangled in simmering resentments from the past? Learn how to focus on the present, address sibling conflict, achieve consensus as much as possible, and manage your own stress.	Registration Open
<u>The College Search: Selecting a Potential Major and Program of Study</u>	04/20/2017	Join staff from Penn's undergraduate admissions office for discussion and tips in working with your college bound dependent, faced with hundreds of choices, in selecting a potential major and program of study. How might that selection of program impact their admission review?	Registration Open
<u>Gentle Yoga</u>	04/25/2017	Let your body reward itself with movement! Join us for this Gentle Yoga session and explore the natural movements of the spine with slow and fluid moving bends and soft twists. During this session, you will flow into modified sun salutations that loosen those tightened muscles and joints of the lower back, neck, shoulders, and wrists. And as an added bonus, you'll get a workout in the process. Mats and props will be provided.	Registration Open
<u>Get to Know What's Healthy at Houston Market</u>	04/25/2017	Join Dan Connolly, Bon Appétit's Registered Dietitian Nutritionist, on an interesting tour of the many delicious, healthy options in Houston Market. You will meet Dan at Houston Hall's Information Desk, where he will give a brief history of Bon Appétit and explain the elements of a healthy meal. Then, you'll follow Dan downstairs to Houston Market, where he'll walk you through	Registration Open

<https://www.hr.upenn.edu/myhr/registration>



Nutrition Counseling

Faculty and staff covered by one of Penn's health care plans are eligible for free nutrition counseling sessions with a Registered Dietitian from Family Food, LLC.

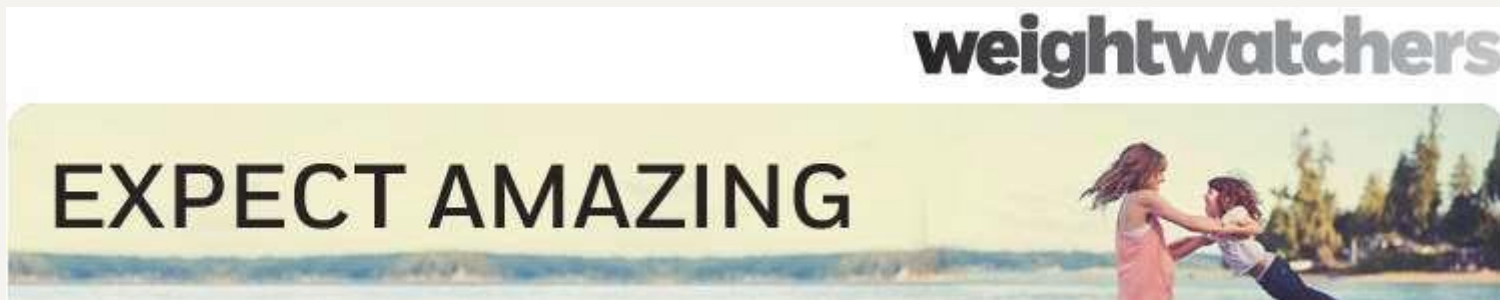
Make an on-campus appointment
Visit the Family Food website
Learn more about this benefit

Weight Watchers at Penn

10

- Registration is \$15; weekly fee is \$14.
- Meetings are held every Wednesday (CHOP) 11-12 and Tuesday from 11:30am–12:30pm at Facilities and Real Estate Services (FRES)

<https://www.hr.upenn.edu/myhr/worklife/healthy/weightwatchers>



Penn's Quit Smoking Help

11

1. StayWell's Tobacco Cessation Coaching Program

2. Penn's Comprehensive Smoking Treatment Program

3. Save Money on Quit Smoking Expenses through Penn's Healthcare Offerings:

Penn's Prescription Plan: 90-day supplies of smoking cessation medications (Zyban and Chantix) available through your prescription drug mail-order program.

Independence Blue Cross: Members can be reimbursed up to \$150 per year for completing an approved tobacco cessation program

Aetna: Members can receive qualifying tobacco cessation counseling options (telephonic, group, or individual are acceptable) by working with their primary care physician or going to an in-network retail clinic location, (such as Minute Clinic). Four visits and/or one 90-day supply of medications equal one cessation attempt, with two cessation attempts per year covered. For more information, go to www.aetna.com.

Penn's Health Care Flexible Spending Account: With a prescription, the cost of OTC smoking cessation medications is an eligible medical expense. OTC products include, but are not limited to: Commit, Endit, Habitrol, NicoDerm, Nicorette, Smoke Away.

4. Additional Free Community Resources:

- **SmokeFree Philly (www.smokefreephilly.org):** Philadelphia Department of Public Health program offering support and tools to quit.
- **PA Department of Health Resources:**
 - **Determined to Quit (www.determinedtoquit.com):** Online community, multi-functional Quit Companion tool, and unbiased content with cessation options.
 - **PA Quitline (1-800-QUIT-NOW or 1-800-784-8669):** Telephonic cessation counseling for PA residents, available 24 hr/day, 7 days/week.
 - **NJ State Funded Resources:**
 - **NJ Quitline (1-866-NJSTOPS or www.njquitline.org):** NJ Department of Health resource with telephonic cessation counseling for NJ residents.
 - **Mom's Quit Connection (888-545-5191):** Telephonic and face-to-face cessation counseling for pregnant and parenting women and families.
 - **SmokeFREE Program, Main Line Health (484-227-FREE):** Six-week group behavior management program held in various locations. May be eligible for free NRT.
 - **QuitNet (www.quitnet.com):** Online cessation resource and community.

Penn Walking Program

12

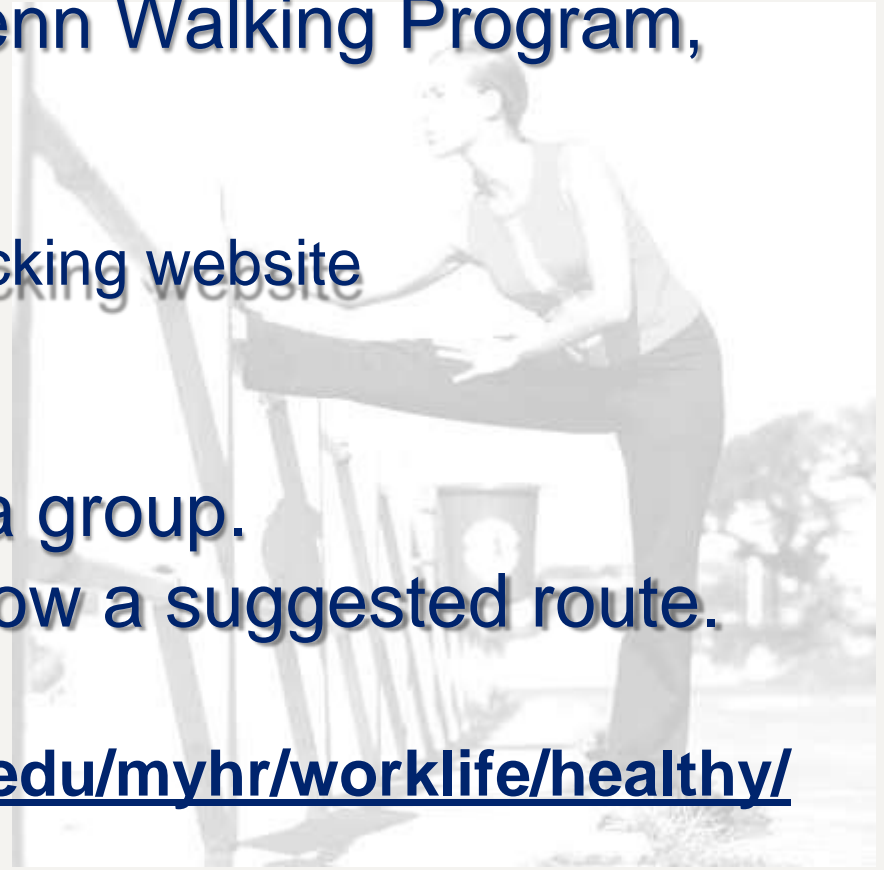
When you join the **free** Penn Walking Program, you'll receive:

- A tracking booklet
- Access to the Penn tracking website
- A free pedometer
- A free t-shirt

Walk on your own or with a group.

Plan your own route or follow a suggested route.

<https://www.hr.upenn.edu/myhr/worklife/healthy/walking>



Walking Tour Routes

13



•**Cultural Walking Tour** This roughly two-mile walking tour takes you to some of the many interesting cultural sites on and around Penn's campus, including art galleries, churches, and museums.

•**West Philadelphia Walking Tour** West Philadelphia is home to some of the most beautiful neighborhoods in the city, thanks to the abundance of greenery and Italianate, Victorian, and Queen Anne-style architecture. This tour takes you through some of those neighborhoods while pointing out some of the restaurants and cultural attractions that are well worth checking out.

•**Art Museum Walking Tour** Sometimes the fact that Penn lies across the river from the world-renowned Philadelphia Museum of Art makes it easy to forget that the Art Museum District is well within walking distance! This tour will take you from the Penn bookstore, through Powelton Village and Drexel University, down the Benjamin Franklin Parkway, and finally into the heart of Center City next to City Hall.

•**Avenue of the Arts Walking Tour** The aptly-named Avenue of the Arts is home to numerous playhouses, dance companies, music halls, and other artistic attractions. This tour starts at City Hall and showcases several major venues before bringing you to historic Reading Terminal Market.

•**Chinatown Walking Tour** Although it is commonly referred to as Chinatown, this district in the north of Center City is actually home to restaurants featuring the cuisine of nearly every country in Asia. Churches, temples, works of art, and a concert hall round out the list of reasons to make an on-foot visit.

•**Historic Philadelphia Walking Tour** It's no secret that Philadelphia is one of the country's oldest and most historically significant cities. But when was the last time you explored some of our less well-known historical neighborhoods and sites? This tour goes beyond Independence Hall and the Liberty Bell and shows you sites such as the city's oldest tavern and residential street, former factory buildings that have become hip art galleries, and more.

•**Rittenhouse Square Walking Tour** Stroll through the Victorian neighborhoods that surround Rittenhouse Square and into some of the finest shopping and dining spots in the city. Along the way, you'll see parks, sites from movies, countless restaurants, churches, and many of the features that make Philadelphia one of the most beautiful cities in the country.

•**South Philadelphia Walking Tour** No one can claim to "know" Philadelphia without also knowing South Philly. This tour will take you into the heart of this vibrant, distinctive section of the city. South Philly is home to attractions including the famous Italian Market, the city's oldest neighborhood, and the exciting and eclectic South Street.

<https://www.hr.upenn.edu/myhr/worklife/healthy/walking/routes>

WalkJogRun

14

YMCA Discounts



15

- Philadelphia Freedom Valley YMCA and Regional Y Alliances offer a 10% monthly membership discount to all Penn employees with valid PennCards.
- There is no joiner fee for new Penn employee memberships. Up to \$150 savings.
- To receive the discount on a new membership, visit any YMCA location listed here and present your PennCard.
- Existing members can sign up for a discount at their home branch.

Fitness: GlobalFit

16

Penn faculty and staff and their families qualify for discounted rates at participating health clubs.

<https://www.hr.upenn.edu/my/hr/worklife/healthy/globalfit>



*GlobalFit guarantees participants the lowest possible membership prices to thousands of local and national fitness centers, including **Sweat, Curves, LA Fitness, Nutri-system, Philadelphia Sports Clubs and others!***

Employee Assistance Program

17

Up to 8 free counseling sessions for assistance with the stress of major life changes and challenges:

- A new home or marriage
- Family changes; loss of a loved one
- Anger management
- Substance abuse
- Depression or anxiety

**24 hours a day, 7 days a week
at 1-888-321-4433**

Free general assistance with personal life challenges:

- Managing dependent care, dealing with special needs, elder care needs, and guidance on basic legal & financial issues.

<https://www.hr.upenn.edu/myhr/worklife/healthy/eap>

Financial and Legal Services from EAP

18

Free, confidential, 24-hour-a-day phone service provide Penn faculty, staff, and their immediate family members with easy access to support for financial and legal challenges. All benefit-eligible faculty and staff can access these resources by calling 1-888-321-4433.

Legal Services

Benefit from convenient access to qualified legal professionals. Receive 30 minutes of free legal consultation over the phone. The number of initial consultations per year on each new legal topic is limited. Get professional help with: Estate planning, Divorce, Adoption, Landlord/tenant matters, State and Federal tax issues, Consumer law, Referrals to local attorneys

Finance

Take advantage of unlimited over-the-phone access to financial guidance about everything from managing current debt to making decisions about future purchases. The Employee Assistance Program can help you answer these questions and more:

- How can I improve my credit score?
- How can I better manage my debt?
- Do I need to adjust my payroll tax withholdings?
- Do I have the right amount of insurance?
- How can I stick to my budget?

Access Legal and Financial Resources

- By phone When you call Worklife Resources (1-888-321-4433), an experienced, Masters-level consultant helps you clarify concerns and identify the best way for you to access assistance, and then directs you toward your next steps.

HELP Line 215-898-HELP

19

Any member of the Penn community can utilize this service. Calls will be answered 24 hours a day, 7 days a week by Division of Public Safety professionals trained in mental health referrals by staff from Counseling and Psychological Services (CAPS).



Aetna Life Essentials Program

20

Free access to these tools and services:

- Care Advocacy Program with social work services
- End of life support
- Grief counseling
- Legal and financial services
- The Aetna discount program

Quality health plans & benefits
Healthier living
Financial well-being
Intelligent solutions



aetna®

Starting or Growing Your Family

21

- **Adoption Assistance** reimbursement for up to \$5,000 in eligible adoption expenses.
- **New Child Benefits** give you access to a wealth of resources when you bring home a new child.
- **Family and Medical Leave Act (FMLA)**
- **Nursing Mothers Program** can help you make a smoother transition back to work when you're nursing your newborn.
- **Breastfeeding Support Group (free)**

<https://www.hr.upenn.edu/myhr/worklife/family>



Penn
Special Delivery
at the Hospital of the University of Pennsylvania

22

Penn Special Delivery is a prenatal membership program for employees and spouses of the University of Pennsylvania and Penn Medicine, employees and spouses of The Children's Hospital of Philadelphia and the Wistar Institute, and students and spouses of the University of Pennsylvania and Drexel University.

Registration for the program is necessary prior to your delivery. Penn Special Delivery members receive:

- Free educational classes on childbirth, parenting and becoming a sibling
- Priority for a private room as patient census allows
- No personal balance billing of co-pays for obstetrical and anesthesiology fees not covered by your insurance
- Free television and basic telephone service during your hospital stay
- Prenatal appointments on campus or in Radnor, PA
- Free pregnancy, childbirth and parenting e-newsletter
- Individualized pre-pregnancy counseling, including first trimester screening
- Gifts for you and your baby

Call 800.789.PENN (7366)

Nursing Mother's Program

23



1. Penn's Nursing Mothers Policy and Plan Document
2. Private, clean lactation rooms throughout Penn's campus, some equipped with hospital-grade breast pumps. (Free breast pump accessory kits are also provided by the Penn Women's Center).
3. Penn's Breastfeeding Resource Group. This group is open to faculty, staff, students, post docs, and their partners. This group is co-sponsored by the Family Resource Center, Penn Women's Center, and the Division of Human Resources.
 - Provides an opportunity to meet other new parents on campus, get help with breastfeeding challenges, and share successful strategies.
 - Open to individuals who are breastfeeding, pumping and bottle-feeding, pregnant & thinking about breastfeeding, formula-feeding and curious about breastfeeding.
4. Penn's Worklife Specialist who:
 - Provides briefings for new and expectant parents. Register for an upcoming New and Expectant Parents Briefing.
 - Offers referrals, information, and resources.
 - Helps with navigating lactation space access.
5. Resources for mothers, supervisors, schools and centers.
 - Breastfeeding and Returning to Work, by Diane L. Spatz, PhD, RN-BC, FAAN
 - Talking points for Employee/Supervisor Discussions
 - Guidance for Supervisors and Business Administrators
 - Guide to Creating Nursing and Lactation Space for Schools and Centers
 - Resources for Nursing Mothers

Penn Children's Center

24



The screenshot shows the homepage of the Penn Children's Center website. The header features the Penn Children's Center logo on the left and navigation links (Business Services Home, Penn Home, Campus Maps) on the right. Below the header is a search bar and a horizontal menu with links: Home, About, Learning Focus, Photo Gallery, Tuition and Enrollment, Temporary Childcare, and Parent Info. The main content area is divided into two sections. On the left, a large image of two children playing with an orange crab is overlaid with the text "PHILOSOPHY Learning through play". Below this image is a red banner with the text "Welcome to Penn Children's Center". On the right, there are three red boxes: "PCC Parents Login" with a plus icon and text "Use your Pennkey to logon to the PCC Parents Page"; "Learning at PCC" with an "A+" icon and text "Through play, sense of community and special programs"; and "Family Resources" with a person icon and text "Our commitment to supporting worklife balance programs". At the bottom right, a blue box states "The Penn Children's Center is Accredited by:".

Business Services Home | Penn Home | Campus Maps

Penn Children's Center

Search go

Home About Learning Focus Photo Gallery Tuition and Enrollment Temporary Childcare Parent Info

PHILOSOPHY
Learning through play

Welcome to Penn Children's Center

PCC Parents Login 
Use your Pennkey to logon to the PCC Parents Page

Learning at PCC 
Through play, sense of community and special programs

Family Resources 
Our commitment to supporting worklife balance programs

The Penn Children's Center is Accredited by:

<http://cms.business-services.upenn.edu/childcare/>

Snow Day Child Care

25

- Snow Day Childcare is available for Penn faculty and staff when Philly schools close due to inclement weather, but Penn is open.
- You have to pre-register for this service.



Salary:	Under \$60,000	\$60,000 or Greater
School-Age Children:	\$15 per child per day	\$25 per child per day
Preschoolers*	\$20 per child per day	\$35 per child per day

**Higher preschool costs are due to the smaller ratio of children to caregivers for younger children.*

<https://www.hr.upenn.edu/myhr/worklife/family/snowday>

Take Our Daughters and Sons to Work Day

26

- An annual event that encourages, inspires and introduces youngsters to the workplace.
- Each year on the fourth Thursday in April, Penn provides an exciting array of **Free** activities on campus for children ages 9–15.



<https://www.hr.upenn.edu/myhr/worklife/family/kidstowork>

Summer Camps

27



Penn Athletics: <http://www.pennathletics.com/>

Penn Rec: <http://www.upenn.edu/recreation/summer-camp/>

Museum: <https://www.penn.museum/programs/kids-and-family/anthropologists-in-the-making-summer-camp>

Arboretum: http://www.business-services.upenn.edu/arboretum/ed_summerAdventureCamp.shtml

Band: <http://www.dolphin.upenn.edu/pennband/pebc/>

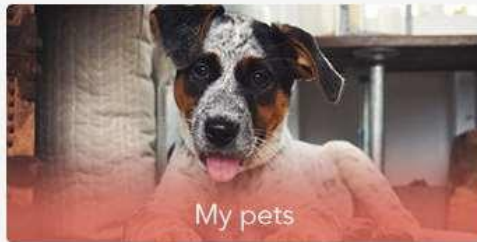
Vet: <http://www.vet.upenn.edu/education/admissions/summer-vets-program>

Legos: <https://www.grasp.upenn.edu/programs/penn-first-lego-league/FLL-summer-programs>

Care.com

28

- Online resource that allows eligible employees to connect with a network of individual and corporate care providers.
- The services offered by pre-vetted caregivers on Care.com offer the following care:



Penn subsidizes your costs for up to ten days per calendar year (adult and child care combined), including weekends and holidays.

Senior Care through Care.com

29

- **Senior Care Managers:** In-depth phone consultations with a Licensed Geriatric Social Worker to help answer the following questions and more:
 - ✓ How do we talk about what needs to happen?
 - ✓ How do we get all our family members on the same page, and come up with a plan?
 - ✓ How do we manage the inevitable health, legal and financial issues?
 - ✓ How do we find—and pay for—the necessary resources?

Tuition Benefits for You

30

- Immediately upon hire
- At Penn only
- **100%, up to 6 course units per year**
- Undergraduate and graduate courses
- Note the IRS Graduate tuition tax



<https://www.hr.upenn.edu/myhr/benefits/tuition>

Tuition Benefits for Your Family

31

► For your spouse/domestic partner:

- After three years of full-time service
- At Penn only
- 50% of tuition and technical fees
- Undergraduate courses only



► For your children:

- After **three** years of full-time service
- At Penn: 75% of tuition and technical fees
- At another accredited college: up to 40% of Penn's tuition
- Undergraduate courses only

Employee Resource Fair

32

- Held in October each year
- Receive give-a-ways and chances at raffle prizes
- Network with colleagues
- Presented by the PPSA, WPPSA and HR



Dozens of offices and centers will be present to provide information and answer questions on the many resources available to all Penn employees.

Managing Your Career

33



Enroll in L&E courses in
Knowledge Link:

<http://knowledgelink.upenn.edu/>

HR Learning and Education

- Career Development Courses (weekly offerings)
most are free
- Leadership Development:
 - STEP UP
 - Essentials of Management
 - AMP-UP (nomination)
 - Leadership@Penn (nomination)

<https://www.hr.upenn.edu/myhr/learning>

Career Coaching

34

- **Free**, confidential support service
- Individual coaching sessions
- Employed in current position at Penn for at least one year
- Provides consultations about career development, skills, and mobility
- Evaluate your skills and values as they relate to your professional life; Several assessments available
- See how you can grow in your current job
- Penn employees are required to apply for Penn jobs online. **You can call (215) 898-7287 to obtain the name and address of the hiring officer (internal applicant provision)**

<https://www.hr.upenn.edu/myhr/learning/career/coaching>

Service Recognition Program

(35)

Staff Recognition

36

The Models of Excellence program recognizes **notable staff member accomplishments** at Penn that reflect initiative, leadership, increased efficiency, and a deep commitment to service.

- Call for nominations in September
- Honorees selected in January
- Ceremony in the spring



Penn Family Day

37

- Share Penn's lively campus with your family and friends for **Free**
- Enjoy food, football, games, and more!
- Held in October each year.



<https://www.hr.upenn.edu/myhr/appreciation/familyday>

Flexible Work Options

38

Creative solutions for balancing work and family demands:

- Flextime
- Flexplace
- Compressed work schedule
- Part-time work
- Job sharing

<https://www.hr.upenn.edu/myhr/worklife/workandlife/flexoptions>

Holidays

39

1. New Years Day
2. Martin Luther King Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving
8. Christmas Day (Winter break between December 25 and New Year's Day)

Rule of 75

40

You are eligible to receive retiree health benefits if you meet the “Rule of 75”. This means that your age plus your years of service must total at least 75 with a minimum of age 55 and 15 years of service, or age 62 and 10 years of service. Service must be full-time and continuous.

The Rule of 75 applies to eligibility for **all retiree benefits, including tuition, life insurance, and dental and vision plans.**

<https://www.hr.upenn.edu/myhr/benefits/retiree>



Resolving Workplace Issues

41

Penn offers a variety of resources that can help you resolve issues, maintain effective working relationships, and ensure that the University's policies are applied equitably.

Workplace Issue Resolution Program

Staff Grievance Procedure

**Staff and Labor
Relations Contacts**
Our Staff and Labor
Relations team is
here to help you with
your workplace
issues and questions.

<https://www.hr.upenn.edu/myhr/workplaceissues/resources>

Resolving Workplace Issues

42

Office of the Ombudsman

- ▶ Dedicated to the resolution of disputes and management of conflicts arising at Penn when traditional paths have been unsatisfactory
- ▶ Standards of Practice:
 - Confidential
 - Informal
 - Neutral
 - Independent

Phone: 215-898-8261
Email: ombuds@pobox.upenn.edu

<http://www.upenn.edu/ombudsman/>

Section 2: Keeping you safe



UPennAlert Emergency Notification System

44

UPennAlert enables the University to quickly notify you of critical information during a major emergency.

Register your cell phone number, as well as other emergency contact information, so that University officials can communicate with you wherever you happen to be.

Update your Personal Emergency Contact Information here:
<http://www.upenn.edu/directories/>

Walking Escort Services

Free

45

- 24 hours a day, 7 days a week
- Between 30th to 43rd Streets and Market Street to Baltimore Avenue

How to Request a Walking Escort:

- Ask any Public Safety Officer on patrol or inside a building
- Call 215-898-WALK(9255) or 511 (from campus phone)
- Use one of the many building and blue-light telephones located on and off Penn's Campus.

<http://www.publicsafety.upenn.edu/security-services/walking-escort/>

- Security Services offers **free** 24/7 lockout & jump-start services to anyone on Penn's campus.
- Simply call 215-573-3333 (511 from campus phone) and a Public Safety Officer will be dispatched to your location!



<http://www.publicsafety.upenn.edu/security-services/lockout-and-jumpstart-services/>

Safety Initiatives

47

RAD Defense Courses for Men and Women FREE

The Rape Aggression Defense System is a program of realistic, self-defense tactics and techniques.



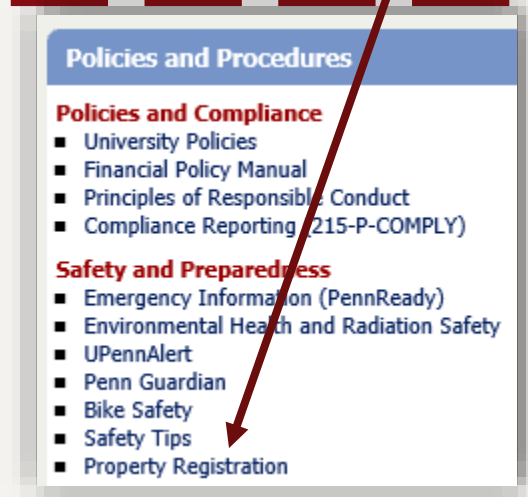
<http://www.publicsafety.upenn.edu/special-services/rad/>

Operation Theft Awareness

48

- Register your bicycles, electronic equipment and other valuables for **free!**

Register property by logging on to U@Penn at
<http://www.upenn.edu/u@penn>



<http://www.publicsafety.upenn.edu/theft-awareness/>

Emergency Phones

49

- If you require Penn Police assistance, contact them from one of more than **500 Bluelight phones** and **200 are emergency phones** located on elevators on campus.
- Just pick up the receiver or press the button.



<http://www.publicsafety.upenn.edu/TEC/blue-light-ephones/>

Penn Guardian

- **Penn Guardian** is a **free** service that allows you to rapidly provide information about you to the Division of Public Safety during an emergency.
- By building a personal profile, information about you can be immediately accessed by PennComm dispatchers should you call Public Safety from a registered cellphone.
- Penn Guardian can also provide police with GPS coordinates from your phone, which can decrease response time and allow first responders to locate you should you not be able to give them your location.

<https://www.publicsafety.upenn.edu/safety-initiatives/pennguardian/>

Environmental Health & Radiation Safety

51

Ergonomics: fitting the job to the worker. The goal of ergonomics is to enhance the worker's comfort, health and productivity.

Self-Help Checklist



- Top of monitor at or just below eye level
- Head and neck balanced and in-line with torso
- Shoulders relaxed
- Elbows close to body and supported
- Lower back supported
- Wrists and hands in-line with forearms
- Adequate room for keyboard and mouse
- Feet flat on the floor

<http://www.ehrs.upenn.edu/programs/occupat/ergo/computer/checklist/>

Privacy – Protect Yourself

52

Find resources on how to protect yourself outside of Penn.

<http://www.upenn.edu/oacp/privacy/yourdata/>

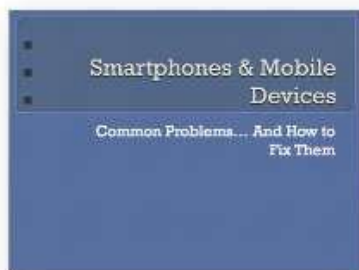
PROTECTING YOUR OWN DATA

Penn Programs	
Sharing Academic and Financial Information	>
PennCard Access Code	>
Online Directory	>
Alumni Directory	>
Bank of America Penn Credit Card Program	>
Guidance on Facebook Privacy Settings	>
Outside of Penn	
Identity Theft	>
National Do Not Call List	>
Pre-Approved Credit Card Offers	>

Free Presentations for Computer Security Awareness & Training (CSAT)

53

Provide computer security awareness and training in your area!



Smartphones & Mobile Devices: Common Problems...And How to Fix Them

Learn about the single most likely security event to occur with your smartphone or tablet

Discuss why the current environment poses new problems for security

Get resources and tips for avoiding common phone and tablet security problems (including those relating to traveling abroad).



Social Engineering: Stop. Think. Connect.

Learn what methods hackers use to trick you into giving them information

Review how to spot phishing attacks in email

Learn about other forms of social engineering (e.g., in-person and over the telephone)



Increasing Chance of Clouds: An Introduction to Using Cloud-Services Safely at Penn

Cover the "When, why and how" of evaluating a cloud vendors security.


Learn what services Penn has already vetted and made available for your use.

Identify where to get help with Cloud services.

Secure Share

54

Secure Share is a web-based application for secure file exchange available to Penn faculty, staff and students.



Secure Share

- Share documents
- Receive documents
- View sent history
- FAQ

[Help](#) [Log out](#)

Share information securely

Enter search criteria:

First name: Last name:

Pennkey: PennId:

Recipients

None

Subject Line Do not send sensitive information in this section

Secure Information Please type in sensitive information into the Encrypted Message box and/or upload files you wish to share (max 100Mb/each).

Encrypted Message

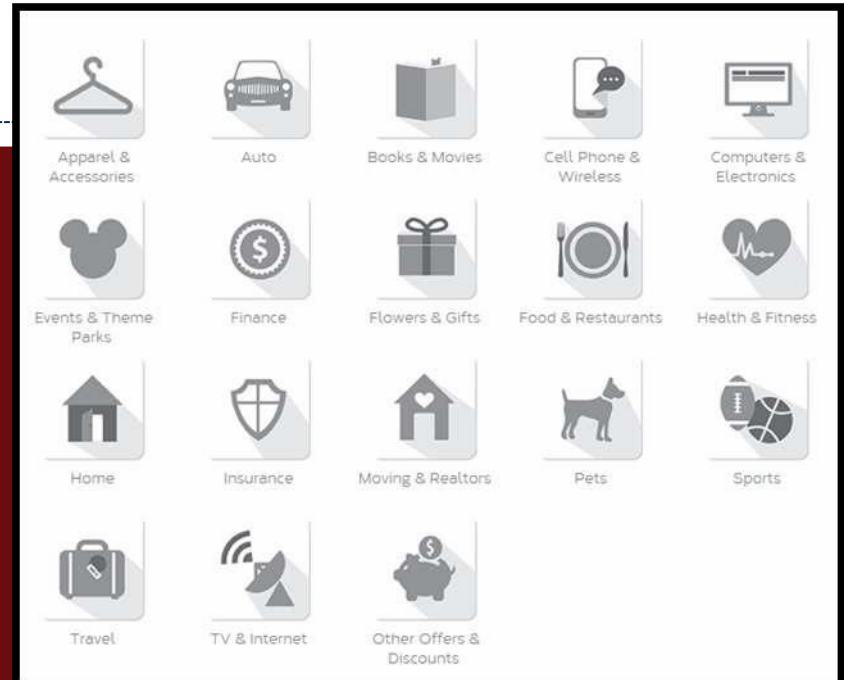
File
Max 100 MB/file

Section 3: Discounts



YouDecide

56



<https://www.hr.upenn.edu/myhr/benefits/dealsatpenn>

Funeral Planning Services

57

The University's life insurance carrier, Aetna, offers a Funeral Planning Service to faculty and staff enrolled in any of the University's life insurance plans, at no extra cost.

Through a partnership with Everest, a company that bills itself as “the first nationwide funeral planning and concierge service,” Penn employees have access to this unique employee benefit.



<https://www.hr.upenn.edu/myhr/benefits/health/life/funeral>

Penn Home Ownership Services



58

Closing Cost Reduction Program

- The Closing Cost Reduction Program (CCRP) offers mortgage financing options with **discounted closing costs** (.25% of mortgaged amount) to the University Community for the purchase and refinancing of homes.

Enhanced Forgivable Loan

- **A \$7,500 forgivable loan**, as an incentive for faculty and staff interested in living and/or currently residing in the West Philadelphia community.

3401 Walnut St. Suite 440A

215-898-7422

phos@exchange.upenn.edu

<http://cms.business-services.upenn.edu/homeownership/>

Financial Services

59

U of P Federal Credit Union

- Vacation and Holiday Club accounts, coupon books, discounts for New & Used Cars, Free \$1000 Insurance

<http://www.uofpfcu.com/default.htm>



Credit Card

- Bank of America offers Penn faculty and staff Visa credit cards

<http://cms.business-services.upenn.edu/resources-and-links/credit-card.html>



WorkPlace Banking

60

- **PNC WorkPlace Banking** offers Penn faculty and staff a complete set of money management tools with exclusive features, benefits and rewards.



<https://www.pnc.com/en/personal-banking/banking/workplace-banking.html>

Car Discounts

61



AND BMW!

Ford and General Motors offer discounts on new vehicles to Penn faculty and staff (and some family members)

<https://www.hr.upenn.edu/myhr/benefits/additional/cardiscount>

Fundamentals of Driver Safety | Online Course

62

If you have completed this 7 module course, you might be eligible for a car insurance discount, depending on your auto insurance provider.

1. Driving at Penn – Training Requirements Overview
2. Successfully Navigating Intersections
3. Deadly Distractions
4. Lane Changes and Proper Use of Mirrors
5. Safe Freeway Driving
6. Defensive Driving Escape Routes
7. Weather Conditions

Requirements and restrictions vary by car insurance company and state. Contact your auto insurance provider to discuss the availability of defensive driving discounts.



Cell Phone Discounts

63

AT & T, Sprint, and Verizon Wireless offer discounts on cellular service plans and phones (**14-18% off the data allowance portion of your bill**)

<http://www.upenn.edu/computing/voice/cellular/>



Office Supplies Discount

64

Office Depot Business Solutions leverages the purchasing power of Penn so that we can save on everything this site has to offer.



<https://business.officedepot.com/b2b/portalLoginPage.do>

Computer Purchases Discount

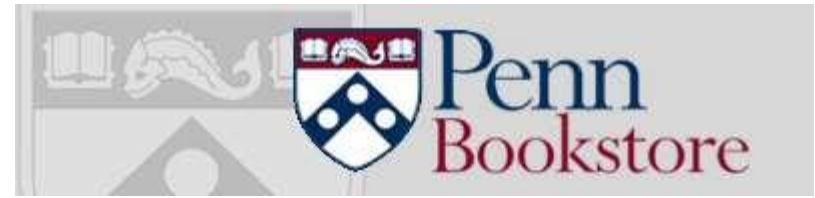
65

Apple or Dell

The Apple or Dell Store for Education Individuals is exclusively for the use of University of Pennsylvania faculty, staff, and students paying with personal funds. University of Pennsylvania individual customers can custom-configure systems on the Apple or Dell web site.



Penn Bookstore



66

Faculty and Staff
receive a 10%
discount (*some
exclusions apply*).



Receive an academic
discount at the
Computer
Connection.

<http://cms.business-services.upenn.edu/computerstore/>

<http://upenn.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=10056&catalogId=10001&langId=-1>



Trade-in your old equipment

67



Send your greetings the Green way for **Free** !

- Browse the categories to preview dozens of beautiful, one-of-a-kind Penn photos, from sports moments to special places on campus.
- Then select your favorite, craft a personal message, approve your card, and send!

eCARD CATEGORIES

► Animated Cards

► Around Penn

► Centers and Organizations

► Holiday Cards

► Penn Occasions

► Penn Schools

► Sentiments

Invitations

<http://www.business-services.upenn.edu/ecard>

Penn's Pet Care Benefits

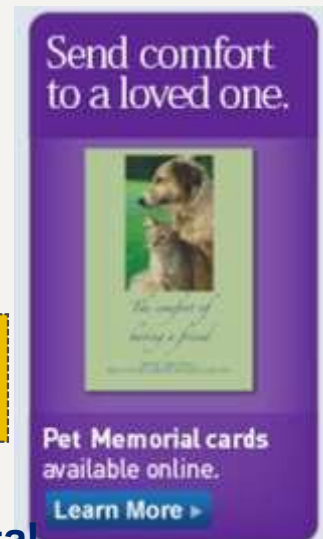


69

- The Ryan Hospital at Penn Vet offers all Penn faculty and staff a 20% discount off hospital services and substantial discounts through the Ryan Hospital's Primary Care Service.
- They also offer a drop-off service for pets to minimize work-day interruptions. Learn more about the Ryan Hospital's clinical services or make an appointment.
- Make an appointment by calling 215-746-8387.
- 8:30am - 4:30pm - Monday through Friday.

<http://www.vet.upenn.edu/giving/pet-memorial-program>

<http://www.vet.upenn.edu/veterinary-hospitals/ryan-veterinary-hospital>



Getting a Penn Card - Dependents

70

Guests/Others

Guests of the University of Pennsylvania may obtain a PennCard through the sponsorship of a University department. Family members are also entitled to a PennCard (spouse, domestic partners, children).

Children/Dependents ▼

Children/Dependents

Children or minor dependents of University of Pennsylvania students, regular faculty, or staff are eligible for a Child/Dependent PennCard. Please use the following procedure to obtain a Child/Dependent PennCard:

- Both the PennCard holder and the child/dependent must come to the PennCard Center.
- The PennCard holder must bring their valid PennCard and their Child/Dependent must present a valid form of identification.
- Bring documentation that shows proof of the child/dependent relationship with the PennCard holder.
- A PennCard will be issued that will expire when the sponsoring PennCard holder's card expires.
- There is a \$25 charge (\$30 as of Aug. 1, 2014) for the card and this charge may be paid by cash, check, Visa or MasterCard by the cardholder.

<https://cms.business-services.upenn.edu/penncard/obtaining-a-penncard/guestsothers.html>

Getting a Penn Card – Spouse/Partner

71

Guests/Others

Guests of the University of Pennsylvania may obtain a PennCard through the sponsorship of a University department. Family members are also entitled to a PennCard (spouse, domestic partners, children).

Spouses/Partners ▼

Spouses/Partners

Spouses or domestic partners of University of Pennsylvania students, regular faculty, or staff are eligible for a Spouse/Partner PennCard. Please review the Spouse/Partner Policy, use the following procedure to obtain a Spouse/Partner PennCard and fill out the **Domestic Partner Approval Form**:

- Both the PennCard holder and the spouse or partner must come to the PennCard Center.
- The PennCard holder must bring their valid PennCard and their spouse/partner must bring a valid government issued photo I.D.
- Bring documentation that shows proof of marriage or domestic partnership. Acceptable documentation (which must show the same last names or both last names) includes a marriage certificate, a shared lease, a shared bank or credit account or a passport coded for partner or spouse (J2 or F2). Staff or faculty may also present a form from Human Resources confirming domestic partnership.
- A PennCard will be issued that will expire when the sponsoring PennCard holder's card expires.
- There is a \$30 charge for the card and this charge may be paid by cash, check, Visa or MasterCard by the cardholder.

<https://cms.business-services.upenn.edu/penncard/obtaining-a-penncard/guestsothers.html>

PennO365

72

Through PennO365, eligible users can install Microsoft Office 365 ProPlus on up to five (5) personal computers and/or mobile devices, including Mac, PC, iPhone, iPad, Android, and Windows Phone.

This includes the latest versions of Word, Excel, Access and OneNote. You also receive access to Microsoft Office Online and 1 TB of data storage on OneDrive.

For information on how to install Office 365 ProPlus on a personal computer click [here](#).

The Morris Arboretum

- Free admission with Penn card (adults: \$16.00)
- Off of Germantown Pike in Chestnut Hill; Weekdays: 12pm - 8pm
Weekends, 11am - 5pm
- Get discounts on special events (wedding reception or other celebrations).



<http://www.business-services.upenn.edu/arboretum/index.shtml>

The Morris Arboretum

74

Rentals:

- Weddings
- Meetings
- Special events

Classes



http://www.business-services.upenn.edu/arboretum/rentals_weddings.shtml

Amazon@Penn

75

A fully-staffed pickup location in the **Class of 1920 Commons at 3800 Locust Walk**. The facility is the first of its kind at an Ivy League institution, the first of its kind in Philadelphia and the first of its kind in Pennsylvania.

Amazon@Penn offers the Penn community a convenient and secure location to pick up and return Amazon orders, including virtually everything one needs, from everyday essentials to technology.

Additionally, Amazon Student and Prime members will receive free same-day pickup for orders placed by noon on over two million items.

Amazon@Penn is open seven days a week, Monday-Friday from 9am-9 pm, and on Saturday-Sunday from noon-9pm.

Learn more at penn.amazon.com





www.upenn.edu/personalship

76

Ship Your Personal Packages Enjoy Penn's Discounted Rates

Simply Use your PennKey for Access

SHIPPERS WILL ENJOY:

- ★ **Express shipping options** for across town or around the world
- ★ **Ability to track** packages online
- ★ **Convenient payment** method for shipments via your personal credit card

Open to Members of the Penn Community

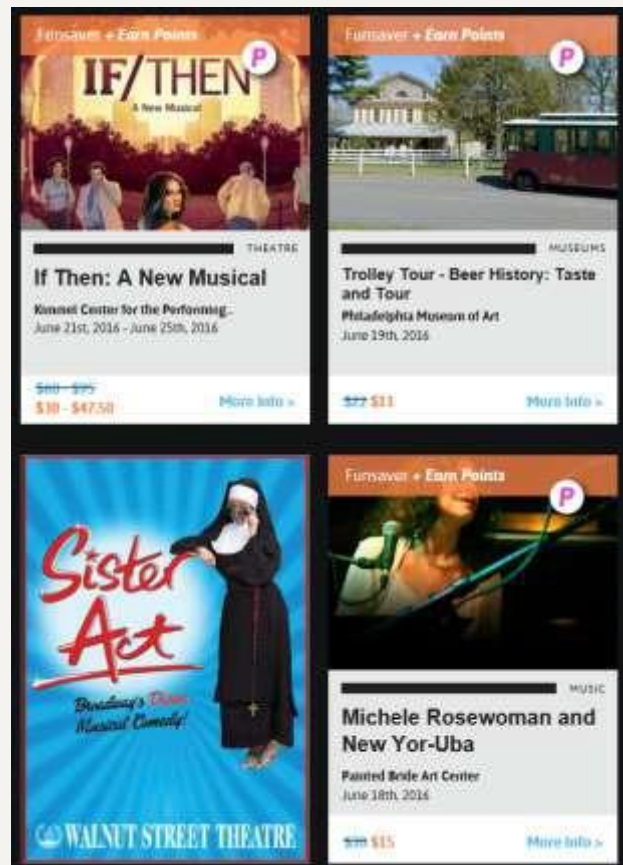
To learn more or begin shipping using **PersonalShip**, visit

www.upenn.edu/personalship

Funsavers (was Pennsavers)

Funsavers is a weekly email offering **half-price tickets and special discounts** for cultural events around the region.

<http://phillyfunguide.com/funsavers>



BEN's Attic

78

A online exchange for surplus Penn property with an easy and sustainable way to find a new use for items that are no longer needed (equipment, furniture and supplies) by your department.

- This site is for **departmental use only**. No personal purchases are allowed.
- Usage of Ben's Attic to list items for sale and /or purchase items is open to all Penn faculty and staff with a PennKey. Note: you will be prompted to enter the name of your Business Administrator when posting items for sale or making purchases.



<https://upenn.unl.edu/>

Section 4: Places to eat



Places to Dine on Campus

80

- [1920 Retail](#)
- [Houston Market](#)
- [Mark's Café](#)
- [Accenture Café](#)
- [Joe's Café](#)
- [The ARCH Café](#)
- [Kosher Dining at Falk](#)



<https://cms.business-services.upenn.edu/dining/hours-locations-a-menus/retail-dining.html>

The University Club at Penn

*The **light lunch**, a self-serve option: salad bar or sandwich, soup of the day, dessert and beverage*
\$9.95

*The **full lunch**, buffet-style option: entree or sandwich, salad bar, soup of the day, dessert and beverage*
\$12.75

University Club at Penn
 UNIVERSITY OF PENNSYLVANIA



- ▶ Buffet dining featuring hot entrees, salad bar, sandwiches, desserts and more
- ▶ Yearly membership (\$65), but **Complimentary membership to new faculty and staff when they first join the University**
- ▶ **10% discount at Penne Restaurant**
<http://cms.business-services.upenn.edu/universityclub/>



Dining Program Benefits

82

- A 5% discount at select locations when using the plan. Locations include: Houston Market, Gourmet Grocer, Mark's Café, Joe's Café, New College House, McClelland and Accenture.
- The ability to use Dining Dollars\$ (and the discount when applicable) to preorder or deliver meal selections through Tapingo, the online ordering app.
- Sign up for Menu Mail, to get daily updates of Penn Dining offerings.
- Ability to take advantage of special promotions offered through Penn Dining.



Farmer's Market

83

- The University Square Farmers' Market at Penn
- Located at 36th and Walnut Streets
- Wednesdays from 10am to 2pm



<http://www.universitycity.org/farmersmarkets>

Food Trucks



A 40th St.

- ▶ Fresh Flowers
- ▶ Fruits & Vegetables
- ▶ Sundry Goods
- ▶ Jewelry

B 37th & Walnut St.

- ▶ Quaker Shaker Lunch Truck
- ▶ Bento Box Japanese Foods
- ▶ Ali Baba
- ▶ George's Super Lunch
- ▶ Kim's Oriental Foods
- ▶ Indian Foods
- ▶ Trong's Fresh Fruit Salad
- ▶ Pamela & Andreas Crepes Cart

C 34th & Walnut St.

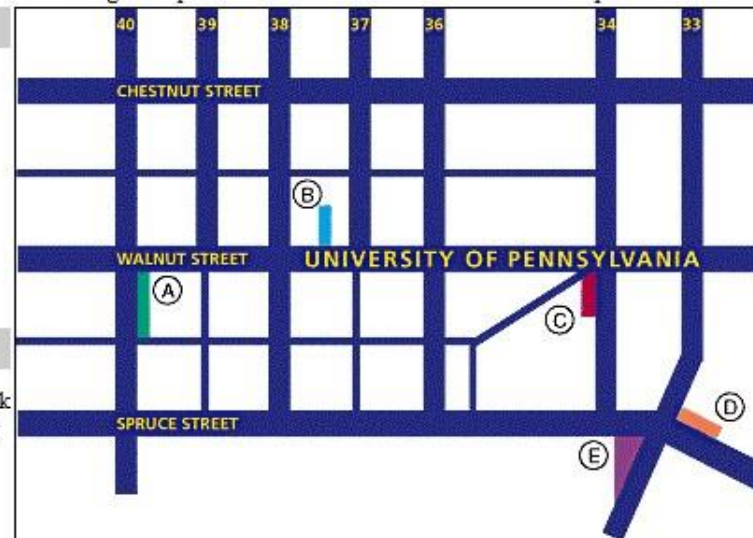
- ▶ Bessie's Hot Dog Cart
- ▶ Magic Carpet
- ▶ Nicos Hot Dog Cart
- ▶ Long's Fruit Salad

D 34th & Spruce St.

- ▶ Nick & John
- ▶ Hong Kong
- ▶ Sat Nem Food Cart
- ▶ Aladdin
- ▶ Chris's Cart
- ▶ Dinh's Fruit Salad
- ▶ Do's Fruit Salad
- ▶ B & J Food Cart

E 33rd & South St.

- ▶ Ralph's & Son Lunch Truck
- ▶ King's Wok Chinese Food
- ▶ Jow's Garden Thai Food
- ▶ Scott's Vegetarian Food
- ▶ Sophie's Lunch Truck



<http://pennfoodtrucks.com/>

University City District

85

FIND RESTAURANTS

ALPHABETICAL LISTING

A B C D E F G H I J
K L M N O P Q R S T
U V W X Y Z #

CUISINE

AFRICAN | AMERICAN FAVORITES |
BURRITO | BARS & CLUBS |
CAFES & COFFEE SHOPS | CATERING |
CHINESE | CUBAN |
DELIS & MARKETS | ETHIOPIAN |
FAST FOOD | FRENCH | GREEK |
HALAL | INDIAN | ITALIAN |
JAPANESE | KOREAN | LEBANESE |
MEDITERRANEAN | MEXICAN |
MIDDLE EASTERN | PASTA |
PIZZA | THAI | VIETNAMESE |

MANAKEESH CAFE BAKERY

A fusion of traditional Lebanese baked goods with American favorites!

LEARN MORE

12TH STREET CATERING | 3312-20 Spring Garden Street, (215) 386-8595

ABBY'S DESERT LOUNGE | 4704 Baltimore Ave; 215-727-4560

ABNER'S CHEESESTEAKS | 3813 Chestnut St, 215-662-0100

ABYSSINIA RESTAURANT & BAR | 229 S 45th St, 215-387-2434

ACCU PIZZA | 4802 Spruce St, 215-474-7150

AJIA RESTAURANT & SUSHI BAR | 3131 Walnut Street, 215-222-2542

AKSUM | 4630 Baltimore Avenue, 267-275-8195

ALLEGRO PIZZA | 3942 Spruce Street, 215-382-8158

ARTISERIE CHOCOLATE CAFE | 3421 Walnut Street, 215-222-3710

ATIYA OLA'S SPIRIT FIRST FOODS | 4505 Baltimore Avenue, 215-939-3298



<http://www.universitycity.org/restaurants>

Section 5: Getting around



Public Transportation

87

Penn offers discounted options and/or pretax benefits through these programs:

**Commuter Pass Program
(COMPASS)**

TransitChek®

PATCO Freedom Pass

N.J. Transit

SEPTA Pass Perks

Purchase a SEPTA weekly or monthly Pass at any SEPTA sales location.

You're entitled to discounts with any of our participating Pass Perks Partners.



<http://cms.business-services.upenn.edu/parking/sustainable-commuting/public-transportation/faculty-and-staff.html>

SEPTA Travel Center – In the Bookstore

88

Open Monday through Friday from 11 a.m. to 6 p.m., the SEPTA Travel Center, staffed by SEPTA employees, offers information for commuters with questions about the regional public transit system, as well as Penn Transit, LUCY, New Jersey Transit, Amtrak, Indego Bike Share, and car sharing.



Ride Sharing Options

89

- **Enterprise CarShare:** Over 30 cars within a 10-block radius of campus; rent cars by the hour.
- **Zipcar:** Access to a Zipcar on campus; register online. Join for only \$35/year.
- **Van Pool:** Commute with others in your area, three vans available.
- **Carpool:** Parking permit patrons can take advantage of discounts based on occupancy (25% for a 2-person car; 50% for a 3-person car, etc.)

<http://cms.business-services.upenn.edu/parking/sustainable-commuting/ride-sharing-options.html>

Penn Accessible Transit

90

- Penn Accessible Transit (PAT) is a service of Penn Transit, which provides transportation within service boundaries for persons with disabilities.
- To obtain pre-approval to use PAT, contact the Office of Affirmative Action at 215-898-6993 or 215-898-7803 (TDD) if you are faculty or staff.



Penn Shuttles

91

Shuttles provide transportation free of charge to and from Transit Stops and West Philadelphia, Center City and Powelton Village, within defined boundaries. Penn Shuttles run in the evening, seven days a week, year round except for Penn-recognized holidays. For exact times and operation, [click here](#).

Passengers wishing to access Penn shuttles, review the procedures for each type:

- **Shuttle Trips Originating from On-Campus**
- **Shuttle Trips Originating from Off-Campus**
- **On-Call Shuttle Service**
- **Early Morning Services**



LUCY (Loop through University City)

92

- Monday through Friday
- From 6:10 am until 7 pm
- Every 12 to 35 minutes
- Between 30th Street Station and University City
- Rides are free for holders of a PennCard

LUCY
is a great way to
ease your commute!



<http://cms.business-services.upenn.edu/transportation/commuter-transit-options/lucy-bus.html>

FMC Tower Shuttle Program

93

Penn Transit Services provides free transportation between the FMC Tower and designated transit stops on campus.

Program Details:

- This service is available to valid PennCard holders and provides a convenient option for those needing to travel between the Penn offices at the FMC Tower and designated campus transit stops.
- Hours of operation: Monday – Friday, 8:45 a.m. to 5:15 p.m., at 30-minute intervals. Pick-up and drop-off locations are on a fixed route as shown on the map below.
- Authorized users of this service may bring guests aboard with them.
- Contact Penn Transit Services at 215-898-RIDE (7433) for more information.



Pennovation Shuttle Service

94

- Penn Transit Services provides on-demand shuttle service to **Pennovation Works**.
- The shuttle is available seven days a week: Monday – Friday from 7am to 3am and Saturday - Sunday from 6pm. to 3am.
- All Penn community members holding a valid PennCard may use this complementary service.
- Group ridership is limited to the vehicle capacity—10 passengers. Groups of 10 or more need to request Penn Charter Bus Services.



Emergency Ride Home

95

- The service provides a "safety net" for commuters working in southeastern Pennsylvania who carpool, vanpool or use public transportation on a regular basis.
- In the event of an unexpected personal or family emergency or illness, unscheduled overtime, or if the regular ride home is not available for certain reasons, registered commuters are provided with a free ride to home, their car or to the place of the emergency.

<http://cms.business-services.upenn.edu/parking/sustainable-commuting/emergency-ride-home.html>

Parking on Campus

96

- Penn Parking Services manages 27 lots
- Reserved for faculty and staff
- **Pre-tax benefits** – save money!



<http://cms.business-services.upenn.edu/parking/>

Occasional Parking

97

- For faculty and staff who participate in Penn's pre-tax transit commuter program.
- Occasional Parking is a convenient option for program participants who use public transit, vanpool, carpool or biking, to commute to Penn but sometimes have a need to drive and park on campus.
- On an annual basis, these individuals may purchase 10 single-use passes at a cost of \$60, which reflects a discount of over 50% off the standard daily parking rate.
- Passes will be valid for a period of 12 months from the date of purchase.
- The passes will be valid at the following locations: Penn Park Lot, Law Lot, Ludlow 34 Lot, and Walnut 40 Garage.

<http://cms.business-services.upenn.edu/parking/parking-permits/occasional-parking.html>

Bike Sharing Stations on Campus

98

- The Penn Community can take advantage of the City of Philadelphia's integrated bike share system, Indego.
- This program features over 600 self-service bicycles and 70 bike share stations throughout Philadelphia.
- Three stations are located on campus: at 40th and Spruce, near the University City Station Regional Rail Station, and 36th and Sansom.
- For more information about Indego, station locations throughout the City, membership registration or a map of the city-wide docking stations, visit Philadelphia's bike share program website at www.RideIndego.com.



Bike Commuter Expense Reimbursement Program

99



- Receive reimbursement for qualified expenses, as defined by the IRS, which support your commute to and from Penn by bicycle.
- Open to full-time benefits-eligible faculty and staff who commute by bicycle greater than 50% in a month, AND do not participate in any other commuter transit or parking program.
- Reimbursement up to \$240 paid annually.
- Employees are not taxed on the amount of the reimbursement as it is a “transportation fringe benefit” paid by Penn.

<http://cms.business-services.upenn.edu/parking/sustainable-commuting/biking.html>

Discover Penn – Tour of Campus

100



Discover Penn is a campus-wide cell phone tour that provides an innovative approach to experiencing the campus. The program helps users understand Penn in a different and unexpected way - as a place - its people, its art, its buildings, its academics, its landscape.

<http://www.facilities.upenn.edu/maps/discover-penn>

Some Favorite Places on Campus

101

Use the Office of Admissions handout to “chart your own path” and visit some of their recommended favorite places.

WE'RE GLAD YOU'RE HERE

Chart your own path.

Here are a few of our favorite places.

EXPLORE

LIVE AND PLAY

LEARN

EAT

1. CLAUDIA COHEN HALL ■ Home of the College of Arts and Sciences

2. WILLIAMS CAFE ▲ A student-run cafe in Williams Hall, with great coffee (and even better service)

3. HOUSTON HALL ▲ America's first student union, offering a variety of popular choices—including Houston Market, Insieme Cookies, and Paris Cafe Creperie

4. IRVINE AUDITORIUM ■ Home to an 11,000-pipe organ, seats 1,200 for music and dance performances, film screenings, and lectures

5. FISHER FINE ARTS LIBRARY ■ A national historic landmark designed by Frank Fisher, with text and image collections that concentrate on the arts of the Western experience, Islam, South Asia, and East Asia from prehistory to the present

6. COLLEGE GREEN ■ The heart of Penn's campus

7. YAM PELIT-DISTRICH LIBRARY CENTER ■ The focus of Penn's expansive system of libraries and home to four special libraries: the Abramson Rare Book & Manuscript Library, the Lippincott Library of the Wharton School, the Otto E. Admett Music Library, and the Van Pelt Library

8. LOCUST WALK ■ The vibrant, tree-lined walkway that connects Penn's campus and community

9. THE ARCH ■ (Arts, Research, and Culture House) Home to three of Penn's cultural resource centers (Casa Letona, Makour the Black Cultural Center, and the Play-Asian American Community House), the Center for Undergraduate Research and Fellowships, and Torta Frontiera Cafe

10. WOMEN'S CENTER ■ Provides the perfect space for women to study, relax, host meetings and workshops, or team up for civic engagement projects

11. FOOD TRUCKS ▲ Offer a huge selection of cuisines—including Asian, American, Indian, Jamaican, Mexican, and Middle Eastern—around the campus perimeter

12. THE QUADRANGLE ■ Home to more than 1,400 Penn students (mostly freshmen) in three of Penn's College Houses

13. PLATT PERFORMING ARTS HOUSE ■ Provides space, support, and inspiration for the performing arts at Penn

14. JON M. HUNTSMAN HALL ■ Home of the Wharton School

15. KELLY WHITER'S HOUSE ■ A cozy center for writers that hosts hundreds of events each year, including poetry readings, film screenings, seminars, web magazines, lectures, dinners, radio broadcasts, workshops, art exhibits, and musical performances

16. CIVIC HOUSE ■ Penn's hub for student-led community service and social advocacy initiatives

17. LOST CENTER ■ One of the oldest, most active programs of its kind and a home away from home for sexual and gender minorities and their allies at Penn

18. HIPCITYVEG ▲ 100% plant-based menu including vegan cheesesteaks, cupcakes, and shakes

19. DISTRITO ▲ Stylish, high-end Mexican cantina with food by Penn Chef Jose Garza

20. ASHER'S ▲ Authentic Philly cheesesteaks and pizza

21. GREENFIELD INTERCULTURAL CENTER ■ A comfortable and supportive space for students, faculty, and staff of all backgrounds to join in common dialogue

22. POTTRUCK HEALTH AND FITNESS CENTER ■ 120,000 square feet of state-of-the-art workout equipment, basketball courts, a climbing wall, and an Olympic-size pool

23. SANDSON ROW ▲ A historic block of row houses now housing restaurants serving BBQ, pub food, farm-to-table, seafood, and Mexican, as well as a popular cafe that offers gourmet coffee, tea, and chocolate

24. TOWNE BUILDING ■ Home of Penn Engineering

25. THE PALESTRA ■ Penn's home gym, known as “the cathedral of college basketball,” which has played host to more NCAA tournaments than any other arena

26. PENN PARK ■ A 24-acre urban park featuring sprint turf fields, a softball stadium, and a tennis center

27. FRANKLIN FIELD ■ The oldest stadium still operating for football games, the site of America's first scoreboard and a string of other firsts, and host of the annual Penn Relays

28. PENN MUSEUM ■ The largest university museum in the United States, with vast archaeology and anthropology collections

29. CLASE M. FAGIN HALL ■ Home of the School of Nursing

Create an @Penn Memory

Take your photo with these quintessential Penn landmarks and share with your friends. If you have any questions, tweet us @PreviewingPenn.

BENJAMIN FRANKLIN The iconic face of Penn since its establishment in 1776, this bronze by American sculptor John Birge was cast in 1885.

THE BUTTON Clues Oberlinburg's Scott Button is said to depict Philadelphia's four squares, but Penn students will tell you otherwise.

LOVE Robert Indiana's masterpiece is the perfect backdrop for expressing your feelings about Penn.

BEN ON THE BENCH Join the long list of luminaries who have stepped photos with Ben—including Hillary Clinton, Desmond Tutu, Bono, and John Legend.

Penn
University of Pennsylvania

Office of Admissions
1 College Hall, Room 1
Philadelphia, PA 19104-6178
Phone: (215) 896-7507
info@admissions.upenn.edu
www.admissions.upenn.edu

Follow us:
@PreviewingPenn

[http://www.admissions.upenn.edu/images/uploads/docs/Penn Self Guided Walking Tour.pdf](http://www.admissions.upenn.edu/images/uploads/docs/Penn_Self_Guided_Walking_Tour.pdf)

Bridges & Walkthroughs

102

FROM BUILDING TO BUILDING -- BRIDGE LEVEL OR WALKTHROUGH

- Johnson to Stemmler -- 1st, 2nd, 3rd, 4th floor
- Johnson to Morgan -- 1st, 2nd, 3rd floor
- Morgan to Richardson -- Basement, 1st, 2nd floor
- Morgan to Anatomy-Chem -- Basement, Mezzanine floor
- Anatomy-Chem to Stellar Chance -- 2nd floor, Mezzanine
- Stellar Chance to Blockley Hall -- 2nd floor
- Stellar Chance to BRB II/III -- 2nd floor
- BRB II/III to Clinical Research Bldg (CRB) -- 2nd floor
- CRB to Stemmler Hall -- 1st, 2nd floor

<http://www.med.upenn.edu/oe/bridges.shtml>

Travel Reservations

103

As a member of the Penn community, you can book personal travel with our Preferred Vendors, taking advantage of Penn discounted rates. Use the Penn Preferred Vendors link to access those rates.

<http://cms.business-services.upenn.edu/penntravel/make-travel-reservations.html>



Bio Pond

104

- Open year round
- **No charge to enter**
- Located behind Anatomy/Chemistry and Richards Building.



Section 6: The Arts





- **Free Admission**
- **118 S. 36th St. at Sansom**
<http://www.upenn.edu/spotlights/ica-turns-50>

Hours

Wednesday, 11am - 8pm

Thursday and Friday, 11am - 6pm

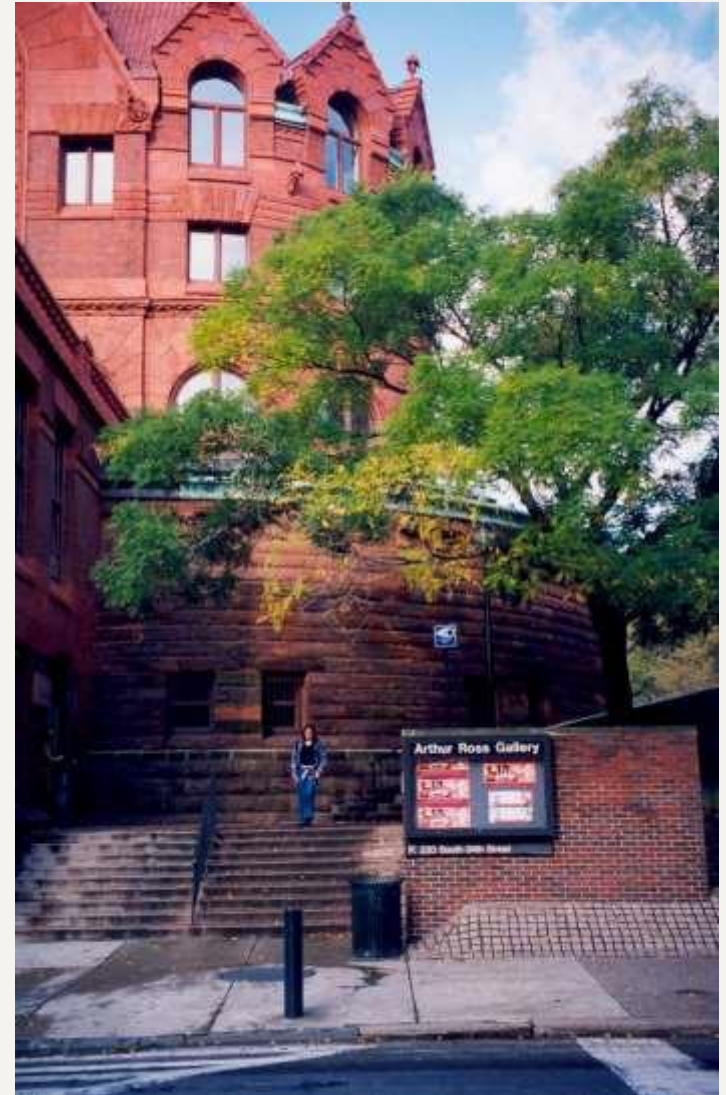
Saturday and Sunday, 11am - 5pm

Monday and Tuesday, closed

Arthur Ross Gallery

Showcases
seldom-seen
treasures from the
University's
collections and
other public and
private collections.

<http://www.upenn.edu/ARG/>



220 South 34th St. (Between Walnut and Spruce)
In the Fisher Fine Arts Library

Annenberg Center for the Performing Arts

20% off tickets!

A major cultural destination and crossroads in the performing arts, connecting Philadelphia regional audiences and the University through exposure to innovative human expression in theatre, music, and dance.

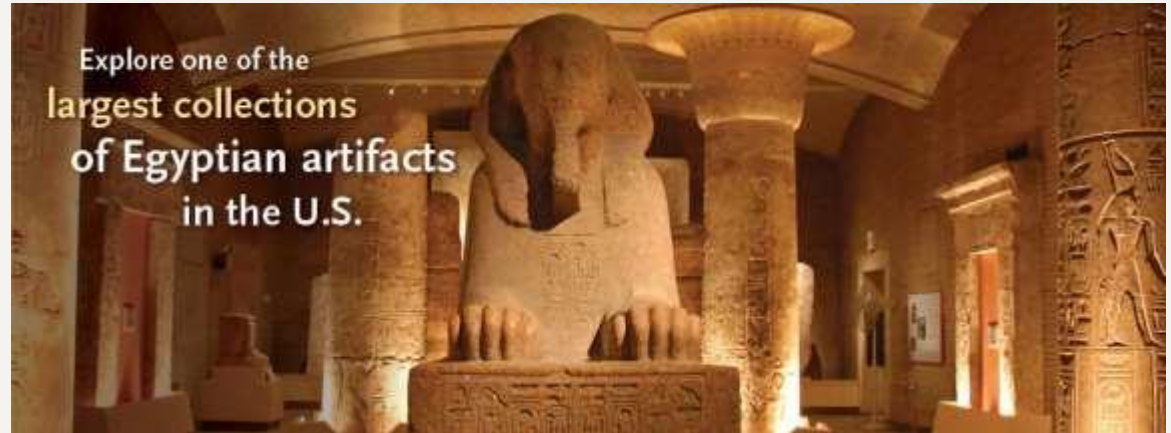


3680 Walnut Street

<http://www.annenbergcenter.org/>

For tickets, call 215.898.3900

For general information, call 215.898.6702



- Free Admission with Penn Card
- 3260 South Street (across from Franklin Field)
- 10% off purchases at gift shop

<http://www.museum.upenn.edu/>

Dance Lessons

110

What: Salsa, Ballroom, Argentine Tango and others

When: Often – check websites!

- **Penn Latin and Ballroom Dance**
<http://www.dolphin.upenn.edu/ballroom/>
- **UPenn Argentine Tango Club**
<http://www.dolphin.upenn.edu/tango/>





WXPn

- Listen to streaming music
- World Café Live – free at noon on Fridays
- World Café Next
- WXPn App

<http://www.xpn.org/>

Department of Music

112

- Offers a wide range of professional and student performance activities in classical music, jazz and other musical traditions
- **Most performances are free**
- **Concert Schedule:**
<https://www.sas.upenn.edu/music/performance/performance-calendar>



Free Movie Rentals

113

- You are allowed to borrow up to 4 movies at a time for 7 days each Van Pelt Library
- Tip: Browse the online catalog before you go

<http://dla.library.upenn.edu/dla/vcat/index.html>



Recent Acquisitions



Contemporary International Film Series

114

- Most are **free**!
- Locations vary – check website for more information.

<http://cinemastudies.sas.upenn.edu/>



Broadway Show Tickets Discounted

115

CONNECTING CORPORATE EMPLOYEES WITH EXCLUSIVE OFFERS

CORPORATE OFFERS

 UPENN 1


HOME | OFFERS | WHO WE ARE | WHAT WE DO | FAQ | EMPLOYEE SIGN-UP | CONTACT US

Employee Discount Ticket Offers Page

The discount offers and prices on this page change often. Please check back regularly and refresh your browser to see changes.

YOUR EMPLOYEE BENEFIT OFFERS:

TOP FEATURED OFFERS

					
Holiday Inn	The Phantom of the Opera	Beautiful	School of Rock	Shen Yun Lincoln Center	Killington Resort
YOUR PRICE Orch/Front Mezz \$57 - \$97	YOUR PRICE Orch/Front Mezz \$55 - \$99	YOUR PRICE Orch/Front Mezz \$99.00	YOUR PRICE Orch/Front Mezz \$79 - \$99	YOUR PRICE Tickets starting at \$80.00	YOUR PRICE Adult Lift \$68.00 + tax
Regular Price \$67 - \$137	Regular Price \$125 - \$137	Regular Price \$169.00	Regular Price \$145.00	No service charges	Regular Price \$105.00
					

BROADWAY SHOW TICKET OFFERS

<http://www.corporateoffers.com/corporateaccess/index.php>

Museum Discounts | Bank of America

116

Present your Bank of America or Merrill Lynch credit or debit card and a picture ID on the first full weekend of every month for one free general admission:

- DE: Delaware Museum of Art, Delaware Museum of Natural History
- PA: African American Museum, National Constitution Center, National Museum of American Jewish History, Academy of Fine Arts, Philadelphia Museum of Art, Carnegie Museum of Art
- NJ: Garden State Discovery Museum, Wheaton Arts and Cultural Center, and others.

Section 7: Recreation



PennRec

118

- David Pottruck Health and Fitness Center;
Sheerr Pool
- Penn Park
- Robert A. Fox Fitness Center
- Ringe Squash Courts
- Tennis Courts
- Lot's more!!!

<http://www.upenn.edu/recreation/>



Memberships

(119)

The Energy Zone

120

- Located on the 1st floor of the Pottruck Center, Energy Zone offers all-natural fruit smoothies precisely developed to meet patrons' performance goals, along with a wide variety of waters and energy bars.



Hours of Operation

Monday – Friday: 7:00 am to 10:00 pm

Saturday – Sunday: 8:00 am to 8:00 pm

Phone: 215-387-4977

<http://www.upenn.edu/recreation/facilitiesandmembership/energy-zone/>

Pilates

121

One of the largest Pilates studios in the city of Philadelphia!

+ Intro to Equipment

+ Tower Pilates

+ Mixed Mat

+ Reformer Circuit

+ Private Lessons

The Pilates Studio



Group Exercise

Group Exercise

To participate in any group exercise class, you must purchase a membership to the Pottruck Health & Fitness Center. The unlimited pass options below do not include access to instructional courses. Passes are not available online, you must visit Membership Services to purchase. Passes must be paid in full and are non-refundable and non-transferrable.

<http://www.upenn.edu/recreation/fitness-wellness/group-exercise/>

Penn Rec & Fitness Center

123

Yoga

PennRec Yoga classes are offered to suit all experience levels from beginner to advanced. Register for a class session or drop-in for only \$10/class.



Golf

Maximize your time on the golf simulator with private or small group lessons. Golf lessons are available to members and non-members.



Penn Rec & Fitness Center

124

Dance

PennRec offers a non-traditional and non-competitive way to stay in shape: Hip Hop, Ballet, Modern, Latin, West Coast Swing

Martial Arts

Enjoy a great workout while learning martial art techniques.



Penn Personal Training Department

125

- New to working out? Are you looking for extra motivation?
- Personal training services are available to membership holders
- <http://www.upenn.edu/recreation/fitness-wellness/personal-training/>

30 MINUTE SESSIONS

	Student	Faculty/ Staff	Other
5 Sessions	\$125	\$130	\$135
10 Sessions*	\$230	\$240	\$250
15 Sessions*	\$340	\$350	\$360

Packages of 10 and 15 sessions include a FREE Fitness Assessment

60 MINUTE SESSIONS

	Student	Faculty/ Staff	Other
Fitness Assessment	\$45	\$55	\$65
3 Sessions	\$120	\$145	\$165
5 Sessions	\$175	\$225	\$275
10 Sessions*	\$310	\$410	\$510
15 Sessions*	\$450	\$600	\$750

Packages of 10 and 15 sessions include a FREE Fitness Assessment

Massage Therapy – Pottruck Center

126

TABLE MESSAGE

Time	Member	Non-Member
30 Minutes	\$40	\$50
60 Minutes	\$65	\$75
75 Minutes	\$75	\$85
90 Minutes	\$90	\$100

* Table massages are conducted in the privacy of our massage studio. Members save 10% when purchasing a 5-pack table massage card available for 30 or 60 minute table massages.

CHAIR MESSAGE TUESDAYS & THURSDAYS, 4:00 – 6:00 PM*

Time	Campus Recreation Member
10 Minutes	\$10

*Open chair massages are conducted in the Atrium of the Pottruck Center. Members save 10% when purchasing a 5-pack chair massage card available for 10 minute chair massages.

<http://www.upenn.edu/recreation/wellness/massage-therapy/>

Climbing Wall – Pottruck Center

127



Passes and Fees

Annual Climbing Pass Was \$100 **Now \$60**

Semester Climbing Pass Was \$60 **Now \$30**

Single Use (Day) Pass **\$5**

Indoor Climbing Instruction

- + Climbing 101
- + Gym to Crag
- + Bouldering Basics
- + Technique & Movement
- + Learn to Lead
- + Private Climbing Instruction
- + Belay Lesson

Structured Sports

128

Intramural Sports

The Intramural Sports program is designed to encourage faculty/staff and students to participate in organized sport activities.

Sport Clubs

Those who desire club sport membership seek regular participation under a more coherent design than offered by informal or intramural activities. Clubs are active during the Fall and Spring semesters. Open to faculty and staff.



Sports Clubs Directory

129

Club participation may change from year to year and this affects the status of a club. Remember, a new club can be formed at any time. If you have an interest in forming a club that is not listed here, contact the Department of Recreation.

- [Aikido](#)
- [Badminton](#)
- [Baseball](#)
- [Basketball \(W\)](#)
- [Cricket](#)
- [Curling](#)
- [Cycling](#)
- [Equestrian](#)
- [Field Hockey](#)
- [Ice Hockey \(W\)](#)
- [Gymnastics](#)
- [Ice Hockey \(M\)](#)
- [Golf](#)
- [Lacrosse \(M\)](#)
- [Lacrosse \(W\)](#)
- [Ping Pong](#)
- [Roller Hockey](#)
- [RAAS](#)
- [Rugby \(M\)](#)
- [Rugby \(W\)](#)
- [Running](#)
- [Sailing](#)
- [Ski Team](#)
- [Squash](#)
- [Soccer \(M\)](#)
- [Soccer \(W\)](#)
- [Co-ed Swimming](#)
- [Synchronized Swimming](#)
- [Tae Kwon Do](#)
- [Tennis](#)
- [Ultimate \(M\)](#)
- [Ultimate \(W\)](#)
- [Volleyball \(M\)](#)
- [Volleyball \(W\)](#)
- [Water Polo \(M\)](#)
- [Water Polo \(W\)](#)

Robert P. Levy Tennis Pavilion

130

- Indoor & outdoor tennis courts
- Lessons, clinics, events, pro shop, leagues



<http://www.upenn.edu/recreation/tennis-squash/hecht-hamlin-tennis-center/>

Ringe Squash Courts

131

- A valid PennCard is required to access any Recreation Facility.
- A Membership Fee will be associated with use of the Ringe Squash Courts.
- For more information please refer to the Penn Tennis Center.

<http://www.upenn.edu/recreation/tennis-squash/ringe/>



Outdoor Adventure

132

What is Outdoor Adventure?

- The programs explore the local mountains, rock, rivers, and forests.
- During spring break, winter break and summer, venture out to other wild destinations throughout the United States.
- Learn to rock climb, ski, backpack, and much more.

How Can I Get Involved?

All of our programs are open to Penn students, staff, and affiliates, offered at a discounted rate to those who are members of the Pottruck Health and Fitness Center.



<http://www.upenn.edu/recreation/outdoor-adventures/>

Equipment Rental

Outdoor Equipment Rental



OUTDOOR EQUIPMENT RENTAL

Can't make it on one of Penn's Outdoor Adventures? Plan your own adventure using our gear. We have select climbing, camping/backpacking and winter sports gear to rent. Outdoor gear can be rented daily, for a weekend or for weeks at a time. Reservations are accepted. Get the gear and get outside!

(Fill out the equipment rental form to request items to rent. Please request items at least 48 hours in advance. Additional fees may apply for rental requests within 24 hours, damaged or lost gear, and late returns)

Rental Offerings

Expand the tabs below to see a list of rental equipment and prices for each category.

- + Rock Climbing Equipment
- + Camping / Backpacking Equipment
- + Winter Sport Equipment
- + Outdoor Adventure Equipment Rental Policies
- + Equipment Rental Form

Penn Park

134

- Located on the eastern end of campus, off 31st St and Chestnut / Walnut / Spruce Streets.
- Penn Park fields 1 & 2 (turf fields) are open to the Penn community for open recreation Monday - Thursday 11AM-2PM



<http://www.facilities.upenn.edu/maps/locations/penn-park>

Penn Relays

135

- **Where:** Franklin Field
- **When:** Annually | April 27-29, 2017
- **Free with PennCard (Thursday), 50% off Friday and Saturday.**

The first Penn Relays was held on April 21, 1895 and is now the longest uninterrupted collegiate track meet in the country.



<http://www.ThePennRelays.com>

Ice Rink at Class of 1923 Arena

136

Sunday 1:30pm - 3:00pm
Monday Noon - 1:30pm
Tuesday No Public Skating
Wednesday Noon - 1:30pm
Thursday No Public Skating
Friday Noon - 1:30pm
Saturday 5:30pm - 7:00pm

3130 Walnut Street

<http://cms.business-services.upenn.edu/icerink/>

Discount of **\$1 off** public skating admission price.

Weekday Admission:	\$5.00
Weekend Admission:	\$7.00
Skate Rental:	\$3.00



Section 8: Clubs and Organizations



- Penn Professional Staff Assembly (PPSA) for monthly paid, exempt staff members (**<http://penn-ppsa.org/>**)
- Weekly Paid Professional Staff Assembly (WPPSA) for weekly-paid, non-exempt staff members (**<http://www.upenn.edu/wpsa/>**)

Volunteer Opportunities – The Netter Center

139

The Netter Center operates a variety of programs and initiatives that support its core mission of bringing to bear the broad range of human knowledge needed to solve the complex, comprehensive, and interconnected problems of the American city so that West Philadelphia (Penn's local geographic community), Philadelphia, the University itself, and society benefit.

Faculty/Staff

- Teach an Academically Based Community Service course - [Learn more About ABCS](#)
- Join Penn Volunteers in Public Service ([Penn VIPS](#))
- Get involved in one of the many [Netter Center Programs](#)

<https://www.nettercenter.upenn.edu/programs>



Penn Vet Working Dog Center

138



- **Make a Gift:** Gifts of all sizes have an impact at the Center by directly supporting training, research, capital projects, equipment, veterinary care, and many other essential needs.
- **Donate a Puppy:** Puppies in our program are donated from breeders across the country.
- **Sponsor a Dog:** Puppy sponsorships are available for individuals, foundations, and corporations, and offer a special opportunity to directly support the training of a puppy for a period of one year.
- **Become a Foster Family:** Provide a temporary home for one of our heroic dogs-in-training. Each dog is fostered on evenings and weekends to ensure complete puppy socialization.
- **Purchase a Working Dog:** Different breeds, different personalities, but all have the same goal – to join the ranks of the elite working dogs who serve our country.
- **Thanksgiving at the Working Dog Center**
- **Volunteer:** Volunteers are the backbone of our operations, helping with everything from data collection to building and maintaining training equipment and assisting with puppy needs.
- **Learning Opportunities:** Educational conferences , Veterinary student externships , High school and college student internships, Classes, Canine Handler Academy for middle school students

Lesbian Gay Bisexual Transgender Center

141

- A home away from home for sexual and gender minorities and their allies at the University of Pennsylvania.
- Whether you are questioning your identity, in the process of coming out, or proudly identify as LGBT, the Center is your space.

Located between Harrison College House, St. Mary's Church, Civic House and 3905 Spruce St.

<http://www.vpul.upenn.edu/lgbtc/>



Become a Staff/Faculty Eco-Rep

142



Are you motivated to make your office, lab, or larger Penn community more "green"? Apply to the Staff & Faculty Eco-Reps program to get information, support, and peer problem-solving! (<http://www.upenn.edu/sustainability/eco-reps/staff>)

Reuse Collections



143



Penn's Staff & Faculty Eco-Reps manage various collection programs to reuse or recycle products, such as shoes, writing instruments, eyeglasses, and clothing

<https://www.sustainability.upenn.edu/staff-eco-reps/reuse-collections>



- The **Student Affairs Leadership Team ((SALT))** is a professional organization that serves staff whose primary job responsibilities include advising students or student groups.
- SALT hosts open quarterly meetings on topics of interest in student affairs, along with an annual spring conference.
- For more information on SALT or to get on the listserv, go to www.vpul.upenn.edu/salt

The Kelly Writer's House

145

- Hosts over 150 public programs and projects each year.
- If you want to join a non-credit workshop or discussion group, start here!
- A number of reading and writing groups convene at the Writers or online and most are open to new members.
- The Penn and Pencil Club: just for staff!

THE KELLY
WRITERS
HOUSE

JOIN OUR MAILING LIST

Join our [mailing list](#) to receive weekly emails or monthly print calendars describing upcoming Writers House events. You can also choose to receive a weekly email announcement about Philadelphia-area readings, internships, calls for submissions, and general writing-related news.



VISIT THE WRITERS HOUSE

We hope you'll come see us at 3805 Locust Walk. We're [easy to find](#) and welcome all visitors.

Email: wh@writing.upenn.edu

Penn Gamers Club

- A group of undergrad students, graduate students, faculty and staff members, alumni, and community guests who gather together to play games.
- Meets on campus every Wednesday in **Levine Hall, room 307**, from 5:30 pm on.

<http://www.dolphin.upenn.edu/pgamers/>



Penn Women's Center



A hub for all women's organizations on campus and a central location for activity, advocacy and activism within the community.

The Center sponsors programs on career development, stress management, parenting, sexual violence prevention, health and wellness alongside events highlighting women writers, activists, artists and political and professional leaders.



<http://www.vpul.upenn.edu/pwc/>

- Every Thursday at noon
- Living Room at the Women's Center

Penn Knitters & Stitch Therapy
Groups for anyone in the Penn community
interested in knitting, crocheting, sewing &
conversation. E-mail: Donna Gladstone,
dpg@upenn.edu



Pan-Asian American Community House

149

- The Pan-Asian American Community House opened in the fall of 2000 in response to students' calls for a cultural resource center at the University of Pennsylvania where South Asian, East Asian, Southeast Asian, and Pacific Islander cultures could be celebrated.
- PAACH is a community center that develops and implements innovative programs for leadership development and community service in close collaboration with Asian American student and community groups.



La Casa Latina



- 3417 Spruce Street, Houston Hall, 2nd floor Suite 240
- See website for more information and events

<http://www.vpul.upenn.edu/lacasa/ind>

Center for Italian Studies

151



- Lectures and events
- Days and times vary
– check website

<http://www.sas.upenn.edu/italians/news>

African American Resource Center

152

- Dedicated to enhancing the quality of life of faculty, staff, and students at the University of Pennsylvania with a particular focus on those of African descent.
- Any person associated with the university may use our free and confidential services as needed.

3537 Locust Walk, Suite 200

<http://www.upenn.edu/aarc/>



Penn Club of New York

153

Penn faculty and staff are eligible to join The Penn Club, a 5-star private club that provides access to 150+ reciprocal private clubs worldwide (including Philadelphia) and a clubhouse in Manhattan. Staff rates are discounted compared to alumni rates.



<http://www.pennclub.org/>

Office of the Chaplain

152

Chaplains to the University Community:

Available to students, faculty and staff for pastoral support, guidance, or informal advising and counseling.

The Chaplain, an ordained clergy person, participates in campus ceremonies such as Convocation, Baccalaureate and Commencement and also officiates at weddings and campus memorial services.



Section 9: In the know



7 million books:

- Check out books from the Libraries' collection of 7 million volumes (including over 1 million e-books)-**15 libraries!**
- Don't miss the Bestsellers on the first floor of Van Pelt Library!
- If Penn Libraries doesn't have it, try BorrowDirect or E-ZBorrow to check out books from over 60 academic libraries.
- Franklin Catalog, Borrow Direct and E-Borrow, are located at franklin.library.upenn.edu.



Music:

The Eugene Ormandy Music and Media Center, on the 4th floor of the Van Pelt Library, houses more than 34,000 sound recordings of Western music, world music, jazz, and popular music in LP disc, cassette and compact disc formats, as well as 2,000 music-related video recordings.

All compact discs and video recordings, as well as a portion of the LP and cassette collection, are listed in the [Franklin catalog](#).

Penn Libraries - Safari

157

Safari Books Online ProQuest

Custom Collection Help University of Pennsylvania Lib... Personal Sign In

Books

- Browse Categories
- Featured Categories
 - Lean Startup
 - Java Development
 - Mobile Development
 - Apple Development
 - Web Development
 - Microsoft Development
 - Game Programming
 - Databases
 - Project Management
 - Windows Server Administration
 - Network Administration
 - Security
 - Digital Media
- Business
 - Desktop and Web Applications
 - Digital Media
 - Engineering
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 - Product
 - Vendor

View All Titles >

Browse Publishers

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Top Titles In University of Pennsylvania Custom Collection

	Head First Design Patterns By: Eric Freeman, Elisabeth Robson, Bert Bates, Kathy Sierra Start Reading Now		Head First Java, 2nd Edition By: Kathy Sierra, Bert Bates Start Reading Now		Clean Code: A Handbook of Agile Software Craftsmanship By: Robert C. Martin Start Reading Now
	Hadoop: The Definitive Guide, 3rd Edition By: Tom White Start Reading Now		Head First Servlets and JSP, 2nd Edition By: Bryan Beshami, Kathy Sierra, Bert Bates Start Reading Now		JavaScript: The Good Parts By: Douglas Crockford Start Reading Now

View Titles by Popularity >

This is a collection of almost 300 e-books on topics like programming, databases, digital media and network administration.

<http://proquestcombo.safaribooksonline.com/>

Penn Libraries: Ancestry

158



- ▶ The Penn Libraries now offers **Ancestry Library Edition**, the largest and broadest online collection of genealogical primary-source materials, **FREE** to Penn readers on campus and off campus.
- ▶ **Ancestry Library Edition** provides almost all of the document reproductions and functionality available in the personal-subscription Ancestry.com product.



<http://www.ancestrylibrary.com/>



Weigle Info Commons



159

- **Free** public workshops, custom training sessions on topics including: Excel, web design, social media, PowerPoint, Photoshop, Audacity
- Equipment lending (**free**): Video cameras, cameras, projectors, microphones...
<http://commons.library.upenn.edu/equipment-lending>
- Reserve rooms for meetings
- Much more! <http://wic.library.upenn.edu/>

Technology Training Services provides computer training courses that can be taken on both Penn's campus at their training lab, or off campus at several locations in Philadelphia and the suburbs. Penn has special pricing with these vendors:

- Future Media Concepts (10% discount off courses)
- Global Knowledge (10% discount off courses)
- ONLC (up to 25% discount)

eNewsletters: from HR

161



myHR shows you how to make the most of the benefits, services and programs offered by Penn Human Resources. [View our archives and subscribe.](#)



PennWellness is your guide to healthy living. From weight loss tips and nutrition advice to fitness strategies and healthcare information, *PennWellness* helps you maintain a healthy lifestyle in and out of the workplace. [View our archives and subscribe.](#)



Penn@Work features current news and information from the Division of Human Resources. Look for this publication to appear in the *Penn Current* each month. [View our archives and subscribe.](#)

Newsletters

162

- **Penn News:** (University Communications)
<http://www.upenn.edu/pennnews/>
- **The Pennsylvania Gazette** (Alumni)
<http://thepenngazette.com/>
- **The Daily Pennsylvanian** (Students)
<http://www.thedp.com/>
- **Penn Current** (University Communications)
<http://www.upenn.edu/pennnews/current/>
- **Almanac** (weekly publication of record and opinion for faculty and staff, students, alumni and neighbors)
<http://www.upenn.edu/almanac/>



- ✓ Academic calendar
- ✓ Children's activities
- ✓ Conferences
- ✓ Exhibits
- ✓ Films
- ✓ Meetings
- ✓ Music
- ✓ On Stage
- ✓ Readings & Signings
- ✓ Special Events
- ✓ Talks
- ✓ Fitness & Learning

Almanac is the weekly publication of record and opinion for the University of Pennsylvania faculty and staff, with news and service functions - such as calendar posters and special reports - that extend its readership to students and special audiences such as alumni and neighbors.

Founded as a four-page monthly in 1953, Almanac now issues 8-28 pages weekly during the academic year, most often 16 pages a week, publishing as-needed during breaks and producing Special Bulletins during emergencies or for special occasions.

<http://www.upenn.edu/almanac/>

University Archives

164

- Ensures the timeless preservation of historically significant documents and other materials that reflect the University's origins and development and the activities and achievements of its officers, staff, faculty, students, alumni, and benefactors.
- Located at 3401 Market Street

<http://www.archives.upenn.edu/>



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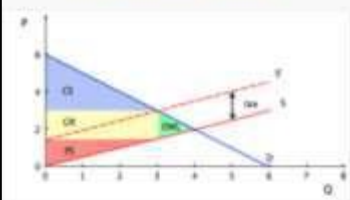

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166

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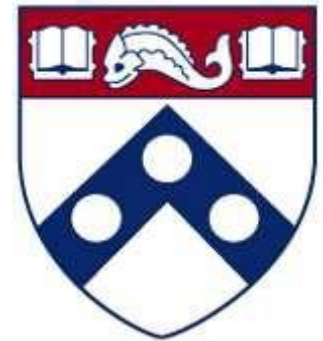
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