Student Handbook

Master of Applied Positive Psychology (MAPP)

University of Pennsylvania

Positive Psychology Center
College of Liberal and Professional Studies
Academic Year: 2016-2017
# TABLE OF CONTENTS

Letter of Introduction ......................................................... Page 2

Staff .................................................................................... Page 3

Academic Information ............................................................. Page 4
  - Degree Program Requirements
  - Advising and Academic Support Services
  - Academic Standing
  - Academic Probation
  - Program Dismissal
  - Schedule and Attendance
  - Registration and Administrative Procedures
  - Grading Policies

University and Program Policies ................................................ Page 11

Financial Information ............................................................. Page 13
  - Tuition and Fees
  - Financial Aid Resources

Student Health ....................................................................... Page 14

Faculty ................................................................................... Page 15

Getting to Know Penn and Philadelphia ..................................... Page 17
  - Housing
  - Transportation
  - Graduate Student Life

Information for International Students ...................................... Page 20
  - Curricular Practical Training (For International Students)
  - International Student Orientation

MAPP Student Agreement ....................................................... Page 22
Dear Student,

Welcome to the Master of Applied Positive Psychology program—or as we like to call it: MAPP. I am eagerly looking forward to meeting you in the Fall and to spending a meaningful and rewarding year together. You are one of an exceptional group of students coming in from all across the globe, and I know you’re going to enjoy learning from our world-class faculty and meeting the other amazing students in this year’s program.

Since the MAPP program follows a hybrid format, it is probably a bit different from other academic experiences you have had. To help you throughout the year, we are providing this Student Handbook. Please take the time to read it carefully, and make sure to refer to it often, as it contains information on everything from academic policies and financial matters to housing and transportation resources. Feel free to contact the relevant departments or businesses directly via the web sites and telephone numbers listed. If you need further help, our MAPP team will be happy to answer your questions or point you in the right direction. You can learn more about our roles and contact information on the staff page.

Once again, I’m delighted that you will be joining us. It’s going to be a year full of hard work, deep learning, and outrageous fun!

With great anticipation,

James O. Pawelski
Director of Education and Senior Scholar
Positive Psychology Center
Staff

James Pawelski, Ph.D. is Director of Education and Senior Scholar in Positive Psychology and Adjunct Associate Professor of Religious Studies at the University of Pennsylvania. Having earned a doctorate in philosophy, Dr. James Pawelski is the author of The Dynamic Individualism of William James, editor of the philosophy section of the Oxford Handbook of Happiness, co-editor of The Eudaimonic Turn: Well-Being in Literary Studies, and co-editor of On Human Flourishing: A Poetry Anthology. He is currently leading collaborative efforts to integrate approaches from the humanities and the social sciences for understanding, assessing, and cultivating human flourishing. An international keynote speaker, James has given talks in over 20 countries on six continents. For more than 10 years, he has served as the founding director of Penn’s Master of Applied Positive Psychology (MAPP) program, where he teaches courses on positive interventions and the humanities and human flourishing. The founding executive director of the International Positive Psychology Association, James is the recipient of a Practice Excellence Award from the Ministry of Education of the People’s Republic of China, as well as the Humanitarian Innovation Award for the Humanities, Arts, and Culture from the Humanities Innovation Forum at the United Nations.

Contact: pawelski@psych.upenn.edu, (215) 573-6933

Leona Brandwene, MAPP ’10 is the Associate Director of the MAPP program. As Associate Director, Leona supports MAPP program strategy, operations, planning, and development. She serves as the coordinating instructor for MAPP700 in the fall. You can reach out to her with all concerns related to academic issues and the MAPP learning experience. Along with her work in positive psychology, Leona is a coach and consultant in health care, and loves running, family, supporting youth sports in her community, and hockey. She lives in State College with her husband Josh and 12-year-old daughter Sophie.

Contact: Leona@brandwene.com, (860) 970-4418

Aaron Boczkowski is the Program Coordinator for MAPP. He manages the admissions process, coordinates the operations calendar and the logistics for on-site classes, supports students and alumni, maintains the program budget, and assists with strategic planning and program development. Aaron is the “go-to” expert for all administrative questions (e.g., billing, Penn resources, graduation, etc.). Aaron has been playing the drums for over 25 years and loves playing music or going to shows whenever he can. He lives in the Fishtown section of Philadelphia with his wife Clair and their daughter Anna.

Contact: aaronb2@sas.upenn.edu, (215) 746-0441

Sydney Rubin is the Assistant Coordinator for MAPP. During on-sites, Sydney serves as the Classroom Manager and makes sure everything is running smoothly. You may contact Sydney with any questions about on-site logistics; please also inform her if you are unable to be in class for any reason. Sydney assists Aaron with administrative processes and can help answer administrative and logistical questions. She is, additionally, MAPP’s Resident Canvas Expert. She lives in South Philadelphia and loves to have conversations about technology and videogames as positive interventions.

Contact: sydrubin@sas.upenn.edu, (215) 746-1273
Academic Information

Degree Program Requirements

Students are required to complete nine course units for the Master of Applied Positive Psychology degree. These are completed within a single calendar year. Four courses are taken in the Fall semester, and four in the Spring. The final course (the Capstone) is completed during the Summer semester.

Advising and Academic Support Services

The MAPP academic advisor is Leona Brandwene. Specific Capstone advisors will be selected at the beginning of the second semester.

We encourage students to access the variety of academic support services available through the University of Pennsylvania. The Critical Writing Program (3808 Walnut Street) provides writing advising to help graduate students conceptualize, plan and stage the work, and polish the final draft. The Weingarten Learning Resources Center (3702 Spruce Street) provides professional instruction and individual counseling in university relevant skills such as academic reading, writing, study strategies, and time management.

The Office of Learning Resources includes Student Disabilities Services (SDS), which provides comprehensive professional services and programs for students with disabilities to ensure equal academic opportunities and participation in University-sponsored programs. Reasonable accommodation to a qualified student’s known disability may be provided to assure equal access. Penn invites students with disabilities to self-identify themselves at any time during their course of study as enrolled students. Although the self-identification process is confidential and completely voluntary, it is required for those requesting accommodation. SDS may be contacted by phone at 215.573.9235, by TDD at 215.746.6320, or via the web.

Academic Standing

To assure that students are making satisfactory progress toward their degree, MAPP advisors regularly review student performance. Students who meet the following requirements as they progress toward their degrees will be considered in good academic standing:

- Mid Semester (Fall) – Students must have submitted all assignments in a timely fashion in accordance with the Policy on Assignment Due Dates (pg. 11); assignments must be in keeping with Penn’s Code of Academic Integrity (pg. 11); students must be on track to earn grades of B or better in all Fall courses.

- End of Semester (Fall) – Students must have submitted all assignments in a timely fashion in accordance with the Policy on Assignment Due Dates (pg. 11); assignments must be in keeping with Penn’s Code of Academic Integrity (pg. 11); students must not have any incomplete grades and must earn grades of B or better in all Fall courses.

- Mid Semester (Spring) – Students must have submitted all assignments in a timely fashion in accordance with the Policy on Assignment Due Dates (pg. 11); assignments must be in keeping with Penn’s Code of Academic Integrity (pg. 11); in addition to all Fall grades of B or
better (with no incompletes), students must be on track to earn grades of B or better in all Spring courses.

- End of Semester (Spring) – Students must have submitted all assignments in a timely fashion in accordance with the Policy on Assignment Due Dates (pg. 11); assignments must be in keeping with Penn's Code of Academic Integrity (pg. 11); students must have no incomplete grades and must pass all Fall and Spring courses with no more than one grade of B- and no grades below B-.

- Summer – Students must have submitted their Capstone project on time in accordance with the Capstone Guidelines (pg. 11); Capstone must be in keeping with Penn’s Code of Academic Integrity (pg. 11); students must pass the Capstone course.

**Academic Probation**

Students who fail to meet one or more of the conditions for good academic standing listed above will be placed on academic probation. Students on academic probation will be required to meet with their MAPP advisor. In this meeting, they will develop a plan to remedy the conditions that placed them on academic probation.

- **Conditions to be restored to good academic standing:** Students who are on academic probation must remedy the condition(s) that placed them on academic probation by the time specified in the outcome of the meeting with their MAPP advisor.

**Program Dismissal**

- Students who, at any point in the program, have earned more than one course grade of B- or any course grade below B- will be subject to dismissal.

- It is important that students complete their coursework on time. This will require careful planning ahead. Students may want to take advantage of [advising and academic support resources](#) to ensure finishing coursework on time. Students with any incompletes, who are not on an approved leave, as of the beginning of each semester will be subject to dismissal.
Schedule and Attendance

Class hours consist of both on-site classes (OS) and distance learning. All on-site classes will be held at the University of Pennsylvania. Class hours are typically 9:00 a.m. – 6:00 p.m. on Fridays, 8:00 a.m. – 5:00 p.m. on Saturdays, and 8:00 a.m. – 4:00 p.m. on Sundays, with the possibility of other activities being scheduled in the evenings. Fall OS1 (Immersion Week) will include orientation activities. We will always end class at 4:00 p.m. on Sunday (the last day of the weekend). You may plan your travel knowing that we will begin at 9:00 a.m. on the first day and end at 4:00 p.m. on the last day.

Attendance at all on-site classes is expected of all students. If you will not be able to attend any part of program events at an on-site for whatever reason, please be in touch with Sydney Rubin as soon as you are aware of the conflict.

<table>
<thead>
<tr>
<th>Fall Semester Class Dates</th>
<th>Spring Semester Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>OS1 September 7 - 11</td>
<td>OS1 January 13 - 15</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>Distance Learning</td>
</tr>
<tr>
<td>OS2 September 30 – October 2</td>
<td>OS2 February 10 - 12</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>Distance Learning</td>
</tr>
<tr>
<td>OS3 October 21 - 23</td>
<td>OS3 March 3 - 5</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>Distance Learning</td>
</tr>
<tr>
<td>OS4 November 11 - 13</td>
<td>OS4 March 24 - 26</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>Distance Learning</td>
</tr>
<tr>
<td>OS5 December 9 - 11</td>
<td>OS5 April 21 - 23</td>
</tr>
</tbody>
</table>
Registration and Administrative Procedures

PennKey
A PennKey is required to authenticate, or verify, an individual's identity for many of Penn's networked computer systems and services. Authorized users need a PennKey and password to access such resources as Penn InTouch, certain library resources, and public campus computers. A PennKey is also required to obtain a Penn e-mail address. New students should receive an email with information on how to create a PennKey and password after the offer of admission is accepted. If you do not receive such a letter, you should go to the Registrar's Office in the Franklin Building and request a temporary Personal Identification Number (PIN) that you may use to register your PennKey. Alternatively, you may visit this website for the link to request that a temporary PIN be resent to you. Temporary PINs will not be given over the phone.

PennCard
The PennCard is the official University of Pennsylvania identification for students, faculty, and staff. The PennCard provides access to University facilities, services, cash convenience, and more. Only students officially enrolled in courses may receive a PennCard, which should be carried at all times. MAPP students will send in a photo for the PennCard and will receive their PennCards when they arrive for classes during Immersion Week. Please send your photo to Sydney Rubin, sydrubin@sas.upenn.edu.

PennCard photos are used for academic purposes so please note that your professors, advisors, and other University personnel may see the photo you submit. Requirements of the photo:

- Color photo taken within the past 6 months (passport-like photo)
- Full face, front view (no sunglasses, hats, over or underexposure, etc.)
- Everyday attire
- Plain white or neutral background
- Approximately 2” x 2” in size
- The image from the bottom of the chin to the top of the head should be between 1” and 1 3/8”.
- Electronic images must be in the form of a jpg. Please contact Aaron if you are having trouble with the image file type.
- Please print your name on the back of the photo if you are not sending the photo electronically.

Penn InTouch
Penn InTouch (PIT) provides secure access via the Internet to online course registration, class schedules, academic records, future academic planning, billing, financial aid application status and awards, address corrections and updates, and student health information. A PennKey is required to access Penn InTouch.

Registration
MAPP students will be registered for their courses by MAPP administration. The classes are listed under MAPP Schedule of Courses on p. 6 of the handbook.

Social Security Number
A valid Social Security number is required for registration. This number will be used as a student identification number. A student who does not have a Social Security number may obtain one by contacting the local Social Security Office. The LPS office will assign international students a student identification number to be used for all University transactions.
**Leave of Absence**

Students who discover that they are unable to continue with their coursework must adhere to the following procedures:

Requesting a Leave of Absence:

- Students must meet with a program advisor to discuss a leave request.
- Students must submit a written request for leave of absence, detailing the reasons for the desired leave.
- The leave request will be evaluated by the Program. The Program may deny any request for leave. In granting leaves, the decision of the Program is final. The student will be notified of the result of the leave request. If the request is approved, the Program will stipulate conditions that must be met by the student before returning from leave.
- Students who decide to take a leave after the semester has started should be aware of LPS deadlines for tuition remission, as you may be responsible for some or all of your tuition and fees.
- Students on leave may not be enrolled in Penn classes and will not receive credit for classes taken elsewhere during the leave unless special approval by the Program is given. Students on leave may not live in University-owned housing during the term of their leave. In addition, a student may not participate in and/or hold a leadership position in a registered University organization.
- Discontinuance of study without permission from the University does not constitute a leave of absence. Students who have requested a leave of absence for a given semester may still be dropped from the University rolls if their previous term’s grades qualify them for this action.

Once a leave of absence has been approved, that action will be posted to the student’s transcript. Students’ PennCards will be deactivated as soon as the leave has been processed.

**Notifications**

Students must notify all relevant offices of their leave. These offices may include the following, if applicable:

- [Student Registration and Financial Services](#)
- [Housing and Conference Services](#)
- [International Student and Scholar Services](#) (ISSS)
- [Student Telephone Services](#)
- [Student Health Service](#)
- [Office of Student Conduct](#)

**While Out**

During the term of leave or drop, students may call their program office if they have any questions. Students should be aware of the conditions for return outlined in their leave or drop letter, since they will be required to fulfill them before they may re-enroll.
Applying to Return
Students must apply to return from leave by the relevant deadline (for the fall semester, July 15; for the spring semester, November 15; for the summer, April 15). At that time students must fill out a request to return from leave form and show that they have fulfilled all of the conditions for return as outlined in their original letter from their program. To begin this process, students should contact their program advisor.

Any return request submitted to the program advisor later than the above-indicated deadlines may be denied. Timely submission of requests and documentation is a condition of all leaves.

The standard length of a PLE/LPS leave of absence is one year. Students may request an early return from leave after one full semester on leave, but should bear in mind that this request may be denied.

Withdrawing from the Program
If you cannot continue in the program and choose to withdraw, you must consult first with your MAPP academic advisor (Leona Brandwene). In order to withdraw, you must also drop all of your classes. Absence from class does not constitute a drop, nor does notifying the instructor.

Depending upon when you drop your courses, you may be responsible for part or all of your tuition and fees. Please refer to the dates and deadlines published on the LPS website for each term to determine when you may drop a course with or without penalties.

Students may drop their courses with no financial obligation until the add/drop deadline. This date is approximately two weeks into the term. Students may also drop their courses between the second and fourth weeks of the term, but in so doing will incur a 50% financial obligation for the tuition and fee for the dropped courses. Please see specific deadlines for dropping with a 50% tuition penalty on the LPS website. The one-time program fee is non-refundable.

Students may withdraw from their courses after the deadline to drop a course has passed (approximately four weeks into the term) and before the withdrawal deadline for that term. To withdraw, students must complete a withdrawal form outlining the reasons for the request, and obtain written approval from the instructor. Normally, permission is granted and a “W” is recorded on the transcript. After the published withdrawal deadline, students are permitted to withdraw only under extraordinary circumstances. Students who withdraw from their courses have full financial obligation, except in documented cases of illness, military service, or other extraordinary circumstances, when they may petition for a 50% refund. Withdrawal deadlines and forms are available on the LPS website.

Administrative Support
The Positive Psychology Center partners with the College of Liberal and Professional Studies (LPS) to be your liaison with the School of Arts and Sciences and the wider University. The Positive Psychology Center and LPS will provide all academic support, including advising. On-site class scheduling is handled through the Positive Psychology Center. The College of Liberal and Professional Studies will help with questions about the registration process, your records at Penn, and graduation logistics. All billing and official transcripts are administered through the University’s Bursar and Registrar offices. All aspects of the financial aid process—including the initial application and money disbursement—are handled through Student Financial Services. Any questions about immunizations and health insurance are handled through Student Health Services. If you encounter a problem with any administrative function, contact your advisor, who will help you accomplish what you need to do.
Grading Policies

Credit and Grading System
A Course Unit represents three or four semester hours. A grade of “I” (Incomplete) or “II” (Extended Incomplete) indicates that the instructor has given permission to a student to complete a course at a later date. An Incomplete or an Extended Incomplete must be made up by the date determined by the academic advisor (Leona Brandwene) and the Instructor. Students with one or more grades of Incomplete are subject to registration hold. If a student earns an “F” in a course, this grade remains on the record and is not erased even if the course is repeated with a passing grade. A grade of “F” is always calculated in the cumulative grade point average.

Grading scales are determined by the instructor of each course and are not necessarily consistent across the MAPP program as a whole.

Policy for Assignment Due Dates
Just as students are on a tight timeline to submit papers and projects, instructors are on a tight timeline to grade and return them. Students should be respectful of instructors' schedules by submitting all of their homework on time. In the rare case that a student is unable to submit an assignment on time, he or she should email the Assistant Instructor(s) as soon as reasonably possible (and no later than the due date). This prevents instructors from having to spend valuable time tracking down any students who have not submitted their assignments. The student should communicate the reason for the delay and specify a requested alternative due date. Students who do not submit an assignment by the due date and do not communicate with their instructor prior to the due date will receive a substantial grade penalty (usually a third to a half of a letter grade). A grade penalty may also be assessed for students who request excessive extensions and/or request extensions for avoidable reasons, and thereby do not abide by the spirit of this policy. Specific grade penalties are determined by the instructor teaching each course and are specified in course syllabi.
University and Program Policies

PennBook
The PennBook is a collection of policies that relate to student life at the University of Pennsylvania. These policies govern academic activities such as grading and exams, provide guidance on the use of campus resources, and explain expectations for membership in the university community.

Please follow the links below for more information on the following PennBook policies:

Academic Grievance
Holidays
Nondiscrimination Statement
Sexual Harassment Policy
Sexual Violence, Relationship Violence, and Stalking Policy

Student disciplinary procedures for resolving complaints of sexual assault, sexual violence, relationship violence and stalking

Student Privacy and Social Media
At MAPP, we strive to preserve trust, respect, and confidentiality within our community, and we recognize that our students bring different levels of comfort with what is considered “private.” We operate by default under the most conservative interpretation of privacy when it comes to social media sharing. Written descriptions, photos, or videos related to our classroom or other MAPP experiences should not be shared without the explicit permission from the individual(s) who would be affected. MAPP is both an academic and professional environment. Social media is used for a range of purposes (from the personal to the professional); those outside of this environment will naturally make inferences about the program as a whole based on the very briefest of examples that are shown on social media. Should you have concerns about activities that are inconsistent with this policy, please bring them to the attention of Leona Brandwene.

Code of Academic Integrity
Since the University is an academic community, its fundamental purpose is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Every member of the University community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the Code of Academic Integrity. The Code can be reviewed in its entirety here.

Code of Student Conduct
Please follow this link to read the provisions of the University Code of Student Conduct: https://provost.upenn.edu/policies/pennbook/2013/02/15/code-of-student-conduct
Confidentiality of Student Records
The purpose of this policy is to describe the rights and responsibilities of students, faculty and staff regarding the confidentiality of student records, including as specified under the Family Educational Rights and Privacy Act (“FERPA”). The policy can be read in its entirety here.

Nondiscriminatory Policy
The University of Pennsylvania values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice) or (215) 898-7803 (TDD). You can read the policy here.
Financial Information

Tuition and Fees

Tuition is the cost of instruction. The current tuition rates for MAPP students are the graduate student rates for the University of Pennsylvania. These can also be found at www.pennpositivepsych.org.

There are fees in addition to tuition charges. The General Fee enables the University to maintain such essential facilities as the library system, institutes, and special laboratories and to run non-academic services such as the Career Services Office and Counseling and Psychological Services. MAPP students are also charged a one-time, non-refundable Program Fee of $1,775.

All tuition and fee charges are subject to the approval of the Trustees of the University of Pennsylvania and may change without notice. The figures listed are proposed rates and may be subject to change.

<table>
<thead>
<tr>
<th>Term</th>
<th>Tuition</th>
<th>Program Fee*</th>
<th>General Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>$24,856</td>
<td>$1,775</td>
<td>$1,394</td>
<td>$28,025</td>
</tr>
<tr>
<td>Spring</td>
<td>$24,856</td>
<td>N/A</td>
<td>$1,394</td>
<td>$26,250</td>
</tr>
<tr>
<td>Summer</td>
<td>$6,214</td>
<td>N/A</td>
<td>$348**</td>
<td>$6,562</td>
</tr>
</tbody>
</table>

*This is a one-time, non-refundable annual Program Fee of $1,775, which covers program activities specific to MAPP.
**Subject to change; Summer term general fee amount is announced annually in April of that same year.

Financial Aid Resources

MAPP students may be eligible to apply for financial assistance through Student Financial Services (SFS) depending on their enrollment and degree status. To apply for financial aid through SFS, students should visit the web site www.sfs.upenn.edu.

The Office of Student Financial Services no longer mails paper bills; all billing is electronic. E-bills are sent after registration has been processed. A billing schedule may be found online. You may view your e-bill on PennPay via the student portal at this website. All tuition and fees are payable by the date indicated on the bill. Students are required to pay in full the amount listed. Students with billing/payment questions or problems should contact Student Financial Services or the LPS office. Students will continue to be held liable for payment until such time as their indebtedness is removed. Exceptions may be granted by petition to the College of Liberal and Professional Studies and only under extraordinary circumstances.

The University reserves the right to withhold registration material, transcripts, and all other information regarding the record of any student who is in arrears in the payment of tuition, fees, or any other charges, including student loans. For continued delinquency in the payment of debts to the University, the student may be permanently dropped from the rolls. The enforcement of this penalty shall not relieve the student of the obligation to pay any outstanding fees and charges.

For complete information on these and related financial matters, contact Student Financial Services, 100 Franklin Building, 3451 Walnut Street, 215.898.1988.
Student Health

Student Health Insurance

Because of the unique nature of the MAPP program’s hybrid model of on-site and distance learning, and because most students are not typical residential graduate students, MAPP students are exempt from the Student Health Service policies for full-time graduate students.

MAPP students are eligible to apply for the Penn Student Insurance Plan (PSIP) through Student Health Service. If they choose to enroll in PSIP, they must apply online.

EXEMPTIONS:
If a MAPP student chooses not to enroll in PSIP (because they have their own insurance), that student is NOT required to submit a waiver. They will not be automatically enrolled in PSIP.

MAPP students are NOT required to submit the Medical History questionnaire required for immunization compliance.

Student Health Services

There is a clinical fee that grants semester-long access to basic care at Student Health Services (SHS). MAPP students are automatically exempted from the clinical fee charge; if a MAPP student wishes to access basic services at SHS, they will be charged the clinical fee. The clinical fee provides access to many services including primary care, women’s and men’s health, sports medicine, nursing care, nutrition, stress reduction, travel consultations. There is a list of services online. Please be aware that any treatments recommended or administered by SHS may have additional costs, depending upon the type of health insurance plan you carry. For students enrolled in PSIP, the clinical fee is mandatory, since the University provides outpatient medical care through SHS.

The Student Health service is located at 3535 Market street (36th and Market streets) suite 100. Be sure to bring your PennCard and insurance information whenever you go for medical care. For hours and other information refer to the Student Health website or call 215.746.3535.

If you receive any information about student health policies that are inconsistent with the information in this Handbook, please contact Aaron Boczkowski to resolve the matter.

Counseling & Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) provides professional psychological and psychiatric services to students who are having personal problems involving social, emotional, academic, and career issues. The most frequent concerns are poor academic performance, stress management, depression, anxiety, low self-esteem, eating problems, drug and alcohol abuse, racial/ethnic identity issues, relationship conflicts, sexual identity concerns, career conflicts, and loss/grief. CAPS also fosters personal growth to enable Penn students to take full advantage of academic and social opportunities at Penn. Students learn to manage personal challenges, psychological problems, and situational crises and develop strategies to cope with academic stress and skills for life-long learning. Services are free and confidential. Visit their website for information on scheduling an appointment or call the front desk at 215.898.7021. If you are having an emergency when the office is closed, call 215.349.5490 and ask for the on-call clinician.
Faculty

Faculty for the 2016-17 academic year include:

Michael J. Baime, MD, Clinical Associate Professor of Medicine at the University of Pennsylvania School of Medicine and the founder and Director of the Penn Program for Mindfulness. Since 1992, the Program has trained more than 10,000 people in mindfulness-based stress management. At Penn, Dr. Baime has developed and led numerous courses about mindfulness meditation and mind-body medicine. Dr. Baime has taught mindfulness-based stress reduction techniques since 1983.

Paul Bloom, Ph.D., Professor of psychology at Yale University. His research explores how children and adults understand the physical and social world, with special focus on morality, religion, fiction, and art. He has won numerous awards for his research and teaching and has authored several books. He is past-president of the Society for Philosophy and Psychology, and co-editor of Behavioral and Brain Sciences, one of the major journals in the field.

Leona Brandwene, MAPP, PCC, serves as faculty and coach for a variety of national health care performance improvement projects that focus on clinical performance improvement, leadership, and safety. She works with executives and teams to move research into bedside practice in acute care settings. Leona has worked in employee wellness and community health initiatives focused on improving health through larger-scale interventions. A certified coach, she is a MAPP.5 alum, holds an undergraduate degree in exercise physiology, and has served as an assistant instructor in the MAPP program since 2010.

Angela Duckworth, Ph.D., Professor of Psychology at the University of Pennsylvania. Dr. Duckworth studies non-cognitive predictors of achievement. In recent studies, she has demonstrated the dramatic impact of self-control on academic achievement. Another area of research interest is grit, defined as passionate perseverance in the pursuit of a long-term goal. Grit has been shown to be a strong predictor of performance in especially challenging situations, such as the United States Military Academy at West Point and the National Spelling Bee. She recently published her first book, Grit: The Power of Passion and Perseverance. Angela is a 2013 MacArthur Fellow and the Founder and Scientific Director of the Character Lab.

Jonathan Haidt, Ph.D., Associate Professor of Psychology at the University of Virginia. In addition to teaching courses in Social Psychology, Dr. Haidt specializes in research on morality and emotion, and how they vary across cultures. He is currently studying the moral emotions of elevation, awe, and admiration. He is also working on identifying the intuitive underpinnings of all morality, particularly political morality. He is the author of The Happiness Hypothesis: Finding Modern Truth in Ancient Wisdom and The Righteous Mind: Why Good People are Divided by Politics and Religion.

Meredith Myers, Faculty lecturer in the Management Department at Wharton. Ms. Myers works with the Wharton Leadership Division to co-instruct the course, Management 100: Leadership and Communication in Groups, a course required of all undergraduates in the business school. She also teaches the course Applied Positive Psychology and Institutions for Penn's Masters Program in Applied Positive Psychology. Her research focuses on the potential for collaboration across organizations-- ranging from how relationships evolve in strategic alliances between corporations and non-profit organizations to how private online networks might support employees entering new organizations and careers.

James Pawelski, Ph.D., Director of Education and Senior Scholar at the Positive Psychology Center. Having earned a doctorate in philosophy, Dr. James Pawelski is the author of The Dynamic Individualism of William James, editor of the philosophy section of the Oxford Handbook of Happiness, co-editor of The Eudaimonic Turn: Well-Being in Literary Studies, and co-editor of On Human Flourishing: A Poetry Anthology. He is currently leading collaborative efforts to integrate approaches
from the humanities and the social sciences for understanding, assessing, and cultivating human flourishing. An international keynote speaker, James has given talks in over 20 countries on six continents. For more than 10 years, he has served as the founding director of Penn’s Master of Applied Positive Psychology (MAPP) program, where he teaches courses on positive interventions and the humanities and human flourishing. The founding executive director of the International Positive Psychology Association, James is the recipient of a Practice Excellence Award from the Ministry of Education of the People’s Republic of China, as well as the Humanitarian Innovation Award for the Humanities, Arts, and Culture from the Humanities Innovation Forum at the United Nations.

John Ratey, MD, Associate Clinical Professor of Psychiatry at Harvard Medical School, research synthesizer, speaker, and best-selling author. An internationally recognized expert in Neuropsychiatry, Dr. Ratey has published over 60 peer reviewed articles, and 8 books published in 14 languages, including the groundbreaking ADD-ADHD “Driven to Distraction” series with Ned Hallowell, MD. With the publication of his most recent books, Spark: The Revolutionary New Science of Exercise and the Brain and Go Wild, Dr. Ratey has established himself as one of the world’s foremost authorities on the brain-fitness connection. He serves as Adjunct Professor at National Taiwan Sports University and is Reebok’s Ambassador for Active Kids. Recognized by his peers as one of the Best Doctors in America since 1997, Dr. Ratey and his work are frequently profiled in the media, where he’s been featured on ABC, CBS, NBC, PBS and NPR, as well as in The New York Times, Newsweek, The Washington Post, US News and World Report, Men’s Health, and other national publications.

Karen Reivich, Ph.D., Research Associate in the Positive Psychology Center at the University of Pennsylvania. Dr. Reivich co-directs the Penn Resiliency Program, is an investigator on a grant from the Department of Education to teach positive psychology to 9th grade students, and lectures extensively to educators, parents, and business leaders on the topics of resilience, depression prevention, and positive psychology. She is the co-author of The Resilience Factor and is the master trainer for the Positive Psychology Center’s educational projects in the UK and Australia.

Judy Saltzberg, Ph.D., Licensed Psychologist in private practice. A Founding Fellow of the Academy of Cognitive Therapy, Dr. Saltzberg supervises therapists in training, and is interested in the application of positive psychology to clinical interventions. She has also been working with the Penn Resilience Program for almost 20 years, first with educators in the U.K. and Australia, and more recently with the U.S. Army. She is enjoying the opportunity to teach soldiers to be Master Resilience Trainers (MRT's) as part of the Army's Comprehensive Soldier Fitness initiative.


Martin Seligman, Ph.D., Zellerbach Family Professor of Psychology at the University of Pennsylvania and founding director of the Positive Psychology Center. A past president of the American Psychological Association, Dr. Seligman is the author of many books including, Flourish, Learned Optimism, Authentic Happiness and (with Christopher Peterson) Character Strengths and Virtues: A Handbook and Classification. His latest book, coauthored with Peter Railton, Roy Baumeister, and Chandra Sripada, is Homo Prospectus, released in July 2016.
Getting to Know Penn and Philadelphia

This website has a wealth of information about Penn and Philadelphia, including maps, tourist information, and events both on campus and in the city.

**Housing**

This is a list of some hotel options on or near Penn's campus and in Center City (5-10 minutes by bus). The prices for Homewood Suites, the Sheraton, and Club Quarters are Penn discounts. There may be additional AAA discounts for some hotels. This list is not comprehensive and prices are subject to change without notice.

**Recommended**

- **Homewood Suites** - $159/night (use links below to reserve rooms)
  4100 Walnut St., Philadelphia, PA 19104 (215.382.1111)
  **Fall** – [On-Site 1](#), [On-Site 2](#), [On-Site 3](#), [On-Site 4](#), [On-Site 5](#)
  **Spring** – [On-Site 1](#), [On-Site 2](#), [On-Site 3](#), [On-Site 4](#), [On-Site 5](#)

- **Sheraton University City** - $159/night (Traditional room) or $179/night (Club Level)
  3549 Chestnut St., Philadelphia, PA 19104 (215.387.8000)
  Please call the hotel when booking your stay to request the MAPP program rate above. Some blackout dates may apply.

- **The Hilton Inn at Penn** - around $230+/night
  3600 Sansom St., Philadelphia, PA 19104 (215.222.0200)
  Special Immersion Week rates at $199/night are available at [this link](#).

- **Club Quarters** - $137-$198/night (Member Login: PENN)
  1628 Chestnut St., Philadelphia, PA 19103 (215.282.5000)

**Long Term**

- **2121 Pine Street** apartments and additional locations - $1,175-$3,475/month
  contact: Matthew White - 215.735.6288, matt@whitehousesinc.com
Transportation

The Penn transportation site has information about transit maps, parking information, and general transportation issues.

The website for Philadelphia public transportation information is www.septa.org. This includes schedules for the commuter rail, trolleys, subways, and busses.

Airport Transportation Info

- Shuttle services are around $10-$15. Information is available at the airport. No reservations are required. (e.g., Lady Liberty Airport Shuttle runs 24 hours a day, 7 days per week. Lady Liberty shuttle vans are located at the baggage claim area or by dialing #27 on any airport phone. Lady Liberty will also prearrange shuttle service.)
- Taxis are available to and from the Philadelphia Airport at a flat rate of $28.50. The ride takes about 20 minutes.
- The Airport Line train (www.septa.org) is easily accessible from all airport terminals. The train leaves every 30 minutes, and will take you to either the University City Station on Convention Ave or to 30th Street Station. The weekday fare is $6.50 with a pre-purchased ticket or $8.00 on the train and the ride takes 18 minutes to the University City Station.

Arriving by Amtrak or SEPTA trains @ 30th Street Station

Amtrak Railway Map | SEPTA Railway Map

- All Amtrak Northeast Corridor trains and all SEPTA Regional trains stop at the 30th Street Station.
- From there one can walk to campus in about 15 minutes.
- A metered cab costs about $5 including tip and the ride takes about 5 minutes.

Penn Campus Transportation Info

- The LUCY (Loop through University City) is a shuttle operating Mondays through Fridays, from 6:10 a.m. until 7:00 p.m., between 30th Street Station and University City. Managed by the University City District, it is free for holders of a valid Penn ID. Schedule and route information can be found at http://universitycity.org/lucy.

Penn Campus - Center City

- The 21 Bus is available at any corner on Chestnut Street. The 42 Bus is available at 33rd and Chestnut, or anywhere on Chestnut east of 33rd.

MORE DETAILED INFORMATION for using the Regional Rail Lines, the Subway/Surface Rail Lines, the Market/Frankford Rail Line, the LUCY Loop and other SEPTA buses to get to and around the campus.

Purchasing bags of multiple tokens for public transportation is less expensive than paying by cash. You can purchase tokens at the University of Pennsylvania Book Store at 36th & Walnut Streets, among other locations.
Graduate Student Life

The Graduate Student Center
The Graduate Student Center organizes events and provides resources for graduate and professional students at Penn. It also organizes optional New Student Orientation activities and online sessions each summer to orient students to Penn and Philadelphia. Incoming students are encouraged to participate. The GSC website also features a campus resource guide, checklist for incoming students, full calendar of activities, and much more.

Graduate and Professional Student Assembly (GAPSA)
GAPSA is the university-wide student government for all graduate and professional students at the University of Pennsylvania. GAPSA engages in an ongoing dialogue with the leaders of the university; funds graduate student governments, student groups, student-led initiatives, travel grants, and research grants and stipends; and plans events both large and small to keep students connected and engaged in life at Penn.
Information for International Students

Curricular Practical Training (For International Students)

Given the applied nature of MAPP, it can be of great value to continue working while in the program, so that you can immediately begin to apply what you learn. This can be a challenge, though, for international students relocating to the U.S. on an F-1 student visa. In these cases Curricular Practical Training (CPT) can be an option. CPT is not needed for students already in the country on a work visa (e.g. H-1B)

CPT is defined as "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." Thus, CPT for F-1 students is intended to provide work experience in the U.S. in situations where the work serves as an integral part of a student's academic program and an established curriculum, prior to completion of that program. You can read more about CPT here.

Though MAPP does not have an internship requirement, many of the assignments are about applying what you are learning to your professional experiences. For this reason International Student and Scholar Services (ISSS) has determined that MAPP students are eligible for CPT. CPT can only be done during one semester. We recommend the Spring semester, since it is focused more on the application of positive psychology, while the Fall is more theoretical. Doing CPT in the Spring will also allow for you to get everything in order during the Fall semester.

If you are interested in applying for CPT, you must do the following:

1. Consult with Leona Brandwene about your desire to apply for CPT.
2. Obtain a copy of your official offer letter on company letterhead that is signed by the prospective employer. A photocopy is acceptable. The letter should include the employer's name, full address, dates of employment, and duties. The offer letter should also reflect that the job is related to MAPP courses and serves to enhance the applied learning that is integral to MAPP.
3. Once you talk with Leona and have the offer letter, submit the CPT application online via iPenn indicating that Leona is your advisor.
4. Leona will receive the application and approve it.
5. Your application will be forwarded to ISSS for final approval.
6. ISSS will issue a new I20 and you will receive an email when it is ready for pickup.
7. Apply for a Social Security number with the new I20.

International Student Orientation

International Student Orientation (ISO) is required for all incoming F-1 or J-1 international students. For information, visit the International Student and Scholar Services (ISSS) website. There will be a special orientation schedule the day before classes start, so please plan on arriving at least a day early.
MAPP Student Agreement

Please make sure you have read the entire handbook and are familiar with the policies outlined therein. In particular, we want to make sure that you have read and understand the “policy for assignment due dates,” the “code of academic integrity,” and “student privacy and social media.” Please read the following policy summaries and sign, date, and return this page to us.

Policy for Assignment Due Dates

Just as students are on a tight timeline to submit papers and projects, instructors are on a tight timeline to grade and return them. Students should be respectful of instructors’ schedules by submitting all of their homework on time. In the rare case that a student is unable to submit an assignment on time, he or she should email the Assistant Instructor(s) as soon as reasonably possible (and no later than the due date). This prevents instructors from having to spend valuable time tracking down any students who have not submitted their assignments. The student should communicate the reason for the delay and specify a requested alternative due date. Students who do not submit an assignment by the due date and do not communicate with their instructor prior to the due date will receive a substantial grade penalty (usually a third to a half of a letter grade). A grade penalty may also be assessed for students who request excessive extensions and/or request extensions for avoidable reasons, and thereby do not abide by the spirit of this policy. Specific grade penalties are determined by the instructor teaching each course and are specified in course syllabi.

Code of Academic Integrity

Since the University is an academic community, its fundamental purpose is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Every member of the University community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the Code of Academic Integrity. The Code can be reviewed in its entirety at https://provost.upenn.edu/policies/pennbook/2013/02/13/code-of-academic-integrity.

Academic Dishonesty Definitions

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student’s performance are prohibited. Examples of such activities include but are not limited to the following definitions:

A. Cheating: using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids. Example: using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade, etc.

B. Plagiarism: using the ideas, data, or language of another without specific or proper acknowledgment. Example: copying another person’s paper, article, or computer work and submitting it for an assignment, cloning someone else’s ideas without attribution, failing to use quotation marks where appropriate, etc.

C. Fabrication: submitting contrived or altered information in any academic exercise. Example: making up data for an experiment, fudging data, citing nonexistent articles, contriving sources, etc.
D. Multiple submission: submitting, without prior permission, any work submitted to fulfill another academic requirement.

E. Misrepresentation of academic records: misrepresenting or tampering with or attempting to tamper with any portion of a student’s transcripts or academic record, either before or after coming to the University of Pennsylvania. Example: forging a change of grade slip, tampering with computer records, falsifying academic information on one’s resume, etc.

F. Facilitating academic dishonesty: knowingly helping or attempting to help another violate any provision of the Code. Example: working together on a take-home exam, etc.

G. Unfair advantage: attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student’s efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one’s own use, etc.

*If a student is unsure whether his action(s) constitute a violation of the Code of Academic Integrity, then it is that student’s responsibility to consult with the instructor to clarify any ambiguities.

**Student Privacy and Social Media**

At MAPP, we strive to preserve trust, respect, and confidentiality within our community, and we recognize that our students bring different levels of comfort with what is considered “private.” We operate by default under the most conservative interpretation of privacy when it comes to social media sharing. Written descriptions, photos, or videos related to our classroom or other MAPP experiences should not be shared without the explicit permission from the individual(s) who would be affected. MAPP is both an academic and professional environment. Social media is used for a range of purposes (from the personal to the professional); those outside of this environment will naturally make inferences about the program as a whole based on the very briefest of examples that are shown on social media. Should you have concerns about activities that are inconsistent with this policy, please bring them to the attention of Leona Brandwene.

I acknowledge that I have read and understand the policies as stated above.

Sign: _______________________________ Print: _______________________________ Date: ______________________

23