

# PITTSBURGH SEMESTER HANDBOOK

## I. Introduction

This is the handbook. Read it.

### Abbreviations

TPP – The Pittsburgh Project

MSR – Michael Sider-Rose

MANUITH – Meaningless Abbreviation Never Used In This Handbook

SMI and KMI – Two important abbreviations defined only below (to keep you reading)

## II. Use and Upkeep of Student Suites

A. Remarkably, *you* are responsible for the upkeep of your suite. That means at least occasional cleaning and minimal respect for the facilities. For example, if the nuns across the alley can smell your bathroom, it's time for Clorox. To protect the Sisters' nostrils (and TPP's guesthouse), please abide by the following guidelines:

B. *Cleaning*: You really do need to clean your suites on a regular basis (guys: that means weekly). As incentive to do so, a TPP staff member (aka The Enforcer) will give you a Suite Maintenance and Inventory (SMI) sheet at the beginning of the semester, detailing the items in and condition of your suite. At the end of the semester, The Enforcer will return with that same SMI and inspect your room. You will be charged the cost of repairs for any damages.

C. *Keys*: TPP will lend you a set of keys for the semester. *Lend* is the key word; you need to give them back at the end of the term. In fact, we won't release your grades until you do so, and we'll charge you \$2.50 if you lose it.

D. *Pets*: Don't even think about it.

E. *Walls, Ceilings, Floors*: Nails, screws, tape, and other adhesives that cause damage or leave sticky residue on the surface are prohibited. You *may* use (1) sticky tack that leaves no residue and (2) your imagination (i.e., "In my mind, I see a Rembrandt on my wall; a waterbed hanging from the ceiling; a mobile, sound-proof, see-proof partition around my roommate, ...").

F. *Extra Furnishings*: You may bring a few small items (such as a dorm-size fridge), but keep in mind that there is limited space and the suites are furnished.

G. *Noise*: Keep the suites quiet at night. For instance, yelling in your roommate's ear at 3am is generally bad form. (Actually, I'll get on your case about any loud disturbances between 10pm and 7am.)

H. *Laundry*: Like with your room, it's generally a good idea to wash your clothes from time to time. As incentive, you may use the washer and dryer on the first floor free of charge (but you need to bring your own Cheer.)

I. *Phones*: The phones in the suites are for your use, though you'll need a calling card to dial long distance.

J. *Guests*: We welcome your friends to visit. They may stay in your room (or the room of a fellow student) for free, though male guests must stay in the rooms designated for men and female guests in the women's rooms.

If your friends don't like sleeping on a thin carpet or in the bathtub, they can stay in one of the bunkrooms across the hall and have a huge bathroom to themselves (men on 2<sup>nd</sup> floor, women on 3<sup>rd</sup> floor). But they'll have to pay TPP 15 bucks/person/night for that privilege, and you'll need to make a reservation in advance for them with Sarah Lozecki (x136).

More comfy accommodations are available on the first floor (suites similar to yours) for those who desire that (say, parents or that rare creature, a college student with extra cash). On the first floor, we'll provide linens, towels, and a mini-bar of soap, but those guests will need to pay TPP, per night, \$50 for single occupancy, \$60 for double, \$75 for triple, and a whopping \$80 for four people. Again, make a reservation in advance with Sarah (x136).

Any guests wishing to camp on Charles Street must pay \$200 to the City of Pittsburgh and report to MSR for counseling. No reservations needed.

K. *Air and Fire*: Air quality in the guesthouse determines whether the fire alarm goes off. So brush your teeth. Also (and more importantly), never use candles or incense in the guesthouse (though camping guests can light up on Charles Street).

L. *Kids*: Wait until you're married to have them. In addition, keep this in mind: Especially if you do some service work with the after school program at TPP, you may get to know some of the kids in the neighborhood. For reasons of propriety, however, you may not let them into the guesthouse (unless, of course, the after school program as a whole is having an event there).

### **III. Food and Kitchen**

A. *Food*: TPP will keep the guesthouse kitchen supplied, throughout the semester, with breakfast foods. In addition, TPP will give a monthly check of \$240 to each student to purchase food for lunches and suppers. You may use those funds however you wish

(pool your money with other PS students and make joint meals, shun your classmates and eat out alone, or squander the money on Steelers tickets and eat nothing).

*B. Kitchen:* The kitchen is equipped with pots, pans, dishes, utensils, and other amenities for your use. You are responsible for cleaning and upkeep of the kitchen. We'll encourage that with our usual coercive measures. To wit:

- Your friend, The Enforcer, will appear at the beginning of the term with a Kitchen Maintenance Inventory (KMI) and return with the same KMI at the end of the term. You'll be responsible to pay for any damages.
- When in doubt, remember the adage: Those who trash, pay cash.

#### **IV. Other Facilities**

*A. Parking:* Please use the Wilson Street Parking Lot (the lower lot, in the park) at all times. Never park in the alley by the guesthouse unless you are loading or unloading a half-ton of bricks (or groceries) and then only stay there for a few minutes. A guy up the street owns a Mack Truck (this is no lie) and might flatten your Honda while flying down the alley.

*B. Computer Room:* You are welcome to use the computer room in the School Building during regular office hours. Ask MSR, Monica Stephenson, Kim Carter, or Ron Cashdollar to unlock the door for you. There are also a couple computers in the Guesthouse that are available for your use at any time.

*C. Café:* Our own Charles Street Café is open 7am-5pm, Monday-Friday.

#### **V. Community Standards**

*A. Introduction:* The following section lays out the standards all students attending Pittsburgh Semester are expected to follow. It is cold and legal in language (as befits a rather boring and unimaginative listing of rules) but warm and conversational in spirit. Here's the main point of it: We need to get along with each other and also respect the various institutions and individuals that make this semester possible, including participating colleges and universities, The Pittsburgh Project, our families, and ourselves. The standards (read: boring, unimaginative rules) will help us. They're necessary. But they're not sufficient. Nor are they as important as talking and listening to each another with candor and kindness. Hopefully, we can build a space where that kind of conversation happens. If we do, we may have a fighting chance at building a meaningful and caring community as well.

*B. Standards*

1. Alcohol

a. Possession or consumption of alcoholic beverages on the TPP campus is prohibited.

b. Off campus, we expect students to exercise good judgment and good citizenship in relation to alcohol, keeping in mind the following:

1) It is illegal for people under the age of 21 to possess or consume alcohol.

2) If you are over 21 and choose to drink off campus, you must not let that disrupt your behavior once you return to campus. Any disruptive behavior on campus related to the consumption or possession of alcohol is a violation of Pittsburgh Semester's alcohol policy.

3) Disruptive behavior off campus related to alcohol may also be grounds for disciplinary action, insofar as that behavior reflects poorly on Pittsburgh Semester and TPP.

2. Tobacco: Use of tobacco products is prohibited inside all TPP buildings. If you puff, please do so outside (but not by the vegetable garden; the tomatoes are allergic--for real).

3. Drugs: The use or possession of hallucinogenic or narcotic drugs or marijuana is prohibited.

4. Guesthouse Dormitory

a. Common space in the building (the first-floor lounge and kitchen, the lounges on the second and third floors, and the hallways) is coed and available for all students to use. By contrast, the suites (bedrooms with an adjoining bathroom) are gender-specific at all times. Men are not allowed in rooms assigned to women, nor are women allowed in rooms assigned to men. There are no visitation hours for members of the opposite sex.

b. The suites not assigned to Pittsburgh Semester students and the large dormitory rooms and common bathrooms on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Guesthouse are not to be used by Pittsburgh Semester students unless given special permission by the director of Pittsburgh Semester or if your guests have paid to stay there (see section on guests above).

### C. Disciplinary Action

1. First Violation: Up to \$100 fine and student may be placed on probation (both at the discretion of the director of Pittsburgh Semester). Any student on probation

who has another violation may be immediately dismissed from Pittsburgh Semester, at the discretion of the director.

2. Second Violation: Minimum of \$100 fine and student placed on probation.

3. Third Violation: Immediate dismissal from Pittsburgh Semester and TPP campus. Students who are dismissed for disciplinary action will not receive any reimbursement for tuition, room, board, or fees already paid for the semester.

## **VI. Local Institutions**

### *A. Churches*

Allegheny Center Alliance  
Mosaic (Presbyterian)  
New Hope (Presbyterian)  
Pittsburgh Mennonite  
Eastminster Presbyterian  
Mt. Ararat Baptist  
St. Peter's (Catholic)  
Friendship Community (Presbyterian)

### *B. Medical Clinics/Hospitals*

Allegheny General Hospital  
Christian Counselors Collaborative (ACAC)  
North Side Christian Health Center

### *C. Grocery Stores*

- Giant Eagle
  - 318-320 Cedar Avenue
  - Brighton Road & Bascom Street: Go up Linwood, Left onto Marshall Avenue, Right onto Brighton and it will be on your left)
  - Camp Horne Road (open 24 hrs, 7 days/week): Take Rt 279 north to Camp Horne exit
- Kuhn's
  - Go up Linwood, Left onto Marshall Avenue, Right onto Brighton, and then Left onto Woodland
- Trader Joe's
  - East Liberty
- Whole Foods
  - East Liberty
- East End Coop
  - North Point Breeze

### *D. Coffee Shops*

- Charles Street Café

- Beleza's
- The Vault
- Urban Fusion

#### E. Periodicals

Pittsburgh Post-Gazette

<http://www.post-gazette.com/>

Pittsburgh Tribune-Review

<http://www.pittsburghlive.com/x/pittsburghtrib/>

Pop City

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

Sustainable Pittsburgh (sign up at site for weekly e-newsletter)

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

Pittsburgh City Paper

<http://www.pittsburghcitypaper.ws/gyrobase/index>

## VII. Contacts

A. *TPP Contacts*: Dial 412-321-1678 and the appropriate extension listed below.

1. For all questions about the operation or maintenance of TPP buildings, contact Ron Cashdollar (Facilities Manager, x 132).
2. For questions related to your food stipend and all other financial matters, contact Kim Carter (Director of Operations, x 144).
3. For questions about the breakfast food supply and other culinary matters, contact EJ Sellers (Food Service Manager, x 139)
4. For all matters related to the operation and maintenance of TPP computers, contact Bryan Perry (Process Improvement Manager and MSR wannabe, x 128).
5. For all questions about MSR, contact Bryan Perry.
6. For all other questions (about Pittsburgh Semester and life as we know it) contact MSR (x124) or Mona El-Shamaa.

B. *Other Contacts*

1. Port Authority of Allegheny County (public transportation in Pittsburgh):

412-442-2000

<http://www.portauthority.org/PAAc/Home/tabid/171/Default.aspx>

2. Carnegie Library of Pittsburgh (free library system in the city):

412-622-3118

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

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