Just What You've Needed for Your Books!

Erecta-Shelf

Design it yourself... To Fit Your Space and Needs

So easy... So economical!

You don't have to be an engineering major to design a storageable and transportable bookcase, room divider, or TV and Hi-Fi units with Erecta-Shelf. It's fun... simple... practical and inexpensive!

By combining just 4 panel sizes in satin black or gleaming brass wrought iron, there's no limit to the number of arrangements you can design to fit your space and needs. Note that straight panels can be used horizontally or vertically... and vertical panels may be attached at any desired height on the vertical panels.

EASY TO ADD TO OR TAKE APART

Anytime you wish to make your unit taller, longer or deeper simply add more Erecta-Shelf panels... or change the arrangement completely. It's a cinch to disassemble for moving too. Plan your unit (we'll help you if you wish) and come in for your Erecta-Shelf panels and free detailed brochure.

ERECTA-SHELF PRICE LIST

<table>
<thead>
<tr>
<th>Panel Sizes</th>
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<tr>
<td>20&quot; Panel</td>
<td>1.99 ea.</td>
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<td>Corner Panel (24&quot; x 24&quot;)</td>
<td>3.99 ea.</td>
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<td>Wood Boxes</td>
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Countless Units can be designed with these 4 PANEL SIZES

MIT Foremen, Supervisors Learn Employee Management In Course

Sixty foremen and supervisors of MIT employees are taking a course called "Principles of Supervisory Management." The course, which is being offered by the Office of Personnel Relations, is intended to improve the general function of the group.

It is coordinated by John Currier, Supervisor of Training and Information, who with his predecessor, Harold Denyer, began the program in Lincoln Labs in 1964.

Last year the program was expanded to include three sections: Prof. Paul Figari of MIT's School of Industrial Management teaches one at MIT and one at Lincoln Labs; and Northeastern University Prof. Herman V. LaMarch teaches another at MIT.

There are twelve seminars each, one a week, in each section. About 35 people are enrolled in each of the three sections, including a dozen women.

Papers use the "incident-problem" method of instruction; while LaMarch concentrates on the general, theoretical approach to management.

In Figari's approach, the supervisors are presented with actual cases which arise in everyday work, and are asked to "comment on what action they would take.

For instance, an employee active on the job in an individual condition, what should the foreman do? Or if someone reports a shelf, should the supervisor confront the prime suspect with the evidence?"

Course material in the class is... covered by Prof. LaMarch covers the supervisor's authority and responsibilities, job policy, the "giver-taker" in communication, the training of workers, interviewing, and some psychology, containing discussion of complaints and grievances among workers.

After participating in one of these seminars the supervisor can establish working relations with his subordinates. Since the managers sometimes work with the people they direct as well as supervise, each understanding is beneficial.

The more than 60 people the course include security guards, research groups, physical plant and administration staff. Each oversees the work of 2-18 employees.

The Institute provides the classes free of charge.

Hewes On Committee

Registrars Define Educational Terms

A growing problem for today's educators is how to define a university, a full-time student, a scholar- ship, a course and a degree. Many of the disagreements among various spokesmen and representatives of higher education arise because they speak the same words, but mean different things.

The problem seems to be on its way to correction. A dictionary has been prepared for college administrators. The "Handbook of Data and Definitions in Higher Education" has been published by the Joint Committee of Secretaries and other officials of the Department of Education and the National Association of College Registrars and Admissions Officers. The handbook also includes brief definitions of some specific uses for these terms among the internal and external interests of institutions.

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