



Hunt Institute for Botanical Documentation
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About the Institute

The Hunt Institute for Botanical Documentation, a research division of Carnegie Mellon University, specializes in the history of botany and all aspects of plant science and serves the international scientific community through research and documentation. To this end, the Institute acquires and maintains authoritative collections of books, plant images, manuscripts, portraits and data files, and provides publications and other modes of information service. The Institute meets the reference needs of botanists, biologists, historians, conservationists, librarians, bibliographers and the public at large, especially those concerned with any aspect of the North American flora.

Hunt Institute was dedicated in 1961 as the Rachel McMasters Miller Hunt Botanical Library, an international center for bibliographical research and service in the interests of botany and horticulture, as well as a center for the study of all aspects of the history of the plant sciences. By 1971 the Library's activities had so diversified that the name was changed to Hunt Institute for Botanical Documentation. Growth in collections and research projects led to the establishment of four programmatic departments: Archives, Art, Bibliography and the Library.

ELIZABETHTOWN COLLEGE



Elizabethtown, Pennsylvania

TEACHERS FOR WEST AFRICA PROGRAM
TELEPHONE 367-1151 — AREA CODE 717

February 5, 1965

*Ref.
Jogg
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main
Camm*

Mrs. Ida K. Langman
Department of Biology
University of Pennsylvania
Philadelphia, Pa.

Dear Professor Langman:

Enclosed is a set of application forms. In view of your extensive experience would you please attach six copies of extra sheets to the regular application forms indicating the details of your training, experience, honors, etc. Due to the work you have done we should have this material in detail since the evaluations are made totally on the written record as far as the Ministries of Education are concerned. And the placement is related primarily to what they read in this record.

I am leaving April 1 for Nigeria and Ghana and I would like to have your record with me. I would explore the possibilities for you. Therefore, it is important that you complete the details as soon as possible. I would try to locate a position for you commensurate with your training and experience.

Sincerely,

James M. Berkebile

James M. Berkebile
Director of TWAP

JMB:gc

Dear Mr. Berkebile:

In your letter of February 5, you ask that I submit six copies of an extra sheet with additional information as to my background and experience. Perhaps the following is what you want.

After a summer's trip through Mexico, collecting plants, of that country I became very much interested in the flora and spent the following year there on sabbatical leave, adding to my collections. As a result, the topic chosen for my master's thesis was the preparation of a bibliography of the literature relating to the flowering plants of Mexico. This is the work which was extended for the next 18 years and finally culminated in the publication of the work at the end of 1964. (See attached announcement.) This work was supported, for various periods, by the U. S. Office of Education (through the U. S. Department of State), by the National Science Foundation and by the American Philosophical Society. In recognition of my work, I was elected corresponding member of the National Academy of Sciences of Mexico.

My teaching has been principally in the secondary school but my training would seem to prepare me for teacher education as well - especially because of my 6 years in museum education. It is for that reason that in point 32 I checked Junior College or Teacher Training College. I would, however, be interested in teaching at the university level if the subject were botany, particularly systematic botany or phytogeography.

During the ^{first} last 8 years of my work on the bibliography, I was supported, in my applications for grants before the institutions named above, by the University of Pennsylvania and was named research fellow for that period.

ELIZABETHTOWN COLLEGE



Elizabethtown, Pennsylvania

TEACHERS FOR WEST AFRICA PROGRAM
TELEPHONE 367-1151 — AREA CODE 717

February 11, 1965

Mrs. Ida K. Langman
Department of Biology
University of Pennsylvania
Philadelphia, Pennsylvania

Dear Mrs. Langman:

I am most happy to answer your letter of February 10. The questions which we have on the application form are those requested by the Ministries of Education and the schools even though government operated.

We place teachers in government schools, schools operated by religious organizations, and schools operated by private individuals or by cities. We have Protestant, Jewish and Catholic teachers who are sponsored by TWAP. We give the schools the information on an applicant and try to get for the applicant the expectations of the employing institution. Both can then decide if the situation is compatible.

I should say that most of the schools in Nigeria and Ghana are voluntary agency schools. But we have a broad spectrum of teachers teaching in all of these institutions. Many of the voluntary agency schools have Moslem students. But even in these you find the Bible being taught. But it is important that you indicate your particular desire on the application.

Your position would not exclude you from the program. You should clearly state your position in regard to attendance at chapel services, which even the government schools have, and also state what you have said in your letter.

At the University level there is no problem at this point and since your experience is at this level we would try to find placement for you in such a position.

I will be leaving for Africa on April 1 and I would like to have your completed application to take with me. I will not be returning until around June 1. Soon after that time I would be able to meet with you personally and discuss the probable openings. I see no reason why you should not proceed with the application. The one question which may arise more than any other will be in regard to your age. But I have no reason to believe this would exclude you.

Sincerely,

James M. Berkebile

James M. Berkebile

ELIZABETHTOWN COLLEGE



Elizabethtown, Pennsylvania

TEACHERS FOR WEST AFRICA PROGRAM
TELEPHONE 367-1151 — AREA CODE 717

March 22, 1965

*Mrs. Ida Langman
248 Harney Street
Philadelphia, Pa. 19144*

To All Applicants on TWAP:

This is a general letter to all of you. In some cases you have received communication in regard to your specific situation. In other cases this is to let you know that your application is still under consideration and that placement is being sought for you in Nigeria and Ghana.

If at any time you have taken employment which will preclude accepting any offer from TWAP, you should notify this office immediately so that schools will not continue to consider you.

I will be in Africa from March 31 until the end of May. Any communication favorable to your case will be relayed to you by the TWAP secretary. Upon my return from Africa I will contact each of you by phone in regard to your specific case.

If your summer address and phone number will be different from that listed on your application as permanent address, please let us know where you can be reached. Due to the increased pace of decisions in June it is generally necessary to communicate with you by phone rather than by letter.

If there are any questions which you would like answered before I leave there will still be time if you are prompt in your reply.

Sincerely
James M. Berkebile
James M. Berkebile
Director of TWAP

J. ALDEN MASON
725 CONESTOGA ROAD
BERWYN, PA. 19312

March 24, 1965

Dear Ida:

Thanks so much for the long note that you left in my office, and which I was too busy to answer there and brought home, also for the article by Bill Coe on Tikal in current Science. I do receive Science myself, but that is such a fine important article that I wanted to send (and have sent) one of the copies to my colleagues in Chiapas who, I imagine, don't receive Science. I hope Bill Coe has ordered a lot of reprints, but he is in Guatemala now, so they won't be distributed for some time.

The next thing I'll do is to fill out that application blank for West Africa teaching. I think you'd find that job enjoyable on the whole. Of course I shall have to check the column "No basis for judgement" quite frequently, but can give you a high mark on many things with a clear conscience.

Best wishes & good luck.

Cordially



TEACHERS FOR WEST AFRICA PROGRAM (TWAP)

Elizabethtown College
Elizabethtown, Pennsylvania

To the Applicant:

A. Attached you will find:

1. Application Form, Parts I, II, and III

Applicant will return these completed forms to TWAP. Please note that six photos are required and that Official Transcripts of all credits earned in colleges and universities are required. If applicant is married the spouse must also complete an application even though spouse does not intend to teach.

2. Report of Medical History Form

Applicant will complete this form and return it to TWAP office. This does not need to be signed by a physician.

3. Recommendation Forms

Applicant will place these in hands of the four named references given on the Application Form, Part II, questions 23 and 24. The form must be returned to the TWAP office directly from the person making the recommendation.

4. Memorandum of Understanding

This is to be signed and returned to TWAP files. If applicant desires a copy, one will be issued upon request.

5. Employment Fact Sheet

A form is supplied to the school requesting a specific applicant. The applicant receives a copy of this in order that he may know the conditions of employment at the school offering the contract.

6. Reading List

This is provided in order that the applicant may readily obtain information about the countries of Nigeria and Ghana.

B. Transcript of Credit

Official transcripts of all credits earned in colleges and universities must be submitted to the TWAP office prior to the call of applicant for interview. Therefore, it is necessary to have these sent IMMEDIATELY to the TWAP office.

C. Appearance and Interview

After the above records are all on file, the applicant (or couple) will be notified to appear for interview at the expense of TWAP if candidate is considered a prospective placee. In any case, TWAP will keep applicant informed on his application.

Teach in Africa?

Elizabethtown College, under a grant from the Hershey Chocolate Corporation, will select a limited number of applicants for teaching posts in Ghana and Nigeria, West Africa. Teaching is done in English.

This grant is a concrete expression of interest in bettering relations between the people of Africa and the United States through a vital educational program.

Elizabethtown College will select teachers for the Teachers for West Africa Program from the graduates and alumni of colleges and universities of high academic standing. The Program (TWAP) will assist in placing those selected in appropriate positions according to their training and experience.

QUALIFICATIONS — Applicants for secondary school posts must have at least a Bachelor's Degree—preferably a Master's—in one of the following subjects: physics, chemistry, mathematics, biology, geography, engineering, English, French, or industrial arts. Applicants with majors in other fields of preparation cannot be placed in the secondary schools. Applicants for posts in the universities must have at least a Ph.D., Ed.D. or M.D. The fields of concentration are open. Applications from persons up to the age of 60 years who meet the educational and health requirements will be considered. Teacher certification and teaching experience are desirable but not required. Official transcripts of all credits, including both undergraduate and graduate work, must be submitted with the application. The applicant must be a U. S. citizen.

APPOINTMENT—Each teacher or professor selected will enter into a contract with the employing African government, political subdivision, Ministry of Education, University, or individual school; salary and terms of service will be specified therein. Legal and financial responsibility for employment and the conditions of service of teachers and professors placed in Africa rest with the countries in which they serve and not with the Teachers for West Africa Program.

SALARY—This is determined by the Ministry of Education, the university, or the employing agency according to a set scale. The salaries range from \$2500-4500 per annum for secondary and technical school posts and the university level salaries range from \$3500-8000 depending upon training, experience, and field of teaching. There are also allowances and other benefits based on individual qualifications and type of institution served.

LENGTH OF CONTRACT—The contracts range from two to five years in length depending upon geographical and teaching area served. Persons available for one year only cannot be placed.

MARITAL STATUS—Single candidates and married couples are considered. Sponsorship of families with children depends upon the number of children, their ages, and the type position applied for. In general, an applicant for a secondary school position will be considered if there are no more than two children at the time of departure.

EMPLOYMENT OF WIVES — Wives of teachers may be employed as teachers if they meet the educational standards as indicated above. In many areas, preference is for husband and wife teams.

VACATION BENEFITS — Vacation and leave benefits vary from area to area; but in general, leave amounting to about 25 per cent of time worked is paid following completion of the contract or at regularly stated intervals.

TRANSPORTATION — Transportation from the place of residence in the United States to Africa and return at the end of the contract period will be provided by the Teachers for West Africa Program.

HOUSING ACCOMMODATIONS—Teachers will be housed either free or at a stated percentage of the base pay, i.e., 5, 7, or 10 per cent, depending upon the area.

APPLICATION DEADLINES—As a rule, applications must be started six months in advance of any date the applicant is to arrive at the point of service. Thus, if one desires to be on the field in September he should apply by March. Or if one wishes to arrive in January—the beginning of the secondary school year in Nigeria—then the application should be started in August.

SELECTION—The Teachers for West Africa Program will screen all applications and conduct personal interviews at centers to be designated. Applicants are required to take a thorough medical examination. Approved candidacy does not necessarily imply placement. Placement depends upon the employing agency's evaluation of the application. But the Program's objective is to approve for candidacy only those believed to be acceptable to the employing agencies.



For information and application forms write to:

TEACHERS FOR WEST AFRICA PROGRAM

ELIZABETHTOWN COLLEGE

Elizabethtown, Pennsylvania

Phone: 717-367-1151

Cable: TWAP

Think it Over!

EMPLOYMENT FACT SHEET

TEACHERS FOR WEST AFRICA PROGRAM

ELIZABETHTOWN COLLEGE, ELIZABETHTOWN, PENNSYLVANIA

The Teachers for West Africa Program (TWAP) sponsors a limited number of teachers primarily for teaching posts in secondary schools of Ghana and Nigeria under a grant from the Hershey Chocolate Corporation.

In order that a teacher sponsored under this program may know the extent and limitations under which he will teach before leaving the United States, TWAP has clearly identified in detail to him our consultative and financial responsibilities. A brief itemized summary of this understanding is as follows.

The Teachers for West Africa Program,

1. Recruits, screens and processes applicants interested and qualified to teach in the secondary schools of Ghana and Nigeria.
2. Requires a thorough medical examination of each candidate approved for teaching, and also an extensive personal interview representatives.
3. Provides each placee with a modest Departure Grant to meet his immediate needs during departure from the United States and arrival in the country of service.
4. Provides each placee with a Shipping Grant to cover a modest shipment of personal effects.
5. Provides each placee with medical and life insurance coverage.
6. Provides transportation for placee and approved dependents from his home in the United States to the country contracting for his services.
7. Provides return transportation for the placee and approved dependents from the contracting school to the placee's home in the United States upon the completion of a two year contract with the school, or in case of emergency, or at the request of the host government.
8. Provides each placee with a Shipping Grant to cover the return shipment of a modest amount of personal effects upon the completion of a two year contract with the school, or in case of emergency, or in case the placee is returned at the request of the host government.
9. Provides each placee with a modest Repatriation Allowance to assist in proper reorientation to the States.
10. Provides a complete medical examination of each placee and approved dependent upon return to the United States.

It is also understood that any school contracting for the services of a TWAP teacher will also make clear the responsibilities expected of the teacher and also the opportunities afforded to the teacher. The school will make clear the pay and benefits provided for the teacher in exchange for his services. The following are itemized to point up the information needed for a teacher before he departs from the States in order that he can be fully informed on his situation.

The contracting agency will,

1. Provide the desired teacher with a bona fide contract signed by the proper administrative officer of the school or ministry employing the teacher at least 60 days before the expected arrival of the teacher at the school. (Clearance of visas makes this a crucial matter.)
2. Provide the Director of the Teachers for West Africa Program a copy of the contract to the teacher at least 60 days before the expected arrival of the teacher.
3. Provide a salary to the teacher in harmony with the salary scale as designated by the respective Ministries of Education in the country employed, taking into account the training and experience of the teacher, and in harmony with the standard pattern of employment of expatriate teachers for that geographical area. Other benefits and allowances to the teacher will be provided according to the recommendation of the Ministry of Education.

A Reading List on West Africa

By courtesy of Dr. David W. Brokensha, Institute of International Studies,
University of California
Berkeley, California

- * Especially recommended
- (p) Available in paperback edition.

General

- | | |
|----------------------|--|
| * Camara Laye | The Dark Child (p) |
| Langston Hughes (ed) | African Treasury (p) |
| George Kimble | Tropical Africa Vol. I (p) |
| Thomas Hodgkin | African Political Parties (p) |
| * J. D. Fage | Introduction to the History of West Africa (p) |
| J.S. Trimingham | The Christian Church and Islam in West Africa |
| K.A. Busia | The Challenge of Africa (p) |
| Immanuel Wallerstein | The Politics of Independence (p) |
| E.W. Bovill | The Golden Age of the Moors |
| Leon Underwood | Bronzes of West Africa |
| " " | Marks of West Africa |
| " " | Figures of Wood in West Africa |
| F. H. Hillard | History of Education in West Africa |
| or C.G. Wise | " " " " " " |

Ghana

- | | |
|---------------------|--|
| Freda Wolfson | Pageant of Ghana |
| M.J. Field | Search for Security (part I) |
| * Kwame Nkrumah | autobiography |
| David Kimble | A Political History of Ghana (1850-1928) |
| * H.A.C. McWilliams | Development of Education in Ghana (p) |
| David Apter | Ghana in Transition (p) |
| * F.M. Bourett | Ghana: The Road to Independence |

Nigeria

- | | |
|-------------------|-----------------------|
| * Thomas Hodgkin | Nigerian Perspectives |
| * Michael Crowder | History of Nigeria |
| * Chinua Achebe | Things Fall Apart (p) |
| " " | No Longer at Ease |
| * AwG | Autobiography (p) |
| * Zik | Selected Speeches (p) |
| Cyprian Elkens | People of the City |
| Ulli Baier | Art in Nigeria (p) |

Periodicals

West Africa
Black Orpheus
Nigeria