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## Campus News October 12, 1990

La Salle University

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# CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

October 12, 1990



## Sports Information

### MEMORANDUM

For fall sports teams, October is "crunch" time as each squad begins to fine-tune its play for post-season action. October games are exciting and important. Saturday, October 13th is a great day to take in an Explorer game with Field Hockey and men's and women's Soccer each in action. **ADMITTANCE TO ALL OF THE EVENTS LISTED BELOW ARE FREE!!**

<u>DATE</u>	<u>SPORT</u>	<u>OPPONENT</u>	<u>LOCATION</u>	<u>TIME</u>
10/6	Voll'ball	Manhattan Towson St.	Hayman Hall	10:00 am
10/6	M.Soccer	Siena	McCarthy Stadium	1:00 pm
10/8	W.Tennis	Rosemont	La Salle Courts	4:00 pm
10/12	W.Tennis	Textile	La Salle Courts	4:00 pm
10/13	F.Hockey	Mt.St.Marys	DeVincent Field	1:00 pm
10/13	M.Soccer	Manhattan	McCarthy Stadium	1:00 pm
10/13	W.Soccer	Delaware	McCarthy Stadium	3:00 pm
10/15	Voll'ball	Delaware	Hayman Hall	7:30 pm
10/16	W.Soccer	UMBC	McCarthy Stadium	4:00 pm
10/18	F.Hockey	Georgetown	DeVincent Field	4:00 pm

Thank you for your cooperation

Michael Felici  
Sports Information Office

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**LA SALLE UNIVERSITY**  
**CONTINUING PROFESSIONAL EDUCATION**

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**Writing For Publication**  
*A one-day workshop*

This workshop, conducted in an informal setting, is designed to encourage participants to consider personal and/or professional growth through writing for publication (journals, newspaper, magazine articles, books, etc.). Participants will be provided with knowledge, skills, and attitudes necessary to successfully submit a manuscript for publication.

This workshop will be conducted by William Ray Heitzmann, Ph.D., writer and educator, who is an eminent specialist in the field. Dr. Heitzmann is listed in recent issues of *Contemporary Authors* and *International Authors and Writers Who's Who*. He is author of over 150 articles and professional papers and 20 books, booklets, and books of readings.

**When:** Saturday, November 3, 1990 - 9:00 am to 3:00 pm

**Where:** Bucks County Campus

**Fee:** \$125 (includes materials)

**Who Should Attend:**

Those who are considering the possibility of writing for publication and those who already have a completed manuscript will find useful information which will pave the path to having their material published.

**To Register:** Mail the enclosed registration form or call (215) 951-1074.

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LA SALLE UNIVERSITY  
CONTINUING PROFESSIONAL EDUCATION

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**TELEPHONE TECHNIQUES**  
*A one-day workshop*

Each telephone call that comes into your office can enhance your business and professional image. Few people appreciate that the telephone can be their *most positive public relations instrument*.

This workshop provides techniques to increase one's effectiveness on the telephone. Participants will learn to:

- \* Be more in control
- \* Convey a professional image
- \* Make effective use of this public relations tool
- \* Deal with anger and conflict in a positive manner

**When:** Thursday, October 25 - 9:00 am to 4:00 pm

**Where:** Main Campus

**Fee:** \$150.00

**Who Should Attend:**

Anyone who depends upon the use of the telephone to conduct business operations.

**To Register:** Mail the enclosed registration or  
call (215) 951-1074

SCHEDULE:  
OCT. 29TH. MID-SEMESTER BREAK  
DAY SCHOOL -

The department of Mail & Duplicating will be open for business as usual but with limited staffing. Offices can expect morning mail distribution, assistance with outgoing meter mail and photocopies.

EVENING DIVISION: The department will be open for business as usual.

LINDA M. FERRANTE, DIRECTOR

DIVERSITY WEEK

Just a quick reminder that Diversity Week is next week, October 15-19. The committee has organized a series of educational programs which address issues of diversity. Please encourage your students to attend. We appreciate all of your help and support.

Lynne Ticknor,  
Diversity Week Chairperson

ALCOHOL & OTHER DRUG PROGRAM

**Faculty:**

If required to miss a class because of a conference or other

professional activity, consider having Alcohol and Other Drug Program take your class that day. A generic program or specially developed program related to your course on alcohol and drugs can be presented. If interested, call Robert Chapman, X1355. (Two weeks notice requested, if possible.)

ROBERT CHAPMAN  
COUNSELING CENTER

**Interoffice Memorandum**

**ORDERING RIBBONS**

Recently, several departments received an overabundance of typewriter ribbons when they were ordered. This may have resulted from the "Order Unit" used. Our stationers, Boise Cascade, stock ribbons by the box, therefore the Order Unit should be "BX".

The usual number of ribbons per box is:-

Typewriter Ribbons	6 per box
Lift Off Tapes	6 - 12 per box
Printer Ribbons	1 per box

If you are not sure of the quantity per box for the ribbon you need, order one (1) box. The cost is the same as for a larger supply and you can always order more later.

Ken Smith, Director of Purchasing