

RG 14/2
University Relations/Publications

<u>Box No.</u>	<u>Folder No.</u>	<u>Folder Heading</u>
R-94b	6.	<u>1991-1992</u> (cont.) Off-Campus Centers-postcard Off-Campus Instruction-brochure Off-Campus summer job fair Open House-Fall OSHA Training cert. Osher Map Library brochure " " " cert. for Liam Burnell Paradigm XIII Photographs 1980-1991-Donald Dubose Duncan Political Science internship prog. brochure Political Science degree requirements Placement Exam. Prog. student handbook Pluralism Task Force panel programs Pluralism Agenda handbook President, Office of the invitation-Open House Prior Learning Assessment brochure Production Technology Center postcard; briefing report; brochures (2); poster Professional Staff Award Progressive Film Series Psychology degree requirements Public Service Announcement Recognition, cert. of (School Univ. Partnership) Recognition Day program Recompence Shore brochure " " deposit acknowledgement " " rules and regulations Room Selection booklet & card Russell Chair invitation; printed lecture & cover 7. Saco-Biddeford Center-Fall 1991 & Spring 1992 Courses Sexual Assault, USM Guidelines for Dealing with Small Business Development Center-brochure & stationery sample Social Work degree requirements Sociology degree requirements Speakers and Specialists, USM Guide to Softball Program, USM Huskies 1991 Soccer School; STIX Camp; Swish Camp-brochures Sports Camps-postcard Decals for baseball;field hockey; ice hockey; soccer; swish schedules-women's basketball; ice hockey; baseball; softball; men's basketball (wallet size cards)

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R-94b	7. (cont.)	<u>1991-1992</u> (cont.) Sports News, USM Husky stationery sample Stonecoast Writers' Conference Student Affairs route slip Student billing-brochure Student Handbook (Cover Muskie Institute) Student Health Services Plan A brochure & card Student Life, env. sample " " guest apt. reservation form Student Legal Services brochure & legal intake sheet Study Abroad Opportunities; application; procedures Summer Session - Archaeological Field Studies in the West Indies-poster Summer Session brochures-music educators; archaeology field school; health & fitness for older adults institute; geology field school; holistic health institute; sport psychology institute (2) Summer Session-certificate of completion " " registration worksheet; schedule change; housing regis. applic. for housing & meals Summer Session-Choral Music Workshop " " catalog Sullivan, James V. scholarship fund invitation; retirement, etc. Suzuki Institutes and Workshops Symposium & reception invitation
	8.	Theatre degree requirements Theatre Dept.-brochures etc. "Passport to Nonstop Entertainment (3) Theatre Dept.-poster - three one act plays " " open auditions (2) " " poster Junior Rocha, mime USM gift acknowledgement form Wolfe's Neck Farm Natural Beef Cookbook v. 1 Writers' Festival-poster Women's History Month Celebration-poster
	9.	Misc. mostly Lifeline

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R214a	1.	<u>1992-1993</u>	

ASHRAE invoice/registration
Academic Access
Academic Support for students wi. disabilities
Admissions, Office of - inc. posters, notices,
brochures, flyers, etc.
Adult Education Student/Alumni Assoc.
Annual Fund (samples of various envelopes)
Applied Science inc. brochure and Mission
statement
Art Gallery - inc. poster, exhibits, etc.

Billing, Student brochure
Bodyshop Record Sheets (various)
Brooks, Kenneth T. H. dedication program,
invitation fr. president
Business Administration information sheet
SBEM invitation to meet Robert Patton, Ph.D.
new Dean

2. Catalogs-
Graduate &
Undergraduate
Certificates of Recognition (samples)
Child Care Services inc. summer day camp,
booklets, brochures, etc. also,
Child and Family Institute Human Resource
Consortium Bulletin
Classified Staff recognition program, news-
letter
Commencement Program, invitation to reception
Hon. Edmund S. Muskie, Comm. speaker
Community Programs, Fall 1992
Conferences, Dept. of
APPA, Eastern Region of
A Healthy Day for FMen
Lerner, Harriet Goldhor (posters)
Peck, M. Scott Dr. (poster, flyer)
SAGE (Senior Adult Growth Exchange Spring &
Fall 1992
A Sense of Self booklet
STIX Camps flyers
Women in Management posters, notices etc.
Counseling Center
Continuing Education for Nursing and Health
Professions
ACLS Prep Course flyer
Basic Adult Physical Assessment Skills
Basic Arrhythmias
Health Care in the Camp Setting

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1992-1993 (cont.)

- R-214a 3. Elders' Day
English Dept. (Celebrate Writers!!)
- Financial Aid inc. booklet, forms, schedules,
instructions, etc.
First Year Alternative Experience flyer
FIRE DOOR sign
Foreign Languages and Classics, Dept. of
induction prog Phi Sigma Iota
Certificate for excellence sample (For. Lang.)
- Geosciences, Dept. of brochure
- HIV/AIDS Policy Summary flyer
Harassment
Health Services, Student (various)
Honors Convocation prog.
Program syllabus & study guide cover
(samples)
Human Resources, Div. of - Payroll Services
E.C.O.S brochure
Human Resource Excellence CUPA Eastern Region
conference program, evaluation sheet samples
Husky-various programs, schedules, ticket samples,
stationery, etc.
4. Lifeline various forms, samples
Aquatic Fitness
Back Cove Classic Volleyball Tournament
Bicycle Trips
Cert. in Fitness Instruction Fact Sheet
... cholesterol check
First Step and Beyond
Professional cert. in Fitness Instruction
Fitness Programs
Flycasting Workshop
Gym Activities Program
Heartine Cardiac Rehabilitation
Managing your Chronic Obstructive Pulmonary
Disease
March Madness Coed Volleyball Tournament
Pulmonary Rehabilitation
Senior Fitness
Walk Jog Aerobics
Youth Fitness
Little East Conference cert. & soccer question-
naire

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R-214a	5.	<u>1992-1993 (cont.)</u> Maine Enterprise Council Meal Plan regis. forms (various) Music Department - Strings at USM faculty concert series Muskie Institute invitation for prospective students 1993 calendar Northern New England Chapter ERAPPA stationery samples New England Studies posters, brochure Nursing, School of brochure Open House with Carol Gilligan & Kristen Linklatter poster & invitation Planetarium - ticket samples, brochure, schedules Police & Safety report form Portland Community Access Center President's announcement re new library invitation Honors Convocation Day Production Technology Center <u>The Briefing Report</u> Professional Development Center poster Recompence Shore brochure, regis. form Registration Worksheet Off site Resident Student Information, USM Russell Chair lecture invitation (Prof. Jere- miah Conway) 6. Saco-Biddeford Center/Sanford Center Fall 1992 Courses Small Business Development Centers brochure Social Work Dept. stationery Summer Session Childhood psychopathology Instit. Hist. Archaeology Field School Holistic Health Instit. Sport Psychology Institute Stonecoast Writers' Conference Staff Development Prog. eval. form United Way of Greater Portland Technology, Dept. of brochure Theatre, Dept. of brochure, posters Tuition Credit Waiver Application Women's History month posters	

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R-213a	1.	<u>1992-93</u> Academic Programs " Support Center Accounting Admissions - flyers, booklet, newsletter, etc. Alumni Assoc. postcard American Assoc. of Geographers & the Atlantic Division of the Canadian Assoc. of Geographers- program and abstracts Annual Fund, USM-flyers, corporate donors, etc. Applied Immunology info. flyer Art Department- degree programs, schedules, notices, etc. Athletic Schedule, Pride & Tradition, brochures Bookstore brochures, B odyshop Record Sheet Banned Book Week Posters Baseball Questionnaire Biology requirements Cartographic Collections (Smith & Osher) info. sheets Chancellor's Office (UMSserve brochure) Child Care Services/Rick Charette poster Children's Holiday Party postcard Classified Staff Newsletter Community Programs, Dept. of- Community Leadership Institute notices, etc Copy of cert. prog. for paralegals Copy of gift certificate Leadership for the 21st century Legal issues and the law SAGE (Senior Adult Growth Exchange) A Sense of Self booklet Convocation - the Legacy of Columbus schedules, brochures, invitations, posters Women in Management schedule of events Computer Science degree program, brochures Conferences, Dept. of- Future Directions for Early Intervention Practice in Maine: Lighting the Way for the Future War, Gender, Humanity and the Gods-annual meeting of CANE (Classical Assoc. of New England) Cross Country/Track, USM Women's program	

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	2.	<u>1992-93</u> (cont.)	
		Dining Services- No Frills Catering	
		Education, College of- Graduate Programs 1993-1994 Extended Teacher Education Program	
		Engineering, College of- Engineering Transfer Program Engineering Studies, Center for Bound to be Teachers by India L. Broyles, ed., 2c.	
		Faculty Concert Series brochures, programs Filing the FAFSA-(financial aid) Forms-various	
		Geography & Anthropology, Dept. of-letterhead and envelope Gorham Child Care Center brochure	
		HIV/AIDS Richard Keeling, M.D. poster, flyer	
		Honors Program invitation, booklet, postcard, Human Resource Consortium Bulletin " " Staff Development	
		International Conference	
		Law School letterhead	
		Lifeline- Aquatic fitness Bodyshop Customer Service Center Fitness Instruction " " certificate Employee Wellness Services Fly Catching Workshop Fitness, Recreation & Rehabilitation, Center for Have a healthy breakfast on us Heartline Cardiac Rehabilitation Massage Workshops Membership notice Step Aerobics Plus Thanksgiving Coed Volleyball Tournament Walk Jog Aerobics	

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R-213a 3. 1992-93 (cont.)

Maine Scholar - A call for papers
Mathematics & Statistics, Dept. of - poster
Music Department - invitations, notices,
Overture (newsletter) v. 1, #1 winter 1993

New England Studies (newsletter) vol. 3, #1,
fall 1992, poster for lecture series
New England Assoc. of College Admission
Counselors NEACAC brochure (college fair)

Off Campus Instruction & Academic Support
class schedule change form
Osher Map Library Newsletter, stationery
(notes)

Peoples of Maine conference
Police & Safety - Safety and Security Infor-
mation Report
Pre-professional Programs requirements
President, Office of the - postcard, Christ-
mas card & invitation
Presidential Scholar thank you (Roberta Hill-
Bu rnett)
Programs serving the business community
Production Technology Center winter courses,
and fall courses general information, etc
Provost, Office of the - Academic Affairs
Update-stationery

Russell Chair-No Forests, No Druids:
Jeremiah P. Conway (publication cover)
Russell Square Players 1992-1993 season

Scholarship Giving Opportunities
Small Business Development Centers-brochure
Soccer Questionnaire
Southern Maine Music Academy
Southworth Planetarium poster, schedule, post-
card, membership, etc.
Student Billing brochure
Summer Session preliminary schedule 1993
Environmental Geology brochure
Sport Psychology brochure

4. Testing and Assessment Center
 A Manual of Learning Styles-Scales for use
 with college students-Judith L. Johnson
Transfer Affairs Office-a guide to transfer
 credit evaluation
Theatre Department-open auditions poster

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R-213a	4 (cont.)	<u>1992-93</u> (cont.)	

United Way of Greater Portland-brochure,
receipt
USM workshop.conference folder
USM Corporate Partners-decal, informational
sheets, letterhead & envelope, newsletter-
winter 1993
UMS STOP Harassment brochure

Women in Film: five european perspectives-
schedule

Community Program - 1993

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<u>Box No.</u>	<u>Folder No.</u>	<u>Folder Heading</u>	Acc. #940728
R-212a	1.	<u>1993-1994</u> Admissions, Department of - invitations, applications, requests for information, newsletter, booklets, brochures, poster, calendar American and New England Studies - invitation Applied Science, School of - BSEE brochure MS Computer Science brochure, MS Manufacturing Management brochure Art Department - Summer Session brochure Art Gallery - notices of events, schedules, invitations Arts and Sciences, Department of - brochure, invitation, Environmental Science policy Athletics, Department of - forms, schedules, newsletter, questionnaires	
	2.	Business Administration - Associate degree policy, various brochures, Recognition Day program Charting the Future stationery samples Child and Family Institute - forms and brochures Child Care Services - brochures, booklets, invitations, Community Programs, Dept. of - brochures, forms, posters, directories Conferences, Dept. of - posters, policy statements, menu selections, brochures, directories Continuing Education for Business - course descriptions, catalog, information forms	
	3.	Education, College of - invitation, poster English Dept. (Celebrate Writers) poster Fact Book cover Faculty Concert Series - brochures, booklets, programs, posters Foreign Languages and Classics, Dept. of - invitation Phi Sigma Iota Geography/Anthropology, Dept. of - policy statement, letterhead samples Geosciences, Dept. of - newsletter, poster, policy statement	