

MEMORABLE MEMO

ROWAN TECHNICAL COLLEGE



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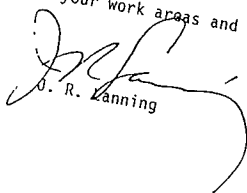
MEMORANDUM

TO: Faculty and Staff
FROM: Academic Vice President
DATE: October 9, 1987
SUBJECT: Professionalism

Professionalism for an institution and its constituent members is a matter of attitude, appearance and commitment as well as possessing content knowledge and services provided for our clients. As I wandered around campus this morning, I was very disappointed in the appearance of many work areas and offices, both faculty and staff. We serve as role models for our students as well as facilitators of their learning process. Students certainly notice and are affected (or disaffected) by our personal appearance, work habits, demeanor and organization. Many offices and work areas are in a state of disarray, unorganized and messy. Students are certainly getting an unacceptable impression about professionalism.

Office and work areas are always the place of primary interface with students outside the classroom. They must be used but must not be uninviting areas that virtually repel someone out the door for fear of stacks and piles of clutter that could trip or fall on you! Desk tops should be seen as organized and functional, not a catch-all where material piles up and finally falls to the floor! Walls and doors are not places where inappropriate and unprofessional "graffiti" is tacked or taped.

Spend enough time right away to get your work areas and offices to a high level of professional appearance.


J. R. Vanning

JRL:jhc

cc: President
Executive Vice-President

Attention All Role Models and Facilitators of the Learning Process:

We agree with the writer of the attached, our latest offering in a notable series of Memorable Memoranda. When we were students, we often were affected (and — dare we admit it? — disaffected) by offices that not only were in disarray, but also unorganized and messy. The triple whammy in any setting, we've always thought. Simply horrid.

And in places of primary interface! We have no idea what that means, but it certainly sounds important — especially when you dangle a clause that could virtually repel someone out the door of a place of primary interface! Egad, enough is enough!

From now on, no more inappropriate and unprofessional graffiti. Only appropriate and professional graffiti will be permitted. So stand up straight, go clean your room, and send any candidates for Memorable Memo to Insight. Right Now. Go on. Hup, toop, threep, forp