

14: TWU Stationery

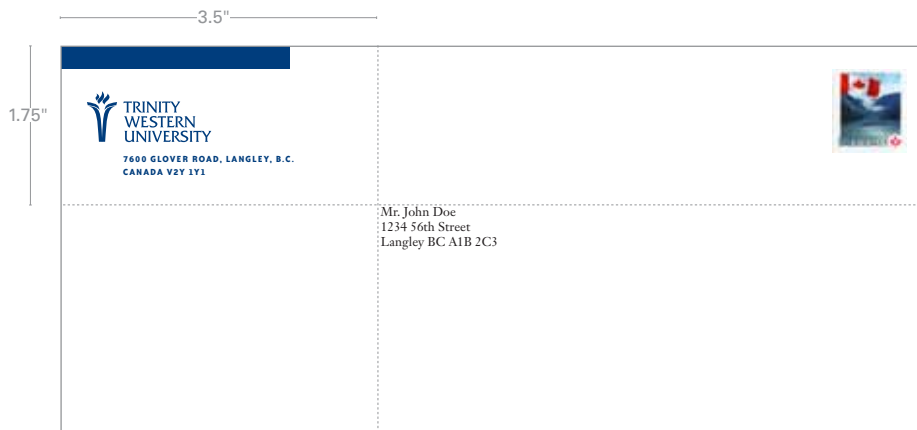




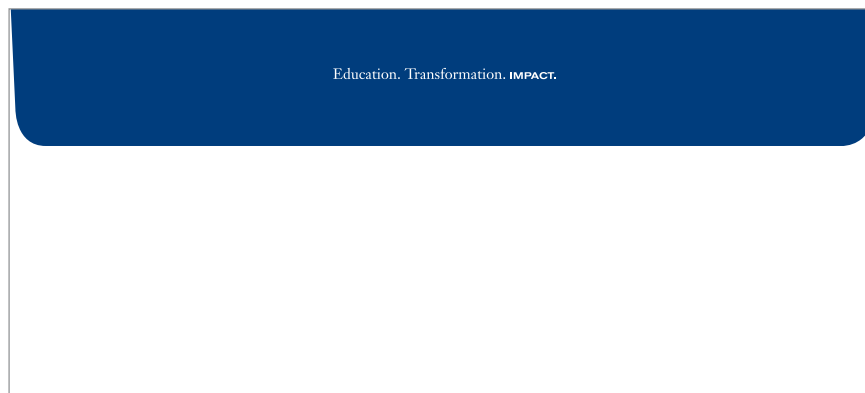
TWU Stationery: *letterhead*

The margins and proportions of the TWU letterhead should be as shown. The top 2.25" of the letterhead highlights the TWU (or school) logo and TWU tagline. The 1.5" left margin and 1.25" right margin must be observed to manage line-length of text. This ensures both legibility of text and a clean design. The 1.75" bottom margin must be free of content to allow for contact information. Specific department or school information may be used in place of the generic TWU address, telephone number, fax number and web address. The secondary logo in the bottom margin above the contact information is optional.

A template of the TWU letterhead is available for download from www.twu.ca/ucomm



Front



Back

TWU Stationery: *envelopes*

The margins and proportions of TWU No. 10 envelopes should be exactly as shown. Larger envelopes will need to increase the margin sizes proportionately.

The top 1.75" of the envelope is reserved to highlight the TWU (or school) logo and return address. The 3.5" left margin must be observed to allow sufficient space for the return address area.

Specific department or school information may be used in place of the generic TWU address. Secondary logos must not be used on the front of the envelope but may be used in place of the TWU tagline on the envelope flap on the back. The flap on the back of the envelope is optional but if not used, the envelope flap must remain blank (white).

A template of the TWU envelope is available for download from www.twu.ca/ucomm

TWU Stationery: *business cards*

An automated online ordering system has been established to order TWU business cards. The templates available have been designed to provide sufficient options to accommodate minimum and maximum amounts of information required by all departments and divisions of TWU. This system allows individuals to enter in the information they wish to appear in each field, which will automatically be typeset accordingly.

The TWU (or school) logo must be used on the front of the card. Departments and divisions may choose to use a secondary logo on the back of a card in place of the TWU tagline.

An option for a white back is also available.

Business cards may be ordered through www.twu.ca/ucomm.

The diagram illustrates a business card template. The front of the card is divided into two main sections: a white section on the left and a dark blue section on the right. The white section contains the TWU logo, the name 'JOHN DOE', the title 'Employee Title, Employee Department', and contact information including phone, fax, email, and website. The dark blue section contains the address '7600 GLOVER ROAD, LANGLEY, BC, CANADA V2Y 1Y1' and the website 'TWU.CA'. Below the front view is a dark blue rectangle representing the back of the card, which features the TWU tagline 'Education. Transformation. IMPACT.' in white text. To the left of the front view, four callout boxes provide font and formatting specifications for the text fields: NAME (Bailey Sans ITC bold, 9 pt., 11 pt. leading, all caps, 200 kerning), TITLE (Janson Text italic, 8 pt., 11 pt. leading, sentence case, 0 kerning), TELEPHONE/FAX (Janson Text Roman small caps, oldstyle, 8 pt., 11 pt. leading, 0 kerning), and WEB/EMAIL (Janson Text Roman, 8 pt., 11 pt. leading, sentence case, 0 kerning). A fifth callout box at the bottom left points to the back view, indicating the TWU tagline or secondary logo option.

NAME
Bailey Sans ITC bold, 9 pt., 11 pt. leading,
all caps, 200 kerning

TITLE
Janson Text italic, 8 pt., 11 pt. leading,
sentence case, 0 kerning

TELEPHONE/FAX
Janson Text Roman small caps, oldstyle, 8 pt.,
11 pt. leading, 0 kerning

WEB/EMAIL
Janson Text Roman, 8 pt., 11 pt. leading,
sentence case, 0 kerning

TWU tagline or secondary logo option

**TRINITY
WESTERN
UNIVERSITY**

JOHN DOE
Employee Title, Employee Department

T: 604.555.5555 (5555) | F: 604.555.5555
email.address@twu.ca
www.twu.ca/webaddress

**7600 GLOVER ROAD
LANGLEY, BC
CANADA V2Y 1Y1**

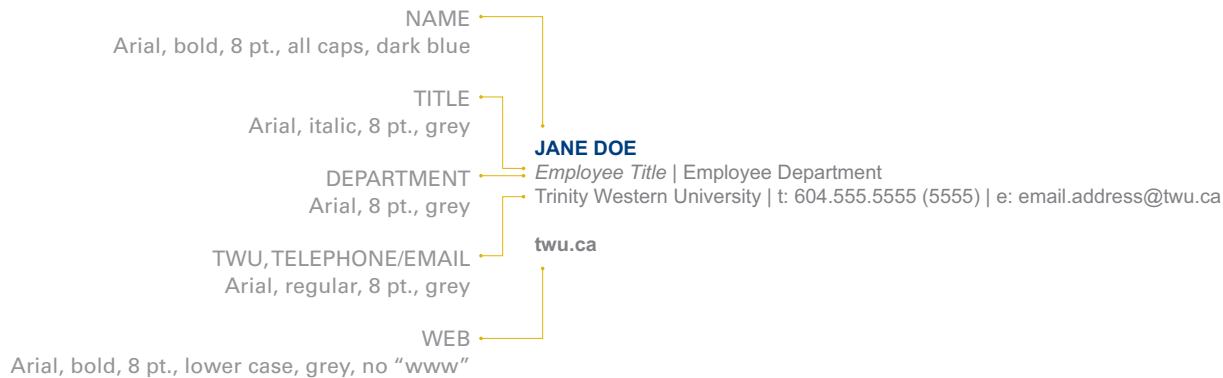
TWU.CA

Education. Transformation. **IMPACT.**

TWU Stationery: *email signature*

Each email signature references its corresponding business card. The three examples below have been designed to provide sufficient options to accommodate the minimum and maximum amounts of information required by various departments and divisions of TWU. This system allows individuals to enter the information they wish in each field.

A TWU web address must be used at the bottom of each signature. Departments, divisions and schools may choose to include a toll free phone number or secondary web address below the primary web address.



JANE DOE
Employee Title | Employee Department
Trinity Western University | t: 604.555.5555 (5555) | e: email.address@twu.ca

TOLL-FREE NUMBER OPTION
Arial, bold, 8 pt., lower case, grey

twu.ca/webaddress
1.888.go.to.twu

JANE DOE PH.D.
Employee Title | Employee Department
ACTS Seminaries | Trinity Western University
t: 604.555.5555 (5555) | f: 604.555.5555 | e: email.address@twu.ca

SECONDARY WEB OPTION
Arial, bold, 8 pt., lower case, grey, no "www"

twu.ca
nbseminary.com

DEPARTMENT CONTACT OPTION
Title: Arial, bold, 8 pt., all caps, dark blue
Contact: Arial, regular, 8 pt., grey

Visitors or inquiries are always welcome!
Contact Department
t: 604.555.5555 | toll free: 1.888.555.5555 | e: email.address@twu.ca

FINE PRINT OPTION
Title: Arial, regular, 8 pt., all caps, grey
Content: Arial, regular, 8 pt., grey

CONFIDENTIALITY INFORMATION
The contents of this e-mail including any files transmitted with it is confidential and contains privileged information...

environmental studies

Why Pursue Environmental Studies at TWU? Environmental Studies explores our relationship to the rest of creation. Through this program, you'll examine some of the most significant issues facing the planet, such as climate change, species extinctions, and habitat fragmentation. You will have hands-on experience in environmental stewardship and manager experience translates into a highly sought ready degree that can truly make a difference.



The program takes advantage of TWU's freshwater, mountain, saltwater, and sites as urban and agricultural sites, to provide academically-rigorous degree emphasis in experience. You may also conduct field research in the Nest Ecological Research Area on Salt 56 field locations worldwide.

Environmental Studies majors choose either a Bachelor of Science degree. While at Studies options have some combination of the humanities, the Bachelor of Science in scientific base for understanding how the and how to use that knowledge in many ample, examine the effects industrial effi ecosystem, the techniques used to invert methods for restoring a wetland. The Ba other hand, includes a strong social scienc on the cultural emphases of geograph For instance, you may look at the effect ment has on urban streams and green sp term human impact on global warming, c the perspective of developing nations.

TRINITY WESTERN UNIVERSITY 7600 GLOVER ROAD

Choose One of Four Emphases

NATURAL SYSTEMS & RESOURCES (NSR)
Ideal for those interested in wildlife, reclamation, parks, ecologi- cal restoration, forest systems, marine systems, agriculture, resource management, conservation, and other naturalist occupa-

on the plants in their region. While at TWU, I studied with vari- ous departments including geography, biology and chemistry. I even studied for a semester in Costa Rica, where we researched the historical and medicinal use of plants, conservation of natural resources, and the social impact of environmental issues. Today I work as an outdoor science educator in Southern California."

NICKI LANG, 198

Faculty Perspective

"We have been blessed at TWU with unique and beautiful pieces of creation which allow our students accessible, living, outdoor laboratories. I believe that God has entrusted to us some of the most rare species in B.C. in order to enable us to learn about stewardship of the environment within a Biblical framework."

FRANK KAREN STEENSMAL, CO-DIRECTOR OF ENVIRONMENTAL STUDIES

Research & Work Experience

Opportunities for summer work include working in the Biology, Geography, or Chemistry labs, as well as working out in the field directly. Additionally, students complete an undergraduate thesis project, gaining hands-on experience in an area of interest.

Other work opportunities include internships with the Au Sable Institute of Environmental Studies and A Rocha Canada, internships with local agencies, and involvement in the TWU Salmon in the Valley education program for area schools.

Field Study Sites

ECOSYSTEM STUDY AREA

Established in 1998, the Ecosystem Study Area (ESA) is over 100 acres adjacent to the main TWU campus dedicated to the study, preservation and proper management of the environment. It's diverse and sensitive habitat includes mature temperate rain- forest, wetlands, and part of the Salmon River system. The ESA is also home to the endangered Oregon forest owl (*Aegolius towsoni*) being studied by TWU professors and students under a grant from the World Wildlife Fund.

CROW'S NEST ECOLOGICAL RESEARCH AREA

Donated to TWU in 2000, the Crow's Nest Ecological Research Area is comprised of 73 acres overlooking Fulford Harbour on Salt Spring Island. This property is home to some of the few remaining Garry oak (*Quercus garryana*) meadows in BC, which contain a multitude of creatures found only in this portion of BC. TWU professors and students are involved in Garry oak research projects and collaborate with scientists from other universities in studying this ecologically valuable site.

Careers

ENVS graduates, with their combination of broad scientific knowledge and practical skills, are highly sought after in a variety of fields. Most graduates are placed quickly and often before graduation. Example of positions obtained by TWU alumni with ENVS degrees are:

- Senior Environmental Manager, Vancouver
- Solar Living Institute Intern, California
- Agricultural Mapping Assistant, Thailand
- Fish Disease Survey Scientist, Oregon
- Shedd Aquarium Marine Science Assistant, Illinois
- Elementary school educator, Surrey

Further career opportunities are provided through pursuing graduate-level training. Examples of graduate programs in which our ENVS alumni have been accepted are:

- M.Sc., Sustainable Agriculture, Norway
- M.Sc., Agricultural Sciences, UBC
- M.Sc. and Ph.D., Botany, University of Guelph
- M.A., Environmental Policy, Spain

Student Life

In addition to a multitude of on and off campus opportunities for student involvement the following groups are specific to Environmental Studies students:

A ROCHA TWU

This club raises student awareness of environmental issues at TWU and encourages students to realize the individual impact of their every-day decisions. AR TWU hosts a variety of speak- ers who lead discussions on specific environmental concerns and organizes other events such as adopt-a-street, composting, BBQs featuring locally-grown produce and Earth Week.

SAGES - STUDENT ASSOCIATION OF GEOGRAPHERS AND ENVIRONMENTAL STUDIES

This group provides a listserve for all Geography and Environ- mental Studies majors and alumni. Job openings and volunteer and scholarship opportunities are posted, as well as information on upcoming conferences, interesting articles and other news and events.

For more information about the program, check out the Environ- mental Studies website:
www.twu.ca/envs

TRINITY WESTERN UNIVERSITY 7600 GLOVER ROAD, LANGLEY BC V2Y 1Y1 1.888.GO.TO.TWU www.twu.ca/undergraduate



TWU Stationery: *print footer*

On printed communication pieces contact information for TWU shall be included. The address, phone numbers and web addresses are to be formatted to ensure consistency.

TRINITY WESTERN UNIVERSITY 7600 GLOVER ROAD, LANGLEY BC V2Y 1Y1 1.888.GO.TO.TWU www.twu.ca/undergraduate

NAME

Univrs 55 Roman
6 pt, all caps, 50 kerning

em dash

ADDRESS/TELEPHONE

Univrs 45 Light
6 pt, all caps, 50 kerning

em dash

em dash

WEB

Univrs 55 Roman
6 pt, lower case, 50 kerning



FAX

Date _____

TO _____

ATTN. _____

Tel. _____ Fax _____

Address _____

FROM _____

Re. _____

No. of pages including cover _____ Time _____

COMMENTS

TWU Stationery: *fax forms*

TWU's fax forms are available as PDF files featuring live text blocks for quick insertion of information. These can be downloaded from www.twu.ca/ucomm.