

October 1, 1945

Miss Marjorie Whitney, Director
The Occupational Therapy Club
University of Kansas

Dear Miss Whitney:

I have your invitation to the Fall Tea of the Occupational Therapy Club on Tuesday, October 2. As District Governor of Rotary I must make my official visit to Emporia on that day at noon and then I have basketball practice later in the afternoon.

However, I shall try to drop in sometime during the afternoon. Thank you very much for the invitation.

Yours very sincerely,

Director of Physical Education,
Varsity Basketball Coach

FCA:lm

The Occupational Therapy Club
cordially invites you
to attend the
Fall Tea
Tuesday
October second
nineteen hundred forty-five
four to six
Kansan Room

R.S.U.P.

October 6, 1945

Dean D. M. Swarthout
School of Fine Arts
University of Kansas
Lawrence, Kansas

Dear Don:

It is certainly splendid of you to think of me
as you did. I am taking advantage of your generosity
today. With appreciation, I am,

Yours very sincerely,

Director of Physical Education,
Varsity Basketball Coach

FCA:lm

UNIVERSITY OF KANSAS

Concert Course

LAWRENCE, KANSAS

D. M. SWARTHOUT
Manager

September 25, 1945

Mr. F. C. Allen
801 Louisiana
Lawrence, Kansas

Dear Mr. Allen:

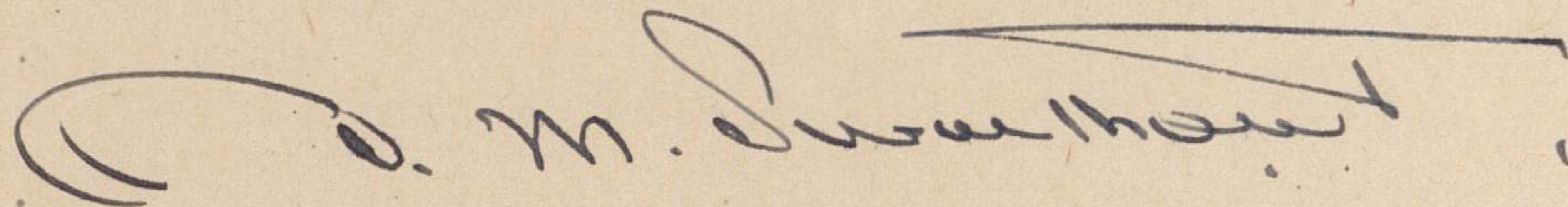
We are happy to set aside for you two season tickets for the University Concert Course for this coming season.

The series is by many hundred dollars the most costly the management has yet offered to the University and the people of Lawrence. We also believe it is one of the finest in quality.

We trust you will enjoy it. Will you kindly call at the Fine Arts office and pay the required tax and confirm your reservations by October 15th at the latest? Tickets for the various attractions will be given out at a later date to be announced.

With best wishes,

Cordially yours,



D. M. Swarthout,
dean

bg

October 8, 1945

Miss Sarah E. Roberts, OTR
University of Kansas
Department of Design
Lawrence, Kansas

Dear Miss Roberts:

I regret that your letter has gone unanswered until this date. Frankly, I have tried to get this to you for the past week of ten days but my schedule has been so full that it has been impossible.

The text we use in Kinesiology is by M. Gladys Scott, "Analysis of Human Motion", published by F. S. Crofts & Company, New York, 1942. Our collateral is from "Applied Anatomy in Kinesiology" by Bowen & McKinzie and "Kinesiology of Corrective Exercises" by Hawley.

The context of the course has to do with:

1. The universality of movement, the history of kinesiology and its contributions.
2. The articulations of the body and the location of motion. This has to do with function, classification of joints, and types of movement.
3. The muscles of the body, and source of motion. We stress the importance of the origin, insertion, action, and innervation.
4. Physiology of movement, the processes of motion. The muscular, circulatory, respiratory and nervous system.
5. Mechanics and motion. Definition and types of motion.
6. Physical principles of internal action. Laws of motion, center of gravity, stability of human structure.
7. The motor system in operation. Factors pertaining to muscles, leverage and mechanical efficiency.
8. Physical principles of manipulation of objects. Use of force and development of momentum.
9. Analysis of activities. Static positions of the body, locomotion, and fundamental manipulative skills.

I do hope this is satisfactory.

Very truly yours,

Director of Physical Education,
Varsity Basketball Coach

THE UNIVERSITY OF KANSAS
DEPARTMENT OF DESIGN
LAWRENCE, KANSAS

OCCUPATIONAL THERAPY

September 28, 1945

Mr. F. C. Allen
107 Robinson
Campus

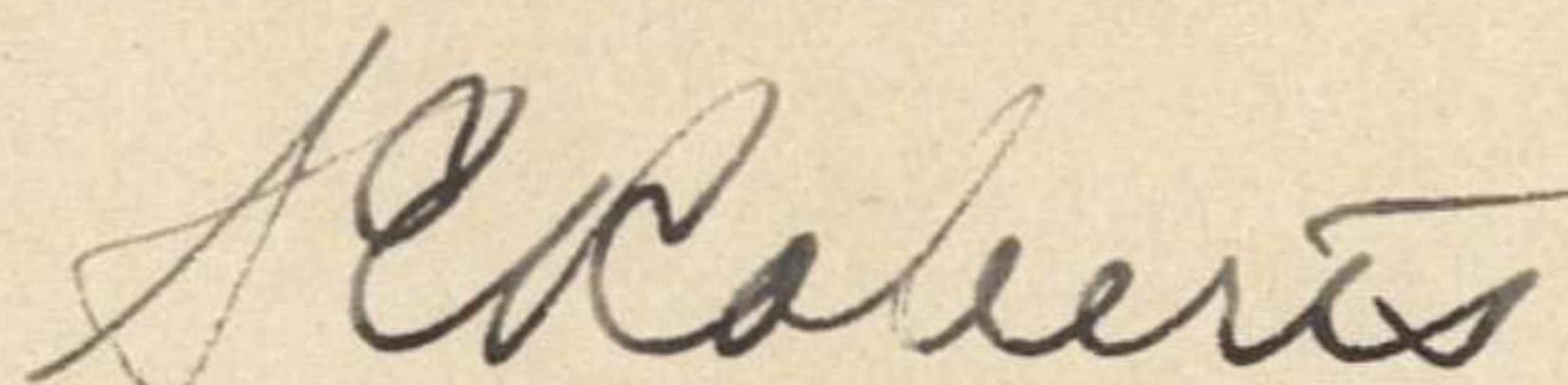
Dear Mr. Allen:

Would it be possible to have an outline of the material covered in your 49 Kinesiology course which you offer in the Spring semester? It is necessary for me to have this to present to our national association in regard to a request I have to make on the behalf of an Occupational Therapy student here at the University.

I would greatly appreciate an early reply to this request since it is a matter that we must arrange soon.

Thank you for your attention to this matter.

Sincerely yours,



Sarah E. Roberts, OTR
Instructor and Advisor of
occupational Therapy

Return to Desk

June 9, 1945.

Miss Helen Wagstaff, Secretary,
Bureau of General Information,
University of Kansas.

My dear Miss Helen:

I have kept your letter of December 15th on my desk, hoping to respond to your request; but frankly, I have been so confounded busy that I haven't had an opportunity to sit down and do the job that I wanted to do for you.

I am having the letter returned to my desk so that I can answer it fully, if and when I have a breathing spell. Will you please forgive me my negligence? My desire has been to respond promptly, but it has been impossible.

Very sincerely yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

THE UNIVERSITY OF KANSAS

DEPARTMENT OF PUBLIC WELFARE
BUREAU OF GENERAL INFORMATION
LECTURE COURSE BUREAU
BUREAU OF VISUAL INSTRUCTION

UNIVERSITY EXTENSION DIVISION
LAWRENCE

DEPARTMENT OF EXTENSION TEACHING
BUREAU OF CLASS INSTRUCTION
BUREAU OF CORRESPONDENCE STUDY

December 15, 1944

Dr. F. C. Allen
Physical Education Dept.
University of Kansas

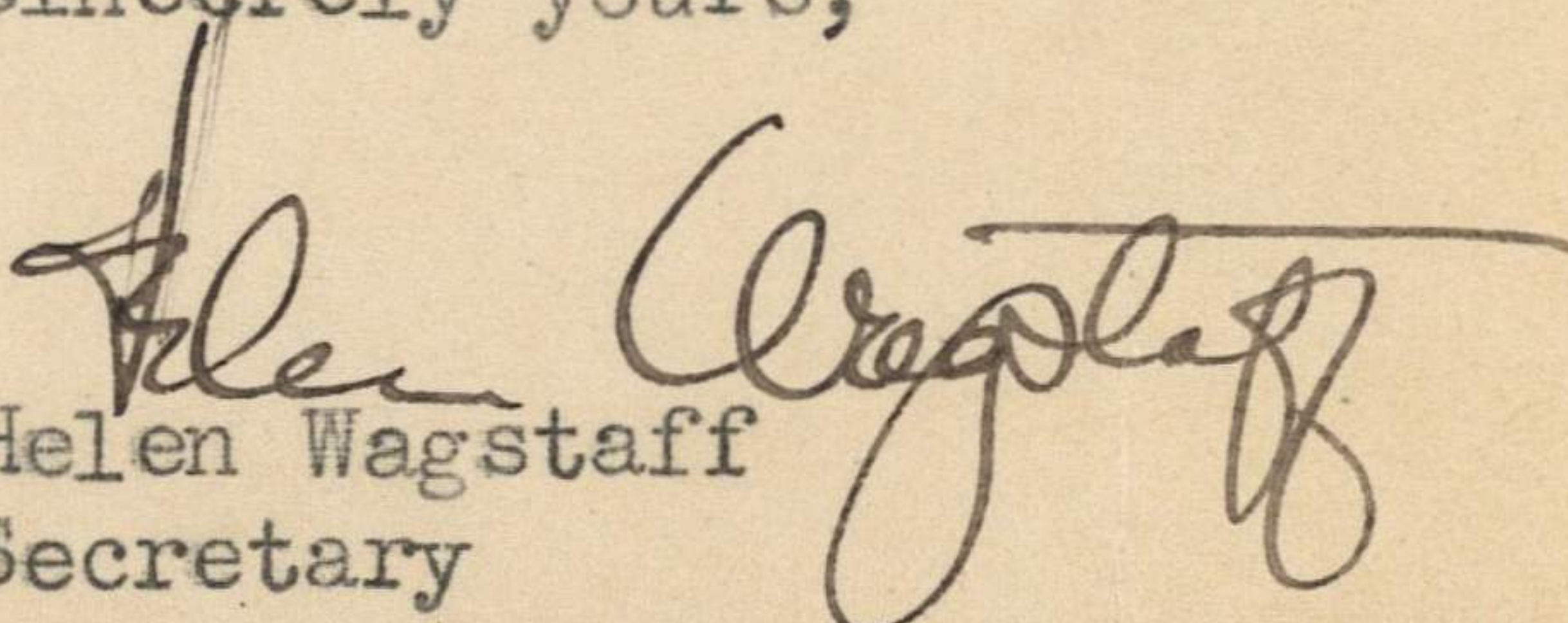
Dear Mr. Allen:

We are having an increase in the requests for material on the question of health in relation to the physical education program in high schools, and also from the angle of the recreational aspects of physical education in the school program. Then too, there is continually the requests for material on athletics in relation to the general program of physical education.

We find some material in such magazines as those listed in the READERS' GUIDE, and do use what books we find in the University Library. We thought, however, that in sending a memo to you, that you might be willing to keep the Bureau's needs in mind as you may run across references, pamphlets or other reference materials which we could secure at a small expense. Also you may know of a reference book or text which it would be well for us to add to our small collection of extension books. The main collection of extension loan materials is, as you undoubtedly know, a collection of pamphlets and magazine clippings.

Thank you for any help you can give us. The need is not immediate today, but we will be glad to hear from you at any time.

Sincerely yours,


Helen Wagstaff
Secretary
Bureau of General Information

HW:sj