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ABSTRACT

This bibliography of reference materials on cooperative education and general work experience programs will prove useful to teachers, coordinators, and administrators in inservice courses and to graduate students who seek in-depth information. The references include unpublished state bulletins, research reports, and items in the ERIC retrieval system, in addition to sources available through library collections of periodicals. Covering several decades in its scope, the bibliography lists items by the functions of operational school practice. Funds for compiling the references were provided by two professors, and printing costs were underwritten by a state Vocational Teacher Education Project. (AG)

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**A REFERENCE BIBLIOGRAPHY  
FOR  
GENERAL WORK EXPERIENCE AND COOPERATIVE OCCUPATIONAL  
PLANS OF INSTRUCTION**

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This bibliography was produced  
as an aid to in-service education  
by Professor Peter G. Haines and  
David Hyslop.

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Produced by:

Department of Secondary  
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## REFERENCE BIBLIOGRAPHY FOR COOPERATIVE EDUCATION

The references in this bibliography have been selected and classified to serve two major purposes. First, they will be of use to those practicing teachers, administrators, and coordinators who need up-to-date references which are keyed to operational practices. These readings will give the practitioner the "how-to-do-it" ideas he needs and aid him in completing class activity assignments in in-service courses. The second purpose of the bibliography is to serve the graduate student who wishes a more long-range view of cooperative education to trace its development and who seeks the more theoretical base of contemporary practice.

The bibliography has been developed to accommodate both these purposes through listing of resources in professional literature easily available through library collections of periodical literature as well as providing source data for unpublished state bulletins and research reports and those items in the ERIC retrieval system. For those who wish to investigate indepth, sources are provided from several decades past.

The bibliography has been classified by a means somewhat different from that which is customary in professional textbooks. Items are listed by the functions of operational school practice; some references naturally refer to several areas of practice, but only one is used for classification in this listing. The authors hope that the user of this text will find this contemporary outline useful in daily practice.

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## CLASSIFICATION SYSTEM

1. ADULT AND CONTINUING EDUCATION
2. ADVISORY COMMITTEES
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20. SPECIALIZED OCCUPATIONAL PROGRAMS--TRADE/INDUSTRIAL & TECHNICAL
21. THE TEACHER-COORDINATOR--PREPARATION AND ROLE
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23. TRAINING STATIONS AND JOB DEVELOPMENT
24. VOCATIONAL EDUCATION GOALS
25. YOUTH CLUBS

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 Playing and Other Tools for Learning, (g) Supervision and  
 consultation, (h) Training Group Leaders, (i) Conducting  
 Workshops and Institutes, (j) Working with Volunteers,  
 (k) Conferences That Work, (l) Getting and Keeping Members,  
 (m) Effective Public Relations, (n) Better Boards and  
 Committees, (o) Streamlining Parliamentary Procedure,  
 (p) Training Human Relations, (q) Education for Aging, and  
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