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ABSTRACT

The Adult Career Education Counseling Project classified 800 documents relevant to the competencies needed by counselors of adults and has presented them in a classification schema of seven major categories: (1) Counseling and Guidance, (2) Adult Counseling and Guidance, (3) Adult Education, (4) Career Education, (5) Competencies, (6) Training, and (7) Adulthood. Each document was assigned a category or subcategory number. Within each of these major categories a materials resume can be found listed alphabetically according to the author's name. Each materials resume contains the following relevant information: (1) classification, (2) author, (3) title, (4) price, (5) date, (6) pages, (7) source, (8) media, (9) orientation, and (10) subject content. Seven special items have been reviewed at length. Project staff members felt these materials provided an especially good overview of project areas of particular concern, special insights to individual objectives, or general background information which may be of significance to the user. Search procedural information is appended. (BP)

EDUCATIONAL HEALTH
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John Hartwig, Dr.
Northwest Regional EdLb

ADULT CAREER EDUCATION
COUNSELING & GUIDANCE
LITERATURE RESOURCE*

Northwest Regional Educational Laboratory
710 S. W. Second Avenue
Portland, Oregon 97204

April, 1974

*nearly everything you wanted to know about acecg but didn't know where to look

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This document was completed only through the cooperation, guidance, interest, and assistance of many individuals who devoted their time, effort and expertise towards this end goal.

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Eleanor Barrett, Roberta Rekart, Charlene Nemeth, and Beverly Fallgren typed and proof-read the final manuscript. A special recognition is paid to Mrs. Barrett for contribution of her expertise relative to style, format and form of the total document.

Virgie Harris was instrumental in the initial identification and documentation of source documents to be included in the final document product. She contributed her expertise in identifying many resources which otherwise would not have been included.

W. Aubrey Gardner, program director, provided technical assistance and timely suggestions regarding the scope, direction, and orientation of the document. His encouragement and support of the efforts expended to produce the document carried an intangible note of inspiration and dedication for the project director.

Individuals across the country who submitted materials to be included in the document via the national survey, are deserving of a special note of recognition. Without their efforts, the document would not contain the scope and diversity of references cited.

A very special note of gratitude and appreciation is expressed to Karen Lee whose total dedication and effort were directed toward the herculean task of producing the final document. She was the prime person responsible for: (1) reviewing documents, (2) organizing materials, (3) coordination of the various activities necessary for producing the document, and (4) insuring that the quality of the document would reflect a true contribution to the field. The project director owes her his thanks and appreciation for her superb efforts and dedication.

John Hartwig, Director
Adult Career Education Counseling Project

April, 1974

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1. EXPLANATION OF HOW TO USE THIS PUBLICATION

A. Materials Resume Summary

The Materials Resume form used in the Adult Career Education Counseling Project was designed to present information deemed most vital in an orderly and clear manner. Hopefully, with the aid of the following definitions, the user will be able to make an initial determination as to whether a particular document would be of any help in achieving specific objectives.

1. Classification Schema

Project staff developed a classification schema of seven major categories, patterned after that system used in The Standard Terminology for Curriculum and Instruction in Local and State School Systems. These seven groupings, listed below, are more fully explained in Access Section II.

01. Counseling and Guidance
02. Adult Counseling and Guidance
03. Adult Education
04. Career Education
05. Competencies
06. Training
07. Adulthood

Each document was assigned category or subcategory numbers that were applicable.

2. Author--Corporate Author

Author or authors were listed when available. Corporate author was included usually only when personal authors were not identified. The corporate author is the agency or organization sponsoring the development of the item.

3. Title

The full title available was used. If the material was a periodical or a section from a book or monograph, the title of the latter plus volume and issue were listed here.

4. Price

This information was included when available. Users should allow for possible price changes when ordering any materials.

5. Date

This was included when known.

6. Pages

Length of each document was noted when known.

7. Source

The source provides in each case possible the user with enough information to allow direct access to the item.

8. Media

Project staff devised the following list of media terms to identify the nature of each item.

- a. Pamphlet*--1-50 pages
- b. Booklet*--Under 100 pages, but not below 25-50 pages
- c. Book*--100 pages or more
- d. Journal--Specific article within a periodical
- e. Periodical--Series as a whole
- f. Paper--Has usually been presented somewhere, e.g., a speech
- g. Report--Often stated as such in the title; is frequently a project report or commission report
- h. Dissertation--Ph.D. project
- i. Program--Stated as such in document; may be report of a workshop
- j. ERIC--Listing available from ERIC system
- k. Guide--A document used for instructional purposes
- l. Kit--A multi-media presentation

9. Orientation

A comprehensive list of descriptors, compiled from the ERIC Thesaurus, reflects in varying degrees the areas covered by the search. (See Appendix A.) Appropriate descriptors were selected for each document to indicate the specific application to Project needs and activities. In addition, occasionally a brief statement of the reviewer's perceptions regarding the general intent of the item as it relates to Project activities was included.

10. Subject Content

Terms or chapters which best describe the substantive content of the item were selected from the table of contents and listed here. Additional sentences or paragraphs relating the document's contents particularly relevant to Project objectives may also be attached.

*These three definitions are somewhat interchangeable.

II. Comment

Reviewers placed here any comments they felt needed to be provided in addition to information already given. Any statements regarding an item's "quality" or limitations (in terms of subject content or availability to the field) were placed here.

B. How to Use Access Section with Materials Resume Documents

The classification schema was developed by Project staff to provide an initial means of separating the 800 collected materials into some kind of order. Literature Resource users will find that this classification system can aid them in locating within the Guide materials applicable to specific needs and objectives.

The schema is comprised of seven major categories, each with four to seven subcategories. (For a complete listing of the Schema and an explanation of its application in this Resource, please see Access Section II.) The seven major divisions are:

01. Counseling and Guidance
02. Adult Counseling and Guidance
03. Adult Education
04. Career Education
05. Competencies
06. Training
07. Adulthood

Within this Resource, each Materials Resume document is located in that major category which corresponds with the category number listed first under "Classification," found on the top left-hand side of the form. Cross-indexing of materials was not possible in this Resource and users are urged to survey each section possibly applicable to particular needs or objectives in order to utilize this Guide to the fullest extent. The classification appearing first does not necessarily imply that the document in question is more applicable to that category as opposed to other categories which may be listed.

Within each major category, Materials Resume documents are alphabetized according to author's name. In the event of two or more authors, on a single item, the first author's name was used. If there is no author, corporate author was used.

In Section IV, seven special items have been reviewed at length. Project staff felt these materials provided an especially good overview of particular Project areas of concern, special insight or suggestions in regard to individual objectives, or general background information which may be of significance to the user.

II. ACCESS SECTION

A. Explanation of Classification Schema

Project staff developed a classification schema, based on that used in Standard Terminology for Curriculum and Instruction in Local and State School Systems, from the National Center for Educational Statistics, in order to provide a consistent, flexible tool for gaining access to the collected materials. The schema consists of seven major categories and 32 subcategories (four subcategories for each major heading except for 04, and 06, which have five and seven subcategories respectively).

Project materials reviewers used the following rules in classifying individual items.

1. The item in question was surveyed by the reviewer reading the title, table of contents, preface or introduction, index items, and other over-view portions.
2. The body of the document was checked to ascertain high points such as tables, illustrations, topical outlines within chapters and other subject matter indicators.
3. Using the above knowledge of the item, and any other relevant document information, the reviewer determined which of the seven categories described the item. One or all of the categories may have been appropriate, and no special significance should be attached to that classification number which appears first on the Materials Resume forms.
4. If all subcategories of a particular category were appropriate to a document, only the first two digits were used (e.g., 07.).
5. If less than all subcategories were appropriate, each applicable four-digit division was entered separately (e.g., 07.01, 07.03).
6. If an item fit into the major category but none of the subcategories was really "right," then the "Other" subcategory number was assigned (e.g., 07.99).
7. If an item was very broad or comprehensive, then it was either classified into major categories only or it was subdivided and each division was treated as a separate item.

B. Classification Schema

01. Counseling and Guidance (C & G)

- 01.01 Personal-social C & G
- 01.02 Occupational C & G
- 01.03 Educational C & G
- 01.99 Other

02. Adult Counseling and Guidance (AC & G)

- 02.01 Personal-social AC & G
- 02.02 Occupational AC & G
- 02.03 Educational AC & G
- 02.99 Other

03. Adult Education

- 03.01 Adult Basic Education (ABE & GED)
- 03.02 Other Adult Education within Public Education
- 03.03 Adult Education within hospitals, business and industry
- 03.99 Other

04. Career Education

- 04.01 Career Awareness
- 04.02 Career Exploration
- 04.03 Occupational Preparation
- 04.04 Job Placement
- 04.99 Other

05. Competencies

- 05.01 Performance (Behavior)
- 05.02 Performance Level
- 05.03 Certification
- 05.99 Other

06. Training

- 06.01 Objectives
- 06.02 Students
- 06.03 Instructional Personnel
- 06.04 Instructional Methods
- 06.05 Instructional Materials
- 06.06 Evaluation
- 06.99 Other

07. Adulthood

- 07.01 Young Adults
- 07.02 Middle-Aged
- 07.03 Older Adults
- 07.99 Other

C. Major-Category Listings

Each section's documents are listed below with author's name, title of the document, and other classification numbers assigned. This will enable the user to check the contents quickly for a specific author or title without immediately going through all 800 items.

MAJOR CLASSIFICATION: 01. COUNSELING AND GUIDANCE

<u>AUTHOR AND TITLE</u>	<u>OTHER CLASSIFICATIONS</u>	<u>PAGE</u>
Aker, George F. Improving Education for Older Adults-- Third Leadership Development Institute	02. 07.03	75
Altshuler, Alan A. Community Control: The Black Demand for Participation in Large American Cities	02. 03. 06.05	76
American Vocational Association Vocational Aspects of Guidance: A State- ment Policy of the American Vocational Association	02. 04.	77
Aragon, Al An In-Service Manual for Counselors in Career Education	04.	78
Banks, James Black Self-Concept	03. 6.05	79
Barre, Mary E. College Information and Guidance	04.02	80
Baugh, Douglas S. Total Career Capability for All A Career-Development Program Model	02. 03. 04.	81
Berne, Eric Games People Play		82
Biehn, Jennifer Community As Counselor	02.	83
Bishop, D. S. The Use of Family Therapy Concepts and Techniques in Guidance and Counseling	02.	84
Bishop, Leslie J. Who is the Counselor?	02.	85
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Blum, Zahave D. Are the Poor Different from You and Me?	03. 06.02 07.	89
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Bradley, Richard W. Studies and Projects To Improve Vocational Guidance Services	06.06	91
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Brawer, Florence B. New Perspectives On Personality Development In College Students	07.	93
Brazier, Arthur Black Self-Determination	03. 06.05	94
Briskin, Alan S. A Developmental Model of Self-Awareness	02.	95
Brown, Duane Students' Vocational Choices: A Review and Critique	04.03; 07.	96
Counselor, Counselee and Supervisor Ratings of Counselor Effectiveness	06.06	97
Bryde, John F. Indian Students and Guidance	02.01; 02.03	98
Campbell, Robert E. Systems Under Development for Vocational Guidance	04.02	99

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No Author Career Guidance, Counseling and Placement		104
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Carlson, Jon A Tri-Level Guidance Structure: An Answer to Our Apparent Ineffectiveness		106
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MAJOR CLASSIFICATION: 07. ADULTHOOD

AUTHOR AND TITLE	OTHER CLASSIFICATIONS	PAGE
Business and Professional Women's Foundation Career Counseling: New Perspectives for Women and Girls	01. 02. 04.	825
Campbell, D. P. Vocational Interests of Non-Professional Women	03. 04.	826
Chinn, Thomas A History of the Chinese in California: A Syllabus		827
Clement, W. Achievement Motivation Program	03.	828
Collings, Kent J. The Second Time Around: Finding a Civilian Career in Mid-Life	04.02; 04.04	829
Defense, U. S. Department of Target--Tomorrow: Second Career Planning for Military Retirees	04.02; 04.04	830
Dolan, Eleanor F. Counseling Techniques for Mature Women. Report of the Adult Counselor Program (June 14-August 6, 1965)	02.	831
Drucker, Peter F. The Age of Discontinuity--Guidelines to Our Changing Society	01.	832
Farmer, H. S. Home Career Conflict Reduction and the Level of Career Interest in Women	03. 04.	833
Fogarty, Michael P. Sex, Career and Family: Including an International Review of Women's Roles	02. 04.	834
Franklin, E. Frazier The Negro Family in the United States	01.	835
Friedan, Betty The Feminine Mystique	03.	836

MAJOR CLASSIFICATION: 07. ADULTHOOD

<u>AUTHOR AND TITLE</u>	<u>OTHER CLASSIFICATIONS</u>	<u>PAGE</u>
Fromm, Erich The Art of Loving		837
Galarza, Ernesto Merchants of Labor: The Mexican Bracero Story		838
Government Printing Office Continuing Education Programs and Services for Women	04.	839
Haley, A. Autobiography of Malcolm X		840
Harmon, L. Women's Interests... Fact or Fiction?	03. 04.	841
Henry, Jeanette Textbooks and the American Indian		842
Johnson, T. Bradford The Quest of the Black Man	03.	843
Keniston, E. An American Anachronism: The Image of Women and Work	03. 04.	844
Kidd, J. R. How Adults Learn	03.	845
Kievit, Mary B. Review and Synthesis of Research on Women in the World of Work	03. 04.	846
Kreps, J. Sex in the Market Place: American Women at Work	04.	847
Lewis, E. C. Developing Women's Potential	02. 03. 04.	848
Lifton, Robert The Woman in America		849
Lincoln, C. Eric A Look Beyond Matriarchy		850

MAJOR CLASSIFICATION: 07. ADULTHOOD

<u>AUTHOR AND TITLE</u>	<u>OTHER CLASSIFICATIONS</u>	<u>PAGE</u>
National Association for Public Continuing and Adult Education How Self-Concept Affects Adult Learning	02. 03.	851
Parnes, Herbert S. The Pre-Retirement Years: A Longitudinal Study Of The Labor Market Experience of Men, Volume 3	04.99	852
No Author Post Secondary and Adult Curriculum Guide	03. 04.	853
Raines, Max R. Community Services: Goals for 1980	03.	854
Robbins, William A. The Non-Traditional Young Adult Student	03.	855
Robinson, Cecil With the Ears of Strangers: The Mexican in American Literature	01.	856
Robinson, Phileon B., Jr. Socio-Cultural Characteristics of Senior Citizen Participants in Adult Education Activities	02. 03. 04.	857
Rose, Peter I. They and We: Racial and Ethnic Relations in the United States		858
Samora, Julian La Raza: Forgotten Americans		859
Schletzer, Vera M. Continuing Education for Women, A Five-Year Report of the Minnesota Plan, 1960-1965	02. 03.	860
Schrank, Robert The Young Workers: Their Influence on the Workplace, Volume 516	05.	861
Skinner, B. F. Beyond Freedom and Dignity		862

MAJOR CLASSIFICATION: 07. ADULTHOOD

<u>AUTHOR AND TITLE</u>	<u>OTHER CLASSIFICATIONS</u>	<u>PAGE</u>
Steiner, Stan The New Indians		863
Thoroman, E. C. The Vocational Counseling of Adults and Young Adults	02.	864
Toffler, Alvin Future Shock	03. 06.06	865
Valentine, Charles Culture and Poverty: Critique and Counter-Proposals		866
Westervelt, E. Women's Higher and Continuing Education: An Annotated Bibliography with Selected References on Related Aspects of Women's Lives	02. 04.	867
Yetti, F. Choice: The Issue of Black Survival in America		868

CLASSIFICATION

01 . _____ 02 . _____ 03 . _____
06 . 05 _____ _____

AUTHOR: Altshuler, Alan A.

CORPORATE AUTHOR:

TITLE: Community Control: The Black Demand for Participation in
 Large American Cities

PRICE: **DATE:** 1970 **PAGE(s)**

SOURCE:

MEDIA: Book

ORIENTATION: Manpower Utilization Social Services
 Adult Development Human Development
 Social Responsibility Career Development
 Adult Learning

SUBJECT CONTENT: Access to subject content information not available to
 reviewer.

COMMENT:

CLASSIFICATION

01 _____ 02 _____ 04 _____

AUTHOR:

CORPORATE AUTHOR: American Vocational Association

TITLE: Vocational Aspects of Guidance: A Statement Policy of the
American Vocational Association (#21368)

PRICE: .50¢ **DATE:** November, 1968 **PAGE(s)**

SOURCE: American Vocational Association
1510 H Street, N.W.
Washington, D.C. 20005

MEDIA: Book

ORIENTATION: Vocational Guidance

SUBJECT CONTENT: Access to subject content information not available to
reviewer.

COMMENT:

CLASSIFICATION

01 . 03

04 . 02

AUTHOR: Barre, Mary E.

CORPORATE AUTHOR:

TITLE: "College Information and Guidance." Guidance Monograph Series IV:
Career Information and Development

PRICE:

DATE: 1970

70 PAGE(s)

SOURCE: Houghton-Mifflin Company
Boston, Massachusetts

MEDIA: Booklet

ORIENTATION: Educational Counseling Counselors
Guidance Counseling Counseling Services
Career Development

SUBJECT CONTENT: The role of the counselor as an educational adviser is discussed. Suggestions are made on college selection, application, testing and financial processes. Bibliographies and an index are included.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ 03 . _____
04 . _____ _____ . _____ _____ . _____

AUTHOR: Baugh, Douglas S. and William E. Martin

CORPORATE AUTHOR:

TITLE: Total Career Capability for All. A Career-Development Program Model

PRICE: MF .65 **DATE:** 1970 64 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
 Leaseo Information Products, Inc., P. O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Career Planning Educational Counseling
 Career Education Human Development
 Career Development Individual Counseling

SUBJECT CONTENT: A comprehensive career development model attempts to provide total career capability for all students. Some of the objectives are: To provide students with experiences and information that presents occupational dimensions accurately. To provide appropriate situations at different levels so that all youth may have an opportunity to make decisions, to discuss and examine the process, and to understand the basis for judging the quality of one's decision.

COMMENT: Good information on decision-making.

CLASSIFICATION

01. _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Berne, Eric

CORPORATE AUTHOR:

TITLE: Games People Play

PRICE: **DATE:** 1964 **192 PAGE(s)**

SOURCE: Grove Press, Inc.
New York, N.Y.

MEDIA: Book

ORIENTATION: Writings on the psychology of human relationships
Guidance and Counseling
Human Development

SUBJECT CONTENT: Analysis of games; Thesaurus of games; Beyond games.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ . _____
_____ . _____ . _____

AUTHOR: Bishop, Leslie J.

CORPORATE AUTHOR:

TITLE: "Who is the Counselor?" Educational Leadership, Volume 16

PRICE: DATE: January, 1967 9 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Counselors
Adult Counseling, Self-Concept, Self-Identity
Counselor Acceptance

SUBJECT CONTENT: The author points out the importance of establishing self-concept and self-identity constructs as basic to a sound philosophy of counseling. The goal of adult counseling is to provide the setting in which the counselee is able to develop sufficient insight into his own self system so that he can make his own decisions and resolve his own problems. The counseling function is strategic to the success of the educational enterprise.

COMMENT:

CLASSIFICATION

01 . _____ 06 . _____

AUTHOR: Blocker, Donald H.

CORPORATE AUTHOR:

TITLE: Toward an Ecology of Student Development

PRICE: DATE: 1973 10 PAGE(s)

SOURCE: Division of Educational Psychology, College of Education
University of Minnesota
Minneapolis, Minnesota 55455

MEDIA: Paper

ORIENTATION:	Student Development	Ecological Model
	Developmental Tasks	Student Development
	Human Development	Self-Actualization

SUBJECT CONTENT: This paper discusses a new model for student personnel programs based on an ecology of human developments which utilizes Erik Erickson's "Eight Stages of Man," Marlow's Self-Actualization Processes, Kohlberg's Moral Development Schema and Lobiringer's Ego Development Model. The model combines developmental theory and practices with interaction with one's perceived environment to create the dynamic equilibrium or ecological balance between the student and his environment that will allow maximum growth to occur.

COMMENT:

CLASSIFICATION

01 _____ 03 _____ 06 . 02 _____
07 _____ _____ _____

AUTHOR: Blum, Zahave D.

CORPORATE AUTHOR:

TITLE: Are the Poor Different from You and Me?

PRICE: DATE: 1969 17 PAGE(s)

SOURCE: The Johns Hopkins University
Department of Social Relations
Baltimore, Maryland

MEDIA: Paper

ORIENTATION: Adult Counseling Counselor Acceptance
Guidance Counseling Adult Learning
Counseling Effectiveness Adult Development

SUBJECT CONTENT: A paper presented at the Workshop to Increase and Improve University Teacher Training Programs in ABE, March, 1969. Different research approaches to the "poor" are made: then follows a discussion of whether the "poor" qualitatively or quantitatively differ from higher social strata and the "culture of poverty." The paper concludes summarizing the findings from On Understanding: Perspectives from the Social Sciences edited by Daniel Moynihan. Occupational Mobility charts and a bibliography are included also.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ 04 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Bohn, Martin J. and Others

CORPORATE AUTHOR:

TITLE: The Educational and Career Exploration System: Field
 Trial and Evaluation (ED 038 661)

PRICE: MF .25¢ **DATE:** March 6, 1970 **PAGE(s)**
 HC .65¢

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: Paper

ORIENTATION: Career Planning Vocational Development
 Vocational Counseling Guidance Counseling

SUBJECT CONTENT: The results of a field test of a computer-assisted counseling system was presented at American Educational Research Association Convention, Minneapolis, Minnesota, March, 1970. Three questions were asked: Does the education and career exploration system function adequately? Does it effect students' vocational development? What reactions does it elicit from students, parents, counselors and teachers?

COMMENT:

CLASSIFICATION

01 . 02 _____ 06 . 06 _____ . _____
_____ . _____ . _____

AUTHOR: Bradley, Richard W.

CORPORATE AUTHOR:

TITLE: "Studies and Projects To Improve Vocational Guidance Services." Vocational Guidance Quarterly, Volume 19, No. 4

PRICE: _____ **DATE:** June , 1971 **7** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Vocational Counseling
Career Planning
Human Development

SUBJECT CONTENT: This paper covers types of vocationally related research and projects that practicing counselors would like to see done, followed by some suggestions for potential application of these topics. It is hoped that some counselors will be encouraged to conduct research in their local settings.

COMMENT:

CLASSIFICATION

01 . _____ 07 . _____ _____ . _____
_____ . _____ _____ . _____ _____ . _____

AUTHOR: Brawer, Florence B.

CORPORATE AUTHOR:

TITLE: New Perspectives On Personality Development In College Students

PRICE: \$9.50 **DATE:** 1973 **PAGE(s)**

SOURCE: Jossey-Bass Inc., Publishers
615 Montgomery Street
San Francisco, California 94111

MEDIA: Book

ORIENTATION: Counseling and Guidance
 Personality
 Pupil Personnel Services

SUBJECT CONTENT: This book presents a new measure of the college student's total personality, which advances personality theory and is supported by recent research. Its use will provide insight and information to planners, administrators, and institutional researchers who are developing plans and formulating better ways to prepare students both new and traditional to meet the challenges they face today.

COMMENT:

CLASSIFICATION

01 . 03

03 .

06 .05

AUTHOR: Brazier, Arthur

CORPORATE AUTHOR:

TITLE: Black Self-Determination

PRICE:

DATE: 1969

PAGE(s)

SOURCE:

MEDIA: Book

ORIENTATION:

Adult Learning

Counselor Acceptance

Guidance Counseling

Manpower Utilization

Counseling Effectiveness

Human Development

Social Responsibility

SUBJECT CONTENT:

Chicago.

Woodlawn Organization; Church and race problems in

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ . _____
_____ . _____ . _____

AUTHOR: Briskin, Alan S.

CORPORATE AUTHOR:

TITLE: A Developmental Model of Self-Awareness

PRICE: **DATE:** 1973 **14 PAGE(s)**

SOURCE: University of Minnesota-Division of Educational Psychology
141 Burton Hall
Minneapolis, Minnesota 55455

MEDIA: Paper

ORIENTATION: Self-Awareness
Developmental Tasks
Cognitive-Developmental Life-Span Stages

SUBJECT CONTENT: A number of developmental constructs are proposed to a cognitive-developmental theory of self-awareness. They are competence maturation, developmental potential, optimum conditions for development, readiness for self-awareness, triggering events, and differential behavioral patterns. The model emphasizes the concept of "life-span" developmental tasks. Adult educators have in these stage models a framework for assessing adult development and perceiving for differential interventions based on the person's stage or level of development.

COMMENT:

CLASSIFICATION

01 . _____ 06 . 06 _____ _____ . _____
_____ . _____ _____ . _____ _____ . _____

AUTHOR: Brown, Duane and Merilynn Cannaday

CORPORATE AUTHOR:

TITLE: "Counselor, Counselee and Supervisor Ratings of Counselor
Effectiveness." Counselor Education and Supervision

PRICE:

DATE: 1969

6 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Guidance Counseling
 Individual Counseling
 Counseling Effectiveness

SUBJECT CONTENT: This article investigates the impact of interviews upon
 the ratings, impact of sex differences between counselor and counselee
 and extent of agreement between counselor, counselee, and supervisor
 ratings of overall counseling effectiveness.

COMMENT:

CLASSIFICATION

01 . 02

01 . 02

AUTHOR: Campbell, Robert E.

CORPORATE AUTHOR:

TITLE: Systems Under Development for Vocational Guidance
(ED 011 939)

PRICE: MF .65
HC \$3.29 **DATE:** August, 1966 70 **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Training
Systems Approach
Vocational Counseling

SUBJECT CONTENT: A conference to review experiences, problems and insights developed by the individual participants through research and operational use of careers, exploratory study of information processing procedures and computer based technology in vocational counseling.

COMMENT: A Report of A Research Exchange Conference. Ohio State University, August 18-19, 1966.

CLASSIFICATION

01 . 02 06 . 01 06 . 04

AUTHOR: Campbell, Robert E.

CORPORATE AUTHOR:

TITLE: The Systems Approach: An Emerging Behavioral Model for Vocational Guidance; A Summary Report (ED 047 127)

PRICE: MF .65 **DATE:** January, 1971 **33 PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Systems Approach Behavioral Objectives
 Vocational Guidance Guidance Programs
 Program Evaluation

SUBJECT CONTENT: The primary purpose of this project was to develop a procedural model for improving vocational guidance programs in senior high schools. Using a systems approach, the model: (1) emphasizes student behavioral objectives, (2) gives alternative methods for accomplishing these objectives, (3) provides program evaluation strategies, (4) incorporates guidelines for program change, (5) can be operationally demonstrated in pilot locations and subsequently replicated in other locations. The ten procedural phases of the model were developed over a 26 year period in cooperation with a comprehensive high school, although the basic model is flexible enough for use at many levels such as the state guidance system or local school systems.

COMMENT:

CLASSIFICATION

01 . 01 01 . 01 03 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Campbell, Robert E. and Louise Vetter

CORPORATE AUTHOR:

TITLE: Career Guidance: An Overview of Alternative Approaches
(ED 057 153)

PRICE: MF .65 **DATE:** August, 1971 21 **PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Vocational Guidance Career Education
Social Changes Career Development
Systems Approach

SUBJECT CONTENT: By presenting a brief overview of alternative approaches to career guidance programs, this publication was designed to serve state-level planners interested in reviewing the key concepts relative to career development and planning. The compact nature of the review should provide a ready reference of practitioners seeking alternative delivery systems for accomplishing career development. Alternative approaches which received special attention are: (1) occupational exploration, (2) developmental (K-14) approach, (3) systems approach, and (4) computer assisted approaches. Also included is a discussion of considerations and recommendations based on extrapolations of current and future options.

COMMENT:

CLASSIFICATION

01 _____ . _____ . _____
_____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR:

TITLE: Career Guidance, Counseling and Placement (ED 041 143)

PRICE:

DATE: October, 1969

PAGE(s)

SOURCE: ERIC Document Reproduction Service
Leaseo Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Conference Report
Vocational Counseling

SUBJECT CONTENT: Proceedings of the National Conference on Guidance,
Counseling and Placement in Career Development and Educational-
Occupational Decision-making.

COMMENT:

CLASSIFICATION

01 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Carlson, Jon and John J. Peitrofesa

CORPORATE AUTHOR:

TITLE: "A Tri-level Guidance Structure: An Answer to Our Apparent Ineffectiveness." Elementary School Guidance and Counseling, Volume 5, No. 3

PRICE: **DATE:** March, 1971 **5 PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Counseling and Guidance
Counseling Effectiveness
Guidance Programs

SUBJECT CONTENT: The overwhelming shortage of trained counselors suggests an approach which makes more effective use of available personnel. A team approach using a counselor, a guidance worker and paraprofessionals is described, which permits the counselor to do more counseling and consultation and less guidance and administrative work.

COMMENT:

CLASSIFICATION

01 · 02 _____

AUTHOR: Chick, Joyce M.

CORPORATE AUTHOR:

TITLE: "Innovations in the Use of Career Information." Guidance Monograph Series IV: Career Information and Development

PRICE: _____ **DATE:** 1970 **63 PAGE(s)**

SOURCE: Houghton-Mifflin Company
Boston, Massachusetts

MEDIA: Booklet

ORIENTATION: Guidance Counseling
Vocational Counseling
Counseling Theories

SUBJECT CONTENT: This counseling unit is informational; it provides information on the latest innovations in computer technology, simulation and gaming techniques and other media. A large part of the unit emphasizes the importance of adequate, appropriate information for sound decision-making. Counselors of adults may find this unit interesting in spite of its theoretical adolescent behavior and psychology orientation. A bibliography and index are included, also.

COMMENT:

CLASSIFICATION

01 02
 .

AUTHOR: Conrad, Rowan W.

CORPORATE AUTHOR:

TITLE: Counseling Services: Family Services Division, Mountain-Plains
Education and Economic Development Program

PRICE: **DATE:** July-October, 1973 **7** **PAGE(s)**

SOURCE: Mountain-Plains Education & Economic Development Program, Inc.
P. O. Box 3078
Glasgow AFB, Montana 59231

MEDIA: Paper

ORIENTATION: Guidance and Counseling Program

SUBJECT CONTENT: Counseling objectives and measurement criteria: An
operational beginning-overview, completion standards, abbreviation
definitions, quarterly subjective counselor planner. Problems encountered
and program revision: counseling.

COMMENT:

CLASSIFICATION

01 _____ 02 _____ 03 _____
06 _____

AUTHOR:

CORPORATE AUTHOR:

TITLE: Counselor Action Maze

PRICE: **DATE:** 1970 **56 PAGE(s)**

SOURCE: ESC(Educational Systems Corporation)
Washington, D.C.

MEDIA: Booklet

ORIENTATION: Training Adult Counseling
Curriculum Guidance Counseling
Adult Learning Educational Counseling
Adult Development

SUBJECT CONTENT: The "maze" concept is a new trend in counseling in ABE and/or high school equivalency programs. A problem is presented and several alternatives are offered. The reader turns to the page he's chosen as an alternative. Subsequent questions send the reader to other pages until a solution is discovered. An attempt has been made to parallel life situations and to develop in the reader a sense of judgment.

COMMENT: Very good exercise for decision-making skills.

CLASSIFICATION

01 . _____ 02 . _____ 04 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Cunha, Joseph E., Darryl Laramore, Bruce Lowery and Others

CORPORATE AUTHOR:

TITLE: Career Development: A California Model for Career Guidance Curriculum K-Adult

PRICE: \$5.50 **DATE:** 1972 **112 PAGE(s)**

SOURCE: American Personnel and Guidance Association
1607 New Hampshire Avenue
Washington, D.C. 20009

MEDIA: Booklet

ORIENTATION: Career Education Leisure Time
 Career Planning Career Development
 Adult Counseling Curriculum

SUBJECT CONTENT: A monograph for counseling personnel prepared by a task force of California educators attempting to meet the demands of developing a career guidance/career education model. Three components comprise the career guidance counseling model. (1) Career Planning and Decision making, (2) Education, Work and Leisure Alternatives, (3) Life Styles and Personal Satisfaction.

COMMENT:

CLASSIFICATION

01 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Dahlem, Glenn G.

CORPORATE AUTHOR:

TITLE: "Counselor Image: Crucial Target for Research."
Counselor Education and Supervision, Volume 8, No. 2

PRICE: DATE: 1969 1 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Counselors Guidance Counseling
Counseling Effectiveness Counseling Programs
Guidance Programs

SUBJECT CONTENT: Suggestions for research studies of the counselor's
image need to be undertaken by various groups (voters, taxpayers)
divorced from the educative process.

COMMENT:

CLASSIFICATION

01

02

AUTHOR: Diamond, Esther E. (editor)

CORPORATE AUTHOR:

TITLE: "Measurement and Evaluation in Guidance." American Personnel and Guidance Association, Volume 5, No. 3

PRICE:

DATE: October 1972

61 PAGE(S)

SOURCE:

MEDIA: Periodical (quarterly)

ORIENTATION: Special issue--tests and counseling

SUBJECT CONTENT: Symposium: Tests and Counseling--the Marriage that Failed? Introduction by Dale Prediger; Testing and Counseling: Fact and Fancy--Alexander G. Wesman; The Basis for a Lasting Relationship between Tests and Counseling--Wilbur L. Layton; The Minnesota Vocational Interest Survey--Kenneth E. Clark; OVIS--a Non-Predicting Device--Ayres G. D'Costa; The Career Planning Program--More than a Test Battery--Gary R. Hanson and Nancy S. Cole; It's Time to Put Up or Shut Up--Leo Goldman; Can This Marriage Be Saved?--H. Eugene Wysong; Tests and Development Career Guidance: The Untried Relationship--Dale Prediger.

COMMENT:

CLASSIFICATION

01 . 03

04 . 01

06 . 02

AUTHOR: Dillard, J. L.

CORPORATE AUTHOR:

TITLE: Black English

PRICE:

DATE: 1972

361 PAGE(s)

SOURCE:

MEDIA: Book

ORIENTATION:

Educational Counseling
Individual Counseling
Counselor Acceptance

Career Development
Training
Curriculum

SUBJECT CONTENT: History and usage of Black English in the United States.

COMMENT:

CLASSIFICATION

01 . _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Doyle, W. L. and R. C. Conklin

CORPORATE AUTHOR:

TITLE: "Counselor Effectiveness: A Changing Emphasis."
Canadian Counselor, Volume 4. No. 4

PRICE: DATE: 1970 G PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Counselor Guidance Counselors
Counseling Effectiveness Counseling Programs
Guidance Programs

SUBJECT CONTENT: A shift in training emphasis is suggested. Emphasis should be changed from trait factor personality studies to research in the areas of cognitive style, flexibility, perception and psychological openness.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ 04 . 01 _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Dunn, James A.

CORPORATE AUTHOR:

TITLE: The 1970 Plan Guidance Program
 (ED 038 677)

PRICE: MF .25 **DATE:** 1970 **PAGE(s)**
 HC \$1.20

SOURCE: American Institutes for Research
 Washington, D. C.

MEDIA: ERIC

ORIENTATION: Counseling Guidance Programs
 Individualized Instruction Occupational Information
 Vocational Counseling

SUBJECT CONTENT: There are five basic assumptions underlying the first component of Plan's guidance program. (1) Orienting new students to Plan and orienting current Plan students to operational changes in Plan when they occur, (2) Assisting students to improve listening, study and test-taking skills, (3) Providing students with a broad base of information regarding the nature of the working world, (4) Helping students determine personal interest and abilities, (5) Assisting students and parents in more effective formulation of their goals.

COMMENT:

CLASSIFICATION

01 _____

AUTHOR:

CORPORATE AUTHOR: Educators Assistance Institute

TITLE: Priority Counseling Survey Guidance Assistance Instrument

PRICE:

DATE:

43 **PAGE(s)**

SOURCE: Educators Assistance Institute
9841 Airport Boulevard
Los Angeles, California 90045

MEDIA: Pamphlet

ORIENTATION: Determining individual student guidance needs

SUBJECT CONTENT: Computerized instrument to provide student guidance services; uses needs assessment instrument.

COMMENT:

CLASSIFICATION

01 . 02 02 . 02 04 .
_____. _____ _____ _____

AUTHOR: Fairchild, Charles K.

CORPORATE AUTHOR:

TITLE: Worker Relocation: A Review of U. S. Department of Labor
Mobility Demonstration Projects. Final Report.
(ED 048 441)

PRICE: MF .65 **DATE:** April 27, 1970 **170 PAGE(s)**
HC \$6.50

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Job Development
Manpower Utilization

SUBJECT CONTENT: The U. S. Dept. of Labor studied these projects for four years. This report reviews the progress. Data was gathered from written material and from field trips. The data was measured in terms of program costs, training, relocation and financial assistance.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ 03 . _____
06 . 02 04 . _____ _____ . _____

AUTHOR: Farlow, Barbara A.

CORPORATE AUTHOR:

TITLE: An Equal Chance: Handbook for Counseling Indian Students
 (ED 050 364)

PRICE: MF .65 **DATE:** 1971 52 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Counseling Counseling
 Guidance Counseling Minority Groups
 Vocational Guidance Vocational Counseling

SUBJECT CONTENT: Educational, Vocational and Occupational information is provided to aid teachers, counselors and administrators in counseling Indian students.

COMMENT:

CLASSIFICATION

01 . _____ 07 . 02 _____ 07 . 03 _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Farmer, James A., Jr. and Robert G. Williams

CORPORATE AUTHOR:

TITLE: "An Educational Strategy For Professional Career Change ."
Adult Leadership, Volume 19, No. 10

PRICE: **DATE:** April, 1971 **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Adult Counseling Career Change
 Middle-Aged Adults Older Adults

SUBJECT CONTENT: There is increasing evidence that sizeable numbers of 30, 40, and even 50 year old persons in a variety of professions, voluntarily or of necessity, are becoming involved in the professional career changing process.

COMMENT:

CLASSIFICATION

01 . _____ 07 . _____ 02 . _____
_____ . _____ . _____ . _____

AUTHOR: Fischer, Guerin A. and Gary Rankin

CORPORATE AUTHOR:

TITLE: "A Community Counseling Center for Total Community Service." Community and Junior College Journal, Volume 43

PRICE: DATE: April, 1973 2 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION:	Counseling Program	Community Service
	Adult Counseling	Counseling Effectiveness
	Counseling Goals	Educational Strategies

SUBJECT CONTENT: The authors discuss the importance of establishing community counseling centers as a part of the student personnel programs offered by the community services division of the community colleges. A community counseling center can be established whereby students and non-students can benefit from the services. A center of this nature should be designed to meet the societal and individual needs of the community.

COMMENT:

CLASSIFICATION

01 . 03 _____

03 . _____

06 . 05 _____

_____ . _____

_____ . _____

_____ . _____

AUTHOR: Ford, Nick Aaron

CORPORATE AUTHOR:

TITLE: Black Insights

PRICE:

DATE: 1971

PAGE(s)

SOURCE:

MEDIA: Book

ORIENTATION:

Adult Learning
Curriculum
Social Responsibility

Guidance Counseling
Adult Development
Manpower Utilization Program

SUBJECT CONTENT:

Teaching guide

COMMENT:

A very good teaching guide for adult classes.

CLASSIFICATION

01 . _____ 03 . _____ 06 . 05 _____
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AUTHOR: Forman, Robert E.

CORPORATE AUTHOR:

TITLE: Black Ghettos, White Ghetto and Slums

PRICE: DATE: 1972 184 PAGE(s)

SOURCE: Prentice-Hall, Inc.
Englewood Cliffs, N.J.

MEDIA: Book

ORIENTATION: Adult Learning Adult Counseling
 Counseling Effectiveness Manpower Utilization
 Curriculum Adult Development
 Community Services

SUBJECT CONTENT: Survey of housing and residential segregation in cities.

COMMENT:

CLASsIFICATION

01 . _____ . _____ . _____
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AUTHOR: Foster, Robert Morrison

CORPORATE AUTHOR:

TITLE: An Analysis of Guidance Services in Selected High Schools
in Oregon (Order No. 68-2543)

PRICE: **DATE:** 1967 **PAGE(s)**

SOURCE: University Microfilms
300 North Zeeb Road
Ann Arbor, Michigan 48106

MEDIA: Dissertation

ORIENTATION: Guidance Services Guidance Programs
Guidance Counseling Counseling Effectiveness

SUBJECT CONTENT: The purpose of this study was to determine how well programs of guidance services were functioning to meet the needs of pupils through an analysis of guidance services in selected high schools in Oregon. Additionally, the objective was to develop recommendations for improving programs of guidance services in secondary schools based upon the findings of this study.

COMMENT:

CLASSIFICATION

01 _____

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AUTHOR: Fuller, Ed and Al Aragon

CORPORATE AUTHOR:

TITLE: A Competency Based Training Program For Manpower Counselors (MCCCP)

PRICE:

DATE: January, 1973

PAGE(s)

SOURCE: Northwest Regional Educational Laboratory
710 S. W. Second Avenue
Portland, Oregon 97204

MEDIA: Report

ORIENTATION: Counseling and Guidance Counseling Effectiveness
Career Planning Training Instructional Systems
Systems Approach Systems Analysis

SUBJECT CONTENT: This training program is an attempt to develop both theory and practice for the manpower counselor. An effort has been made to determine what the manpower counselor must be able to do based upon the overall goals of manpower training. The procedure was to establish competency areas germane to the performance of these tasks, learning objectives for each of the broad competency areas, learning activities designed to assist in the achievement of these objectives and finally, statements indicating what evidence would be accepted as indicating the learning objectives had been attained.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ 06 . 06 _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Gamsky, Neal R.

CORPORATE AUTHOR:

TITLE: "A Follow-up Study of Pupil Personnel Services." Journal of the International Association of Pupil Personnel Workers, Volume 14, No.3

PRICE: DATE: June, 1970 5 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Pupil Personnel Services

SUBJECT CONTENT: This study reflects the results of an immediate, subjective evaluation of pupil personnel services. These services were evaluated by teachers in 18 school districts.

COMMENT:

CLASSIFICATION

01 _____ 02 _____ 04 _____

AUTHOR: Gellman, William and Herman Murov

CORPORATE AUTHOR:

TITLE: "The Broad Role of the Community Agency Counselor,"
The Personnel and Guidance Journal, Volume 52, No. 3

PRICE: DATE: November, 1973 3 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Adult Counseling Community Agency Counseling
 Career Development Counseling Instructional Systems
 Career Change Social Responsibility

SUBJECT CONTENT: Community sponsored counseling agencies provide help to a wide range of persons with a variety of problems in areas of life concerned with work and achievement in work. In general, these agencies seek to improve the individual's capacity to cope and achieve in socially acceptable ways. Four specialized programs have been developed to strengthen the capacity of the individual to function productively in our society. They are: (1) counseling to facilitate educational and career development throughout the individual's lifetime, (2) job development and placement, with an emphasis on serving the most marginal, the handicapped, the aged, and the socially disadvantaged, (3) workshop-based rehabilitation programs to prepare the handicapped for productive roles, (4) educational and recreational programs to provide support and balance to the individual. Most counselors functioning in these agencies will become members of multi-agency and multi-professional teams. Their work will require them to: (1) be competent in determining employability and vocational potential, (2) provide counseling and job development services, (3) provide rehabilitation, (4) know of the existence of and the ways to use community resources, (5) assist clients in role development, and (6) intervene in social and vocational settings to facilitate client growth.

CLASSIFICATION

01 . _____ 02 . _____ _____ . _____
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AUTHOR: Ginzberg, E.

CORPORATE AUTHOR:

TITLE: "Guiding the Disadvantaged." Current Issues and Suggested Action. F. Landy and A. Kroll (editors)

PRICE: **DATE:** 1965 **10 PAGE(s)**

SOURCE: Harvard Graduate School of Education
Cambridge, Massachusetts

MEDIA: Book

ORIENTATION: Counselors
Human Development

SUBJECT CONTENT: Access to subject content information not available to reviewer.

COMMENT:

CLASSIFICATION

01

AUTHOR: Glasser, William

CORPORATE AUTHOR:

TITLE: Reality Therapy: A New Approach to Psychiatry

PRICE:

DATE: 1965

166 **PAGE(s)**

SOURCE: Harper & Row, Publishers, inc.
49 East 33rd St.
New York, New York

MEDIA: Book

ORIENTATION: Presentation of Reality Therapy Concepts
Guidance Counseling

SUBJECT CONTENT: Theory and Practice of Reality Therapy

COMMENT:

CLASSIFICATION

01

AUTHOR: Goble, Frank

CORPORATE AUTHOR:

TITLE: The Third Force

PRICE:

DATE: 1973

208 **PAGE(s)**

SOURCE: Pocket Books
1 West 39th St.
New York, N.Y. 10018

MEDIA: Book

ORIENTATION: Condensation of The Psychology of Abraham Maslow
Guidance and Counseling

SUBJECT CONTENT: Historical perspective, the Third Force, the study of self-actualization, theory of basic needs, human potential, psychological growth, mental illness, therapy, values, Eupsychian management, social reform, the Synergic society, crime, delinquency and addiction, education and personal potential, business and industry.

COMMENT:

CLASSIFICATION

01 . 03

03 .

06 . 05

AUTHOR: Grier, William H.

CORPORATE AUTHOR:

TITLE: Black Rage

PRICE:

DATE: 1968

PAGE(s)

SOURCE:

MEDIA: Book

ORIENTATION:

Adult Learning

Adult Development

Guidance Counseling

Counseling Effectiveness

Individual Counseling

Manpower Utilization

Thought Processes

SUBJECT CONTENT:

A psychological overview of the feelings of Black Americans

COMMENT:

CLASSIFICATION

01 . _____ 04 . _____ . _____
_____ . _____ . _____

AUTHOR: Gust, Time

CORPORATE AUTHOR:

TITLE: "Counseling and Guidance for Career Development."
Educational Perspectives, Volume 11, No. 1

PRICE: DATE: March, 1972 10 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Career Planning Counselor Role
Counseling Goals Guidance Counseling
Vocational Counseling

SUBJECT CONTENT: Stresses the role of counseling in the area of career development. Compares the term vocation, as a limited term, to the concept of career development which opens the door to a lifetime experience.

COMMENT:

CLASSIFICATION

01 . _____ 04 . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Gysbers, Norman C.

CORPORATE AUTHOR:

TITLE: Career Development, Guidance, Counseling and Placement
Project

PRICE: **DATE:** 1972 **400 PAGE(s)**

SOURCE: Career Development Guidance, Counseling and Placement Project
The University of Missouri
Columbia, Missouri 65201

MEDIA: Notebook(s)

ORIENTATION: Program content and operation manual
Guidance Program Career Development
Job Placement

SUBJECT CONTENT: Volume I: History of Education; Career Guidance,
Past, Present, Future; Guide Development Implementation; Content
Development: Model Characteristics, Career Development Models,
Model Description--The Career Conscious Individual, Career Education
Model, Program Strategy; Systems Model for Guidance Program
Development and Evaluation.

Volume II: Appendices; Selected Bibliography; Example of Guide
Development; Project Synopses; Evaluation References; Glossary of
Terms; Special Populations: i.e., Secondary youth, disadvantaged, rural
areas.

COMMENT:

CLASSIFICATION

01 _____ 01 _____ _____

AUTHOR: Gysbers, Norman C. and Earl J. Moore

CORPORATE AUTHOR:

TITLE: Career Guidance: Program Content and Staff Responsibilities

PRICE: _____ **DATE:** _____ **9** **PAGE(s)**

SOURCE: One Hill Hall
The University of Missouri
Columbia, Missouri 65201

MEDIA: Paper

ORIENTATION: Career Development
Guidance

SUBJECT CONTENT: New approach to guidance program planning and management; Assessment of individual and institutional needs; Establishment of goals; Making the goals operational.

COMMENT: Contained in Career Development, Guidance, Counseling, and Placement Project manual

CLASSIFICATION

01 . 02 04 . _____
_____. _____ _____ _____

AUTHOR: Gysbers, Norman C. , Earl J. Moore and Harry N. Drier, Jr.

CORPORATE AUTHOR:

TITLE: Career Guidance: Practice and Perspectives

PRICE: \$7.95 **DATE:** 1973 256 **PAGE(s)**

SOURCE: Charles A. Jones Publishing Company
4 Village Green, S. E.
Worthington, Ohio 43085

MEDIA: Book

ORIENTATION: Counselors Vocational Redevelopment
 Guidance Counseling Vocational Counseling
 Counseling Services Career Guidance
 Career Education

SUBJECT CONTENT: This book contains the latest of contemporary writings about career guidance. The articles, papers and other original materials are a collection of literature focusing on the changing attitudes toward career guidance and the role of career education and of the guidance counselor in integrating concepts into school programs. The contents include: A Developmental Approach to Vocational Guidance, A Different Approach to Vocational Counseling in Junior High, Information Retrieval Systems in Guidance, Career Guidance Centers, The Needs of Inner-City Children for Career Guidance.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ 04 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Hamilton, Jack A. and Others

CORPORATE AUTHOR:

TITLE: Measuring the Outcomes of an Individualized Career Guidance System (ED 065 789)

PRICE: MF .65 **DATE:** April, 1972 12 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Guidance and Counseling Counseling Goals
 Career Development Systems Approach
 Career Planning Task Analysis
 Educational Strategies

SUBJECT CONTENT: During the past five years, staff of the American Institute for Research (AIR) in Palo Alto, California have been developing field testing, and revising a guidance system especially suited to systems of individualized education. A primary aim of AIR's Comprehensive Career Guidance System (CCGS) is to help each student plan wisely for the future. This paper has attempted to provide a rationale for, as well as examples of initial results from, the application of criterion-referenced measurement within an individualized career guidance system. Goals in the area of "life" education have been identified and important indicator skills isolated. Education experiences have been constructed which relate to these goals. Assessment of desired outcomes is attempted in terms of skill demonstration on items which relate directly to the goals of instruction.

COMMENT:

CLASSIFICATION

01 . _____ 06 . 06 _____ . _____
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AUTHOR: Hansen, James C.

CORPORATE AUTHOR:

TITLE: "Job Satisfaction and Effective Performance of School Counselors." The Personnel and Guidance Journal, Volume 46, No. 9

PRICE: **DATE:** 1968 **6 PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Counselors Educational Counseling
Guidance Counseling Counseling Effectiveness
Counseling Programs Guidance Programs

SUBJECT CONTENT: Counselor effectiveness was rated by counselors' co-workers and administrators in six job activities. In addition, clients rated counselors in three areas of the counseling interview. These ratings were correlated with the counselors' job satisfaction in eight areas.

COMMENT:

CLASSIFICATION

01 . 02 04 . _____ 02 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Hansen, Lorraine S.

CORPORATE AUTHOR:

TITLE: Career Guidance Practices in School and Community
(ED 037 595)

PRICE: MF .65 **DATE:** 1970 200 **PAGE(s)**
HC \$6.58

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P. O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Career Planning Guidance Programs
Information Systems Occupational Guidance
Computer Oriented Systems

SUBJECT CONTENT: This monograph is designed to determine what is being done in the nations' schools in the area of career guidance. From a survey of state departments of education, professional journals, research reports, colleges and universities, conference reports, vocational guidance specialists, and individual school systems; an attempt has been made to select proven programs and techniques related to the school curriculum.

COMMENT:

CLASSIFICATION

01 . _____ 06 . 06 _____ _____ . _____
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AUTHOR: Harris, Douglas Clay

CORPORATE AUTHOR:

TITLE: Student Personnel Services at Indiana University:
An Evaluation (Order No. 68-17,268)

PRICE: _____ **DATE:** 1968 **PAGE(s)**

SOURCE: Indiana University
Bloomington, Indiana

MEDIA: Dissertation

ORIENTATION: Pupil Personnel Services

SUBJECT CONTENT: This research study was designed to investigate some quantitative and qualitative aspects of the Division of Student Personnel of Indiana University, Bloomington, Indiana. Some of the major purposes were: to attempt to determine perceived need for student **personnel** services as expressed by the faculty of that institution; to obtain opinions of the faculty concerning the adequacies and inadequacies of the various areas of student personnel services.

COMMENT:

CLASSIFICATION

01 _____ . _____ . _____ .
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AUTHOR: Harris, Joann (editor)

CORPORATE AUTHOR:

TITLE: Computer Assisted Guidance Systems

PRICE: _____ **DATE:** 1972 **24 PAGE(s)**

SOURCE: The National Vocational Guidance Association
1607 New Hampshire Avenue
Washington, D.C. 20009

MEDIA: Pamphlet

ORIENTATION: Tested practices - Guidance Program
Systems Approach

SUBJECT CONTENT: A report identifying the computer's present involvement in guidance, summarizing what is learned from present operational systems, and providing guidelines for the development or evaluation of systems being considered.

COMMENT:

CLASSIFICATION

01 02 07

AUTHOR: Harris, Thomas A., M.D.

CORPORATE AUTHOR:

TITLE: I'm OK--You're OK

PRICE: **DATE:** 1969 **278 PAGE(s)**

SOURCE: Harper and Row, Publishers, Inc.
49 East 33rd St.
New York, N.Y. 10016

MEDIA:

ORIENTATION: A practical guide to transactional analysis
Counseling Theory

SUBJECT CONTENT: Freud, Penfield, Berne; Parent, Adult and Child;
The Four Life Positions; Change; Analyzing the Transaction; Marriage;
Children; Adolescents; Treatment; Moral Values; Social Implications

COMMENT:

CLASSIFICATION

01 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Hinko, Paul M.

CORPORATE AUTHOR:

TITLE: "A National Survey of Counseling Services." Junior College Journal, Volume 42

PRICE: **DATE:** November, 1971 **5 PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Counseling services

SUBJECT CONTENT: Hinko comments on the paucity of investigation into student personnel programs in the community colleges. Researchers have sorely neglected the investigation of counseling services in the two-year college. Ideally, researchers know what the services should be, but have actually done very little in terms of describing existing functions. This fact is surprising in light of the importance of the counseling function in the two-year college.

COMMENT:

CLASSIFICATION

01 02 _____

AUTHOR: Hoffman, David S. and Stephen A. Rolin

CORPORATE AUTHOR:

TITLE: "Implications of Future Shock for Vocational Guidance."
Vocational Guidance Quarterly, Volume 21, No. 2

PRICE: **DATE:** December, 1972 **3** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Occupational Choice
Social Change
Vocational Counseling

SUBJECT CONTENT: Toffler's concept of future shock speaks directly to the acceleration of transience before we have developed adaptive strategies; the impact of transience is discussed, with implications for vocational counseling.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ _____
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AUTHOR Jacobson, Roxena Furnivall

CORPORATE AUTHOR:

TITLE: The Organization and Administration of Special Counseling Programs for Adult Women in Colleges and Universities

PRICE: _____ **DATE:** 1969 **PAGE(s),** _____

SOURCE: University of Southern California
(Order No. 69-19,377)

MEDIA: Dissertation

ORIENTATION: Adult Counseling Educational Counseling
Guidance Counseling Counseling Services
Counseling Programs Guidance Programs
Career Education

SUBJECT CONTENT: A research study to (1) determine the present practices of organization and administration of special counseling programs for adult women, (2) to develop an ideal program. A questionnaire was developed and sent to 212 colleges and universities (from the United States Department of Labor, Women's Bureau). Some conclusions were: Many colleges and universities use regular counseling facilities for returning adult women students. There is a trend towards establishing special counseling programs. There is a wide diversity of titles used by administrators of these programs. There is a need for more financial aid to adult women students (child care cost).

COMMENT: A good women's studies/adult counseling unit

CLASSIFICATION

01 . _____ 06 . _____ . _____
_____ . _____ . _____

AUTHOR: Jansen, David G., George P. Robb and Edward C. Bonk

CORPORATE AUTHOR:

TITLE: "Peer Ratings of Practicum Counselors." Journal of Counseling Psychology, Volume 19, No. 4 (Abstract No. 02534)

PRICE: DATE: July, 1972 7 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Counselors Guidance Counseling
Counselor Effectiveness Counselor Acceptance

SUBJECT CONTENT: A study of 64 male and 90 female graduate counseling students. Peer rankings were assigned on competency, knowledge and likability. The intellectual and non-intellectual characteristics chosen and rejected were analyzed. A close association between the three sets of ranking was observed. Suggestions of valid discriminations between graduate students of both sexes with regard to potential as counselors was also observed.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ 04 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Jones, G. Brian and Others

CORPORATE AUTHOR:

TITLE: Planning, Developing and Field Testing Career Guidance Programs: A Manual and Report (ED 064 663)

PRICE: MF .65 **DATE:** June, 1972 **113 PAGE(s)**
HC \$6.58

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Guidance Programs Career Development
 Career Planning Program Development
 Program Evaluation Systems Approach

SUBJECT CONTENT: Many programs designed to improve career planning and development processes face several limitations. To improve such methods such rationale are necessary: (1) make explicit the assumptions underlying these programs; (2) describe the planning methods and criteria for deriving outcomes in terms of measureable criterion behavior related to assessed needs; (3) make sure instructional and counseling procedures are feasible; (4) employ summative and formulative evaluation designs to study both the expected and unexpected outcomes of these programs, (5) require continuous revision of program activities based on evaluation feedback, until such programs were fully effective for their intended audiences.

COMMENT:

CLASSIFICATION

01 . 02 02 . 02 04 .
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AUTHOR: Kunze, Karl R.

CORPORATE AUTHOR:

TITLE: Overview of Needs, Programs, and Implementations of
 Vocational Counseling and Guidance (ED 049 499)

PRICE: MF .65 **DATE:** 1970 13 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P. O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Counseling Career Planning
 Counseling Counseling Effectiveness
 Counseling Services Vocational Counseling
 Vocational Adjustment

SUBJECT CONTENT: A summary of current criticisms of vocational guidance as a field is the starting point for this author. Some of his criticisms are: (1) Too little collaboration with industrial personnel; (2) Emphasis on masses rather than the individual; (3) Need for systems approach to counseling.

COMMENT:

CLASSIFICATION

01 . _____ 04 . _____ . _____
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AUTHOR:

CORPORATE AUTHOR: Manpower Administration, U.S. Department of Labor

TITLE: R & D Bibliography, No. 1

PRICE: _____ **DATE:** 1972 **10 PAGE(s)**

SOURCE: U.S. Department of Labor, Manpower Administration
Room 100, 1111 - 20th Street, N.W.
Washington, D.C. 20210

MEDIA: Pamphlet

ORIENTATION: Manpower research and development for counselors
Guidance and Counseling
Career Development

SUBJECT CONTENT: Selective list of reports completed under contracts and grants from the Office of Research and Development, Manpower Administration; these reports are based on research and projects in the following areas: Use and training of paraprofessionals; Counseling theory and techniques; Corrections and rehabilitation; Employability, training and career development; Labor supply and demand.

COMMENT:

CLASSIFICATION

01 . 02 _____ . _____ . _____
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AUTHOR: Laccaria, Joseph

CORPORATE AUTHOR:

TITLE: "Theories of Occupational Choice and Vocational Development."
Guidance Monograph Series IV: Career Information and
Development

PRICE: DATE: 1970 88 PAGE(s)

SOURCE: Houghton-Mifflin Company,
Boston, Mass.

MEDIA: Booklet

ORIENTATION: Guidance Counseling
Counseling Theories
Vocational Counseling

SUBJECT CONTENT: Counseling theorists and their work are discussed in
relation to the actual practice of the practitioner and student, as well as
the formulations of work and its influence upon individuals. A biblio-
graphy and index are included.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ 03 . _____
04 . _____ 06 . 02 06 . 05

AUTHOR: Ladner, Joyce A.

CORPORATE AUTHOR:

TITLE: Tomorrow's Tomorrow: The Black Woman

PRICE: **DATE:** 1971 **304 PAGE(s)**

SOURCE: Doubleday & Company, Inc.
 Garden City, N. Y.

MEDIA: Book

ORIENTATION: Adult Counseling Counselors
 Guidance Counseling Counselor Acceptance
 Manpower Utilization

SUBJECT CONTENT: The structure and function of the Black family,
 particularly the female.

COMMENT:

CLASSIFICATION

01 _____ 02 _____ 03 _____
_____ . _____ . _____ .

AUTHOR: Langdon, Gordon I.

CORPORATE AUTHOR:

TITLE: "Counseling and Guidance Services." Administration of Continuing Education, A Guide for Administrators, Nathan C. Shaw (ed.)

PRICE: **DATE:** 1969 **26 PAGE(s)**

SOURCE: National Association for Public School Adult Education
Washington, D.C.

MEDIA: Book

ORIENTATION: Counseling and Guidance Adult Counseling
Adult Development Adult Education
Adult Learning Developmental Tasks
Social Change

SUBJECT CONTENT: The author discusses several aspects of the role and scope of adult counseling, and adult counseling and guidance services. The major topical headings of the chapter include: (1) counselor's professional preparation; (2) counselor's professional relationships; (3) information about the guidance program; (4) information about students and groups; (5) involvement; (6) observation; (7) counseling: personal, one-to-one, confidential, assisting, personally acceptable, societally acceptable, untroubled adequacy; (8) components of the relationship: counseling is not advising, effective counselor is a good listener, counselor reflects verbalizations, counselor verbalizations must be on the counselee's level of understanding. Information revealed by counselee must be held in confidence, counselor recognizes behavior is not a simple matter; (9) testing service.

COMMENT:

CLASSIFICATION

01 . 03 05 . 02 _____ . _____
_____ . _____ _____ . _____ _____ . _____

AUTHOR: Larsen, Margaret Thal and Others

CORPORATE AUTHOR:

TITLE: Placement and Counseling in a Changing Labor Market:
Public and Private Employment Agencies and Schools.
Final Report (ED 057 202)

PRICE: MF .65 **DATE:** August, 1970 758 **PAGE(s)**
 HC \$26.32

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc. , P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Counseling Effectiveness Manpower Utilization
 Vocational Guidance Labor Market

SUBJECT CONTENT: The objectives of the study were; (1) to determine the impact of manpower legislation, policies, and practices on the relative roles and effectiveness of public and private employment agencies and on the conduct of school occupational guidance activities in the period 1960-1968, and (2) to determine the relationships that exist between employment agencies and educational institutions, particularly in the development, transmission, and use of information on occupational changes in the planning of vocational education and training programs.

COMMENT: Document not available from EDRS

CLASSIFICATION

01 . _____ 06 . 06 _____ . _____
_____ . _____ . _____

AUTHOR: Lee, James L.

CORPORATE AUTHOR:

TITLE: "An Approach to Counseling and Guidance Program Evaluation."
National Catholic Guidance Conference Journal, Volume 14, No. 1

PRICE: **DATE:** 1969 **5 PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Counselors Guidance Counseling
Counseling Effectiveness Counseling Services
Counseling Programs Guidance Programs
Pupil Personnel Services

SUBJECT CONTENT: The Journal Professional Development Committee offers this article as the first in a series. An evaluation instrument designed to assess expectations of students, administration, teachers and parents to counseling programs in their school was presented.

COMMENT:

CLASSIFICATION

01 _____ 02 _____ 04 01 _____
06 02 _____ _____ _____

AUTHOR: Lerner, Gerda

CORPORATE AUTHOR:

TITLE: Black Women in White America

PRICE: **DATE:** 1972 **630 PAGE(s)**

SOURCE: Pantheon Books
A Division of Random House, Inc.
New York, N. Y.

MEDIA: Book

ORIENTATION: Adult Learning Adult Counseling
Individual Counseling Counseling Effectiveness
Manpower Utilization Career Development
Career Planning

SUBJECT CONTENT: A selection of readings representing a beginning
toward the development of a collection of Black, female history.

COMMENT:

CLASSIFICATION

01 _____ 06 _____ _____
_____ . _____ . _____

AUTHOR: Liebers, Donald E.

CORPORATE AUTHOR:

TITLE: "Can Placement and Recruiting Survive?" Junior College Placement, Volume 30, No. 3

PRICE: _____ **DATE:** March, 1970 **3** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Counseling Services
Job Placement
Pupil Personnel Services

SUBJECT CONTENT: Third article in series of three, all in this issue, discussing how placement field will be affected in the '70s by more students, less counseling, small staffs, and student attitudes.

COMMENT:

CLASSIFICATION

01 _____

AUTHOR: Loehndorf, Allan H.

CORPORATE AUTHOR:

TITLE: The Development and Validation of an Instrument for the
Evaluation of Secondary School Guidance Programs
(Order No. 68-12,583)

PRICE: **DATE:** 1968 **PAGE(s)**

SOURCE: University Microfilms
300 North Zeeb Road
Ann Arbor, Michigan 48106

MEDIA: Dissertation

ORIENTATION: Educational Counseling Guidance Counseling
Guidance Programs Counseling Effectiveness

SUBJECT CONTENT: This study attempted to investigate whether the perceptions of various secondary public school guidance programs (i.e., students, parents, teachers, guidance personnel, administrators) were valid in discriminating between programs nominated by guidance personnel as effective and less effective. Guidance Programs in school systems in North Central Wisconsin were asked to complete a paired-comparison rating of these guidance programs in accordance with an effectiveness criterion.

COMMENT:

CLASSIFICATION

01 . 02 06 . 06 _____

AUTHOR: Lofquist, Lloyd H.

CORPORATE AUTHOR:

TITLE: A System for Predicting Outcomes of Vocational Counseling
(ED 015 511)

PRICE: MF .65 **DATE:** September 5, 1967 12 **PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Vocational Counseling
Vocational Adjustment
Educational Strategies

SUBJECT CONTENT: The theory of work adjustment (TWA), which provides a conceptual framework for research in work adjustment, has been tested, criticized, and restated. TWA assumes that each individual seeks to achieve and maintain correspondence with his environment, instruments were developed to measure: (1) work relevant needs of individuals, (2) occupational re-inforcer systems of jobs, (3) intermediate work adjustments short of service, and (4) satisfactoriness scales.

COMMENT:

CLASSIFICATION

01 . 02 _____

AUTHOR:

CORPORATE AUTHOR: Counseling Center - University of Maryland

TITLE: Research on the Self-Directed Search

PRICE: _____ **DATE:** _____ **11** **PAGE(s)**

SOURCE: Office of Vice-Chancellor for Student Affairs
University of Maryland
College Park, Maryland

MEDIA: Pamphlets

ORIENTATION: Evaluation of Holland's Self-Directed Search
Vocational Guidance

SUBJECT CONTENT: Research Report #1-71 (11pp); Socioeconomic Level Differences on Holland's Self-Directed Search (SDS)--Ann Lewis and William Sedlacek. Research Report #5-71 (11pp); A Comparison of Satisfied and Dissatisfied Users of Holland's Self-Directed Search (SDS)--Anne Collins and William Sedlacek. Research Report #6-71 (8pp); The Reliability of Holland's SDS for Educational and Vocational Planning--Timothy J. O'Connell and William Sedlacek. Research Report #7-72 (13pp); The Accuracy of Self-Administration and Scoring on Holland's Self-Directed Search--Charles Gelso, Anne Collins, Rebecca Williams and William Sedlacek.

COMMENT:

CLASSIFICATION

01 _____

02 _____

AUTHOR: McKee, John M.

CORPORATE AUTHOR:

TITLE: What is Behavioral Counseling?

PRICE: _____ **DATE:** 1967 **3** **PAGE(s)**

SOURCE: Experimental Manpower Laboratory
Draper Correctional Center
Elmore, Alabama

MEDIA: Report

ORIENTATION: Adult Counseling Behavioral Counseling
Counselors Guidance Counseling
Counseling Theories

SUBJECT CONTENT: The author defines "behavioral counseling" as the identification, analysis and elimination of psychological problems causing the undesirable behavior and the substitution of systematic environmental contingency procedures to alter the person's responses to stimuli.

COMMENT: Behavioral counselors will find the outline useful.

CLASSIFICATION

01 . 01

01 . 03

02 . 01

02 . 03

07 .

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AUTHOR: Menacker, Julius

CORPORATE AUTHOR:

TITLE: "Urban Poor Students and Guidance." Guidance Monograph Series VI: Minority Groups and Guidance

PRICE: **DATE:** 1971 **84 PAGE(s)**

SOURCE: Houghton-Mifflin Company
Boston, Massachusetts

MEDIA: Booklet (Monograph Series)

ORIENTATION: Adult Counseling Educational Counseling
Guidance Counseling Adult Learning

SUBJECT CONTENT: This unit is part of a series of eight texts. This one contains a special section on guidance methods and techniques and an historical-economic account. This information is essential to successful, effective counseling of urban poor students. The unique characteristics and circumstances (attitudinal and environmental deficiencies) are stressed.

COMMENT: Much of the material has a psychological orientation; however, much is geared to the interest of the counselor of urban, poor adult.

CLASSIFICATION

01 . _____ 05 . _____ . _____
_____. _____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: Michigan Personnel and Guidance Association

TITLE: Entry Level Counseling Skills

PRICE: **DATE:** 1972 **4 PAGE(s)**

SOURCE: State of Michigan
Department of Education
Lansing, Michigan 48902

MEDIA: Paper

ORIENTATION: Counseling and Guidance
Counselor Skills Instructional Systems
Counseling Services

SUBJECT CONTENT: This document has been prepared to describe the entry level counselor skills which counselor educators strive to assist counselor trainees in attaining. A core of professional competencies is listed. The counselor is expected to: (1) understand students and the educational context; (2) possess entry level counseling skills; (3) perform various consulting tasks; (4) coordinate guidance activities; (5) demonstrate research skills; (6) utilize assessment skills and techniques; (7) engage in professional growth; and (8) know, apply, and communicate professional standards and practices.

COMMENT:

CLASSIFICATION

01 . _____ 04 . _____ 05 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Millard, Richard M.

CORPORATE AUTHOR:

TITLE: The Role, Responsibility, and Function of the Community
Colleges in Occupational Education (ED 063 936)

PRICE: MF .65 **DATE:** June, 1972 18 **PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, MD 20014

MEDIA: ERIC

ORIENTATION:	Career Education	College Role
	Educational Needs	Educational Objectives
	Junior Colleges	Occupational Guidance

SUBJECT CONTENT: This speech emphasizes the thesis that the major function of education should be to prepare students for a vocation. Some implications for community colleges are: (1) need for comprehensiveness, including communication and cooperation with high schools and 4-year colleges; (2) statewide planning, clear identification of institutional goals; (3) diverse faculty; (4) cooperation between community colleges and the community in planning programs that meet local manpower needs; (5) the involvement of the total college in guidance with programs designed specifically for adult counseling and guidance.

COMMENT:

CLASSIFICATION

01 02 _____

AUTHOR: Miller, Carroll H.

CORPORATE AUTHOR:

TITLE: A Pilot Project for Vocational Guidance in Economically Underdeveloped Areas. (ED 026 527)

PRICE: _____ **DATE:** 1963 **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Vocational Guidance
Community Service

SUBJECT CONTENT: Mobile guidance program in the twelve southern-most counties of Illinois.

COMMENT:

CLASSIFICATION

01

AUTHOR:

CORPORATE AUTHOR: Minnesota State Department of Education
St. Paul, Minnesota

TITLE: Guidance Programs and Their Impact on Students: A
Search for Relationships between Aspects of Guidance
and Selected Personal-Social Variables. Final Report
(ED 023 141)

PRICE: MF .65 **DATE:** June 20, 1968 316 **PAGE(s)**
HC \$13.16

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Guidance Counseling
Counseling Effectiveness
Counselor Acceptance

SUBJECT CONTENT: A study to determine the total impact of guidance programs on the students they serve. The method was to use intercorrelation between guidance programs and personal-social variables influenced by guidance. Findings show that "counselor personality was the most related to outcomes." Recommendations were: Counselors should consider more active roles, help change environment...and develop greater interpersonal sensitivity and skills.

COMMENT: Very relevant information for prospective adult counselors; and for module development.

CLASSIFICATION

01 . 03

03 .

06 . 05

AUTHOR: Morel, E. D.

CORPORATE AUTHOR:

TITLE: The Black Man's Burden

PRICE:

DATE: 1969

PAGE(s)

SOURCE:

MEDIA: Book

ORIENTATION:

Adult Learning

Curriculum

Counseling Effectiveness

Adult Development

Manpower Utilization

Social Responsibility

SUBJECT CONTENT:

Access to subject content information not available to reviewer.

COMMENT:

CLASSIFICATION

01 . 02 02 . 02 06 . 02
07 . 01 _____ _____

AUTHOR: Moynihan, Paul, Jane Moynihan and Giles A. Daege

CORPORATE AUTHOR:

TITLE: You and Your Job: A Guide For Instructors and Counselors

PRICE: \$3.00 Complete Set **DATE:** 1969 130 **PAGE(s)**

SOURCE: Milwaukee Vocational Technical and Adult Schools
MDTA Program
Milwaukee, Wisconsin

MEDIA: Book

ORIENTATION: Adult Counseling Guidance Counseling
 Vocational Counseling Manpower Utilization
 Vocational Education Career Education
 Career Development

SUBJECT CONTENT: A teacher's guide for instructor/counselor use. This manual is designed for supplemental use with five student texts in the You and Your Job series. The information emphasizes occupational information and placement. The manual follows each booklet, chapter by chapter and gives specific objectives and instructional and curriculum suggestions for discussion and enrichment activities.

COMMENT:

CLASSIFICATION

01 . _____ 01 . _____ _____ . _____
_____ . _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR: Northwest Regional Educational Laboratory

TITLE: Counseling and Guidance: A Survey of Current Practices and Analysis of Implications for Career Education Counseling and Guidance Programs

PRICE: **DATE:** January, 1973 61 **PAGE(s)**

SOURCE: Northwest Regional Educational Laboratory, Career Ed. Div.
710 S. W. Second, Avenue
Portland, Oregon 97204

MEDIA: Booklet

ORIENTATION: Counseling/guidance in career education

SUBJECT CONTENT: Survey of current practices of guidance and counseling in elementary and secondary schools, community colleges and social agencies; counseling and guidance practices related to career education; implications of current practices and recommendations.

COMMENT: Personal interviews were held with over 200 counselors in eight major metropolitan areas across the country. Findings were related to career education concepts identified by NWREL in a study for NIE.

CLASSIFICATION

01 . _____ 04 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR: Northwest Regional Educational Laboratory

TITLE: Involvement of Professional Associations in Development of
Counseling and Guidance in Career Education: Results of
Two Approaches

PRICE: **DATE:** February, 1973 47 **PAGE(s)**

SOURCE: Northwest Regional Educational Laboratory, Career Ed. Div.
710 S. W. Second Avenue
Portland, Oregon 97204

MEDIA: Booklet

ORIENTATION: Counseling/guidance in career education

SUBJECT CONTENT: Two separate papers: "The Counselor and Career
Education: Introductory Concepts" - a primer for the practicing counselor
or prepared by American Personnel and Guidance Association.
"Position Paper in Career Development" (draft) prepared by special
joint Commission on Career Guidance and Vocational Education of the
American Vocational Association and the National Vocational Guidance
Association.

COMMENT: Papers were a result of NWREL's effort to stimulate support of
organizations and individuals in the development and assessment of the role
of guidance and counseling in career education.

CLASSIFICATION

01 . _____ 01 . _____ _____ . _____
_____ . _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR: Northwest Regional Educational Laboratory

TITLE: The Role of Counseling and Guidance in a Comprehensive Career Education Delivery System: An Exploratory Study

PRICE: **DATE:** February, 1973 152 **PAGE(s)**

SOURCE: Northwest Regional Educational Laboratory
710 S. W. Second Avenue
Portland, Oregon 97204

MEDIA: Book

ORIENTATION: Development of counseling and guidance within a total career education system.

SUBJECT CONTENT: Counseling and Guidance, Sources of Manpower Projections, Involvement of Professional Associations in Development of Counseling and Guidance in Career Education—Results of Two Approaches.

COMMENT:

CLASSIFICATION

01 _____ 04 _____ _____

AUTHOR: Pate, Robert H. and Others

CORPORATE AUTHOR:

TITLE: Group Counseling For Individual Decision Making: Maximizing
The Effectiveness Of The College Placement Service
(ED 059 513)

PRICE: MF .65 **DATE:** November, 1971 **118 PAGE(s)**
HC \$6.58

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Career Planning Counseling Effectiveness
Occupational Guidance Student Personnel Services

SUBJECT CONTENT: This report is the result of a demonstration project the purposes of which were to demonstrate the feasibility of providing career counseling by specially trained graduate students as part of the college placement service. Criteria for the project consisted of ratings of the randomly-placed clients by employer representatives, comparable ratings by the director of placement, and client satisfaction. This ultimate placement success was seen as a result of the non-traditional services they received. No differences in outcome were apparent between those counseled individually and those counseled in groups.

COMMENT:

CLASSIFICATION

01 _____ 02 _____ _____

AUTHOR: Patterson, C. H.

CORPORATE AUTHOR:

TITLE: Theories of Counseling and Psycho-therapy

PRICE: _____ **DATE:** 1966 **PAGE(s)**

SOURCE: Harper & Row, Publishers
49 East 33rd Street
New York, N.Y.

MEDIA: Book

ORIENTATION: Counselors Counseling Theories
Learning Theory Systems Approach
Philosophical Assumptions

SUBJECT CONTENT: Patterson attempts to review the basic schools of thought relative to counseling theories and psychotherapy. He provides an in-depth approach to each system which he describes. The book is divided into the following major sections: (1) rational approaches to counseling, (2) learning theory approaches to counseling, (3) psychoanalytic approaches to counseling, (4) perceptual-phenomenological approaches to counseling, and (5) existential psychotherapy.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ _____ . _____
_____ . _____ _____ . _____ _____ . _____

AUTHOR: Peterson, R.

CORPORATE AUTHOR:

TITLE: "Rehabilitation of the Culturally Different: A Model of the Individual in Cultural Change." Guidance for Urban Disadvantaged Youth, E. C. Halberg (editor)

PRICE: **DATE:** 1971 10 **PAGE(s)**

SOURCE: American Personnel and Guidance Association
1607 New Hampshire Avenue
Washington, D.C. 20009

MEDIA: Book

ORIENTATION: Rehabilitation Counseling
Social Change

SUBJECT CONTENT: Access to subject content information not available to reviewer.

COMMENT:

CLASSIFICATION

01 . 02 02 . 03 _____

AUTHOR: Petry, Dorothy W.

CORPORATE AUTHOR:

TITLE: Vocational Students Perception of Guidance Needs; A Study
 Conducted in Minnesota Area Vocational-Technical Schools
 (ED 036 809)

PRICE: MF .65 **DATE:** 1969 170 **PAGE(s)**
 HC \$6.58

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Vocational Guidance Career Planning
 Occupational Guidance Student Needs
 Vocational Counseling Vocational Schools
 Student Personnel Programs

SUBJECT CONTENT: The purpose of this study was to collect information in the guidance needs of students in vocational technical schools in Minnesota. The five areas of student concern in this study included housing, financial needs, information relating to school, social and recreational activities, and career plans. The results of this study indicated that student services supplementary to the instructional program are being offered in various ways. Some schools did assist some students in finding a place to live and helped others in finding part-time employment. Students indicated that help in finding a job was perhaps the most important service which the school could perform.

COMMENT:

CLASSIFICATION

01 . 01

02 . 01

07 . 01

AUTHOR: Phillips, Maxine

CORPORATE AUTHOR:

TITLE: Drugs

PRICE:

DATE: 1970

32 PAGE(s)

SOURCE: New Readers Press
Syracuse, New York

MEDIA: Booklet

ORIENTATIC N: Adult Counseling Family Counseling
Group Counseling Guidance Counseling
Adult Learning Social Services
Social Responsibility

SUBJECT CONTENT: The seventh text in the "Be Informed" series, this unit covers topics such as: What are Drugs? Alcohol, Marijuana and Hashish, LSD and other Hallucinogens, Speed and Cocaine, Barbiturates and Tranquilizers, Heroin and other Narcotics, (to name a few). This booklet is designed as a work text for Family-Living or Counseling Classes.

COMMENT:

CLASSIFICATION

01 . _____
07

02 . _____

06 . 05

AUTHOR: Phillips, W. M. and Ethel D. Kahn

CORPORATE AUTHOR:

TITLE: Trouble in Our Community: The Issue in Black and White;
A Manual of Readings for Adult Discussion

PRICE: \$2.00

DATE: 1970

374 **PAGE(s)**

SOURCE: Cooperative Extension Service
Rutgers University
New Brunswick, New Jersey

MEDIA: Book

ORIENTATION: Adult Counseling Educational Counseling
Family Counseling Individual Counseling
Counseling Effectiveness Career Education
Human Development

SUBJECT CONTENT: An anthology of essays, papers, reports designed for use with adult discussion groups. ABE teachers, counselors or administrator's understanding of his target population will be enhanced upon reading and discussion of these eight chapters. Prominent Black and Puerto Rican writers, anthropologists, sociologists, and other concerned individuals opinions have been included. Topics range for "Equality is What?" to "Is There Still Time ." The variety of topics and writer-contributors suggest this book as an excellent addition to any educational program.

COMMENT:

CLASSIFICATION

01 _____ . _____ . _____
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AUTHOR: Pine, Geraldine J.

CORPORATE AUTHOR:

TITLE: Counseling Minority Groups: A Review of the Literature,
Volume 17, No. 1

PRICE: _____ **DATE:** Fall, 1972 **10** **PAGE(s)**

SOURCE: Department of Graduate Studies in Education
University of Notre Dame
Notre Dame, Indiana 46556

MEDIA: Pamphlet

ORIENTATION: A review of the literature on reasons for minority
dissatisfaction with guidance and counseling.

SUBJECT CONTENT: Guidance malpractice; An analysis of current counseling
theory and practice. Review of Literature; Counseling, Social Class Status,
Race; The Counselor; The Minority Group Client; The Counseling Process.

COMMENT:

CLASSIFICATION

01 . 01

01 . 03

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02 . 03

07 .

. 07

AUTHOR: Pollack, Erwin and Minacker Pollack

CORPORATE AUTHOR:

TITLE: "Spanish-Speaking Students and Guidance." Guidance Monograph Series VI: Minority Groups and Guidance

PRICE: **DATE:** 1971 **86 PAGE(s)**

SOURCE: Houghton-Mifflin Company
Boston, Massachusetts

MEDIA: Booklet

ORIENTATION: Adult Counseling
Counselors
Educational Counseling

SUBJECT CONTENT. This unit deals with the special concerns of Puerto Rican, Mexican and other Spanish-speaking students. Socio-economic and cultural patterns were discussed; and the guidance principles and practices are presented, also. This unit could be of great interest to the counselor of Spanish-speaking adults.

COMMENT:

CLASSIFICATION

01 . 02 04 . 06 . 02
_____. _____ _____ . _____ _____ . _____

AUTHOR: Robbins, William A.

CORPORATE AUTHOR:

TITLE: Concerns and Recommendations: A Report of the Colloquium
on Occupational Counseling and Guidance (ED 066 701)

PRICE: MF .65 **DATE:** January, 1972 17 **PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Occupational Counseling Career Education
Conference Reports Occupational Guidance

SUBJECT CONTENT: The issues, problems, and changing needs of occupational guidance provided the focus for a special colloquium held at the State University of New York at Albany. The colloquium's goal was to review specific issues and problems facing occupational guidance and to identify steps which should be taken as a result of these. The need for colloquium is explained and a description of the basic issues and nature of discussions is presented. The main body of the report consists of a discussion of nine major concerns and their consequent recommendations.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ _____ . _____
_____ . _____ _____ . _____ _____ . _____

AUTHOR: Rodriguez, A.

CORPORATE AUTHOR:

TITLE: "Too Many Losers." California Personnel and Guidance Association
Journal, Volume IV

PRICE:

DATE: 1972

6 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Counselors

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

01 _____
_____. _____

AUTHOR: Rogers, Carl, R.

CORPORATE AUTHOR:

TITLE: On Becoming a Person - A Therapist's View of Psychotherapy

PRICE: _____ **DATE:** 1961 **420 PAGE(s)**

SOURCE: Houghton Mifflin Company
2 Park Street
Boston, Massachusetts 02107

MEDIA: Book

ORIENTATION: A personal-experience view of psychotherapy.
Counseling and Guidance

SUBJECT CONTENT: "This Is Me; How Can I Be Of Help?" The process of becoming a person; A philosophy of persons; Getting at the facts; The place of research in psychotherapy; What are the implications for living?; The behavioral sciences and the person.

COMMENT:

CLASSIFICATION

<u>01</u> . <u>02</u>	<u>02</u> . <u>02</u>	<u>04</u> . _____
<u>07</u> . <u>01</u>	<u>07</u> . <u>02</u>	_____ . _____

AUTHOR: Rosen, Howard

CORPORATE AUTHOR:

TITLE: Recent Findings Underscoring the Need for Linking Counseling and Labor Market Information (ED 049 503)

PRICE: MF .65
HC \$3.29 **DATE:** April 5, 1971 16 **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Counseling Youth
 Adult Counseling Vocational Counseling
 Women's Education Labor Education
 Occupational Information

SUBJECT CONTENT: Information about the Labor Market in the United States has been needed and emphasized. The Census Bureau collected data since 1966 on the Labor Market experience of four groups: Men 45-59, Women 30-44, Young Men 14-24, Young Women 14-24.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ 07 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Rosenthal, R., C. Weissberg, F. Ladd, C. Gilbert and B. Bruce

CORPORATE AUTHOR:

TITLE: Pathways to Identity: Aspects of the Experience of Black Youth

PRICE: **DATE:** 1971 **PAGE(s)**

SOURCE: Graduate School of Education
Harvard University
Cambridge, Massachusetts

MEDIA: Book

ORIENTATION: Counselors
Human Development
Social Change

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

01 . 02

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AUTHOR: Ross, Arthur Max

CORPORATE AUTHOR:

TITLE: Employment, Race and Poverty

PRICE:

DATE: 1967

PAGE(s)

SOURCE:

MEDIA: Book

ORIENTATION:

Vocational Counseling

Adult Learning

Manpower Utilization

Career Planning

Career Development

Human Development

Social Responsibility

SUBJECT CONTENT: Black employment, discrimination in employment. (U.S.)
Poverty Bibliography

COMMENT:

CLASSIFICATION

01 . _____ 06 . 06 _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Ryan, Charles W. and Others

CORPORATE AUTHOR:

TITLE: "The Evaluation of an Instrument to Measure Counselor Effectiveness." Measurement and Evaluation in Guidance, Volume 3, No. 2

PRICE: _____ **DATE:** 1970 **4** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Counselors Guidance Counseling
Counseling Programs Guidance Programs
Counseling Effectiveness

SUBJECT CONTENT: This author attempts a scientific method of measuring counselor effectiveness. Results are reported of research conducted to determine the reliability of the Kelz Rating Scale for rating counselor effectiveness with non-coached clients.

COMMENT:

CLASSIFICATION

01 _____ 07 _____ _____

AUTHOR: Salomone, Paul R.

CORPORATE AUTHOR:

TITLE: "A Client Centered Approach to Job Placement." Vocational Guidance Quarterly, Volume 19, No. 4

PRICE: _____ **DATE:** June, 1971 **4** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION:Con Counseling Theories Non-directive Counseling
Adulthood Middle Aged Adults
Older Adults

SUBJECT CONTENT: A client centered placement approach for handicapped people is proposed as an alternative to the traditional selective placement method. The client centered placement is based on client responsibility and counselor direction and requires the counselor to have an unrealistic but optimistic attitude that the client will get a suitable job.

COMMENT:

CLASSIFICATION

01 _____

AUTHOR: Sattler, Jerome M.

CORPORATE AUTHOR:

TITLE: "Counselor Competence, Interest and Time Perspective: A
Follow-up Note." Counselor Education and Supervision,
Volume 6, No. 3

PRICE: **DATE:** 1967 **1** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Counselors Guidance Counseling
Counseling Effectiveness Counseling Programs
Guidance Programs

SUBJECT CONTENT: This study is a repeat of a previous study. The findings reaffirm the inference that those persons in a National Defense Education Act Guidance Institute show an interest pattern associated with a secondary counselor are more likely to take a constructive account of their future. Sample Finding: counselors tend to view the future as predictable, structured and controllable.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ 04 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Shertzer, Bruce

CORPORATE AUTHOR:

TITLE: Teacher's Guide to Group Vocational Guidance

PRICE: **DATE:** 1971 **PAGE(s)**

SOURCE: Bellman Publishing Company
P. O. Box 172
Cambridge, Mass. 02138

MEDIA: Book

ORIENTATION: Teaching Procedures
Vocational Counseling

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

01 01

AUTHOR: Shore, Milton F. and Stuart E. Golann

CORPORATE AUTHOR:

TITLE: "Problems of Ethics in Community Mental Health: A Survey of Community Psychologists." Community Mental Health Journal, Volume 5, No. 6

PRICE: **DATE:** 1969 **8 PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Adult Learning Social Services
Human Development Adult Development
Pupil Personnel Services

SUBJECT CONTENT: Psychologists in community mental health were surveyed to determine new ethical problems generated from community activity. Consultation competence, confidentiality and professional vs. citizen's role were important area discussions. Sample ethics handbooks are included.

COMMENT:

CLASSIFICATION

01. _____ 02. _____ 03. _____
_____. _____ _____. _____ _____. _____

AUTHOR: Smith, Margaret Ruth (editor)

CORPORATE AUTHOR:

TITLE: Guidance-Personnel Work: Future Tense

PRICE: _____ **DATE:** 1966 181 **PAGE(s)**

SOURCE: Teachers College Press, Columbia University
525 W. 120th Street
New York, N. Y. 10027

MEDIA: Book

ORIENTATION: Guidance and Counseling
Adult Counseling

SUBJECT CONTENT: Problems of our culture and of developing nations;
problems of counseling today's students, minority groups and adults in
continuing education.

Fifteen persons have contributed chapters on aspects which they considered
important if the guidance-personnel profession is to advance its concern
creatively and effectively.

COMMENT:

CLASSIFICATION

01 _____ 07 _____ _____
_____. _____ _____

AUTHOR: Stewart, Lawrence H. and Charles F. Warnath

CORPORATE AUTHOR:

TITLE: The Counselor and Society--A Cultural Approach

PRICE: _____ **DATE:** 1965 **400 PAGE(s)**

SOURCE: Houghton-Mifflin Company
Boston, Massachusetts

MEDIA: Book

ORIENTATION: Guidance
Adulthood
Youth

SUBJECT CONTENT: Beginnings of the guidance movement. Attempts to define the role of the counselor. Confusion in terminology. Definitions of goals. Some issues in guidance. The counselor as a social engineer. Values and behavior models. Youth and society. Identity and the schools. Cultural information in guidance appraisal. Cumulative records. Academic achievement research. Individual Counseling. Groups and group counseling staff relations. Ethical considerations for guidance. Professional status of the school counselor.

COMMENT:

CLASSIFICATION

01 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Sullivan, Howard J. and Robert W. O'Hare (editors)

CORPORATE AUTHOR:

TITLE: Accountability in Pupil Personnel Services: A Process Guide for
the Development of Objectives

PRICE: **DATE:** 1971 **113 PAGE(s)**

SOURCE: California Personnel and Guidance Association
654 East Commonwealth Avenue
Fullerton, California 92631

MEDIA: Book

ORIENTATION: Social Services
Guidance Program
Pupil Personnel Services

SUBJECT CONTENT: Objectives-Based Pupil personnel programs; An Overview;
Developing Pupil Personnel Objectives; Selecting a Guidance Process;
Evaluation in Objectives-Based Pupil Personnel Programs; Management
of Objectives-Based Pupil Personnel Programs; Implementation of Objectives-
Based Pupil Personnel Programs.

COMMENT: Third in a series of six monographs of the California Personnel
and Guidance Association.

CLASSIFICATION

01 _____ 02 _____ 07 _____
_____. _____ _____.

AUTHOR: Tolson, H.

CORPORATE AUTHOR:

TITLE: "Counseling the Disadvantaged." Personnel and Guidance Journal,
Volume 50, No. 9

PRICE: _____ **DATE:** 1972 **3** **PAGE(s)**

SOURCE: American Personnel & Guidance Association
1607 New Hampshire Avenue
Washington, D.C. 20009

MEDIA: Journal

ORIENTATION: Human Development
Counselors

SUBJECT CONTENT: Author looks at the obstacles to a sharing relationship with clients which counselors set up by stereotyping people and seeking to enhance their own status. She discusses the subtleties of racial and economic prejudice among well-meaning, middle-class counselors and case workers.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ 07 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Vontress, Clemmont E.

CORPORATE AUTHOR:

TITLE: "Counseling Blacks." Personnel and Guidance Journal,
Volume 48, No. 9

PRICE: **DATE:** 1970 6 **PAGE(s)**

SOURCE: American Personnel and Guidance Association
1607 New Hampshire Avenue
Washington, D.C. 20009

MEDIA: Journal

ORIENTATION: Counselors
Human Development

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

02 . _____ 03 . _____ 04 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Adkins, Winthrop R.

CORPORATE AUTHOR:

TITLE: "Life Skills Education for Adult Learners." Adult Leadership,
Volume 22, No. 2

PRICE: **DATE:** June, 1973 **7** **PAGE(s)**

SOURCE: Adult Education Association of the U. S. A.
810 - 18th Street, N. W.
Washington, D. C. 20006

MEDIA: Journal

ORIENTATION: Adult Development
 Adult Counseling

SUBJECT CONTENT: Counseling Methods; Materials--Assisted Group Discussion; An Alternative Approach: The Adkins Life Skills Education Model; Deriving the Problem-Centered Life Skills, Syllabus; The Four-Stage Structured Inquiry Model and Its Development.

COMMENT:

CLASSIFICATION

02 . _____ 04 . _____ 06 . _____
____ . _____ ____ . _____ ____ . _____

AUTHOR:

CORPORATE AUTHOR:

TITLE: **Adult Referral and Information Service in Education (ARISE).
Final Report. (ED 061 479)**

PRICE: MF .65 **DATE:** 1970 211 **PAGE(s)**
 HC \$9.87

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Education Counseling Services
 Goal Orientation Vocational Guidance
 Program Evaluation

SUBJECT CONTENT: A project (ARISE) designed to provide information, referral and counseling on the available resources and services in Providence and in Rhode Island for youth and adult residents of the city of Providence is presented. Objectives include: (1) to help adults improve their self-understanding, verify their goals, make firm commitments to their objectives and grow through education; (2) assist clients to apply results of educational and/or vocational appraisal to selection of educational institutions and to planning of educational programs; (3) make referrals to continuing education programs; (4) initiate programs to prevent and help dropouts; and (5) establish a clearinghouse of information and publish an up-to-date annual ARISE Directory of adult education programs, cultural opportunities and guidance services.

COMMENT:

CLASSIFICATION

02 . _____ 07 . _____ . _____
_____ . _____ . _____

AUTHOR: Allen, Robert A., Jr.

CORPORATE AUTHOR:

TITLE: Counseling for Lifelong Learning: Threat or Promise

PRICE: **DATE:** March 7, 1972 **13 PAGE(s)**

SOURCE: University School of Liberal & Applied Sciences
University of Rochester
Rochester, N.Y. 14627

MEDIA: Paper

ORIENTATION: Career Change Adult Counseling
Counseling Goals Lifelong Learning
Counseling Models

SUBJECT CONTENT: The author discusses the role of a lifelong learning model for adult counseling. The essential imperatives of the model include: (1) eliminate educational deficiencies, (2) strengthen adult and continuing education efforts of community colleges, colleges, and universities, (3) provide adequate and appropriate opportunities in adult and continuing education for persons in low income groups, (4) increase public awareness of the need for lifelong learning, (5) achieve greater levels of federal support and cooperation.

COMMENT: This paper was presented at the American Association for Higher Education, 27th National Conference.

CLASSIFICATION

02 . _____ 03.01 _____ 07 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Anderson, Darrell and John A. Niemi

CORPORATE AUTHOR:

TITLE: Adult Education and the Disadvantaged Adult

PRICE: MF .65 **DATE:** November, 1970 96 **PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service 1
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: Book

ORIENTATION: Adult Counseling Competencies
 Adult Development Adult Learning
 Task Performance Career Planning
 Adult Basic Education Career Education

SUBJECT CONTENT: The concern of this study was to examine the role of education in altering the personal and social characteristics of disadvantaged adults. Data were collected through a review of the literature and have been limited mainly to research reports on remedial adult educational programs. Findings showed that the disadvantaged, who are hampered by psychological disabilities, have the lowest income, the largest families, the poorest education, the highest incidence of ill-health, the least chance of employment, and little promise of a better future. Largely because of discrimination, the poverty subculture is compelled to evolve its own way of life, and programs of change seem doomed if they adhere to established patterns of contact. These programs should cope with the fundamental problem of overcoming the resistance of the disadvantaged to education. The booklet includes an analysis of programs with an extensive bibliography.

COMMENT:

CLASSIFICATION

02 . 02 02 . 03 03 . 01
04 . 03 06 . 02 07 .

AUTHOR: Arnold, Walter M.

CORPORATE AUTHOR:

TITLE: "Educationally Deficient Adults --Their Education and Training Needs"

PRICE: \$.40 **DATE:** 1965 68 **PAGE(s)**

SOURCE: Information and Training Services
 McGraw-Hill, Inc.
 New York, N. Y.

MEDIA: Report

ORIENTATION: Career Development Adult Learning
 Vocational Education Career Planning
 Adult Vocational Education Career Education

SUBJECT CONTENT: The findings of a national survey are reported in this report. Guidelines to the problem of unskilled, undereducated, and unemployed adults are provided. Recommendations suggest the integration of basic literacy instruction with occupational skills in a single program.

COMMENT:

CLASSIFICATION

02 . _____ 01 . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Atkin, Jerry

CORPORATE AUTHOR:

TITLE: "Counseling in an Age of Crisis." The Personnel and Guidance Journal, Volume 50, No. 9

PRICE: **DATE:** May, 1972 **6** **PAGE(s)**

SOURCE: American Personnel and Guidance Association
1607 New Hampshire Avenue,
Washington, D.C. 20009

MEDIA: Journal

ORIENTATION: Counselor
Social Changes

SUBJECT CONTENT: Action to survive; a revised approach to counseling;
return counseling to the people; the counselor's role in communication and
advocacy.

A counselor's personal descriptions of the major problems facing our society
and alternative styles of counseling he offers.

COMMENT:

CLASSIFICATION

02 . 01 03 . 01 07 .

AUTHOR: Barron, William E.

CORPORATE AUTHOR:

TITLE: "The Evaluation of Guidance Counseling Service in Office of Education, Region VI, and the Development of an Effective Guidance Counseling Program for ABE Students." Phase II Report; Region VI

PRICE: **DATE:** 1969 **216 PAGE(s)**

SOURCE: University of Texas
Austin Extension Teaching and Field Service Bureau
Austin, Texas 78712

MEDIA: Report

ORIENTATION: Adult Counseling
Guidance Counseling

SUBJECT CONTENT: Each state in Region VI (Arkansas, New Mexico, Louisiana, Oklahoma and Texas) reported its accomplishments in their guidance program development projects. Sample titles of the main sections include:

Problems Encountered in ABE Projects Which Must Be Considered in Designing a Guidance and Counseling Program

Characteristics of Students

Definitions as Related to ABE Projects

Guidance and Counseling Functions

COMMENT: Reviewer found this report very relevant to Adult Career Education Counseling. Format is easy to follow and language is good.

CLASSIFICATION

02 .01

03 .01

07 .

AUTHOR: Barron, William E.

CORPORATE AUTHOR:

TITLE: "The Evaluation of Guidance Counseling Service in Office of Education, Region VI, and the Development of an Effective Guidance Counseling Program for ABE Students." Region VI: Summary for Fiscal Year 1969; Forecast for Fiscal Year 1970

PRICE:

DATE: 1969

94 PAGE(s)

SOURCE:

University of Texas
Austin Extension Teaching and Field Service Bureau
Austin, Texas 78712

MEDIA:

Report

ORIENTATION:

Adult Counseling
Guidance Counseling

SUBJECT CONTENT: Evaluations and implications of the results comprise a major portion of this report (December, 1968 - June, 1969 and fiscal year 1970). The appendix includes student progress tables and biographical forms developed for students, teachers and administrators.

COMMENT:

CLASSIFICATION

02 . _____ 03 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Berger, Leslie and Kenneth Johnson

CORPORATE AUTHOR:

TITLE: A Counseling Program for Socially and Economically Dis-
advantaged Evening College Students Who Leave School in
Good Academic Standing (ED 014 090)

PRICE: MF .65 **DATE:** December 15, 1966 38 **PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Learner
Educational Counseling

SUBJECT CONTENT: An in-depth investigation of the reasons qualified
low-income students in the evening division leave school while in
good standing.

COMMENT:

CLASSIFICATION

02 . _____ 02 . 02 07 . 03 _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Britton, Jean O.

CORPORATE AUTHOR:

TITLE: " Training and Counseling of the Older Worker ." Journal
Employment Counseling, Volume 7, No. 4

PRICE: **DATE:** December, 1970 4 **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Adult Counseling
 Older Adults
 Manpower Utilization Program

SUBJECT CONTENT: Problems of training, retraining, and counseling
 older workers are examined in terms of some of their characteristics,
 such as slower worker habits, decreased physical strength, adaptability,
 and lack of self-confidence. Ways to compensate for possible handicaps
 through training and counseling are suggested.

COMMENT:

CLASSIFICATION

02 . _____ 06 . _____ . _____
_____ . _____ . _____

AUTHOR: Clifford, Earle W., Richard W. Cast, Karl E. Metzger, Jr.
(editors)

CORPORATE AUTHOR:

TITLE: A Decade of Development: The Best of Ten Years. An
Anniversary Publication of Selected Papers

PRICE: _____ **DATE:** 1973 **53 PAGE(s)**

SOURCE: Adult Student Personnel Association, Inc.
University of Rochester
Rochester, N.Y. 14627

MEDIA: Papers

ORIENTATION: Adult Students Community College
Adult Counseling Personnel Administration

SUBJECT CONTENT: This document contains the selected papers on the subject of adult counseling during the past 10 years. Papers presented cover the following topics: (1) Financial aid, (2) Adult transfer student, (3) Research projects for student personnel workers, (4) Legal responsibilities of Student Personnel Administrators, (5) Community College and the Adult in the Seventies, (6) Counseling the Adult Student, (7) Counseling patterns with Puerto Ricans.

COMMENT:

CLASSIFICATION

02 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Collins, Charles

CORPORATE AUTHOR:

TITLE: "Junior College Counseling: A Critical View." The Personnel and Guidance Journal, Volume 43

PRICE: _____ **DATE:** 1965 **5** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Adult Counseling Pupil Personnel Services
Counseling and Guidance Counseling Effectiveness
Guidance Programs

SUBJECT CONTENT: Collins discusses the state of counseling in the junior college setting. He discusses the term "value analysis" which he defines as the act of helping the counselee to reflect, recognize, and clarify his basic value system. If a counselor is going to be a catalyst to value analysis, he must radiate approachability, acceptance, must have a certain urbanity and detachment, and must have a tough logical mind; otherwise he simply joins the student in beating his way around in chaos.

COMMENT:

CLASSIFICATION

02 . _____ 04 . _____ 01 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR: Connecticut State Department of Education

TITLE: Vocational Career Guide for Connecticut: A Comprehensive
Inventory of Post-Secondary Vocational Preparation Programs
in Connecticut. ARM Volume 6, No. 1. (ED 010 816/VT 016 348)

PRICE: MF .65
 HC \$3.29 DATE: February, 1972 23 PAGE(s)

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Vocational Guidance
 Career Education

SUBJECT CONTENT: Career Guide is designed to assist Connecticut
students and guidance counselors in learning about the schools and their
programs that provide formal education for occupations

A Comprehensive Inventory of Post-Secondary Vocational Preparation
Programs in Connecticut.

COMMENT:

CLASSIFICATION

02 . 06 . 06

AUTHOR:

CORPORATE AUTHOR: Eastern Wyoming College
Torrington, Wyoming

TITLE: Adult Basic Counseling and Testing Programs: Pilot Project
Evaluation Report. (ED 030 060)

PRICE: MF .65 DATE: 1969 .47 PAGE(s)
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Counseling Disadvantaged Adult
 Testing and Assessment Adult Basic Education

SUBJECT CONTENT: Undertaken by Eastern Wyoming College, this pilot program of adult basic counseling and testing sought to stimulate the enrollment of school drop-outs in adult basic education courses, help enrollees discover their potential and aid them in their personal and social adjustment. Student interviews and a definite enrollment increase, with fewer drop-outs and a higher percentage of General Educational Development test completions, gave evidence that the project had achieved many of its objectives.

COMMENT:

CLASSIFICATION

02 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Erickson, Mildred B.

CORPORATE AUTHOR:

TITLE: Counseling Needs of Adult Students
(ED 039 569)

PRICE: MF .65 **DATE:** 1970 7 **PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Counseling
Higher Education
Task Performance

SUBJECT CONTENT: This study was undertaken to determine the needs of adults who had decided to return to school for higher education, the basic hypothesis being that their needs (which are different from those of younger students) were not being met. Needs listed include: (1) special academic advisement and financial aids, (2) an adult center, (3) scholarships program, (4) opportunity for a testing program, (5) special housing provisions, (6) special orientation procedures, (7) improved enrollment and registration procedures, (8) more night class offerings, (9) changes in curriculum, required courses, grading and evaluation.

COMMENT: Paper presented at American Personnel and Guidance Association Convention, New Orleans, Louisiana, March 23-26, 1970.

CLASSIFICATION

02 . _____ 05 . _____ 06 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Eyster, George W.

CORPORATE AUTHOR:

TITLE: Final Evaluation of Virginia State Module: A Component of the Appalachian Adult Basic Education Demonstration Center; Project Number EG-2-7-005077-5077-6 (324)

PRICE: **DATE:** June 15, 1970 **49 PAGE(s)**

SOURCE: Morehead State University
Morehead, Kentucky

MEDIA: Report

ORIENTATION: Counselor Aide Adult Basic Education
 Adult Counseling Evaluations

SUBJECT CONTENT: The Counselor-Aide Program is implemented by para-professionals working cooperatively with a certified counselor, in an effort to raise the economic level of the adults in Carroll County, Virginia, through an improvement in the educational level of achievement. The Counselor-Aides feel that they have been reasonably successful in meeting the objectives as stated. Approximately 800 contacts have been made since September 1, 1969, including new contacts and follow-ups. Several have returned to Adult Basic Education classes; others have expressed a desire to enroll when classes resume in the fall of 1970; and still others have since earned the high school equivalency certificate.

COMMENT:

CLASSIFICATION

02

07

AUTHOR: Farmer, Martha L.

CORPORATE AUTHOR:

TITLE: Counseling Services for Adults in Higher Education

PRICE:

DATE: 1971

172 PAGE(s)

SOURCE: The Scarecrow Press, Inc.
Metuchen, N. J.

MEDIA: Book

ORIENTATION: Presentation of a variety of essays dealing with
different kinds of counseling for adults in higher education.
Adult Counseling

SUBJECT CONTENT: Nature of adult students and the scope of counseling services;
counseling adults with educational problems; vocational counseling; short-
and long-term counseling; graduate counseling; financial aid counseling;
legal counseling; psychological counseling; extra curricular activities
counseling; counseling minority group adults; white students in a black
college; counseling inner-city adults.

COMMENT:

CLASSIFICATION

02

01

03

AUTHOR: Feingold, Norman S.

CORPORATE AUTHOR:

TITLE: B'nai B'rith Career and Counseling Services Guidance Kit

PRICE:

DATE:

PAGE(s)

SOURCE: B'nai B'rith Career and Counseling Services
1640 Rhode Island Avenue N.W.
Washington, D.C. 20036

MEDIA: Program

ORIENTATION: Career Counseling

SUBJECT CONTENT: Contains: every publication listed in the BBCCS catalog; one year subscription to Counselor's Information Service, a quarterly annotated bibliography of current literature in the fields of education and vocational guidance; a "starter" file of free occupational literature and over 72 other items. Kits may be ordered through the national office at the address given above.

COMMENT:

CLASSIFICATION

02 01 06 02 _____

AUTHOR: Frobenius, Leo

CORPORATE AUTHOR:

TITLE: African Genesis

PRICE: **DATE:** 1970 **PAGE(s)**

SOURCE:

MEDIA: Book

ORIENTATION: Adult Counseling Adult Learning
 Social Responsibility Intellectual Development
 Manpower Utilization

SUBJECT CONTENT: Access to subject content information not available
 to reviewer.

COMMENT:

CLASSIFICATION

02 _____ 03 _____
_____. _____

AUTHOR: Griswald, Kenneth W.

CORPORATE AUTHOR:

TITLE: "Counseling With Adult Students." Adult Leadership, Volume 20

PRICE: _____ **DATE:** September, 1971 **2** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION:

Adult Counseling	Adult Development
Counseling Services	Career Development
Adult Learning	Educational Strategies

SUBJECT CONTENT: Griswald discussed the importance of the counselor being aware of the individual needs of adults. Basically he reports the idea that when adults talk out their future vocational and/or educational goals, they bring with them a number of concerns, anxieties, and frustrations that must be resolved before effective learning can take place. The needs of the adults are different from those of the younger student. They desparately need someone to talk to, someone who can accept their fears and uncertainties without condemnation and can counsel and guide them to realistic decisions contingent upon the individual's own perception of the situation.

COMMENT:

CLASSIFICATION

02 . _____ . _____ . _____ . _____
_____ . _____ . _____ . _____ . _____

AUTHOR: Hartwig, John E.

CORPORATE AUTHOR:

TITLE: An Investigation of Adult Counseling and Guidance Programs
in the Nineteen Public Community Junior Colleges in the
State of Kansas

PRICE: **DATE:** 1973 **278 PAGE(s)**

SOURCE: Kansas State University
College of Education
Manhattan, Kansas

MEDIA: Dissertation

ORIENTATION: Survey of Community College Guidance and Counseling
Programs in Kansas
Adult Counseling

SUBJECT CONTENT: Review of Literature; Research Procedures and Data;
Analysis and Discussion; Summary; Bibliography

COMMENT:

CLASSIFICATION

02 , 01 _____

07 , _____

AUTHOR: Hillman, Bill W. and Ted Perry

CORPORATE AUTHOR:

TITLE: The Parent-Teacher Education Center: Evaluation of a Program for Improving Family Relations

PRICE:

DATE:

16 **PAGE(s)**

SOURCE: Dr. Bill W. Hillman
7061 E. Soyaluna Place
Tucson, Arizona 85715

MEDIA: Paper

ORIENTATION: Family Counseling

SUBJECT CONTENT: Description and evaluation of a Parent-Teacher Education Center based on an Education Model of family counseling and family living. The evaluation results indicate that participants in the program experienced positive attitudinal changes in their adult-child relationships and perceived positive behavioral changes in the children about whom they were most concerned.

COMMENT:

CLASSIFICATION

02 . _____ 03 . _____ 07 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Hirsch, Harold

CORPORATE AUTHOR:

TITLE: "Counseling the Adult Student." Adult Student Personnel Association, Inc. (ED 025 791)

PRICE: **DATE:** **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P. O. Drawer O
Bethesda, Maryland

MEDIA: ERIC

ORIENTATION: Adult Counseling
Adult Learner

SUBJECT CONTENT: Hirsch discusses the importance of counseling and guidance services being an integral part of an adult education program. He discusses the importance of career goals and total life planning as being one of the major goals of the adult counselor.

COMMENT: Convention Proceedings, Sixth Annual Convention, Monticello, New York, March 1-3, 1968

CLASSIFICATION

02 . _____ 03 . _____ . _____
_____ . _____ . _____

AUTHOR: Hurlbut, Edward V.

CORPORATE AUTHOR:

TITLE: "Adult Teachers Are Counselors." Adult Leadership, Volume 10

PRICE: DATE: 1962 2 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Adult Learner Adult Counseling
Adult Development Social Responsibility
Adult Basic Education

SUBJECT CONTENT: Hurlbut discusses the role of the adult teacher as a counselor. He specifically mentions the fact that there are many things that a teacher can do in a guidance role and not be a fully certified counselor. Such things as (1) effective communication, (2) establishing rapport, (3) knowing community resource agencies, and (4) recognition of problem behaviors in the classroom.

COMMENT:

CLASSIFICATION

02 _____ 03 _____ 06 _____

AUTHOR:

CORPORATE AUTHOR:

TITLE: Institute for Counselors of Adults

PRICE: **DATE:** May 29, 30, 31, 1973 **PAGE(s)**

SOURCE: Wichita Area Vocational-Technical Institute
Wichita, Kansas

MEDIA: Project

ORIENTATION: Adult Counseling Interagency Approach
Career Education Community Services
Adult Learning Systems Approach
Counseling Instructional Program

SUBJECT CONTENT: The second in a series of workshops held in Kansas relative to adult counseling and guidance programs. The theme of the conference emphasizes "Adult Counseling: An Interagency Approach". Conference participants discuss the role and scope of adult counseling as it relates to the community, resources within the community, inter-agency cooperation, transactional analysis techniques, family counseling, and relevancy of counseling to adult education programs. Resource persons from different community agencies were invited to participate in the conference to explain their roles in working with the adult student in different educational, vocational, and personal-social situations and settings.

COMMENT: Region VII Staff Development Project

CLASSIFICATION

02 _____

AUTHOR: Kaback, Goldie R.

CORPORATE AUTHOR:

TITLE: Implications for Counseling the Adult

PRICE: _____ **DATE:** 1968 **PAGE(s)** 4

SOURCE:

MEDIA: Paper

ORIENTATION: Adult Counseling Guidance Counseling
Counseling Theories Counselor Acceptance
Human Development

SUBJECT CONTENT: This paper was presented at the proceedings of the 6th Annual Convention, March 1-3, 1968. The paper is based upon the assumption that the counseling process and its aims are grounded in the counselors own concept of self and his notion of the nature of man. "Adult Counseling" was defined as "a systematic exploration of self and/or environment by a client with the aid of a counselor to clarify self-understanding and/or environmental alternatives so that behavior modifications or decisions are made on the basis of greater cognitive and affective understanding."

COMMENT: A good overview of what counseling should be: stress is on the humane approach, and the adult as an independent, responsible person.

CLASSIFICATION

02 . 02

03 . 03

04 . 04

AUTHOR: Kunze, Karl R.

CORPORATE AUTHOR:

TITLE: "Business and Industry Look Out for Their Own." The Personnel and Guidance Journal, Volume 52, No. 3

PRICE:

DATE: November, 1973

6 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Personnel Services in Business and Industry
Counseling Programs Industrial Training
Labor Education Task Performance

SUBJECT CONTENT: The collective thrust of the Manpower Development and Training Act (MDTA), recent Manpower Administration-Department of Labor contracts with industry, and the National Alliance of Businessmen (NAB), has caused the introduction into industry of many programs for training the disadvantaged. Government and industry people close to these programs agree that counseling is a necessary part of the processing of these people if they are to become dependable and productive employees. Manpower Administration contracts, in fact, make counseling services mandatory. NAB representatives who monitor these programs in industry report that some firms subcontract the counseling function initially but then take it on themselves when they learn more about it. NAB representatives seem unanimous in their opinions that: (a) the counseling consists largely of problems that line supervisors could handle themselves or could refer to company specialists, (b) supervisors' ready availability places them at an advantage over outsiders who visit the plant on a part-time schedule, and (c) supervisors who perform will have genuineness, empathy, and a willingness to "go all out" to help.

COMMENT:

CLASSIFICATION

02 . _____ 03 . _____ 04 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR: Women's Bureau, U.S. Department of Labor

TITLE: Expanding Opportunities for Girls: Their Special Counseling Needs (ED 052 315)

PRICE: MF .65
 HC \$3.29 **DATE:** May, 1970 4 **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Counselors
 Human Development
 Employment Opportunities

SUBJECT CONTENT: This brochure describes the changing social patterns which have resulted in increased female labor force participation. Educational counseling is necessary to develop a woman's talents for a rewarding career.

COMMENT:

CLASSIFICATION

02 _____ 07 _____ _____
_____. _____ _____

AUTHOR: Lewis, S. O.

CORPORATE AUTHOR:

TITLE: "Racism Encountered in Counseling."
Counselor Education and Supervision, Volume 9

PRICE: _____ **DATE:** 1969 **5 PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Counselors
Social Change
Human Development

SUBJECT CONTENT: Two differing views of the extent and nature of racism in counseling are presented, and implications for counselor education are examined. Presenters differ most sharply over the degree to which counselor education must deal directly with the phenomenon of racism. The area of counseling and guidance seems to bear the scars and the burden of racism; and just as do other walks of life, it reflects the changes of the time. Racism can be observed or encountered in several ways in counseling. The author explains some of the major problems, issues, and tentative solutions to racism in counseling and guidance.

COMMENT:

CLASSIFICATION

02

03

AUTHOR: Maslow, Abraham

CORPORATE AUTHOR: The New England Board of Higher Education and
the Center for the Study of Liberal Education for
Adults

TITLE: Proceedings of the Conference on the Training of Counselors
of Adults

PRICE:

DATE: May, 1965

PAGE(s)

SOURCE: The Center for the Study of Liberal Education for Adults
Chatham, Massachusetts

MEDIA: Report

ORIENTATION: Adult Counseling Adult Development
Community Services Adult Learning
Human Development Social Responsibility
Developmental Tasks

SUBJECT CONTENT: This conference was one of the first published conferences held specifically regarding the role, scope, and responsibilities of the counselor of adults functioning in an adult education setting. The main purpose of the conference was to bring together a small group of persons who were directly involved in and concerned with the adult education, the counseling of adults, or the training of counselors, or to define the goals of adult counseling, to determine the ways in which the counseling of adults differs from the counseling of younger people, and to identify a body of knowledge that should be encompassed in a program for the training of adult counselors.

COMMENT:

CLASSIFICATION

02 . _____ 01 . _____ . _____

AUTHOR: McCreary, William H.

CORPORATE AUTHOR:

TITLE: Career Guidance

PRICE: _____ **DATE:** December, 1971 **56 PAGE(s)**

SOURCE: Bureau of Pupil Personnel Services
California State Department of Education
Sacramento, California 95814

MEDIA: Booklet

ORIENTATION: Preliminary set of guidelines for developing career guidance programs K-adult.

SUBJECT CONTENT: Preface; Introduction; Task Force Members; Rationale; Presentation of a Model for Career Guidance; Developing Objectives for the Concepts of Career Guidance; An Approach to Implementing Career Guidance Objectives in the School; The Evaluation of Career Guidance Programs; Glossary of Terms Commonly in Use; Appendices: Advisory Committee; Additional Information on Implementation of the Career Guidance Model

COMMENT: Part of California State Plan for Career Development

CLASSIFICATION

02 . _____ 03 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Mitchell, Richard J.

CORPORATE AUTHOR:

TITLE: "The ABE Counselor--A New Guidance Role."
Adult Leadership, Volume 19, No. 9

PRICE: **DATE:** March, 1971 **2** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Counselors Adult Counseling
 Adult Development Adult Basic Education

SUBJECT CONTENT: Mitchell discusses four guidance roles which permeate the teacher-guidance function for ABE students: (1) aid in the adjustment of the individual adult learner by providing a climate in each learning experience which promotes desirable learner adjustment, (2) integrate occupational, educational, and personal-social adjustment information into the adult learner's experience, (3) encourage adult learners to avail themselves of the facilities of the Adult Basic Education Guidance program, (4) provide information which will keep the adult learner's personal record current.

COMMENT:

CLASSIFICATION

02 . _____ 03 . _____ 06 . 05 _____
06 . 06 _____ _____ . _____ _____ . _____

AUTHOR: Moss, Doris and Robert Richardson

CORPORATE AUTHOR:

TITLE: A Study of Students Who Discontinued Attendance in the E.S.E.A. III
Adult Basic Education Program (ED 019 576)

PRICE: MF .65 **DATE:** June 14, 1967 38 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adults Adult Learning
 Adult Development Adult Drop Outs

SUBJECT CONTENT: ABE Students from the Bronx, Manhattan and Queens who dropped out of school were the subjects of this study. 306 persons were interviewed (167 Puerto Rican, 139 Black). Other characteristics include average age, 35; marital status, married; low academic achievement and drop-outs after less than 50 hours of class. The two major reasons for leaving were: (1) Change of residence; (2) Interference with work activities. Some recommendations given were: A positive school experience from the first class; to meet the student needs from the beginning.

COMMENT:

CLASSIFICATION

02 . _____ 03 . _____ 07 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR: Department of Education
 Carson City, Nevada

TITLE: Suggested Techniques in Guidance and Counseling With Indian
 Youth and Adults (ED 010 750)

PRICE: MF .65 **DATE:** 1966 19 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
 Leasco information Products, Inc., P.O. Drawer C
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: A discussion of guidance and counseling techniques
 used in a counseling program for Indian youth and adults.
 Adult Counseling Human Development

SUBJECT CONTENT: Concepts of guidance, implementation of concepts
 including securing background information; understanding the needs of
 Indian Children, establishing rapport, testing counselor-parent relations,
 occupational and vocational information, bibliography.

COMMENT:

CLASSIFICATION

Q2 _____

AUTHOR:

CORPORATE AUTHOR: Two-Year College Student Development Center
State University of New York
Albany, N. Y.

TITLE: Concerns and Recommendations of the Colloquium on Occupational
Counseling and Guidance

PRICE: **DATE:** 1972 **PAGE(s)**

SOURCE: See Corporate Author

MEDIA: Book

ORIENTATION: Occupational Counseling

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

02 . _____ 03 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Nordelli, Walter

CORPORATE AUTHOR:

TITLE: "Guidance in the Two-Year College: A Neglected Area."
Junior College Journal, Volume 28

PRICE: **DATE:** 1958 **2** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Adult Learner
 Adult Counseling
 Counseling Programs

SUBJECT CONTENT: Nordelli discussed the state of affairs in counseling programs in community colleges. At that time, many community colleges had inadequate guidance programs designed to meet individual needs of the students. He felt more emphasis needed to be placed on counseling and guidance services within the two year colleges.

COMMENT:

CLASSIFICATION

02 _____ 03 _____ 07 _____
_____. _____ _____.

AUTHOR: Onstad, Gwen

CORPORATE AUTHOR:

TITLE: "A Talk With Some Native Americans." Personnel and Guidance Journal, Volume 50, No. 2

PRICE: _____ **DATE:** 1971 **5** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Counselors
Human Development

SUBJECT CONTENT: Indian youth form a new generation sharply critical of an educational system that has suppressed their history and heritage. They are impatient for change and self-determination in their own lives and are deeply stirred to make a commitment to serve the needs of their own tribal responsibilities. These concerns and hopes highlight a dialogue among several Indian students at Tecumseh Center, University of California at Davis, in the spring of 1971. Gwen Onstad, of the Counseling Center conducted and prepared this interview.

COMMENT:

CLASSIFICATION

02 . _____ 05 . _____ 07 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Pattison, Mary Rose (editor)

CORPORATE AUTHOR:

TITLE: Counseling Educationally Disadvantaged Adults
 (ED 023 015)

PRICE: MF .65 **DATE:** 1968 158 **PAGE(s)**
 HC \$6.58

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc. , P. O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Education Adult Counseling
 Adult Development Developmental Tasks

SUBJECT CONTENT: In 1957, several two-day institutes were held in Indiana for counselors of adult basic education students, and in addition, a one-week residential institute for selected counselors who had attended a spring institute. Primary emphasis was on awareness of responsibility and understanding of the undereducated adult. Counselors' perceptions of the undereducated adult as an educable entity increased after the institute, but there was a slight decrease in the perceptions of the adult as an economic unit and as a human being. The selected group who attended the residential institute did not differ from the total group.

COMMENT:

CLASSIFICATION

02 . _____ 03 . _____ 06 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Pearce, Frank C.

CORPORATE AUTHOR:

TITLE: "Dropout Patterns in the New Hope Project." Stanislaus County Multi-Occupational Adult Training Project, Report 2.2 (ED 011 195)

PRICE: MF .65 **DATE:** October, 1966 20 **PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Manpower Utilization Adult Learning
 Training Adult Development
 Adult Dropouts

SUBJECT CONTENT: This report from Modesto Junior College studies the adult dropout patterns and attempts to pinpoint failures of the programs. 1,006 trainees were interviewed. Some of the reasons cited for dropping out were: (1) to go to work, and (2) personal reasons (moving, injury, disease, character). The dropout rate for the project was 29%. The program's was 12%.

COMMENT:

CLASSIFICATION

02 . _____ 03 . _____ 06 . 02 _____
_____ . _____ . _____ . _____

AUTHOR: Pearce, Frank C.

CORPORATE AUTHOR:

TITLE: Dropout Rates (ED 011 356)

PRICE: MF .65
HC \$3.29 **DATE:** January, 1966 17 **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Counseling Vocational Counseling
 Adult Development Adult Vocational Education
 Adult Learning Training
 Adult Drop-outs

SUBJECT CONTENT: This report provides an overview of the enrollment patterns for the Modesto Multi-Occupational Project. Enrollment in the active and inactive vocational and prevocational training programs and reasons for drop-outs are provided. Some of the reasons are: Lack of success, lack of interest, poor attendance and family problems.

COMMENT:

CLASSIFICATION

02 . _____ 03 . 01 _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Perez, Armando

CORPORATE AUTHOR:

TITLE: Basic Education and E.S.L. Counseling In The Work Incentive Program. A Summary (ED 055 275)

PRICE: MF .65
 HC \$3.29 DATE: 1970 34 PAGE(s)

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Basic Education Adult Counseling
 Work Incentive Program Vocational Education
 Career Planning Human Responsibility
 Developmental Tasks

SUBJECT CONTENT: This report is an attempt to summarize some of the concerns and problems of the Work Incentive Program (WIN) of Los Angeles. The educational counseling component of the program, Division of Adult Education, has as its major objective to maximize the opportunities of the WIN enrollee, who is encouraged to educationally advance himself vocationally and/or academically. The following problems were identified: (1) lack of student teacher communication concerning vocational goals; (2) lack of student motivation; (3) varied abilities of students placed within the same classrooms; (4) personal and/or financial problems of students. The conclusion was that the success of the program depends largely on the placement of students into vocational and on-the-job training programs, getting closer to job placement, and off the welfare rolls.

COMMENT:

CLASSIFICATION

02 . _____ 05 . _____ . _____
_____ . _____ . _____

AUTHOR: Perrone, Phillip A.

CORPORATE AUTHOR:

TITLE: Guiding Adults Toward Post-Secondary Education--Opportunities in Wisconsin

PRICE: **DATE:** 1973 **PAGE(s)**

SOURCE: School of Education
University of Wisconsin
Madison, Wisconsin

MEDIA: Project

ORIENTATION: Adult Counseling Research
Counseling Instructional System
Adult Basic Education

SUBJECT CONTENT: This project has established an itinerant educational counseling program for adults in four southeastern counties of Wisconsin. This mobile counseling service is intended to provide adults with information about higher education opportunities available to them in those counties. More importantly, adults are able to receive assistance in establishing educational goals and in matching these goals with educational programs.

COMMENT: Project supported by Title I of the Higher Education Act and the School of Education, University of Wisconsin, Madison.

CLASSIFICATION

02 . _____ 01 . _____ 04 . _____
07 . _____ . _____ . _____

AUTHOR: Peters, Herman J. and James C. Hansen (editors)

CORPORATE AUTHOR:

TITLE: Vocational Guidance and Career Development--Selected Readings

PRICE: **DATE:** 1966 **466 PAGE(s)**

SOURCE: MacMillan Company
866 Third Avenue
New York, N. Y. 10022

MEDIA: Book

ORIENTATION: Vocational Counseling
Career Development
Adults

SUBJECT CONTENT: Work; Society and Career Development; Vocational Development Theories; Vocational Guidance: Information and Counseling, Elementary-College; Career Development: Adulthood.

COMMENT:

CLASSIFICATION

02 . _____ 03 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Peterson, Elwood R. and Phileon B. Robinson, Jr.

CORPORATE AUTHOR:

TITLE: "Adult Counseling Clinic: A Cooperative Community."
Adult Leadership, Volume 17, No. 4

PRICE: **DATE:** 1968 2 **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Adult Counseling
Counseling Program
Community Service

SUBJECT CONTENT: Report on a two-week clinic in Provo, Utah which was conceived as a means to counsel local adults regarding educational and vocational opportunities and community programs to help them gain these benefits.

COMMENT:

CLASSIFICATION

02 . _____ 01 . _____ 04 . _____
_____ . _____ . _____ . _____

AUTHOR: Robson, Virginia and David L. Acord

CORPORATE AUTHOR:

TITLE: Counselor Awareness Program for Vocational Education:
Final Report (ED 068 652)

PRICE: MF .65 **DATE:** July, 1972 101 **PAGE(s)**
 HC \$6.58

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P. O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Vocational Counseling
Career Education
Inservice Education

SUBJECT CONTENT: Thirty-seven counselors attended a two-week intensive program to update their knowledge of vocational education and of the world of work, to improve their counseling and guidance techniques, and to develop new or revised plans of occupational guidance and counseling for their respective schools. Each counselor participated in at least fifteen sessions, known as Work Sample Exposures. Workshop methods included group guidance and individual counseling sessions, field trips, group discussions, reaction panels, and taped demonstrations of counseling sessions.

COMMENT:

CLASSIFICATION

02 _____ . _____ . _____ .
_____ . _____ . _____ .

AUTHOR: Russell, Richard P.

CORPORATE AUTHOR:

TITLE: A Guideline for Guidance Under the Manpower Development and Training Act. (MDTA)

PRICE: _____ **DATE:** _____ **29 PAGE(s)**

SOURCE: State Board for Vocational Education
Topeka, Kansas

MEDIA: Booklet

ORIENTATION: Adult Counseling Career Education
Role and Scope of Guidance Services

SUBJECT CONTENT: This booklet describes a suggested break-down of guidelines for guidance under MDTA. The book discusses guidelines, philosophy, cooperating agencies, listing programs, and group guidance procedures.

COMMENT:

CLASSIFICATION

02 . _____ 07 . _____ 01 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Ryan, C.

CORPORATE AUTHOR:

TITLE: "Counseling the Culturally Encapsulated Indian." Guidance for Urban Disadvantaged Youth, E. C. Halberg (editor)

PRICE: **DATE:** 1971 6 **PAGE(s)**

SOURCE: American Personnel and Guidance Association
1607 New Hampshire Avenue
Washington, D.C. 20009

MEDIA: Book

ORIENTATION: Counselors
Human Development

SUBJECT CONTENT: Access to subject content information not available to reviewer.

COMMENT:

CLASSIFICATION

02

AUTHOR: Steward, Robert Miller

CORPORATE AUTHOR:

TITLE: An Evaluation of the Guidance Programs in the Los Angeles City Adult Schools (Order No. 67-9,035)

PRICE: MF \$3.00
Xerox \$8.20 **DATE:** 1967 177 **PAGE(s)**

SOURCE: University Microfilms
300 Zeeb Rd.
Ann Arbor, Michigan 48106

MEDIA: Dissertation

ORIENTATION: Adult Counseling

SUBJECT CONTENT: Study evaluating the guidance program of the Los Angeles City Adult Schools to determine if existing guidance services are adequately meeting clientele needs. Findings of study and resulting recommendations.

COMMENT:

CLASSIFICATION

02 . _____ 03 . _____
_____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: The National Association of Public School Adult Educators

TITLE: Counseling and Interviewing Adult Students

PRICE: _____ **DATE:** 1968 **PAGE(s)** _____

SOURCE: National Education Association
1201 Sixteenth Street, N. W.
Washington, D. C. 20036

MEDIA: Book

ORIENTATION: Adults Adult Learning
Counselors Human Development
Adult Counseling Developmental Tasks

SUBJECT CONTENT: This pamphlet provides an overview of the role and scope of adult counseling services. It can be used as a guide for establishing a program for adult counseling and guidance services. It provides many useful and practical approaches to dealing with the adult student in different adult educational settings.

COMMENT:

CLASSIFICATION

02. _____ 07. _____ _____
_____. _____ _____

AUTHOR: Thompson, Clarence H. (editor)

CORPORATE AUTHOR:

TITLE: College Personnel Services for the Adult Student: Assistance, Involvement, Development. (ED 021 287)

PRICE: MF .65 **DATE:** May, 1968 64 **PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Counseling Social Services
Adult Learning Career Change
Developmental Tasks Social Change
Student Personnel Programs

SUBJECT CONTENT: This report presents the background papers and evaluation of a workshop in college personnel services for the adult. Tests found particularly useful with adults were discussed according to the following categories: (1) admissions; (2) placement; (3) remedial education; (4) vocational-educational planning; and (5) creativity or innovation. A review of financial aid programs showed little aid available to the adult returning to college. Psychological and sociological differences between the adult college student and other students are important for the development of both a counseling philosophy and co-curricular activities for adult counseling programs in continuing education programs.

COMMENT:

CLASSIFICATION

02 _____ 03 _____ _____
_____ . _____ . _____

AUTHOR: Troll, Lillian E. and Nancy Schlossberg

CORPORATE AUTHOR:

TITLE: How Age Biased are Counselors of Adults ?

PRICE: _____ **DATE:** 1969 **PAGE(s)** _____

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Counselors Adult Counseling
Adult Learning Older Adults

SUBJECT CONTENT: Troll and Schlossberg reported a study dealing with the age-biasness of counselors of adults. A study was conducted to determine the extent of age bias among counselors working with adults in educational settings. While no uniform opinion with respect to age norms and constraints was shown, and more than half of the respondents showed some age bias, there were a sizeable number who were vigorously opposed to any suggestion of age norms and who would fight for counseling each individual case on its own merits.

COMMENT: A Study Sponsored by the U.S. Department of Health, Education and Welfare.

CLASSIFICATION

02 . 03 . 06 . 04
06 . 05 . _____

AUTHOR: Trubowitz, Sydney

CORPORATE AUTHOR:

TITLE: A Handbook for Teaching in the Ghetto School

PRICE: **DATE:** 1968 **PAGE(s)**

SOURCE: Quadrangle Books, Inc.
12 East Delaware Place
Chicago, Illinois 60611

MEDIA: Book

ORIENTATION: Curriculum Career Development
Adult Learning Manpower Utilization
Counseling Instructional Systems

SUBJECT CONTENT: This book illustrates how teachers can develop meaningful curriculum content by knowing people's experiences, interests, feeling needs, strengths, and weaknesses. It attempts to help teachers understand a school and community in the ghetto by exposing them to the perceptions of the children, parents, and other people in the neighborhood. It shows how teacher awareness of the individual's world can help to give depressed-area individuals a greater mastery of the world and aid them in extending their view of their surroundings.

COMMENT:

CLASSIFICATION

02 . _____ 03 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Vontress, Clemmont E. and Harold A. Thomas

CORPORATE AUTHOR:

TITLE: "Counseling Adults." Adult Leadership, Volume 17

PRICE: **DATE:** June, 1968 **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Adult Learning Adult Counseling
 Adult Development Human Development
 Counseling Effectiveness

SUBJECT CONTENT: Vontress and Thomas discuss the importance of having adequately trained counselors who understand the ramifications of working with adults in a counseling and guidance capacity. He discusses various techniques and methods which are apropos to the adult counseling situation.

COMMENT:

CLASSIFICATION

02 _____
_____. _____

AUTHOR: Williamson, E. G.

CORPORATE AUTHOR:

TITLE: Vocational Counseling: Some Historical, Philosophical and Theoretical Perspectives

PRICE: _____ **DATE:** 1965 **PAGE(s)** _____

SOURCE: McGraw-Hill Book Company
New York, N. Y.

MEDIA: Book

ORIENTATION: Counseling Theories Vocational Counseling
Counseling Services Guidance Programs
Counseling Philosophy

SUBJECT CONTENT: This book restricts itself to the emerging psychological specialty now referred to as counseling psychology. Materials and concepts preceeding the publication of Frank Parsons' monumental study, particularly the contribuitions of the psychological measurement movement in the '890's, are made readily available in textbook form. Throughout the discussion, the historical developments up to W. W. II are discussed in the context of philosophical and theoretical considerations of the role of counseling in American education and its unique effect on the American individual. The interweaving of philosophy, theory, and practice, and history provides the reader with an understanding of the technological developments leading to the current practice of individualized counseling.

COMMENT:

CLASSIFICATION

02 _____

AUTHOR:

CORPORATE AUTHOR: Department of Education
University of Wisconsin, Milwaukee

TITLE: Transactional Analysis

PRICE: _____ **DATE:** December, 1972 **PAGE(s)** _____

SOURCE: Shirley Wile, Asst. Professor Community Programs
University of Wisconsin-Extension, 600 W. Kilbourn Ave.
Milwaukee, Wisconsin 52303

MEDIA: Workshop

ORIENTATION: Based upon the book, I'm O.K. -You're O.K. Participants were helped to use transactional analysis as teaching and learning devices.

SUBJECT CONTENT: Transactional analysis as a teaching/learning tool.

COMMENT:

NEW COPY AVAILABLE

05
Adult Education

CLASSIFICATION

03 _____ . _____ . _____
_____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: Adult Education Association of the U.S.A.

TITLE: Priorities in Adult Education

PRICE: _____ **DATE:** _____ **241 PAGE(s)**

SOURCE: The Macmillan Company
866 Third Avenue
New York, N.Y. 10022

MEDIA: Book

ORIENTATION: Planning Adult Education

SUBJECT CONTENT: Tells how to bring people into the planning process, set up large and small group programs, work with volunteers and professionals and publicize programs.

COMMENT:

CLASSIFICATION

03 . 01

04 . 03

AUTHOR:

CORPORATE AUTHOR:

TITLE: A Guide to the Development of Vocational Education Programs and Services for the Disadvantaged (ED 035 743)

PRICE: MF .65 **DATE:** October, 1969 33 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Vocational Education
 Adult Counseling
 Curriculum

SUBJECT CONTENT: A National Workshop on Vocational Education for the Disadvantaged was convened and resulted in this guide, which is intended to aid vocational educators in developing and conducting successful vocational education programs and services for the disadvantaged.

COMMENT:

CLASSIFICATION

03 . _____ 07 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR: American Council on Education Special Report

TITLE: Higher Education and the Adult Student

PRICE: **DATE:** December, 1972 **5** **PAGE(s)**

SOURCE: American Council on Education (ACE)
One Dupont Circle
Washington, D.C. 20036

MEDIA: Booklet

ORIENTATION: Higher Education for Adults
Adult Learning

SUBJECT CONTENT: The Committee on Higher Adult Education of the American Council on Education has prepared an analysis of twelve significant issues and a set of recommendations directed to college administrators and faculty and to those outside the institutions whose decisions affect public and private support. The recommendations deal with the nature of the commitment an institution must make if it is to serve adult students, changes in institutional structures, the curriculum, the use of community resources and new technology, the use of credits and degrees, issues in accreditation and licensing policies, the maintenance of quality, the preparation of faculty and administrators, the filling of gaps in research, the costs and the role of adult education organizations.

COMMENT:

CLASSIFICATION

03 . _____ 06 . _____ 07 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Applebaum, Leon and Higdon C. Roberts, Jr.

CORPORATE AUTHOR:

TITLE: An Analysis of Participants in a Long-Term Adult Education Program (ED 018 768)

PRICE: MF .65
 HC \$3.29 **DATE:** 1968 40 **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adults Adult Development
 Adult Learning Adult Drop-Outs

SUBJECT CONTENT: This study was to investigate personal characteristics and social factors of successful students and drop-outs in the Union Leadership Program (3-year adult education program). In 1966-67, ULP had an enrollment of 400 students. The survey was administered in the Spring, 1966. A mailed questionnaire was used to collect the data. Some findings include: Successful students were older and identified with the working class; drop-outs identified with the middle class.

COMMENT:

CLASSIFICATION

03 . _____ 04 . _____ 07 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Barabas, Jean

CORPORATE AUTHOR:

TITLE: Women: Their Educational and Career Roles. An Annotated Bibliography of Selected ERIC References (ERIC - IRCD Urban Disadvantaged Series, No. 31) (ED 067 423)

PRICE: MF .65
 HC \$3.29 **DATE:** August, 1972 71 **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Working Women Adult Education
 Women's Education Career Choice
 Annotated Bibliographies

SUBJECT CONTENT: This annotated bibliography has been prepared to deal with the issue of women as a group whose realistic and creative contributions have often been hindered by traditional employment and social institutions. The listing encompasses document citations in Research in Education from November, 1966 through December, 1971, and journal citations in Current Index to Journals in Education from January, 1969 through December, 1971.

COMMENT:



CLASSIFICATION

.03 . _____ .07 . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Berne, Eric

CORPORATE AUTHOR:

TITLE: What Do You Say After You Say Hello ?

PRICE: \$1.95 DATE: 1972 465 PAGE(s)

SOURCE: Bantam Book
53 East 11th Street
New York, New York, 10003

MEDIA: Book

ORIENTATION: Transactional Analysis Script Analysis
Life Scripts Structural Analysis
Adult Psychology

SUBJECT CONTENT: This book is in direct succession to Berne's first book, Games People Play on the transactional approach, and outlines the new developments in thinking and practice which have taken place during the last five years, chiefly the rapid advance in script analysis which is one of the components of Transactional Analysis. Berne attempts to present the basic tenets and precepts of script analysis in such a way that it is understandable to the non-professional as well as the professional. It is must reading for anyone wanting to understand the concepts of Script Analysis in Transactional Analysis.

COMMENT:

CLASSIFICATION

03 _____ 07 _____ _____

AUTHOR: Bushnell, David S.

CORPORATE AUTHOR:

TITLE: Organizing for Change: New Priorities for Community Colleges

PRICE: _____ **DATE:** 1973 **PAGE(s)** _____

SOURCE: McGraw-Hill Book Co., Inc.
New York, N. Y.

MEDIA: Book

ORIENTATION: Adult Learning Community Services
Social Change Adult Education
Research Report Career Education

SUBJECT CONTENT: This is one of two books dealing with a national research report of community junior colleges. A total of 956 colleges were surveyed to determine trends in community college priorities, governance, financial support, goals, and student personnel programs for the next decade. The author presents the research design, methodology, statistics and conclusions drawn from the study. Tables summarizing the statistical data are presented with explanations, inferences, and conclusions. The book is divided into the following chapters: (1) introduction, (2) the warp and woof of junior colleges: students and faculty; (3) institutional goals and priorities; (4) strategies for change; (5) barriers to change; (6) the pragmatic 70's; (7) methodology, questionnaires, innovative institutions index, preceptions of goals for the 70's.

COMMENT:

CLASSIFICATION

03 . _____ 07 . _____ . _____
_____ . _____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: Carnegie Commission on Higher Education

TITLE: Less Time, More Options: Education Beyond the High School

PRICE: **DATE:** January, 1971 **PAGE(s)**

SOURCE: McGraw-Hill Book Co., Inc.
New York, N. Y.

MEDIA: Report

ORIENTATION: Adult Learning Career Education
Adult Development Adult Education
Research Report Career Development

SUBJECT CONTENT: This report examines and makes recommendations concerning a topic that is central to every other aspect of higher education, the general flow of students into and through the formal structure of higher education in the United States and the key role played by degrees in this flow. Recommendations are set forth calling for basic changes in the pattern of this flow. The report proposes increasing the effective options available to students who do not go on to college. This is not to suggest that the commission assumes that the only possible choice is between college courses with curricula as now structured and dropping out. The report deals with the options that one has, or should have in today's educational system.

CCMMENT:

CLASSIFICATION

03 _____ 07 _____ _____

AUTHOR: Clark, Burton

CORPORATE AUTHOR:

TITLE: Adult Education in Transition: A Study of Institutional Security

PRICE: _____ **DATE:** 1968 **PAGE(s)** _____

SOURCE: University of California Press
Berkeley, California

MEDIA: Book

ORIENTATION: Adult Learner Community Colleges
Social Change Career Education
Adult Education Social Responsibility
Community Services

SUBJECT CONTENT: Clark discusses some of the aspects of the role and scope of adult education programs in community colleges. Adult education programs rarely enjoy the same degree of security and recognition given to the regular programs. Clark coined the term "marginally" to describe the insecure position of adult education on many community college campuses. In times of economic crisis, most community colleges will undoubtedly reduce the number of offerings in the evening college before the curtailment of the day program. A rapidly changing society has created the need for continuing education. If the adult is to survive and enjoy a reasonable happy life, then he must learn how to accept and to adjust to new models of working and living.

COMMENT:

CLASSIFICATION

03 . _____ 04 . _____ 07 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Cole, Nancy S.

CORPORATE AUTHOR:

TITLE: On Measuring the Vocational Interest of Women
(ED 060 821)

PRICE: MF .65 **DATE:** March, 1972 **16 PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Vocational Counseling Career Planning
Working Women Feminism
Women's Education

SUBJECT CONTENT: It is the purpose of this paper to consider the possibility of eliminating the pattern of women entering only traditionally women's vocations by examining the structure of women's interests in terms of inventory scales and occupational groups; to compare this structure with that found for men; and to suggest what inferences can be made from women's interests to the entire career spectrum.

COMMENT:

CLASSIFICATION

03 _____ 07 _____ _____
_____ _____ _____

AUTHOR: Cross, Patricia K.

CORPORATE AUTHOR:

TITLE: The Junior College Student: A Research Description

PRICE: _____ **DATE:** 1968 **PAGE(s)**

SOURCE: Educational Testing Service
Princeton, New Jersey

MEDIA: Book

ORIENTATION: Adult Learners Community College Students
Research Report Adult Education
Counseling Programs Adult Development

SUBJECT CONTENT: This research report is directed to faculty and administrators working to make the junior college experience more rewarding to the student. It is not a critique of past research nor is it written in the technical and precise language of the behavioral scientist. Rather, the author has attempted to present a generalized research picture that may serve as a framework to test hypotheses about characteristics of community college students. The picture that emerges is not that of any individual junior college student, but of a mythical one whose sole distinction is that he shares more characteristics with his junior college peers than is likely for any real human being. One of the author's main conclusions from the study is the fact that very little research has been done on the part-time adult student. Counselors need to know more about his background and motivations and a greater understanding of his problems in resuming his education, including the conflicting demands on the time and energy available for study.

COMMENT

CLASSIFICATION

03 _____ 04 _____ _____
_____. _____ . _____

AUTHOR:

CORPORATE AUTHOR:

TITLE: Current Index to Journals in Education (CIJE)

PRICE: \$44.00 Annually **DATE:** **PAGE(s)**

SOURCE: CCM Information Corporation
866 Third Avenue
New York, N. Y. 10022

MEDIA: Periodical (monthly)

ORIENTATION: Monthly publication citing and indexing current
articles in the journal literature

SUBJECT CONTENT: Detailed indexing for articles appearing in more than
500 education and education-related journals.

COMMENT:

CLASSIFICATION

03 . _____ 07 . _____ . _____
_____ . _____ . _____

AUTHOR: Decker, Larry E.

CORPORATE AUTHOR:

TITLE: Foundations of Community Education

PRICE: **DATE:** 1972 **85 PAGE(s)**

SOURCE: Pendell Publishing Company
Midland, Michigan

MEDIA: Book

ORIENTATION: Development of community education theory and the
history of its implementation.
Community Service Programs Social Change

SUBJECT CONTENT: Place of education; The Community and Education;
Community Education and the Community School; Evolution of Community
Education Philosophy; Historical Implementation of Community Education.

COMMENT:

CLASSIFICATION

03 _____ 03 . 02 _____ _____
_____ . _____ . _____

AUTHOR: Dickinson, James Gary

CORPORATE AUTHOR:

TITLE: Patterns of Participation in a Public Adult Night School
Program (ED 01871)

PRICE: MF .65 DATE: August, 1966 122 PAGE(s)
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adults Instructional Systems
Adult Learning Adult Development

SUBJECT CONTENT: A study to determine whether retention in public adult evening schools is related to S.E. Characteristics of participants or to the pattern, nature, and length of courses. The data was derived from 2,075 students attending British Columbia University, Vancouver, B.C. The data was tested by Chi Square. Statistically significant differences was shown in age, sex, marital status and occupation. Different students were enrolled for academic, general and vocational programs. Charts and bibliography are included. These findings were presented at the National Seminar on Adult Education Research, Chicago, February, 1968.

COMMENT:

CLASSIFICATION

03 _____ 07 _____ _____
_____ . _____ . _____

AUTHOR: Evans, N. Dean and Ross L. Neagley

CORPORATE AUTHOR:

TITLE: Planning and Developing Innovative Community Colleges

PRICE: _____ **DATE:** 1973 **PAGE(s)** _____

SOURCE: Prentice-Hall, Inc.
Englewood, Cliffs, N. J.

MEDIA: Book

ORIENTATION: Adult Learner Systems Approach
Adult Development Systems Analysis
Educational Strategies Curriculum
Job Analysis

SUBJECT CONTENT: This book is a step-by-step guide for board members, citizens' groups, and college administrators to help them develop innovative two-year college strategies. The authors have compiled the first practical handbook to help all those involved with community colleges to seek creative solutions to problems which are entirely new to the educational field. Featured in this book are practical and workable approaches to: local need studies, necessary funding, selecting the board of trustees, the position of the president, filling other key positions, designing systematic instruction, planning campus facilities, using the new educational technology, systems approach in designing and planning curriculum programs.

COMMENT:

CLASSIFICATION

03 . _____ 07 . _____ 02 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Ewalt, Della C.

CORPORATE AUTHOR:

TITLE: Continuing Education for Women in Ohio: A Study Project of
 the Ohio Division, American Association of University Women
 (ED 021 196)

PRICE: MF .65 **DATE:** April, 1965 ~~43~~ **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Women's Education
 Adult Learner
 Adult Counselor

SUBJECT CONTENT: Personal and socioeconomic backgrounds, educational
 motivation, preferred kinds of programs and fields of study, felt needs
 for guidance and counseling, information on women in colleges (faculty,
 administrators, students).

COMMENT:

CLASSIFICATION

03 . _____ 07 . _____ _____ . _____
_____ . _____ _____ . _____ _____ . _____

AUTHOR: Fairbank, Jane D. and Susan G. Bell

CORPORATE AUTHOR:

TITLE: Second Careers for Women: A View from the San Francisco Peninsula (ED 059 429)

PRICE: MF .65 **DATE:** October, 1971 97 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P. O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Working Women Housewives
 Women's Education Adult Education Programs
 Adult Learning Workshops

SUBJECT CONTENT: The Second Careers for Women Conference is discussed as to its evolution and place in the scheme of continuing education programs for women. Opportunities in the following fields were discussed: Teaching, Educational Administration and Education Research, Counseling, Guidance and Clinical Psychology, Social Work, Library Service, Communications, Performing Arts, Fine and Applied Arts, Environmental Planning and Design, Law and Politics, Business and Finance, Paramedical Services, Medical and Biological Sciences, Physical Sciences, Engineering and Mathematics, and Computer Science-Data Processing.

COMMENT:

CLASSIFICATION

03 _____ 07 _____ 02 _____
06 _____ _____ _____

AUTHOR: Farmer, Martha L.

CORPORATE AUTHOR:

TITLE: Student Personnel Services for Adults in Higher Education

PRICE: **DATE:** 1967 **210 PAGE(s)**

SOURCE: The Scarecrow Press, Inc.
Metuchen, New Jersey

MEDIA: Book

ORIENTATION: Reference work on personnel services in evening colleges
Adult Counseling Adult Learner
Pupil Personnel Services Job Placement

SUBJECT CONTENT: Papers on historical background of evening colleges on student personnel services, administrative organization, admissions, student activities, counseling, placement, training of personnel workers, service to business, industry and labor, financial aid and the implications of automation and cybernation for evening education and for the personnel and guidance profession.

COMMENT:

CLASSIFICATION

03 . _____ 02 . _____ 07 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Farmer, Martha L.

CORPORATE AUTHOR:

TITLE: "Student Personnel Services in Evening Colleges." Journal of College Student Personnel, Volume 3

PRICE: **DATE:** March, 1962 **3** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Adult Development
 Adult Counseling
 Pupil Personnel Services

SUBJECT CONTENT: Farmer's 1959 study of "Student Personnel Services in Evening Colleges" received responses from ninety-three member institutions of the Association of University Evening Colleges (AUEC). Farmer found that: 33% of the schools had well-developed student personnel and student activity programs, 20% had a partially developed program, 18% had joint day-evening programs, 29% had no student personnel programs.

COMMENT:

CLASSIFICATION

03 _____ 07 _____ _____
_____ _____ _____

AUTHOR: Flaugh er, Ronald L. and Others

CORPORATE AUTHOR:

TITLE: Credits by Examination for College Level Studies, An
Annotated Bibliography

PRICE: \$3.00 **DATE:** 1967 230 **PAGE(s)**

SOURCE: The College Entrance Examination Board
Box 592
Princeton, New Jersey 08540

MEDIA: Book

ORIENTATION: Adult Learning
Human Development
Adult Development

SUBJECT CONTENT: Contains 308 items on transfer students and transfer
policy, student accreditation by examination, and sources of instruction
for unaffiliated students.

COMMENT:

CLASSIFICATION

03 _____ 04 _____ 07 _____
02 _____ _____ _____

AUTHOR: Gray, Page

CORPORATE AUTHOR:

TITLE: "Self-Image--An Integral Part of Vocational Training."
Adult Leadership, Volume 21, No. 10

PRICE: **DATE:** April, 1973 **331 PAGE(s)**

SOURCE: Adult Education Association of the U. S. A.
810 - 18th St., N. W.
Washington, D.C. 20006

MEDIA: Journal

ORIENTATION: Self-esteem helps to dispel despair and create the
hope, not only of employment, but also of promotion on merit.
Adult Development Adult Counseling

SUBJECT CONTENT: Positive need in vocational training for emphasis on
speech, grooming, job-seeking areas.

COMMENT:

CLASSIFICATION

03 . _____ 06 . 03 06 . 06
_____ . _____ _____ . _____ _____ . _____

AUTHOR: Hale, James M. and Curtis Ulmer

CORPORATE AUTHOR:

TITLE: Administrator's Guide To Training Paraprofessionals

PRICE: **DATE:** 1972 62 **PAGE(s)**

SOURCE: Prentice-Hall Inc.
Englewood Cliffs, New Jersey

MEDIA: Booklet

ORIENTATION: Training Paraprofessionals
 Systems Approach Curriculum
 Educational Strategies Instructional Systems

SUBJECT CONTENT: This guide provides general information that can be of assistance to administrators who are contemplating use of paraprofessionals, as well as, to those administrators who already have some in their schools. It is not the intention of the author to attempt a detailed study of the movement thus far, neither will there be found summations of research dealing with the use of paraprofessionals. The contents provide a general overview of how such a program could be initiated and operated. Among matters discussed are recruitment, training, personnel utilization, and career advancement. The emphasis is that of a "down-to-earth" approach. Suggestions included are just simply stated guidelines that could be utilized in training of paraprofessionals. The booklet is divided into the following sections: (1) why the term paraprofessional?; (2) board of education policy; (3) state certification; (4) recruitment and selection; (5) the adult as a learner; (6) training program; (7) the Minneapolis program-an overview; (8) career ladders; (9) job outline for auxiliary personnel teacher aide; (10) the paraprofessional and his work assignment; (11) evaluation.

CLASSIFICATION

03 . _____ 07 . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Harlacher, Ervin L.

CORPORATE AUTHOR:

TITLE: "California's Community Renaissance."
Junior College Journal, Volume 34

PRICE: **DATE:** May, 1964 **5** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Community Service Adult Development
Adult Education Manpower Utilization

SUBJECT CONTENT: Harlacher maintains one of the trends in community services will be in the direction of cultural growth. California communities are experiencing a cultural, social, and intellectual renaissance. Much of the credit for the community rebirth is due to California's public community college and their programs of community services.

COMMENT:

CLASSIFICATION

03 . _____ 07 . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Harlacher, Ervin L.

CORPORATE AUTHOR:

TITLE: The Community Dimension of the Community College

PRICE: **DATE:** 1969 **PAGE(s)**

SOURCE: Prentice-Hall, Inc.
Englewood Cliffs, New Jersey

MEDIA: Book

ORIENTATION: Community Service Adult Learner
Systems Analysis Task Analysis
Social Responsibility Community Colleges
Manpower Utilization Program

SUBJECT CONTENT: This book describes and analyzes the relationship between the community college and the local community. It discusses community services programs and the organizational patterns they reveal, and explores the various types of services that can be offered. The book begins with an examination of community colleges and the history of their community services function. Chapter 11 defines community services and discusses their implementation, expansion, and objectives. The chapter analyses the major problems and issues involved and the solutions that have been employed in dealing with them. The book concludes with a discussion of future trends for community services in two-year institutions and a projection of the anticipated growth of the service function to come.

COMMENT:

CLASSIFICATION

03 . _____ 07 . _____ _____ . _____
_____ . _____ _____ . _____ _____ . _____

AUTHOR: Houle, Cyril O.

CORPORATE AUTHOR:

TITLE: "The Obligation of the Junior College for Community Services."
Junior College Journal, Volume 30

PRICE: **DATE:** 1960 15 **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Educational Strategies Community Services
Adult Development Task Analysis

SUBJECT CONTENT: Houle discusses the obligation of the community college to include community services as one of its prime goals. He feels that adult and community educations should be an integral part of the total educational schema of the community college program.

COMMENT:

CLASSIFICATION

00 . _____ 06 . 05 07 . _____
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AUTHOR:

CORPORATE AUTHOR:

TITLE Human Rights: The American Scene

PRICE: \$64.95 **DATE:** 1970 **1,625 PAGE(s)**

SOURCE: Noble and Noble, Publishers, Inc.
New York, N. Y.

MEDIA Program (Teaching Kit)

ORIENTATION: Career Education Adult Learning
Instructional Systems Intellectual Development
Adult Development Social Responsibility
Social Change

SUBJECT CONTENT: This teaching kit was designed to make curriculum more relevant and stimulating to the slow reader and/or the under-educated "young" adult.

The kit is comprised of 20 copies of 20 four-page pamphlets based on recent Supreme Court decision affecting topics such as discrimination, the draft, the right of protest, etc.

The format includes two pages of text, comprehension questions and a photograph. An introduction and lesson plans are provided in teacher's manual.

COMMENT

CLASSIFICATION

03 . 01 04 . 04 _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Jacobsen, Thomas J.

CORPORATE AUTHOR:

TITLE: Knowledge Needed to Obtain Work (KNOW)

PRICE: \$63.00 **DATE:** 1973 77 **PAGE(s)**

SOURCE: Science Research Associates
 259 East Erie Street
 Chicago, Illinois 60611

MEDIA: Book

ORIENTATION: Career Education Adult Basic Education
 Instructional Systems Career Planning

SUBJECT CONTENT: This career education manual, prepared for the San Diego Board of Education, in loose-leaf form is a self-contained guide stressing a visual approach to the basics of job-seeking and job-finding. It can be used by counselors and ABE instructors, as well as by students themselves. The manual contains 64 transparencies--for use with an overhead projector--covering seven basic job-seeking areas: (1) selecting a job; (2) finding employment openings; (3) filling out an application; (4) preparing to take an employment test; (5) preparing for the interview; (6) the interview itself; (7) necessary follow-up. Transparencies contain a simple key statement illustrated with appropriate drawings, usually in cartoon form. The loose-leaf format of the entire presentation permits counselors and instructors to add pertinent local information at will to help students find jobs--addresses of local employment agencies, minimum wage scales, etc.

COMMENT:

CLASSIFICATION

03 . _____ 02 . _____ . _____
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AUTHOR: Jensen, Gale, A.A. Liveright, and Wilbur Hallenbeck (editors)

CORPORATE AUTHOR:

TITLE: Adult Education--Outlines of an Emerging Field of University Study

PRICE: _____ **DATE:** 1964 **334 PAGE(s)**

SOURCE: Adult Education Association of the U. S. A.
810 - 18th St., N.W.
Washington, D.C. 20006

MEDIA: Book

ORIENTATION: Statement of some of the basic thinking of the field of
adult education
Adult Learning Adult Counseling

SUBJECT CONTENT: Role of Adult Education in Society; Definition of
Terms; The Field of Operations in Adult Education; The Relevance of
the Study of Sociology to Adult Education Practice; The Relevance of
Psychology for Adult Education.

COMMENT:

CLASSIFICATION

03 . _____ 07 . _____ _____
_____ . _____ . _____ . _____

AUTHOR: Johnston, Denis F.

CORPORATE AUTHOR:

TITLE: 'Education of Adult Workers: Projections to 1985.' Monthly
Labor Review

PRICE: DATE: August, 1970 14 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Manpower Utilization
Adult Learning

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

03 . _____ 04 . _____ 06 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Kassel, Myrna Bordelon

CORPORATE AUTHOR:

TITLE: The First Year. Human Services Manpower Career Center
 (ED 047 156)

PRICE: MF .65
 HC \$3.29 **DATE:** 1970 43 **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Manpower Utilization
 Human Development
 Social Services

SUBJECT CONTENT: This project was federally funded: (1) to serve as an information clearinghouse and to develop planning procedure for manpower agencies, (2) to improve career opportunities for workers in the human services area, (3) to strengthen the U.S. Employment Service capabilities in human service field. The report outlines the results of the first year.

COMMENT:

CLASSIFICATION

03 . 01

04 . 04

AUTHOR: Kent, William P. and Others

CORPORATE AUTHOR:

TITLE: Job-Related Adult Basic Education

PRICE:

DATE: 197.

180 **PAGE(s)**

SOURCE: System Development Corporation
5720 Columbia Pike
Falls Church, Virginia

MEDIA: Book

ORIENTATION:

Career Education
Job Training

Adult Basic Education
Special Demonstration Project

SUBJECT CONTENT: This is a two-volume report prepared for the U.S. Office of Economic Opportunity surveying different job-related ABE programs offered by (a) schools, (b) employers, (c) unions, (d) government, (e) community improvement organizations, and (f) both profit-making and non-profit educational consulting and training companies throughout the country. Volume I, Summary and Recommendations, is a short account of the entire project; Volume II, Approach and Detailed Finding, is a back-up report spelling out the materials covered in Volume I.

COMMENT:

CLASSIFICATION

03 _____ . _____ . _____ .
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AUTHOR: Klevins, Chester (editor)

CORPORATE AUTHOR:

TITLE: Materials and Methods in Adult Education

PRICE: **DATE:** 1972 **373 PAGE(s)**

SOURCE: Klevins Publications, Inc.
6500 Kelvin Avenue
Canoga Park, California 91306

MEDIA: Book

ORIENTATION: A collection of writings with emphasis directed
toward adult education.
Adult Learning Educational Strategies

SUBJECT CONTENT: Curriculum Development; The Instructional Process;
New Aids to Learning; Staff Development; Adult Education: Resourceful
Program Development

COMMENT:

CLASSIFICATION

03 _____ 07 _____ _____

AUTHOR: Knopf, Norton B.

CORPORATE AUTHOR:

TITLE: Personal Growth and Professional Growth: Do the Chicken
and the Egg Both Come First? (ED 066 694)

PRICE: MF .65 DATE: March, 1972 15 PAGE(s)
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Learning Career Planning
Growth Patterns Personal Growth
Vocational Counseling Self-Actualization

SUBJECT CONTENT: This paper is divided into two main sections. The first defines the educational process used in the Vocational Counseling Institute. The second describes some subjective impressions to, with, and about trainees. The primary implication was that the interviewers and counselors who participated in University training may actually be way ahead of their supervisors and managers, in the process of becoming autonomous, fully-functioning persons.

COMMENT: Paper presented at the American Personnel and Guidance Association Meeting, March 25-30, 1972, Chicago, Illinois.

CLASSIFICATION

03 _____ . _____ . _____
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AUTHOR Knowles, Malcolm S. (editor)

CORPORATE AUTHOR:

TITLE: Handbook of Adult Education in the United States

PRICE: _____ **DATE:** 1967 **624 PAGE(s)**

SOURCE: Adult Education Association of the U. S. A.
810 - 18th Street, N. W.
Washington, D. C. 20006

MEDIA: Book

ORIENTATION: A guidebook for the field of adult education
Adult Learning

SUBJECT CONTENT: What is Adult Education?; Historical Development
of the Adult Education Movement; Philosophies of Adult Education;
Learning Theory in Adult Education; Foundations and Adult Education;
Program Areas in Adult Education; Adult Recreation Education;
Future of Adult Education in America

COMMENT:

CLASSIFICATION

03 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Knowles, Malcolm S.

CORPORATE AUTHOR:

TITLE: The Modern Practice of Adult Education--Andragogy Versus
Pedagogy

PRICE: **DATE:** 1970 **384 PAGE(s)**

SOURCE: Association Press
291 Broadway
New York, N.Y. 10007

MEDIA: Book

ORIENTATION: Planning guide and reference for adult education field,
as well as an exploration of theory.
Adult Learning Educational Strategies

SUBJECT CONTENT: The emerging role and technology of adult education;
Organizing and administering comprehensive programs of adult education;
Helping adults learn.

COMMENT:

CLASSIFICATION

03 . _____ 07 . _____ 04 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Koontz, Elizabeth Duncan

CORPORATE AUTHOR:

TITLE: Plans for Widening Women's Educational Opportunities
(ED 067 990)

PRICE: MF .65 **DATE:** March, 1972 **PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Women's Education Social Change
 Career Education Sex Discrimination

SUBJECT CONTENT: This paper focuses on non-legal plans for promoting women's educational opportunities and for overcoming institutional and psychological constraints that are discriminatory. The areas covered in this discussion include: continuing education programs; the open university and external degrees; education for "non-traditional professions"; career education; emerging occupations; and attitudinal changes.

COMMENT:

CLASSIFICATION

03 . _____ 07 . 01 _____ 07 . 02 _____
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AUTHOR: Koos, Leonard V.

CORPORATE AUTHOR:

TITLE: The Community College Student

PRICE: _____ **DATE:** 1970 **580 PAGE(s)**

SOURCE: University of Florida Press
Gainesville, Florida

MEDIA: Book

ORIENTATION: A study of the community college student.
Adult Learning

SUBJECT CONTENT: The Later Adolescent; Mental Development;
Sexual and Dating Behavior; Occupational and Recreational Interests;
Aptitude, Social Status and Academic Competence; Personal Characteris-
tics, Attitudes and Interests; Personal Problems, Adult Education and
The Adult Student; Implications for the Curriculum; Student Personnel
Program.

COMMENT:

CLASSIFICATION

03 . _____ 04 . _____ _____ . _____
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AUTHOR: Korim, Andrew S.

CORPORATE AUTHOR:

TITLE: Government Careers and the Community College (ED 052 775)

PRICE: MF .65
HC \$3.29 **DATE:** 1971 71 **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Adult Learning Career Planning
Government Employees Junior Colleges
Sub-Professionals Vocational Development

SUBJECT CONTENT: This document is intended to serve as a planning tool for public service education, and is to be used jointly by community college and public agencies. With the growing need for well-qualified personnel at mid-entry or paraprofessional levels, agencies are abandoning their internal training programs in favor of cooperative programs with community colleges. The training consists of in-service or pre-employment education, the latter composed of career categories either identical with the private employment sector or unique to the public sector.

COMMENT:

CLASSIFICATION

03 . _____ 02 . _____ . _____
_____ . _____ . _____

AUTHOR: Lawton, Ron

CORPORATE AUTHOR:

TITLE: "Life-Space Counseling." The Personnel and Guidance Journal, Volume 48, No.8

PRICE: **DATE:** April, 1970 **3** **PAGE(s)**

SOURCE: American Personnel and Guidance Association
1607 New Hampshire Avenue
Washington, D. C. 20009

MEDIA: Journal

ORIENTATION: An in-the-field report of Life-Space
Counseling Techniques
Counselor

SUBJECT CONTENT: Personal statement on a college counselor's technique
of life-space counseling.

COMMENT:

CLASSIFICATION

03 . _____ 04 . _____ . _____
_____ . _____ . _____

AUTHOR: Lecht, Leonard

CORPORATE AUTHOR:

TITLE: Manpower Needs for National Goals in the 1970's

PRICE: **DATE:** 1969 **183 PAGE(s)**

SOURCE: Frederick A. Praeger
111 Fourth Avenue
New York, N.Y. 10003

MEDIA: Book

ORIENTATION: Manpower Utilization
Career Development

SUBJECT CONTENT: Study of manpower requirements for national goals; goal analysis and manpower needs; economic framework for manpower projections; pursuit of national objectives; manpower requirements; national goals and research needs in the 1970's.

COMMENT:

CLASSIFICATION

03 . _____ 07 . _____ . _____
_____. _____ . _____ . _____

AUTHOR: LeTarte, Clyde E. and Jack D. Minzey

CORPORATE AUTHOR:

TITLE: Community Education: From Program to Process

PRICE: _____ **DATE:** 1972 **PAGE(s)** _____

SOURCE: Pendell Publishing Company

MEDIA: Book

ORIENTATION: Adult Learner Curriculum
Community Service Systems Analysis
Community Education Systems Approach

SUBJECT CONTENT: In this comprehensive volume, the authors have defined this concept of community education. It discusses the role and scope of community education in the overall schema of the total education spectrum. Special emphasis is given to economic considerations, so vital in today's planning. A final section discusses the picture of the future of community education in America. The book is divided into the following sections: (1) the community education concept; (2) initiating and developing community education; (3) program development; (4) staffing for community education; (5) economic considerations in community education; (6) planning for facility improvement, evaluation, and the future.

COMMENT:

CLASSIFICATION

03 _____ 05 _____ 06 _____

AUTHOR: Lippitt, Gordon L.

CORPORATE AUTHOR:

TITLE: Organizational Renewal

PRICE: _____ **DATE:** 1969 **317 PAGE(s)**

SOURCE: Appleton-Century-Crofts, Educational Division
440 Park Avenue South
New York, N. Y. 10016

MEDIA: Book

ORIENTATION: Organizational Renewal Social Change
Systems Approach Educational Strategies
Change Agency Systems Analysis
Manpower Utilization Program

SUBJECT CONTENT: The book describes the ways for initiating and maintaining a constructive, flexible response to contemporary attitudes with regard to an organization's social and economic behavior and responsibilities. Drawing on behavioral and management science, the volume points up the necessity for organizations to re-examine their objectives on behalf of their members, clients, and employees. The process of renewal is seen in terms of total organizational growth and the optimal utilization of human resources: a purposive effort that embodies more than good intentions. The concepts and examples from practice included in the book reflect the continuing stimulus accruing from the author's working association with government, voluntary, educational, and industrial clients. The book is divided into the following sections: (1) organizations as socio-technical systems, (2) organizations as people at work; (3) process of interfacing; (4) conditions, skills, and actions in organizational renewal; (5) resources for organizational renewal.

COMMENT:

CLASSIFICATION

03 _____ 07 03 _____ _____
_____ _____ _____

AUTHOR: Long, Huey B. and Curtis Ulmer

CORPORATE AUTHOR:

TITLE: The Psychology of Aging: How It Affects Learning

PRICE: _____ **DATE:** 1972 **62 PAGE(s)**

SOURCE: Prentice-Hall, Inc.
Englewood Cliffs, New Jersey

MEDIA: Booklet

ORIENTATION: Adult Counseling Adult Education
Adult Learning Older Adults
Human Development Developmental Tasks

SUBJECT CONTENT: The purposes of this publication are to: (1) provide the reader with a brief overview of the complex area of the psychology of aging; (2) examine some of the ways in which psychology of aging may influence learning; and (3) offer some suggestions that may be helpful to the adult educator as he designs educational experiences with and for adults. A corollary objective is to encourage the adult educator to conceptualize learning as an interactive process. The elements interacting in the process include: the learner, the instructor, information, learner goals, and the environment. Seven major psychological areas are reviewed: (1) perceptual abilities; (2) intelligence; (3) motivation; (4) value and interests; (5) social roles through the life span; (6) personality and personal adjustment; and (7) age related physical changes of psychological significance.

COMMENT:

CLASSIFICATION

03 . _____ .07 . _____ . _____ . _____
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AUTHOR: Manis, Laura G. and June Mochizuki

CORPORATE AUTHOR:

TITLE: "Search for Fulfillment: A Program for Adult Women."
The Personnel and Guidance Journal, Volume 50, No.1

PRICE: **DATE:** March, 1972 **5** **PAGE(s)**

SOURCE: American Personnel and Guidance Association
1607 New Hampshire Avenue
Washington, D.C. 20009

MEDIA: Journal

ORIENTATION: Women's Education Adult Learner

SUBJECT CONTENT: Psychological and Career Characteristics of Workshop Participants; goals, evaluations and conclusion of workshop.

COMMENT: Report on in-the-field program designed to help middle-aged women change their life-styles.

CLASSIFICATION

03. _____ 02. _____ 01. _____
_____. _____ _____.

AUTHOR: McConnell, T.R. and Max R. Raines

CORPORATE AUTHOR:

TITLE: "Junior College Student Personnel Programs: Appraisal and Development." A Report to the Carnegie Corporation and American Association of Junior Colleges, Washington, D.C. (ED 013 065)

PRICE: _____ **DATE:** November, 1965 **PAGE(s)** _____

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Md 20014

MEDIA: ERIC

ORIENTATION: Pupil Personnel Services
Adult Learner
Job Analysis

SUBJECT CONTENT: A definitive study and evaluation of community college personnel-service practices throughout the nation was made in 1963-1965 by the American Association of Junior College Committee. The study was supported by funds from the Carnegie Corporation. Among one of the most significant findings was that 70% of the pupil personnel programs were below the evaluative criteria established by the committee.

COMMENT:

CLASSIFICATION

03 . _____ . _____ . _____
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AUTHOR: McLarney, Donald F.

CORPORATE AUTHOR:

TITLE: "An Observation of Evening College Operation Relating to Liaison Between Full-Time Day and Part-Time Evening Faculty of a Number of Junior Colleges in the Los Angeles Area." A Report to the American Association of Junior Colleges. (ED 041 237)

PRICE: _____ **DATE:** August, 1967 **PAGE(s)** _____

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Learner Systems Analysis
Adult Counseling Adult Education
Manpower Utilization

SUBJECT CONTENT: McLarney, in his study of junior colleges in the Los Angeles, California area, established the importance of having different counseling programs for evening students as opposed to day students. Oral questionnaires tested communication regarding responsibility, curriculum planning, faculty participation in planning and evening school teaching as a stepping stone to full-time teaching. All interviewees rated evening program standards and morale high. It also pointed out the importance of having different counselors for the evening students.

COMMENT:

CLASSIFICATION

03 . _____ 07 . _____ . _____
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AUTHOR: Medsker, Leland L. and Dale Tillery

CORPORATE AUTHOR:

TITLE: Breaking the Access Barriers: A Profile of Two Year Colleges

PRICE: **DATE:** 1971 **PAGE(s)**

SOURCE: McGraw-Hill, Inc.
New York, N. Y.

MEDIA: Book

ORIENTATION: Social Change Adult Learning
Administration Community College
Research Report

SUBJECT CONTENT: The book describes the research finding of the Carnegie Commission on Higher Education's 1970 report of community colleges. The authors provide statistical data and explain current and future trends in all areas of community college administration, governance, and student affairs. The book is divided into the following chapters: (1) Introduction; (2) From expansion to explosion; (3) Junior college students; (4) A program for all; (5) The junior college and urban life; (6) A staff for the task; (7) Control and support of community colleges; (8) The independent junior college; (9) Summary, issues, and recommendations.

COMMENT

CLASSIFICATION

03 . _____ 07 . _____ 04 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR:

TITLE: "Minority Women Show Job Gains." Guidepost, 15-1

PRICE: **DATE:** 1972 2 **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Working Women
Human Development

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

03 _____ 04 _____ 06 _____
_____. _____ _____.

AUTHOR: Monroe, Charles R.

CORPORATE AUTHOR:

TITLE: Profile of the Community College

PRICE: \$12.50 **DATE:** 1972 425 **PAGE(s)**

SOURCE: Jossey-Bass, Inc., Publishers
615 Montgomery Street
San Francisco, California

MEDIA: Book

ORIENTATION: Community College Career Education
 Community Services Pupil Personnel Programs
 Adult Education Community Services
 Adult Learning

SUBJECT CONTENT: This book contains an overview of different areas of the community college. The author reviews major issues, provides the historical background, and predicts the future. He covers the philosophy and goals of community colleges, the pros and cons of the open-door concept, the nature and personality of students, the role of faculty and students in governance, and the prospects for improvement of instruction. The book includes the insights and first-hand observations of the author, whose wide experience as a community college president, teacher, counselor, and officer of the nation's first teachers' union makes him qualified to write this comprehensive handbook. This book is designed as a pragmatic and realistic approach to the community college.

COMMENT:

CLASSIFICATION

03 . 01 02 . _____ 06 . 04
_____. _____ _____ . _____ _____ . _____

AUTHOR: Mullen, Vernon

CORPORATE AUTHOR:

TITLE: Life Skills Series

PRICE: \$12.85 **DATE:** 1973 754 **PAGE(s)**

SOURCE: Saskatchewan New Start, Inc.
First Avenue & River Street, E., P.O. Box 1565
Prince Albert, Saskatchewan, Canada

MEDIA: Book

ORIENTATION: Adult Counseling Consumer Education
 Career Education Adult Basic Education
 Pre-Vocational Skills

SUBJECT CONTENT: This new Life Skills series is a group of three manuals: (1) for those in correctional institutions, (2) the disadvantaged adult, (3) the adolescent, designed to teach problem-solving behaviors that can be consistently and responsibly used in the management of personal affairs. Five basic areas comprise the content of the course: (a) self, (b) family, (c) leisure, (d) community, (e) work. Each of the three manuals spells out suggested approaches to be used by the teacher. Goals of the programs is to get the student to recognize his problems, widen his horizons, redefine his goals, broaden himself as a person, become an aware participating, responsible member of the family and community.

COMMENT:

CLASSIFICATION

03 _____ 07 _____ _____

AUTHOR: Myran, Gundar A.

CORPORATE AUTHOR:

TITLE: Community Services in the Community College

PRICE: _____ **DATE:** 1969 **PAGE(s)** _____

SOURCE: American Association of Junior Colleges
Washington, D. C.

MEDIA: Book

ORIENTATION: Community Service Adult Development
Systems Analysis Curriculum
Educational Strategies

SUBJECT CONTENT: Myran discusses the community service function of the community college. He provides a framework for community services and explains the different components of the framework and the interrelationships between the components. Myran listed three generalizations which should form the basis for a concept of community services to guide the development of the program; (1) permeation, (2) penetration, (3) education. Community services should become the focal point through which: (1) administrators, teachers, and students become more sensitive and responsive to ways in which the resources of the college can be used in the community; (2) increased knowledge of the community and its needs results in curricular changes which make the entire program of the college more relevant to the community it serves.

COMMENT:

CLASSIFICATION

03 . _____ 07 . 01 _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR: National Advisory Council on Vocational Education
 Washington, D. C.

TITLE: Special Report on the Employment Problems of the Vietnam
 Veteran

PRICE: MF .65 **DATE:** February, 1972 18 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc. , P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Veterans Vocational Adjustment
 Training Employment Qualifications
 Task Performance Adult Vocational Education
 Career Development

SUBJECT CONTENT: A report analyzing the special problems and needs of the Vietnam era veterans and offering some recommendations in regard to training and employment is presented. Problems include the reverse cultural shock confronting the veteran upon his return home, the unpopularity of the war is a social disadvantage for him and his absence from civilian life is a handicap when applying for a job. Inadequacies relating to employment programs include: (1) lack of program coordination; (2) information gap, undue emphasis on higher education; (3) underutilization of young veterans. The following profile characterizes the returning veteran: (1) between 20 and 24 years old and is from a lower middle-class or disadvantaged background; (2) holds a high school diploma or less and is unlikely to take advantage of GI educational benefits; and (3) military service in Vietnam and received little or no training in civilian-related skills while in the military. Recommendations included: (1) administration coordinate all public and private programs of assistance; (2) a national public information be launched and greater emphasis be placed on vocational education under the GI bill; and (3) greater use be made of Vietnam era veterans in implementing these programs.

CLASSIFICATION

03 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: National Association for Public Continuing and Adult Education

TITLE: "Everybody Has a Message." Techniques for Teachers of Adults, Volume II, No. 2

PRICE: _____ **DATE:** November, 1971 **3** **PAGE(s)**

SOURCE: National Association for Public Continuing and Adult Education
1201 Sixteenth St., N.W.
Washington, D.C. 20036

MEDIA: Journal

ORIENTATION: Presentation of teaching techniques
Adult Learning
Teaching Procedures

SUBJECT CONTENT: Non-verbal communication, feedback, person-to-person talking techniques, communicating with co-workers.

COMMENT:

CLASSIFICATION

03 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: National Association for Public Continuing and Adult Education

TITLE: "Learning is an Active Verb." Techniques for Teachers of Adults, Volume XII, No. 1

PRICE: **DATE:** October, 1971 **3** **PAGE(s)**

SOURCE: National Association for Public Continuing and Adult Education
1202 Sixteenth Street, N.W.
Washington, D.C. 20036

MEDIA: Journal

ORIENTATION: Presentation of Teaching Techniques for Teachers
Adult Learning
Teaching Procedures

SUBJECT CONTENT: Active-learning, student "activism," free and low-cost teaching materials.

COMMENT:

CLASSIFICATION

03 _____ 07 _____ _____
_____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: National Association for Public Continuing and Adult Education

TITLE: "Simulation Techniques: How and Why." Techniques for Teachers of Adults, Volume XII, No. 4

PRICE: _____ **DATE:** January, 1972 **3** **PAGE(s)**

SOURCE: National Association for Public Continuing and Adult Education
1201 Sixteenth St., N.W.
Washington, D.C. 20036

MEDIA: Journal

ORIENTATION: Presentation of teaching techniques for teachers
Teaching Procedures
Education Strategies

SUBJECT CONTENT: Learning and games, simulation games.

COMMENT:

CLASSIFICATION

03 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: National University Extension Association

TITLE: Adult Learning, Adult Basic Education, Pre-Institute Seminar
(Wayne State University) (ED 019 604)

PRICE: MF .65 **DATE:** 1967 94 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc. , P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Development
 Teaching Procedures
 Adult Learning

SUBJECT CONTENT: Discussions and demonstrations centered around three
main areas of adult basic education development: Innovations in curriculum,
technology and management. Topics include programmed instruction, teach-
ing adults to read, Michigan Language Program, hardware such as video tape
recorders, skill training, federal government's role in adult education,
counseling adults and effective small group instruction.

COMMENT: Report on a pre-institute seminar which focused on plans for the
20 adult basic education teacher training institutes held during the summer
of 1967.

CLASSIFICATION

03 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Norsworth, Gary

CORPORATE AUTHOR:

TITLE: The Role of the Paraprofessional in Adult Basic Education

PRICE: \$1.65 **DATE:** 1971 **16 PAGE(s)**

SOURCE: Florida State University
Adult Education Research-Information Processing Center
Tallahassee, Florida 32306

MEDIA: Book

ORIENTATION: Adult Counseling
Teaching Procedures

SUBJECT CONTENT: Part of a series of ten monographs designed for local ABE teachers and administrators, this unit discusses the possible duties and unique contributions of paraprofessionals. Training for paraprofessionals is also discussed, including program content, teaching techniques, and on-the-job or self-directed approaches to informal training.

COMMENT:

CLASSIFICATION

03 . _____ 04 . _____ _____ . _____
_____ . _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR: North American Rockwell Space Division

TITLE: Regional Occupational Program (ROP)

PRICE: **DATE:** Initiated Fall, 1970 **PAGE(s)**

SOURCE: North American Rockwell Space Division
12214 Lakewood Boulevard
Downey, California

MEDIA: Program

ORIENTATION: Cooperative school-industry programs
Manpower utilization

SUBJECT CONTENT: ROP exposes high school students and adults in the community to a variety of career possibilities and to related classroom instruction and skills training on the job site.

COMMENT: Cited in Manpower, January, 1972, Volume 4, No. 1, Page 21

CLASSIFICATION

03 . _____ 04 . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: O'Banion, Terry, Alice Thurston and James Gilden

CORPORATE AUTHOR:

TITLE: "Junior College Personnel Work: An Emerging Model."
Junior College Journal, Volume 41

PRICE: **DATE:** November, 1970 **8 PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Adult Learner
Systems Approach
Pupil Personnel Services

SUBJECT CONTENT: The authors advocate a new model for student personnel programs. The authors state that in the new model there are implications of climate and behavior. A student development point of view is a behavioral orientation in which educators attempt to create a climate of learning in which students will have: (1) freedom to choose their own directions for learning, (2) responsibility for those choices, (3) interpersonal interaction with the learning facilitator that includes (a) challenge, encounter, stimulation, confrontation, excitement; (b) warmth, caring, understanding, acceptance, support; (c) appreciation of individual differences.

COMMENT:

CLASSIFICATION

03 . _____ 04 . _____ _____ . _____
_____ . _____ _____ . _____ _____ . _____

AUTHOR: Patten, Thomas H. , Jr.

CORPORATE AUTHOR:

TITLE: Manpower Planning and the Development of Human Resources

PRICE: **DATE:** 1971 **737 PAGE(s)**

SOURCE: John Wiley & Sons, Inc.
New York, N. Y.

MEDIA: Book

ORIENTATION: Manpower Utilization
Career Education

SUBJECT CONTENT: Provides framework for placing developments in industrial education and training in perspective for the practitioner in industry as well as the social scientist and student.

COMMENT:

CLASSIFICATION

03 _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Pierson, Frank

CORPORATE AUTHOR:

TITLE: Community Manpower Services for the Disadvantaged

PRICE: \$1.25 **DATE:** 1972 98 **PAGE(s)**

SOURCE: The Upjohn Institute
300 South Westnedge Avenue
Kalamazoo, Michigan 49007

MEDIA: Pamphlet

ORIENTATION: Manpower Utilization
Labor Education
Community Services

SUBJECT CONTENT: This pamphlet provides steps community personnel should take if the federal funding agencies decentralize. The author maintains that if successful ongoing manpower training programs are to continue, immediate action on the local level must take place.

COMMENT:



CLASSIFICATION

03 . _____ 05 . _____ . _____
_____ . _____ . _____

AUTHOR: Provus, Malcolm

CORPORATE AUTHOR:

TITLE: "In Search Of Community." Phi Delta Kappan, Volume LIV,
No. 10

PRICE: **DATE:** June, 1973 **3** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Community Planning Educational Strategies
Systems Approach Funding Strategies
Social Responsibility Social Change

SUBJECT CONTENT: The author discusses the various aspects of revenue sharing in the financing of community education. He feels that a new system is needed which bonds education, community development, evaluation methodology, and public information into a unified arrangement for education to be accountable to the community. The dynamics of such a program would insure the gradual development of informed, increasingly involved local clients, the emergence of a purposive self-realizing community, genuinely collaborative relations between city and suburban and larger regional residents, and improved public services given available funds. Eventually this could mean new hope for our metropolitan communities.

COMMENT:

CLASSIFICATION

03 . _____ 07 . _____ . _____
_____. _____ . _____ . _____ . _____

AUTHOR: Raines, Max R.

CORPORATE AUTHOR:

TITLE: "The Student Personnel Situation." Junior College Journal,
Volume 36

PRICE: _____ **DATE:** March, 1966 **2** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Adult Development Community Services
Manpower Utilization Pupil Personnel Services

SUBJECT CONTENT: Raines discusses the necessity of community colleges establishing community guidance centers. Those colleges which have been able to provide adequate counseling and guidance services should be identified as potential community guidance centers. Pilot programs should be established only in those communities where adequate surveys indicate the need for the community college to provide these services. Those colleges selected to participate in a two-year pilot project should be provided sufficient staff and equipment so that services being offered to enrolled students will not be jeopardized.

COMMENT:

CLASSIFICATION

03 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Rauch, David B. (editor)

CORPORATE AUTHOR:

TITLE: Priorities in Adult Education

PRICE: **DATE:** 1972 **241 PAGE(s)**

SOURCE: The Free Press
866 Third Avenue
New York, N. Y. 10022

MEDIA: Book

ORIENTATION: Adult Learning
Community Service Programs

SUBJECT CONTENT: Central concepts related to working with adults;
planning suggestions; starting and adult education program; adult "needs";
small group work; planning conferences; seminars, workshops and
public relations.

COMMENT: A comprehensive aid to anyone intent on effectively developing
and operating programs for people.

CLASSIFICATION

03 . _____ 04 . _____ _____ . _____
_____ . _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR:

TITLE: **Research in Education**

PRICE: \$21.00 annually **DATE:** **PAGE(s)**

SOURCE: U. S. Government Printing Office
Washington, D. C. 20402

MEDIA: Periodical (monthly)

ORIENTATION: Monthly abstract journal announcing recently completed
research and research-related reports in the field of education.

SUBJECT CONTENT: Abstracts of recent research reports, related documents
and educational resource materials.

COMMENT:

CLASSIFICATION

03 . _____ 07 . _____ . _____
_____ . _____ . _____

AUTHOR: Richardson, R. E., Jr., C. F. Blocker, and Louis W. Bender

CORPORATE AUTHOR:

TITLE: Governance for the Two-Year College

PRICE: _____ **DATE:** 1972 **PAGE(s)** _____

SOURCE: Prentice-Hall, Inc.
Englewood Cliffs, New Jersey

MEDIA: Book

ORIENTATION: Educational Strategies Systems Approach
Administration Curriculum
Instructional Systems Task Performance

SUBJECT CONTENT: This book offers pioneering alternatives to outmoded, traditional administrative practices. Emphasis is upon participational governance involving the entire community college, as well as other ideas based on recent management research. The in-depth coverage of this material defines the purpose of administration, provides workable solutions and methods for resolving the differences that often arise between various factions. It is a guide for the systematic development of effective college administration. The variety of concise and practical ideas permits the two-year institution to shape administrative procedures that will permit continued growth and a vital, healthy future.

COMMENT:

CLASSIFICATION

03 . _____ 04 . _____ 07 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Rossman, Mark H.

CORPORATE AUTHOR:

TITLE: "The Communications Gap in Adult Basic Education." Adult Leadership, Volume 20, No. 7

PRICE: **DATE:** January, 1972 **PAGE(s)**

SOURCE: Adult Education Association of the U.S.A.
810 - 18th Street, N.W.
Washington, D.C. 20006

MEDIA: Journal

ORIENTATION: Adult Development
Educational Strategies

SUBJECT CONTENT: Need for improved verbal, as well as non-verbal communication.
•

COMMENT: Educators must learn to hear more than what is actually being said, and to view students as individuals.

CLASSIFICATION

03 . _____ 07 . _____ _____ . _____
_____ . _____ _____ . _____ _____ . _____

AUTHOR: Royce, Marion

CORPORATE AUTHOR: Ontario Institute for Studies in Education, Toronto,
Department of Adult Education

TITLE: The Continuing Education of Women: Some Programs in the
United States of America (ED 023 059)

PRICE: MF .65 **DATE:** 1968 166 **PAGE(s)**
HC \$6.58

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland

MEDIA: ERIC

ORIENTATION: Women's Education

SUBJECT CONTENT: Report on Canadian project to document programs and services in continuing education for women in other countries as a frame of reference for policies that would facilitate more adequate provision for such education in Canada.

Included are descriptions of selected programs in the U.S. chiefly concerned with occupational preparation or upgrading and largely in occupations traditionally considered female, with practically unanimous acceptance of the key role of counseling.

COMMENT:

CLASSIFICATION

03 . _____ 04 . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Ruttenberg, Stanley H.

CORPORATE AUTHOR:

TITLE: Manpower Challenge of the 1970's: Institution and Social Change

PRICE: _____ **DATE:** 1970 **126 PAGE(s)**

SOURCE: The Johns Hopkins Press
Baltimore, Maryland 21218

MEDIA: Book

ORIENTATION: Manpower Utilization
Career Development
Social Change

SUBJECT CONTENT: Organization of Manpower Programs and the evolution of a Federal Manpower policy of assistance to the disadvantaged and of a growing national commitment to the two goals of full employment and equal employment opportunity for all.

COMMENT:

CLASSIFICATION

03 . _____ 06 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Scharles, Henry G.

CORPORATE AUTHOR:

TITLE: The Relationship of Selected Personality Needs to Participation, Drop-Out, and Achievement Among Adult Learners (AC-001-801)

PRICE: M \$3.00 **DATE:** 1966 124 **PAGE(s)**
X \$6.00

SOURCE: Florida State University
Tallahassee, Florida

MEDIA: Dissertation

ORIENTATION: Adults Adult Learning
 Adult Drop-Outs Adult Development

SUBJECT CONTENT: This study shows a relationship between personality needs of drop-outs to achievement among adult learners. A random sample of 90 males and 50 females was drawn from 600 students. The Edwards Personal Preference Schedule was administered and the data was tested by the Chi Square Test. Some of the findings show: Male non drop-outs differed from drop-outs with a higher affiliation need and lower autonomy need; female non drop-outs differed with a higher need for abasement and lower need for achievement.

COMMENT:

CLASSIFICATION

03. _____ 07. _____ . _____
_____ . _____ . _____

AUTHOR: Sexton, Patricia Cayo

CORPORATE AUTHOR:

TITLE: Lifelong Learning, Volume 516

PRICE: _____ **DATE:** June, 1972 **6 PAGE(s)**

SOURCE: The Urban Review, Center for Urban Education
105 Madison Avenue
New York, N.Y. 10016

MEDIA: Article

ORIENTATION: Proposal to invest public funds so that learning will be spread around more evenly throughout our lifetime.
Adult Learning

SUBJECT CONTENT: Article stresses that learning is a life-long process which is not limited to only the time we sit in a classroom. The author breaks learning down into five streams. Stream One: Academic Learning; Stream Two: Job Training; Stream Three: Leisure Learning (cultural and company); Stream Four: Everything that comes to us through the mass media; Stream Five: Real-Life Learning.

COMMENT:

CLASSIFICATION

03 . _____ 02 . _____ 07 . _____
_____ . _____ . _____ . _____

AUTHOR: Shaw, Nathan C. (editor)

CORPORATE AUTHOR:

TITLE: Administration of Continuing Education

PRICE: _____ **DATE:** 1969 **438 PAGE(s)**

SOURCE: National Education Association
1201 Sixteenth Street, N.W
Washington, D. C. 20036

MEDIA: Book

ORIENTATION: Adult Learning Adult Counseling
Educational Strategies Instructional Systems

SUBJECT CONTENT: The Organization and Administration of Continuing Education; Program Development and Operation; The Adult Participant; Counseling and Guidance Services; Improvement of Instruction; Research and Evaluation; Patterns and Trends.

COMMENT:

CLASSIFICATION

03 . _____ 07 . _____ 04 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Simpson, E.

CORPORATE AUTHOR:

TITLE: "The New Womanhood: Education for Viable Alternatives."
The Courage to Change: New Directions for Career Education,
R. C. Pucinski and S. P. Hirsch (editors)

PRICE: **DATE:** 1971 22 **PAGE(s)**

SOURCE: Prentice-Hall, Inc.
Englewood Cliffs, New Jersey

MEDIA: Book

ORIENTATION: Women's Education
Career Development

SUBJECT CONTENT: Role conflict situations; child rearing, marriage and
career; women at work; job career, home and family; legislation for women;
program of action: federal guidelines, task force report, and recommenda-
tions.

COMMENT:

CLASSIFICATION

03 _____ 02 _____ _____
_____. _____ _____
_____. _____ _____

AUTHOR: Stewart, Robert Miller

CORPORATE AUTHOR:

TITLE: "An Evaluation of the Guidance Program in the Los Angeles City Adult Schools." Dissertation Abstracts, Volume 28, No. 105A

PRICE: _____ **DATE:** July, 1967 **PAGE(s)** _____

SOURCE: University of California

MEDIA: Dissertation (unpublished)

ORIENTATION:	Guidance Programs	Adult Counseling
	Systems Analysis	Counseling Services
	Evaluation	Student Personnel Services

SUBJECT CONTENT: Miller conducted a study to evaluate the guidance program in the Los Angeles, California, adult schools. The primary purpose was to determine if the existing guidance services were adequately meeting the needs of their clientele. Among the most significant findings were: (1) the major effort was educational counseling with vocational counseling only a minor part of the service; (2) information services were found to be inadequate; (3) data on personal, social, and mental status were inadequate; (4) counselor's time was involved in routine clerical duties; (5) half of the personnel responsible for guidance functions had received little or no training; (6) provisions for follow-up services were the least adequate found in the entire study. Recommendations were: (1) provisions for broader testing program; (2) development of guidance oriented administration and faculty; (3) in-service training of all individuals involved in providing guidance to the adult student; (4) vastly improved provisions be made for vocational guidance facilities.

COMMENT:

CLASSIFICATION

03 . _____ 04 . _____ 06 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Swift, Joan W.

CORPORATE AUTHOR:

TITLE: Human Services Career Programs and the Community College
(ED 052 774)

PRICE: MF .65 **DATE:** 1971 79 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Counseling Curriculum Development
 Adult Learning Career Planning
 School Community Relationship

SUBJECT CONTENT: Changes in the role of the community college, coupled with the need for improved community human services and the war on poverty, lead to a need for human services career programs. The fields covered are social services, health and education, and the programs are occupational and professional in nature. As realistic responses to the needs of local communities, examples are given showing the range of programs presently in operation in public and private community colleges.

COMMENT:

CLASSIFICATION

03 . _____ 07 . _____ . _____
_____ . _____ . _____

AUTHOR: Swineburne, Bruce Ryan

CORPORATE AUTHOR:

TITLE: "Characteristics of Adult Part-time Students in Selected Public Community Colleges." Dissertation Abstracts, Volume 31, No. 5805A

PRICE: _____ **DATE:** May, 1971 **PAGE(s)** _____

SOURCE:

MEDIA: Dissertation

ORIENTATION: Adult Learner Adult Education
 Adult Psychology Community Colleges
 Systems Approach Educational Strategies

SUBJECT CONTENT: Swineburne conducted a survey of 1,547 part-time students in five public community colleges within population differentiated communities to determine characteristics of adults in selected public community colleges. The conclusions of the study were: (1) adult part-time students possess highly diversified characteristics; (2) community size exerts no influence on these characteristics; (3) adult part-time students attain more education than their parents or siblings; (4) community colleges are instrumental in providing educational opportunities for adults; (5) younger adult students are more concerned than older adult students with earning a degree and improving job status; (6) males carry heavier loads, receive more incentives, are more concerned with earning credit and improving occupation status; (7) adults are concerned with the time investment in college attendance and resent time consuming, non-instructional activities, such as complex registration procedures.

COMMENT:

CLASSIFICATION

03 . _____ 04 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Terlin, Rose O.S.

CORPORATE AUTHOR:

TITLE: Job Horizons for College Women (revised edition)
(Doc. No. 0-257-826)

PRICE: .35¢ **DATE:** 1967 92 **PAGE(s)**

SOURCE: Superintendent of Documents
U. S. Government Printing Office
Washington, D.C. 20402

MEDIA: Book

ORIENTATION: Working Women
Manpower Utilization

SUBJECT CONTENT: Educational requirements, job opportunities and responsibilities, estimated salaries, and opportunities for advancement.

COMMENT: Occupations listed are mainly traditionally "female"; only a few "masculine" occupations are included.

CLASSIFICATION

03 . _____ 04 . _____ 07 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Thoni, R.,L. Hansen, M. Klaurens and W. Tennyson

CORPORATE AUTHOR: Department of Counseling and Student Personnel,
Psychology and Distributive Education
College of Education, University of Minnesota

TITLE: Women and the World of Work: A Learning Cpportunities Package

PRICE: **DATE:** 1970 **PAGE(s)**

SOURCE: See Corporate Author

MEDIA: Book

ORIENTATION: Working Women
Career Development

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

03 _____ 07 _____ _____

AUTHOR: Totten, W. Fred

CORPORATE AUTHOR:

TITLE: The Power of Community Education

PRICE: _____ **DATE:** 1970 **168 PAGE(s)**

SOURCE: Pendell Publishing Company
Midland, Michigan

MEDIA: Book

ORIENTATION: Community Service Programs
Social Change
Human Development

SUBJECT CONTENT: The community school-hub of community education; Theory of community education; Impact upon the solution of theory of community education; Impact upon the solution of social problems; Prevention and control of crime and delinquency; Programs that encourage positive behavior of children and youth; Adult action projects for individual and community development; The community school fosters community and group action; Reaching specific goals; Individual cases of growth and development; Modern education's most powerful ally.

COMMENT: An illustration of how community education, through the multi-purpose school structure commonly known as the community school has the power to influence the people of a community into working toward the solution of human problems.

CLASSIFICATION

03 . _____ 07 . _____ 04 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR: Bureau of Adult, Vocational and Technical Education, USOE

TITLE: Perspectives of Adult Education in the United States and a
Projection for the Future (ED 065 734)

PRICE: MF .65 **DATE:** 1972 74 **PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Students Task Analysis
 Adult Learning Change Agents
 Career Education Systems Approach

SUBJECT CONTENT: During the past decade of adult education, the concepts of career education and lifetime learning have increased in importance. Federal involvement in adult education has increased without a conscious sense of direction, and will undoubtedly continue to increase, leading to greater political pressures on administrators. Adult Education needs more career-oriented personnel in order to help achieve the goal of increasing education opportunities for all population groups. With continued progress, only about a sixth of the employed persons by 1975 will have received less than 8 years of schooling.

As the characteristics of the labor force change, career education becomes ever more significant; therefore the Federal Government has placed strong emphasis on restructuring the curriculum to integrate career orientation. This coming decade promises massive growth in adult education.

COMMENT: Report of the UNESCO International Conference on Adult Education (3rd, Tokyo, Japan, July 25-August 7, 1972).

CLASSIFICATION

03 _____ 04 _____ 02 _____
_____. _____ _____

AUTHOR: Vitro, Frank T.

CORPORATE AUTHOR:

TITLE: "Implications of Self-Concept Theory for Education of the
'Total Adult'". Adult Leadership, Volume 20, No. 2

PRICE: _____ **DATE:** June, 1971 **PAGE(s)** _____

SOURCE: Adult Education Association of the U.S.A.
810 - 18th Street, N.W.
Washington, D.C. 20006

MEDIA: Journal

ORIENTATION: To achieve the end of self-actualization of students,
educators must concern themselves with both halves of the equation: the
person and the world, the learner and the subject.

SUBJECT CONTENT: Exploration of implications of self-concept theory;
education of the "total adult."

COMMENT:

CLASSIFICATION

03 . _____ 07 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Williamson, E. G.

CORPORATE AUTHOR:

TITLE: "Potentialities for Creative Programming in Student Personnel Work." American Association of Junior Colleges, cited in the McConnell-Raines Report to the Carnegie Commission (ED 013 065)

PRICE: _____ **DATE:** November, 1965 **PAGE(s)** _____

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Educational Strategies
Pupil Personnel Services

SUBJECT CONTENT: Williamson discusses the role of the junior college in pupil personnel services. The junior college is the most logical institution in higher education to help these goals become reality for many adults enrolled in such programs. The junior colleges should be sensitive to the needs and contemporary societal conditions as they currently reassess their societal mission, in preparation for the great expansion in enrollment. The junior college must put as one of its main priorities the development, expansion and sophistication of adult counseling and guidance programs meeting not only the needs of the individual student but the societal needs of the community.

COMMENT:

CLASSIFICATION

03 . _____ 04 . _____ 06 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Worthington, Robert M.

CORPORATE AUTHOR:

TITLE: The Implications of Career Education for Adult Education in
 the United States (ED 065 733)

PRICE: MF .65 **DATE:** July, 1972 23 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Learning Career Education
 Models Integrated Curriculum

SUBJECT CONTENT: Career education is based on the idea that all educational experiences, curriculum and counseling should be geared to preparing each individual for a life of economic independence, personal fulfillment, and an appreciation for the dignity of work. It is a lifelong systematic way of acquainting students with the world of work in their elementary and junior high school years and preparing them in high school and college to enter into and advance in a career field of their own choosing. For adults it is a way to re-enter formal or informal educational programs at any time to upgrade skills or enter a new career field. Currently four models are being utilized by high schools, colleges, employers, and others to adapt the career education concept to their particular needs. These include the school-based, employer-based, rural-residential, and home-community models.

COMMENT: Presentation at the UNESCO International Conference on Adult Education (3rd, Tokyo, Japan, July 25-August 7, 1972)

CLASSIFICATION

03 . _____

04 . _____

07 . _____

AUTHOR: Zytowski, Donald

CORPORATE AUTHOR:

TITLE: "Toward a Theory of Career Development for Women."
Personnel and Guidance Journal, Volume 47, No. 7

PRICE: _____ **DATE:** 1967 **4** **PAGE(s)**

SOURCE: American Personnel and Guidance Association
1607 New Hampshire Avenue
Washington, D.C. 20009

MEDIA: Journal

ORIENTATION: Working Women
Women's Education
Human Development

SUBJECT CONTENT: Nine postulates are presented in an attempt to characterize the distinctive differences in the work life of men and women, the developmental stages unique to women, their patterns of vocational participation, and the determinants of the patterns. Implications for practicing counselors and additional needed research are noted.

COMMENT: Zytowski seems to accept the need by women for new life roles, but only as long as they don't conflict too strongly with his own biases.

CLASSIFICATION

01 _____ 07 _____ _____

AUTHOR: Allen, Sally V. (editor)

CORPORATE AUTHOR:

TITLE: Compact, Volume 4, No. 4

PRICE: _____ **DATE:** August, 1970 **48 PAGE(s)**

SOURCE: Educational Commission of the States
1860 Lincoln Street
Denver, Colorado 80203

MEDIA: Magazine

ORIENTATION: Working Women
Women's Education
Career Education and Educational Priorities

SUBJECT CONTENT: "Occupational Education—The Ugly Stepsister,"
Governor Russell Peterson; "People, Jobs and Priorities," Representative
Edith Green; "Flexibility in the State Approach," Governor Robert E.
McNair, "Employment Patterns for the Seventies," Russell Flanders;
"Oregon Public Demands Occupational Programs," Dale Parnell;
"Women as a Wasted Resource," Elizabeth Duncan Koontz; "Ranking
Occupations Programs," Governors LeVander, Scott, Rockefeller,
Curtis; "Comprehensive Manpower Development Legislation: A
Proposal," Hugh Calkins; "Teachers: Vocational Education's Future,"
Calvin Dellefield; "Proposal for Occupational Teacher Teams," James J.
Hammond; "Community College Outlook for the 70's," Bill J. Priest,
H. Deon Holt; "Coordination Means Progress in Colorado," Marvin W.
Buckles; "The Community College Must Change," Kenneth B. Hoyt;
"Voluntary Accreditation Faces Change," Felix C. Robb; "Future Direc-
tions, Accrediting Occupational Programs."

COMMENT:

CLASSIFICATION

01 _____ 07 _____ _____

AUTHOR: Bailey, Larry J. and Ronald Stadt

CORPORATE AUTHOR:

TITLE: Career Education—New Approaches to Human Development

PRICE: _____ **DATE:** 1973 **430 PAGE(s)**

SOURCE: McKnight Publishing Company
Bloomington, Illinois 61701

MEDIA: Book

ORIENTATION: Social Change
Women's Education
Human Development

SUBJECT CONTENT: Climate for Change. Career Development Theory and Research. The Evolution of Career Education. Planning for Career Education.

Analysis and synthesis of educational criticism. Historical and theoretical treatment of career development, the foundations and evolution of career education and models for career education and curriculum development. Analysis of change theory as applicable to education and recommendations.

Includes a section on career development needs of special groups: Women and the culturally disadvantaged.

COMMENT:

CLASSIFICATION

04 . _____ 07 . _____ 03 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Barlow, Melvin L.

CORPORATE AUTHOR:

TITLE: The Case for Vocational Education in the Junior College with an Introductory Review of Recent Research (ED 057 785)

PRICE: MF .65 **DATE:** 1972 **4 PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Career Education Technical Education
 Adult Learning Vocational Education

SUBJECT CONTENT: This issue on the general planning of vocational-technical education emphasizes that education for employment should be the main purpose of the educational enterprise, and that junior colleges should occupy a dominant position in this preparation. The role of the junior college in meeting these needs has been clear over the past decade, but the junior college has been slow to accept its responsibility. Career education is a national goal with high priority but it can not be achieved unless junior colleges offer more options and seek greater inter-cooperation.

COMMENT:

CLASSIFICATION

04 . _____ 03 . _____ . _____
_____ . _____ . _____

AUTHOR: Bender, L. W.

CORPORATE AUTHOR:

TITLE: Occupational Education Program Articulation Between the
Community College and Baccalaureate Levels (ED 065 520)
(Microfiche Title: Proceedings of the National Seminar for
State Directors of Community Junior Colleges; January 10-11,
1972)

PRICE: **DATE:** January, 1972 **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P. O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Learning
Career Education

SUBJECT CONTENT: Missouri's Guidelines; Illinois' Recommendations;
Dissecting the Problems; Significance of the Problem; Career Clusters;
Some Promising Efforts; What Can We Do?

COMMENT:

CLASSIFICATION

04 _____ 02 _____ _____
_____ . _____ . _____

AUTHOR: Borow, Henry

CORPORATE AUTHOR:

TITLE: Career Guidance for a New Age

PRICE: _____ **DATE:** 1973 **348** **PAGE(s)**

SOURCE: Houghton-Mifflin
777 California Avenue
Palo Alto, California 94304

MEDIA: Book

ORIENTATION: Career Guidance

SUBJECT CONTENT: Vocational guidance: addresses, lectures and essays.

COMMENT:

CLASSIFICATION

04 _____ 03 _____ 02 _____
_____. _____ _____

AUTHOR: Bowen, Charles R.

CORPORATE AUTHOR:

TITLE: Employers and Career Education

PRICE: **DATE:** March 19, 1973 **34 PAGE(s)**

SOURCE: National Committee for the Support of the Public Schools
1424-16th Street, N. W. Suite 102
Washington, D. C. 20036

MEDIA: Paper

ORIENTATION: Part of a seminar series on issues and problems in
career education

SUBJECT CONTENT: Youth unemployment crisis, which is short term, versus
the long term threat of our becoming a society of technicals. What business
thinks of career education as well as what educators think of career
education, based on research. What business now does for education as
well as what education would like business to do for it. Recommendations
on what can be done legislatively to deal with the short term crises of the
present.

COMMENT:

CLASSIFICATION

01 . _____ 01 . 01 _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Boynton, Ralph E.

CORPORATE AUTHOR:

TITLE: New Models and Techniques in Career Education
 (ED 012 936)

PRICE: MF .65 **DATE:** 1967 12 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Career Education
 Vocational Counseling
 Career Planning

SUBJECT CONTENT: A model for a career guidance system that appears to effect positive change for students, schools, and the community is presented. There are four phases to the model, one for each year the student is in high school. The student's skills, aptitudes, interests, intelligence, and achievements are determined at initial fact-gathering sessions. The use of a systems approach seems to operate effectively in preparing students to take their place in the economic life of the community.

COMMENT:

CLASSIFICATION

04 . _____ 03 . _____ 07 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Brooks, George S.

CORPORATE AUTHOR:

TITLE: "The Task Force Approach of Determining Community Needs."
Adult Leadership, Volume 21, No. 4

PRICE: **DATE:** October, 1972 5 **PAGE(s)**

SOURCE: Adult Education Association of the U.S.A.
810-18th St., N.W.
Washington, D.C. 20006

MEDIA: Journal

ORIENTATION: Report on an exploration of methods of involving
citizens in the community problem-need identification process.
Community Service Developmental Tasks

SUBJECT CONTENT: "Review of Approaches." "Community Involvement."
"Administrative Phases." "Nine-Step Method." "Two Task Force Studies."
"Summary of Outcomes."

COMMENT:

CLASSIFICATION

04 _____ . _____ . _____ . _____ .
_____ . _____ . _____ . _____ .

AUTHOR: Burkett, Lowell A. (editor)

CORPORATE AUTHOR:

TITLE: American Vocational Journal

PRICE: **DATE:** **PAGE(s)**

SOURCE: American Vocational Association, Inc.
1510 H Street, N. W.
Washington, D. C. 20005

MEDIA: Magazine

ORIENTATION: Official publication of the American Vocational
Association
Career Education

SUBJECT CONTENT: Latest word from Washington: Book previews;
vocational news; professional directory; and articles dealing with
special topic of each issue.

COMMENT:

CLASSIFICATION

04 _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Burtnett, Francis E.

CORPORATE AUTHOR:

TITLE: Career Resource Bibliography

PRICE: _____ **DATE:** _____ **3 PAGE(s)**

SOURCE: National Career Information Center
1607 New Hampshire Avenue
Washington, D.C. 20009

MEDIA: Periodical (monthly)

ORIENTATION: Career Information
Counseling and Guidance

SUBJECT CONTENT: Each issue contains a listing of information sources related to one of American Personnel and Guidance Association cluster areas.

Includes titles and sources of free information, government and commercially published materials.

COMMENT: A series of the American Personnel and Guidance Association, published monthly except June and July. Subscription cost to APGA members is \$15.00 per year; \$25.00 to non-members. Subscribers also receive Inform, the NCIC Newsletter.

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Burtnett, Francis E.

CORPORATE AUTHOR:

TITLE: The National Career Information Center

PRICE: **DATE:** **PAGE(s)**

SOURCE: National Career Information Center
1607 New Hampshire Avenue, N. W.
Washington, D. C. 20009

MEDIA: Program

ORIENTATION: To inform counselors of resources, tools and techniques in the field of career guidance.

SUBJECT CONTENT: Published monthly newsletter, Inform; identifies career information sources and dissemination techniques for the active counselor; also provides Career Resource Bibliographies with selected educational and occupational sources for career cluster areas.

COMMENT: A service of the American Personnel and Guidance Association.
Subscription fee: \$25 for non-members; \$15 for members

CLASSIFICATION

04 _____ 03 _____ 02 _____
_____. _____ _____.

AUTHOR: Carr, Ralph T.

CORPORATE AUTHOR:

TITLE: Project Women—In a Man's World of Work

PRICE: **DATE:** 1972 **PAGE(s)**

SOURCE: Hermon School Department
School Union #34/RFD #2
Banger, Maine 04401

MEDIA: Program

ORIENTATION: Career awareness program for high school girls
Work and Women

SUBJECT CONTENT: Five schools in Maine participated in this program to:
(1) equalize the opportunities female s have for career education, and
(2) utilize student aides (peers) in guidance.

COMMENT:

CLASSIFICATION

04 _____ . _____ . _____ .
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AUTHOR:

CORPORATE AUTHOR: CCM Information Corporation

TITLE: Thesaurus of ERIC Descriptors

PRICE: **DATE:** 1972 **330 PAGE(s)**

SOURCE: CCM Information Corporation
866 Third Avenue
New York, New York 10022

MEDIA: Book

ORIENTATION: Contains terms for use in searching the ERIC System
for information on career education.

SUBJECT CONTENT: Career Change (150); Career Choice (150); Career
Education (140); Career Ladders (150); Career Opportunities (360);
Career Planning (090); Careers (150); Occupational Choice (150);
Vocational Aptitude (010); Vocational Counseling (090); Vocational
Development (130); Vocational Education (140); Vocational Follow-
up (150); Vocational Interests (040); Vocational Rehabilitation (140);
Vocational Retraining (270).

COMMENT: Contains major terms surrounding the classifications "Career
Education" and "Vocational Education." Included under each major heading
are related words used for cross-referencing.

CLASSIFICATION

04 _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Chisholm, Shirley

CORPORATE AUTHOR:

TITLE: Career Education—Implications for Minorities

PRICE: **DATE:** February 1, 1973 **11 PAGE(s)**

SOURCE: Representative Shirley Chisholm
123 Cannon House Office Building
Washington, D. C. 20515

MEDIA: Paper

ORIENTATION: Speech by Shirley Chisholm presenting a minority point of view on career education.

SUBJECT CONTENT: Key speech points: Representatives of minorities need to get together for input purposes before an educational concept is put into practice. Majority of schools are suffering today because of the effort to preserve the old idea of maintaining American culture as it was perceived long ago. Education is not only for the "elite." Career education is still designed primarily for middle-class and working-class children and less for disadvantaged children. Unless business and labor are as fully committed to career education before it begins as is education, the idea is doomed to failure. Career education must look far into the future. Racism and sexism may be built into career education.

COMMENT: National Conference on Career Education: Implication for Minorities, Sheraton-Park Hotel, Washington, D. C., February 1, 1973.

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: Comptroller General of the United States

TITLE: Training America's Labor Force: Potential Progress and Problems of Vocational Education

PRICE: **DATE:** October 18, 1972 **45 PAGE(s)**

SOURCE: U. S. General Accounting Office
441 G Street, N. W., Room 6417
Washington, D. C.

MEDIA: Pamphlet

ORIENTATION: High School Vocational Education
Career Education

SUBJECT CONTENT: The GAO reviewed federal vocational education programs in California, Michigan, Ohio and Pennsylvania to find out whether legislative objectives were being achieved and to identify programs. The following topics are included in the report of their findings: Vocational education not reaching all who need it; funds targeted for the disadvantaged miss the mark; management information incomplete and inaccurate.

COMMENT:

CLASSIFICATION

04 . 01

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AUTHOR: Cross, Theodore L.

CORPORATE AUTHOR:

TITLE: Black Capitalism

PRICE:

DATE: 1969

274 PAGE(s)

SOURCE:

MEDIA: Book

ORIENTATION:

Adult Counseling

Counseling Effectiveness

Educational Counseling

Counselor Acceptance

Guidance Counseling

Manpower Utilization

Career Planning

SUBJECT CONTENT:

A report on poverty and the extent of Black capitalism.

COMMENT:

CLASSIFICATION

01 . _____ 04 . 01 _____ . _____
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AUTHOR: Cross, William C.

CORPORATE AUTHOR:

TITLE: New Directions in Planning for a World of Work (ED 068 866)

PRICE: MF .65 DATE: April, 1972 95 PAGE(s)
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Career Planning Career Choice
Career Education Vocational Education
Vocational Development

SUBJECT CONTENT: The career education conference was for school counselors, vocational education workers, public school teachers, school administrators, and others interested in advancing career possibilities for students in schools in New Mexico. This report of the conference proceedings contains the major addresses by the participants. Among them were: (1) "Overview of APGA Activities in Career Education and Guidance," Patrick McDonough; (2) "Exemplary Programs for Career Development in Secondary Schools," Norman Gysbers; and (3) "A Developmental Approach to Career Development," Don Dinkmeyer.

COMMENT

CLASSIFICATION

04 _____ . _____ . _____ . _____
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AUTHOR: Daane, Calvin J.

CORPORATE AUTHOR:

TITLE: Vocational Exploration Group Project -- Theory and Research
(Contract No. 04-1-0426-000)

PRICE: **DATE:** February, 1972 **84 PAGE(s)**

SOURCE: Manpower Administration
U. S. Department of Labor
Washington, D. C.

MEDIA: Book

ORIENTATION: Group interaction techniques for world of work
exploration and the study of man-job relationships.

SUBJECT CONTENT: Theory and research of the Vocational Exploration Group,
which utilizes group interaction techniques for world of work exploration
and the study of man-job relationships. A process designed to help applicants
make better use of counselors and counseling skills. Following topics
are dealt with: Job Functions, Demand, Satisfaction, Personalization,
Employment and Work Training, Employability Perceptions, Alienation
Perceptions, Pyramid Training.

COMMENT:

CLASSIFICATION

04

AUTHOR: Davidshofer, Charles O.

CORPORATE AUTHOR:

TITLE: Career Development Groups: Why We Did It!

PRICE: **DATE:** February, 1973 **5** **PAGE(s)**

SOURCE: University Counseling Center
Colorado State University
Fort Collins, Colorado 80521

MEDIA: Paper

ORIENTATION: Indicates a direction the Colorado State University Counseling Center is presently pursuing to aid individual career development through group counseling and guidance.

SUBJECT CONTENT: Impetus for development of a group approach to career counseling arose from a need to meet the increasing demand for vocational counseling, as well as from a general discontent with one-to-one individual counseling. Major focus of counseling patterned after developmental aspect of career decision-making outlined by Morrill and Forrest (1970). A second developmental theory of career decision-making (Ginzberg, Axelrod, and Herma, 1951) was also drawn upon heavily in the formulation of the career development group program.

COMMENT: Presented at American Personnel and Guidance Association meeting, San Diego, California, February 1973.

CLASSIFICATION

04 . 02 02 . _____ _____ . _____
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AUTHOR: Day, H. I.

CORPORATE AUTHOR:

TITLE: A New Look At Work, Play, and Job Satisfaction (ED 054 466)

PRICE: **DATE:** May, 1971 **PAGE(s)**

SOURCE: ERIC Document Reproductions Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Career Planning
Adults
Social Change

SUBJECT CONTENT: A great deal of literature concerning work, play, and job satisfaction is summarized and integrated. The author discusses a number of different conceptions of what work actually is and concludes that, according to all definitions, work is an instrumental activity with only extrinsic satisfactions. The author prefers not to see work and play as mutually exclusive activities but to view them as complementary components of all activities.

COMMENT: Speech given before Canadian Guidance and Counseling Association Convention, Toronto, May 30-June 2, 1971

CLASSIFICATION

04 . _____ 03 . _____ 02 . _____
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AUTHOR:

CORPORATE AUTHOR: Manpower and Reserve Affairs, Department of Defense

TITLE: Armed Services Vocational Aptitude Battery

PRICE: **DATE:** April, 1968 **43 PAGE(s)**

SOURCE: Manpower and Reserve Affairs
Department of Defense
Washington, D. C. 20308

MEDIA: Pamphlet

ORIENTATION: High School Counselor's Manual
Vocational Counseling
Occupational Information

SUBJECT CONTENT: The Armed Services Vocational Aptitude Battery;
List of comparable military and civilian occupational areas; Bibliography
of military service career information publications.

COMMENT:

CLASSIFICATION

01 . 03

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06 . 06

AUTHOR: Denova, Charles C.

CORPORATE AUTHOR:

TITLE: "Is This Any Way To Evaluate A Training Activity? You Bet It Is!"
Personnel Journal

PRICE: DATE: July, 1968 6 PAGE(s)

SOURCE: Hughes Tool Company, Aircraft Division
Culver City, California

MEDIA: Periodical

ORIENTATION: Career Development Industrial Training
Adult Learning Training
Manpower Utilization Program

SUBJECT CONTENT: A plan for evaluating training programs inclusive of learner evaluation, program evaluation and personnel methods and techniques. This evaluation plan has three major aspects: (1) an assessment of the change in employee behavior; (2) an analysis as to whether or not the training program furthers the achievement of organizational goals; (3) an evaluation of the training personnel methods and techniques.

COMMENT:

CLASSIFICATION

04 _____ 06 . 06 _____
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AUTHOR: Denues, Celia

CORPORATE AUTHOR:

TITLE: Career Perspective: Your Choice of Work

PRICE: \$3.95 **DATE:** 1972 202 **PAGE(s)**

SOURCE: Charles A. Jones Publishing Company
4 Village Green, S. E.
Worthington, Ohio 43085

MEDIA: Book

ORIENTATION: Career Planning
Career Education
Career Development

SUBJECT CONTENT: This book was designed to meet the needs of the high school and post-secondary student. It serves as a guide to the process of self-analysis and evaluation. It gives information about the world of work and a set of clues for making career decisions. These chapters are geared to the concerns of young students. A sample of chapters includes: (1) The world of work; (2) Work versus play; (3) Why work; (4) Choosing the possible; (5) The changing world, Part II—The basis of Choice; (6) Whose choice; and (7) Your value system.

COMMENT:

CLASSIFICATION

04 . _____ 07 . _____ _____ . _____
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AUTHOR: Dobrovolny, Jerry S.

CORPORATE AUTHOR:

TITLE: "Let's Get ON With Career Education."
Technical Education, Volume 74-75

PRICE: **DATE:** April, 1972 **2 PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Adult Education Career Education
 Manpower Utilization Curriculum

SUBJECT CONTENT: For some time thoughtful members of America's educational community have recognized that they must reorder educational priorities, outgrow fixations on academic education and begin preparing our students realistically for the technical and skilled occupations that are going begging for lack of prepared workers. Technical education is a supplement to industrial arts and vocational education.

COMMENT:

CLASSIFICATION

04 . _____ 06 . 05 _____ _____ . _____
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AUTHOR: Drier, Harry N. , Jr.

CORPORATE AUTHOR:

TITLE: Career Development Resources: A Guide to Audio-Visual and Printed Materials, K-12

PRICE: \$9.95 Paperback **DATE:** 1973 312 **PAGE(s)**

SOURCE: Charles A. Jones Publishing Company
4 Village Green, S.E.
Worthington, Ohio 43085

MEDIA: Book

ORIENTATION: Counselors Counseling Programs
 Career Planning Guidance Counseling
 Career Education Career Development
 Career Preparations

SUBJECT CONTENT: This book contains over 2,000 select films, filmstrips, records, tapes, kits, games, books and other printed materials described and grouped by grade level and career education categorizations. Counselors and teachers selected these materials to meet three objectives: (1) Self-understanding; (2) The world-of-work; and (3) Career planning and career preparations.

COMMENT: This book could be an essential reference for students, teachers and librarians. Space is allotted for teacher additions. A bibliography of professional readings is also included.

CLASSIFICATION

04 . 01

04 . 02

06 . 05

AUTHOR: Drier, Harry N., Jr. and Associates

CORPORATE AUTHOR:

TITLE: K-12 Guide for Integrating Career Development Into Local Curriculum

PRICE: \$6.95 Paper Back **DATE:** 1972 265 PAGE(s)

SOURCE: Charles A. Jones Publishing Company
4 Village Green, S. E.
Worthington, Ohio 43085

MEDIA: Book

ORIENTATION: Career Planning Career Education
 Career Development Instructional Systems
 Teaching Procedure

SUBJECT CONTENT: The material was developed in concert with the Wisconsin Department of Public Instruction. It can serve as a guide for career development; a model of how to weave career guidance concepts into existing curriculum at all grade levels. Career education concepts are included. List of over 1,000 audiovisual and printed resources are included. Samples of learning objectives and learning activities are incorporated.

COMMENT: A very excellent guide for teacher use.

CLASSIFICATION

01 . _____ . _____ . _____
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AUTHOR: Dunn, James A.

CORPORATE AUTHOR:

TITLE: Career Education: An Annotated Bibliography for Teachers and Curriculum Developers

PRICE: _____ **DATE:** 1973 **321 PAGE(s)**

SOURCE: AIR Career Education Consortium
P. O. Box 1113
Palo Alto, California 94302

MEDIA: Book

ORIENTATION: Career education literature review

SUBJECT CONTENT: A selective, annotated bibliography of career education literature and materials. Literature review itself is divided into three sections: (1) a survey of 160 pertinent interdisciplinary research references; (2) notes and descriptions of 100 children's "trade" books that could be used as occupational resources; and (3) a listing of supplementary references, including six other recent reviews of career education literature and material; ten curriculum series; 13 career exploration and decision-making programs; ten audiovisual aids; seven teacher resource handbooks; and 23 journals, periodicals, newsletters and other sources of information.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____
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AUTHOR: Dunn, James A.

CORPORATE AUTHOR:

TITLE: The AIR Career Education News

PRICE: **DATE:** **PAGE(s)**

SOURCE: American Institute for Research
P.O. Box 1113
Palo Alto, California 94302

MEDIA: Newsletter

ORIENTATION: A forum for the exchange of ideas, information and progress in the field of career education.

SUBJECT CONTENT: Career Education Project News; information about publications, sources in field of career education.

COMMENT:

CLASSIFICATION

01 _____ . _____ . _____
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AUTHOR:

CORPORATE AUTHOR: Educational Properties Incorporated (EPI)

TITLE: Career Education Digest

PRICE: **DATE:** **PAGE(s)**

SOURCE: EPI
Post Office Box DX
Irvine, CA 92664

MEDIA: Periodical (monthly)

ORIENTATION: Dissemination of information and materials related to
career education

SUBJECT CONTENT: Reports on programs in operation in various parts of the
nation.

Capsule reports cover a wide range of new programs of interest-related
articles and items of national importance that effect career education.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____
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AUTHOR:

CORPORATE AUTHOR: Educational Technology Demonstration

TITLE: Career Development Program "Via Satellite"

PRICE: **DATE:** April, 1974 **PAGE(s)**

SOURCE: Nevada Education Commission
303 Plaza
Carson City, Nevada 89701

MEDIA: Program

ORIENTATION: Use of satellite to bring career education into remote areas.

SUBJECT CONTENT: A communications satellite will beam programs Early Childhood Development and Career Development into eight states in the Rocky Mountain region. Programs will relay job and training information rapidly through the use of such media as television and computers and is designed to increase the students' self-understanding and knowledge of careers and prerequisite skills.

COMMENT:

CLASSIFICATION

04 _____

AUTHOR:

CORPORATE AUTHOR: ERIC Clearinghouse on Counseling and Personnel Services

TITLE: Matching Students and Careers: A Bibliography
(ED 039 375)

PRICE: MF .65
HC \$3.29 **DATE:** June, 1970 12 **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Career Education Careers
 Literature Review Occupational Information
 Research Projects Annotated Bibliographies

SUBJECT CONTENT: This annotated bibliography contains materials related to such topics as: (1) worker characteristics and factors influencing success in jobs; (2) student characteristics and attitudes as predictors of job success; and (3) techniques of communicating information to students in order to help them make career choices. The materials cited represent research studies and descriptions of programs and procedures. Sources used include journal articles, ERIC materials, books, and doctoral dissertations. The materials date from 1963-1970.

COMMENT:

CLASSIFICATION

04 . 03 06 . 01 _____
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AUTHOR: Fitzsimmons, John J.

CORPORATE AUTHOR:

TITLE: A Proposed Program for a Curriculum Development
Laboratory for Unemployed Out-Of-School Youth, 16 to 21
Years of Age (ED 012 854)

PRICE: MF .65 **DATE:** Summer, 1966 112 **PAGE(s)**
HC \$6.58

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Career Planning
Developmental Tasks
Counseling Goals

SUBJECT CONTENT: A five-member team developed a program for out-of-school youth which would relate work and study and provide on-the-job training with the ultimate goals of placing participants in suitable vocations and assisting their return to formal education, leading to a high school diploma.

COMMENT:

CLASSIFICATION

01 _____ 07 _____ 03 _____
_____ . _____ . _____

AUTHOR: Friedman, Karen (editor)

CORPORATE AUTHOR:

TITLE: Today's Education for Tomorrow's Jobs

PRICE: _____ **DATE:** December 1971 **92 PAGE(s)**

SOURCE: American Association of State Colleges and Universities
One Dupont Circle
Washington, D. C. 20036

MEDIA: Booklet

ORIENTATION: Manpower Needs
Social Change

SUBJECT CONTENT: Report on the National Conference of New Directions--
New Programs--New Professions.

Addresses: "Ugly Idealism in Education," W. Willard Wirtz. "New Career
Curricula for the 70's," G. Theodore Mitau. "Instructional Systems for
the Emerging Careers," Philip R. Teske.

Panelists: "Social, Cultural, Economic Effects of Change," Robert L. Barrek.
"Manpower Implications of Change." Herbert E. Striner.
"The Impact of Career Development," Charles W. Fotis.
"Government as a Manpower Consumer," Edward A. Schroer.
"National Manpower Needs for the 1970's," Harold Goldstein.
"National Response to Manpower Needs," Robert Worthington.
"Impact of the Professions and Accreditation on Career Education," Jerry W.
Miller.

COMMENT:

CLASSIFICATION

01 . _____ . _____ . _____
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AUTHOR:

CORPORATE AUTHOR: Georgia Department of Education

TITLE: Career Development Education

PRICE: _____ **DATE:** _____ **30 PAGE(s)**

SOURCE: Georgia Department of Education
State Office Building
Atlanta, Georgia 30334

MEDIA: Pamphlet

ORIENTATION: State Career Education Plan

SUBJECT CONTENT: Career development education, kindergarten through postsecondary and adult levels; Advantages of career development education; operational principles; objectives, nature, activities of career development education; elements of A CDE program.

COMMENT:

CLASSIFICATION

04 . _____ 01 . _____ . _____
_____ . _____ . _____

AUTHOR: Ginzberg, Eli

CORPORATE AUTHOR:

TITLE: Career Guidance: Who Needs It, Who Provides It, Who Can Improve It

PRICE: **DATE:** 1971 **356 PAGE(s)**

SOURCE: McGraw-Hill Publications
230 West Monroe Street, Suite 1100
Chicago, Illinois 60606

MEDIA: Book

ORIENTATION: Report of a study by the Conservation of Human Resources Project, Columbia University.
Guidance and Counseling

SUBJECT CONTENT: A comprehensive review and analysis of professional guidance counseling in the U. S. ; summary contents from a continuing seminar of visiting counseling experts; a case study of a suburban New York City school district and its counseling services; consultation with leaders of the guidance profession, along with interviews with guidance counselors in different settings across the country.

COMMENT:

CLASSIFICATION

01

AUTHOR: Ginzberg, Eli

CORPORATE AUTHOR:

TITLE: Manpower Agenda for America

PRICE: \$8.95

DATE: 1968

250 PAGE(s)

SOURCE: McGraw-Hill Book Company
1221 Avenue of the Americas
New York, N. Y. 10020

MEDIA: Book

ORIENTATION: Career Education Vocational Education
Training Vocational Redevelopment
Manpower Utilization Program

SUBJECT CONTENT: A historical review of the origin of "man-power" and its thrust into national prominence is a discussion in Ginzberg's book.

The book is divided into three sections (1) Perspectives, (2) Pathology, (3) Policy.

Included is an evaluation of existing manpower programs and topic coverage of "unemployment and minority groups," and the special employment problems of Blacks, women, and the poor.

COMMENT: Good background information for competency module development

CLASSIFICATION

04 . _____ 01 . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Ginzberg, Eli

CORPORATE AUTHOR:

TITLE: "The Interface Between Education and Guidance." Phi Delta Kappan, Volume LIV, No. 6

PRICE: _____ **DATE:** February, 1973 **4** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Career Education Career Guidance
Human Development Social Responsibility
Developmental Tasks Social Change
Educational Strategies

SUBJECT CONTENT: A discussion of guidance goals and methods, with some strongly worded recommendations concerning education and guidance. One main point the author makes is the fact that education and guidance have been too child-centered, ignoring adults. We have a front-ended educational system. One gets educated for a certain number of years between childhood and adulthood and then the process ends. Guidance, like education, should be more open to the opportunities that people confront later in life. Adults are constantly thinking about different jobs. The author concludes with five recommendations: (1) continued stressing of career education; (2) guidance should serve all people; (3) more effective use of guidance through group processes and peer groups; (4) better utilization of community resources; (5) closer scrutiny of researched development activities.

COMMENT:

CLASSIFICATION

AUTHOR: Goldhammer, Keith and Robert E. Taylor

CORPORATE AUTHOR:

TITLE: Career Education—Perspective and Promise

PRICE: **DATE:** 1972 **296 PAGE(s)**

SOURCE: Charles E. Merrill Publishing Company
Columbus, Ohio 43216

MEDIA: Book

ORIENTATION: A wide range of educational and occupational experiences and perspectives bearing on issues of career education.

SUBJECT CONTENT: Introduction: Career Education Perspectives; Unfulfilled Expectations in American Education; Concepts, Issues, Problems and Trends; Career Education Now (Sidney P. Marland, Jr.); Career Education: More Than a Name (Sidney P. Maryland, Jr.); The Career Cluster Approach in Secondary Education (Dale Parrell); Unifying an Entire System of Education Around a Career Development Theme (Edwin L. Herr); Career Education (Gordon I. Swanson); A Careers Curriculum (Keith Goldhammer); Career Education (Frank C. Pratzner); Career Development: An Integrated Curriculum Approach, K-12 (Louise J. Keller); Career Education Praise (Robert Taylor). Appendix includes descriptions of our emerging public school programs.

COMMENT:

CLASSIFICATION

04. _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Goodwin, Barbara and Eleanor Norris (editors)

CORPORATE AUTHOR:

TITLE: Career and Occupational Development Objectives

PRICE: **DATE:** 1971 **77 PAGE(s)**

SOURCE: National Assessment of Educational Progress
1860 Lincoln Street
Denver, Colorado 80203

MEDIA: Booklet

ORIENTATION: Presents educational objectives for the area of career
and occupational development
Career education

SUBJECT CONTENT: Summary of Career and Occupational Development
Objectives--5 areas: Prepare for making career decisions; Improve
career and occupational capabilities; Possess skills that are generally
useful in the world of work; Practice effective work habits; Have positive
attitudes toward work.

COMMENT:

CLASSIFICATION

04 . _____ 06 . _____ . _____
_____ . _____ . _____

AUTHOR: Graham, Richard A.

CORPORATE AUTHOR:

TITLE: Learning from Experience: A Preliminary Report

PRICE: **DATE:** 1972 **5** **PAGE(s)**

SOURCE: National Association of Secondary School Principals
1201 - 16th Street, N. W.
Washington, D. C. 20036

MEDIA: Paper

ORIENTATION: Work Experience
Career Education
Training

SUBJECT CONTENT: Findings from the preliminary study: Accreditation and academic achievement in action-learning. Maximums for part-time action-learning. Affective growth through action-learning. Effects of action-learning on employment and income.

COMMENT: Presentation, the Conference on American Youth in the Mid-Seventies, November 30-December 1, 1972

CLASSIFICATION

04 . _____ 06 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Grimaldi, Paul and Berch Haroian

CORPORATE AUTHOR:

TITLE: Work-Training Programs: No Panacea

PRICE: **DATE:** June, 1972 4 **PAGE(s)**

SOURCE: The Urban Reveiw, Center for Urban Education
105 Madison Avenue
New York, New York 10016

MEDIA: Article

ORIENTATION: Authors challenge conventional view that cure for
rising welfare costs is putting everyone to work
 Training Social Change

SUBJECT CONTENT: Key ideas: Traditional full employment policies are
not the cure for many social maladies, including the welfare issue. Even
if there were full employment, society would still be faced with a considerable
budget for public assistance programs. Regardless of work-training programs,
welfare costs cannot be decreased unless adequate day care centers are
established at the same time.

COMMENT:

CLASSIFICATION

04 _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Gysbers, Norman and Earl J. Moore

CORPORATE AUTHOR:

TITLE: Foundations of Career Education

PRICE: _____ **DATE:** September, 1972 **11 PAGE(s)**

SOURCE: One Hill Hall
The University of Missouri
Columbia, Missouri 65201

MEDIA: Paper

ORIENTATION: Life Career Development Concept

SUBJECT CONTENT: Examines some of career education's antecedents; reviews changes in the meaning and use of terms; introduces and describes broader concepts of career development than was outlined in the 50's and 60's; examines a new concept, life career development.

COMMENT: Presentation, the National Leadership Development Seminar for State Directors of Vocational Education

CLASSIFICATION

01 02 _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Hamilton, George Shaw and David J. Roessner

CORPORATE AUTHOR:

TITLE How Employers Screen Disadvantaged Job Applicants

PRICE: Free DATE: 1972 8 PAGE(s)

SOURCE: U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C.

MEDIA: Article

ORIENTATION: Manpower Utilization Career Education
Career Development Training
Job Analysis Task Analysis
Employment Qualifications

SUBJECT CONTENT: This article discusses the criteria employers use to screen prospective employees from poverty programs. The findings show only some of the criteria directly relate to the applicant's apparent abilities. The author shows that the hiring practices/criteria make it difficult for capable workers to enter the world of work. The suggestion is made that government-sponsored training programs can help train small organizations with training suggestions.

COMMENT:

CLASSIFICATION

01 . _____ 06 . 02 _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Hansen, Summy L.

CORPORATE AUTHOR:

TITLE: Social Aspects and Considerations of Career Education
(ED 072 273)

PRICE: MF .65 **DATE:** October, 1972 22 **PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Career Education Developmental Tasks
Curriculum Systems Approach
Educational Strategies

SUBJECT CONTENT: Some social issues and dilemmas contributing to the need to improve our educational system are: (1) changing meanings of work, (2) changing structure and composition of the labor force, (3) problems associated with institutional drop-outs, (4) separation of students into college-bound and employment-bound curriculums, (5) information deficit dilemma, and (6) special needs of minority and disadvantaged populations.

COMMENT: Paper presented to the USOE Institutes for Curriculum Personnel development: Ft. Collins, Colorado and Washington, D. C.

CLASSIFICATION

04 _____ . _____ . _____ .
_____ . _____ . _____ .

AUTHOR: Hawkins, Augustus F.

CORPORATE AUTHOR:

TITLE: Career Education Imperatives

PRICE: _____ **DATE:** February 1, 1973 **5 PAGE(s)**

SOURCE: Congressman Augustus F. Hawkins
1350 Rayburn House Office Building
Washington, D.C. 20515

MEDIA: Paper

ORIENTATION: Speech by Augustus Hawkins on efforts necessary to
make career education more than just a concept—a reality for everyone

SUBJECT CONTENT: Reasons why career education is necessary

COMMENT: Presentation, National Conference on Career Education:
Implication for Minorities, Sheraton-Park Hotel, Washington, D.C.,
February 1, 1973

6-46

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: U. S. Department of Health, Education and Welfare

TITLE: Career Education

PRICE: **DATE:** 1971 **10 PAGE(s)**

SOURCE: U. S. Government Printing Office,
Superintendent of Documents
Washington, D. C. 20402

MEDIA: Pamphlet

ORIENTATION: Career Education: New Concept in American Education

SUBJECT CONTENT: Outlines: The Need for Educational Reform; Career Education as a Solution; Goals of Career Education; The Career Education Concept; Costs and Meaning to Education; Examples and Progress. Includes two charts: The Problem; A Solution--An Example of a Career Education Model.

COMMENT.

CLASSIFICATION

0-1 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Hedges, Janice Neipert and Jeanne K. Barnett

CORPORATE AUTHOR:

TITLE: "Working Women and the Division of Household Tasks."
Monthly Labor Review

PRICE: Free DATE: April, 1972 6 PAGE(s)

SOURCE: U. S. Department of Labor, Bureau of Labor Statistics
Monthly Labor Review
Washington, D.C.

MEDIA: Journal

ORIENTATION: Career Planning Career Education
Career Development Family Counseling
Job Analysis Working Women
Women's Education

SUBJECT CONTENT: This article was taken from the April, 1972 issue of Monthly Labor Review. It was prepared for the United Nations Commission on the Status of Women. Concerns are surfacing over the increasing number of women in the labor force, particularly as heads of households with dependent children.

Their ability to manage family responsibilities; the sharing of household work loads and to maintain stable family situations was discussed.

Among the recommendations was a need for more day care centers; a need for more part-time jobs and upgrading domestic employment.

COMMENT:

CLASSIFICATION

01 . _____ . _____ . _____ .
_____ . _____ . _____ .

AUTHOR: Helling, C. E. and Eldon Ruff

CORPORATE AUTHOR:

TITLE: "Career Guidance." Monograph Series on Career Education, No. 6

PRICE: \$1.00

DATE: 1972

PAGE(s)

SOURCE: Bureau of Publications, School of Education
North Carolina State University
Raleigh, N.C. 27607

MEDIA: Monograph Series

ORIENTATION: Vocational Guidance
Career Education

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

650

CLASSIFICATION

AUTHOR: Herr, Edwin L.

CORPORATE AUTHOR:

TITLE: Review and Synthesis of Foundations for Career Education

PRICE: MF .65
HC \$3.29 **DATE:** March, 1972 82 **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: Erie

ORIENTATION: Review of historical, philosophical, theoretical basis
for career education.

SUBJECT CONTENT: Topics discussed include: Statement of the problem;
historical and philosophical basis; current social observers (Whyte,
Kimball, McClellan, Reich, Drucker, Tofler); legislative inputs;
current program assumptions and objectives; theoretical basis; publica-
tions

COMMENT

CLASSIFICATION

04 _____ . _____ . _____
_____ . _____ . _____

AUTHOR: High, Sidney C., Jr. and Linda Hall

CORPORATE AUTHOR:

TITLE: Bibliography on Career Education

PRICE: . **DATE:** November, 1972 **66 PAGE(s)**

SOURCE: Division of Vocational and Technical Education
Dept. of Health, Education and Welfare, Office of Education
Washington, D. C. 20202

MEDIA: Booklet

ORIENTATION: Selected journal articles and documents related to
career education

SUBJECT CONTENT: Selected references on career education: Listing of key documents dealing with the career education concept itself; Journal articles: Lists a variety of articles which have appeared in periodicals, dealing with the career education concept and some of the component parts; Background references related to career education: Lists numerous documents related to the career education concept or to various components and aspects of career education; Continuing sources of information: Lists several key information sources from which a continuing flow of career education information can be obtained in the future.

COMMENT:

CLASSIFICATION

04 . _____ 06 . _____ . _____
_____ . _____ . _____

AUTHOR: Hodgson, J. D.

CORPORATE AUTHOR:

TITLE: "The Future World of Work." The Conference Board RECORD,
Volume 7, No. 2

PRICE: DATE: February, 1970 4 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Manpower Utilization

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Hoffengardner, Jerrold D.

CORPORATE AUTHOR:

TITLE: Sources of Occupational Information

PRICE: **DATE:** January, 1966 **58 PAGE(s)**

SOURCE: State Department of Education, Division of Guidance and Testing
751 N. W. Boulevard
Columbus, Ohio 43212

MEDIA: Booklet

ORIENTATION: Occupational information

SUBJECT CONTENT: Present sources of available occupational information; identifies materials presenting occupational information for students, counselors; describes techniques for gathering, organizing, using occupational information.

COMMENT:

CLASSIFICATION

01 . _____ 01 . 02 _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Holland, John L. and Others

CORPORATE AUTHOR:

TITLE: A Guide To The Self-Directed Career Program: A Practical and Inexpensive Vocational Guidance System (ED 064 516)

PRICE: MF .65 **DATE:** March, 1972 54 **PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Vocational Guidance
Career Education
Systems Approach

SUBJECT CONTENT: This report presents the self-directed career program, an inexpensive program designed to provide vocational guidance to all high school students, college students, and adults who desire it. The report discussed the need for such a program, the costs involved, the materials required, and how to use them.

COMMENT

CLASSIFICATION

01 . _____ 06 . _____ 05 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Horyna, Larry L.

CORPORATE AUTHOR:

TITLE: Working, Learning and Career Planning: A Cooperative Approach
 to Human Resource Development (ED 034 874)

PRICE: MF .65 **DATE:** August, 1969 38 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Career Education Human Development
 Career Planning Educational Objectives
 Models Program Evaluation

SUBJECT CONTENT: An approach to solving the problem of under-
 utilization of human resources, the Cooperative Career Planning (CCP)
 concept stresses the role of the public school system in the coordination
 of available educational resources with potential 10b-training work
 stations in a given community or geographical area. This position
 paper presents a brief review of existing manpower programs and
 policies, proposed objectives, and organizational structure of the CCP,
 a model for evaluation, and a selected bibliography.

COMMENT:

CLASSIFICATION

04 _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Hoyt, Kenneth B.

CORPORATE AUTHOR:

TITLE: Career Education of Gifted and Talented

PRICE: **DATE:** 1972-3 **PAGE(s)**

SOURCE: Bureau of Adult Vocational and Technical Education
Washington, D. C.

MEDIA: Project

ORIENTATION: Developing curriculum guidelines and career education
programs for the gifted and talented.

SUBJECT CONTENT: Basic information of National Invitational Seminar on
Career Education for the Gifted and Talented and sponsoring project.
Program concerned with education of the gifted and talented, educational
philosophy, curriculum, career development, vocational education and
new thrusts in education innovations.

COMMENT: Bureau of Adult, Vocational and Technical Education Project

CLASSIFICATION

01 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Hoyt, Kenneth B.

CORPORATE AUTHOR:

TITLE: Questions for Resolution in Career Education

PRICE: DATE: 1973 14 PAGE(s)

SOURCE: Chamber of Commerce of the United States
1615 H Street N.W.
Washington, D.C. 20006

MEDIA: Paper

ORIENTATION: Discussion of ten major questions concerning career education

SUBJECT CONTENT: Asks and discusses the following:

- What is the desirability, practical probability, and practical limitations of:
 - The concept of field trips for students?
 - The concept of exchange programs between business-labor-industry personnel and school personnel?
 - The concept of work experience for all high school students?
 - The concept of school-industry job placement programs?
 - The concept of establishing occupational resource persons from the business-industry-labor community?
 - The concept of the year-round school running 16 hours a day, 6 days a week and staffed partly by business-labor-industrial personnel? (and others)

COMMENT: Delivered at National Conference on Career Education sponsored by Chamber of Commerce of the U.S., February 28-March 1, 1973

CLASSIFICATION

04

AUTHOR: Hoyt, Kenneth B., Ruper N. Evans, Edward F. Mackin, and
Garth L. Mangum

CORPORATE AUTHOR:

TITLE: Career Education: What It Is and How To Do It

PRICE: **DATE:** 1972 **185 PAGE(s)**

SOURCE: Olympus Publishing Company
955 East 9th South
Salt Lake City, Utah 84102

MEDIA: Book

ORIENTATION: To introduce the career education message to lay
audiences.

SUBJECT CONTENT: Analysis of the career education concept, together
with discussions of the development of the concept, its potential for
contribution to the society and the education system, and step-by-step
guides for the creation and institution of a career education program.

COMMENT:

CLASSIFICATION

01 _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Huber, Jake

CORPORATE AUTHOR:

TITLE: Directory of Research Officers in State Career Education--
* Vocational Education Research Coordinating Units

PRICE: **DATE:** March 28, 1973 **9 PAGE(s)**

SOURCE: Research Coordinating Unit
University of Nevada
Reno, Nevada 89507

MEDIA: Pamphlet

ORIENTATION: Contact list of career education--related personnel

SUBJECT CONTENT: Listing by state, of research officers for state
career education--vocational education coordinating units. Information
given includes person's name, specific title, address and telephone
number.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR:

TITLE: Inform

PRICE: \$25.00 annually **DATE:** **PAGE(s)**

SOURCE: National Career Information Center
1607 New Hampshire Avenue, N.W.
Washington, D.C. 20009

MEDIA: Periodical (monthly)

ORIENTATION: Monthly newsletter identifying accurate, relevant
Career Information sources and dissemination/techniques for the
active counselor.

SUBJECT CONTENT: Special emphasis on materials that don't normally come
to the counselor's attention and on materials presenting information about
new and emerging careers. Series of career resource bibliographies
provided as a supplement.

COMMENT:

CLASSIFICATION

01 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Isenberg, Robert M. and Joel Smith

CORPORATE AUTHOR:

TITLE: "The Community." Monograph Series on Career Education, No. 9

PRICE: \$1.00 **DATE:** 1972 **PAGE(s)**

SOURCE: Bureau of Publications, School of Education
North Carolina State University
Raleigh, N.C. 27607

MEDIA: Monograph Series

ORIENTATION: Community Service Programs
Career Education

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

01 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Jervis, Robert and Gordon I. Swanson

CORPORATE AUTHOR:

TITLE: "Professional Development." Monograph Series on Career Education,
No. 8

PRICE: \$1.00 DATE: 1972 PAGE(s)

SOURCE: Bureau of Publications, School of Education
North Carolina State University
Raleigh, N.C. 27607

MEDIA: Monograph Series

ORIENTATION: Career Development

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

04 . 04

04 . 01

02 .

AUTHOR: Kovarsky, Irving

CORPORATE AUTHOR:

TITLE: Black Employment

PRICE:

DATE: 1970

152 PAGE(s)

SOURCE:

MEDIA: Book

ORIENTATION:

Adult Learning Educational Counseling
Guidance Counseling Vocational Counseling
Counseling Effectiveness Manpower Utilization
Career Planning

SUBJECT CONTENT:

The impact of religion, economic theory, politics
and law on Black employment.

COMMENT: A very important area to be aware of

CLASSIFICATION

04 . _____ 06 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Krause, Elliot A.

CORPORATE AUTHOR:

TITLE: The Sociology of Occupations

PRICE: **DATE:** 1971 **PAGE(s)**

SOURCE: Little, Brown & Company
Boston, Mass.

MEDIA: Book

ORIENTATION: Career Education

SUBJECT CONTENT: Sociology: Occupations and Professions, Bibliography

COMMENT:

CLASSIFICATION

04 . _____ 03 . _____ . _____
_____ . _____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: Bureau of Labor Statistics

TITLE: Occupational Outlook Handbook

PRICE: **DATE:** 1972-73 **879 PAGE(s)**

SOURCE: Superintendent of Documents
Government Printing Office
Washington, D. C. 20402

MEDIA: Book

ORIENTATION: Occupational Information

SUBJECT CONTENT: Describes: Nature of Work, Places of Employment, Training, Other Qualifications, Advancement, Employment Outlook, Earnings and Working Conditions. Sources of Additional Information of Over 800 Occupations.

COMMENT: Occupational Outlook Quarterly is provided as a supplement to the Handbook which is published every two years. Also available, individual reprints of each of the occupation descriptions in the Handbook.

CLASSIFICATION

0-1 _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: Office of Research and Development
Division of Research and Development Utilization

TITLE: Manpower Research and Development Projects

PRICE: _____ **DATE:** 1971 **385 PAGE(s)**

SOURCE: United States Department of Labor
Manpower Administration
Washington, D. C. 20210

MEDIA: Book (catalog)

ORIENTATION: Lists, describes, summarizes both development and research projects, recently funded, currently in progress and recently completed.

SUBJECT CONTENT: MDTA*, EOA*, and SSA* Projects in process on June 30, 1971; MDTA, EOA, and SSA Projects completed July 1, 1970--June 30, 1971; MDTA, EOA and SSA Reports completed fiscal years 1969-71; Guidelines for submission of research and development proposals.

COMMENT: *MDTA: Manpower Development and Training Act; EOA: Economic Opportunity Act; SSA: Social Security Act.

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Law, Gordon F. (editor)

CORPORATE AUTHOR:

TITLE: Contemporary Concepts in Vocational Education

PRICE: _____ **DATE:** 1971 **435 PAGE(s)**

SOURCE: American Vocational Association
1510 H Street, N. W.
Washington, D. C. 20005

MEDIA: Book

ORIENTATION: First AVA Yearbook
Career Education

SUBJECT CONTENT: Fifty-nine independent writings which deal with various contemporary aspects of vocational education. The many articles are arranged under the following broad topics: Philosophical aspects of vocational education; equipping all persons for a productive life; people, jobs and the vocational education curriculum; comprehensive research and planning in vocational education; schools, programs and systems--the delivery of vocational education; career development--a new perspective for education; cooperative education and other forms of school-community involvement; the professional development of vocational educators; the economic role of vocational education; evaluation, accreditation and accountability in education.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Little, J. K.

CORPORATE AUTHOR: Center for Vocational and Technical Education

TITLE: Review and Synthesis of Research on the Placement and Follow-Up of Vocational Education Students (ED 037 543)

PRICE: _____ **DATE:** February, 1970 **PAGE(s)** _____

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Job Placement
Career Education

SUBJECT CONTENT: Two purposes of the review are: (1) to identify the job histories of graduates, and (2) to provide baseline data for program evaluation.

Includes studies published since 1965 and covers the major fields of vocational-technical education at secondary, post-secondary and adult levels. Programs for special groups of individuals are also included.

"The Role of Follow-up Studies," "General Surveys," "Studies of Specific Programs," "Summaries of Placement information," "Studies of Special Groups," "Benefit-Cost Studies," "Follow-up Studies Procedures and Evaluation Summaries."

COMMENT:

CLASSIFICATION

04 . _____ 03 . _____ 01 . _____
06 . _____ _____ . _____ _____ . _____

AUTHOR: Lutes, Carol

CORPORATE AUTHOR:

TITLE: Equal Opportunity--and You (ED 055 294)

PRICE: MF .65 DATE: June, 1971 23 PAGE(s)
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Career Education Career Planning
 Career Development Vocational Counseling
 Women's Education Minority Groups
 Working Women

SUBJECT CONTENT: Alternatives are provided to change occupational traditionalism which contributes to occupational discrimination. Background statistics are presented. Women are increasingly entering the world of work. The use of co-educational group counseling is suggested as one recommendation.

COMMENT:

CLASSIFICATION

04 _____ 03 _____ _____
_____ _____ _____

AUTHOR:

CORPORATE AUTHOR: Manpower Institute

TITLE: Career Education and Manpower Development

PRICE: _____ **DATE:** 1972 **65 PAGE(s)**

SOURCE: Manpower Institute
1211 Connecticut Avenue, N.W.
Washington, D.C. 20036

MEDIA: Booklet

ORIENTATION: Manpower Utilization Program
Career Education

SUBJECT CONTENT: Four recommendations to promote further implementation of career education and business education collaboration. Also: "Career Education--Definitions and Goals," St. Louis Regional Industrial Development Corporation; Business-Education Corporation--Summary of information from seminar participants; Securing Employer Support and Participation in Career Education--a proposal; "Education-Manpower--The Need for New Forms of Measurement."

COMMENT: Seminars arranged by the Office of Education, The Manpower Institute, and the National Academy for School Executives to study the effects of career education objectives.

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Marland, Sidney, James D. Kaerner and Members of the Council
for Basic Education

CORPORATE AUTHOR:

TITLE: What is Career Education?

PRICE: **DATE:** February, 1973 **35 PAGE(s)**

SOURCE: Council for Basic Education
725 - 15th Street, N W.
Washington, D.C. 20005

MEDIA: Paper

ORIENTATION: Interview Dialogue on Career Education

SUBJECT CONTENT: A discussion with Sidney Marland on what career
education involves.

COMMENT:

CLASSIFICATION

01 . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: Maryland State Board of Education

TITLE: Career Education: A Handbook for Implementation

PRICE: _____ **DATE:** February, 1972 **102 PAGE(s)**

SOURCE: Superintendent of Documents
United States Government Printing Office
Washington, D.C. 20402

MEDIA: Book

ORIENTATION: Implementation of Career Education
Career Development

SUBJECT CONTENT: Concept of career education: Basic components; sources of dissatisfaction: Needed changes in education; the developing concepts: Examples of career education in practice; practical strategy for implementing career education at the state and community level. Selected bibliography included.

COMMENT: An early presentation of general concepts and rationale for career education. General ization of selling career education to decision-makers at state and local level. Presented in workshops along with movie and slide presentations.

CLASSIFICATION

04 . _____ 05 . _____ 07 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: McClure, Larry J.

CORPORATE AUTHOR:

TITLE: "Career Education and the National Institute of Education."
Educational Horizons, Volume 51, No. 4

PRICE: **DATE:** Summer, 1973 **5** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION:	Career Planning	Mid-Career Change
	Career Development	Community Services
	Social Change	Developmental Tasks

SUBJECT CONTENT: The author discusses the role and scope of the National Institute of Education's (NIE) role in career education. NIE recognizes that eventual solution of the problems of career education will require a joint effort. Avoiding duplication of resources is hard. Implementation of career education supported by NIE's sister agency, the U.S. Office of Education, is proceeding on a parallel course. NIE and OE career education efforts must be mutually supportive and interactive. By choosing to concentrate initial research efforts on the problems of career entry and progression, NIE is not ruling out the variety of equally valid interpretations people will choose to give to career education. The author goes on to discuss various ramifications of the career education movement and the four models under which career education is housed.

COMMENT:

CLASSIFICATION

0-1 _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: McClure, Larry J. and Carolyn Buan (editors)

CORPORATE AUTHOR:

TITLE: Essays on Career Education

PRICE: **DATE:** 1973 **265 PAGE(s)**

SOURCE: Superintendent of Documents
United States Government Printing Office
Washington, D. C. 20402

MEDIA: Book

ORIENTATION: Selected essays on career education
Women's Education
Working Women

SUBJECT CONTENT: Included are: "Career Education in Cultural Perspective," James B. Spradley; "Toward a Philosophy for Career Education," Sterling M. McMurrin; "Career Education for Women: An Opportunity to Change the Theme," Susan Margot Smith; "New Directions for Career Planning," T. Anne Cleary; "Broadening the Concept of Career Education," Edmund W. Gordon; "Who Shall Teach Career Education? The Practitioner as Teacher," Lola June May; "The Urban Drop-Out and the World of Work," Morris Shapior; "Career Development: A Cooperative Thrust of the School and its Community," Thelma T. Daley; "The Role of Community Colleges in Career Education," John F. Grede; "Manpower Programs as Career Education," Garth L. Mangum; "Career Education at the Post-secondary Level: A Mission of the Four Year Colleges," William J. Michaels.

COMMENT: Foreward by Sidney P. Marland, Jr., Assistant Secretary for Education. Dr. Marland is responsible for bringing together this panel of critics.

688

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: McCracken, J. D.

CORPORATE AUTHOR:

TITLE: Targeted Communications for Instituting Vocational Placement and Follow-up: Interim Report (ED 061 454)

PRICE: MF .65
HC \$6.58 **DATE:** December, 1971 **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Job Placement Change Agents
 Vocational Education Educational Improvement
 Vocational Follow-up

SUBJECT CONTENT: To provide substantive and methodological information concerning systematic vocational placement and follow-up to individuals responsible for education program change, a project was conducted to develop three publications. The information base for the project included: (1) literature identified through Educational Resources Information Center (ERIC); (2) existing programs; (3) knowledge and experience of employees.

COMMENT:

CLASSIFICATION

04 . _____ 01 . _____ 05 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR: Michigan Personnel and Guidance Association

TITLE: Position Paper on Career Education for Michigan Youth

PRICE: **DATE:** 1972 **11 PAGE(s)**

SOURCE: State of Michigan
Department of Education
Lansing, Michigan 48902

MEDIA: Paper

ORIENTATION: Counseling and Guidance Services Career Education
Career Development Career Planning
Developmental Tasks

SUBJECT CONTENT: This position paper discusses the approach of the United States Office of Education and the Michigan State Department of Education to develop broad, general statements about career education to stimulate local school units to develop tailored career education programs which are appropriate for their own students and for their own school and community setting. The paper discusses the following concepts: (1) core career education concepts; (2) the role of the counselor in career education; (3) strategies for strengthening the guidance component of career education.

COMMENT:

CLASSIFICATION

01 _____ 07 _____ _____
_____ . _____
_____ . _____

AUTHOR: Moore, Geoffrey and Janice Hodges

CORPORATE AUTHOR:

TITLE: "Trends in Labor and Leisure." Monthly Labor Review

PRICE: **DATE:** February, 1971 **10 PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Leisure Time
Recreational Activities
Manpower Utilization

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

0-1 . _____ / _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Morgan, Robert L. (editor)

CORPORATE AUTHOR:

TITLE: "Synopsis of Selected Career Education Programs."
Career Education, Volume I

PRICE: **DATE:** April, 1972 **81 PAGE(s)**

SOURCE: National Center for Occupational Education
North Carolina State University
Raleigh, North Carolina 27607

MEDIA: Booklet

ORIENTATION: A national overview of career education programs

SUBJECT CONTENT: Synopses of 41 exemplary career education programs
in operation during 1971-1972 school year.

COMMENT: From an initial list of 250 exemplary programs identified around
the United States, a final group of 41 programs was visited and examined.

CLASSIFICATION

01

AUTHOR: Morgan, Robert L. and Mollie W. Shook (editors)

CORPORATE AUTHOR:

TITLE: Career Education Monograph Series

PRICE: **DATE:** 1973 **Page(s)** Nine Sets

SOURCE: National Center for Occupational Education

North Carolina State University

P.O. Box 5096

Raleigh, North Carolina 27607

MEDIA: Booklets

ORIENTATION: Career Education

SUBJECT CONTENT: Series includes the following titles and authors: "A Manual for the Implementation and Administration of Career Education Programs," Robert L. Morgan, Mollie Shook; "Lower School Curriculum Guide," Mabel Black, Robert Schreiber; "Middle School Curriculum Guide," Joseph Clary, T.R. Scheier; "Upper School Curriculum Guide," Kenneth Hoyt, G.G. Woodward; "Post Secondary and Adult Curriculum Guide," B.E. Childers, Charles Nichols; "Career Guidance," Cliff E. Helling, Eldon Ruff; "Student Placement and Follow-Up," Lillian Buckingham, Arthur Lee; "Professional Development," Robert Jervis, Gordon Swanson; "The Community," Robert Isenberg, Joel Smith.

COMMENT:

CLASSIFICATION

04 _____ 07 _____ _____
_____ . _____ . _____ .

AUTHOR: Moskowitz, Irving

CORPORATE AUTHOR:

TITLE: Career Resource Center: A "Pre-K to Adult" Model for Career Development (ED 068 635)

PRICE: MF .65
HC \$6.58 **DATE:** June, 1972 **125 PAGE(s)**

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc. P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Education
Career Education
Vocational Counseling

SUBJECT CONTENT: The Hackensack career development center is a pilot project designed to: (1) make career development learning activities an integral part of the school curriculum from pre-kindergarten through Adult Education; (2) provide a setting in which experimentation with and evaluation of such activities may be carried on; and (3) offer students and graduates assistance in finding desired and/or suitable employment.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Muirhead, Peter P.

CORPORATE AUTHOR:

TITLE: "Career Education: The First Steps Show Promise." Phi Delta Kappan,
Volume 44, No. 6

PRICE: **DATE:** February, 1973 **3** **PAGE(s)**

SOURCE: Phi Delta Kappan
8th and Union
Bloomington, Indiana 47401

MEDIA: Article

ORIENTATION: USOE achievements in career education, expectations
for 1973

SUBJECT CONTENT: Article gives basic information concerning three
national career education models: School-based, employer-based, rural-
residential; 1973 seen as year of consolidation of USOE career education
initiatives; close coordination with new National Institute of Education in
the offing.

COMMENT:

CLASSIFICATION

01 . _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Myers, Roger A.

CORPORATE AUTHOR:

TITLE: Implications of Career Development Theory and Research for
Counselor Education (ED 024 078)

PRICE: MF .65
HC 9.87 **DATE:** June, 1967 214 PAGE(s)

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Career Development
Vocational Counseling
Vocational Development

SUBJECT CONTENT: In an attempt to bridge the gap between the newly emerging knowledge of career development and the technology of vocational counseling, a workshop was conducted for the purpose of disseminating the recent advances in career development to a group of university professors engaged in counselor education. The major presentations consisted of: (1) recent methods of modifying traditional teaching-learning relationships; (2) recent findings from the career pattern study; (3) recent developments and prospects in occupational fact mediation; (4) sociological aspects of career development; (5) psychology of time utilization; (6) findings collected by the ACT program and (7) the disadvantaged and vocational development.

COMMENT: Report of a workshop held at the Teachers College, Columbia University, New York, N. Y. June 5-17, 1967

CLASSIFICATION

04 . _____ 07 . _____ 03 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR: National Advisory Council on Adult Education

TITLE: Career Renewal for Adults Through Education: A Position
 Paper from the National Advisory Council on Adult Education
 (ED 064 590)

PRICE: MF .65 **DATE:** May, 1972 22 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P. O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Learning
 Career Education

SUBJECT CONTENT: This position paper raises concerns, states positions, and makes recommendations about the way in which adult education and career education relate and coexist. The concept of career-oriented education for adults is supported, but concern over program direction prompted statements of position relating to career education research, curricula emphasis, agency articulation, alternative school models, teacher-counselor-administrator models, materials and tests, and evaluation and accountability techniques.

COMMENT:

CLASSIFICATION

04 _____ . _____ . _____ .
_____ . _____ . _____ .

AUTHOR:

CORPORATE AUTHOR: National Advisory Council on Vocational Education

TITLE: Third Report--Vocational Education Amendments of 1968:
Public Law 90-570

PRICE: _____ **DATE:** July 10, 1970 **PAGE(s)** _____

SOURCE:

MEDIA: Book

ORIENTATION: Career Education

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

04 _____ 06 _____

AUTHOR: Neiswender, Lenore

CORPORATE AUTHOR:

TITLE: Maximizing Your Training Efficiency: The Application of Behavioral Principles to Job Training

PRICE: **DATE:** 1972 **326 PAGE(s)**

SOURCE: Mobilization for Youth, Inc.,
Experimental Manpower Laboratory, 271 East Fourth St.
New York, N.Y.

MEDIA: Kit

ORIENTATION: Training Adult Vocational Education
Behavioral Counseling Manpower Utilization.

SUBJECT CONTENT: A teaching kit designed to help develop more effective job-training programs for the unemployed. Stress is placed on the development of positive attitudes and behavioral goals. The kit could be an inducement to apply behavioral theory to typical jobs and job training problems. The designers assume that behavioral and technical skills can be taught by work supervisors; and recommends the observation-reward-punishment concepts. There is a 260-page manual included, with step-by-step exercises and analysis sections.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: New Jersey State Board of Education

TITLE: The New Jersey Model for Career Development Education

PRICE: **DATE:** 1 **PAGE(s)**

SOURCE: New Jersey State Board of Education
Trenton, New Jersey 08625

MEDIA: Chart

ORIENTATION: State Career Education Plan

SUBJECT CONTENT: Career education extends pre-school through post-secondary and adult: Level 1--Exploration and self-discovery (pre-school); Level 2--Understanding the world of work and dignity of work (elementary); Level 3--Vocational exploration (middle school); Level 4--Study, evaluation, in-depth testing of tentative choices and expanding development of specific job skills (high school); Level 5--Education and work are blended in continuous process of career development (post-secondary and adult).

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ _____ . _____
_____ . _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR: New Jersey State Department of Education

TITLE: Job Placement Services; A Guidebook for Counselors
 (ED 042 005)

PRICE: MF .65 **DATE:** 1968 73 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Job Placement Counselors
 Guidance Services Occupational Guidance

SUBJECT CONTENT. One important objective of vocational guidance should be appropriate job placement. The purpose of this guide is to assist educators in accepting placement services as a technique for enhancing the vocational development of students. A proposed model for placement services is designed to serve three functions: (1) provide exploratory job experiences, (2) provide needed assistance to potential drop-outs, and (3) aid graduates in finding meaningful employment.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Nosow, Sigmund and William H. Form (editors)

CORPORATE AUTHOR:

TITLE: Man, Work, and Society

PRICE: _____ **DATE:** 1962 **612** **PAGE(s)**

SOURCE: Basic Books Incorporated
New York, N.Y.

MEDIA: Book

ORIENTATION: Social Change
Human Development

SUBJECT CONTENT: A reader in the sociology of occupations. Addresses,
essays, lectures: industrial sociology.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ 03 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: O'Banion, Terry

CORPORATE AUTHOR:

TITLE: "For Adults Only," Adult Leadership, Volume 17

PRICE: **DATE:** June, 1968 **2** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Adult Counseling
 Adult Learning
 Student Personnel Programs

SUBJECT CONTENT: O'Banion identified the services to be included in an adult student personnel program: (1) a special testing program to assess chances for success as full-time students, (2) late afternoon, evening, or weekend counseling for students, (3) placement services for the evening student, (4) orientation to student personnel program, (5) social, cultural, and recreational activities, and (6) evening sessions of a basic orientation or applied psychology course.

COMMENT:

CLASSIFICATION

01 . _____ 02 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR:

TITLE: Occupational Outlook Quarterly

PRICE: \$1.50 annually **DATE:** **PAGE(s)**

SOURCE: U.S. Government Printing Office
Washington, D.C. 20402

MEDIA: Periodical (quarterly)

ORIENTATION: Quarterly journal providing interesting and readable
articles on the current outlook for occupations in a variety of career areas.

SUBJECT CONTENT: Articles on current outlook for numerous careers

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____ . _____
_____ . _____ . _____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: Ohio State Department of Education, Division of Vocational Education

TITLE: Ohio's Career Development Continuum

PRICE: _____ **DATE:** _____ **2** **PAGE(s)**

SOURCE: Ohio State Department of Education
Division of Vocational Education
Columbus, Ohio 43215

MEDIA: Diagram and Information Sheet

ORIENTATION: State Plan for Career Education

SUBJECT CONTENT: K-post secondary: A family life program; A career motivation program; A career orientation program; a career exploration program; an occupational work adjustment (owa); a career preparation program (age 16 and above); a career training, retraining and upgrading program.

COMMENT:

CLASSIFICATION

01 . _____ 06 . 02 _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Osipow, Samuel H.

CORPORATE AUTHOR:

TITLE: Theories of Career Development

PRICE: **DATE:** 1968 **258 PAGE(s)**

SOURCE: Appleton-Century-Crofts, Educational Division
Meredith Corporation, 440 Park Avenue South
New York, N. Y. 10016

MEDIA: Book

ORIENTATION:	Systems Analysis	Career Education
	Career Development	Systems Approach
	Counseling Strategies	Adult Development

SUBJECT CONTENT: The book has several purposes: (1) an attempt was made to fill the need that exists for an examination and evaluation of current theoretical and empirical findings relevant to the vocational decision process; (2) a comparison of the similarities and differences of the theories becomes possible, allowing judgments to be made as to relative strengths and weaknesses of the theories; (3) synthesis of general theoretical statements which might integrate the more useful and effective constructs of the various theoretical positions, as well as to identify the ingredients common to most of the theories; (4) consideration of the theories with respect to their implications for career counseling. The book covers the following theories of vocational development: (1) Roe's personality theory of career choice; (2) Holland's career typology theory of vocational behavior; (3) The Ginzberg, Ginsburg, Axelrad, and Herma Theory; (4) Psycho-analytic conceptions of career choice; (5) Super's developmental self-concept theory of vocational behavior; (6) Personality and Career; (7) Social systems and career decisions: the situational approach; (8) A comparison of the theories; and (9) Synthesis and perspective.

CLASSIFICATION

04 . 03 _____ . _____ . _____
_____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR:

TITLE: Papers Presented at the National Workshop on Vocational Education for the Disadvantaged (ED 030 742)

PRICE: MF .65
HC \$6.58 **DATE:** March, 1969 117 PAGE(s)

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Training
Adult Development
Vocational Education

SUBJECT CONTENT: A series of presentations at the National Workshop on Vocational Education for the Disadvantaged. Selected presentations were: (1) Vocational Education for the Disadvantaged; (2) Curriculum Adaptations; (3) Counseling and Supportive Services in Vocational Education for the Disadvantaged; and (4) Involving the Community in Vocational Education for the Disadvantaged.

COMMENT:

CLASSIFICATION

04 . _____ 06 . 05 _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Pointer, Airs Y.

CORPORATE AUTHOR:

TITLE: New Careers: Entry-Level Training for the Human Service Aide
(ED 025 469)

PRICE: MF .65 **DATE:** May, 1969 28 **PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Systems Approach
Career Education
Employment Qualifications

SUBJECT CONTENT: The manual is an introduction to the new careers program, a program developed to train the unemployed and/or under-employed in the entry-level skills for non-professional jobs in the human services. Inclusions: Glossary of new careers, description of training programs, and bibliography.

COMMENT:

CLASSIFICATION

04 _____ 01 _____ 02 _____

AUTHOR:

CORPORATE AUTHOR:

TITLE: Proceedings of Fourth Annual Conference of Guidance Personnel
in Occupational Education (ED 047 326)

PRICE: MF .65 **DATE:** May, 1970 62 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Vocational Guidance Vocational Counseling
 Job Placement Occupational Information
 Manpower Utilization Vocational Redevelopment

SUBJECT CONTENT: The topics of these papers are: (1) What Do We Really
Know About Career Development; (2) Manpower Policy and Vocational
Education; (3) How Guidance Services Should Grow in Occupation Education;
(4) Links.

COMMENT:

CLASSIFICATION

04 . _____ 01 . _____ _____ . _____
_____ . _____ _____ . _____ _____ . _____

AUTHOR: Pucinski, Roman C. and Sharlene Pearlman Hirsch (editors)

CORPORATE AUTHOR:

TITLE: The Courage to Change

PRICE: **DATE:** 1971 **207 PAGE(s)**

SOURCE: Prentice-Hall, Inc.
Englewood Cliffs, New Jersey

MEDIA: Book

ORIENTATION: Instructional Systems Career Education
 Educational Strategies Social Change

SUBJECT CONTENT: Includes essays dealing with the following topics:
"Prospectus for the Seventies"; "A Challenge to Credentialism"; "Measuring Up to the Work"; "The City as Educator for Work"; "Necessary National Manpower Priorities"; "Education for Viable Alternatives (The New Womanhood)"; "Requirements for Talent, Knowledge, Skill"; "Emergence of the Community College"; "Guidance for Career Decisions"; "New Dimensions for Instructional Roles"; "Business and Education (Collaboration)"; "Vocational Education and Manpower Training"; "An Education Bureaucracy Reorganizes"; "New Directions for Education Leadership"; "Prospects for the Future."

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____
_____. _____ . _____ . _____

AUTHOR: Quie, Albert

CORPORATE AUTHOR:

TITLE: Notes for Remarks on Career Education

PRICE: _____ **DATE:** February 28, 1973 **5** **PAGE(s)**

SOURCE: Chamber of Commerce of the United States
1615 H Street, N.W.
Washington, D.C. 20006

MEDIA: Paper

ORIENTATION: View of career education by a member of Congress

SUBJECT CONTENT: Career education is a general emphasis which would permeate the thinking and approach of an educational system. It would include the purely academic and the purely vocational courses in the proportion and with the degree of concentration required by individual students to meet their career objectives. In order to make this concept a reality there are going to have to be major changes in our educational system and in the things the American public expects of our system.

COMMENT: Delivered to the National Conference on Career Education, sponsored by the Chamber of Commerce of the United States, February 28, 1973.

CLASSIFICATION

01 _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Raizen, S.A., S.J. Carroll, A. J. Lieberman, J. N. Williamson,
and J. G. Wirt

CORPORATE AUTHOR:

TITLE: The Career Education Program

PRICE: **DATE:** November, 1972 **125 PAGE(s)**

SOURCE: The Rand Corporation
2100 M Street, N.W.
Washington, D.C. 20037

MEDIA: Paper

ORIENTATION: Career Education
Systems Analysis

SUBJECT CONTENT: Conceptual Analysis; Examination of the Models;
Program Plan; Strategies for Implementation; Appendix: Problems of
entry and career progression.

COMMENT:

CLASSIFICATION

04

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04 02

AUTHOR: Ressler, Ralph

CORPORATE AUTHOR:

TITLE: Career Education: The New Frontier

PRICE: \$7.95 **DATE:** June, 1973 176 **PAGE(s)**

SOURCE: Charles A. Jones Publishing Company
4 Village Green, S. E.
Worthington, Ohio 43085

MEDIA: Book

ORIENTATION: Career Planning Career Education
 Career Development Educational Strategies
 Curriculum

SUBJECT CONTENT: The author suggest ways of introducing career education concepts into existing curricula. The emphasis is on self-awareness and career-awareness in the development of career development programs. Some of the chapters included are: The Role of Career Education, Comprehensive Career Education, Implementation of Career Education, and Activity in Elementary Career Education.

COMMENT:

CLASSIFICATION

01 . 04 06 . 06 _____
_____. _____ _____ _____

AUTHOR: Rosen, Howard

CORPORATE AUTHOR:

TITLE: What Counselors Should Know (And Do) About Employers' Hiring Requirements (ED 038 701)

PRICE: MF .65 **DATE:** March, 1970 16 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Employment Qualifications
 Job Analysis
 Counselors

SUBJECT CONTENT: Counselors must take a more active role in helping young people make the transition from school to work. If counselors are to become a part of the linkage system between school and work, they will have to change their posture from "neutral" sources of occupational and job information to active developers of information and to participants in the job seeking process. In order to bring about fairer hiring practices, counselors must act as "change agents" and recommend to employers whose hiring standards are not valid that they should be modified. This proposition calls for a socially responsible activist role for counselors.

COMMENT: Paper presented at American Personnel and Guidance Association Convention, New Orleans, Louisiana, March 22-26, 1970.

CLASSIFICATION

01 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Rosenberg, Mae E.

CORPORATE AUTHOR:

TITLE: Career Education Limitations and Possibilities

PRICE: **DATE:** August 18, 1971 **53 PAGE(s)**

SOURCE: Education Policy Research Center
Stanford Research Institute
Menlo Park, CA 94025

MEDIA: Booklet

ORIENTATION: A draft, report on career education

SUBJECT CONTENT: Includes: goals, objectives, assumptions; some basic issues; nature of education; pragmatic considerations.

COMMENT:

CLASSIFICATION

0-1

AUTHOR: Ryan, T. Antoinette

CORPORATE AUTHOR:

TITLE: A Systems Approach to Career Development

PRICE: **DATE:** June 19, 1972 **32 PAGE(s)**

SOURCE: Educational Research and Development Center
University of Hawaii
Honolulu, Hawaii 96822

MEDIA: Paper

ORIENTATION: Rationale for systems approach

SUBJECT CONTENT: Definition of career development and the characteristics of effective interventions; need for systematic approach to planning, implementing career development programs; a model for achieving career development.

COMMENT: Prepared for the Western Regional Meeting of State Directors of Guidance and State Supervisors of Employment, Corvallis, Oregon.

CLASSIFICATION

04

_____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Simpson, Elizabeth Jane

CORPORATE AUTHOR:

TITLE: Career Education: Challenge to Teacher Education

PRICE: _____ **DATE:** October, 1972 **3** **PAGE(s)**

SOURCE: Editor, c/o Challenge
Chicago State University
Chicago, Illinois 60628

MEDIA: Pamphlet

ORIENTATION: Commentary on issues in Career Education

SUBJECT CONTENT: The need for career education and the implications for changes in teacher training.

COMMENT: The author, Elizabeth Jane Simpson, is Director, Curriculum Center for Occupational and Adult Education, Bureau of Adult and Vocational-Technical Education, USOE

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Smoker, David E.

CORPORATE AUTHOR:

TITLE: Career Education: A Guidebook for School Administrators

PRICE: **DATE:** June, 1973 **PAGE(s)**

SOURCE: American Association of School Administrators
1801 N. Moore Street
Arlington, Virginia 22209

MEDIA: Book

ORIENTATION: Educational Strategies

SUBJECT CONTENT: "What is Career Education?" "Why Do Your Schools
Need It?" "What are the Payoffs?" "What Is Your Leadership Role?"
"How Do You Get Started?" "Where Can You Get Help?" Bibliography.

COMMENT:

CLASSIFICATION

04 . 04 02 . _____ _____ . _____
_____ . _____ _____ . _____ _____ . _____

AUTHOR: Souther, James W.

CORPORATE AUTHOR:

TITLE: "A Three-Phase Experiment in Minority Placement." Journal of College Placement

PRICE: **DATE:** October/November 1972 **3 PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Career Planning
Job Placement
Counseling Services

SUBJECT CONTENT: Efforts were made to stimulate minority involvement in the placement programs at the University of Washington. A job fair, resume book, and internship program generated a high degree of student participation.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Spitzer, Sally Barker

CORPORATE AUTHOR:

TITLE: The Crisis of Career Education

PRICE: _____ **DATE:** Summer, 1972 **4** **PAGE(s)**

SOURCE: EPIC, National Urban League, Inc.
55 East 52nd Street
New York, N. Y. 10002

MEDIA: Pamphlet

ORIENTATION: Minority View of Career Education

SUBJECT CONTENT: Career Education: A New Name for an Old Game;
Career Education in the East: New Status for Old Drop-outs; Career
Education the Mideast: A Study in Tokenism; Career Education in the
Midwest: Confused with Vocational Education; Career Education in the
West: No Panacea for Blacks; Career Education in the South: Excludes
Parent Participation; Career Education in the Urban League Movement:
Beyond Vocational Education; Analysis of Education Programs: How it's
Done.

COMMENT:

CLASSIFICATION

04 . _____ 03 . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Springer, Philip B., assisted by Sydney C. Anderson

CORPORATE AUTHOR:

TITLE: Work Attitudes of Disadvantaged Black Men, Report 401

PRICE: Free **DATE:** 1972 28 **PAGE(s)**

SOURCE: U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C.

MEDIA: Paper

ORIENTATION: Manpower Utilization Career Planning
 Career Education Career Development
 Adult Vocational Education

SUBJECT CONTENT: A research paper containing 55 tables related to the employment and unemployment problems of the economically disadvantaged Black man. The report's objective was to explore how to understand employment problems in poverty communities. The sample of interviewees were taken from government and private manpower programs and from non-participants in the labor force selected at random.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Stadt, Ronald, Raymond Bittle, Larry Kenneke, and Dennis Nystrom

CORPORATE AUTHOR:

TITLE: Managing Career Education Programs

PRICE: **DATE:** 1973 **256 PAGE(s)**

SOURCE: Prentice-Hall, Inc.
Englewood Cliffs, New Jersey 07632

MEDIA: Book

ORIENTATION: Program Planning and Development
Educational Strategies

SUBJECT CONTENT: A combination of basic how-to-do-it techniques and sound management principles; provides an approach to program mangement; individual chapters deal with objective program management, planning, leadership styles and patterns, motivation and morale, communications, information processing systems and information sources.

COMMENT:

CLASSIFICATION

04

AUTHOR: Stahlsmith, Steve

CORPORATE AUTHOR:

TITLE: Resources for Career Development

PRICE: **DATE:** 1973 **58 PAGE(s)**

SOURCE: Indiana Career Resource Center
1205 South Greenlawn Avenue
South Bend, Indiana 46615

MEDIA: Book

ORIENTATION: Publications, reports, audio, video and manipulative materials available for purchase from commercial suppliers or on short term loan from the Indian Career Resource Center.

SUBJECT CONTENT: Elementary Career Resources: Kits, Printed Information, Puppetry and Sound Filmstrips. Middle and High School Career Resources: Sound/Slide Programs, Tapes, Tests, Games and Simulation, Films and Filmloops, Microfilmed Materials, Printed Information and Sound Filmstrips. Post-Secondary Career Resources: Games and Simulation, Films, Microfilmed Materials, Printed Information, Sound/Slide Programs, Tape Interviews, Tape Lectures, Tape Programs, and Tests.

COMMENT:

CLASSIFICATION

04 _____

AUTHOR:

CORPORATE AUTHOR: Stanford Research Institute (SRI)

TITLE: Career Education: Prognosis for a Policy

PRICE: _____ **DATE:** December, 1971 **76** **PAGE(s)**

SOURCE: Educational Policy Research Center
Stanford Research Institute
Menlo Park, California 94025

MEDIA: Paper

ORIENTATION: Policy implications of career education.

SUBJECT CONTENT: Presents the results of research in progress: the background, objectives, scope, summary and conclusions, as well as method and approach used in the study to determine to what extent the Office of Education's Career Education Program can achieve its goals of eliminating or significantly reducing youth unemployment and alienation of youth in school.

COMMENT:

CLASSIFICATION

04 _____ . _____ . _____ .
_____ . _____ . _____ .

AUTHOR: Stevenson, John B.

CORPORATE AUTHOR:

TITLE: An Introduction to Career Education

PRICE: \$8.95 Paperback **DATE:** 1973 288 **PAGE(s)**

SOURCE: Charles A. Jones Publishing Company
4 Village Green, S.E.
Worthington, Ohio 43085

MEDIA: Book

ORIENTATION: Career Planning Career Education
 Occupational Information Career Development
 Vocational Redevelopment

SUBJECT CONTENT: This is a good handbook on the principles and practices for integrating career education into the school curriculum, K-12. Stress is placed on opportunities for individualizing career-oriented instructional programs and for developing self-understanding and career awareness. The appendix gives samples of state and district models and other guidelines for career education implementation. Sample chapters include: "Understanding Career Education," "The History of Career Education Movements," "Defining Career Education," and "Developing Career Education Programs."

COMMENT: A good overview of Career Education

CLASSIFICATION

04 . _____ 01 . _____ 02 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Stone, Shelley C. and Bruce Shertzer (editors)

CORPORATE AUTHOR:

TITLE: Guidance Monograph Series

PRICE: **DATE:** 1971 Six Sets **PAGE(s)**

SOURCE: Houghton-Mifflin Company, Educational Division
110 Tremont Street
Boston, Massachusetts 02107

MEDIA: Monograph Series

ORIENTATION: Guidance

SUBJECT CONTENT: Organization and Administration (10 monographs);
Counseling (9 monographs); Testing (9 monographs); Career Information
and Development (9 monographs); Guidance and the Exceptional Student
(10 monographs); Minority Groups and Guidance (8 monographs).

COMMENT:

CLASSIFICATION

01 _____ . _____ . _____ .
_____ . _____ . _____ .

AUTHOR: Stuart, Stephen D.

CORPORATE AUTHOR:

TITLE: Final Report on: An Exploratory Study to Analyze New Skill
Content in Selected Occupations in Michigan and the Mechanism
for its Translation into Vocational Education Curricula

PRICE: **DATE:** July 31, 1972 **190 PAGE(s)**

SOURCE: Battelle, Columbus Laboratories
505 King Avenue
Columbus, Ohio 43201

MEDIA: Book

ORIENTATION: Career Development
(Vocational Curriculum

SUBJECT CONTENT: Objectives of the study: To compare entry-level skill requirements in a sample of ten occupations with the vocational curricula and programs in three selected communities; to bring about program improvements needed to reduce discrepancies between employer-desired skills and curriculum produced skills. Final report and recommendations.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Super, Donald E., Reuben Starishevsky, Norman Matlin, and Jean Pierre Jordaan

CORPORATE AUTHOR:

TITLE: Career Development: Self-Concept Theory

PRICE: _____ **DATE:** 1963 **95 PAGE(s)**

SOURCE: College Entrance Examination Board
Box 592
Princeton, New Jersey 08540

MEDIA: Booklet

ORIENTATION: Essays in Vocational Development
Career Education

SUBJECT CONTENT: Self-Concepts in Vocational Development; Toward Making Self-Concept Theory Operational; A Model for the Translation of Self-Concepts into Vocational Terms; Exploratory Behavior: The Formulation of Self and Occupational Concepts; Vocational Development in Adolescence and Early Adulthood. Tasks and Behaviors. A bibliography accompanies each essay.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Swanson, Gordon I.

CORPORATE AUTHOR:

TITLE: Facts and Fantasies of Career Education

PRICE: **DATE:** April 4, 1972 **11 PAGE(s)**

SOURCE: Coordinator of International Programs, College of Education
University of Minnesota
Minneapolis, Minnesota

MEDIA: Paper

ORIENTATION: Essential Features of Career Education

SUBJECT CONTENT: Career education goals, history, new dimensions,
fallacies and fantasies; summary and bibliography.

COMMENT: Presentation to the Vocational Education Research-Special
Interest Group, AERA Annual Meeting, Chicago, Illinois-April 4, 1972.

CLASSIFICATION

04 _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: Task Force on Vocational Education

TITLE: Vocational Education and the Profession in the 70's
And Beyond

PRICE: _____ **DATE:** May 26, 1971 **20 PAGE(s)**

SOURCE: National Education Association
1201 Sixteenth Street, N.W.
Washington, D.C. 20036

MEDIA: Pamphlet

ORIENTATION: Social Change
Vocational Education

SUBJECT CONTENT: Crucial need for the profession to invest in the promotion and improvement of occupational and career development education. Need program thrusts and an identifiable vehicle of change.

COMMENT:

CLASSIFICATION

01 . _____ 03 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR: The Center for Vocational and Technical Education

TITLE: Abstracts of Research Materials in Vocational and Technical Education (ARM)

PRICE: \$11.00 annually **DATE:** **PAGE(s)**

SOURCE: The Center for Vocational and Technical Education
 1900 Kenny Rd.
 Columbus, Ohio 43210

MEDIA: Periodical (quarterly)

ORIENTATION: Quarterly abstract journal announcing recently completed research and research-related documents in vocational, occupational, technical and career education.

SUBJECT CONTENT: Abstracts of recent research reports and related documents.

COMMENT:

CLASSIFICATION

04

AUTHOR:

CORPORATE AUTHOR: The Center for Vocational and Technical Education

TITLE: National Conferences on Career Education

PRICE: **DATE:** April/May, 1972 **190 PAGE(s)**

SOURCE: The Center for Vocational and Technical Education
The Ohio State University
Columbus, Ohio 43210

MEDIA: Book (loose-leaf notebook)

ORIENTATION: Introduction of basic information about career education to education trainers.

SUBJECT CONTENT: The agendas for the National Conference on Career Education for Deans of Colleges of Education and the National Conference on Career Education for Professors of Educational Administration, list of participants, and the resource papers presented at each: "Implications for Career Education of Research and Theory on Career Development," S. Osipow, "Nature and Characteristics of Emerging Career Education Curriculum," B. Reinhart, "The Emerging School-Based Comprehensive Model," A. Miller, "Personnel Development for Career Education," L. Keller, "Roles of Schools and Colleges of Education in Career Education," K. Goldhammer, "Problems in the Organization and Administration of Career Education Programs," G. Smith, "Administrative Needs and Problems in the Installation of Career Education Programs," W. Moore.

COMMENT

CLASSIFICATION

01

03

AUTHOR:

CORPORATE AUTHOR: The Center for Vocational and Technical Education

TITLE: The Center for Vocational and Technical Education: Selected References for Career Education

PRICE: **DATE:** February 24, 1972 **6** **PAGE(s)**

SOURCE: The Center for Vocational and Technical Education
1900 Kenny Road
Columbus, Ohio 43210

MEDIA: Pamphlet

ORIENTATION: Bibliography
Career Education

SUBJECT CONTENT: Selected listing by author of career education-related reference materials. Additional listing of several pertinent indexes and abstracts. Includes information on ordering ERIC documents.

COMMENT:

CLASSIFICATION

01 . 03 _____ . _____ . _____
_____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: The President's Committee on Employment of the Handicapped

TITLE: About Jobs--and Mentally Retarded People

PRICE: **DATE:** 1972 **38 PAGE(s)**

SOURCE: The President's Committee on Employment of the Handicapped
The National Association for Retarded Children
Washington, D. C. 20210

MEDIA: Pamphlet

ORIENTATION: Occupational Preparation
Rehabilitation Counseling

SUBJECT CONTENT: Deals with organizations and program content related to the employment of the mentally retarded; Work Values; Evaluation; Preparation; Vocational Rehabilitation; Employment; Retarded Children's Associations; Governors' Committees; Directory of State Contacts.

COMMENT:

CLASSIFICATION

01 _____ 06 _____ _____
_____ _____ _____

AUTHOR:

CORPORATE AUTHOR:

TITLE: The U.S. Economy in 1980, Bulletin No. 1673

PRICE: DATE: 1970 PAGE(s)

SOURCE: Superintendent of Documents
Government Printing Office
Washington, D. C.

MEDIA: Book

ORIENTATION: Manpower Utilization
Labor Education

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT

CLASSIFICATION

01 . _____ 02 . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Thomas, Allen R.

CORPORATE AUTHOR:

TITLE: Job Placement Coordinator's Handbook (ED 060 211)

PRICE: MF .65 **DATE:** 1972 **54 PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Counselors Career Planning
Career Development Job Placement

SUBJECT CONTENT: Developed by a vocational educator, this handbook describes the role of the student placement coordinator in the vocational-technical school and his responsibilities to the students, administration, community and himself. A typical job application form and tips for the job interview are included, along with sample student questionnaires, follow-up forms, and business survey forms.

COMMENT:

CLASSIFICATION

04 _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Tiedeman, David V.

CORPORATE AUTHOR:

TITLE: Career Education and the Technology of Career Development

PRICE: _____ **DATE:** 1972 **267 PAGE(s)**

SOURCE: American Institutes for Research
Palo Alto, California

MEDIA: Book

ORIENTATION: Conference Report
Career Development

SUBJECT CONTENT: Proceedings of the Eighth Invitational Conference on systems under construction in career education and development.

- Systems for Career Education
- Career Development and Systems at the American Institutes for Research
- Current Status of Other Career Development Systems
- Career Education and the Technology of Career Development

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____ . _____
_____ . _____ . _____ . _____ . _____

AUTHOR: Travis, Sophia

CORPORATE AUTHOR:

TITLE: "The U.S. Labor Force: Projections to 1985." Monthly Labor Review

PRICE: **DATE:** May, 1970 . 10 **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Manpower Utilization

SUBJECT CONTENT: Access to subject content information not available to reviewer.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Turnbull, William W.

CORPORATE AUTHOR:

TITLE: Conferences on Career Education

PRICE: **DATE:** 1972 **103 PAGE(s)**

SOURCE: Educational Testing Service
Princeton, New Jersey 08540

MEDIA: Book

ORIENTATION: Proceedings of the Conferences on Career Education

SUBJECT CONTENT: "Introduction," William W. Turnbull; "Federal Initiatives and Career Education," Peter P. Muirhead; "The Nature of Career Education," Roman C. Pucinski; "1984 Revisited," Paul Woodring; "Implications of Career Education," Harold Howe II; "Developing a Career Education Program in Oregon," Dale P. Parnell; "Developing a Career Education Program in Dallas," Nolan Estes; "Career Education Dimensions of Community Colleges," Norvel L. Smith; "The Role of Organized Labor," Gus Tyler; "Women and Career Education," M. Barbara Boyle; "The Role of Business and Industry," Douglas M. Knight; "Meeting the Needs of Minorities," Charles G. Hurst, Jr.; "Evaluation in Career Education," Charles F. Ward.

COMMENT:

CLASSIFICATION

01 . _____ 07 . _____ 02 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Ulrich, Bernard

CORPORATE AUTHOR:

TITLE: A Training Model for the Jobless Adult (ED 017 783)

PRICE: MF .65 **DATE:** January, 1966 16 **PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Job Placement
Adult Learner
Adult Counseling

SUBJECT CONTENT: Diagnostic Survey, Job Training, Placement and
Follow-up, Counseling.

COMMENT:

CLASSIFICATION

01 . _____ 06 . _____ . _____
_____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR:

TITLE: U. S. Manpower in the 1970's

PRICE: **DATE:** 1970 **PAGE(s)**

SOURCE: Superintendent of Documents
Government Printing Office
Washington, D. C.

MEDIA: Book

ORIENTATION: Manpower Utilization

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: U. S. Office of Education

TITLE: Abstracts of Exemplary Projects in Vocational Education

PRICE: **DATE:** November, 1971 **118 PAGE(s)**

SOURCE: Division of Vocational and Technical Education
7th and D Streets, S.W.
Washington, D.C. 20202

MEDIA: Book

ORIENTATION: Overall background information on the Vocational Exemplary Projects funded by U.S. Office of Education.

SUBJECT CONTENT: Abstracts of individual projects in each of the 50 states and territories.

COMMENT: Present edition is available through ERIC (ED 060 189). New edition of the Abstracts is being printed.

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: U. S. Office of Education

TITLE: Career Education

PRICE: _____ **DATE:** _____ **1** **PAGE(s)**

SOURCE: Department of Health, Education and Welfare
Office of Education
Washington, D. C. 20202

MEDIA: Pamphlet

ORIENTATION: A publicity pamphlet for career education containing short quotations of famous persons.

SUBJECT CONTENT: Comments by: Plato, Epictetus, Benjamin Franklin, Anna Jameson, Samuel Gompers, Helen Keller, James B. Conant, Florence B. Stratemeyer, Martin Luther King, Jr., Whitney M. Young, Jr., Henry M. Ramirez, Margaret Mead, Lillian Buckingham, Shirley Chisholm, Wilfred Antell, Charles A. Reich, P. F. Flores, S. I. Hayakawa, and James M. Rogers, Jr.

COMMENT:

7.56

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: Co-sponsored by USOE and Olympus Research Corp.

TITLE: Career Education in the Environment

PRICE: **DATE:** May 12, 1972 **68 PAGE(s)**

SOURCE: Olympus Research Corporation
955 East 9th South
Salt Lake City, Utah 84102

MEDIA: Booklet

ORIENTATION: National directory of existing programs in career education and environmental education reported at regional conferences on career education.

SUBJECT CONTENT: A national directory of existing programs in career education and environmental education; programs are listed by region and contain the project name, brief description and contract information; describes the conference materials (texts, handbooks, slide programs and films) containing information on their availability, price and use.

COMMENT:

CLASSIFICATION

04. _____ 03. _____ 02. _____
_____. _____ _____.

AUTHOR: Vinsan, Lurried

CORPORATE AUTHOR:

TITLE: Career Center

PRICE: _____ **DATE:** Initiated Summer, 1972 **PAGE(s)** _____

SOURCE: Penn Valley Community College
560 Westport Road
Kansas City, Missouri 64111

MEDIA: Program

ORIENTATION: Community college skill training programs offered without cost.
Manpower Utilization Program Career Education

SUBJECT CONTENT: Tuition free, open-entry/open-exit training in variety of fields; Development Laboratory--basic education in reading, language and mathematics; "World of Work Day": students may role play job interviews, visit a business office or an art gallery, hear a guest speaker or view and discuss a film from the public library; mobile counseling unit.

COMMENT:

CLASSIFICATION

01 . _____ 06 . _____ 07 . _____

_____ . _____ . _____

AUTHOR: Walker, Charles R.

CORPORATE AUTHOR:

TITLE Technology, Industry and Man: The Age of Acceleration

PRICE: _____ **DATE:** 1968 **PAGE(s)** _____

SOURCE: McGraw-Hill Book Company
New York, N. Y.

MEDIA: Book

ORIENTATION: Manpower Utilization Social Change
Labor Education Adult Learning
Career Change

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Warren, R. and Dan Stevens

CORPORATE AUTHOR:

TITLE: Developing a Program of Occupational Education for All
(ED 033 237/VT 005 517)

PRICE: **DATE:** January, 1968 **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Career Education
Occupational Guidance

SUBJECT CONTENT: Development of occupational arts units; transference
into a full-scale, year-long program.

COMMENT:

CLASSIFICATION

04 . _____ 05 . _____ 06 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Wenrich, Ralph

CORPORATE AUTHOR:

TITLE: Review and Synthesis of Research on the Administration of
 Vocational Technical Education (ED 037 542)

PRICE: MF .65 **DATE:** March, 1970 **78** **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
 Leasco Information Products, Inc., P.O. Drawer O
 Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Literature Reviews Research Reviews
 Vocational Education Educational Administration
 Technical Education

SUBJECT CONTENT: This "state of the art" paper summarizes the most significant research rated to the organization and administration of vocational and technical education at high school, community college, and adult education levels as reported between 1963 and 1968. Research is categorized by: (1) policy making, (2) organizing for administration, (3) program planning, (4) staffing, (5) financing and facilities planning, (6) evaluating, (7) school-community relations and (8) research.

COMMENT:

CLASSIFICATION

04 . _____

04 . 01

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AUTHOR: Wernick, Walter

CORPORATE AUTHOR:

TITLE: Teaching for Career Development in the Elementary School

PRICE: \$7.95 Paperback **DATE:** 1973 208 **PAGE(s)**

SOURCE: Charles A. Jones Publishing Company
4 Village Green, S.E.
Worthington, Ohio 43085

MEDIA: Book

ORIENTATION: Career Planning Career Education
 Career Development Instructional Systems
 Teaching Procedures Occupational Information

SUBJECT CONTENT: A practical curriculum guide suggesting how career education courses can be developed in elementary schools. Specific examples, how world-of-work materials and ways to involve community talents are included. Some of the content chapter titles are: Questions and Answers About Career Education, Seeing Career Education in Perspective, Designing Instructional Activities for Career Development, Working Toward Authentic Basic Life-Centered Education, Developing the Art of Teaching in Career Education, and Evaluating Career Education.

COMMENT:

CLASSIFICATION

0-1

AUTHOR: Whiteley, John M. and Arthur Resnikoff (editors)

CORPORATE AUTHOR:

TITLE: Perspectives on Vocational Development

PRICE: **DATE:** 1972 **250 PAGE(s)**

SOURCE: American Personnel and Guidance Association
1607 New Hampshire Avenue
Washington, D. C. 20009

MEDIA: Book

ORIENTATION: Articulation of the best from the past; assessment of
needs of the future; illustration of research in field of vocational behavior.
Career Development

SUBJECT CONTENT: John M. Whiteley; Arthur Resnikoff; Donald E. Super;
John L. Holland; Anne Roe; David V. Tiedeman; Frank J. Minor; Roger A.
Myers; Douglas R. Whitney; Nancy S. Cole; James M. Richards, Jr.;
Dennis Klos; Allen B. Ellis.

COMMENT:

CLASSIFICATION

04 . _____ 03 . 01 _____ . _____
_____ . _____ . _____

AUTHOR: Wiley, Aretha W. and Sidney A. Fine

CORPORATE AUTHOR:

TITLE: A Systems Approach To New Careers: Two Papers

PRICE: .25¢ DATE: 1969 37 PAGE(s)

SOURCE: W. E. Upjohn Institute for Employment Research
300 S. Westnedge Avenue
Kalamazoo, Michigan 49007

MEDIA: Booklet

ORIENTATION:	Curriculum	Teaching Guide
	Career Education	Career Development
	Systems Approach	Adult Basic Education

SUBJECT CONTENT: This booklet, third in an ongoing series of bulletins-- Methods for Manpower Analysis, contains two research papers by respected scholars in the field. "Six Steps to New Careers" by A.W. Wiley focuses on the CAP planning office and outlines tests for non-professional jobs and new careers, steps for developing career advancement plans, worker functions, and G.E.D. Scales. "A Systems Approach to Manpower Development in Human Services" by Sidney Fine, discusses the System purpose, environment, resources, components, maintenance, criteria applied to jobs, and its capabilities and limitations.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Willers, Jack C.

CORPORATE AUTHOR:

TITLE: Career, Culture and Consciousness

PRICE: _____ **DATE:** February, 1972 **65** **PAGE(s)**

SOURCE: Jack C. Willers
School of Education, Auburn University
Auburn, Alabama 36830

MEDIA: Paper

ORIENTATION: A study of the social and theoretical bases of career education.
Human Development

SUBJECT CONTENT: Career as Growth; Mobility and the Knowledge Economy; Control and Conditioning; Consciousness; Processing Personnel; Culture; Bibliography.

COMMENT: Prepared pursuant to contract with Career Education Development Task Force while still part of USOE

CLASSIFICATION

01 _____ 04 04 _____

AUTHOR: Windle, J. L. and Others

CORPORATE AUTHOR:

TITLE: "Project 200: A Research Review." Journal of College Placement, Volume 31, No. 4

PRICE: _____ **DATE:** April/May, 1971 **4** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Career Planning Career Education
Counseling Goals Career Development

SUBJECT CONTENT: This report is the second in a series of articles which deal with the current state of research in the areas of career planning and development, placement, and recruitment of college trained personnel. The present article summarizes studies within the categories of the employer and the placement and career counseling center.

COMMENT:

CLASSIFICATION

01 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR:

CORPORATE AUTHOR: District 1 Technical Institute
Eau Claire, Wisconsin

TITLE: A Guide to Career Education

PRICE: **DATE:** 1972 **127 PAGE(s)**

SOURCE: District 1 Technical Institute
620 West Clairment Avenue
Eau Claire, Wisconsin 54701

MEDIA: Book

ORIENTATION: Implementing and placing of career education into
perspective throughout the postsecondary study and training.
Adult Learning

SUBJECT CONTENT: Guide identifies and is organized around eight elements
and sixteen concepts related to career education and the world of work.

COMMENT: Guide is the result of a career education workshop
conducted at District 1 Technical Institute in Eau Claire, June 12-30, 1972

CLASSIFICATION

04 _____ 03 _____ _____
_____ _____ _____

AUTHOR: Worthington, Robert M.

CORPORATE AUTHOR:

TITLE: Career Education and the Community Junior College
(ED 066 610)

PRICE: _____ **DATE:** January, 1972 **PAGE(s)** _____

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Career Education

SUBJECT CONTENT: What is Career Education? Integral Part of the Over-
all Education Program, Support for Career Education, Implications for
Post-Secondary Students, Higher Education Amendments.

The post-secondary institution must be designed to fit career aspirations
and requirements by providing meaning and purpose to job preparation, as
well as by preparing some students for education leading to a baccalaureate
and perhaps graduate, professional preparation.

COMMENT:

CLASSIFICATION

04 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: York, Edwin

CORPORATE AUTHOR:

TITLE: Doctoral Dissertations Concerning Career Education, 1960-1971: Special Paper, May 1972

PRICE: Free **DATE:** May 1972 32 **PAGE(s)**

SOURCE: State of New Jersey, Department of Education
Division of Vocational Education
Trenton, New Jersey

MEDIA: Bibliography

ORIENTATION: Career Education

SUBJECT CONTENT: This is a 781-item bibliography of dissertations related to career education (1960-1971). These bibliographies are available at the New Jersey Occupational Research and Development Resource Center at Edison, New Jersey and on microfilm from Zerox. Forty-five topics are grouped under three topics.

COMMENT: Useful for format suggestions.

CLASSIFICATION

05 . _____ 06 . _____ 06 . 01 _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Barbee, David E.

CORPORATE AUTHOR:

TITLE: A Systems Approach to Community College Education

PRICE: \$9.95

DATE: 1972

183 PAGE(s)

SOURCE: Auerbach Publishers, Inc.

MEDIA: Book

ORIENTATION:	Curriculum Systems Approach Systems Analysis	Community College Instructional Systems Educational Strategies
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SUBJECT CONTENT: This book demonstrates how to get the maximum educational product from the minimum resources, how to increase communication between teacher and student, how to measure the student-teacher interface, and how to monitor the day-to-day progress through modern education technology, such as programmed instruction courses and computerized grading of tests. The book is divided into the following chapters: (1) introduction; (2) an emerging theory of instruction; (3) an emerging philosophy and theory of curriculum; (4) a philosophy emerges; (5) an instructional systems model; (6) an experience in employing a systems approach to a community college; (7) guidelines in employing a systems approach.

COMMENT:

CLASSIFICATION

05 . _____ 06 . _____ 06 . 04 _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Lewis, James, Jr.

CORPORATE AUTHOR:

TITLE: Administering the Individualized Instruction Program

PRICE: \$9.95 **DATE:** 1971 225 **PAGE(s)**

SOURCE: Parker Publishing Company, Inc.
West Nyack, New York

MEDIA: Book

ORIENTATION: Individualized Instruction Training
Instructional Systems Educational Strategies
Systems Approach Systems Analysis
Curriculum

SUBJECT CONTENT: This book discusses different systems and approaches to individualized instructional systems. The author discusses flow charting, behavioral objectives, modules, competency-based systems, and a variety of instructional techniques for implementation of such systems. The book contains the following chapters: (1) organizing for the preparation of individual study units; (2) developing individual study units; (3) constructing the organization and flow chart booklet; (4) developing the statement of purpose; (5) identifying behavioral objectives; (6) test of individualization of instructions; (7) writing learning experiences; (8) forming learning activity options; (9) developing attitudinal objectives; (10) evaluating the individualized instruction program; (11) containing administration of the individualized instruction program; (12) several appendices on samples of individualized instructional units.

COMMENT:

CLASSIFICATION

05 . 01

05 . 02

06 . 01

AUTHOR: Mager, Robert F.

CORPORATE AUTHOR:

TITLE: Goal Analysis

PRICE: \$2.95

DATE: 1972

136 PAGE(s)

SOURCE: Fearon Publishers
Lear Siegler, Inc., Education Division
Belmont, California

MEDIA: Book

ORIENTATION: Goal Analysis Instructional Objectives
 Behavioral Goals Task Analysis
 Teaching Procedures Instructional Systems
 Educational Strategies

SUBJECT CONTENT: This book basically describes the process of goal analysis which Mager defines as "define the indefinable, to tangibilitate the intangible--to help us say what we mean by our important but abstract goals (or fuzzies as they are called in the book). With this procedure, it is possible to describe the essential elements of abstract states--to identify the main performances that go to make up the meaning of the goal." The goal of the book is to help the reader know when and how to do a goal analysis. Specifically, this means: (1) be able to identify statements that describe abstractions and those that describe performances; (2) having identified a goal that you consider important to achieve, be able to describe the performances that represent your meaning of the goal. In other words, be able to describe specific outcomes that, if achieved, will cause you to agree that the goal is also achieved.

COMMENT:

CLASSIFICATION

05 . 01

05 . 02

06 . 01

AUTHOR: Mager, Robert F.

CORPORATE AUTHOR:

TITLE: Preparing Instructional Objectives

PRICE: **DATE:** 1962 **60 PAGE(s)**

SOURCE: Fearon Publishers
Palo Alto, California

MEDIA: Book

ORIENTATION: Behavioral Goals Task Analysis
 Systems Approach Systems Analysis
 Teaching Procedures Educational Strategies
 Instructional Systems

SUBJECT CONTENT: The book makes a start toward describing how to specify behaviors for the development of instructional objectives. Not only does the book provide a valuable approach to the task of goal specification, it also supplies an orientation that views goal specification as an unavoidable, practical problem requiring hard headed solutions. It provides step-by-step learning activities in the development of instructional and behavioral objectives. The book is divided into the following chapters: (1) objectives; (2) why we care about objectives; (3) the qualities of meaningful objectives, (4) identifying the terminal behavior; (5) further defining the terminal behavior; (6) stating the criterion; (7) self test.

COMMENTS

CLASSIFICATION

05 . _____ 01 . 01 _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Martin, Dorothy R.

CORPORATE AUTHOR:

TITLE: An Analysis of Personality Patterns of Women in Selected Professions. Final Report (ED 038 714)

PRICE: MF .65 **DATE:** March, 1970 80 **PAGE(s)**
 HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Employment Qualifications
 Task Analysis
 Adults

SUBJECT CONTENT: The need for adequate knowledge of the personality patterns associated with professional competence, especially that of women professionals, spurred the authors to study this relationship, using 221 professional women as subjects. The subjects, professionals from nine different occupations, were administered the Wechsler Adult Intelligence Scale from which the patterning of sub-test scores provides the basis for the Gittinger Personality Assessment System. Primary emphasis was placed on the development of stable reference groups based on the complex interaction of personality assessment system variables. It is suggested that the pattern derived from the largest reference group, the professional generalists, could prove advantageous in university career counseling for women.

COMMENT:

CLASSIFICATION

05 _____

06 _____

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AUTHOR:

CORPORATE AUTHOR: Phi Delta Kappa, Inc.

TITLE: Phi Delta Kappan

PRICE:

DATE: January, 1974

368 **PAGE(s)**

SOURCE: Phi Delta Kappa, Inc.
8th & Union Streets
Bloomington, Indiana 47401

MEDIA: Journal

ORIENTATION: Competency-Based Teacher Education

SUBJECT CONTENT: A special issue on competency-based teacher education. Selections include: Will the C/PBTE Be Fulfilled? The National Commission on Performance-Based Education. CBTE: The Ayes of Texas; CBTE: The Nays of Texas. The Changing Base of Performance-Based Teaching. Confusion Between Norm-Referenced and Criterion-Referenced Measurements and others.

COMMENT:

786

CLASSIFICATION

05. _____ 05 . 01 _____ 05 . 02 _____
_____ . _____ . _____

AUTHOR: Trimble, W. B. S.

CORPORATE AUTHOR:

TITLE: "Rabid Innovators: The Behavioral Objectivists." Community College Review, Volume 1, No. 2

PRICE: DATE: July/August, 1973 5 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Training Behavioral Objectives
Systems Approach Systems Analysis
Curriculum

SUBJECT CONTENT: The author discusses the misuse of the individualized instructional. behavioral objective approach to curriculum. He suggests that one must understand the psychology behind the development of behavioral objectives, and also their limitations. He suggests that behavioral objectives need to be used with caution depending upon the individual situation in which the teacher is involved.

COMMENT:

CLASSIFICATION

06 . 05

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AUTHOR: Allen, Robert

CORPORATE AUTHOR:

TITLE: Black Awakening in Capitalist America

PRICE:

DATE: 1969

251 PAGE(s)

SOURCE: Doubleday and Company, Inc.
Garden City, N.Y.

MEDIA: Book

ORIENTATION: Adult Counseling Intellectual Development
Counseling Effectiveness Human Development
Adult Learning Social Responsibility
Career Planning

SUBJECT CONTENT: Social context of Black power; Black nationalism; Black liberation; Corporate Imperialism; Capitalism.

COMMENT:

CLASSIFICATION

06 _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Andoff, John E.

CORPORATE AUTHOR:

TITLE: "Canada's Move Toward Occupational Analysis." Junior College Placement, Volume 30, No. 1

PRICE: DATE: Oct. - Nov., 1969 4 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Task Analysis
Counseling Services

SUBJECT CONTENT: In answer to the need for in-depth manpower research and better counseling and placement services, Canada developed a multi-purpose occupational dictionary scheduled to be completed in 1971.

COMMENT:

790

CLASSIFICATION

06 . 05

06 . 02

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AUTHOR: Bailey, Ronald W. (editor)

CORPORATE AUTHOR:

TITLE: Black Business Enterprise

PRICE:

DATE: 1971

PAGE(s)

SOURCE:

MEDIA: Book

ORIENTATION:

Counseling Effectiveness

Adult

Social Responsibility

Adult Learning

Human Development

Adult Counseling

Career Education

SUBJECT CONTENT:

Black business enterprise--reflections on its history and future development. Evolution of Negro business. Roots of the integrationist-separatist dilemma. Negro Business: Myth and Fact; Black Economy. Limits of Black Capitalism.

COMMENT:

CLASSIFICATION

06 . 05

06 . 02

02 . 01

AUTHOR: Chametaky, Jules

CORPORATE AUTHOR:

TITLE: Black and White in American Culture

PRICE:

DATE: 1969

478 **PAGE(s)**

SOURCE: University of Massachusetts Press

MEDIA: Book

ORIENTATION:

Adult Counseling

Human Development

Adult Learning

Social Responsibility

Intellectual Development

SUBJECT CONTENT: An anthology from The Massachusetts Review, a quarterly of literature, the arts and public affairs.

COMMENT:

CLASSIFICATION

05 . 05

06 . 02

02 . 01

AUTHOR: Davis, John Preston

CORPORATE AUTHOR:

TITLE: The American Negro Reference Book

PRICE:

DATE: 1966

969 PAGE(s)

SOURCE:

MEDIA: Book

ORIENTATION:

Adult Counseling

Adult Learning

Manpower Utilization

Intellectual Development

Social Responsibility

SUBJECT CONTENT:

Black Reference Resource

COMMENT:

796

CLASSIFICATION

06 . 05

06 . 02

02 . 01

AUTHOR: Hauser, Stewart T.

CORPORATE AUTHOR:

TITLE: Black and White Identity Formation

PRICE:

DATE: 1971

PAGE(s)

SOURCE:

MEDIA: Book

ORIENTATION:

Adult Counseling

Human Development

Adult Learning

Intellectual Development

Social Responsibility

SUBJECT CONTENT:

Psychology Identity; Socially Handicapped Children--
Attitudes; Negroes- Psychology; Adolescent Boys

COMMENT:

CLASSIFICATION

06 . _____ 04 . 01 _____
_____. _____ _____

AUTHOR: Jackson, Vivian C.

CORPORATE AUTHOR:

TITLE: Task Analysis: A Systematic Approach to Designing New
Careers Programs (ED 064 557)

PRICE: DATE: 1971 119 PAGE(s)

SOURCE:

MEDIA: ERIC

ORIENTATION: Task Analysis Task Performance
Systems Approach Career Development

SUBJECT CONTENT: This guide presents the primary approaches, tools, and techniques utilized by the New Careers Training Laboratory (NCTL) staff to provide skills in training and to conduct agency task analyses. Much of the technical information has been taken from an earlier NCTL publication by Tita Beal, A New Careers Guide for Career Development Officers, which was developed primarily for community action agency personnel.

COMMENT: Document not available from EDRS

CLASSIFICATION

06 . 06 _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Kruger, Stanley W.

CORPORATE AUTHOR:

TITLE: "Accountability and the Educational Program Auditor."
Planning and Changing, Volume 1, No. 3

PRICE: _____ **DATE:** October, 1970 **4** **PAGE(s)**

SOURCE:

MEDIA: Journal

ORIENTATION: Educational Counseling Counseling Programs
Guidance Programs Educational Strategies

SUBJECT CONTENT: A suggestion for promoting educational accountability is educational program auditing. The role of the auditor is the key person in the application of this new concept.

COMMENT:

CLASSIFICATION

06 . 05

06 . 02

02 . 01

AUTHOR:

CORPORATE AUTHOR: U. S. Bureau of Labor Statistics

TITLE: "Black Americans." Bureau of Labor Statistics: Bulletin 1699
(Stock No. 2901-0650)

PRICE: \$1.25 **DATE:** 1971 **PAGE(s)**

SOURCE: U. S. Government Printing Office
Superintendent of Documents
Washington, D. C. 20402

MEDIA: Book

ORIENTATION: Adult Counseling Adult Learning
 Human Development Intellectual Development
 Social Responsibility Manpower Utilization

SUBJECT CONTENT: This is a chartbook portraying statistical data for the progress and problems of Blacks in recent years, as they advance toward full equality with the white majority. The statistical data covers the following areas: (1) migration and population; (2) employment and unemployment; (3) income; (4) poverty; (5) family; (6) vital statistics and health; (7) housing; (8) crime; (9) citizenship; and (10) projections.

COMMENT:

800

CLASSIFICATION

00 00 _____ . _____ . _____
_____ . _____ . _____

AUTHOR O'Hare, Robert W. and Barbara Lasser

CORPORATE AUTHOR:

TITLE: Evaluating Pupil Personnel Programs, Monograph 2

PRICE: Members: \$2.50 **DATE:** 1971 97 **PAGE(s)**
Others: \$3.50

SOURCE: California Personnel and Guidance Association
654 East Commonwealth Avenue
Fullerton, California 92631

MEDIA: Monograph Series

ORIENTATION: Pupil Personnel Services

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

06 . 05

06 . 02

02 . 01

AUTHOR: Pinkney, Alphonso

CORPORATE AUTHOR:

TITLE: Black Americans

PRICE:

DATE: 1969

PAGE(s)

SOURCE:

MEDIA: Book

ORIENTATION:

Adult Counseling

Manpower Utilization

Adult Learning

Social Responsibility

Intellectual Development

SUBJECT CONTENT:

Black history, Bibliography

COMMENT:

CLASSIFICATION

06 . 01

06 . 03

06 . 06

AUTHOR: Shearon, Ron W. and Robert G. Templin, Jr.

CORPORATE AUTHOR:

TITLE: "The Debate Over Behavioral Objectives: A Call for Bringing the Learner into the Matter of Learning." Community College Review, Volume I, No. 3

PRICE:

DATE: Fall, 1973

8 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION:

Adult Education

Learner Involvement

Developmental Tasks

Behavioral Objectives

SUBJECT CONTENT: The authors discuss the issue of whether properly stated behavioral objectives significantly increase students learning as opposed to traditional methods of instruction. The review of literature indicated that one finds little support for either side of the debate to indicate that behavioral objectives do or do not facilitate learning. The main point is that any type of learning experience, including those which utilize behavioral objectives, must be perceived by the learner as being relevant to his personal needs, aspirations and goals before any significant gains in the facilitation of learning will be demonstrated.

COMMENT:

CLASSIFICATION

06 . 04 07 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Walter, Dick

CORPORATE AUTHOR:

TITLE: An Overview of Computer-Assisted Instruction for Adult Educators (ED 033 611)

PRICE: MF .65 **DATE:** July 28, 1969 27 **PAGE(s)**
HC \$3.29

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland, 20014

MEDIA: ERIC

ORIENTATION: Teaching Procedures
Counseling Services
Instructional Systems

SUBJECT CONTENT: After a detailed history and definition of computer-assisted instruction (which identifies drill and practice, tutorial, and problem-solving activities as comprising CAI), the development and implementation of a college level computer based multimedia physics course is described as an example of tutorial activities in CAI for those interested in applying CAI to adult education. Special emphasis is placed on the base line student, performance information, multimedia, materials, staff differentiation, field tests, a systems approach, and cost effectiveness plans.

COMMENT: Paper presented to the National Institute for Adult Basic Education, North Carolina State University, Raleigh, July 28, 1969.

CLASSIFICATION

07 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Adoff, Arnold

CORPORATE AUTHOR:

TITLE: Black on Black: Commentaries by Negro Americans

PRICE: _____ **DATE:** 1970 **PAGE(s)** _____

SOURCE: Macmillan Publishing Company
866 Third Avenue
New York, N. Y. 10022

MEDIA: Book

ORIENTATION: Human Development
Social Change

SUBJECT CONTENT: Addresses, Essays, Lectures on Negro History and Moral
and Social Conditions, Black Authors in American Literature.

COMMENT:

CLASSIFICATION

07 . _____ 03 . _____ 02 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Allen, Lindley S.

CORPORATE AUTHOR:

TITLE: "Counseling Adults Poses Different Problems than Counseling Day Students." The Personnel and Guidance Journal, XLI

PRICE: DATE: February, 1964 2 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Adult Development
 Counseling Adults
 Adult Learner

SUBJECT CONTENT: Allen discusses the importance of the initial contact the student makes with the counselor. The counselor is usually the first person the student comes in contact with on his return to school. The impression the counselor makes, his method of conducting an interview, the concern he expresses for each individual's case, may be the key to whether a returning student makes a successful "comeback" in school.

COMMENT:

CLASSIFICATION

07 . _____ 03 . _____ 04 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Aragon, J. A. and S. R. Ulibarri

CORPORATE AUTHOR:

TITLE: "Learn, Amigo, Learn." Personnel and Guidance Journal,
Volume 50, No.1

PRICE: **DATE:** 1971 2 **PAGE(s)**

SOURCE: American Personnel and Guidance Association
1607 New Hampshire Avenue
Washington, D.C. 20009

MEDIA: Journal

ORIENTATION: Adult Learner
Human Development

SUBJECT CONTENT: Authors relate their thoughts about ethnic conflicts in general. They confront guidance personnel with their dealings with culturally different clients.

COMMENT:

CLASSIFICATION

07 . 02 07 . 03 02 .
_____. _____ _____ . _____ _____ . _____

AUTHOR: Barbier, Marietta N.

CORPORATE AUTHOR:

TITLE: "Counseling for Mature Women." Adult Leadership, Volume 20,
No. 5

PRICE: **DATE:** November, 1971 3 **PAGE(s)**

SOURCE: Adult Education Association of the U. S. A.
810 - 18th Street, N. W.
Washington, D. C. 20006

MEDIA: Journal

ORIENTATION: Adult Counseling Working Women Women's Education
Exploration of the needs and problems of the growing
group of intelligent, educated and middle-aged women in our society.

SUBJECT CONTENT: Counseling assistance, Obstacles, the Counselor's part,
the Community's part.

COMMENT:

CLASSIFICATION

07. _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Borow, Henry

CORPORATE AUTHOR:

TITLE: Man In a World at Work

PRICE: _____ **DATE:** 1964 **PAGE(s)** _____

SOURCE: Houghton-Mifflin Co.
2 Park St.
Boston, Massachusetts 02107

MEDIA: Book

ORIENTATION: Social Change
Adults
Manpower Utilization

SUBJECT CONTENT: Current thinking on the nature of vocational guidance, the meaning of the human work experience, the relationship of the individual to the labor force, and research and practice in vocational guidance.

The Roots of Vocational Guidance; The Occupational Kaleidoscope: Vistas of Man at Work; Research Horizons; The Professional Practice of Vocational Guidance.

COMMENT:

CLASSIFICATION

07 _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Brown, Dee

CORPORATE AUTHOR:

TITLE: Bury My Heart at Wounded Knee: An Indian History of the American West

PRICE: **DATE:** 1971 **PAGE(s)**

SOURCE: Holt, Rinehart and Winston

MEDIA: Book

ORIENTATION: Human Development
Social Change

SUBJECT CONTENT: In-depth study of American history in relation to native American Indians before and after the intrusion by the white man.

COMMENT:

CLASSIFICATION

07 03 02 03
----- ----- -----

AUTHOR: Buckley, Mary

CORPORATE AUTHOR:

TITLE: "Counseling the Aging." The Personnel and Guidance Journal, Volume 50, No. 9

PRICE: DATE: May, 1972 4 PAGE(s)

SOURCE: American Personnel and Guidance Association
1607 New Hampshire Avenue
Washington, D. C. 20009

MEDIA: Journal

ORIENTATION: Adult Development
 Adult Learner
 Counselor

SUBJECT CONTENT: Article focuses on aged and points out that personal growth and creative living do not end with the beginning of retirement.

Description of author's counseling style with the aging, which is designed to provide an atmosphere of understanding and sharing in order to foster growth.

COMMENT:

CLASSIFICATION

07. _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Burma, John H.

CORPORATE AUTHOR:

TITLE: Mexican-Americans in the U. S.

PRICE: _____ **DATE:** 1970 **PAGE(s)** _____

SOURCE: Schenkman Co., Inc.

MEDIA: Book

ORIENTATION: Human Development,
Social Change

SUBJECT CONTENT: A number of studies concerning Mexican-Americans.
Authors are "purposely" both Anglos and Mexican-Americans. Variety
of views, perspectives are included.

General Characteristics, Prejudice and Discrimination, Inter-Minority
Relations, Education, Economics, Family and Religion, Social and
Political Behavior, Health, Class and Status, Acculturation and
Assimilation, Spanish-Americans and Puerto Ricans

* **COMMENT:**

CLASSIFICATION

07 _____ 03 _____ 04 _____
_____. _____ _____ . _____

AUTHOR: Campbell, D. P. and L. W. Harmon

CORPORATE AUTHOR:

TITLE: Vocational Interests of Non-Professional Women

PRICE: _____ **DATE:** 1968 **PAGE(s)**

SOURCE: U. S. Department of Health, Education and Welfare
Washington, D. C.

MEDIA:

ORIENTATION: Working Women
Women's Education

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

07 _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Chinn, Thomas (editor)

CORPORATE AUTHOR:

TITLE: A History of the Chinese in California: A Syllabus

PRICE: **DATE:** **PAGE(s)**

SOURCE: Lawtors & Kennedy
Chinese Historical Society of America
San Francisco, California

MEDIA: Book

ORIENTATION: Human Development

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

07 . _____ 03 . _____ . _____
_____. _____ . _____ . _____

AUTHOR: Clement, W. and Jessie V. Stone Foundation

CORPORATE AUTHOR:

TITLE: Achievement Motivation Program

PRICE: _____ **DATE:** _____ **14** **PAGE(s)**

SOURCE: W. Clement and Jessie V. Stone Foundation
111 East Wacker Drive
Chicago, Illinois 60601

MEDIA: Pamphlet

ORIENTATION: Encourage Personal Motivation
Adult Learner

SUBJECT CONTENT: Information on numerous programs dealing with the following: Professional In-service, Junior High/High School/College Staff Development, Junior High/High School/Motivation Advance, Thoughts into Action--Primary, Thomas Self-Concept Value Test--Pre-school/Primary Basic "Achievement Motivation Program" information, including philosophy, rationale, concepts, developmental services and ordering information.

COMMENT:

CLASSIFICATION

07 . 02

04 . 02

04 . 04

AUTHOR: Collings, Kent J.

CORPORATE AUTHOR:

TITLE: The Second Time Around: Finding a Civilian Career in Mid-Life

PRICE: \$5.75

DATE: 1971

PAGE(s)

SOURCE: The Carroll Press
43 Squantum St.
Cranston, Rhode Island 02920

MEDIA: Book

ORIENTATION: Adult
Career Change

SUBJECT CONTENT: Employment of retired military personnel in the U. S.

COMMENT:

CLASSIFICATION

07. 02

01. 02

01. 04

AUTHOR:

CORPORATE AUTHOR: U. S. Department of Defense

TITLE: Target--Tomorrow: Second Career Planning for Military Retirees (ED 069 958)

PRICE: MF .65
HC \$3.29 **DATE:** 95 **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Career Change
 Career Planning Military Personnel
 Vocational Adjustment

SUBJECT CONTENT: Intended for the career serviceman, this booklet attempts to provide the retiree with workable solutions to his own retirement situation and to assist him in resolving the transition between military and civilian life. The four steps the serviceman must take in approaching second career employment are given as follows: (1) review his experience, (2) develop his civilian employment objectives, (3) prepare for his job search, and (4) negotiate for his employment.

COMMENT:

CLASSIFICATION

07 . 02 02 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Dolan, Eleanor F. and Others

CORPORATE AUTHOR: American Association of University Women
Washington, D.C.

TITLE: Counseling Techniques for Mature Women. Report of the
Adult Counselor Program (June 14-August 6, 1965)
(ED 014 106)

PRICE: MF .65 **DATE:** July 31, 1966 454 **PAGE(s)**
HC \$16.45

SOURCE: ERIC Document Reproduction, Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Adult Counseling
Human Development

SUBJECT CONTENT: Report of project which determined successful
counseling techniques and the length of time necessary to prepare
employment counselors to work with women 35 to 54 years old, and
presents a guide to help others interested in such a program.

Comparisons with men and women of other age groups, principles
basic to counseling, conclusions from taped interviews, occupational
and related information, health, relevant legislation and volunteer
jobs.

COMMENT:

CLASSIFICATION

07 . _____ 01 . _____ . _____
_____ . _____ . _____

AUTHOR: Drucker, Peter F.

CORPORATE AUTHOR:

TITLE: The Age of Discontinuity--Guidelines to Our Changing Society

PRICE: **DATE:** 1968 **402 PAGE(s)**

SOURCE: Harper and Row Publishers, Inc.
49 East 33rd Street
New York, N.Y. 10016

MEDIA: Book

ORIENTATION: Focus on new forces that are creating tomorrow's
society.
Social Change Instructional Processes

SUBJECT CONTENT: The Knowledge Technologies; From International to
World Economy; A Society of Organizations; The Knowledge Society.

COMMENT:

CLASSIFICATION

07 . _____ 04 . _____ 02 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Fogarty, Michael P., Rhona Rappoport, and Robert N. Rappoport

CORPORATE AUTHOR:

TITLE: Sex, Career and Family: Including an International Review of Women's Roles

PRICE: **DATE:** 1972 **580 PAGE(s)**

SOURCE: Sage Publishers
Beverly Hills, California

MEDIA: Book

ORIENTATION: Review of male sexist discrimination in the world of work and in the family.
Social Change Working Women

SUBJECT CONTENT: Special problem of women's promotion to top jobs.
Reviews the experience of both East European and Western Countries, noting that the major issue in the West is no longer discrimination per se but rather is positive methods (affirmative action) for making it possible for women to achieve top positions. Studies of family and work careers from the women's point of view. Occupational prospects for women from the employers' point of view. Conclusions and policy recommendations.

COMMENT:

CLASSIFICATION

07 _____ 01 _____ _____
_____. _____ _____
_____. _____ _____

AUTHOR: Franklin, E. Frazier

CORPORATE AUTHOR:

TITLE: The Negro Family in the United States

PRICE: _____ **DATE:** 1966 **372 PAGE(s)**

SOURCE: University of Chicago Press
Chicago, Illinois

MEDIA: Book

ORIENTATION: Human Development
Social Change

SUBJECT CONTENT: Presentation of the natural history of the Negro family.

COMMENT:

CLASSIFICATION

07

03

AUTHOR: Friedan, Betty

CORPORATE AUTHOR:

TITLE: The Feminine Mystique

PRICE:

DATE: 1963

PAGE(s)

SOURCE: Dell
New York, N. Y.

MEDIA: Book

ORIENTATION: Documented study of the dissatisfaction many women
experience with traditional female roles.
Working Women Housewives Women's Education

SUBJECT CONTENT: Surveys, studies, interviews and interpretations of
such, of women and how they perceive themselves and their roles.

COMMENT:

CLASSIFICATION

07 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Fromm, Erich

CORPORATE AUTHOR:

TITLE: The Art of Loving

PRICE: .75¢

DATE: 1956

118 PAGE(s)

SOURCE: Harper and Row, Publishers, Inc.
10 East 53rd Street
New York, New York 10022

MEDIA: Book

ORIENTATION: Adult Development Developmental Tasks
 Human Responsibility Social Responsibility

SUBJECT CONTENT: The author tries to depict the various aspects and ramifications of the importance of the concept of love as it applies to self, family, and society. He discusses the importance of love in relation to the individual and his self-concept. The book tries to show that love is not a sentiment which can be easily indulged in by anyone, regardless of the level of maturity reached by the individual. It wants to convince the reader that all attempts for love are bound to fail, unless the individual tries most actively to develop his total personality, so as to achieve a productive orientation; that satisfaction in individual love cannot be attained without the capacity to love one's neighbor, without true humility, courage, faith, and discipline.

COMMENT:

CLASSIFICATION

07 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Galarza, Ernesto

CORPORATE AUTHOR:

TITLE: Merchants of Labor: The Mexican Bracero Story

PRICE: **DATE:** 1966 **PAGE(s)**

SOURCE: McNally

MEDIA: Book

ORIENTATION: Social Change
Human Development

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

838

CLASSIFICATION

07 . _____ 04 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTHOR: Government Printing Office

TITLE: Continuing Education Programs and Services for Women

PRICE: **DATE:** **PAGE(s)**

SOURCE: Government Printing Office
 Superintendent of Documents
 Washington, D. C. 20402

MEDIA: Booklet

ORIENTATION: State by state report of education programs for women
 interested in returning to school.

SUBJECT CONTENT: List of extension and continuing education programs
 available in each state aimed specifically at women interested in returning
 to school after years of being away from the classroom. Includes offerings
 in: refresher courses, counseling, noncredit courses and programs leading
 to bachelor's degree.

COMMENT:

CLASSIFICATION

07 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Haley, A. (editor)

CORPORATE AUTHOR:

TITLE: Autobiography of Malcolm X

PRICE: _____ **DATE:** 1966 **PAGE(s)** _____

SOURCE: Grove Press

MEDIA: Book

ORIENTATION: Human Development

SUBJECT CONTENT: Biography of a man who experienced all the negative aspects of being Black, being raised in a ghetto and earning a living illegally, who survived to become a great religious and political leader.

COMMENT:

CLASSIFICATION

07 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Henry, Jeanette

CORPORATE AUTHOR:

TITLE: Textbooks and the American Indian

PRICE: **DATE:** 1970 **PAGE(s)**

SOURCE: American Indian Historical Society

MEDIA: Book

ORIENTATION: Human Development
Social Change

SUBJECT CONTENT: Indians of North America--History and Textbooks

COMMENT:

842

CLASSIFICATION

07 . _____ 03 . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Johnson, T. Bradford and McKinley Dillingham

CORPORATE AUTHOR:

TITLE: "The Quest of the Black Man." Intellect, Volume 101,
No. 2348

PRICE: DATE: March, 1973 5 PAGE(s)

SOURCE:

MEDIA: Journal

ORIENTATION: Adults Human Development
Social Change Social Responsibility
Developmental Tasks

SUBJECT CONTENT: The article discusses the role of the Black man in today's society and attempts to identify the family, sociological, economic, and psychological variables which influence, either directly or indirectly, the lifestyle of the individual. The authors state that the role and status of the Black lower-class male must be improved; his anger must be erased. His role can be improved by allocating him with responsibility, education, and job opportunities, which will result in increased motivation to achieve a growth of self-respect. To bring the traditional American ideal of a patriarchal society back into the lower-class Black home, the male role must be elevated, his past must be understood, and he must be granted a new beginning, free from oppression and discrimination.

COMMENT:

CLASSIFICATION

07 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Lincoln, C. Eric

CORPORATE AUTHOR:

TITLE: "A Look Beyond Matriarchy." Ebony, Volume 21, No. 10

PRICE: **DATE:** August, 1966 **PAGE(s)**

SOURCE: Ebony
1820 South Michigan Avenue
Chicago, Illinois 60616

MEDIA: Journal

ORIENTATION: Social Change
Human Development

SUBJECT CONTENT: Mother-dominated home is an obstacle to full
acculturation.

COMMENT:

850

CLASSIFICATION

07 . 03 04 . 99 _____
_____. _____ _____

AUTHOR: Parnes, Herbert S. and Others

CORPORATE AUTHOR:

TITLE: The Pre-Retirement Years: A Longitudinal Study Of The
Labor Market Experience of Men, Volume 3 (ED 068 682)

PRICE: MF .65 **DATE:** August, 1972 151 PAGE(s)
HC \$6.58

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Older Adults Vocational Adjustment
Labor Education Systems Analysis

SUBJECT CONTENT: This is the third progress report on a five-year longitudinal study of the labor market experience of a national sample of middle-aged men. The subjects were interviewed for the first time in the summer of 1966 when they were between 45 and 59 years of age. Twelve months later they were re-interviewed. The five chapters of the report are: (1) changes in personal and family characteristics, (2) longitudinal measures of labor force participation, (3) job changes, (4) collective bargaining, and (5) summary and conclusions.

COMMENT:

CLASSIFICATION

07 . _____ 03 . _____ 04 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR:

CORPORATE AUTH.

TITLE: "Post Secondary and Adult Curriculum Guide." Monograph Series V:
Career Education

PRICE: \$1.00 **DATE:** 1972 **PAGE(s)**

SOURCE: Bureau of Publications, School of Education
North Carolina State University
Raleigh, N. C. 27607

MEDIA: Monograph

ORIENTATION: Adult Learning
Career Education

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

CLASSIFICATION

07 . _____ 03 . _____ _____ . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Robbins, William A.

CORPORATE AUTHOR:

TITLE: "The Non-Traditional Young Adult Student." New Directions for Community Colleges: Understanding Diverse Students, Volume I, No. 3

PRICE: **DATE:** Autumn, 1973 9 **PAGE(s)**

SOURCE: Jossey-Bass, Inc., Publishers
615 Montgomery Street
San Francisco, CA 94111

MEDIA: Periodical (quarterly)

ORIENTATION: Adult Learning
 Adult Drop-Outs

SUBJECT CONTENT: Community Colleges can offer exciting and satisfying programs for drop-outs, stop-outs, and shoved-outs if they adapt their traditional procedures creatively.

COMMENT:

CLASSIFICATION

07. _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Rose, Peter I.

CORPORATE AUTHOR:

TITLE: They and We: Racial and Ethnic Relations in the United States

PRICE: _____ **DATE:** 1964 **177 PAGE(s)**

SOURCE: Random House

MEDIA: Book

ORIENTATION: Human Development
Social Change

SUBJECT CONTENT: Minorities, U. S.--Race Relations, Discrimination, and
Bibliographies.

COMMENT:

5

CLASSIFICATION

07 . _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Samora, Julian (editor)

CORPORATE AUTHOR:

TITLE: La Raza: Forgotten Americans

PRICE: **DATE:** 1966 **PAGE(s)**

SOURCE: University of Notre Dame Press

MEDIA: Book

ORIENTATION: Human Development
Social Change

SUBJECT CONTENT: Spanish-Americans in the New Southwest. Bibliography.

COMMENT:

CLASSIFICATION

07 . _____ 03 . _____ 02 . _____
_____. _____ _____ . _____ _____ . _____

AUTHOR: Schletzer, Vera M. and Others

CORPORATE AUTHOR: Minnesota University Women's Continuing Education
Advisory Committee

TITLE: Continuing Education for Women, A Five-Year Report of
the Minnesota Plan, 1960-1965 (ED 012 430)

PRICE: MF .65
HC \$3.29 **DATE:** June, 1967 87 **PAGE(s)**

SOURCE: ERIC Document Reproduction Service
Leasco Information Products, Inc., P.O. Drawer O
Bethesda, Maryland 20014

MEDIA: ERIC

ORIENTATION: Women's Education

SUBJECT CONTENT: Report of a pilot project, supported by the Carnegie Corporation, providing the flexible arrangements needed by women wishing to continue their education. Reveals need for re-evaluation of traditional university regulations, course offerings, guidance programs, and for an increased willingness by American society to use its resources of able and educated women.

Features include experimental liberal arts seminars, placement service, child care center, extensive counseling, small scholarships and under-graduate and communications programs.

COMMENT:

CLASSIFICATION

07 . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Skinner, B.F.

CORPORATE AUTHOR:

TITLE: Beyond Freedom and Dignity

PRICE: \$1.95 **DATE:** 1971 215 **PAGE(s)**

SOURCE: Bantam Books, Alfred A. Knopf, Publishers
201 East 50th Street
New York, N. Y. 10022

MEDIA: Book

ORIENTATION: **Social Change** **Social Responsibility**
 Human Development **Human Behavior**
 Behaviorism **Intellectual Development**

SUBJECT CONTENT: The author presents a plan of psychological, sociological, and technological change to cope with a futuristic society. He discusses the various ramifications of the technology of behavior as it applies to present day and futuristic oriented societies. His social action plan is based on the principles of behaviorism as applied to a mass culture. The book is divided into the following sections: (1) a technology of behavior; (2) freedom; (3) dignity; (4) punishment; (5) alternatives to punishment; (6) values; (7) the evolution of a culture; (8) the design of culture; (9) what is man.

COMMENT:

CLASSIFICATION

07 _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Steiner, Stan

CORPORATE AUTHOR:

TITLE: The New Indians

PRICE: **DATE:** 1968 **348 PAGE(s)**

SOURCE: Harper and Row, Publishers, Inc.
49 East 33rd Street
New York, N. Y. 10016

MEDIA: Book

ORIENTATION: Human Development

SUBJECT CONTENT: Indians of North America, Government Relations. Race
Questions in the United States.

COMMENT:

CLASSIFICATION

07 . _____

03 . _____

06 . 06 _____

AUTHOR: Toffler, Alvin

CORPORATE AUTHOR:

TITLE: Future Shock

PRICE:

DATE: 1970

PAGE(s)

SOURCE: Bantam Book
New York, N. Y.

MEDIA: Book

ORIENTATION:

Social Change

Systems Approach

Educational Strategies

Human Development

Systems Analysis

Adult Education

Social Services

SUBJECT CONTENT:

Toffler deals with the topic of societal change, transcience, cybernation, automation, and computerization of our rapidly moving society. He discusses the effects not only of change but the process of change and the effects upon individuals within present day society. Change is the process by which the future invades our lives, and it is important to look at it closely, not merely from the grand perspective of history, but also from the vantage point of the living, breathing individuals who experience it. He provides valuable insights into the future of present day society and the future trends that are now resulting from social-psychological variables.

COMMENT:

CLASSIFICATION

07. _____ . _____ . _____
_____ . _____ . _____

AUTHOR: Valentine, Charles

CORPORATE AUTHOR:

TITLE: Culture and Poverty: Critique and Counter-Proposals

PRICE: _____ **DATE:** 1969 **216 PAGE(s)** _____

SOURCE: University of Chicago Press
Chicago, Illinois

MEDIA: Book

ORIENTATION: Social Change
Human Development

SUBJECT CONTENT: Poverty in the U. S. Bibliography

COMMENT:

CLASSIFICATION

07 _____ . _____ . _____ . _____
_____ . _____ . _____ . _____

AUTHOR: Yetti, F.

CORPORATE AUTHOR:

TITLE: Choice: The Issue of Black Survival in America

PRICE: _____ **DATE:** 1971 **PAGE(s)** _____

SOURCE: Putnam

MEDIA: Book

ORIENTATION: Human Development

SUBJECT CONTENT: Access to subject content information not available
to reviewer.

COMMENT:

IV

Special Documents

Some of the listed competencies for an adult counselor include:

1. Working harmoniously with adults in counseling situations
2. Interpreting technical information to the professional staff, adult students, and lay public
3. Having a sound knowledge of different tests (including various aptitude tests, the Otis Employment Test, Lorge-Thorndike Intelligence Test, Bell Adjustment Inventory, Diagnostic Reading Survey, and others)
4. Using the results of evaluation and research for improving the adult guidance program
5. Coordinating the services with educational and community resources

2. Competency in helping teachers, at the educational level in which the counselor is employed, discover and become knowledgeable concerning the career implications of their subject matter.
3. Competency in helping classroom teachers, at the educational level in which the counselor is employed, devise, formulate, and execute action plans for infusing career implications of their subject matter into lesson plans.
4. Competency in helping teachers, school administrators, curriculum specialists, parents, and the general public understand the nature, mission, and goals of the career education movement.
5. Competency in helping students view vocational education opportunities at the secondary school level as differing in kind from other educational opportunities available to a degree that students will be able to make reasoned choices from among all such possible opportunities.
6. Competency in helping secondary school students view various forms of post high school educational opportunities (including college, occupational education, OJT, apprenticeship, and armed forces) as differing in kind to a degree that students will be able to make reasoned choices from among all such possible opportunities.
7. Competency in utilizing the resources of the business-industry-labor community as aids to students in the career exploration and career decision making processes.
8. Competency in utilizing the resources of the total community in helping all secondary school students who desire to do so engage in work experience and work-study programs.
9. Competency in utilizing the resources of the business-industry-labor community and the public employment service in establishing and operating a part-time job placement program for secondary school students and a full-time job placement program for school leavers.
10. Competency in helping students, both individually and in groups, engage in the career decision-making process to a degree consistent with students' levels of career development.

11. Competency in helping students, both individually and in groups, become aware of and further develop work values as a part of their personal value systems.
12. Competency in helping students, both individually and in groups, better understand their aptitudes and career interests through the use of both tests and non-testing student appraisal procedures.
13. Competencies in career counseling, occupational counseling, and job counseling to a degree that both counselor and client recognize the clear and distinct differences existing among these three possible counseling topics.
14. Competency in utilizing computerized career counseling systems, including those concerned with personal assessment, with career information, with job data banks, with educational data banks, and with career counseling.
15. Competency in communicating career guidance needs (both educational and occupational) of students to curriculum experts and educational decision makers in ways that form a significant portion of the base data required for possible changes in curricular offerings that should be made available to youth.
16. Competency in providing data to parents in such a form and in such a way that parents have a clear and accurate understanding and acceptance of various kinds of educational and career opportunities that can be expected to be available to their children.
17. Competency in providing data to those interested in combating both racism and sexism in our educational and occupational society in ways that will make both educational and career opportunities more open and available to all youth, regardless of race or sex.
18. Competency in utilizing the services and talents of support personnel in career guidance.
19. Competency in working with counselors from other settings in providing continuing career guidance services to both in-school and out-of-school youth and adults in the community.
20. Competency in establishing sound working relationships with community groups (such as the local Chamber of Commerce, service clubs, labor unions, etc.) who are interested in and concerned about career guidance and counseling.

In addition, Hoyt presents a model for career counseling that emphasizes the following components:

1. The career conscious individual
2. Self-knowledge and interpersonal skills
3. Life career planning knowledge and skills
4. Knowledge of work and leisure worlds
5. Basic studies and occupational preparation

CLASSIFICATION

02.

03.

AUTHOR: Nejedlo, Robert J.

TITLE: Counseling: A Central Component in Adult Education

23 PAGE(s)

SOURCE: Project Act VIII
Department of Education
Room 40, Liberal Arts Building
Colorado State University
Fort Collins, Colorado 80521

MEDIA: Paper

ORIENTATION: Adult Counseling
Adult Education

The purpose of this paper is to establish that counseling is a central component in adult education and further impart a broad understanding of the counseling function. In accomplishing this, Nejedlo considers and examines the emphasis on counseling in adult education to date, psychological bases for counseling adults, the scope of counseling services, the effective adult counselor, selection and training of adult counselors, social and political ethics in counseling, and concludes with vital directions for adult counseling

Following are representative quotes from each of these sections in the paper.

I. Historical Perspective on Counseling Adults

"Following a review of the literature it becomes evident that little has been reported in the literature prior to 1960 and that since that time a steady increase is noticeable indicating a trend toward the value and importance of adult counseling in adult education. Professionals in the field like Abercrombie, Farmer, Kaback and Thompson have established the point that adult counseling is not only needed, but central to the concept of adult education."

II. Psychological Bases for Counseling Adults

"Whether or not adult students have problems, their needs encompass what Maslow (1954) described as the basic needs leading to self-actualization. These are psychological needs, safety needs, belongingness and love needs and esteem needs. These needs are brought into the counseling relationship when they involve admission counseling, aptitude and interest counseling or placement counseling. All of them lead toward self-concept and self-realization."

III. Scope of Counseling Services

"The effective working combination of...five components--educational counseling, career counseling, personal counseling, related services and evaluation--can result in a good adult educational program becoming a better one."

IV. The Effective Adult Counselor

"Vontress and Thomas (1968, p. 280) summed it up when they wrote, '...the counselor's success is related to his skill in evaluating the individual's abilities and aspiration level, and in finding good opportunities for him.' "

V. Training of Adult Counselors

"The critical absence of adult counseling training programs points to the need for counselor education programs to develop courses in adult education."

VI. Social and Political Ethics in Counseling

"We live with the American myth that somehow the total of the citizens' occupational choice will equal the demand for those jobs which society needs. Realistically this is not true...somehow we must strive to maintain the balance between individual's choices and society's needs. Counseling at all levels can help to provide an acceptable outlet and resolution of the concerns people have. The social ethic causes us to be of assistance to our fellow man. The political ethic causes us to encourage the support of legislative funding in order that society's needs can more adequately match individual's needs."

VII. Directions for Adult Counseling

"Inherent in the sparseness of the professional literature and the absence of specific adult counseling training programs is that some strong, effective leadership force is needed which could be responsible for adult education and adult counseling to emerge as a high priority in federal and state legislation.

"A second direction...is that of promoting a closer working relationship between counselor education and adult education in providing adequate adult counseling preparation.

"Finally, the direction that I see the most number of people being able to follow is active participation in the various levels of counseling."

1. Understanding Oneself and Relationship with Others

GOAL: Individuals will develop a sense of self-worth and a positive attitude toward others

2. Career Orientation and Information

GOAL: Individuals will develop a growing awareness of career opportunities throughout the educational program

3. Economic Awareness and Consumer Competency

GOAL: Each individual will understand the operation of the economic systems of our society and factors related to the national, local and individual economy

4. Career Skill Exploration

GOAL: Each individual will acquire a knowledge of the skills necessary to function in a variety of career choices

5. Decision Making and Planning

GOAL: Individuals will learn the steps in decision making and how to effectively plan for career development in an informed and responsible way

6. Specific Skill Development and Application

GOAL: Each individual will develop the necessary competencies for entry-level employment in a career or careers of his choice

7. Placement, Stability, Advancement

GOAL: Individuals will be able to demonstrate the competencies necessary to acquire employment, be successful on the job and continue to advance in the career of their choice

Adult education activities are seen as closely interlaced with career education activities. Career education, in fact, seems to offer a structure for adult education activities. The task of adult educators, according to Rosser, is to increase adult educators' awareness of career education elements in AE programs, to become more aware of opportunities for adult education to take part in, and make a specific effort to become advocates of change at all levels of education.

Rosser provides a framework with which adult educators might engage educators at all levels in interaction which defines the role of Adult Education within the concept of career education. The model presented in the paper considers career education as the central part of EDUCATION. It offers to education at all levels a conceptual structure within which educational programs focusing on careers can be considered, developed and operated. Ten key elements of career education from the perspective of adult education incorporated in the model are:

1. Career Education is a central part of Education
2. There are five phases of individual progression toward education for a career and life. The details of these phases pervade the literature of Career and Vocational education
3. The concept of life-long or continuous education is a fundamental fifth phase. It embodies changing careers as well as the maintenance functions related to careers
4. Children, youth, and adults engage in career education
5. Children and youth usually progress through elementary, secondary, vocational, and higher education to reach their career goals
6. Vocational education is a fundamental part of preparation and continuous education at the secondary, post-secondary, and community college levels
7. Adults (age 16 and above, out of regular school) are concerned with each of the five phases, but usually can spend less time with each phase. The adult must often be a worker as well as a student
8. Children and youth may leave the formal structure during any of the first four phases
9. Adult education provides for those who leave the formal setting short of career preparation. This includes the option of returning the individual to the formal setting, depending on objectives and resources

Adult education working closely with the formal system can bring about the elimination of the term "drop-out" from career education. A person could be cycled out and/or back into the formal system

10. The needs of children and youth are ministered to in the school, the home, and the community by adults. The needs of these adults are the professional domain of adult educators in advancing the Career Education effort

Additional material elaborates upon the ABE Team (counselor-teacher and counselor-administrator relationships), ABE curriculum, New York State Employment Service, Community and Welfare Agencies and literature resources.

The second section of the guide expands upon the role and scope of the counselor in the ABE guidance and counseling program.

"The ABE counselor functions within a system which is expressed through its program. This guidance and counseling system operates within the local ABE environment. The ABE environment, in turn, is a system functioning within a community environment. Progressively, the system-environment-system articulation moves through area, state, and region to the national level.

"Of immediate concern to the counselor is his own system--guidance and counseling--and that system's environment, the ABE facility."

Supportive material in this section includes goals of the guidance and counseling program, services available within the program, evaluation criteria and techniques and related literature resources.

1. Competency--The counselor must be able to appraise the characteristics of individual pupils, describe the needs and potentialities of individuals, and identify individual differences.
2. Competency--The counselor must be able to assess the needs and/or expectations of the population(s) to be served.
3. Competency--The counselor must be able to determine guidance priorities based on identified needs.
4. Competency--The counselor must be able to formulate measurable objectives from identified needs and priorities.
5. Competency--The counselor must be able to formulate specific tasks relative to achieving objectives.
6. Competency--The counselor must be able to coordinate a continuing evaluation.

B. Counseling

Role--The counselor must be able to develop and maintain effective individual and group relationships and to provide assistance in educational, occupational, and personal needs and concerns.

1. Competency--The counselor must be able to formulate a model of counseling which includes steps and stages in the counseling process.
2. Competency--The counselor must be able to formulate a model for explaining individual behavior and considering possible changes.
3. Competency--The counselor must be able to understand the various kinds of group experiences in terms of goals or procedures.
4. Competency--The counselor must be able to establish counseling relationships within the limits of the ETHICAL STANDARDS of the American Personal and Guidance Association.

C. Consultation

Role--The counselor must be able to serve as a resource person for specific needs or concerns of individuals or groups.

1. Competency--The counselor must be able to formulate, orally and in writing, guidance concepts, services and programs in functional context to others.
2. Competency--The counselor must be able to formulate and maintain effective working relationships with members of all populations served.

3. Competency-The counselor must be able to demonstrate a proficiency and have a commitment to guide the development of every pupil in understanding the world of work, and additionally with either a salable skill for immediate employment or a realistic career plan.

D. Coordination

Role--The counselor must be able to coordinate data collection, activities, and procedures to facilitate the learning process.

1. Competency-The counselor must be able to formulate a model to utilize available data processing equipment for facilitating the processing and transmission of pupil data.

2. Competency- The counselor must be able to develop effective working relationships with, and between, members of the educational community.

3. Competency-The counselor must be able to formulate and coordinate studies.

4. Competency-The counselor must be able to interpret results of studies to staff, parents, pupils, and community agents and use the results in program development and revision.

5. Competency-The counselor must be able to internalize the theories, techniques, and materials of educational, occupational, and individual assessment.

6. Competency-The counselor must be able to conceptualize the operational structure of the school environment in order to effectively implement a program of guidance services.

7. Competency-The counselor must be able to formulate a model which will produce effective public relations for the guidance program.

APPENDIX A: SEARCH PROCEDURES

The Adult Career Education Counseling Project was conducted in order to identify and define those competencies performed by counselors in working with an adult client. "Adult" is defined as one who is responsible for his own behavior or the behavior of others. In conjunction, a search was conducted for information relevant to the competencies needed by counselors of adults.

Certain parameters were established in relation to the search in line with Project objectives. Sources were limited to those within the United States. Materials were limited to those dated 1965 to the present. Search emphasis included Counseling and Guidance, Career and Occupational Related Education, and Adult Education. Materials included research reports (primary and secondary sources), popular literature (professional only--not general public), and instructional materials. Special aspects of interest included:

1. Roles (professional)
2. Performances (competencies)
3. Task analyses
4. Open-entry/open-exit
5. Individualized instruction
6. Behavioral objectives
7. Geriatrics
8. Career development
9. Adult
10. Training

Major search efforts included the National Referral Center, ERIC (North Carolina Science and Technical Research Center, ERIC-Vocational/Technical, and ERIC--Counseling & Guidance), DATRIX, AE Abstracts (National Multimedia Center for ABE), Educational Digest, APGA Guidance Monographs, Psychological Abstracts, SRIS/PDK, and MCCCCP resources, Career Education files, and Guidance study tapes from the Northwest Regional Educational Laboratory.

Three thousand multimedia Adult Education Abstracts were reviewed of which 67 were classified for inclusion in the literature document. The Educational Digest was surveyed from January, 1960 to July, 1973 to identify relevant journal articles related to adult counseling, career education in adult education and competency-based counseling and guidance systems. A sample of journals surveyed were:

1. Adult Leadership
2. Adult Education
3. Junior College Journal
4. Personnel and Guidance Journal
5. Journal of College Student Personnel
6. School and Society
7. Journal of Education

8. Peabody Journal of Education
9. Journal of the National Association of Women, Deans and Counselors
10. Phi Delta Kappan
11. Counselor Education and Supervision
12. Journal of Educational Psychology
13. Journal of Applied Psychology

The Competency-Based Manpower and Community College Counseling Program (MCCCP) bibliography and related research articles identified by the Project were reviewed. Documents which were relevant to the Adult Career Education Counseling Project were selected for inclusion in the literature review.

The American Personnel Guidance monographs were reviewed and documented for inclusion of articles in the literature document. The Counselor's Information Source produced by B'nai B'rith Career and Counseling Services were reviewed for documents specifically dealing with educational and career guidance systems designed for adult students.

The primary source utilized in NWREL Career Education files was the Career Education Access Directory, produced as a part of a Career Education Concept Study for the National Institute of Education. Documents relating to Adult Counseling and Guidance and Career Education in Adult Education were selected for inclusion in this literature review document. Documents in the Career Education library, but not referenced in the Directory, were also reviewed for inclusion.

In addition, relevant chapters or articles appearing in books, monographs or pamphlets were reviewed and documented for inclusion. Telephone contacts were established with a variety of the information sources and additional information resulting was shared with Project staff.

In searching ERIC, the following list of descriptors was compiled from the ERIC Thesaurus. This same list was also used to identify orientation of each item on the Materials Resume form.

DESCRIPTOR GROUP A

Counseling and Guidance descriptors

Adult Counseling
 Behavioral Counseling
 Educational Counseling
 Family Counseling
 Group Counseling
 Guidance Counseling
 Individual Counseling
 Nondirective Counseling
 Rehabilitation Counseling

DESCRIPTOR GROUP A cont'd

Vocational Counseling
Counselors
Counseling Effectiveness
Counseling Goals
Counseling Instructional Programs
Counseling Services
Counseling Theories
Counselor Acceptance
Manpower Utilization
Pupil Personnel Services
Counseling Programs
Counseling Centers
Pupil Personnel Workers
Case Studies (Education)
Micro Counseling
Parent Counseling

DESCRIPTOR GROUP B

Adult related descriptors

Adult Basic Education
Adult Education
Adult Programs
Adult Educators
Adult Social Services
Adult Students
Public School Adult Education
Migrant Adult Education
Professional Continuing Education
Labor Education
Literacy Education
Adults
Adult Learning
Adult Development
Adult Dropouts
Adult Social Services
Middle-Aged
Older Adults
Young Adults
Career Change
Human Development
Social Responsibility
Working Women
Women Education
Housewives
Developmental Tasks

DESCRIPTOR GROUP B cont'd.

Adult Vocational Education
Manpower Utilization Programs
Community Services
Career Planning
Vocational Adjustment
Vocational Development
Vocational Interests
Career Development
Job Placement
Leisure Time
Vocational Education

DESCRIPTOR GROUP C

Training for competent performance related descriptors

Job Analysis
Complexity Level
Employment Qualifications
Task Performance
Critical Incidents Method
Task Analysis
Instructional Systems
Counseling Instructional Programs
Teaching Procedures
Educational Strategies
Micro Counseling
Systems Approach
Systems Analysis