This annotated bibliography presents over 90 periodical articles, commercial publications, and government publications, ranging in date from 1928 to 1969, and is concerned with planning, organizing and conducting occupational surveys to determine training and manpower needs. Teacher educators, state vocational staffs, employment security personnel, and local occupational teachers and counselors should find this document useful in their various positions. Listings are arranged alphabetically by author and details other document information including the title, date, page listing, and the content by means of the annotation. (JS)
MEDICAL SERVICES

health occupations

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Home Economics

OCCUPATIONAL SURVEYS
An Annotated Bibliography
By Dr. Marion E. Maddox
Dr. Marion E. Maddox  
Professor of Industrial Education  
Department of Vocational Teacher Education  
University of Arkansas

Arkansas Research Coordination Unit  
for Occupational Education  
in cooperation with the  
Department of Vocational Education  
University of Arkansas, Fayetteville  
and  
The State Department of Education  
Division of Vocational Education
PREFACE

One of the services of the Arkansas Research Coordination Unit is to encourage the gathering of needed occupational information. Another service is to disseminate findings of research and related activities in vocational and technical education to interested agencies and individuals within and outside the state of Arkansas.

We hope that this Annotated Bibliography for Occupational Surveys will serve in a dual capacity: first, provide the user with quick references to his special information needs and second, become our invitation to utilize the professional information services of the Research Coordination Unit.

Harold W. Moore
RCU Director
FOREWORD

This bibliography is concerned with planning, organizing and conducting occupational surveys to determine training and manpower needs. The references will also aid in analyzing and presenting gathered data. The references and short descriptions thereof are valuable to teacher education classes, state vocational staffs, employment security personnel, local occupational teachers and counselors.

Marion E. Maddox
Professor of Industrial Education
University of Arkansas

Representative findings of the American Institute of Design and Drafting indicate a recognition by management of the necessity of the occupations of design and drafting, a continued demand for all phases of both courses, continued demand for higher education in these areas, and salaries comparable to other technologies. The survey also indicated on-the-job training was offered by some companies and a new field of computer drafting is being examined by some companies.

American Council of Industrial Arts Teacher Education, Evaluation Guidelines for Contemporary Industrial Arts Programs, McKnight & McKnight, 1967.

Chapter 7 of the book gives complete directions for organizing teams who will conduct surveys and includes an evaluation chart.


Samples of survey techniques including labor and marketing, transportation and distribution of the product are given in the study.


Tables and charts present examples of information needed in developing forms used in local survey.


The presentation of scope, methodology, summary and recommendations resulting from the skill survey of Pine Bluff, Arkansas is given.
Arkansas Employment Security Division, Reports and Analysis Section, 

Same as preceding work except survey conducted in Northwest Arkansas.

Backstrom, Charles Herbert, Survey Research, Northwestern University 

Book contains step-by-step criteria for the mechanics of planning, 
conducting and completing a survey.

Bacher, Otto R. and Berkourtz, George J., School Courses and Related 
Chicago, 1941.

An occupational survey would benefit from the listing of occupations 
classified according to classroom or related studies.

Baer, Max F. and Roeber, Edward C., Occupational Information, Science 

The text divides information into occupational information and surveys. 
It deals with each in sufficient detail to warrant use.

Baer, Max F. and Roeber, Edward C., Occupational Information, Science 

Occupational Information is a usable handbook for those in vocational 
counseling or vocational program development. The book contains an 
excellent section on processes used in surveys.


Research for the Practitioner in Education is a simple, well-written 
book dealing with educational research. Complete directions are 
included for randomizing and stratifying samples.

The article discusses vocational programs in sample states.


A community survey conducted to determine current and potential manpower resources in Franklin County, Arkansas.


Widely used in educational research, Borg carefully and simply defines the problem and construction of questionnaires.


Though outdated, the mode of presentation enables one to apply the materials to current situations in two of the three sections of the book.


An outstanding book covering the variety of industry-education cooperative surveys and methods elicited to provide economical procedures.


Though not directly concerned with a survey, the writer gives broad objectives, clues and guidelines in proper methods of establishing vocational-technical programs where need is evident.

The author stresses the necessity and importance of educational-industrial cooperation in a variety of ways including: initiating new programs, expansion or elimination of present programs, interpretation of manpower requirements, preparation and conduction of surveys, scholarships, counseling, and public relations.


Specific types of surveys are not proffered, but auxiliary needs are presented in acceptable form.


Michigan State University developed state and local leadership competencies in evaluation of local vocational and technical programs. The Michigan program was so successful that it was expanded to four other states for additional testing. Arkansas was one of the participating states.

Church, Harold Heilman, Educational Surveys, 1953.

Eight areas used in conducting a survey are covered in this book. Though somewhat dated, it continues to be usable.


There were comparisons of rankings of occupations between high school students and adults in vocational preference using a preference-opinion survey of 28 occupations.
Class in Occupational Surveys, University of Missouri, *Occupational Surveys—Boonville, Missouri*, 1952.

To provide local occupational information for students of Boonville High School, interviewers conducted a community survey. Comparisons between local and national occupational information were made. The survey revealed a large percent of people limited by lack of skill were unemployed.


Results of recent changes in the Vocational Agriculture curriculum show a steady increase in enrollment, increased opportunities for employment, and an increased demand for workers with basic shop skills.


A fine example of a metropolitan survey to find current and projected labor needs for a community. The study contained good charts and tables on the results and projections of the survey.


The appendix contains some pertinent information about questionnaires and the selection of samples.


A dissertation dealing with a survey used in reorganization of five Johnson county schools. Tabulation of the data and comparisons among the schools was good.

This is a fine example of a seventeen county labor, skill, and related information survey. Good tables cover a summary of businesses and number of employees, number of services offered by agricultural businesses, and an estimated number of part-time and full-time employees needing agricultural competencies. The category of agricultural occupations was broken down into eight areas.


Methods used to provide accurate, up-to-date data on vocational students in Santa Cruz, California are described in the article. The cost of the entire survey was less than $2000.


Counselors in Santa Cruz County, California utilized an inservice community occupational survey to fill a gap in the type of occupational information available to them.


Rapid growth and expansion of cities plus the need for a profile on current and future work force was the reason for this survey. Methodology for developing a questionnaire was included as well as instructions for its use. Press releases, cover letters and tabulations were presented for a reader's use.


This handbook contains work force statistics for the four major labor areas of Arkansas and should be usable by many schools and individuals in the state. Fayetteville, Fort Smith, Little Rock and Pine Bluff were the work areas surveyed.
Employment Security Division, Department of Labor, *Pope County Manpower Resources Reports*, The Smaller Communities Program, 1968.

In a rapidly growing area of Arkansas, a survey of work-force data, population and income data, occupational information, entry jobs and manpower needs is mandatory. The work, done by Employment Security Division in Pope County, filled the need.


The survey deals with the occupational status of those who have left school and those who are ready to leave.


An occupational survey used to detect, define and forecast the future needs of any area. The article deals with twenty-nine companies in the textile industry.


The survey was conducted to determine existing vocational education programs and their characteristics for those with special needs.


The purpose of the survey was to determine the social status of occupational hierarchy over a definite period of time. A remarkably stable status is mirrored from the 1925 survey to the 1967 one.

One unit of the volume deals with problems of surveys. Good coverage is found on these topics: plan and design, research instruments, interview, content analysis, special techniques, and current status of survey research.


The book is directed toward the problem of time studies. However, the methods could be applied to work sampling in vocational education. Sampling theory, preparation of sampling materials, function of group members, evaluation and dissemination are presented.


To anticipate what poverty stricken Negro students aspired to become was the subject matter of the study. Their desires and their real expectations did not correlate.


The search was made to identify greatest need areas of future teachers.


The purpose of the study was to ascertain whether the military service offers a potential source of vocational-technical teachers. In the three bases tested, the author found nine percent to be outstanding prospects though a much larger percent indicated interest in teaching.

Suggestions for students engaged in interviewing industrial leaders and interviewing for information. The suggestions range from questions to ask to conduct in meeting employers.


The survey was designed to inform students and counselors about employment opportunities and to facilitate vocational choices for graduates and dropouts. Employer vacancies and qualifications pertinent to a particular job were listed for the benefit of interested parties.


The study assumed guidance counselors at the secondary level failed to use available occupational information or that there was a deficiency in available vocational information. The results were prepared in an attractive format designed to enhance its usability. The material is easily updated by using the same mark-sense cards employed in the original survey.


The text is devoted to reasons, objectives, and mechanics of assembling data, tabulation and follow-up.


Leslie Kish intended his book to help inexperienced persons design and validate samples of moderate dimension and difficulty, avoid selection biases, and achieve efficiency. The publication is usable in total or any part with equal ease.

Presentation of uses, types and approaches used by questionnaires.


The twenty-two page publication is a good example of a community survey. The organizational structure was the most valuable section for those conducting surveys.


Chapter 2 is devoted to the organization of a community study to determine school needs. The organization charted and pictorially presented material which could be adapted by making minor changes.


Chapter 7 deals with the advisability of beginning a program dependent on information secured through surveys. Effective means of gathering information were discussed.


Although designed for manuscripts, the suggestions are appropriate for writing a community survey report. The advice on errors in writing the report is good.


A short article suggesting a survey method to justify the addition or deletion of courses. Follow-up studies are proposed to keep the instructor aware of technological advances.

Mouly's book is probably the most meaningful and realistic book available on practical research. Survey and interview studies are excellent.


Methods and materials found in the book are adaptable to occupational sampling. Weakness may be the bibliography.


The first part of the report deals with procedures, objectives, methods and personnel used to conduct the survey. Two graphs compare the local findings with national figures.


Published at ten year intervals, the book probably furnishes a complete source of information on surveys of educational systems. It has good coverage in the areas of educational programs, student activities, instructional material services, guidance and health services. Areas of the school plant, staff and administration are discussed.


The book contains excellent examples of survey forms. It has a vast amount of information on conducting surveys, establishing objectives, tabulating findings, and evaluating the survey.

The Ohio School survey is a valuable example of various sub-committees which are necessary for achieving a state or large community survey.


The volume contains definitions of almost two thousand jobs arranged alphabetically by title. Information includes worker function, attitudes, interests and temperaments needed for the job, and a description of physical demands and working conditions found in the occupation.


Designing a more effective vocational education curriculum based on facts revealed by surveys was the purpose of the study.


The author presents excellent information about designing a valid and reliable questionnaire. He divides the process of questionnaire design into ten stages: aims, review of literature, design of study, research method, sample selection, data collection, data processing, statistical analysis, results, and report.


A survey conducted by the Texas Education Agency showed the greatest demand for agriculturally trained employees for the next three years to be in machinery sales; supplies, sales and service; and ornamental horticulture.

A report of survey methods used to determine the needs for occupational home economics in an area vocational school. The survey used pupil interest, survey questionnaires and personal interviews of local firms which would indicate job possibilities that might be provided by the new courses.

Parten, Mildred, *Surveys, Polls, and Samples*.

The book was designed to provide ready access of information necessary to conducting surveys. It covers sample selection, interview techniques, survey organization and poll taking.


The survey found the need for qualified women to give supportive care to homes in Arizona's growing communities. The Health Assistance Program in Arizona, a short-term occupation for women, serves as a feeder course for other health services.


The study was made to determine how adequately our educational system was preparing people to enter the work world and perform in a competent manner. The survey revealed: programs were technically adequate but counseling, placement, and follow-up were poor; vocational students suffered from lack of guidance; academic teachers rate vocational education low; and advisory committees were not being used. Recommendations included up-grading of vocational education, early introduction of vocational orientation, and increased numbers of post-high school programs.


One section, Chapter 4, deals with methods of selecting and using advisory committees and the purpose of basic data in revealing community information.

The study is an excellent sample of a three county survey to determine vocational education needs of that area. The study covered labor force analysis, curriculum planning, school organization, student viewpoint, parental viewpoint, and program development.


The study was divided into two parts. The first section dealt with the planning and conducting of the survey. The second section presented the analysis of data and the emerging values.

Pucel, David J., Nelson, Howard F. and Wheeler, David N., *Questionnaire Follow-up Returns as a Function of Incentives and Responder Characteristics*.

The report spells out needed questions to ask concerning the construction of a questionnaire and the procedures to use in conducting a follow-up.


Though the copyright date is old, the book has information about sample occupational analysis, advisory committees, and work with local industry which is applicable today. The book is a classic.


Shartle seemed to be concerned with an individual making an independent survey. He identifies survey methods, instruments, and various steps necessary for conducting a study.

The purpose of the study was to determine vocational education needs in local school districts following standard procedures in conducting the survey. The study revealed guidance needs at the local level in successfully carrying out a vocational needs program.


The survey was developed by the Ohio State Department of Education to determine reaction to the school. Results will be used to develop a more adequate orientation program.


Silvius and Bohn emphasized the state and national implications of a local survey. From combined information, the teacher can focus on usable course content which will prepare students for available occupations.


Though written before World War I, the study has some suggestions on school surveys which are still usable.


In 1963, The American Vocational Journal made a national survey of area vocational schools. The findings disclosed a steady progress and expansion with almost a half-million persons being served by three hundred schools.

The article described a comprehensive study by a team of subject specialists to evaluate the present status of Florida's industrial arts program. The purpose of the study was to determine criteria for updating and coordinating industrial arts. The survey pointed to special needs within the state and for newer methods of teaching industrial arts.


The contents of the book are listed in the manner of a survey organization.


This is a good example of a highly specialized survey dealing with the performance of factory men called parts jobbers by the author. The responses were neatly summarized into the "Ten Commandments for Factory Men."


The project faced the problem of determining special skills and knowledge required for secretaries in scientific setting and of determining the design of a program to meet these needs. The methods employed included a review of literature, a survey of existing programs, and a series of questionnaires and interviews administered to a select sample.

Pennsylvania conducted a survey of seventeen counties to identify agricultural occupations and job titles, to estimate present number of employees and annual entry opportunities. The committee conducting the survey listed competencies necessary for entry and advancement and listed job characteristics. The book presents charts and results but fails to include the survey instrument.


A three phase survey of agency, community, and school was done to identify handicapped or suspected handicapped children. Because of the three groups participating, the results were strengthened. Its application to the 1968 Act is obvious.


Chapter 10 contains good information on conducting surveys. Travers has pointed out pitfalls and limitations of surveys. His coverage of questionnaire construction is excellent. He includes some excellent examples of studies which lend themselves to the survey.


Texas Southern University surveyed high school seniors to determine attitudes toward school subjects and occupational choices. The data were summarized and recommendations made. A copy of the questionnaire used in the study was included.


This is a new publication which breaks the process of evaluation into a step-by-step procedure. The process, explained in detail, could be utilized in conducting surveys. The titles given the
steps are indicative of the possible application: describing the development project and specifying its goals; deciding what data to use to indicate project results; collection of data—before, during, and after; analyzing and interpreting the findings.


A good example of a multi-county area occupational survey covering in-school youth, former students, dropouts, parents, educators and members of the business community. The report on the findings and the conclusions is well written. The survey was extensive covering almost all of the occupational areas.


A report of a four-county survey made in New York. The objectives were the location of community needs and appraisal of the educational system in light of these needs. Though the survey covered diverse occupational areas, it achieved positive suggestions and recommenda- tions.


The article outlines the primary purposes for local vocational, trade and industrial programs. It briefly discusses the methods used to collect data—questionnaires, personal interviews and spot checks.


Chapter 8 covers classification of survey studies, interviews and questionnaires, uses of interviews and questionnaires, and methodology of survey research.

The article describes the Ohio Vocational Interest Survey system for exploration and work orientation. Six basic components of the vocational concept are listed.


Community leaders were chosen and asked to arrange 63 rank-order type questions or statements. Vocational educators were asked to arrange the same statements. After analyzing the data, the researchers identified factors influencing the image of industrial education. The study revealed no clear-cut image though community leaders admitted the lack of information concerning industrial offerings in the local schools. Purposed steps to change the image and status of industrial education were formulated.