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 The references include unpublished state bulletins, research reports, and items in the ERIC retrieval system, in addition to sources available through library collections of periodicals.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

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

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

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literature easily available through library collections of periodical literature as well as providing source data for unpublished state bulletins and research reports and those items in the ERIC retrieval system.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

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

Funds for compiling this bibliography were provided personally by Dr. Ralph E. Mason and Dr. Peter G. Haines. The cost of printing the document was underwritten by a MDE/MSU Vocational Teacher Education Project.
CLASSIFICATION SYSTEM

1. ADULT AND CONTINUING EDUCATION
2. ADVISORY COMMITTEES
3. COORDINATION ACTIVITIES
4. CORRELATING INSTRUCTION
5. WORK EXPERIENCE, WORK STUDY, AND COOPERATIVE PROGRAMS
6. LEGISLATION AND PUBLIC POLICY
7. MANPOWER RESOURCES AND DEVELOPMENT
8. PROGRAM ADMINISTRATION
9. PROGRAM EVALUATION
10. PROGRAM PLANNING AND DEVELOPMENT
11. PUBLIC RELATIONS AND PUBLICITY
12. RESEARCH
13. STUDENT EVALUATION
14. SPECIALIZED OCCUPATIONAL PROGRAMS--AGRICULTURAL AND NATURAL RESOURCES
15. SPECIALIZED OCCUPATIONAL PROGRAMS--BUSINESS AND OFFICE EDUCATION
16. SPECIALIZED OCCUPATIONAL PROGRAMS--DISTRIBUTION AND MARKETING
17. SPECIALIZED OCCUPATIONAL PROGRAMS--DIVERSIFIED OCCUPATIONS
18. SPECIALIZED OCCUPATIONAL PROGRAMS--HEALTH
19. SPECIALIZED OCCUPATIONAL PROGRAMS--HOME ECONOMICS
20. SPECIALIZED OCCUPATIONAL PROGRAMS--TRADE/INDUSTRIAL & TECHNICAL
21. THE TEACHER-COORDINATOR--PREPARATION AND ROLE
22. THEORY OF COOPERATIVE EDUCATION
23. TRAINING STATIONS AND JOB DEVELOPMENT
24. VOCATIONAL EDUCATION GOALS
25. YOUTH CLUBS
1. ADULT AND CONTINUING EDUCATION


2. ADVISORY COMMITTEES


3. Burt, Samuel M. "If I Were a Member of a Vocational Education Committee", Industrial Arts and Vocational Education, February 1968, pp. 30-31.


3. COORDINATION ACTIVITIES


4. CORRELATING INSTRUCTION


5. WORK EXPERIENCE, WORK STUDY, AND COOPERATIVE PROGRAMS


5. Work Experience (continued)


5. Work Experience (continued)


5. Work Experience (continued)


5. Work Experience (continued)


5. Work Experience (continued)


82. State Bulletins on Minimum Essentials and Requirements of Cooperative Education Programs.


5. Work Experience (continued)


6. LEGISLATION AND PUBLIC POLICY


7. MANPOWER RESOURCES AND DEVELOPMENT


7. Manpower (continued)


9. PROGRAM EVALUATION


9. State Bulletins on criteria for the evaluation of a distributive education program, a cooperative industrial training program, and a cooperative office education program.


10. PROGRAM PLANNING AND DEVELOPMENT


10. Program Planning (continued)


10. Program Planning (continued)


11. PUBLIC RELATIONS AND PUBLICITY


12. RESEARCH


13. STUDENT EVALUATION


14. SPECIALIZED OCCUPATIONAL PROGRAMS--AGRICULTURAL AND NATURAL RESOURCES


15. SPECIALIZED OCCUPATIONAL PROGRAMS--BUSINESS AND OFFICE EDUCATION


15. Business and Office Education (continued)


16. SPECIALIZED OCCUPATIONAL PROGRAMS—DISTRIBUTION AND MARKETING


14. Meyer, Warren G. "Outcomes in Developing Vocational Competence in Distributive Education"


25. Warmke, Roman F. "Psychological Basis for Improving Instruction in Merchandising Units", United Business Education Forum, April, 1959.

18. SPECIALIZED OCCUPATIONAL PROGRAMS--HEALTH

SPECIALIZED OCCUPATIONAL PROGRAMS—HOME ECONOMICS


20. SPECIALIZED OCCUPATIONAL PROGRAMS--TRADE/INDUSTRIAL & TECHNICAL


20. Trade/Industrial & Technical (continued)


21. THE TEACHER–COORDINATOR—PREPARATION AND ROLE


21. The Teacher-Coordinator (continued)


23. TRAINING STATIONS AND JOB DEVELOPMENT


24. VOCATIONAL EDUCATION GOALS


25. YOUTH CLUBS


   b) FFA Moves Off the Farm?Future Farmers of America
   c) FHA Wants a Piece of the Action/ Future Homemakers of America
   d) DECA Is for Self-Help and Leadership/Distributive Education Clubs of America
   e) VICA: The Heart of T & I Education/Vocational Industrial Clubs of America
   f) FBLA Builds Business Leadership/Future Business Leaders of America
   g) OEA Focuses on the Vocational/Office Education Association
   h) Listen to America's Turned on Youth/Student Statements
   i) Motivating Students in Club and Classroom/ Nancy E. Rose
   j) How To Organize a Youth Club in a New School/ Gerald A. Brynat
   k) Teaching Teachers to Use a Youth Organization/Fred A. Martin & Donald E. Vornholt
   l) Vocational Youth Organizations: Fact Sheet/Youth Representation on State and National Councils


