This catalogue provides a list of resources relevant to non-traditional careers, including work pattern information on flextime, job sharing, and industry-supported child care. The printed and audiovisual materials highlight journal articles, films, publications, test preparations, slides, cassettes, apprenticeship information centers, and Women's Bureau regional offices. (JAC)
NONTRADITIONAL
RESOURCES
CATALOGUE

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Harriett Ridley"

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)"

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Funds to develop this catalogue were provided through a grant from the Indiana Office of Occupational Development, Developmental Programs Division under Title II, Section 202(e) of the Comprehensive Employment and Training Act, Contract No. SG-80-084. The content of the material does not necessarily reflect the position or policy of the State of Indiana or the U.S. Department of Labor.
CONTENTS

Purpose .................................................. 1
Articles .................................................. 2
Facts On Women Workers ............................... 6
Films ..................................................... 7
Publications ............................................ 13
Test Preparations ....................................... 32
Slides/Cassettes ........................................ 33
Wall Charts ............................................. 35
Some Tips For Women Searching For A Job In Construction 36
Appendix:
- Apprenticeship Information Centers .............. 37
- Bureau of Apprenticeship & Training
  Regional Offices ................................. 39
- National Network for Curriculum Coordination and
  Technical Education ............................ 41
- State Apprenticeship Agencies .................. 43
- Women's Bureau Regional Offices ............... 48
The Non-traditional Resource Catalogue has been designed to provide a listing of materials relevant to non-traditional careers including work pattern information on flextime, job sharing, and industry supported child care. Non-traditional refers to those occupations in which workers have primarily been of one sex or another, but which are now open to both sexes. For example, carpentry and insurance sales are non-traditional occupations for women; nursing and child care are non-traditional occupations for men.

Encouraging women and men to consider occupations non-traditional for their gender is a concept still in its infancy. The Non-traditional Resource Catalogue initiated research to edit and compile a listing of existing printed and audio visual materials relevant to the subject. It is by no means a complete list. This is a period of pioneering new areas of work for women and new work patterns, while challenging long held beliefs and attitudes. The body of literature is constantly growing. Therefore the reader is encouraged to supplement this catalogue by checking with the public library, schools, local unions and community employment and training programs to obtain additional information.

The Non-traditional Resource Catalogue is one of the products of Opening Trade Barriers, a model program developed by the Fort Wayne Women's Bureau, Inc., and funded through the Indiana Office of Occupational Development, 1979-1980. Opening Trade Barriers implemented a multifaceted approach which addressed the need to increase representation of women in non-traditional careers, specifically the skilled trades.
"HEWLETT PACKARD TRIES FLEXITIME, WHITE-COLLAR PRODUCTION EMPLOYEES ENDORSE FLEXIBLE WORK SCHEDULES"
Hewlett Packard tried flexitime - and liked it. Today production and white-collar workers alike adjust their hours to their personal needs. Productivity? By all accounts, it's gone up.

"HOW TO GET A BLUE COLLAR" Karen West. Ms., May, 1977; p.62-65. Available from: Ms. Magazine, 370 Lexington Ave., New York, New York 10017. This article talks about women entering careers in the trades. The author explains the general procedures for getting into training programs through the journey woman stage. It includes three case studies along with a directory of organizations and individuals who can offer help to women in acquiring a skill.

"JOB SHARING HAS GROWING APPEAL FOR WORKERS SEEKING ALTERNATIVES TO TRADITIONAL EMPLOYMENT PATTERNS" World of Work Report Vol. 4, No. 5 May, 1979. This article explains the concept of job sharing, a survey of the type of people who prefer job sharing and the pros and cons for the job-sharing partners and the company.


"MORE WOMEN THAN MEN ARE GETTING JOBS: JOB BARRIERS TO WOMEN BEING REDUCED" World of Work Report February, 1978 Vol. 3, No. 2. This article contains good statistical information on the jobs women are currently in and those where strides are being made.
ARTICLES

"BOSTON PROGRAM HELPS WOMEN PREPARE FOR BLUE COLLAR MAINTENANCE JOBS" World of Work Report Vol. 4, No. 6 June, 1979. In Boston, the YWCA and CETA program - Non-traditional Occupations Program for Women (NTO) - is preparing women to fill blue-collar jobs in construction. This article gives a brief description of their program.

"CONSTRUCTION STRIKES OUT ON FEMALE" Engineering News-Record, March 29, 1979. This article describes the status of women in construction and suggests that employers will be trying harder to place women in the trades; government will be enforcing more vigorously; more women will be considering construction work, and their number will grow.


"WOMEN IN THE WORKPLACE: A SPECIAL SECTION"


"WORKING PARENTS CHOOSE HOME-BASED CHILD CARE, NORTHSIDE CENTER PROSPERS WITH BUSINESS KNOW-HOW, AND AT&T: TWO EXPERIMENTAL DAYCARE CENTERS" World of Work Report Vol. 2, No. 2, February, 1977. Many company-sponsored daycare centers launched in the '60s and '70s have since suspended operation. Reasons for their demise, as well as the elements of success for a unique daycare center, are examined in these articles.
"NEW YORK PATTERNS SUITED TO CHANGING RELATIONSHIP BETWEEN WORK, HOME LIFE, AND FAMILY" World of Work Report Vol. 5, No. 4 April, 1980. This article discusses the different kinds of work schedules that are needed to accommodate the workforce's changing attitudes to work and family.


"TURN YOUR EVERYDAY SKILLS INTO GOOD OUTSIDE JOBS" Margaret Daley, January, 1977, p. 24. Available from: Better Homes and Gardens, Meredith Corp., 1716-locust St., Meredith Bldg. Des Moines, IA 50336. This article gives advice to women deciding to go to work outside the home. The author outlines five steps in the process of finding out about yourself and your skills and then turning those skills into good outside jobs.

"WHAT'S A NICE GIRL LIKE YOU DOING IN A PLACE LIKE THIS?" Ebony, June, 1977, p. 103-104. Available from: Ebony, Johnson Publishing Co., Inc., 820 South Michigan Ave., Chicago, IL 60605. This article looks at a black woman working in traditionally male occupations: security guard, attorney, investigation, construction worker, bus driver, prize fighter, hot press operator and sales representative. It includes photographs of the women on the job and quotes from interviews with them.
FACTS ON WOMEN WORKERS

* A majority of women work because of economic need. Nearly two-thirds of all women in the labor force in 1978 were single, widowed, divorced, or separated, or had husbands whose earnings were less than $10,000.

* The median age of women workers is 34 years.

* Fifty-three percent of all black women were in the labor force in 1978 (4.9 million); they accounted for nearly half of all black workers.

* The average worklife expectancy of women has increased by more than one-half over the two decades since 1950. In 1970 the average woman could expect to spend 22.9 years of her life in the work force.

* The average woman worker is as well educated as the average man worker; both have completed a median of 12.6 years of schooling.

* The number of working mothers has increased more than tenfold since the period immediately preceding World War II, while the number of working women more than tripled. Fifty-three percent of all mothers with children under 18 years (16.1 million) were in the labor force in 1978.

* Women workers are concentrated in low paying dead end jobs. As a result, the average woman worker earns only about three-fifths of what a man does, even when both work full time year round. The median wage or salary income of year-round full-time workers in 1977 was lowest for minority-race -- women -- $8,383. For white women it was $8,787; minority men, $11,053; and white men, $15,230.

* About 42 million women were in the labor force in 1978; they constituted more than two-fifths of all workers.


Being A Woman and Everything. 1979, Sale $125, Rental $25, preview $25 applicable to purchase, please add $3 shipping/handling charge. Mail to: Carol Frenier, P.O. Box 111, Manchester, Massachusetts 01194. A film about Patricia Murphy by Carol Frenier. Shows a competent woman in a non-traditional role - policewoman. It is a sensitive unfolding of one woman's personal history - an excellent resource for community-based film on videocassettes or tape.

Farewell to Welfare. 30 minutes, color, Media Resource Center, Employment and Training Administration, Room 5113, 601 D Street, N.W., Washington, D.C. 20213 (202) 376-7298. Interviews with three WIN women, a truck driver, picture framer-manager, and machine operator, and their employers.

Freedom Training. 22 minutes, 16mm color sound film, preview $10.00, purchase $275.00, videotape format price on request, no cost loan to Indiana Residents. Available from the Indiana Career Resource Center, 1205-09 South Greenlawn Ave., South Bend, IN. 46615, (219) 289-2851. This counter-bias film portrays the challenges of non-traditional roles in education and work through the lives of 11 individuals who have crossed the barriers into non-traditional training programs. Their on-the-job comments provide a model for young persons regarding the work and education alternatives they may never have considered.
Look Who's Working Here. 1976, 13 minutes, color, filmstrip with audiocassette. Available from Director of Occupational Education, Education Center, 165 No. Columbus Ave., Mt. Vernon, NY 10553. $20.00. Deals with sex-stereotyping and non-traditional occupational choices at the high school level. Occupational education classes in New York's Mid-Hudson Region show female students participating in auto mechanics, carpentry, machine shop, electrical wiring and appliance repair classes. Conversely, male students are shown in nursing, cosmetology, fashion design, and secretarial studies. People in the community who work in occupations not traditionally chosen by their sex are also featured.

Looking At Tomorrow-What Will You Choose. 1974, 15$rac{1}{2}$ minutes, color film. Available from Churchill Films, 662 N. Robertson Blvd., Los Angeles, CA 90069, (213) 657-5110. Rental: $18; purchase: $210. A film designed to show adolescent girls the preparation needed for these jobs. Shows seven young women at work: a bricklayer, violin maker, telephone framer, employee representative, gallery owner, air traffic controller, animal nutritionalist (including one Hispanic and two black women.) The interviews with the working women are lively and involving. Teacher's guide included. Filmmakers: Susan & Bill Shippey.

Never Underestimate the Power of a Woman. 15 minutes, color. Bureau of Audiovisual Instruction, P.O. Box 2093, University of Wisconsin, Madison, Wisconsin 53701, (608) 262-2944. Dispels damaging myths about women's work capacities and performance in a wide range of non-traditional settings.
New Perspectives - Women in Non-traditional Jobs: Media Resource Center. Employment and Training Administration, Room 5413, 601 D Street, N.W., Washington, D.C. 20213 (202) 376-7298. Interviews with two women, a bus driver and a shipbuilder, about how they got their jobs and how they feel about them.

Non-traditional Careers for Women. 1974, 25 minutes, sound film strip. Price $46.00. Pathescope Education Film, Inc., 71 Weyman Ave., New Rochelle, NY 10822. Available from Indiana Career Resource Center, 1205-09 South Greenlawn Ave., South Bend, IN 46615 (219) 289-2851. No cost loan to Indiana residents. This sound film strip reviews the history of woman's role in the U.S. job market from the mid-1800's to the present. It explains the reasons why women in the past have been confined to certain occupations and talks with women pursuing non-traditional roles. A teacher's manual is included.

Other Women, Other Work. 20 minutes, color, 1973. S290 - Rental apply. Churchill Films, 662 North Robertson Blvd., Los Angeles, CA 90069, (213) 657-5110. The rewards and occasional problems of women in traditionally male jobs are expressed by a truck driver, a roof shingler, a pilot, a carpenter and a marine biologist.

Roll Over. 1974, 10 minute color film. Rental: $23; purchase: $150. Available from: Herstory Films, Inc., 137 East 13th St., New York, NY 10003, (201) 891-8240. This amusing, fast-paced film shows women breaking out of traditional work stereotypes. The clever lyrics and lively music of a working woman's blues accompany documentary footage of women in over a dozen non-traditional jobs including welder, pilot, garbage collector, taxi driver, and ship's captain. Two satirical vignettes underline the need for changes in women's traditional public and private status.
One shows a role reversal—the husband feeds the children breakfast while his wife sits back and reads the newspaper. The second hypothesizes a future featuring an all-woman Supreme Court plus a woman in the White House.

Skilled Jobs for Women. Film available from: Skilled Jobs for Women, 111 So. Hamilton St., Madison, WI 53703.


Stepping Out. $60.00. Includes two sound filmstrips; a trainer's handbook, and a participant's handout for CETA-eligible women considering non-traditional employment. Available from: Phyllis Hill, Publication and Dissemination, Wisconsin Vocational Studies Center, 1025 W. Johnson St., Madison, WI 53706.

Twelve Like You. 25 minutes, color. Cally Curtis Company, 1111 No. Las Palmas Ave., Hollywood, CA 90038, (213) 467-1101. Twelve women working in both professional and technical non-traditional jobs share their experiences and problems.

Union Maids. 1976, 48 minutes black and white film. Rental: $40-60; purchase: $450. Available from: New Day Films, P.O. Box 315, Franklin Lakes, NY 07417, (201) 891-8240. An oral history approach to women's role in labor unions in the 1930's, featuring interviews with three working women who became union organizers. Still communicating the strength and courage they brought to the struggle for
unionization, each woman recalls the pre-union working conditions at laundries and factories. Archival news footage shows some of the strikes they helped to organize, and evokes this neglected part of labor history. These women struggled to represent the needs of working women in an environment of sexist attitudes encountered from both management and male union leaders. One of the women is black, and talks about the racial discrimination she faced.

Why Not A Woman. 26 minutes, color. Pennsylvania Commission for Women, 512 Finance Building, Harrisburg, Penn. 17128, (717) 787-3821. Documentary on women in blue-collar jobs. Also available from: Commission on Women in Arizona, Sacramento, CA; Delaware, Iowa, and Nebraska. A film designed to encourage employment of women in high paying, skilled craft jobs. The blue collar occupations represented include: welder, shipfitter, machinist, trucker, bus driver, lathe operator, mechanic and warehouse worker. In interviews, male supervisors who employ women find no significant difference in performance, turnover, or absenteeism between men and women employees. A female supervisor talks about how male subordinates react to her, and an apprentice carpenter explains her reasons for entering that particular trade. Several black women are shown.

Why Not Explore Rewarding Careers. Order #74427, 30 minutes, 16mm color and sound. Sale price $240; rental fee per day of use at $20. Project WERC Film Series. Tested successfully as with upper elementary, middle, junior and senior high school students and with dropouts. Careers in Machine Trades. American Personnel and Guidance Association, Two Skyline Place, Suite 400, 5203 Leesburg Pike, Falls Church, VA 22041.
Women's Work: Engineering. 26 minutes, film or videotape, color, Massachusetts Institute of Technology, Center for Advanced Engineering Study, Department 4, Room 9-234, 77 Massachusetts Avenue, Cambridge, Massachusetts 02139, (617) 253-7444. Women engineers and engineering students talk about engineering and how they feel about their jobs.

Working: Coping With the 20-hour Week. #8419 color, 22 minutes, $33. Economist Robert Theobald and Riva Poor, author of THE FOUR DAY WEEK, provide commentary for an exploration of the possibilities and potential effects of shortened workweeks, guaranteed annual incomes, and computerization or elimination of most structured, routine jobs. In brief interviews, workers discuss their jobs and how they feel about them. Lifelong Learning, University of California, Berkeley, CA 94720, made in 1972.

The Life and Times of Rosie Riveter. 1980, 1 hour, 16 mm. Color documentary. General use: $75. High school, community groups, union locals: $65. Sales: $695. All sales and rentals add $6 handling charges. Available from: Clarity Educational Productions, Inc., P.O. Box 315, Franklin Lakes, NJ 07417; 201/891-8240. A new film on the experience of women workers during World War II. "Do the job he left behind." Rosie the Riveter was born - the symbol of working women. After whirlwind training, women found themselves doing "men's work" and they did it so well that production levels rose despite the military call-up of millions of male workers. They discovered a new sense of pride and dignity and for the first time, black women gained entry into major industrial plants. When the war was over, Rosie wanted to stay but neither the structure of American economy nor the view of women's place in society sustained such hopes. The story is told by the women themselves - five former "Rosies".
A Guide to Alternative Employment Opportunities: Resource List on Aspects of Women and Employment, and Preparing A Resume. $2.50 prepaid. Available from: WEAL National Office, 733-15th St., NW, Washington, D.C. 20005. All three of these publications are available in an information packet on alternative work patterns; i.e. job sharing, flex-time or part-time work. The packet provides individuals, career counseling groups, and employers with information on where- alternative work patterns exist.


Apprenticeship Training Entry: Advanced Career Preparation. Contact: Avis Y. Pointer, Project Director, Center for Human Services, 5330 Wisconsin Avenue, NW, Suite 1600, Washington, D.C. 20015. (301) 654-2550. This project is an outreach program which will enable local union committees to identify women who wish to obtain advanced career preparation and to become involved in apprenticeship programs. A needs assessment and presurvey have been conducted and a model training program will be delivered to workers and to appropriate management and officials.


Bibliography on Job Sharing: New Ways to Work. 1976, 13 pages, available from: New Ways to Work Publications, 457 Kingsley Avenue, Palo Alto, CA 94301. $2.00 plus postage and handling (50c). Bibliography provides information on flexible time patterns and alternative work arrangements related to work life issues.

Blue Collar Trades Handbook for Women. 1977, $3.50 to institution, $2.00 to individual. Women Working in Construction, 1854 Wyoming Avenue, N.W., Washington, D.C. 20009.
Expanding Non-traditional Employment Opportunities for Women. January 31, 1980, a report on a Project in a Seven-County Area in Iowa. Iowa Commission on the Status of Women, Employment Project, 507-10th Street, Des Moines, IA 50319, (515) 281-6313. Proposal shows how to identify and place women in training programs and attract sufficient number of females to help in meeting the area's non-traditional employment needs.


How to go to work when you husband is against it, your children aren't old enough and there's nothing you can do anyhow. $2.95. Felice N. Schwartz, Margaret H. Schifte, and Susan S. Gillotti. Available from: Simon and Schuster, Inc., Rockefeller Center, 630 Fifth Ave., New York, NY 10020. This book contains resources especially for the educated wife and mother who is underemployed and desires to explore more equitable career alternatives. One chapter provides an overview of education, counseling and testing. A section on specific career explores over fifty options and includes information on training, aptitudes and abilities, workforce needs, and part-time possibilities.


Index to Publications of the Employment and Training Administration. January, 1974 through December, 1978. U.S. Department of Labor, Employment & Training Administration, Washington D.C. 20213. This publication includes about 900 publications, reports, and articles on major subjects such as apprenticeships, child care, education and training, job sharing, labor unions, minority groups, women and research.


Locating, Recruiting, and Employing Women: An Equal Opportunity Approach. 358 pages, $8.50 ($7.50 prepaid), by Cecilia H. Foxley. This comprehensive report includes both basic principles and a wealth of specific resources indicating where and how to locate women candidates and techniques for insuring equality in hiring and promotion policies; lists 300 women's organizations with talent banks and equal employment laws and regulations; 600 women's counseling and placement centers, a model affirmative action plan and a bibliography citing over 900 references dealing with the employment of women.


for the business, the armed forces, engineering, and science, public and personal service, and includes information on career education in junior and community colleges, private trades, technical and business schools, home study courses; apprenticeships; cooperative programs; and industry training programs.


Non-traditional College Routes to Careers. 1975, 256 pages, $6.95, by Sarah Splaner. Julian Messner, Inc., New York, NY, available from: Simon and Schuster, Inc., One West 39th Street, New York, NY 10018. This book discusses innovations in higher education which provide college access to the non-traditional student. It includes descriptions of innovative programs nationwide such as lifelong learning and continuing education; women's participation in innovative higher education and continuing education and re-entry programs for women.


Non-traditional Job Training for Women. Available from: Technical Education Research Centers, Inc., 8 Eliot Street, Cambridge, MA 02138. The Women's Outreach Project brochure describes the program, its goals and who can benefit from it.


One Thousand and One Job Ideas for Today's Women: A Checklist Guide to the Job Market. 1975, 268 pages, $2.50, by Ruth Lembeck. Available from: Dolphin Books, Doubleday and Co., Inc., 245 Park Avenue, New York, NY 10017. This book lists over 1,000 jobs and their requirements. Includes suggestion on the ways a woman can further her education, how to get into volunteer work, where to find new agencies that specialize in placing women, how to obtain shared jobs, where women over 55 can work, and how to get further information on all aspects of job hunting.

Opportunities in the Welding Industry. 1974, single copy free. Information Department, American Welding Society, Inc., 2501 N.W. 7th Street, Miami, FL 33125.

Pathways to Work for Women. $2.00. Available from: California Commission on the Status of Women, 926 J Street, Room 1506, Sacramento, CA 95814. This book deals with assertiveness training, goal-seeking techniques, and ways to examine and credit past achievement, hidden talents, and interests. It also reviews short-cut job hunting strategies.
Placing Rural Minority Women in Training Situations for Non-traditional Jobs. Manual $1.00, available from: edc/WEEAP Distribution Center, 39 Chapel Street, Newton, MA 02160. This manual describes how to gather information on career trends in the area, then research the training resources available in the most promising fields. With sensitivity to the variations in rural communities, the manual provides a process for recruiting, counseling, and referring rural minority women to the training opportunities available. The manual also describes ways in which the project can be promoted and supported by the community.

Preparing Women to Teach Non-traditional Vocational Education, 1978, 53 pages, $3.80, by Roslyn D. Kane. Available from: The National Center for Research in Vocational Education, National Center Publication, 1960 Kenny Road, Columbus, OH 43210, 1-800-848-4815; Ohio, Hawaii, & Alaska call 614-486-3655. Order #IN137. Reviews the retraining of women educators to teach in non-traditional areas of vocational education. Topics include program design, work experience, competency-based programs, preservice and inservice training and recruitment practices.


Recruiting Women for Traditionally "Male" Careers: Programs and Resources for Getting Women into the Men's World. 1977, 9 pages, free. Available from: Project on the Status and Education of Women, Association of American Colleges, 1818 R Street, N.W., Washington, D.C. 20009. Resource guide contains sections on special programs to encourage women to consider non-traditional careers; special materials designed for recruiting women to an institution or specific school, college, or department; resources by field; and resources of special interest to minority women including publications and programs.

Searching For a Job in the Construction Industry: Some Tips for Women. U.S. Department of Labor, Office of the Secretary, Women's Bureau, Washington, D.C. 20210. Includes many job hunting tips focusing on the construction industry and a Job Search Record.


The Work Book: A Guide to Skills Jobs. 1978, $2.25, by Joyce Slavton Mitchell, Bantam Books. This book is based on official U.S. Department of Labor Statistics. It offers important and practical information on everything you need to know about skilled jobs. This is a complete guide to more than 100 jobs you can get without going to four years of college.


Training the Women to Know Her Place: The Social Antecedent of Women in the World of Work. 1973, 29 pages, HC $2.06 plus postage, by Sandra L. Bem and Daryl J. Bem. Available from: EDRS, ED 082098, MF 83¢. The paper gives a picture
of women facing a variety of barriers in the world of work. It discusses the following major topics: women in the world of work, discrimination, sex-role conditioning, the presumed incompatibility of family and career, and preparing for the future.


Women and Non-traditional Blue Collar Jobs. 1979. Available from: Wellesley College Center for Research on Women, 828 Washington St., Wellesley, MA 02181, (617) 235-6360, 235-0320. This is a research study of the barriers which limit women in their mobility in the blue collar jobs in large industrial plants. The research is specifically concerned with the interaction of organizational structures and individual attitudes and behaviors as well as finding out what job opportunities are actually available to women and men. Findings of this research are thus made available.


Women at Work. 1975, by Betty Medsker. New York: Sheed and Ward, Inc. Photographs of women in traditional and non-traditional jobs, taken by the author on a trip around the U.S. Short quotes from workers describe their feelings about their jobs.


Women in Apprenticeship...There's a Future In It! 1980, Leaflet 58, U.S. Department of Labor, Office of the Secretary, Women's Bureau, Washington, D.C. 20210. The leaflet answers the following questions: Is apprenticeship for women? What is apprenticeship? What's the difference between apprenticeship and other types of training? What is the training like? How much are apprentices paid? What is needed to qualify and what does apprenticeship offer?


29


World of Work Report Subscription rate 1 year $48., 2 years $90. Work in America Institute, Inc., 700 White Plains Road Scarsdale, New York 10583. A monthly publication reporting new developments, trends, and experiments in the work place, with case studies from the U.S. and abroad.

Women Offenders in Non-traditional work. Describes a 3 year pilot project in which WOW trained and placed women offenders in non-traditional jobs. $7.50. Wider Opportunities for Women, Inc. 1511 K St., N.W., Washington, D.C. 20005, 202-638-3143.

Women on the Job - Careers in Broadcasting. 26 pages, available from either American Women in Radio and Television, Inc., 1321 Connecticut Ave., N.W., Washington, D.C. 20036 or the U.S. Department of Labor, Women's Bureau, 200 Constitution Ave., N.W., Washington, D.C. 20210. This book includes job descriptions of all possible positions from administration, art, engineering, legal, news to publication, personnel, programming, promotion and sales. It also includes colleges and universities offering broadcasting courses.


World of Work Report. Monthly publication reporting new developments, trends, and experiments in the workplace, with case studies from the U.S. and abroad. Subscription rate: 1 year $48.00, 2 years $90. Work in American Institute, Inc., 700 White Plains Road, Scarsdale, NY 10583.

ADDITIONAL LISTINGS:

Earning A Breadwinner's Wage Non-traditional Jobs for Women On AFDC. 1978, 48 pages. Women's Enterprises of Boston, 739 Boylston Street, Boston Massachusetts 02116. This manual follows a logical sequence, from the initial discussion to consider a non-traditional job to the selection of a specific non-traditional job, options for training, and techniques for getting a job. Contains an additional reading list.


New Patterns of Work. Stanley Nollem, $25. Work in America Institute, Inc., 700 White Plains Road, Scarsdale, New York 10583. New Patterns of Work addresses alternative work schedules and why they are important; flexible work hours and flexitime models; productivity and job performance; overhead costs, fringe benefits, job sharing, people who work part-time and part-time employment models, effects of part-time employment of the firm, labor unions, effects of compressed workweeks on workers and advantages and problems for employers, and other aspects.

Work In America: The Decade Ahead edited by Clark Kerr and Jerome M. Rosow. $15.95. Work in America Institute, Inc., 700 White Plains Road, Scarsdale, New York, 10583. This book provided the backdrop for three national symposia held in New York, Chicago and
San Francisco where more than 300 leaders from industry, labor, government, communications, and universities across the country participated. Within the first section of the book, the following topics are covered: Minorities and Work by Bernard E. Anderson; Women and Work Priorities for the Future by Margaret S. Gordon; Child Rearing, Parenthood, and the World of Work by Moncrieff M. Cochran and Urie Bronfenbrenner.

Alternative Work Pattern: Changing Approaches to Work Scheduling. 40 pages, 9x6 booklet, $5. Work in America Institute, Inc., 700 White Plains Road, Scarsdale, New York 10583. Alternatives to the standard 9 to 5, 40-hour work week are explored in theory and in practice, from flexible working hours to permanent part-time work and job sharing, by experts in labor, business, academia, and government using them.

Conversations Working Women Talk about Doing a "Man's Job" 1977, by Terry Wetherby. $6.95. Les Femmes Publishing, 231 Adrian Road, Millbrae, California 94030. In frank interviews, women reveal the hard facts about opportunity, identity, perseverance, ability and discrimination. They talk about what they really do on the job and how they feel about it, how they got where they are, how they see themselves today, and what they hope for in the future.

Apprenticeship and Other Blue Collar Job Opportunities For Women. Valerie Wheat in consultation with Christie Neibel, 1978. Women's Educational Equity Communications Network, 1855 Folsom Street, San Francisco, California 94103. This guide attempts to answer the questions: What is blue collar work? What is apprenticeship program? Is blue Collar work for Me? It also takes a look at what to expect on the job and what problems women crafts workers have encountered. The guide also includes a bibliography, resource groups and organizations, State and Territorial Apprenticeship Agencies, and Bureau of Apprenticeship and Training Regional offices.
Employment Discrimination Litigation Manual, Bibliography and the ABAR III Brief Bank and Pleading File Index are available from: ABAR III, Litigation Support Center, Cleveland - Marshall College of Law, Cleveland State University, Cleveland, OH 44115, 216/687-2529.

The Tools of the Trade: A Blueprint For Moving Young Women Into Non-traditional Careers, 1980, 500 pages. Skilled Jobs For Women, Inc., 2095 Winnebago St., Madison, WI 53704; 608/244-5181. This package contains a technical assistance manual and audio-visual companion prices. The package includes: how to use the package with recommendations, how to involve the community (urban and rural), how to recruit young women, and how to positively influence young women's and men's perceptions of non-traditional careers.

Opening Trade Barriers: Sex-Role Awareness Tools. 1979, 15 pages, $3.50. Fort Wayne Women's Bureau, Inc., 315 Central Building, 203 W. Wayne, Fort Wayne, IN 46802. This manual introduces and incorporates non-sexist career information into the general school curriculum. The exercises explore attitudes toward role stereotyping as it affects work roles. The exercises have been developed or adapted to assist educators in making young people aware of career opportunities in non-traditional jobs.

Opening Trade Barriers: A Training Blueprint. 1979, 137 pages, $9.50. Fort Wayne Women's Bureau, 315 Central Bldg., 203 W. Wayne, Fort Wayne, IN 46802. This manual is designed to provide employment trainers and instructors with educational materials which can be used to prepare young women to enter apprenticeship or advanced training programs in the skilled trades. The manual describes basic classroom exercises used to sharpen required skills of apprenticeship candidates. The Blueprint is intended for use by trainers who recognize their client's need for supportive encouragement to open the barriers blocking success in entering and staying in a skilled trades work environment.
Mechanical Aptitude and Spatial Relations Tests
The questions cover form and space analysis, mechanical ability, matching parts and figures, solid figure turning, visualizing figures, series and progressions, graph interpretation, symbols, tool recognition, mechanical insight, view questions and many other topics included on the tests. 256 pages at $6.00. Arco Publishing, Inc. 219 Park Ave., So., New York, NY 10003.

Each of the following books contains an individualized guide to successful study. The techniques of the master test-makers: an examination forecast, previous exams, explanatory text, and hundreds of actual test questions classified to the subjects of the forthcoming civil service examination:

- Apprentice, Mechanical Trades 192 pages paper $6.00
- Auto Machinist, 256 pages $8.00
- Carpenter, 192 pages $6.00
- Electrician, 320 pages $8.00
- Fireman, F.S., 288 pages cloth $8.50, paper $6.00
- Plumber - Plumber's Helper, 224 pages $6.00
- Policewoman, 256 pages $6.00
- Welder, 192 pages $8.00


Expanding Job Options for Women. NAC #007846, $26.25, 9 minutes, 45 seconds. Shows women working in a variety of non-traditional jobs and reviews employer responsibility for equal opportunity and affirmative action.

Legal Responsibilities - Affirmative Action and Equal Employment. NAC #007848, $26.25, 12 minutes. Illustrates legal responsibilities of employers to eliminate unfair and illegal employment practices that often affect women.

The Legal Rights of Women Workers. NAC #007847, $23.25, 6 minutes, 5 seconds. Explains women's rights to equal employment opportunities and equal pay. This three-part series may be ordered from the Order Section, National Audio Visual Center (NAC), General Service Administration, Washington, D.C. 20409. They may be borrowed from the Women's Bureau's 10 regional offices.

CHOICE (Careers that Have Opportunities I Can Explore). 15 minutes automatically synchronized slide/cassette tape presentation and User's Guide are designed for audiences from 12-60 years old. Concentrates on current options available to women and men in non-traditional occupations. Produced, written and designed by Fort Wayne Women's Bureau, funded by the Indiana State Board of Vocational & Technical Education. Available from: Dr. Gerald Dudley or Jim Muenick, 1201-09 South Greenlawn, South Bend, IN 46615; (219) 289-2851.

technical, administrative, and managerial workers in the skilled trades plus repairers and machine operators. The presentation also reviews employer responsibilities for equal employment opportunity and affirmative action. Comes with script.


Non-traditional Work Roles. $10.00, a collection of 35 mm slides. National Association of Vocational-Technical Education Communicators (NAVTEC) Moore-Norman Vo-Tech, 4701 12th Ave., N.W., Norman, OK 73069, (405) 364-5763. The collection features...men in the work roles of: clerical, commercial foods, and nursing; women in the work roles of: aviation, construction, dental lab, electronics, graphic communication, livestock production, manufacturing, meat processing, mechanics, petroleum and science. 30 slides.

Project Women In a Man's World of Work. Or. #72903. APGA Cassette Tapes are priced as follows: APGA members @ $7.00 each and $8.00 for non-members. American Personnel and Guidance Association, Two Skyline Place, Suite 400, 5203 Leesburg Pike, Falls Church, VA 22041.
Apprenticeship: The Job Training Route to a Career. 1977, cites requirements and years of training, 17x22 inches in size, Cart F. Garrett Park Press, Garrett Park, MD 20766.

People At Work. $10.00 plus $1.50 postage and handling. A packet of 12 8x10 photos of women and men in non-traditional roles. Available from Change for Children, % 879 Douglass St., San Francisco, CA 94114. The occupations include doctor, firefighter, lawyer, reporter, telephone framer, shoe repairwoman, dance instructor, homemaker, librarian, tailor, teacher and telephone operator.


Women in Non-traditional Occupations. 1977. Cites how women are moving into a number of career fields historically dominated by men - and illustrates how much more progress is needed. 17x22 inches, Chart R. Garrett Park Press, Garrett Park, MD 20766.

SOME TIPS FOR WOMEN SEARCHING FOR A JOB IN CONSTRUCTION

* Target your search for jobs by seeking out contractors that have government contracts, since they have affirmative action goals and timetables for hiring women.

* Try to get an up-to-date list of job sites from the local union.

* Go to the job site dressed for work. Wear jeans or overalls, boots, and work shirts that hang from the shoulder. Pin up long hair. Do not wear dangling earrings or bracelets. It is a good idea to get a hard hat because on some work sites no one is allowed on the site without one.

* Go to the site early in the morning. The best days for hiring are Monday through Thursday.

* When you get to the job site, park your vehicle where it will not obstruct work.

* Be careful not to distract workers on the site by talking to too many people.

* Find out who does the hiring for your trade; who the labor foreman is, and what the hiring procedures are.

* Visit the business offices of contractors and subcontractors. Tell them you are looking for work and are qualified. Leave your resume.

* Keep an accurate record of where you have tried to get work, the date, name of the foremen/contractor/steward, and what was said.

* Find out, if possible: whether it is a union or non-union job; the total number employed; the number of women employed; the probable duration of the job and the number of apprentices in your trade.

Source: U.S. Department of Labor, Office of the Secretary, Women's Bureau, Washington, D.C. 20210
### Apprenticeship Information Centers

<table>
<thead>
<tr>
<th>State</th>
<th>Address</th>
<th>City, State, Zip</th>
</tr>
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<tbody>
<tr>
<td>Alabama</td>
<td>1818 8th Ave., N.</td>
<td>Birmingham, AL 35203</td>
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<tr>
<td>Arizona</td>
<td>207 East McDowell</td>
<td>Phoenix, AZ 85004</td>
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<tr>
<td>California</td>
<td>161 W. Venice Blvd.</td>
<td>Los Angeles, CA 90015</td>
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<td>235 12th St.</td>
<td>Oakland, CA 04607</td>
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<tr>
<td>Colorado</td>
<td>251 E. 12th Ave.</td>
<td>Denver, CO 80203</td>
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<tr>
<td>Connecticut</td>
<td>100 Arch St.</td>
<td>New Britain, CT 06109</td>
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<tr>
<td>District of Columbia</td>
<td>555 Pennsylvania Ave., NE</td>
<td>Washington, D.C. 20212</td>
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<tr>
<td>Georgia</td>
<td>One Peachtree St., NE</td>
<td>Atlanta, GA 30303</td>
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<tr>
<td>Illinois</td>
<td>150 N. Clinton St.</td>
<td>Chicago, IL 60606</td>
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<tr>
<td>Indiana</td>
<td>745 Washington St.</td>
<td>Gary, IN 47402</td>
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<td></td>
<td>141 W. Georgia St.</td>
<td>Indianapolis, IN 46225</td>
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<tr>
<td>Kansas</td>
<td>512 W. 6th St.</td>
<td>Topeka, KS 66604</td>
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<td>402 E. Second St.</td>
<td>Wichita, KS 67202</td>
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<tr>
<td>Massachusetts</td>
<td>189 Massachusetts Ave.</td>
<td>Boston, MA 02115</td>
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<tr>
<td>Maryland</td>
<td>1100 N. Eutaw St.</td>
<td>Baltimore, MD 21201</td>
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<tr>
<td>Michigan</td>
<td>7310 Woodward Ave.</td>
<td>Detroit, MI 48202</td>
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<tr>
<td>Minnesota</td>
<td>407 W. Superior St.</td>
<td>Duluth, MN 55802</td>
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<tr>
<td></td>
<td>309 Second Ave, S</td>
<td>Minneapolis, MN 55401</td>
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<tr>
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<td>390 N. Robert St.</td>
<td>St. Paul, MN 55101</td>
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Missouri
1411 Main St.
Kansas City, MO 64105
505 Washington Ave.
St. Louis, MO 63101

New Jersey
1433 Bockarach Blvd.
Atlantic City, NJ 07631
32-40 N. VanBrunt St.
Englewood, NJ 07631
517 Federal St.
Camden, NJ 08101
370 Broadway
Paterson, NJ 07501
1004 Broad St.
New Brunswick, NJ 08903

New York
488 Broadway
Albany, NY 12207
730 Fillmore Ave.
Hempstead, NY 11550
255 W. 54th St.
New York, NY 10019
155 W. Main St.
Rochester, NY 14614

North Carolina
235 N. Edgeworth St.
Greensboro, NC 27402

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432 W. 11th Ave.
Eugene, OR 97424
1437 S.W. Fourth St.
Portland, OR 97201

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1709 S. Broad St.
Philadelphia, PA 19148
915 Pennsylvania Ave.
Pittsburgh, PA 15222

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40 Fountain St.
Providence, RI 02903

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1295 Popular Ave.
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Nashville, TN 37203

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5145 E. Virginia Beach Blvd.
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318 E. Cary St.
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Seattle, WA 98101
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Region I (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)
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  Government Center
  Boston, MA 02203

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  7th Floor - Column #5
  Chicago, IL 60604

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  911 Walnut Street
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U.S. Custom House, Room 476
721 19th Street
Denver, CO 80202

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Room 344, 211 Main Street
San Francisco, CA 94105

Region X (Alaska, Idaho, Oregon, Washington)
8014 Federal Office Building
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Seattle, WA 98174
The National Network for Curriculum Coordination in Vocational & Technical Education consists of six interstate curriculum coordination centers to provide an orderly system for sharing curriculum development products and services.

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Apprenticeship Services
Department of Economic Security
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Phoenix, AZ 85000

Division of Apprenticeship Standards
Department of Industrial Relations
Room 3230-455 Golden Gate Avenue
San Francisco, CA 94102

Colorado Apprenticeship Council
Division of Labor
Room 314-1313 Sherman Street
Denver, CO 80203

Apprentice Training Division
Labor Department
200 Folly Brook Blvd.
Wethersfield, CT 06109

D.C. Apprenticeship Council
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Washington, D.C. 20001

Apprenticeship and Training Council
Department of Labor
Division of Industrial Arts
6th Floor, State Office Building
820 N. French Street
Wilmington, DE 19801

Bureau of Apprenticeship
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Florida Department of Labor and Employment Security
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Tallahassee, FL 32301
Apprenticeship Division
Department of Labor & Industrial Relations
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Honolulu, HI 96813

Apprenticeship Section, Division of Labor-Management Relations & Employment Standards
Kansas Department of Human Resources
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Topeka, KS 66612

State Apprenticeship Council
Kentucky Department of Labor
Division of Labor Standards
1512 Crums Lane
Louisville, KY 40216

Division of Apprenticeship
Department of Labor
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P.O. Box 44094
Baton Rouge, LA 70804

Bureau of Labor-State Office Building
Maine Apprenticeship Council
Augusta, ME 04333

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Maryland Apprenticeship & Training Council-Rm. 1108
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Boston, MA 02202
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Department of Labor and Industry  
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Division of Labor Standards  
Department of Labor & Industry  
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Helena, MT 59601

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Department of Labor-Capital Complex  
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Carson City, NV 89710

Commissioner of Labor  
New Hampshire Apprenticeship Council  
Department of Labor  
1 Pillsburg Street  
Concord, NH 03301

New Mexico Apprenticeship Council  
Labor and Industrial Commission  
2340 Mensial, NE-Suite 212  
Albuquerque, NM 87107

Apprentices Training  
Department of Labor  
The Campus Building, #12-Room 428  
Albany, NY 12240

Division of Apprenticeship Training  
North Carolina Department of Labor  
P.O. Box 27407  
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Ohio State Apprenticeship Council
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2323 W. Fifth Avenue - Room 2250
Columbus, OH 43215

Apprenticeship and Training Division
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Apprenticeship and Training Division
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Labor & Industry Building - Room 1547
Harrisburg, PA 17120

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Right to Employment Administration
P.O. Box 4452
San Juan, PR 00936

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