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ABSTRACT This resource guide, one of a series of annotated bibliographies describing the collection of the lending library of the Vocational Special Needs (VSN) Program at Texas A&M University, lists available materials for use with and about limited-English-proficient vocational students. Covered in the individual sections of the guide are the following topics: programmatic considerations; information for teachers and other educators; instructional materials for students with limited reading ability in English; assessment and guidance; research reports; resources of general interest related to limited English proficiency; and bibliographies, directories, and resource lists. Each citation includes information concerning the author, title, and publisher of the work; its VSN accession number; and a brief abstract detailing its contents. (MN)

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VOCATIONAL SPECIAL NEEDS LENDING LIBRARY

Limited-English Proficiency

A Resource Guide

Edited by:

Marilyn H. Kok

The Vocational Special Needs Program
Texas A&M University

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Admission to Texas A&M University and any of its sponsored programs is open to qualified individuals regardless of race, color, religion, sex, national origin, handicap or age.
For over five years, the Vocational Special Needs Program at Texas A&M University has offered a lending library of materials to educators in Texas who desire information on the vocational needs and preparation of special education students. In 1981, the library was computerized, simplifying access and increasing the library's popularity. A complete Catalog of Holdings was published in 1981, with supplements each year. Our subscribers (and we encourage any educator in Texas to become one) have begun to ask for more specialized and more "user-friendly" resource guides. We are responding with this series of manuals.

Guides in the series will address the following topics:

- Agricultural Education Materials
- Assessment Materials
- Audio-Visual Materials
- Employment-Related Instructional Materials
- Health Education Materials
- Homemaking Materials
- Industrial Education Materials
- Limited English Proficiency Materials
- Marketing and Distributive Education Materials
- Office Education Materials
- Prevocational Instructional Materials

We hope these resource guides will encourage more subscribers to the library. We are currently acquiring many software packages for teachers to use in computer-assisted instruction, but remain interested in hearing about any resources you can recommend to us. Please contact us if our library can be of any assistance to you.

The Vocational Special Needs Program
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PROGRAMMATIC CONSIDERATIONS


This review of the literature on bilingual education presents the findings of studies which have been conducted in a variety of bilingual program settings in the United States and several other countries. Also discussed are some findings of bilingual special education studies.


The author surveys the legal and educational developments that have focused attention on the limited English proficiency student who is also handicapped and describes methods currently being used. She discusses the significance of community and parental support and suggests ways to facilitate this support. An especially valuable section of the book is the description of projects which have been implemented across the country. Bergin concludes with a discussion of materials development and suggests resources in the area.


The primary objective of this guide is to make vocational administrators aware of their equity obligation under the law so that they can discharge their responsibilities to meet the needs of special groups as realistically as possible. The other objective is to remind administrators that they have a choice in developing their own philosophy of equity as it relates to vocational education and in reconciling their idea with the pragmatic concerns of helping special groups according to federal mandates.

Employment Orientation Programs for Students with Special Needs in Grades 8-10. Trenton, NJ: Vocational Education Programs for the Disadvantaged, 1983. VSN# 02110

Describes programs for disadvantaged students in New Jersey. A useful resource for information on programs and policies in other states.

A description of services in Kentucky for handicapped, disadvantaged, and LEP students, with an emphasis on decision-making.

Gemmill, Perry R. *Occupational Cluster Analysis for Disadvantaged Vocational Learners*. College Park, MD: Department of Industrial Education, University of Maryland, 1979. VSN# 00465

In this book, Gemmill describes occupational analysis for deciding what basic competencies students need for an occupation. The purposes of this booklet are to (a) describe the process of conducting an occupational cluster analysis, (b) guide the analysis of an occupational cluster, (c) describe the technique for conducting a detailed task analysis, and (d) facilitate the detailed analysis of instructional tasks.

Gemmill, Perry R. *School and Community Resources for Disadvantaged Learners*. College Park, MD: Department of Industrial Education, University of Maryland, 1979. VSN# 00466

The purpose of this booklet is to describe the benefits, personnel and agencies providing instructional aids and student support services, and to facilitate the development of a school and community resource inventory.


Developed as a result of an adult education institute, this handbook is for educators to use when designing a comprehensive curriculum for adult students in need of bilingual education. This volume covers grammar, science, social studies, mathematics, and culture.

Hurwitz, A. *Bilingual Vocational Instructor Training*. Columbus, OH: The National Center for Research in Vocational Education, Ohio State University, 1980. VSN# 01890

This report discusses the background, needs and major issues involved in preparing bilingual vocational instructors. It includes a description of the potential recipients of bilingual vocational education and the growth of bilingual education activities to serve them. It summarizes legal developments in bilingual education and reviews current bilingual vocational activities for which instructors are needed.


The purpose of this publication is to assist educators in providing the necessary programs and services to allow for the
attainment of vocational skills by special needs students, including limited English proficient students.


This volume focuses on mainstreaming as it relates to the education of minority group children. The contents of its 16 chapters range from reasons for mainstreaming, particularly as minority children are affected, to the evaluation of mainstream programs. The perspectives of those affected by mainstreaming are also highlighted. Most attention, however, is given to adjustments which need to be made in assessment and curriculum practices if equality of educational opportunity for minority group children is to be ensured.

National Clearinghouse for Bilingual Education. Information Packet for Bilingual Vocational Programs. Rosslyn, VA: Author, n.d. VSN# 02122

A collection of abstracts, brochures, and reprints of articles related to bilingual vocational education.

Robinson, Oliver W. & Henry E. Schmitt. What School Administrators Should Know About Vocational Education for Disadvantaged Youth in Rural Areas. Columbus, OH: ERIC Clearinghouse on Vocational and Technical Education, Center for Vocational and Technical Education, Ohio State University, 1971. VSN# 01238

This booklet reviews the key administrative concepts relative to vocational education programs for disadvantaged students in rural programs. It covers the development of programs, procedures for exemplary programs, organization, cooperative efforts, personnel, offerings, instructional resources, and strengths and weaknesses of programs.


This book describes many different job programs, initiated and operated in the private sector. Case studies illustrate organizational arrangements, the transition from school to work, jobs for the unemployed who have special disadvantages, older workers, special groups, and alternative work patterns.

Special Education Instructional Materials Laboratory. Meeting the Work Training Needs of Special Students in High School Vocational/Occupational Education Programs. Normal, IL: Author, n.d. VSN# 01354

A self-instructional package for educators with ten training modules, including job placement, teaching strategies, community program, and other topics.

A booklet, describing New Jersey State policies.

Swanson, Maria M. Vocational Education for the Limited English Speaking: A Handbook for Administrators. Arlington Heights, IL: Bilingual Vocational Education Project, 1979; VSN# 02100

Thatcher, Glenn M. National Workshop To Increase Spanish Speaking American Participation in Vocational Education at All Levels. New Jersey: Lean College, n.d. VSN# 01453

This report describes the recommendations made at a series of workshops, concerning how to increase the participation of Spanish speaking individuals in vocational education at all levels.

Uxer, John E. Community Resources Serving the Handicapped. El Paso: Region XIX Education Service Center, n.d. VSN# 01524

This directory lists community agencies that provide services to handicapped individuals. For each agency, the directory lists an address, telephone number, contact person, hours, basic function, services, eligibility, referral procedure, and more.

INFORMATION FOR TEACHERS AND OTHER EDUCATORS


A filmstrip and cassette with suggestions for teachers.


The goal of this handbook is to help produce a vocational instructor who understands the rationale and philosophy of bilingual education, is sensitive to the special needs and problems of bilingual and limited-English proficient vocational students, and is not afraid to try new teaching techniques to be better able to meet the needs of his or her students. Chapters address terminology, history, problems and practices, program designs, course construction, and techniques and strategies all for bilingual vocational education.
Brisk, Cerda, Schensal, York, Cruz, and Ochoa. Working with the Bilingual Community. Rosslyn, VA: National Clearinghouse for Bilingual Education, 1979. VSN# 02156

An anthology of papers discussing the importance of parent and community involvement in bilingual education programs.

Gemmill, Perry R. Characteristics of Disadvantaged Learners. College Park, MD: Department of Industrial Education, University of Maryland, 1979. VSN# 00461

The purpose of this booklet is to define the term, "disadvantaged learner," identify the characteristics of disadvantaged learners, and facilitate the identification of disadvantages and strengths of a selected disadvantaged student.

Hoffman, Linda P., et. al. A New Look At An Old Skill: Reading in the Vocational Classroom. Columbus: Vocational Instructional Materials Laboratory, 1982. VSN# 02038

This textbook, packed with exercises for students, is designed to provide reading exercises related to a variety of different vocational subjects.

Illinois State Board of Education. Vocational Programming for the LEP. Macomb, IL: Curriculum Publications Clearinghouse, Western Illinois University, n.d.

Resource materials to assist persons seeking to provide vocational programming and services for students with limited English proficiency. Part 1 is designed to answer commonly asked questions. It especially deals with student identification, recruitment and assessment, program planning and funding, and adaptation of services and resources. Part 2 is designed to offer developers of bilingual education programs a first-hand account of the day-to-day functioning of one such program. It includes information on three major topics: planning, student services, and program management. The main focus of Part 3 is on high school programs for limited English proficiency students. Its main topics are identification and assessment, legislation and funding, program components, and an evaluation checklist.


A short booklet on reading instruction, this has one section devoted entirely to assisting the bilingual student, covering both auditory and visual methods. Published by the American Vocational Association, this is a helpful resource for vocational teachers with bilingual students.


This is designed to develop an increased awareness of multicultural education among educators. It provides a wide selection of activities that teachers can use in their classrooms. It also explains the leadership roles teachers can assume in this area. With three parts, the book covers strategies and activities for new understandings, identification of resources, and inservice training.


A kit for use with students as a work sample to introduce them to horticulture, this uses very simple English so would be appropriate for use with LEP students.


This handbook for counselors focuses on the limited-English proficient student, offering information on the students' self-awareness and socialization, placement guidelines, career development counseling, and strategies and recommendations. Information spans from kindergarten needs through high school.


Two large binders and over 665 pages, this book offers numerous inservice activities related to all aspects of vocational education for special needs students, including LEP students.


This activity book offers many ideas for secondary teachers who must teach students to learn. Written for mentally retarded students, teachers of LEP students could adapt the ideas for use in reading activities.


A game designed to encourage cross cultural understanding.
Tindall, Lloyd W. Better Than I Thought. Madison: Wisconsin Vocational Studies Center, University of Wisconsin-Stout, 1978. VSN# 01467

A series of 8 filmstrips and cassettes that describe different learning needs, including limited English proficiency.

INSTRUCTIONAL MATERIALS
FOR STUDENTS WITH LIMITED READING ABILITY IN ENGLISH

All of the following were written for students to use, in very simple English.


With a simply written reading section and exercises for students, this book covers the fundamentals of sounds—how they are made, how they travel, and so forth.


A fictional account of a 16-year-old boy whose father leaves home, requiring the boy to support the family. He does so through a work-study program. The book traces the family’s experiences coping with limited finances, the boy’s experiences on the job, their feelings, failures, and frustrations. Each chapter has questions and discussion topics. It comes with a Teacher’s Manual (VSN# 02269).

Dimock, Elna M. Occupational Knowledge and Interpersonal Relations (Beginning Classroom Modules). Belmont, CA: Fearon Pitman, 1982. VSN# 02294

Beginning with instructions on using the program and classroom management manual, this large reference (with 557 pages) has units on (1) Job Search, (2) Job Application, (3) Job Interview, (4) On the Job, (5) Workers’ Benefits, (6) About Me, (7) Family, (8) Cultural Differences, (9) Relating to Others, and (10) Developing Confidence. Each unit covers three or four related objectives, with a teacher’s guide, teaching resources, and handouts for each objective. This text is full of good information and resources, and is written in simple English.


Using simple English, this book has an introductory reading section, with exercises and questions for students to complete.

Each of the booklets in this series includes a short, 8–10 page description of an entry-level job. Each booklet lists the job, what students should know, opportunities for more training, what classes to take, where and how to get a job, and more. All are written in simple English. The series comes with a teacher/counselor guide (VSN# 02295) that includes instructions for use, discussion topics, and source materials for both students and teachers. The series includes the following jobs:

- Nurse’s Aid VSN# 02296
- Laboratory Assistant VSN# 02297
- Hospital Orderly VSN# 02298
- Messenger VSN# 02299
- Duplicating Room Worker VSN# 02300
- File Clerk VSN# 02301
- Library Assistant VSN# 02302
- Warehouse Worker VSN# 02303
- Shipping and Receiving Clerk’s Helper VSN# 02304
- Pharmacy Assistant VSN# 02305
- Local Truck Driver VSN# 02306
- Stock Clerk VSN# 02307
- Child Care Worker VSN# 02308
- Laundry Worker VSN# 02309
- Waiter/Waitress VSN# 02310
- Dining Room Attendant VSN# 02311
- Kitchen Helper VSN# 02312
- Fry Cook VSN# 02313
- Dishwasher VSN# 02314
- School Cafeteria Worker VSN# 02315
- Custodial’s Helper VSN# 02316
- Floor Covering Installer VSN# 02317
- Assistant Air Conditioning Mechanic VSN# 02318
- Painter’s Helper VSN# 02319
- Roofing Worker VSN# 02320
- Cement Mason’s Helper VSN# 02321
- Heavy Equipment Operator VSN# 02322
- Bricklayer VSN# 02323
- Assistant Electrician VSN# 02324
- Plumber’s Helper VSN# 02325
- Carpenter’s Helper VSN# 02326
- Building Maintenance Mechanic’s Assistant VSN# 02327
- Welder’s Helper VSN# 02328
Sheet Metal Worker VSN# 02329
Auto Muffler Installer VSN# 02330
Assistant Auto Body Repairer VSN# 02331
Tire Repairer VSN# 02332
New Car Detailer VSN# 02333
Service Station Attendant VSN# 02334
Assistant Auto Mechanic VSN# 02335


Each of the books in this series has an introductory reading section, written in simple English, and exercises for students to complete. The series includes:

Medicine VSN# 02199
Food VSN# 02200
Telephone VSN# 02201
Shops and Services VSN# 02202

Friedland, Mary K. Green Plants Haywood, CA: Janus Book Publishers, 1982. VSN# 02021

A student workbook, this has an introductory reading section and exercises for students to complete.


Designed for high school students with limited reading abilities, these are simply written with large photographs. Each explains career opportunities by using an entertaining, fictional account of a young adult's experiences on a job. They teach a variety of job skills and behaviors. A Teacher's Guide (VSN# 02336) and a set of audio cassettes (VSN# 02347) accompany the series.

And It's So Quiet: Porter or Janitor VSN# 02337
Fitting Sewing Machine Operator VSN# 02342
Give the Kid A Chance: Baker's Helper VSN# 02343
I'll Try Tomorrow: Gardener VSN# 02345
The Other Side of the Counter: Short Order Cook VSN# 02340
Power On and Start Print: Duplicating Room Worker VSN# 02339
Ready to Go: Auto Mechanic's Helper VSN# 02338
Someone for the Summer: Waitress VSN# 02341
Until Joe Comes Back: Supermarket Stock Clerk VSN# 02346
You Know How Children Are: Day Care Center Aide VSN# 02344

Machine Age Riddles VSN# 01782 This "riddle book" gives directions for 34 things students see every day in their home and community. Students are asked to guess what object the directions go to. Answers are at the back of the book.

Signs Around Town VSN# 01783 This presents 25 photographs of signs around town (from a drive-in, a theater, an airport, and others), then gives a worksheet for students to complete.

Label Talk VSN# 01784 This gives 26 pictorial examples of labels from items such as batteries, paint, and clothing. Worksheets accompany each example.

Read the Instructions First VSN# 01785 Students are given pictorial instructions for 25 tasks (among them using spot remover, copy machines, and spray paints, giving mouth-to-mouth resuscitation, and getting a license). Worksheets follow each set of instructions.


A very simple lesson on striking tools, this illustrated booklet has a pretest, objectives, and a product evaluation. It presents information on a wide variety of hammers, with an emphasis on teaching students to use the right tools for the right job.


In the same series as the book above, this lesson guide on blueprints and making blueprints includes an introduction for students to read, objectives, a pretest, instructions, and a product evaluation.


Similar to the guides above, this lesson plan covers measurement used in industrial projects, specifically understanding and using fractions properly.


This has an introductory reading section and exercises for students to complete, all related to traffic signs students see around town and employment signs (about 50 or 60 in all). With brief descriptions and humourous illustrations, students should enjoy this book.

A very simple workbook for students with limited reading, this book covers skills, habits, and attitudes necessary for living in a community. It comes with a Teacher's Manual (VSN# 02185).


With very little reading required, this workbook includes activities for students to complete on maintaining a home. Very simple vocabulary works are introduced. A Teacher's Manual (VSN# 02187) accompanies the text.


This includes units related to qualities, habits, and attitudes needed in employment. A Teacher's Manual (VSN# 02188) accompanies the text.


The purpose of these curriculum guides is threefold: (1) To provide minimum skills for special needs students entering the mainstream, (2) to supplement vocational skills of those students already in a regular training program, and (3) to provide vocational instructional materials for a modified classroom. The materials are all simply written and illustrated for use with students with limited reading ability in English. They include objectives, students assessment sheets, introductory sections, a section on tools, materials, and equipment, step-by-step explanations and illustrations, and student evaluations. An Instructor's Orientation Guide (VSN# 02386) is available. The library has the following volumes by Herd:

Carpentry VSN# 02376
Maintaining Small Engines 02387


A textbook for students, this describes 26 entry-level jobs, then has worksheets and questions for students to answer. Reviews of vocabulary and information follow, with tests completing the book.

Describes how students can help their bodies grow, keep themselves healthy, strong, rested, safe, and well, and describes how to handle their feelings. Each unit includes a simply written and illustrated lesson, and a worksheet. It comes with a Teacher’s Manual and Answer Book (VSN# 02280).


This workbook offers information and activities on American money, its history, coinage, and value. Many of the worksheets give students practice counting money.


This workbook for students includes activities on counting money, making change, figuring costs for multiple items, and figuring unit costs. With 107 pages, the workbook offers plenty of activities.


With introductory reading sections, exercises and activities, this book covers the basic information on how electricity works.


The purpose of this curriculum guide is threefold: (1) To provide minimum skills for special needs students entering the mainstream, (2) to supplement vocational skills of those students already in a regular training program, and (3) to provide vocational instructional materials for a modified classroom. The materials are all simply written and illustrated for use with students with limited reading ability in English. It includes objectives, student assessment sheets, introductory sections, a section on tools, materials, and equipment, step-by-step explanations and illustrations, and student evaluations. An Instructor’s Orientation Guide (VSN# 02386) is available.


This book includes lessons on finding a job, finding a place to live, social security numbers, savings, accounts, checking accounts, registering to vote, using a map, buying a car, using the yellow pages, reporting an accident and many, many more. Written for students to use, the volume has sections to read, worksheets,
roleplaying activities, and more. Teachers have given this positive reviews, especially because it is humourously written.


This has eighteen lessons, divided into two major units: Getting Hired and On the Job. Lessons address the job application, job interview, company policies, figuring sales tax, taking stock, serving customers, and many more. Sections for reading, worksheets, activities, and roleplaying fill the book.


Written to teach students basic life skills through class activities, a variety of materials, field trips and speakers, this book includes reproducible forms, applications, maps, charts, illustrations and other materials. The book has three units:

(1) Consumer & Career Awareness (with 23 topics)
(2) Civic Awareness (with 10 topics)
(3) Cultural Awareness (with 8 topics)

Each topic has objectives, vocabulary, specific skills, in-class activities, material aids, out-of-class activities, speakers/agencies to cooperate with, evaluation activities, and supportive instructional materials. The book has numerous worksheets, handouts, and other materials for teachers to use with students.


A workbook for special education students, this includes numerous samples of applications for students to fill out.


A series of posters that cover basic skills.


A series of posters that cover safety, work attitudes, and other topics related to employment.


These are flash cards that cover the following topics:

This book describes how to use the series called *Just Around the Corner*. Though intended for use with video tapes the following workbooks have proven useful to students:

- Ethridge, Donna, Nancy White and Elizabeth Rodes. *Just Around the Corner: Consumer Education*. VSN# 02363
- Franklin, Paul, Janet McHugh and Elizabeth Rodes. *Just Around the Corner: Jobs and Employment*. VSN# 02364
- Franklin, Paul, Janet McHugh and Elizabeth Rodes. *Just Around the Corner: Health, Safety and Well Being*. VSN# 02365
- McHugh, Janet and Elizabeth Rodes. *Just Around the Corner: Rights and Citizenship*. VSN# 02366


A workbook on the five senses, this has brief, simply written introductory sections with exercises, activities and questions for students to complete.


Using a fictional account of one student's experiences, this book covers numerous topics related to buying a car. For use by students, this book is simply written and well illustrated.


Written for students, this book has four units: (1) What is a warranty, (2) Finding the right repair shop, (3) Complaints, and (4) a review section. This has ample activities and exercises for students to complete.

Written for students, well-illustrated and filled with worksheets and activities, this book has units on (1) when you need credit, (2) when you say "Charge It," (3) when you need to borrow money, (4) using and misusing credit.


This workbook has units related to supermarket shopping. It is simply written and well illustrated.


Units in this book relate to a variety of basic skills, including independent living, consumer education, and employment. Each unit includes information, forms, and worksheets for students to complete.


A workbook for students, this has introductory sections, with exercises and activities for students.


A student workbook, this covers math related to using menus, figuring the costs of meals, preparing cash register reports and more. It comes with a Teacher Guide (VSN# 02193).


This book is designed to increase language skills for employment. Units address a variety of topics, including filling out applications, preparing a resume, and more. Each unit includes information, forms and worksheets. It comes with a Teacher's Guide (VSN# 02195).


Developed for secondary, special education students, this book has units on working in (1) fast-food restaurants and (2) carryout restaurants, addressing topics such as duties of personnel, and skills for being a cashier. The book includes exercises and reviews for students, tests, a math inventory, and a progress chart. It comes with a Teacher's Guide (VSN# 02191).

Beginning with a sample worksheet for use throughout the book, this lists 123 job descriptions, each giving job title, requirements, hours, experience needed, salary, and more. Helps students know what different jobs entail.


This book covers 16 units related to driver's education, with each unit including (1) words for study, (2) chapter review, (3) multiple choice worksheet, and (4) comprehension questions. Use the following tests with the workbook:


Includes 16 duplicatable tests and a final examination.


A large text (526 pages), this was written specifically for adults learning in a second language, so the language is simple enough for secondary LEP students. Units include: (1) Community Services, (2) Government and Law, (3) Health, (4) Money Management, and (5) Occupations. Each unit has five chapters and each chapter explains skills to teach, how to prepare students for the unit, learning activities, evaluation methods, worksheets for students to use, post-tests, and answer sheets.


The following books are all simply written and filled with interesting photographs. With the reading sections come vocabulary lists and worksheets.

Government and Law VSN# 02289
Community Service VSN# 02290
Money Management VSN# 02291
Occupations VSN# 02292
Health VSN# 02293


With simply written reading sections, this presents information on exercise, eating properly and more. Each unit has exercises and activities for students.

Like the book above in format, this has units on grooming, rest and more.


Like the books above in format, this has units on nutrition, diet, and more.


For each of the 25 topics, this book presents samples from newspapers, then several pages of worksheets. A word list and key follow.


A reading/workbook about job exploration, this has unit information followed by exercises and activities for students complete. A Teacher Edition (VSN# 02197) comes with the work.


The purpose of these curriculum guides is threefold: to provide minimum skills for special needs students entering the stream, (2) to supplement vocational skills of those students in a regular training program, and (3) to provide vocational materials for a modified classroom. The materials are simply written and illustrated for use with students with limited reading ability in English. They include objectives, assessment sheets, introductory sections, a section on tools, equipment, step-by-step explanations and illustrations, and self-evaluations. An Instructor's Orientation Guide (VSN# 02368) is available. The library has the following volumes by Usoro:

Electrical Wiring VSN# 02377
Auto Service VSN# 02378
Plumbing VSN# 02379
Welding VSN# 02380

Sheets students can use to write down their goals for certain time periods or activities.


A checklist for students to fill out on personal perceptions of their personalities, interests, values, strengths and weaknesses. Printed in extra-large type.


A fictional account of an adolescent's job at a service station, this reader has exercises and questions at the end of each chapter.


This book includes 25 examples of maps, including road, weather, trail, floor maps, and more. Worksheets accompany each.


This book gives 25 examples from the most common and easily accessible reference materials, such as the dictionary, telephone book, and catalogs, and using graphs and charts. Worksheets accompany each.


In this book, students are given 25 common examples of "legalese," such as guarantees, leases, and jury duty notices. Worksheets accompany each.

**ASSESSMENT AND GUIDANCE**

Becker, R. L. *Revised Reading-Free Vocational Interest Inventory*. Columbus, OH: kben Publications, 1981. VSN# 01905

This is a non-reading vocational preference test for use with mentally retarded and learning disabled persons from age 13 to adult. It requires no verbal symbols or written statements for interpretation by examinees. Instead, pictorial illustrations with occupational significance are presented in forced-choice format for selections. Interest areas include: automotive, building trades, clerical, animal care, food service, patient care, horticulture, housekeeping, personal service, laundry service, and materials handling.
Botterbusch, Karl F. A Comparison of Commercial Vocational Evaluation Systems. Menomonie, WI: Materials Development Center, Stout Vocational Rehabilitation Institute, University of Wisconsin-Stout, 1980. VSN# 01942

This publication offers an objective comparison of vocational evaluation systems. The book reviews 15 systems, with detailed descriptions, reviewer's comments, references, and more.


This handbook is designed to help teachers, administrators, counselors and others, in identifying, assessing and placing limited English proficiency students in vocational education. The handbook contains four sections covering identification, referral process, assessment and uses of the assessment information. Each section provides an overview, suggested procedures and reference to appropriate resources. A major part of this document is the appendix section which includes sample resources and an extensive, descriptive list of testing instruments to assess language proficiency, vocational interests and aptitude, career development or maturity, and general achievement levels.

Evans, Joyce. Observational Checklists for Referral. Austin: Southwest Educational Development Laboratory, 1976. VSN# 00386

The Observational Checklists for Referral were designed to help teachers identify children who may have problems that would interfere with their learning and to make appropriate referrals. This book gives instructions for using the seven different checklists—general, health, vision, hearing, speech, behavioral, and motor—and then prints the checklists.

Gemmill, Perry R. Diagnostic Assessment of Disadvantaged Vocational Learners. College Park, MD: Department of Industrial Education, University of Maryland, 1979. VSN# 00462

The purpose of this booklet is to describe the types, assumptions, benefits and cautions of diagnostic tests as they relate to disadvantaged learners, to describe the role of the vocational teacher in administering vocational tests, and to assist the collection of diagnostic information about the disadvantaged learner.

Gemmill, Perry R. Disadvantaged Learner Referral Process. College Park: Department of Industrial Education, University of Maryland, 1979. VSN# 00464
The purpose of this booklet is to identify the criteria for describing basic cognitive, affective and psychomotor behaviors and to guide the development of a learner analysis profile for a disadvantaged learner.

Lennon, Thelma C. Guidance Needs of Special Populations. Columbus, OH. The National Center for Research in Vocational Education, The Ohio State University, 1979. VSN# 00757

Describes what research says about the guidance needs of students with special needs, including students with limited English proficiency.

McCarron, Lawrence. Curriculum Guides for SSSQ. Lubbock: Research and Training Center in Mental Retardation, Texas Tech University, 1982. VSN# 02036

A curriculum guide for use with the Street Survival Skills Questionnaire, which evaluates developmentally disabled individuals' functional knowledge and skills important for living in the community. Curriculum materials could be used with LEP students, due to simple language.


The PACG is an empirically validated method for developing training programs for handicapped persons who are preparing for sheltered employment. This kit includes inventories and a manual.

National Center for Research in Vocational Education. It Isn't Easy Being Special: Let's Find the Special People: Identifying and Locating Special Needs Learners. Columbus: Ohio State University, n.d. VSN# 01680

This publication presents a data collection system that will supply complete, accurate, and timely data on the numbers and distribution of special needs learners. It will also supply data useful in measuring the success of vocational programs for special needs learners and how well the programs serve these individuals.


Describes legislature's response to improving guidance programs.
This book describes testing and assessment methods used to identify Mexican American children as special education, reviews the literature related to this issue, and proposes future trends.


This valuable resource includes chapters on "Issues in Language Testing," "National Search for Instruments," "Evaluative Criteria," a lengthy chapter on "Test Descriptions," and a chapter on "Test Evaluations."

Terdy, Dennis. Descriptive Bibliography of Bilingual Tests for the Secondary Level. Arlington Heights, IL: Bilingual Education Service Center, 1980. VSN# 02467

Terdy, Dennis. Testing Instruments and Procedures for Adult English As A Second Language Programs. Arlington Heights, IL: Language/Adult Education Service Center, 1982. VSN# 02468

Both of the above resources lists instruments for use with bilingual and LEP students, then give descriptions and procedures for each.

RESEARCH REPORTS


This reviews manuscripts that directly relate to industrial arts for learners with special needs and unique capabilities. It has a section on the "disadvantaged and culturally deprived."


This report describes an investigation of how teachers can and should differentiate between students who have learning problems
because of different handicapping conditions or backgrounds. One of the five conditions investigated is the "culturally/linguistically different."


This publication reports the outcomes of a research project which investigated the effects of bilingualism on vocational concept formation. It also provides information on the broad application of the research.


An article, reprinted from Focus on Exceptional Children, on the problems culturally disadvantaged children face because they speak a language different than middle-class English.


This report describes the work of a task force committed to finding ways to improve limited English proficient students' access to vocational-technical programs and to improve the students' performance in those programs. The first section considers major population shifts and their results in relation to vocational education. The section gives information about factors that limit the LEP student from taking full advantage of vocational-technical programs. The third section identifies practices that schools and other agencies use to overcome these factors. And the last section gives the task force recommendations.


This report includes the most complete version of the scales and manuals for the Chicago Jewish Vocational Services scale, a behavioral identification format. It also includes the third progress report of the Chicago JVS project.


This report describes a study to determine if Spanish-English bilingual programs of vocational education in the secondary schools in Texas were needed as perceived by five groups of people who were in a position to influence decisions made about such programs.

**RESOURCES OF GENERAL INTEREST RELATED TO LIMITED ENGLISH PROFICIENCY**


A well-written, interesting book on the experiences of handicapped persons in America. This will enlighten educators.


A textbook that covers the topic, this has sections on instruction, implementation, involvement of community resources, and other issues.


This book describes methods for helping handicapped clients adjust to work.


A series of readings, on a variety of topics related to the career and vocational education of handicapped students.


This textbook covers a philosophy of career education for the handicapped, a description of the handicapped, general orientation, mainstreaming, vocational work/study programs, job readiness, legal requirements, program evaluation, and more.

A large (358 page) textbook on career planning.


A teacher's own experiences teaching in an inner-city school.


In this collection of educational essays, several address bilingual education, defending its need, describing its current methods.


This collection of articles from the journal Focus on Exceptional Education addresses the rationale for alternative programming, models, and approaches. A large collection with 493 pages.


This textbook has articles grouped under three parts: (1) Theoretical Issues and Alternatives, (2) Special Groups and Career Behavior, and (3) Manpower, Methodology and Policy.


This describes the nature of counseling, how to focus on growth, the counseling relationship, the process of counseling, dealing with ambiguity, authentic behavior in the counseling relationship, and dimensions of counselor self-actualization, and concludes with a counseling practicum handbook.


Discusses a variety of topics related to the adjustment of protected clients to employment, including community services, safety, and more.

This collection of essays describes the mentally handicapped, then covers assessment, special education's responsibility, and manpower development and utilization. It includes 42 essays in all.


A large handbook, this includes information for classroom teachers, counselors, administrators, rehabilitation counselors, VACs, and more.

BIBLIOGRAPHIES, DIRECTORIES, RESOURCE LISTS


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Dean, Frances F. Intercultural Education Series: A Selected, Annotated Bibliography of Inter-American Teaching Aids, for Art, English Language Arts, Music, Social Studies and Spanish. College Station: Texas A&M University, 1967. VSN# 00332


Herschbach, Dennis R. Teaching Special Needs Students: Selected Resources from Vocational Teachers and Teacher Educators. College Park, MD: Dept. of Industrial Education, University of Maryland, 1977. VSN# 00564


New York State Education Department. National Catalog of Films in Special Education. Columbus, OH: National Center on Educational Media and Materials for Handicapped at Ohio State, 1977. VSN# 01005


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