The Government Documents Collection of the Calvin T. Ryan Library of the University of Nebraska at Kearney contains a broad range of information on a variety of topics, including curriculum guides and materials. This bibliography gathers government documents of special interest to education students, practicing teachers, and teachers of adult students. Most documents listed are federal, but some Nebraska state documents are annotated. Curriculum guides and supplements, print and nonprint materials, bibliographies, evaluation materials and standards, project examples, and study guides, workbooks, and activity books are included in the following categories: (1) alcohol and drug abuse; (2) career and vocational education; (3) emergency services, traffic safety, and law enforcement; (4) family life and parenting; (5) foreign languages; (6) health, fitness, and nutrition; (7) miscellaneous topics/general; (8) nursing; (9) occupational safety and health; (10) home, school, and automotive safety; (11) social services; and (12) special education. The 165 titles are also indexed by subject. (SLD)
CURRICULUM MATERIALS FOR USE WITH ADULT GROUPS:

A BIBLIOGRAPHY OF GOVERNMENT DOCUMENTS

GOVERNMENT DOCUMENTS DEPARTMENT
CALVIN T. RYAN LIBRARY
University of Nebraska at Kearney

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FEBRUARY, 1989

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
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INTRODUCTION

The Government Documents Collection of Calvin T. Ryan Library contains a wealth of information on a wide range of topics and has different types of publications including studies, reports, etc. One of the more difficult types to locate is curriculum material. A number of government agencies publish curriculum guides and supplements which are scattered throughout the collection.

This bibliography and its companion bibliography, "Curriculum Materials for use with Grades K-12: A Bibliography of Government Documents", attempt to gather together, as comprehensively as possible, government documents of special interest to students pursuing careers in education, practicing teachers, and teachers of adult students, including college faculty. Most of the material is not copyrighted and can be copied. All of the titles on the bibliography can be checked out of the library for four weeks.

When the bibliography was originally compiled, both K-12 and adult level materials were included in one list. With this revision, however, the two audience levels provided a natural division for separating what had become a listing of unwieldy length. There is now a separate bibliography of curriculum guides and supplements designed for use with pre-school through twelfth grade students and another for materials which are geared toward adult audiences. The user should bear in mind, however, that upper level high school students would benefit from many adult level guides and both bibliographies should be consulted for comprehensive coverage.

With this revision, also, annotation of titles was expanded to include almost all of the entries on both lists. Subject coverage, a description of various parts of a set (if applicable), and audience level were included in the annotation whenever possible. Each entry has the publication date, number of pages, and the call number which must be used to find the document in the collection. A decision was made to use only the broad government agency as the author of the document, rather than listing the broad agency plus several subagencies. In general, titles published prior to 1980 were dropped from the bibliographies. A select few, published before this date, are included because the information is not out of date. The word "Kit" has been used to describe multimedia sets which may contain a printed volume, a poster, a set of duplication masters, charts, transparencies, or other supplementary material.

The bibliographies attempt to be as comprehensive as possible in the inclusion of curriculum guides and supplements. Certain types of publications were excluded, however, including studies, results of surveys, technical reports, conference reports, journals, essays, statistical publications, and others deemed to not be of immediate practical use to the teaching profession. Some of the titles included are in Spanish or are designed for bilingual teaching.
Several different types of publications have been included. The pre-school-12th grade bibliography contains:

- curriculum guides
- curriculum supplements
- sources of government and non-governmental print and non-print materials
- bibliographies
- evaluation guides
- standards for evaluation
- examples of innovations and exemplary projects
- student study guides
- student workbooks
- activity books
- story books
- coloring books
- comic books

The adult level bibliography contains the same types of publications, with certain obvious exceptions (comic books, etc.) and, in addition, also has lecture summary cards for teachers, guides for educating community groups and the general public, and professional level materials. Subject coverage is broad and includes topics such as AIDS, automobile repair, child abuse, driver's education, the elderly, fitness, health care, occupational safety, prenatal care, sexuality, and traffic safety.

Arrangement of the entries is by broad subject heading, with a subject index in the back to provide more detailed subject access. Within most broad subject sections are two parts, one which lists and describes the guides and supplements and another which contains bibliographies and sources of materials on the subject. A miscellaneous section in both bibliographies lists titles that either were too few in number to list in separate subject sections, did not readily fit in any subject section, or contain information covering several subjects. Titles are listed only once on each bibliography. Users are advised to consult the subject index for related topics and for titles which contain several subjects but are listed under only one.
ALCOHOL AND DRUG ABUSE


Deals with the prevention of alcohol problems; contains a facilitator's handbook of lesson plans, outline cards, take-home summaries of each session's information, and handout masters.


Helps parents make decisions about responsible drinking behavior so that they can lead their children by example and by fostering healthy attitudes toward drinking. Set has a facilitator's handbook of lesson plans, outline cards, take-home summaries of each lesson, and handout masters.


A course which teaches responsible decision making for women who drink. Set includes facilitator's handbook of
lesson plans, session outline cards, take-home summaries, and handout masters.

**CAREER AND VOCATIONAL EDUCATION**


Designed for educators who provide child development associate training. Assists in planning a new curriculum or revising an existing one.


Tested curriculum for training people to work with the elderly, children, the chronically ill, and handicapped. Topics include communication, nutrition, personal care, medication, and rehabilitation.


Assists instructors of electronics technology with teaching nontechnical objectives including interpersonal skills, decision making, planning, and communication skills.


Above four titles present standards useful for evaluating existing programs and for program development and planning of facilities, equipment, instructional staff and criteria/assessment instruments.

A workbook for exploring feelings and stereotypes.

**EMERGENCY SERVICES, TRAFFIC SAFETY, AND LAW ENFORCEMENT**


Designed to improve the effectiveness of speed enforcement through proper and efficient use of RADAR speed measurement devices.

**Criminal Justice Planning and Management Training Series.** U.S. Dept. of Justice. 8 volume set. 1981.

Materials for academicians, trainers, and practitioners who wish to expand their managerial capabilities. Set includes: *Overview,* (19 p.; J 26.8:C 86/14/overview); *Evaluation Guide,* (108 p.; J 26.8:C 86/9/evaluation); *Glossary,* (18 p.; J 26.8:C 86/9/glossary); *Volumes 1 and 2,* *Planning Course, Instructor's Guide,* (various paging; J 26.8:C 86/9/v. 1, 2); *Volumes 3 and 4,* *Participant/Student Guide,* (various paging; J 26.8:C 86/9/v. 3, 4); and *Volume 5,* *Management Course, Instructor's Guide,* (various paging; J 26.8:C 86/9/v.5).


Textbook discusses procedures for transporting and providing emergency care; workbook has vocabulary and questions.


Course guide describes goals, planning, and evaluation. Lesson plans discuss such subjects as emergency care, CPR, disaster procedures, etc., and include a skills checklist.


Program designed to teach persons who will become instructors in an emergency medical services program. Instructor lesson plans volume has twelve lessons, a sample course schedule and sample student handouts. The course
guide describes the program, planning, and evaluation. The student guide has lessons and a bibliography.


Course guide discusses the program, planning and evaluation. Lesson plans and a student study guide complete the set.


Course guide contains an introduction, and course planning/implementation information which goes with the instructor lesson plans.


Course guide has introduction and planning/implementation considerations. Lesson plans cover such topics as the prehospital environment, patient assessment, trauma, medical information, and behavioral emergencies.


Manual helps plan a safety belt education program for groups. Includes activity materials, information for discussion leaders, example community projects, and a directory of resource persons and agencies.


From the National Institute of Law Enforcement and Criminal Justice; discusses the criminal investigation process and potential benefits of modern management methods. Handbook has information about implementation issues and development of workable operational plans.


The NEAR program (National Emergency Aid Radio) trains persons who monitor citizen's band radio emergency channel 9.


A one day course with five teaching units. Discusses operation of testing equipment and tells how to apply information gained to an arrest/no arrest decision.


Intended audience: adult general public groups, police trainees, and on-the-job police officers.


For use with Getting the Safety Belt Message Across (TD 8.8:Sa 1/6) and The Safety Belt Message, Student Lessons. (TD 8.8:Sa 1/4).

BIBLIOGRAPHIES AND SOURCES OF MATERIALS


A list of AV materials to buy or rent from the National Audiovisual Center. No previewing of titles is permitted.


A list of AV materials which can be rented or purchased from the National Audiovisual Center. Preview is free to non-profit organizations.

FAMILY LIFE AND PARENTING


Includes a course outline for the inclusion of child
abuse and neglect topics in postsecondary teacher training programs.


Two volume set which contains a curriculum for improving parenting skills and training child care workers.

**Child Safety Program Handbook.** ACTION. 16 p. 1985. AA 1.8:C 43

Tells how to organize a Child Safety Day to increase awareness and educate about missing children. Also available, two supplements:  Protect Your Children (AA 1.2:Ch 43), and  Protect Your Disabled Child (AA 1.2:D 63).


This two part set was designed to help educate parents in skills for effective communication and constructive management of power. Topics include listening skills, responding, sharing of feelings, decision making, positive guidance, and modeling for preferred behavior.


Explores daily life (money, food, exercise); life with children (play, development, school); family values; and life over the years (relationships between generations, sexuality, how to discuss sexuality with children), and more.


Five volumes present a model curriculum for parent sexuality education. Set includes:  Vol. 1, Impact of the Programs, (103 p.);  Vol. 2, Guide to Designing and
Set includes activities, materials, objectives, handouts, and worksheets.

BIBLIOGRAPHIES AND SOURCES OF MATERIALS


Materials available from the Public Health Service; some are free.

FOREIGN LANGUAGES

Basic Language Courses. U.S. Dept. of State.

Amharic, Basic Course and Reader. 2 volumes. 1964. S 1.114/2:Am 4

Modern Written Arabic, Volumes 1-3. 3 volumes. 1964-1978. S 1.114/2:Ar 1/v. 1-3

Contemporary Cambodian. 379 p. 1974. S 1.114/2:C 14/15

Chinyanja, Basic Course. 351 p. 1965. S 1.114/2:C 44

Spoken Dari. 443 p. 1980. S 1.114/2:D 24


Fula, Basic Course. 489 p. 1965. S 1.114/2:F 95

Hungarian, Basic Course. 339 p. 1964. S 1.114/2:H 89/units 13-24

Kirundi, Basic Course. 526 p. 1965. S 1.114/2:K 63

Serbo-Croatian, Basic Course. 633 p. 1965. S 1.114/2:Se 6/v.1

Shona, Basic Course. 519 p. 1965. S 1.114/2:Sh 7
Sinhala, Basic Course, Modules 1-3. 3 volumes. 1979.  
S 1.114/2:S1 6/module 1-3

BIBLIOGRAPHIES AND SOURCES OF MATERIALS

Foreign Language Courses Produced by the Federal Government.  
AE 1.110:F 76

Available for purchase from the National Audiovisual Center.

Spanish Soundtrack Videocassettes, Films, and Slide/Sound  
Programs Available from the National Audiovisual Center.  
National Archives and Records Administration. 4 p. 1987.  
AE 1.110:Sp 2

Materials for sale and rent from the National Audiovisual Center. A fee is charged for previewing titles.

HEALTH, FITNESS, AND NUTRITION

Building Nutrition Counseling Skills: A Guidebook for Workshop  

Suitable for educators in nutrition related areas;  
includes activities, session outlines, planning information,  
and a bibliography.

Cross-Cultural Counseling: A Guide for Nutrition and Health  
A 1.11/3:C 88

For use with women, infants, and children.

Expanded Food and Nutrition Education Programs: Teaching  
6 p. 1984. A 43.2:F 73/4

Fourteen Fountains of Youth. Veterans Administration. 32 p.  
1988. VA 1.2:F 82

Practical hints and tips for the elderly to help  
maintain their health; topics include lifestyle, skin, heart,  
muscles, nutrition, and more.

Health Promotion: A Resource Guide for Fitness Programs for  
33 p. 1987. HE 23.8:F 55

Contains: introduction, how to design a fitness module,  
lists of resource materials and references.

Includes an education module on fitness for injury prevention.


Background information, goal setting, supermarket demonstrations, basic cooking class series, cookbooks for seniors. Includes reading lists and a directory of organizations.


Information about health promotion program planning, activities, and resources. Health Promotion and Aging: Strategies for Action (69 p. 1984. HE 23.3008:H 34) is a "how to" guide for setting up community-wide health promotion programs for the older person and is designed to be used with the above title. Health Promotion for Older Persons: A Selected Annotated Bibliography (39 p. 1984. HE 23.3011:H 34) is the third part of the set.


How to plan for nutrition education for women in the Women, Infants, and Children program. Includes lesson plans, how to select materials, measure results, and get current information.


Background information, counseling suggestions, and sources for more information.

People Programs that Work in Food and Fitness. U.S. Dept. of Agriculture. 6 p. 1984. A 43.2:P 39


Purpose is to train volunteers to teach smoking cessation courses; course outline for eight sessions, with list of films and ordering information.

Tells how to select materials, locate and acquire them, how to evaluate materials and how to develop new ones. Subjects: nutrition, high blood pressure, alcohol use, exercise, smoking, stress, cancer detection, and more.


Manual provides training for lay persons and nurses who work in community health care facilities and clinics; also useful for school health education, home economics classes, rural development, and volunteer and staff training.


Provides ideas to use in community settings, public and private health agencies, health care settings, worksite programs, religious organization programs, and school-based programs.

BIBLIOGRAPHIES AND SOURCES OF MATERIALS


List of materials, some free, and bibliography. Graded by adult reading level and quality.


A bibliography containing descriptions of publications available from federal agencies.


Lists materials for all ages, including adults; topics include aging, alcohol, drugs, death and dying, nutrition, first aid, sexuality, and mental health. Also contains a directory of health agencies, journals, and reference sources.


A bibliography of free and low cost books, pamphlets and
audiovisual materials useful for instructors conducting exercise programs.

**Facts about AIDS:** Three New Videocassette Programs Present the Latest Facts about AIDS Today. National Archives and Records Administration. pam. 1986. AE 1.110:Ac 7

Adult audiences; for sale from the National Audiovisual Center. No rental or preview is available.


Catalog of Food and Drug Administration publications, slide shows, and films. Many are free and can be ordered from the FDA regional office in Omaha. Topics include food additives, food safety, nutrition, food labeling, drugs, medical devices, and Spanish language publications.


Lists organizations, associations, and agencies which have free and low-cost materials available. Compiled by the Curriculum Services branch of the Nebraska Dept. of Education.


Source of free and low cost publications; topics: age changes and health promotion, common disorders of later life, financial planning, widowhood.


Lists professional, voluntary, and government organizations with an interest in maternal and infant health. Has titles of publications available from each. Many are free.

**Media for Health and Behavior.** National Archives and Records Administration. 16 p. 1986. AE 1.110:H 34

Programs for sale or rent from the National Audiovisual Center on aging, alcohol/drug abuse, wellness, family planning, nutrition, sex education, health education. Free preview.


Guide to print and audiovisual materials, designed for use in the Women-Infants-and-Children program and the Commodity Supplemental Foods (CSF) program, but also useful for other groups. Reading level is noted when possible for each item and starts at the fourth grade level. Subjects include pregnancy, breastfeeding, infant feeding, food buying, and preschool children.


Materials available for professionals and community groups; booklets, films, posters, fact sheets.


Tells about organizations and their publications about stress and stress management.


List of publications for the general public; many are free.

MISCELLANEOUS TOPICS/GENERAL


A teaching module from the Internal Revenue Service; contains teaching objectives and student exercises.

BIBLIOGRAPHIES AND SOURCES OF MATERIALS


List of materials to purchase or rent from the National Audiovisual Center.


AV materials for sale or rent.

Materials for sale or rent from the National Audiovisual Center.


Video programs to purchase; subjects include education, careers, fine arts, geography, health, history, nature, safety, and science. Fee charged for previewing.


Available for purchase or rent from the National Audiovisual Center. Review is free to non-profit organizations.


Publications on subjects such as school personnel, child nutrition, school curriculum, special education, vocational education, and rehabilitation services. Many are free.

NURISING


Part of the health professions education curriculum resources series; a guide for nursing department faculty.


Part of the health professions education curriculum resource series; a curriculum guide for medical educators.

Designed for nurses, physicians, and physician assistants; curriculum discusses recognition, motivation, interviewing, and case management.


Includes a bibliography.


A curriculum guide with 15 teaching modules.


Helps children become familiar with hospital routines, tests, and treatments.


Subtitled: "A Topical Outline for the Teaching of Family Health, a Life-Cycle Approach". Chapters on the family, conception, pregnancy, nursing, growth from birth to old-age, common diseases, family planning, and community health work.


Course discusses concepts, principles, and methods of surveillance and investigation of communicable diseases. Set includes twelve test manuals and lesson books and an introductory booklet. The first lesson defines terms and concepts, the second and third deal with statistics which assess risk in specific populations. Organizing epidemiologic information is the subject of the fourth lesson. These four lessons provide the background necessary for the final two parts: disease surveillance and disease investigation. Lessons consist of readings, exercises, and an examination.


Handbooks which explain procedures followed for hospital
heart tests on young children; coloring book format. Part 1, preschool; part 2, school age, and Part 3, preschool and school age.

BIBLIOGRAPHIES AND SOURCES OF MATERIALS


Assists health professionals with locating and selecting materials for patient, public, professional, and paraprofessional education about the rheumatic diseases.


Free publications from the National Cancer Institute; materials for professionals and for the public.


Materials about cancer in adults and children; breast cancer, leukemia, lung cancer, colorectal cancer; other additional resources.


Bibliography containing materials for patients, their families, the public, and health care providers.


Bibliography of materials for laboratory educators; lists educational services and resources in print and audiovisual formats.


Materials to buy or rent; subjects include diets, exercise, health, family planning, safety, drugs. Free preview for non-profit organizations.

Materials designed for nurses and health professionals to use with patients.

Media for Nursing and Patient Care. National Archives and Records Administration. 8 p. 1987. AE 1.110:N 93

Catalog of audiovisual materials available for purchase from the National Audiovisual Center. A few can be rented; no previewing available.


Catalog of videotapes, brochures, slide/tape shows, and course outlines available from the Centers.


An annotated bibliography.

OCCUPATIONAL SAFETY AND HEALTH


Designed as a one-three week course, or a one-two semester undergraduate/graduate course. Examines the fundamentals of design of controls which deal with occupational health hazards. Lectures are supplemented by problem solving sessions. Each of the modules below includes an instructor's manual and a student manual.

Introduction. HE 20.7108:In 2/4/instructor and HE 20.7108:In 2/4/student

Industrial Ventilation. HE 20.7108:In 2/2/instructor and HE 20.7108:In 2/2/student

Thermal Stress. HE 20.7108:In 2/5/instructor and HE 20.7108:In 2/5/student

Sound. HE 20.7108:In 2/3/instructor and HE 20.7108:In 2/3/student

Industrial Illumination. HE 20.7108:In 2/6/instructor and HE 20.7108:In 2/6/student

Radiation. HE 20.7108:In 2/7/instructor and HE 20.7108:In 2/7/student

Ergonomics. HE 20.7108:In 2/8/instructor and HE 20.7108:In 2/8/student
Other Topics. HE 20.7108:In 2/9/instructor and HE 20.7108:In 2/9/student


Tells how to establish and administer effective safety and health programs in schools; focuses on hazards encountered in the industrial/vocational shop.

BIBLIOGRAPHIES AND SOURCES OF MATERIALS


Reviews and evaluates; gives audience level, sources, and prices.


Catalog of AV materials to buy or rent from the National Audiovisual Center. Free preview for non-profit organizations.


Occupational safety and health videotapes available, on free loan, from the National Institute for Occupational Safety and Health. All are in the public domain and can be copied.

SAFETY: IN THE HOME, SCHOOL, AUTOMOBILE

Early Rider Medical Community Child Restraint Project. U.S. Dept. of Transportation. Set of five documents. 1979. TD 8.2: Ea 7(letters)

Set explains how to set up a program to educate adults about the value of using child restraints in automobiles. Includes how to set up a "loan-a-seat" program, (TD 8.2:Ea 7/seat), a curriculum guide, (TD 8.2:Ea 7), a publicity handbook (TD 8.2:Ea 7/publicity), and a fact book (TD 8.2:Ea/fact).


Consists of four posters and trainer's manual. Learning activities and resources for teaching food safety. Subjects: sanitation/personal hygiene, safe food preparation, preventing cross contamination, safe cooling and reheating of
foods. High school and adult level.


Explains how to set up a child passenger safety program with involvement of education, business, civic, health care, and law enforcement groups. Includes bibliography, directory, and a checklist for safety features of used safety seats.


BIBLIOGRAPHIES AND SOURCES OF MATERIALS


Source of free materials, including curriculum guides and lessons.

SOCIAL SERVICES


An eight module course for persons who have direct contact with youth on an individual or group basis, including school personnel, community-based program staff, criminal justice personnel, and mental health workers. The trainer and participant manuals contain information which gives a basic understanding of adolescent (ages 12-18) development, interpersonal skills, and knowledge necessary for delivering high quality services.


Contains nine units; subjects include understanding families, special needs children, preparing children and families for adoption, and the legal aspects of adoption.

Contains an overview of the course, guides for using the manuals (see below), and a history of group child care. To be used with: The Child Care Worker: Student Manuals 1-7. (7 volume set; 1979; HE 23.1208:C 43/2/student 1-7). The manuals can be used separately or in any combination. Titles include: Developmental Planning, (153 p.); Developmental Needs, (155 p.); Separation, (163 p.); The Cottage, (161 p.); Discipline, (147 p.); The Group, (147 p.); and The Job, (141 p.).


A resource manual of curriculum and instructional information including instructional units and activities; to be used to train alcoholism counselors.


Resource manual and instructor's manual are designed to help train volunteers who will work with the elderly in a rural setting.


We Love You. ACTION. no paging. 1985. AA 1.2:G 76/2

A coloring book of pictures created by children served by the Foster Grandparent Program.

BIBLIOGRAPHIES AND SOURCES OF MATERIALS


Materials available for purchase or rent from the National Audiovisual Center. Previewing is free for non-profit organizations.
SPECIAL EDUCATION


Discusses issues and considerations for persons who work with handicapped children ages birth to three years old; has a bibliography for further information.


Sections include the curriculum, behavioral approach to education, integrated programs, communication enhancement, and parent involvement.


BIBLIOGRAPHIES AND SOURCES OF MATERIALS


Materials for sale or rent form the National Audiovisual Center. Previewing is not available.

Videocassette and Film Programs for Special Education. U.S. Dept. of Education. 4 p. 1987. ED 1.17:V 66

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