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Publications Services Branch

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Abraham Ribicoff, Secretary

Office of Education . . . Sterling M. McMurrin, Commissioner

111
112
113

Foreword

THIS CATALOG lists Office of Education publications which are either in stock or in press as of October 1961 and are expected to be available for sale to the public through the Superintendent of Documents, U.S. Government Printing Office, early in 1962. It does not include masthead and other processed publications and materials prepared by the various divisions for free distribution to special mailing lists.

This list of about 500 currently available publications includes many new titles as well as recent editions of annual surveys which, since the academic year 1869-70, have become traditional publications of the Office of Education, providing data and forecasts concerning finances, enrollment, staff, curriculum, and facilities of public schools and colleges and universities. Through these publications the Office of Education seeks to fulfill its responsibility to disseminate information respecting the condition and needs of education throughout the United States.

CARROLL B. HANSON, *Director*
B. HAROLD WILLIAMS, *Assistant Director*
Publications Services Branch

Contents

	OE numbers	Page
Foreword.....		III
General Publications		
Miscellaneous.....	10000-10999	1
OE Publications.....	11000-11999	2
Research.....	12000-12999	3
Adult Education.....	13000-13999	3
International.....	14000-14999	5
Library Services.....	15000-15999	8
Elementary and Secondary Education		
Administration and Statistics:		
General.....	20000-20999	10
Buildings, Equipment.....	21000-21999	14
Finances.....	22000-22999	16
Staff, Salaries.....	23000-23999	18
Students:		
Enrollment, Retention, Graduation.....	24000-24999	19
Guidance, Counseling, Testing.....	25000-25999	20
Careers.....	26000-26999	22
Curriculum and Activities:		
Foreign Languages.....	27000-27999	22
Health, Physical Education, Recreation.....	28000-28999	23
Mathematics, Science.....	29000-29999	24
Language Arts.....	30000-30999	25
Social Studies.....	31000-31999	26
Other Subjects and Activities, General Teaching Methods.....	32000-33999	26
Audiovisual Aids.....	34000-34999	29
Exceptional Children, Special Education.....	35000-35999	30
Rural Education.....	36000-36999	33
Higher Education		
Administration and Statistics:		
General.....	50000-50999	35
Buildings, Equipment.....	51000-51999	37
Finances.....	52000-52999	38
Faculties, Salaries.....	53000-53999	38
Students:		
Admission, Enrollment, Degrees.....	54000-54999	40
Costs and Financial Assistance.....	55000-55999	42
Curriculum.....	56000-56999	42
Special Institutions and Education:		
Junior Colleges, Community Colleges, Post-High School Courses.....	57000-57999	44
Teacher Education.....	58000-58999	44

Vocational Education	<i>OE numbers</i>	<i>Page</i>
General and Area Programs.....	80000-80999	46
Agriculture.....	81000-81999	46
Distributive Education.....	82000-82999	48
Home Economics.....	83000-83999	49
Trade and Industrial Education.....	84000-84999	50
Practical Nurse Education.....	85000-85999	52
Office Education.....	86000-86999	53
Title Index.....		55
Special Ordering Information.....		65
Order Blank.....		67

Publications
of the
Office of Education
1962

THE PUBLICATIONS listed here are expected to be available for purchase from the Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C., early in 1962. However, supplies are limited, and prices are subject to change without advance notice. All are in paper covers unless otherwise specified. When ordering copies, please use order blanks on the last pages and give the catalog number and the title.

CATALOG NUMBERS appear at the right above each title, usually preceded by the letters FS. The catalog number for publications issued annually now remains the same, except that the year is indicated by a dash following the OE number, as in FS 5.210: 10000-61. The basic OE number (10000 in this case) is used to locate the publication in the annotated list and to identify it in the cross references.

SINCE JULY 1, 1959, Office of Education publications have been given OE identification numbers which are now incorporated as the last five digits of the catalog numbers used by the Superintendent of Documents. The OE numbering system appears in the contents of this bulletin. Publications bearing an OE number have been listed in numerical order under each heading; publications issued before July 1959 are found in alphabetical order in the first section under the appropriate headings.

CROSS REFERENCES give the OE number or group for each title. For example, the annotated entry for a *see also* title followed by (15025) would be in the second part of the Library Services section (15000-15999), in numerical order. In that category the first part of the catalog number is always 5.215. References to pre-July 1959 titles are indicated by figures such as (15 . . .). The annotated entry in that case appears in the first part of the 15000 section, in alphabetical order.

General Publications

Miscellaneous (10000-10999)

FS 1.1: 960
ANNUAL REPORT—U.S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE—
1960. 814 p. \$1

Most recent of a series of reports submitted annually to the President of the United States; contains an account of the activities of the Social Security Administration, Public Health Service, Office of Education, Food and Drug Administration, Office of Vocational Rehabilitation, Saint Elizabeths Hospital, American Printing House for the Blind, Gallaudet College, and Howard University.

FS 5.17: 109
ANNUAL REPORT OF THE FEDERAL SECURITY
AGENCY, Office of Education, 1951-52.
Earl James McGrath. 1953. 31 p. 15¢

Covers history of Federal support of education; local control of education; specific types of education; safeguarding local control in Federal participation in relation to need for school housing, more teachers, more aid for exceptional children, children of migratory workers, life adjustment education, educational TV, methods of education; role of the U.S. Office of Education in meeting these problems; publications issued during the year; future plans.

FS 5.2: C76/2
CONSTITUTION OF THE UNITED STATES, THE.
Revised 1954. 43 p. 10¢

A pocket edition of the Constitution of the United States of America, containing the full text and 22 amendments.

FS 5.2: D85
THE DECLARATION OF INDEPENDENCE AND
ITS STORY. R. L. Hunt, Howard H.
Cummings, Wilhelmina Hill, and Jen-
nings B. Sanders. Revised 1953. 37 p.
10¢

Includes the full text of the Declaration of Independence and describes its background history. Includes biographical notes and suggestions for studying the Declaration. Designed for secondary school teachers.

FS 5.210: 10000
GUIDE TO THE NATIONAL DEFENSE EDUCA-
TION ACT OF 1958. Theodora E. Carlson
and Catherine P. Williams. 1959.
27 p. 25¢

The act as a whole and the general provisions, amount of Federal funds authorized, and initial appropriations under each of the 10 titles of the act. Explains purposes and plans for administration; answers a number of questions concerning the NDEA program.

FS 5.210: 10001-61
EDUCATION ASSOCIATIONS, 1960-61. Part
4, Education Directory, Bobbie Doud.
1961. 117 p. 50¢

Lists addresses, chief officers, and publications of national, regional, and State education associations; foundations; religious and international organizations; honor societies.

Also available:

—1959-60. 117 p. 50¢

FS 5.210: 10002
KNOW YOUR CAPITAL CITY. Mary Will-
cockson. 1958; reprinted 1960. 49 p.
25¢

Gives historical and present-day background for appreciating the Nation's capital, from the point of view of student tours.

FS 5.210: 10003
STATISTICAL SUMMARY OF EDUCATION,
1955-56. Rose Marie Smith and W.
Vance Grant. 1959. 96 p. 45¢

Consists of a resume of other chapters of the biennial survey and a general survey of data related to elementary and secondary education, higher education, libraries, and international educational activities.

Also available:

—1953-54. 86 p. 35¢.

FS 5.23: 952-54/ch. 1

—1951-52. 65 p. 30¢.

FS 5.23: 948-52/ch. 1

—1949-50. 52 p. 20¢.

FS 5.23: 950-50/ch. 1

- 1947-48. 50 p. 20¢.
FS 5.23: 946-48/ch. 1
- 1945-46. 40 p. 15¢.
FS 5.23: 944-46/ch. 1

FS 5.210: 10004-60

REPORT OF THE NATIONAL DEFENSE EDUCATION ACT: Fiscal Year Ending June 30, 1960. 1961. 93 p. 55¢.

Reports for each title of the 1958 NDEA the amounts authorized and appropriated for fiscal 1959, whether or not on a matching basis; the need, purpose, provisions, and accomplishments of grants. Tables include funds expended and extent of participation in the projects financed under each title of the act.

Also available:

- June 30, 1959. 62 p. 45¢.

FS 5.210: 10005-61-A

PROGRESS OF PUBLIC EDUCATION IN THE UNITED STATES OF AMERICA, 1960-61. 1961. 318 p. \$1.25

Serves as the report of the Office of Education to the 24th International Conference on Public Education at Geneva, Switzerland, July 3-14, 1961, jointly sponsored by UNESCO and the International Bureau of Education. Contains translations in French, Russian, and Spanish.

Also available:

- 1959-60. 68 p. 30¢.

FS 5.210: 10006

EDUCATION IN THE UNITED STATES OF AMERICA. 1960. 134 p. 50¢.

Gives a broad view of education in the United States to persons not acquainted with the education system in this country.

FS 5.210: 10009

FEDERAL FUNDS FOR EDUCATION, 1958-59 AND 1959-60. Clayton D. Hutchins, Albert R. Munse, and Edna D. Booher. 1961. 247 p. \$1.

Reports on Federal interest in education, methods of distributing Federal funds, and the amount of assistance, listed by Federal agency and by educational classification.

Also available:

FS 5.3: 959/2

- 1956-57 and 1957-58. 204 p. 75¢.

OE Publications
(11000-11999)

HIGHER EDUCATION. Subscription \$1.25 a year domestic; \$1.75 if mailed to a foreign address. Single copy 20¢.

Provides information on Federal activities and policies related to higher education; reports on statistical and other studies of the Office of Education; includes news from colleges and universities and from educational organizations on their policies and activities; lists new publications on higher education. Serves as a medium of communication for American colleges and universities and persons interested in higher education.

SCHOOL LIFE. Subscription \$1.75 a year domestic; \$2.25 if mailed to a foreign address. Single copy 20¢.

Contains information on important trends in American education; reports on Office of Education activities; reviews major publications, pertinent statistics, and current legislation in the field of education; offers general information useful to school administrators and teachers, school board members, journalists, librarians, students, and laymen who wish to keep abreast of school developments.

FS 5.211: 11000A

PUBLICATIONS OF THE OFFICE OF EDUCATION, 1961. Beryl Parke. 52 p. 25¢.

Presents OE publications currently for sale by the Superintendent of Documents. Superseded by this 1962 list.

FS 5.211: 11001

PUBLICATIONS OF THE OFFICE OF EDUCATION, 1937-1959. Beryl Parke and Zelma E. McIlvain. 1960. 157 p. 50¢.

Lists OE publications by type (bulletin, circular, vocational, other series) over a 22-year period; contains author, subject, and title indexes.

FS 5.211: 11002

HANDBOOK, OFFICE OF EDUCATION. 1960. 49 p. 25¢.

Briefly describes the activities of the Office of Education—historical background, function and organization, activities of the various divisions—includes a statement of career opportunities in the Office, and lists chief officers.

Also available:

- 1959. 48 p. 20¢. FS 5.6/2: Ed 8

Research
(12000-12999)

FS 5.212: 12004-60

COOPERATIVE RESEARCH PROJECTS. Fiscal 1960. 1961. 112 p. 30¢.

Announces plans of projects initiated under Public Law 531 during the fiscal year; includes names of project directors, the sponsoring institution or agency, and probable duration of studies in process.

Also available:

—Fiscal 1959. 53 p. 25¢.

FS 5.212: 12006

COOPERATIVE RESEARCH PROJECTS, Fiscal 1958. David L. Clark and Alice Y. Scates. 1959; reprinted 1960. 52 p. 25¢.

Summarises projects in education of the mentally retarded, the development of special abilities, educational aspects of juvenile delinquency, retention of students, staffing of schools and colleges, and other aspects of education.

FS 5.212: 12007

COOPERATIVE RESEARCH PROJECTS, Fiscal 1957. Romaine P. Mackie, Harold M. Williams, and Alice Yeomans Scates. 1958; reprinted 1960. 64 p. 25¢.

See 12006 above.

FS 5.212: 12008

RESEARCH PROBLEMS IN MATHEMATICS EDUCATION: Reports from a Conference on Psychological Problems and Research Methods. 1960. 180 p. 55¢.

Contains a 10-year review of completed research, with extensive bibliography, conference papers on problems related to instruction in mathematics, and proposals for research projects.

FS 5.212: 12011

RESEARCH AND STUDIES: Report on the first two years. Language Development Program, Title VI, National Defense Education Act of 1958. 89 p. 30¢

Lists and describes 115 modern language projects: surveys and studies, methods of instruction, and specialised material for both the commonly taught and the "neglected" languages.

See also:

- Adventuring in research to improve school practices in homemaking programs (83 . . .)
- Analysis of research in the teaching of mathematics (29007)
- Analysis of research in the teaching of science (29000)
- Education on the aging (18 . . .)
- Effectiveness of teaching (50006)
- Experimental college, The (50010)
- Factors related to college attendance (54023)
- Gifted student, The (35016)
- Impact of college (50011)
- Independent study (50005)
- Influence of voter turnout on school bond and tax elections (22012)
- Job motivations and satisfactions of college teachers (58009)
- Management of learning (50013)
- Motor characteristics of the mentally retarded (35005)
- Reporter—Clearinghouse of studies on higher education (50004)
- Research in industrial education (84016)
- Research in school and college personnel services (25007)
- Social climates in high schools (33016)
- Special reports: Clearinghouse of studies in higher education (50009)
- Studies of home economics in high school and in adult education programs (83005)
- Studies on the teaching of home economics in colleges and universities, 1955-56 (83 . . .)
- Summaries of studies in agricultural education (81002)
- Teaching by machine (34010)
- Two-year community college, The (57 . . .)
- Types of tests in Project Talent (25014)

Adult Education
(13000-13999)

FS 5.4: 356

CHECKLISTS FOR PUBLIC SCHOOL ADULT EDUCATION PROGRAMS. Homer Kemper. 1952. 17 p. 15¢.

Presents six tested yardsticks for use by the local adult education director and others to evaluate programs according to size, population segments served, flexibility of schedule, approaches used, methods of coordinating, and cooperative practices.

FS 5.6: C49

EDUCATION FOR NATIONAL SURVIVAL: A Handbook on Civil Defense for Schools. John J. Hurley and John R. Ludington. 1956. 88 p. 65¢.

Outlines the need for awareness of problems in case of enemy attack or natural disaster, points out responsibilities of school personnel, and suggests procedures for developing school protection plans.

FS 5.3: 958/11

EDUCATION ON THE AGING. Betty Arnett Ward. 1958. 145 p. 60¢.

An annotated bibliography of references helpful in developing an understanding of the difficulties, needs, and interests of older adults, as well as professional leadership development and educational programs, services, and related research activities.

FS 5.3: 357

EIGHT MEASURES FOR EVALUATING EDUCATIONAL PROGRAMS FOR THE FOREIGN BORN. Homer Kempfer. 1952. 13 p. 15¢.

Proposes eight yardsticks for evaluating public school education programs for the foreign born, based on a project undertaken during 1951-52 by a committee of the Massachusetts Association of Teachers of Adults.

FS 5.3: 952/8

FINANCING ADULT EDUCATION IN SELECTED SCHOOLS AND COMMUNITY COLLEGES. Homer Kempfer and William R. Wood. 1952. 27 p. 15¢.

Examines methods of financing these programs in 45 communities in 19 States.

FS 5.123: 268

HOMEMAKING EDUCATION PROGRAMS FOR ADULTS. 1958. 62 p. 25¢

Designed for those who work in adult education to show how programs for home and family living can play a vital role in helping families cope with changing technological advances and socioeconomic forces. Suggestions for programs, evaluation, administration, selection and preparation of teachers.

FS 5.7/a: L712

LITERACY EDUCATION: A series of reprints from *School Life*. 1952. 12 p. 15¢.

Contains: *Illiteracy and Manpower Mobilization*, by Ambrose Caliver; *Manpower Through Literacy Education*, by Homer Kempfer; *Community Responsibility for Literacy Education*, by William R. Wood; *Literacy and the National Welfare*, by Harley M. Kilgore; *The High Cost of Illiteracy*, by Carroll Reece; *Educational Attainment of the Adult Population*, by Ambrose Caliver,

FS 5.4: 539

PARTICIPATION IN ADULT EDUCATION.

Marie D. Wann and Marthine V. Woodward. 1958. 37 p. 30¢

Contains a statistical analysis of adult education activities which help to define the nature and scope of adult education problems. Information was obtained largely from questions related to adult education included for the first time in the Current Population Survey of the Bureau of the Census, Oct. 1957.

FS 5.213: 13000

ADULT EDUCATION IN PUBLIC SCHOOLS, 1940-1956: Data on Enrollment, Instructional Personnel, and Expenditures. Marthine V. Woodward. 1960. 14 p. 20¢

Brings together historical data on public school adult education programs from previously published statistics, such as the Biennial Survey of Education in the United States.

FS 5.213: 13006

ADULT EDUCATION IN AMERICAN EDUCATION WEEK: November 6-12, 1960. 1960. 21 p. 15¢ (\$10 per 100 copies)

Concerns *Lifelong Learners*, the education week topic scheduled for November 12th; includes statements on adult education, plus program ideas.

FS 5.213: 13009

STATISTICS OF PUBLIC SCHOOL ADULT EDUCATION, 1958-59. Marthine V. Woodward. 1961. 49 p. 40¢

Describes adult education programs under the control of local public school systems as indicated by a 1958-59 survey. Contains data on enrollment, group activities, personnel, funds, and cosponsorship with other community institutions.

FS 5.213: 13012

EDUCATION OF THE ADULT MIGRANT. Edward Warner Brice. 1961. 96 p. 50¢

Studies the educational problems of the industrial migrant. Describes some urban community approaches to adult education and discusses aspects of the problem requiring further study.

FS 5.213: 13016

FRONTIERS PAST SIXTY IN HAMILTON, OHIO: A study of Hamilton's Center for Older People. Milton C. Cummings and others. 1961. 32 p. 20¢

Contains specific information about the education, recreation, and community-service aspects of a coordinated program for older persons.

FS 5.213: 13017

LITERACY AND BASIC ELEMENTARY EDUCATION FOR ADULTS: A Selected Annotated Bibliography. Betty Arnett Ward and Edward Warner Brice. 1961. 126 p. 55¢

Includes publications on adult fundamental and literacy education programs in the United States and abroad, as well as materials for professional leadership development; lists other bibliographies and information sources.

See also:

- Determining requirements for development of technical abilities through extension courses (80010)
- Distributive education for adults: Guide for part-time instructors (82 . . .)
- Distributive education for adults: Selection and training of part-time instructors (82 . . .)
- Education for better living (14063)
- Food service industry (82007)
- Management problems of homemakers employed outside the home (83009)
- Management training for small business (82006)
- Preparing your child for school (33006)
- Public library for lifelong learning, The (15025)
- State library extension services (15009)
- Trade and industrial education for girls and women (84002)
- Training programs in outside selling (82 . . .)
- U.S. Government films for public educational use (34006)
- With focus on family living (83 . . .)
- Working with parents (20017)

International

(14000-14999)

FS 5.3: 957/8

AMERICAN COOPERATION WITH HIGHER EDUCATION ABROAD: A Survey of Current Programs. 1967. 211 p. 75¢

Includes nongovernmental programs sponsored by educational institutions, foundations, and religious organizations; U.S. Government programs such as the international educational exchange, information and technical cooperation programs, and United States participation in intergovernmental agencies.

FS 5.3: 957/2

AUSTRIAN TEACHERS AND THEIR EDUCATION SINCE 1945. Helen C. Lahey. 1967. 82 p. 35¢

Describes the reconstruction of schools and teacher education in Austria following World War II. Covers influences affecting Austrian education from the time of the Nazi occupation in 1938 through the years of the Allied occupation, to the establishment of a free Austria in May 1955.

FS 5.3: 959/13

BRAZIL: Education in an Expanding Economy. Augustus F. Faust. 1959. 142 p. 50¢

Provides information on education in Brazil for the use of educational institutions, agencies, and others interested in comparative education.

FS 5.3: 955/7

EDUCATION IN HONDURAS. M. Weldon Thompson. 1955. 33 p. 20¢

Includes background information (history, politics, geography, economics, and sociology), the system of education (elementary through higher education, including vocational and other provisions), and tables showing programs of study.

FS 5.3: 956/1

EDUCATION IN MEXICO. Marjorie C. Johnston. 1956. 136 p. 55¢

Tries to give enough background information to enable the reader to understand salient characteristics and problems of the education system.

FS 5.3: 954/2

EDUCATION IN PAKISTAN. Abul H. K. Sassani. 1954; reprinted 1958. 92 p. 35¢

Includes a general survey of historical and social background as well as the various stages

of education, especially teacher education and higher education.

FS 5.3: 959/26

EDUCATION IN THE SOVIET ZONE OF GERMANY. Paul S. Bodeman. 1959. 162 p. \$1

Supplies information based on research concerning postwar developments, including a survey of the different types of education, administration and finance, and educational relations between the Federal Republic and the Soviet Zone.

FS 5.3: 952/17

EDUCATION IN SWEDEN. Alina M. Lindgren. 1952. 90 p. 30¢

Includes a brief account of the school reform act of 1950, the various levels of education from elementary school through the universities and specialized institutions, also a chapter on the education of elementary school teachers.

FS 5.3: 956/3

EDUCATION IN TAIWAN (FORMOSA). Abul H. K. Sassani. 1956. 34 p. 20¢

Discusses the influence of Western and other foreign cultures on modern Chinese education.

FS 5.3: 952/10

EDUCATION IN TURKEY. Abul H. K. Sassani. 1952. 96 p. 30¢

Presents village institutes, adult education, and various cultural activities.

FS 5.3: Ex 2/3

EXCHANGE TEACHING ABROAD UNDER THE FULBRIGHT ACT. 1953. 18 p. 10¢

Explains various exchange programs conducted under Public Law 584, 79th Congress. Lists types of teaching opportunities, terms of awards, eligibility requirements, application and selection procedure.

FS 5.3: 959/11

JAPAN: Three Epochs of Modern Education. Ronald S. Anderson. 1959. 219 p. \$1.25

Reports on the initial modernisation epoch, wartime epoch, and democratization epoch of education in Japan; covers educational philosophy, opportunities, administration, and various types and levels of education in the three periods.

FS 5.3: 956/8

TEACHING ABOUT THE UNITED NATIONS IN UNITED STATES EDUCATIONAL INSTITUTIONS. Frederika M. Tandler. 1956. 40 p. 25¢

Tells of devices used at different levels of education in classroom or informal teaching about the United Nations; includes comments

by teachers and professors on available material and material they would like to have about the United Nations.

FS 5.3: 949/17

WORLD UNDERSTANDING BEGINS WITH CHILDREN. Della Goetz. 1949. 80 p. 15¢

Provides practical suggestions that will enable teachers to interest students in other peoples and cultures.

FS 5.3: 959/19

WRITERS' HANDBOOK FOR THE DEVELOPMENT OF EDUCATIONAL MATERIALS. Barbara Nolen and Della Goetz. 1959. 183 p. \$1.00

Prepared in response to requests from educators in the United States and other countries for information on writing textbooks and other educational material for schools; the outcome of a 6-month workshop attended by representatives from 13 countries in 1958. Includes a chapter on how to organize a writers workshop.

FS 5.214: 14004-59

BIBLIOGRAPHY: 1959 Publications in Comparative and International Education. 1960. 118 p. 75¢

Lists, with annotations, general publications in the field of comparative education and publications concerning education in specific countries.

FS 5.214: 14016

TEACHER EDUCATION IN THE NETHERLANDS, BELGIUM, AND LUXEMBOURG. George A. Male. 1960. 190 p. 70¢

Explains the system of education in the Benelux countries, including changes in their teacher-training programs in the postwar period.

FS 5.214: 14057

SOVIET EDUCATION PROGRAMS. William K. Medlin, Clarence B. Landquist, and Marshall L. Schmitt. 1960. 283 p. \$1.25

Reports the findings of three specialists sent to the U.S.S.R. by the Office of Education in the spring of 1959 to study the teaching methods, general facilities, and student performance in certain areas of the Soviet school system, including science, mathematics, and polytechnic instruction in the general schools. Includes a chapter on teacher education.

FS 5.214: 14038

TEACHING ABOUT THE UNITED NATIONS IN THE UNITED STATES: 1956-59 Report. 1960. 96 p. 45¢

Deals with teacher training, the treatment of the U.N. in textbooks and teaching materials, class and extracurricular activities, to encourage teachers and others to continue and to expand their efforts to develop an increasingly realistic understanding of the work of the U.N. and of the relation of the United States to it and to other nations.

FS 5.214:14039

EDUCATION FOR AFRICANS IN TANGANYIKA. Betty George. 1960. 97 p. 40¢

Reports on a preliminary study of the African educational system and plans for expanding educational facilities in this British-administered trust territory on the way to self-government.

FS 5.214:14040

PLANNING TO STUDY IN THE UNITED STATES. Adela R. Freeburger. 1959. 34 p. 20¢

Includes general information on practical arrangements for study abroad, a brief description of the United States education system, suggestions for academic transfer, some of the nongovernmental organizations providing services to students, and a glossary of useful terms.

FS 5.214:14042

GERMANY REVISITED: Education in the Federal Republic. Alina M. Lindegren. 1957; reprinted 1960. 107 p. 55¢

Notes changes and trends in German education from firsthand contacts in 1935 and 1965.

FS 5.214:14043

EDUCATIONAL TRENDS IN THE CARIBBEAN: European Affiliated Areas. Charles C. Hauch. 1960. 60¢

Deals with some of the most apparent trends in the areas affiliated with England, France, and the Netherlands.

FS 5.214:14045

EDUCATION IN THE U.S.S.R. 1957; reprinted 1960. 226 p. \$1.25

Describes the organization, curriculum, methods, and policies of the Soviet education system, including the various levels of education, auxiliary schools, extracurricular activities, vocational training, semiprofessional training, and the teaching profession.

FS 5.214:14051

THE UNITED NATIONS AND RELATED ORGANIZATIONS: A Bibliography. 1960. 17 p. 15¢

A brochure listing factual, readily available publications and the addresses of publishers and United Nations specialized agencies from which to obtain them.

FS 5.214:14052

NATIONAL HIGHER TECHNICAL EDUCATION IN INDONESIA: Recent Trends. Kenneth L. Neff. 1961. 67 p. 45¢

Describes the development of higher technical education from the Dutch colonial period to the present. Compares the attitudes of students under free study and guided study programs at institutions of higher education.

FS 5.214:14057

EDUCATION IN AFGHANISTAN. Abul H. K. Sassani. 1961. 55 p. 40¢

Presents information on the educational system of Afghanistan from preprimary education through higher education, including schools of agriculture, technology, commerce, teacher training, medicine, and schools for the blind.

FS 5.214:14062

SOVIET COMMITMENT TO EDUCATION: Report of the First Official U.S. Education Mission to the U.S.S.R. 1960. 135 p. 70¢

Reports on a 1-month visit led by the Commissioner of Education in 1958 to lay the foundation for cultural relations between the education agencies and institutions of both countries and to secure first-hand information on the operation and accomplishments of Soviet schools.

FS 5.214:14063

EDUCATION FOR BETTER LIVING: The Role of the School in Community Improvement. 1957; reprinted 1961. 339 p. \$1.50

Contains first-hand accounts of educational programs rooted in the cultures of 15 different countries.

FS 5.214:14064

MINISTRIES OF EDUCATION: Their Functions and Organization. Kathryn G. Heath. 1962. In press

Presents comparative data based on replies from 69 governments to a 1956 questionnaire.

FS 5.214:14065

HIGHER EDUCATION IN THE PHILIPPINES. Arthur L. Carson. 1961. 249 p. In press

Surveys economic and social conditions in the development of the Philippine educational system, public and private institutions of higher education, students, teachers, international cooperation, and some of the problems and plans of Philippine educators and government officials.

FS 5.214: 14066

**INTERNATIONAL EDUCATION EXCHANGE:
A Selected Bibliography.** Thomas E.
Cotner. 1961. 117 p. 50¢

Lists bibliographies in related fields and publications concerning international fellowships, scholarships, and exchange of persons programs as well as publications useful in counselling and program planning for visitors from other countries.

See also:

Education in the U.S.A. (10006)
Literacy and basic elementary education
for adults (13017)
Progress of public education in the
U.S.A. (10005)

Library Services (15000-15999)

FS 5.3: 958/12

CERTIFICATION OF SCHOOL LIBRARIANS.
Mary Helen Mahar. 1958. 73 p. 30¢

A State-by-State compilation of current certification regulations and a summary of practices in formulating the regulations. Includes a brief bibliography on State certification.

FS 5.3: 953/9

PUBLIC LIBRARY STATISTICS, 1950. Mary
M. Willhoite, Doris B. Chambers, and
Jessie C. Boehlert. 1953. 55 p. 25¢

Includes data on 6,028 public library systems in the continental United States. Shows the type of support, book stock, circulation, income, endowment by State, operating expenditures, personnel, hours, population group and geographic area served, and bookmobiles operated.

FS 5.3: 954/15

SCHOOL LIBRARY STANDARDS, 1954. Nora
E. Beust. 1954. 43 p. 20¢

Presents brief digests of standards in effect at the beginning of 1954. Includes digests of standards used by four regional accrediting associations and by State departments of education.

FS 5.30: 24

**STATE AND PUBLICLY SUPPORTED LIBRARIES:
Structure and Control at the State**

Level. Fred F. Beach, Ralph M. Dunbar, and Robert F. Will. 1956. 85 p. 55¢

Describes broad functions assigned to library agencies and points out where control over library agencies is lodged in the structure of State government. Indicates common elements of development, desirable practices, and significant trends.

FS 5.23: 950-52

**STATISTICS OF LIBRARIES IN INSTITUTIONS
OF HIGHER EDUCATION, 1951-52.** Willard O. Misboff and Emery M. Foster. 1954. 60 p. 25¢

Summarizes basic data by type of institution, by region, and by State; gives detailed statistics on the libraries of large institutions and an interpretation of the data to facilitate their application to problems of higher education, librarianship, and the book trade.

FS 5.23: 954-56/ch. 5

STATISTICS OF PUBLIC LIBRARIES: 1953-57.
Rose Valstein, Doris C. Holladay, and
Mary M. Willhoite. 1959. 102 p. 45¢

Includes chapters on characteristics of public library systems, finances, library materials, services and use, registration, personnel, and State library agencies.

FS 5.23: 952-54/(Ch. 6)

**STATISTICS OF PUBLIC SCHOOL LIBRARIES,
1953-54.** Nora E. Beust and Emery
M. Foster. 1957. 73 p. 30¢

Fourth in a series started in 1934. Included in its many tables are data on number of librarians; total volumes; average volumes per pupil; total spent for books, periodicals, newspapers, and binding; average spent per pupil; and general library facilities.

FS 5.215: 15006

STATE DEPARTMENT OF EDUCATION RESPONSIBILITIES FOR SCHOOL LIBRARIES.
Mary Helen Mahar. 1960. 42 p. 35¢

Analyzes the current status of State department of education responsibilities and services for school libraries—legal bases of responsibilities and services, personnel, strengths and needs of State departments of education in giving service to school libraries—as revealed by replies to a questionnaire.

FS 5.215: 15009

**STATE LIBRARY EXTENSION SERVICES: A
Survey of Resources and Activities of
State Library Administrative Agencies,**

1955-56. Wilfred L. Morin and Nathan M. Cohen. 1960. 54 p. 45¢

Provides information on the adequacy of public library service, rural library development, finances, personnel, resources, services, and facilities; also includes data on the number of people without adequate public library services in 1955-56, the year before passage of the Library Services Act.

FS 5.215: 15010

STATE STANDARDS FOR PUBLIC LIBRARIES.

Rose Vainstein and Marian Magg. 1960. 85 p. 35¢

Brings together for the first time in a single volume data on the status of public library standards in the United States. Includes a chapter on the history, development, and nature of public library standards. Useful to States in preparing, evaluating, or revising standards.

FS 5.215: 15012

STATE PLANS UNDER THE LIBRARY SERVICES ACT, Supplement 2. 1960. 144 p. 60¢

A compilation of summaries of State programs submitted under the Library Services Act of 1956, providing a State-local-Federal cooperative program for public library development and the extension of library services in rural areas in 1957, 1958, 1959.

Also available:

—Supplement 1. 1959. 82 p. 35¢

FS 5.3: 959/17

—1958. 84 p. 30¢. FS 5.3: 958/10

FS 5.215: 15023

LIBRARY STATISTICS OF COLLEGES AND UNIVERSITIES, 1959-60. Part 1: Institutional Data. John Carson Rather and Doris C. Holladay. 1961. 79 p. 50¢

Lists data on collections, staff, expenditures, and salaries for individual institutions, arranged by State.

FS 5.215: 15025

THE PUBLIC LIBRARY FOR LIFELONG LEARNING. Helen E. Wessels. 1961. 36 p. 20¢

Shows how the public library, a "university of the people," brings its resources within the grasp of everyone—children explore new horizons, young parents find help in solving their problems, business and professional people keep up with their fields, and senior citizens find mental stimulation and companionship.

See also:

Federal Government and States (lists officers of library extension agencies) (20004)

Key audiovisual personnel (34003)

Elementary and Secondary Education

ADMINISTRATION AND STATISTICS

General

(20000-20999)

116.3:918/35

CARDINAL PRINCIPLES OF SECONDARY EDUCATION. 1918; reprinted. 32 p. 15¢

Stresses the right of every boy and girl in the country to a high school education, the worth of the individual, and the exploration of individual talents; underlines the importance of developing common ideals and knowledge for a rich, democratic life.

FS 5.3:953/8

THE COMMON CORE OF STATE EDUCATIONAL INFORMATION—State Educational Records and Reports Series: Handbook. Paul L. Reason, Emery M. Foster, and Robert F. Will. 1953. 116 p. 40¢

A handbook designed to serve as a sort of dictionary for certain basic items of educational information, in view of the importance of a common understanding of terms used in comparative studies and statistical data.

FS 5.17:102

COOPERATIVE PLANNING: The Key to Improved Organization of Small High Schools. Walter H. Gaumnitz and Wilbur Devilbiss. 1947. 22 p. 10¢

Sets forward certain basic principles to follow in organizing a small high school for improved services to rural youth.

FS 5.3:948/11

EDUCATION FOR FREEDOM AS PROVIDED BY STATE LAWS. Ward W. Keesecker. 38 p. 20¢

Presents a concise analysis and compilation of State laws which provide for instruction in schools concerning the Federal and State constitutions, the ideals and principles of American freedom.

FS 5.4:404

FACTORS AFFECTING THE IMPROVEMENT OF SECONDARY EDUCATION: Condensed Record of a Round Table Discussion. Howard H. Cummings and others. 1954. 132 p. 70¢

Includes a chronology of investigations and experiments in secondary education since 1930; reports on a 1953 meeting at the U.S. Office of Education.

FS 5.30:12

THE FUNCTIONS OF STATE DEPARTMENTS OF EDUCATION: With an inventory of the services provided by the 48 departments. Fred W. Beach. 1950. 70 p. 40¢

Provides basic information about current practices for all State education departments and analyzes information on man-months of professional staff time devoted to specific services performed by departments.

FS 5.30:13

KEYSTONES OF GOOD STAFF RELATIONSHIPS. Ellsworth Tompkins. 1951. 16 p. 15¢

Pamphlet suggesting 12 ways by which large high schools can improve their staff relationships.

FS 5.3:952/1

KNOW YOUR SCHOOL LAW. Ward W. Keesecker. 1952; reprinted 1958. 26 p. 15¢

Discusses briefly the significant relationship between educational laws and the quality and efficiency of education.

FS 5.17:121

LOCAL PLANNING FOR BETTER SCHOOL DISTRICTS. C. O. Fitzwater and Winston L. Roesch. 1957. 20 p. 15¢

Designed for use by county and local district superintendents, school board members and citizens groups to indicate methods, suggest sources of assistance, and stress the im-

portance of cooperative effort in planning school district reorganization.

FS 5.3: 958/9

ORGANIZING DISTRICTS FOR BETTER SCHOOLS. C. O. FITZWATER. 1958. 49 p. 25¢

Summarizes the major findings of a study of State district reorganization programs and includes guidelines for successful programs, designed particularly for local school officials, planning groups, and lay citizens.

FS 5.30: 16

THE PERSONNEL OF STATE DEPARTMENTS OF EDUCATION. Andrew H. Gibbs. 1952. 46 p. 30¢

Covers changing personnel needs of State departments of education, personnel policy, salaries for professional personnel, staffing of departments, professional training on the job, leave and retirement benefits, and improvement of personnel policies and practices.

FS 5.3959: 22

PROPERTY ACCOUNTING FOR LOCAL AND STATE SCHOOL SYSTEMS: State Educational Records and Reports Series, Handbook III. Paul L. Reason and George G. Tankard, Jr. 1959. 194 p. 75¢

A manual developed over a period of 2 years, following two national conferences on property accounting; officially approved by 5 nationwide education associations and recommended for use by Federal, State, and local agencies.

FS 5.3: 957/13

PROVISIONS GOVERNING MEMBERSHIP ON LOCAL BOARDS OF EDUCATION. Morrill M. Hall. 1957. 66 p. 30¢

Discusses statutory provisions in 48 States governing size, membership, and related factors concerning school boards.

FS 5.30: 27

PUPIL TRANSPORTATION RESPONSIBILITIES AND SERVICES OF STATE DEPARTMENTS OF EDUCATION. E. Glenn Featherston and Robert F. Will. 1956. 39 p. 35¢

Reviews information on the legal basis by which State departments of education engage in pupil transportation activities, forces which generate such activities, the history, development, and character of such activities, and staff needed to provide services.

FS 5.41: 5

SCHOOL DISTRICT REORGANIZATION: Policies and Procedures. C. O. Fitzwater. 1957. 821 p. \$1.75.

Concerned with the widespread need for school districts capable of functioning effectively as 12-grade administrative units, and the development of effective methods and favorable conditions for establishing them.

FS 5.17: 103

SCHOOL FIRE DRILLS. N. E. Viles. 1948. 20 p. 15¢

Gives details to assist State and local school officials in planning their school fire-safety programs.

FS 5.34: 6

THE SCHOOL LUNCH—Its Educational Contribution. Ruth Wood Gavlan. 1944. 27 p. 25¢

Covers instructions and information about school provided meals and food brought from home.

FS 5.3: 956/7

SCHOOL PROPERTY INSURANCE: EXPERIENCES AT THE STATE LEVEL. N. E. Viles. 1956. 61 p. 25¢

This study gives specific attention to the total premium costs, the losses, and the loss ratios for fire insurance on school properties for the 5-year period 1948-52, within the various States. Also gives attention to the experiences of the 5 States which have developed State-operated school insurance programs for elementary and secondary schools.

FS 5.2: R11/2

THE SIX R'S: Reading, 'Riting, 'Rithmetic, Rights, Responsibilities, Human Relations. 1952. 24 p. 10¢

A cartoon booklet having a serious theme—the school situation. Tells why schools need increased public support if children are to be properly taught the R's.

FS 5.30: 28

THE STATE AND NONPUBLIC SCHOOLS. Fred F. Beach and Robert F. Will. 1958. 152 p. \$1.25

A State-by-State compilation of the legal provisions which determine State department of education responsibility for nonpublic schools and the framework under which nonpublic schools operate to provide educational programs in the public interest.

Y & W 58/2: 2 Sch. 6

A STATISTICAL SURVEY OF SCHOOL DISTRICT ORGANIZATION IN THE UNITED STATES, 1954-55. 1955. 13 p. 15¢

Indicates trends in number of school districts, 1922-55 and in number of one-teacher schools, 1930-55; schools operated by school districts, 1948-55; county unit of school ad-

ministration; status of attendance units in the United States, 1954-55; and status of school districts reorganized, 1945-55.

FS 5.23: 954-56/ch. 3, sec. III
STATISTICS OF LOCAL SCHOOL SYSTEMS:
1955-56. County Units. Gerald
Kahn. 1959. 91 p. 35¢.

Includes statistics on enrollment and attendance, administrative and instructional staff, and finances; reveals some economic advantages of larger local units.

FS 5.23: 954-56/ch. 3, sec. IV
STATISTICS OF LOCAL SCHOOL SYSTEMS,
1955-56. Rural Counties. Walter H.
Gaumnitz, Emanuel Reiser, and Mary
Anne Harvey. 1959. 168 p. \$1.50.

Contains data for 1,199 counties selected on the basis of ruralness according to census figures. Selected indexes of pupil-teacher ratios, size factors, average salaries, per pupil costs are presented with comparable indexes for the large cities and for the entire State of which each group of counties is a part.

FS 5.23: 954-56/ch. 3, sec. I
STATISTICS OF LOCAL SCHOOL SYSTEMS:
Staff, Pupils, and Finances, 1955-56.
Cities. Lester B. Herlihy. 1959. 250
p. \$1.

Expands coverage of local school systems to show separate statistics for elementary and secondary schools and to include financial data for each city.

Also available:

—1953-54. 153 p. 60¢.

FS 5.23: 952-54/ch. 3

—1950-52. 137 p. 45¢.

FS 5.23: 950-50/ch. 3

—1949-50. 85 p. 30¢.

FS 5.23: 948-50/ch. 3

FS 5.23: 946-48, ch. 7

STATISTICS OF NONPUBLIC SECONDARY
SCHOOLS, 1947-48. Rose Marie Smith.
1951. 11 p. 10¢

Provides data on number of pupils enrolled, number of graduates, and staff members; comparable figures for public and nonpublic enrollments in secondary schools for the year 1947-48. Three thousand nonpublic secondary schools in the United States cooperated in providing the data.

FS 5.44: 444

STATISTICS OF PUBLIC ELEMENTARY AND
SECONDARY EDUCATION OF NEGROES IN
THE SOUTHERN STATES: 1951-52. Carol
Joy Hobson. 1955. 18 p. 20¢

Gives enrollment, attendance, staff, and expenditures in Negro public elementary and secondary schools. Provides comparisons between white and Negro schools in the same State, between Negro schools in different States, and between public schools in the southern States and those in the rest of the country.

FS 5.30: 10

THE STRUCTURE OF STATE DEPARTMENTS
OF EDUCATION. Fred F. Beach. 1949.
81 p. 50¢

Includes data on all State organizations for elementary and secondary education as of January 1949.

FS 5.220: 20004-61

FEDERAL GOVERNMENT AND STATES, 1900-
61. Education Directory, Part 1. Lou-
ise Ratliff Murphy. 1960. 77 p. 30¢

Lists chief officials of the U.S. Office of Education, library extension agencies, and Bureau of Indian Affairs; also principal State and Territorial school officers.

FS 5.220: 20005-61

COUNTY, CITY, AND OTHER SCHOOL SUPER-
INTENDENCIES. Education Directory,
Part 2. Rudolph V. Thompson. 1961.
210 p. 75¢

Lists the superintendents of public school systems for all counties, supervisory districts or unions, regions, cities, towns, and other independent school systems in the States and Puerto Rico. Included are lists of superintendents or other counterparts in church related schools of five church organizations which maintain schools on a regional or national basis.

Also available:

—1958-59. 99 p. 45¢. FS 5.25:
958-59/pt. 2

FS 5.220: 20007-60

FALL 1960 STATISTICS ON ENROLLMENT,
TEACHERS, AND SCHOOLHOUSING IN
FULL-TIME PUBLIC ELEMENTARY AND
SECONDARY DAY SCHOOLS. Samuel
Schloss and Carol Joy Hobson. 1961.
23 p. 25¢

Gives data by State and organizational level on enrollment, classroom teachers, classroom teachers with less than standard credentials, and general education requirements for the lowest regular teaching certificate. Information on schoolhousing includes number of pupils in excess of normal capacity, pupils in curtailed sessions, instruction rooms com-

pleted and abandoned in 1959-60, rooms available and still needed as of fall 1960, and rooms scheduled for completion during 1960-61.

Also available:

- 1959. 20 p. 25¢.
- 1958. 18 p. 20¢. FS 5.4:551
- 1957. 13 p. 15¢. FS 5.4:513
- 1956. 8 p. 15¢. FS 5.4:490
- 1955. 8 p. 15¢. FS 5.4:467

FS 5.220:20008

STATE AND LOCAL SCHOOL SYSTEMS: 1955-56. Suburban Cities. Joel Williams and Tobia Bressler. 1960. 156 p. \$1

Presents for the first time suburban school statistics comparable to statistics published for many years on city school systems, to meet the requests of sociologists, educators, and others for data on the problems and effects of the suburbanization of the population.

FS 5.220:20013

APPROVAL AND ACCREDITATION OF PUBLIC SCHOOLS. William B. Rich. 1960. 40 p. 40¢.

Presents data regarding the purpose and methods of the approval and accreditation programs of State departments of education, those which involve only basic approval functions as well as those with highly developed accreditation criteria and evaluation procedures.

FS 5.220:20014

SCHOOLS IN OUR DEMOCRACY. 1960. 26 p. 15¢.

Analysis of five basic issues in American education by Lawrence G. Derthick, U.S. Commissioner of Education, on problems such as character education in schools, American versus European schools, national standards for education, school leadership.

FS 5.220:20017

WORKING WITH PARENTS: A Handbook. Hazel F. Gabbard. 1948; reprinted 1937. 46 p. 25¢.

Contains information about the community, home-school projects, group parent activities, and references on child development and parent education.

FS 5.220:20019

STRENGTHEN SCHOOLS FOR THE 60's: American Education Week, November 6-12, 1960. 10 p. 10¢.

Lists, with annotations, publications on elementary school education related to the 1960 Education Week theme.

FS 5.220:20020-58

STATISTICS OF STATE SCHOOL SYSTEMS: 1957-1958. Organization, Staff, Pupils, and Finances. Samuel Schloss and Carol Joy Hobson. 1961. 100 p. 70¢.

Represents a continuation of the statistical reports on elementary and secondary education made available by the Office of Education since the school year 1869-70; furnishes historical and current data as the basis for formulating educational policies and programs.

Also available:

- 1955-56. 140 p. 45¢
FS 5.23:954-56/ch. 2
- 1953-54. 141 p. 55¢
FS 5.23:952-54/ch. 2
- 1951-52. 105 p. 35¢
FS 5.23:950-52/ch. 2
- 1949-50. 115 p. 30¢
FS 5.23:948-50/ch. 2

FS 5.220:20028

STATE PLANS FOR IMPROVING STATISTICAL SERVICES. Ivan N. Seibert, Jerry N. Waddell, and Louise R. Murphy. 1961. 173 p. 65¢.

Outlines proposed programs to improve State statistical services with the help of Federal funds on a matching basis under Title X of the National Defense Education Act.

FS 5.220:20031

DIRECTORY OF PUBLIC SECONDARY DAY SCHOOLS, 1958-59: Showing accreditation status, enrollment, classroom teachers, and other data. Leah W. Ramsey. 1961. 163 p. \$1.25

Lists all known secondary schools by name and/or place and gives for each the accreditation, size, and number of staff members and graduates in 1958-59.

FS 5.220:20032-59

STATISTICS OF PUBLIC SECONDARY SCHOOLS, 1958-59. Edmund Ford and Virgil R. Walker. 1961. 52 p. 40¢.

Initiates a new series, *Statistics of Education in the United States*, formerly the *Biennial Survey of Education*. Includes data on size of schools, enrollments, staff, and graduates.

Also available:

- 1951-52. 81 p. 65¢
FS 5.23:950-52/ch. 5

FS 5.220: 20033

IMPLICATIONS FOR ELEMENTARY EDUCATION: Followup on the 1960 White House Conference on Children and Youth. 1961. 42 p. 25¢

Analyses recommendations of the White House Conference and offers guidelines for the improvement of elementary education in the United States in the 60's as suggested by representative participants at a followup conference at the Office of Education.

See also:

- Broadening the services of small high schools (36...)
- Characteristics of administrative handbooks (23007)
- Education for national survival (13...)
- Elementary school administration and organization (23006)
- Handbook of cumulative records (25...)
- Health services in city schools (28...)
- Look ahead in secondary education, A (24...)
- Ministries of education (14064)
- Organization and administration of pupil personnel service programs (23014)
- Report on the National Defense Education Act (10004)
- School finance and school business management (22...)
- School insurance: Managing the local program (21004)
- School library standards (15...)
- School life (11...)
- Small schools are growing larger (36001)
- State certification requirements for teachers of exceptional children (35...)
- State department of education responsibility for school libraries (15006)
- State legislation on school attendance (24000)
- Statistical summary of education (10006)
- Statistics of public school libraries (15...)
- Statistics of public school systems in 101 of the most rural counties, 1955-56 (36...)
- Statistics of rural schools (36...)
- Statistics of special education for exceptional children (35015)

Supervision in rural schools (36...)
Understanding testing (25003)

Buildings, Equipment (21000-21999)

FS 5.51: 6

ADMINISTRATIVE FACILITIES IN SCHOOL BUILDINGS. James L. Taylor. 1957. 52 p. 45¢

Gives information about school plant elements such as principals' offices, teachers' rooms, conference rooms, guidance facilities, health clinics, and storage space.

FS 5.51: 4

CHILDREN'S BODY MEASUREMENTS FOR PLANNING AND EQUIPPING SCHOOLS: A Handbook for School Officials and Architects. W. Edgar Martin. 1955. 118 p. 50¢

Tabulates data on 130 different body measurements of children in various positions, to help school officials and architects plan and equip schools effectively.

FS 5.4: 445

CLERICAL AND CUSTODIAL STAFF IN PUBLIC SECONDARY DAY SCHOOLS. 1951-52. Ellsworth Tompkins and Mabel C. Rice. 1955. 83 p. 55¢

Presents detailed nationwide information on this matter in public schools with an enrollment of 500 or more. Data can be compared by State, by school enrollment, type of school organization, and size of community.

FS 5.51: 1

DESIGNING ELEMENTARY CLASSROOMS: An Approach to the Problem of Classroom Design in Relation to the School Child and Program. James L. Taylor and others. 1953. 55 p. 40¢

Contains information about preplanning steps in design, the basis for good classroom design, designing classrooms from educational specifications, and the reactions of teachers to a good classroom environment.

FS 5.3: 957/20

LOCAL SCHOOL CONSTRUCTION PROGRAMS. N. E. Viles. 1957. 80 p. 55¢

Outline for school officials interested in planning and building programs. Points out obligations, procedures, and lines of authority for school districts, boards of education, school staffs, and local officials. Some 30 tables give financing details.

FS 5.51: 3

PLANNING AND DESIGNING THE MULTIPURPOSE ROOM IN ELEMENTARY SCHOOL. James L. Taylor. 1954. 48 p. 35¢

One of a series giving information on the pattern, design, and utilization of multipurpose rooms; includes samples of floor-plan layouts, but sets no standards.

FS 46: 955

REPORT ON THE LONG-RANGE PLANNING OF THE SCHOOL FACILITIES SURVEY. Ray L. Hamon, N. E. Viles, and others. 1955. 71 p. 55¢

Presents data supplied by 30 State departments of education on plans for school plant construction. Contains estimated 1950-60 public school enrollments and outlay of money necessary to make plans a reality.

FS 5.51: 7

SCHOOL SITES: Selection, Development, and Utilization. James L. Taylor. 1958. 91 p. 75¢

To assist school boards, planners, and designers in the selection and development of more adequate and functional school grounds, taking into account school board policies, educational philosophy, and community characteristics.

FS 5.51: 5

THE SECONDARY SCHOOL PLANT: An Approach for Planning Functional Facilities. James L. Taylor. 1958. 60 p. 45¢

Presents general principles, techniques, and procedures which have been used successfully by many communities in planning their school plants. Standards are not set for school construction, although some examples of good procedures are provided to help planners with specifications.

FS 5.30: 26

STATE SCHOOL PLANT SERVICES. N. E. Viles and Ray L. Hamon. 1956. 78 p. 55¢

Reports the responsibilities of State departments of education for school housing and directs specific attention to department of education responsibilities.

FS 5.221: 21000

FACILITIES AND EQUIPMENT FOR SCIENCE AND MATHEMATICS: Requirements and Recommendations of State Departments of Education. W. Edgar Martin. 1960. 120 p. \$1

Deals primarily with requirements and recommendations regarding facilities, equipment, and instructional material in public schools, according to the official State codes and guides, supplemented by information from those responsible for school housing or planning services.

FS 5.221: 21002

SCHOOL PLANT MANAGEMENT: Organizing the Maintenance Program. R. N. Finchum. 1960. 98 p. 50¢

Concerns basic principles and procedures in the development of efficient school-plant maintenance programs, for the use of school district organizations and administrators responsible for maintenance programs and personnel.

FS 5.221: 21004

SCHOOL INSURANCE: Managing the Local Program. R. N. Finchum and N. E. Viles. 1959. 97 p. 50¢

To assist local school officials and State department of education insurance consultants in planning, organizing, and administering the local school district insurance program.

FS 5.221: 21005

SCHOOL PLANT MANAGEMENT: Administering the Custodial Program. R. N. Finchum. 1961. 97 p. 40¢

Gives the school administrator's view of the problems involved in providing adequate school building services, presenting many procedures which have been used with success in various parts of the country. Included are sections on personnel requirements and policies, custodial duties and work schedules, training programs, and supplies and equipment.

FS 5.221: 21006

FUNCTIONAL SCHOOLS FOR YOUNG CHILDREN. James L. Taylor, Lillian L. Gore, and Hazel F. Gabbard. 1961. 81 p. 65¢

Presents data gathered in a survey of recently constructed or remodeled elementary schools, with special attention to programs and facilities for children 3 to 8 years of age. Designed to assist school administrators in preparing educational specifications for nursery schools, kindergartens, and primary grades 1, 2, and 3. Illustrated with pictures of schools with special accommodations for these grades.

See also:

Administration of PL 874 and 815 (22003)

Building, equipment, and facilities for vocational agriculture education (81008)

- Fall enrollment, teachers, and school-housing (20007)
- Farm mechanics in vocational agriculture (81001)
- Financing public school facilities (22...)
- Foreign language laboratories in schools and colleges (27...)
- General facilities and equipment—Science and mathematics in public schools (29008)
- Modern foreign languages in high school: The language laboratory (27013)
- Physical education in urban elementary schools (28...)
- Property accounting for local and State school systems (20...)
- School plant courses offered by colleges and universities in the United States (56...)
- School property insurance (20...)
- Science facilities for secondary schools (29...)
- Teaching by machine (34010)
- Teaching of general biology in public high schools of the United States (29...)

Finances

(22000-22999)

- FS 5.30: 18
EXPENDITURES FOR EDUCATION AT THE MIDCENTURY. Clayton D. Hutchins and Albert R. Munse. 1953. 136 p. 65¢
Shows expenditure levels for classroom units through tables and graphic presentations in State profiles and national analyses.
- FS 5.30: 19
—Supplement. 1954. 40 p. 35¢
Provides separate expenditure figures for white and Negro children in 12 States.
- FS 5.3: 957/4
FINANCIAL ACCOUNTING FOR LOCAL AND STATE SCHOOL SYSTEMS: Standard Receipt and Expenditure Accounts. Paul L. Reason and Alpheus L. White. 1957; reprinted 1960. 235 p. \$1
Contains standard receipt and expenditure accounts which provide the foundation for accurate recording, reporting, and interpreting of financial information about the public

schools. Additional features are a guide for determining per-pupil expenditures, suggestions for prorating expenditures, and criteria for classifying items as supply or equipment.

FS 5.3: 959/21

FINANCIAL ACCOUNTING FOR SCHOOL ACTIVITIES. Everett V. Samuelson, George G. Tankard, Jr., and Hoyt W. Pope. 1959. 109 p. 50¢

Classifies and defines standard receipt and expenditure accounts and includes a sample system of accounting; a handbook developed after extensive consultation over a 2-year period and recommended for use by school systems or individual schools for the recording, reporting, and interpreting of financial information and the safe and economical handling of school activity funds.

FS 5.30: 15

FINANCING OF STATE DEPARTMENT OF EDUCATION, THE: With 48 Statements on Financial Practices Prepared by the Departments. Fred F. Beach and Clayton D. Hutchins. 1951. 83 p. 45¢

Constitutes the third of a series. Presents statements from each State tracing financial procedures from the formulation of the State education budget to the appropriation and expenditure of funds and points out emerging principles which underlie the development of sound financial practices for State departments of education.

FS 5.30: 32

FINANCING PUBLIC SCHOOL FACILITIES. Clayton D. Hutchins and Elmer C. Deering. 1950. 214 p. \$1.50

Describes State programs for assisting local school districts financially and presents detailed information regarding authorities and provisions for financing school buildings.

FS 5.30: 29

SCHOOL FINANCE AND SCHOOL BUSINESS MANAGEMENT. Clayton D. Hutchins, Albert R. Munse, and Edna D. Booher. 1958. 78 p. 60¢

Transmits basic information about the operations in State departments of education and other offices related to the placement of responsibilities and the man-months devoted to State services in school finance and school business management.

FS 5.4: 498

TRENDS IN SIGNIFICANT FACTS ON SCHOOL FINANCE: 1929-30-1958-54. Clayton D. Hutchins, Albert R. Munse, and Edna D. Booher. 1957. 77 p. 60¢

Contains tables on school finance and related items and charts showing trends through the 28-year period on population, income, and State taxes; school revenue; Federal aid; school personnel and districts; expenditures, including capital outlay and school debt.

FS 5.222: 22000

CURRENT EXPENDITURES PER PUPIL IN PUBLIC SCHOOL SYSTEMS: Urban School Systems. Current edition out of print; 1960 not yet available; see earlier editions.

Presents detailed data for individual school systems and an analysis of the data, in continuation of a series started in 1918 to provide comparative data on expenditure patterns and trends in public school systems.

Available:

- 1957-58. 71 p. 45¢
- Large Cities, 1956-57. 35 p. 30¢
FS 5.4: 537
- 1955-56. 25 p. 15¢. FS 5.4: 500
- 1954-55. 33 p. 30¢. FS 5.4: 473
- 1953-54. 27 p. 25¢. FS 5.4: 436
- Small and Medium-Sized Cities,
1956-57. 39 p. 25¢. FS 5.4: 538
- 1955-56. 27 p. 25¢. FS 5.4: 501
- 1954-55. 34 p. 30¢. FS 5.4: 472
- 1953-54. 34 p. 30¢. FS 5.4: 438
- 1952-53. 29 p. 25¢. FS 5.4: 392

FS 5.222: 22001

STATISTICS OF BONDS SOLD FOR PUBLIC SCHOOL PURPOSES: October 1953-June 1959. Stanley V. Smith and E. Joan McMurray. 1959. 15 p. 20¢

Provides information for administrators concerned with public school construction and financing; contains tables and graphs of national, regional, and State totals resulting from an analysis of data covering almost 6 years.

FS 5.222: 22002

PUBLIC SCHOOL FINANCE PROGRAMS OF THE UNITED STATES, 1957-58. Albert R. Munse and Eugene P. McLoone. 1960. 275 p. \$2

Gives State-by-State descriptions of revenue provisions for State and local financing of public education, including sources of funds, school indebtedness, assessment, budget and audit procedures, and trends in public school support.

Also available:

- 1953-54. 251 p. \$1.50. FS 5.30: 22

619796-63-4

FS 5.222: 22003-61

ADMINISTRATION OF PUBLIC LAWS 874 AND 815: Eleventh Annual Report of the Commissioner of Education, June 30, 1961. 1962. 179 p. \$1.25

Presents a general report and a series of tables showing receipts, disbursements, and other data for the fiscal year under the two programs authorized by these statutes, to provide financial assistance to local education agencies in federally affected areas for current operating expenses and for school construction.

Also available:

- 1960. 161 p. \$1.
- 1959. 166 p. 60¢.
- 1958. 160 p. \$1. FS 5.1/2: 7
- 1957. 145 p. 75¢. FS 5.1/2: 8
- 1956. 134 p. 65¢. FS 5.1/6
- 1955. 134 p. 65¢. FS 5.1/2: 6

FS 5.222: 22012

INFLUENCE OF VOTER TURNOUT ON SCHOOL BOND AND TAX ELECTIONS. Richard F. Carter and William G. Savard. 1961. 31 p. 20¢

Reports findings of a research study conducted at Stanford University with the aid of a grant from the Cooperative Research Program of the Office of Education on the extent, effect, and sources of voter turnout at school bond and tax elections over a 10-year period, 1948-59.

FS 5.222: 22013

REVENUE PROGRAMS FOR THE PUBLIC SCHOOLS IN THE UNITED STATES, 1959-60. Albert R. Munse. 1961. 79 p. 55¢

Presents tables to show trends and State patterns for support of public education through local, intermediate district, State, and Federal revenue.

FS 5.222: 22015

TRENDS IN FINANCING PUBLIC EDUCATION, 1929-30 TO 1959-60. Clayton D. Hutchins and Dolores A. Steinhilber. 1961. 136 p. \$1

Supplies information in charts and tables on population, income, and taxes; public school revenue and expenditure; Federal funds for education; school personnel; capital outlay and school debt.

See also:

- Federal funds for education (10009)
- Financing adult education in selected schools and community colleges (18 . . .)

- Local school construction programs (21 . . .)
- Property accounting for local and State school systems (20 . . .)
- Report on the long-range planning of the school facilities survey (21 . . .)
- Report on the National Defense Education Act (10004)
- School insurance (21004)
- School property insurance (20 . . .)
- Selected indexes of rural school finance in the United States, 1955-56 (36000)
- Statistics of local school systems (20 . . .)
- Statistics of nonpublic secondary schools, 1947-48 (20 . . .)
- Statistics of public elementary and secondary education of Negroes in the Southern States (20 . . .)
- Statistics of State school systems, 1955-56 (20 . . .)

**Staff, Salaries
(23000-23999)**

FS 5.4 : 289

- LEARNING TO SUPERVISE SCHOOLS: An appraisal of the Georgia Program.** Jane Franseth. 1951. 50 p. 40¢

An appraisal of a program to help supervisors learn how to provide expert consultative service.

FS 5.223 : 23000

- STATUTORY BASIS FOR ADMINISTRATIVE AND SPECIALIZED SERVICE STAFFING IN SCHOOL DISTRICTS.** Winston L. Roesch. 1960. 208 p. 75¢

Deals with administrative and specialized service staffing in local school systems: the legal basis for such positions, and how large a school system must be to justify positions such as business manager, assistant principal, etc., for staff adequacy and school system efficiency.

FS 5.223 : 23002

- TEACHER TURNOVER IN THE PUBLIC SCHOOLS, 1957-58.** Ward S. Mason and Robert K. Bain. 1959. 88 p. 30¢

Provides information on teaching staff changes in elementary and secondary school

teachers, men and women, to help estimate the number of teachers needed in the years ahead. Includes the rate of loss to the profession and the number and source of staff additions.

FS 5.223 : 23006

- ELEMENTARY SCHOOL ADMINISTRATION AND ORGANIZATION.** Stuart E. Dean. 1960. 126 p. 55¢

Shows policies, practices, trends regarding pupil promotion and reports on pupil progress, instructional time allocation, school-community relationships, use of teacher aides, and other problems of elementary school principals.

FS 5.223 : 23007

- CHARACTERISTICS OF ADMINISTRATIVE HANDBOOKS FOR SCHOOL STAFF PERSONNEL.** John F. Staehle. 1960. 50 p. 25¢

Results from an analysis of the administrative handbooks of 72 medium- and large-sized school systems in various geographic regions of the United States with regard to school agencies and personnel, instruction and supplementary services, facilities and equipment, and community relations.

FS 5.223 : 23009

- THE BEGINNING TEACHER: Status and Career Orientations.** Ward S. Mason. 1961. 196 p. \$1.25

Represents a more thorough analysis of data published in 1958 on the social, professional, and economic status of beginning teachers; also their aspirations, values, and attitudes concerning teaching, as indicated by a study undertaken in 1957.

Also available:

- : **A Survey of New Teachers in the Public Schools, 1956-57.** 1958. 56 p. 40¢. FS 5.4 : 510

FS 5.223 : 23014

- ORGANIZATION AND ADMINISTRATION OF PUPIL PERSONNEL SERVICE PROGRAMS IN SELECTED SCHOOL SYSTEMS.** Gene C. Fusco. 1961. 67 p. 50¢

Reports on methods used in eight urban school districts to organize and administer programs involving the health and welfare services of guidance counselors, school psychologists and psychometrists, social workers, physicians, nurses, dentists, and other specialists.

See also:

- Certification of school librarians (15 . . .)**
- Clerical and custodial staff in public secondary day schools, 1951-52 (21 . . .)**

- Directors and supervisors of special education in local school systems (35009)
- Directory of public secondary day schools (20031)
- Education directory (20006)
- Fall enrollment, teachers, and school-housing (20007)
- Federal Government and States (20004)
- Guidance workers certification requirements (25006)
- Key audiovisual personnel (34003)
- Keystones of good staff relationships (20 . . .)
- Personnel of State departments of education (20 . . .)
- Qualifications and teaching loads of mathematics and science teachers in Maryland, New Jersey, and Virginia (29 . . .)
- Salaries and other characteristics of beginning rural school teachers, 1953-54 (36 . . .)
- School plant management (21002)
- Selected indexes of rural school finance in the United States (36000)
- Small schools are growing larger (36001)
- Special education personnel in State departments of education (35008)
- Statistics of local school systems (20 . . .)
- Statistics of local school systems—County units (20008)
- Statistics of nonpublic secondary schools, 1947-48 (20 . . .)
- Statistics of public elementary and secondary education of Negroes in the southern states (20 . . .)
- Statistics of public secondary schools (20032)
- Statistics of rural schools (36 . . .)
- Statistics of special education for exceptional children (35015)
- Statistics of State school systems, 1955-56 (20 . . .)
- Structure of State departments of education (20 . . .)
- Supervised practice in counselor preparation (25 . . .)
- Teaching of science in public high schools. The (29 . . .)
- Teaching opportunities (26000)

STUDENTS

Enrollment, Retention, Graduation (24000-24999)

FS 5.3: 9511
FRUSTRATION IN ADOLESCENT YOUTH: Its Development and Implications for the School Program. David Segel. 1951. 65 p. 30¢
 Deals with characteristics of psychosocial development, evidences of frustration in early years and adolescence, and implications for the educational program, including suggestions for a school program that will induce young people 12-18 to remain in school until graduation.

FS 5.4: 322
HOLDING POWER AND SIZE OF HIGH SCHOOLS. Walter Gaumnitz and Ellsworth Tompkins. 1950. 25 p. 20¢
 Statistics relating to the comparative holding power of high schools of various sizes. Data was to be used nationally or by State to determine what progress the public high

schools had made toward keeping all American youth of secondary school age in high school.

FS 5.3: 954/4
A LOOK AHEAD IN SECONDARY EDUCATION: Report of the Second Commission on Life Adjustment Education for Youth. Homer H. Cummings and others. 1954. 105 p. 35¢
 Contains resumes of State activities serving the needs of all youth of high school age. Covers conferences, workshops, commissions, publications, and other activities and significant issues.

LI 7: sch:6
NATIONAL STAY-IN-SCHOOL CAMPAIGN: Handbook for Communities. 1957. 25 p. 15¢
 Cooperative project of the U.S. Department of Labor, Department of Defense, addressed to parents, teachers, students and other citizens to appeal to boys and girls of high school age to stay in school and graduate.

FS 5.23: 948-50

OFFERINGS AND ENROLLMENTS IN HIGH SCHOOL SUBJECTS: 1948-50. Mabel C. Rice, J. Dan Hull, and Grace S. Wright. 1951. 118 p. 30¢

Includes information on all public secondary day schools, including junior high schools, with enrollment of 500 or more in the continental United States. Covers data on 50 percent of the secondary schools with enrollments of less than 500 at time of printing.

FS 5.2: W89

TRANSITION FROM SCHOOL TO WORK. 1957; reprinted 1958. 12 p. 10¢

An effort to identify a program of action and some sources of help available to young people in the average community in their transition from school to work.

FS 5.224: 24000

STATE LEGISLATION ON SCHOOL ATTENDANCE. Neida Umbeck. 1960. 33 p. 30¢

Updates information published in an earlier circular, to include data on legislation enacted during the 1959 calendar year. Includes school census and child labor information, also tables on public school enrollment, compulsory attendance and a State-by-State summary of attendance regulations and related matters.

FS 5.224: 24001

RETENTION IN HIGH SCHOOLS IN LARGE CITIES. David Segel and Oscar J. Schwarm. 1957. 29 p. 20¢

Provides comparisons of school holding power during grades 9, 10, 11, and 12 and classifies students according to sex and reason for dropout. A 4-year study in which 22 cities cooperated.

FS 5.224: 24003

REQUIREMENTS FOR HIGH SCHOOL GRADUATION. Grace S. Wright. 1961. 29 p. 20¢

A survey of the subjects required of all pupils for graduation—a reflection of educational objectives—as designated by State and city school systems.

See also:

Current expenditures per pupil in public school systems (22000)

Directory of public secondary day schools (20081)

Exceptional children and youth: Special education enrollments in public day schools (35019)

Fall enrollment, teachers, and school-housing (20007)

Offerings and enrollments in science and mathematics in public high schools, (29021)

Special education enrollments in local public schools (35027)

Statistics of local school systems (20 . . .)

Statistics of local school systems—Suburban cities (20008)

Statistics of nonpublic secondary schools, 1947-48 (20 . . .)

Statistics of public elementary and secondary education of Negroes in the Southern States (20 . . .)

Statistics of public school systems in 101 of the most rural counties (36 . . .)

Statistics of public secondary schools (20032)

Statistics of rural schools (36 . . .)

Statistics of special education for exceptional children (35015)

Statistics of State school systems (20 . . .)

Teaching of general biology in public schools of the United States, The (29 . . .)

Teaching of science in public high schools, The (29 . . .)

Guidance, Counseling, Testing (25000-25999)

FS 5.3: 959/1

AN APPROACH TO INDIVIDUAL ANALYSIS IN EDUCATION AND VOCATIONAL GUIDANCE. David Segel, Frank E. Wellman, and Allen T. Hamilton. 1959. 39 p. 20¢

Suggests reappraisal of the secondary school measurement program in relation to the choice of educational sequences and subjects and choice of an occupation; contains an analysis of general principles of educational and vocational guidance in eighth and ninth grades and of the relation of intellectual ability and specific aptitudes to the high school curriculum and success in occupations.

FS 5.3: 944/5

HANDBOOK OF CUMULATIVE RECORDS: A report of the National Committee on Cumulative Records. David Segel. 1944. 104 p. 35¢

Shows the place of the cumulative record in administration work, instructional activities, and pupil personnel work in schools; explains use of cumulative records from the standpoint of actual school practices and pertinent results obtained from research.

FS 5.11: 3314-7A

IN-SERVICE PREPARATION FOR GUIDANCE DUTIES. 1950. 48 p. 30¢

Suggests ways of planning, organizing, and carrying out an inservice training program, using State as well as local resources. A report from the Eighth National Conference of State Supervisors of Guidance Service and Counselor Trainers.

FS 5.3: 959/7

STATUS OF PREPARATION PROGRAMS FOR GUIDANCE AND STUDENT PERSONNEL WORKERS. Paul MacMinn and Roland G. Ross. 1959. 49 p. 25¢

Gives a nationwide view of programs of professional preparation in guidance and student personnel work: frequency of programs, type and level of degrees, curriculum for preparation of guidance and student personnel workers, supply and demand data.

FS 1V: 3314-6

SUPERVISED PRACTICE IN COUNSELOR PREPARATION. 1952. 26 p. 20¢

Suggests facilities, staff, and materials for use in providing training experiences, methods, and techniques for achieving skill in guidance.

FS 5.225: 25000

PREPARATION PROGRAMS AND COURSE OFFERINGS IN SCHOOL AND COLLEGE PERSONNEL WORK. 1959-60. Paul MacMinn. 1959. 124 p. 75¢

Lists programs and graduate courses by institution; also contains a partial list of the conferences and workshops scheduled in this field for the 1959 summer session and the 1959-60 academic year.

FS 5.225: 25003

UNDERSTANDING TESTING: Purposes and Interpretations for Pupil Development. Kenneth F. McLaughlin, ed. 1960. 24 p. 25¢

Contains various articles reprinted from *School Life* on types of tests available, basic

facts about tests, how a test is built, cumulative records, guidance and other uses, administration of testing programs, and definitions of common terms.

FS 5.225: 25005

GUIDANCE WORKERS CERTIFICATION REQUIREMENTS. Royce E. Brewster. 1960. 98 p. 35¢

Part I lists certification requirements, by State; part II lists certification requirements for school psychologists or psychometricians.

FS 5.225: 25007

RESEARCH IN SCHOOL AND COLLEGE PERSONNEL SERVICES. Paul MacMinn, Carroll H. Miller, and Frank E. Wellman. 1960. 136 p. 55¢

Gives an account of unpublished research studies related to school and college personnel services—cooperative project of the National Association of Guidance Supervisors and Counselor Trainers and USOE. First of a series to be issued biennially.

FS 5.225: 25011

THE NATIONAL DEFENSE COUNSELING AND GUIDANCE TRAINING INSTITUTES PROGRAM: A Report of the First 50 Institutes. Leon E. Tyler. 1960. 93 p. 35¢

Reports on the first short-term counseling and guidance training institutes authorized by the National Defense Education Act; points out what was done in the institutes, describes attendance, and gives information concerning faculty and other aspects of the program.

FS 5.225: 25014

TYPES OF TESTS IN PROJECT TALENT. John T. Dalley and Marion F. Shaycoft. 1961. 62 p. 25¢

Outlines briefly the history, development, and general use of many of the common types of standardized tests, giving examples from the battery of tests used in Project Talent, a nationwide inventory testing approximately a half-million high school students as a research project centered at the University of Pittsburgh.

FS 5.225: 25020

GUIDANCE, COUNSELING, AND TESTING PROGRAM EVALUATION: Suggestions for Secondary Schools, Title V-A, National Defense Education Act of 1958. Frank E. Wellman and Ron D. Twiford. 1961. 37 p. 30¢

Deals with the evaluation of guidance, counseling, and testing programs, including suggested forms, techniques, and procedures.

Contains recommendations for conducting evaluative studies of State supervisory programs; local secondary school guidance, counseling, and testing programs; program outcomes in terms of student development and behavior.

FS 5.225: 25021

GUIDANCE FOR THE UNDERACHIEVER WITH SUPERIOR ABILITY. Leonard M. Miller, ed. 1961. 85 p. 35¢

Contains suggestions on how to identify the guidance needs and problems of the underachiever and how to meet those needs at the various levels of education. Published as a result of a U.S. O.E. conference in Washington June 23-25, 1960.

See also:

- Frustration in adolescent youth (24 . . .)
- Modern foreign languages: A counselor's guide (27004)
- Organization and administration of pupil personnel service programs (23014)

Careers

(26000-26999)

FS 5.17: 119

CAREERS IN ATOMIC ENERGY. Walter J. Greenleaf. 1957. 36 p. 25¢

Presents statistics giving broad extent of programs. Summarizes details of available positions—whether part time or full time, graduate research contracts or technical jobs—in universities, hospitals, research institutions, and government.

FS 5.3: 954/6

FOLLOWING GRADUATES INTO TEACHING. Effie G. Bathurst and Jane Franseth. 1954. 45 p. 25¢

An analysis of activities that are contributing to the development of better school programs in college service areas. Based on data received from 181 colleges and universities.

FS 5.17: 122

TEACHING AS A CAREER. John B. Whitelaw, Shirley Radcliffe, and Florence Friedlander. 1959. 34 p. 20¢

Answers questions related to necessary qualifications, cost of education, choice of field, opportunities, and practical considerations of employment.

FS 5.7/a: T22/10

TEACHING IS AN ATTRACTIVE CAREER. Earl W. Anderson. 4 p. Reprint from *School Life*, November 1954. 5¢

Is useful for counseling students regarding vocational choices.

FS 5.226: 26000

TEACHING OPPORTUNITIES. 1960 reprint. John B. Whitelaw and Florence Friedlander. 39 p. 30¢

Contains information on securing teaching positions in colleges, public or private schools in the United States or overseas; summer positions; certification requirements; teacher supply and demand; salaries.

FS 5.226: 26007

CAREERS IN ENGINEERING, MATHEMATICS, SCIENCE, AND RELATED FIELDS: A Selected Bibliography. A. Neal Shedd, Anita K. Scott, and James M. McCullough. 1961. 39 p. 25¢

Lists 385 free or inexpensive publications about careers in the sciences—agriculture, biological sciences, engineering, forestry, the health professions, mathematics, and the physical sciences.

See also:

- Beginning teacher, The (23009)
- Girls' and women's occupations (84 . . .)
- Vocational-technical education for American industry (84 . . .)

Foreign Languages

(27000-27999)

FS 5.3: 959/3

FOREIGN LANGUAGE LABORATORIES IN SCHOOLS AND COLLEGES. Marjorie C. Johnston and Catherine C. Seerley. 1959. 86 p. 35¢

Reports on a survey of the mechanical and electronic equipment available in language laboratories and the purposes, use, and educational value of such installations. Includes information on organization and administration, equipment and costs, materials and techniques for the language laboratory.

FS 5.227: 27000

MODERN FOREIGN LANGUAGES IN HIGH SCHOOL: Prereading Instruction. Patricia O'Connor. 1960. 50 p. 25¢

Describes techniques for beginning classes at the secondary school level, based in part on the author's experience with an English language teaching project in Japan in 1957-58.

FS 5.227 : #7004

MODERN FOREIGN LANGUAGES: A Counselor's Guide. Marjorie C. Johnston and Flo Remer. 1960. 67 p. 30¢

For guidance workers, teachers, principals, and parents responsible for helping high school students plan their programs. Appendix includes entrance and course requirements for B.A. and B.S. degrees, list of languages, and estimated number of native speakers of each.

FS 5.227 : #7005

MODERN FOREIGN LANGUAGES IN THE HIGH SCHOOL. Marjorie C. Johnston. 1958, reprinted 1960. 163 p. \$1

Includes papers presented at a conference held in May 1957 to consider how modern foreign language programs in high school may be redesigned to serve the increased need for foreign languages, the changing character of foreign language teaching, new objective and evaluative techniques, teacher preparation and professional growth.

FS 5.227 : #7007

MODERN FOREIGN LANGUAGES IN THE ELEMENTARY SCHOOL: Teaching Techniques. Elizabeth Keesea. 1960. 65 p. 45¢

Describes a variety of teaching techniques now in use and gives examples of types of materials that have been developed for language habit formulation in introducing a second language to elementary school children.

FS 5.227 : #7013

MODERN FOREIGN LANGUAGES IN HIGH SCHOOL: The Language Laboratory. Joseph C. Hutchinson. 1961. 85 p. In press

Reports on the increase in installations and points out practical problems involved in planning, equipping, and operating a laboratory as part of the high school foreign language program. Includes glossaries of expressions and terms in French, German, Italian, Russian, and Spanish.

See also:

High school pupil programs (33021)

Research and studies—Language development program (12011)

State curriculum guides in science, mathematics, and modern foreign languages (33012)

Health, Physical Education, Recreation (28000-28999)

FS 5.20 : G91

CLASSROOM GROWTH RECORD. 1948. 10¢

A blank chart and text designed for elementary schools; may also be used successfully at the junior high school level. A 28 x 17-inch poster.

FS 5.7/a : P847

GOOD POSTURE FOR BOYS AND GIRLS.

Helen Manley. Reprinted from *School Life*, November 1947. 2 p. 5¢

Describes good posture; gives tests for posture, causes of poor posture, a list of "do's and don'ts" for parents and teachers, and suggests useful exercises. Designed for elementary schools, but equally applicable to the secondary-school level.

FS 5.3 : 952/20

HEALTH SERVICES IN CITY SCHOOLS.

Holger F. Kliander. 1952. 68 p. 25¢

A series of studies showing the present status of many phases of school health services in 3,430 cities having a population of 2,500 or more in the continental United States. Undertaken in cooperation with the U.S. Public Health Service and the American Medical Association.

FS 5.3 : 959/15

PHYSICAL EDUCATION IN URBAN ELEMENTARY SCHOOLS. Elsa Schneider. 1959.

91 p. 45¢

Reports on replies to a questionnaire concerning teachers, curriculum and scheduling, methods of measuring children's progress, and health and physical education facilities and equipment available in city schools.

FS 5.7/a : So. 16

SODIUM FLUORIDE GOES TO SCHOOL. V. R.

Sill. '3 p. Reprinted from *School Life*, May 1949. 5¢

Tells how the U.S. Public Health Service brought sodium fluoride to the attention of medical people and set up demonstration teams, operating in 28 States, the District of Columbia, Hawaii, Alaska, and Puerto Rico, to show the techniques of applying sodium fluoride to the teeth of school children.

FS 5.228 : 28001

TEACHERS CONTRIBUTE TO CHILD HEALTH.

Elsa Schneider and Simon A. McNeely. 1951; reprinted 1960. 44 p. 25¢

Discusses the teacher's contribution to physical, mental, emotional, and school health.

FS 5.228: 28005

GAMES AND SELF-TESTING ACTIVITIES FOR THE CLASSROOM. Elsa Schneider. 1959; reprinted 1961. 12 p. 10¢

Describes activities involving balance, agility, strength, flexibility, endurance, and fun. Many of these games can be carried on in limited space with little or no equipment.

**Mathematics, Science
(29000-29999)**

FS 5.3: 954/0

CURRICULUM MATERIALS IN HIGH SCHOOL MATHEMATICS. Kenneth E. Brown. 1954. 40 p. 20¢

Analyses 135 courses of study, covering general characteristics of local and State curriculum guides; compares State guides from 1932 to 1952, and discusses methods of developing curriculum materials.

FS 5.3: 952/15

EDUCATION FOR THE TALENTED IN MATHEMATICS AND SCIENCE. Kenneth E. Brown. 1952; reprinted 1957. 34 p. 15¢

Provides a resume of ideas on the subject by outstanding leaders in education, government, and industry.

FS 5.4: 533

MATHEMATICS AND SCIENCE EDUCATION IN U.S. PUBLIC SCHOOLS. J. Dan Hull and others. 1958. 97 p. 65¢

Reports on a conference held in Washington in 1958 to develop guidelines for program appraisal in the teaching of mathematics and science and to evaluate various proposals for changes in school programs.

FS 5.3: 953/5

MATHEMATICS IN PUBLIC HIGH SCHOOLS. Kenneth E. Brown. 1953. 47 p. 25¢

Contains information on enrollments, typical course offerings, size of classes, number of teachers, field trips, length of class periods, and other pertinent data for the school year 1951-52 and the first semester of 1952-53, on grades 7-12 in 857 public high schools selected at random.

FS 5.4: 575

QUALIFICATIONS AND TEACHING LOADS OF MATHEMATICS AND SCIENCE TEACHERS IN MARYLAND, NEW JERSEY, AND VIRGINIA. Kenneth E. Brown and Ellsworth S. Obourn. 1959. 101 p. 70¢

Establishes a pattern for possible future studies in other States to assess the qualifications of teachers of these subjects. A pilot study in cooperation with the National Science Foundation.

FS 5.30: 17

SCIENCE FACILITIES FOR SECONDARY SCHOOLS: Guiding Principles and Suggestions for Planning and Developing Instructional Facilities for Science Teaching. Philip G. Johnson and others. 1952; reprinted 1956. 38 p. 25¢

Discusses planning space and facilities, location of science rooms, design of science and other facilities. Includes a checklist and bibliography, some floor plans, and illustrations.

FS 5.3: 952/0

THE TEACHING OF GENERAL BIOLOGY IN PUBLIC HIGH SCHOOLS OF THE UNITED STATES: An Inquiry Into Offerings, Enrollments, Course Organization, Facilities, Equipment, and Expenditures, 1949-50. W. Edgar Martin. 1952. 46 p. 25¢

Covers enrollment in the courses, the number of teachers, course organization, nature of laboratory work, equipment used, appropriations for supplies, innovations, and general problems.

FS 5.3: 950/0

THE TEACHING OF SCIENCE IN PUBLIC HIGH SCHOOLS: An Inquiry Into Offerings, Enrollments, and Selected Teaching Conditions, 1947-48. Philip G. Johnson. 1950. 48 p. 20¢

Reports enrollments in general science, biology, chemistry, and physics; additional science offerings, number of teachers serving these pupils, class size, grade placement of science-subjects, time allotments for recitation and laboratory, and related problems.

FS 5.229: 29000

ANALYSIS OF RESEARCH IN THE TEACHING OF SCIENCE, July 1956-July 1957. Ellsworth S. Obourn and Charles L. Koelsche. 1959. 46 p. 25¢

Summarizes and interprets research in science teaching at the elementary, secondary, and college levels; selected from a list of abstracts of published and unpublished studies for the period specified; an annual appraisal.

Also available:

-1955-56. 55 p. 25¢. FS 5.3 958/7

FS 5.229 : 29006

GENERAL FACILITIES AND EQUIPMENT.
(Part I, Science and Mathematics in
Public High Schools, 1968). Ells-
worth S. Obourn and Kenneth E.
Brown. 1960. 70 p. 80¢

Undertakes to supply data helpful in locat-
ing and showing the nature of shortages of
facilities in public high schools of different
types and sizes and to point the way to effec-
tive use of funds available through the Na-
tional Defense Education Act.

FS 5.229 : 29007

ANALYSIS OF RESEARCH IN THE TEACHING
OF MATHEMATICS, 1957 AND 1958. Ken-
neth E. Brown and John J. Kinsella.
1960. 50 p. 25¢

Reports on studies of content and/or
method in the teaching of mathematics in
elementary school, high school, and college,
making available the results of research re-
ported to the Office of Education as an aid to
researchers and classroom teachers in an
effort to improve the teaching of mathematics.

Also available:

— 1955 and 1956. 73 p. 25¢

FS 5.3 : 956/4

FS 5.229 : 29021

OFFERINGS AND ENROLLMENTS IN SCIENCE
AND MATHEMATICS IN PUBLIC HIGH
SCHOOLS, 1958. Kenneth E. Brown and
Ellsworth S. Obourn. 1961. 87 p.
85¢

Concerns trends in emphasis and curriculum
revision in science and mathematics in selected
public high schools as well as enrollment in
such courses. Presents data by geographic
region, size of classes, and ratio of boys to
girls in these classes.

Also available:

— 1958. 44 p. 25¢. FS 5.17 : 120

— 1954. 24 p. 15¢. FS 5.17 : 118

FS 5.229 : 29023

INSERVICE EDUCATION OF HIGH SCHOOL
MATHEMATICS TEACHERS. Kenneth E.
Brown and Daniel W. Snader. 1961.
109 p. 50¢

Reports on a conference convened under the
joint auspices of the U.S. Department of
Health, Education, and Welfare and the Na-
tional Council of Teachers of Mathematics at
which topics included needed emphasis in the
teaching of mathematics and the implications

for teacher re-education, current problems and
patterns of inservice education, and character-
istics of a desirable inservice program. Lists
sources of curriculum and teaching materials.

FS 5.229 : 29025

SCIENCE AS A WAY OF LIFE. Ellsworth S.
Obourn. 1961. 27 p. 15¢

A short report growing out of talks given
by the author to groups of science teachers
and others concerned with improving science
education in elementary and secondary schools.
Includes a checklist for rating a school's sci-
ence program.

FS 5.229 : 29029

SCIENCE EQUIPMENT AND MATERIALS FOR
ELEMENTARY SCHOOLS: Suggestions for
Supervisors, Administrators, and
Teachers. Albert Pilke. 1961. 66 p.
80¢

Offers general guidelines concerning the se-
lection of appropriate equipment and ma-
terials, the orientation of teachers in regard
to the use of such aids, and school policies
and practices concerning the procurement of
science equipment.

See also:

Careers in engineering, mathematics, sci-
ence, and related fields (26007)

Facilities and equipment for science and
mathematics (21000)

Research problems in mathematics edu-
cation (12008)

State curriculum guides in science, math-
ematics, and modern foreign languages
(83012)

Language Arts

(30000-30999) ↵

FS 5.3 : 953/2

HOW CHILDREN LEARN TO WRITE. Helen
K. Mackintosh and Wilhelmina Hill.
1958. 24 p. 15¢

Contains suggestions for the teacher who
wants to use sound methods in teaching chil-
dren to express themselves in writing; shows
that developing written expression begins
simply with young children and grows dur-
ing elementary school according to each child's
individual rate of progress.

FS 5.230: 30002

IMPROVING READING IN THE JUNIOR HIGH SCHOOL. Arno Jewett. 1957; reprinted 1961. 165 p. 70¢

Methods of teaching developmental and remedial reading to help teachers, supervisors, administrators, and others improve the quality of reading done by junior high school pupils.

FS 5.230: 30003

ENGLISH LANGUAGE ARTS IN AMERICAN HIGH SCHOOLS. Arno Jewett. 1958; reprinted 1961. 122 p. 50¢

A survey which includes the four major areas of writing, speaking, listening, and reading; tells how language-arts curriculum committee function, and points out some of the major changes in the high school language arts curriculum in the past 25 years or so.

See also:

High school pupil programs (33021)

Social Studies (31000-31999)

FS 5.231: 31000

SOCIAL STUDIES IN THE ELEMENTARY SCHOOL PROGRAM. Wilhelmina Hill. 1960. 110 p. 50¢

Describes ways in which elementary schools are adjusting the social studies curriculum to life in an aerospace age and giving increased attention to international understanding.

See also:

High school pupil programs (33021)

Television in our schools 34 . . .)

Writers' handbook for the development of educational materials (14 . . .)

Other Subjects and Activities General Teaching Methods (32000-33000-33999)

FS 5.3: 956/6

BLOCK-TIME CLASSES AND THE CORE PROGRAM IN THE JUNIOR HIGH SCHOOL. Grace S. Wright. 1958. 70 p. 85¢

Provides information on types of programs, organization and extent of use, as well as suggestions for developing a core program. Part I concerns the extent and characteristics of block-time classes as reported by 487 schools in the samples; part II reports on the practices of 159 of the schools whose principals reported block time classes that have the characteristics of a core program.

FS 5.7: 35/9/supp.

CITIZENSHIP FOR AN ATOMIC AGE. George L. Glasheen and Mattie A. Pinette, U.S. Atomic Energy Commission; Ryland W. Crary and Dana B. Roblee, Federal Civil Defense Administration. 1953. 16 p. 15¢

Nine articles in a special issue of *School Life* concerning the future role of today's youngsters.

FS 5.3: 957/16

CONSERVATION EXPERIENCES FOR CHILDREN. Effie G. Bathurst and Wilhelmina Hill. 1957. 192 p. 75¢

Tells how children of the United States are learning to conserve the Nation's reserves of soil, water, forests, fish, wildlife, minerals, and other natural resources. Describes numerous practices which have been effective. Intended chiefly for teachers and supervisors.

FS 5.3: 952/3

CORE CURRICULUM DEVELOPMENT: Problems and Practices. Grace S. Wright. 1952. 104 p. 35¢

Reports core practices in 519 schools and gives examples of how problems reported by principals are being successfully met in some schools.

FS 5.3: 951/2

CULLODEN IMPROVES ITS CURRICULUM: New Enterprises in Education Series. Lucille McGraw Richmond. 1951. 24 p. 15¢

Tells how pupils and staff of this elementary school took a critical look at their unsatisfactory formal school program and decided to change to a program that would meet home and community needs of boys and girls.

FS 5.3: 954/10

EDUCATING CHILDREN IN GRADES SEVEN AND EIGHT. Gertrude M. Lewis. 1954; reprinted 1957. 99 p. 35¢

Reports on the needs of children commonly found in these grades and the teaching practices, administration, supervision, and facilities.

FS 5.3: 950/4

EXTRACLASS ACTIVITIES FOR ALL PUPILS. Ellsworth Tompkins. 1950. 54 p. 25¢

Deals with the organization, administration, supervision and evaluation of part-time activities in secondary schools. Reports practices in 42 large high schools, extent of pupil participation, types of activities, desirable elements in a balanced program.

FS 5.3: 951/7

HOW CHILDREN USE ARITHMETIC. Effie G. Bathurst. 1951. 13 p. 15¢

Discusses teaching methods growing out of recent research and ideas and practices reported by teachers or observed in various classrooms. Illustrates means by which the subject can be made more meaningful to boys and girls.

FS 5.4: 835

LIFE ADJUSTMENT EDUCATION IN THE AMERICAN CULTURE. 1952. 95 p. 30¢

Report of the National Work Conference on Life Adjustment Education, Washington, D.C., October 8-10, 1951, concerning the individual and social problems of living faced by American youth. Deals with manpower and wartime citizenship, home and family living, economic understanding, and teacher education.

FS 5.3: 949/12

THE PLACE OF SUBJECTS IN THE CURRICULUM. Effie G. Bathurst, Paul E. Blackwood, Helen K. Mackintosh, and Ellen Schneider. 1949. 33 p. 20¢

Describes a day with a group of fourth grade boys and girls; illustrates what happens in a classroom in the course of a school day.

FS 5.34: 7

TEACHING NUTRITION IN THE ELEMENTARY SCHOOL. Ruth Wood Gavian and others. 1955. 32 p. 25¢

Contains suggestions for developing an effective program in the elementary schools and lists up-to-date sources of nutrition information—bulletins, articles, and books.

FS 5.3: 957/5

WORK EXPERIENCE EDUCATION PROGRAMS IN AMERICAN SECONDARY SCHOOLS. Dewitt Hunt. 1957. 94 p. 45¢

Serves the local school official who wants to initiate a work-experience education program or to evaluate a program already in operation; suggests methods of integrating the normal work activities of children and youth in the school program.

FS 5.232: \$2000

EDUCATING CHILDREN IN GRADES FOUR, FIVE AND SIX. Gertrude M. Lewis. 1958; reprinted 1960. 216 p. \$1

Outlines characteristics of children from 9 through 11 and suggests school programs to help meet the social, emotional, physical, and academic needs of children of this age.

FS 5.232: \$2002

HOW CHILDREN LEARN TO THINK. Paul E. Blackwood. 19 p. 1951; reprinted 1960. 15¢

Develops some principles about thinking and problem solving in the classroom; demonstrates that opportunities are found in all phases of the school program but require skillful teaching to stimulate thinking.

FS 5.232: \$2003

HOW CHILDREN USE THE COMMUNITY FOR LEARNING. Effie G. Bathurst. 1953; reprinted 1960. 46 p. 25¢

Describes the work of an Ohio urban elementary school of 450 pupils with no regular supervision as it worked through 1950-52 to better its curriculum.

FS 5.232: \$2006

HOW CHILDREN LEARN ABOUT HUMAN RIGHTS. Wilhelmina Hill and Helen K. Mackintosh. 1951; reprinted 1961. 16 p. 15¢

Illustrates what is being done in the study of human rights in elementary schools in various parts of the United States.

FS 5.232: \$2007

HOW CHILDREN CAN BE CREATIVE. Wilhelmina Hill, Helen Mackintosh, and Arne Randall. 1954; reprinted 1961. 23 p. 15¢

Designed to help teachers and parents understand how children in elementary-school classrooms can create songs, poems, stories, rhythms, dances, pictures, handicrafts, and other art forms.

FS 5.233: \$3005

CURRICULUM RESPONSIBILITIES OF STATE DEPARTMENTS OF EDUCATION. Howard H. Cummings and Helen K. Michintosh. 1958; reprinted 1960. 76 p. 55¢

Gives major attention to processes whereby a curriculum is designed and implemented. A status report on current practices to help State departments of education in further curriculum development.

FS 5.232:33006

PREPARING YOUR CHILD FOR SCHOOL. Hazel F. Gabbard. 1957; reprinted 1961. 24 p. 15¢

Helps parents understand their responsibility in guiding the child's early learning experiences to assure him of a fine start in school.

FS 5.233:33007

DRAMA WITH AND FOR CHILDREN. Winifred Ward. 1960. 30¢

Offers guidance in the art of creative drama. Includes methods for guiding children in creative dramatics and for establishing a children's theater in a community.

FS 5.233:33008

WHERE CHILDREN LIVE AFFECTS CURRICULUM. Effie G. Bathurst. 1950; reprinted 1960. 77 p. 30¢

Points out effects of environment on curriculum requirements.

FS 5.233:33009

EXTRACLASS ACTIVITIES IN AVIATION, PHOTOGRAPHY, RADIO FOR SECONDARY SCHOOL PUPILS. Willis C. Brown. 1956; reprinted 1960. 48 p. 25¢

Offers suggestions for school administrators and sponsors of club activities in these three fields, to help improve existing programs or help to start them in schools where they do not exist. Lists cooperating agencies.

FS 5.233:33012

STATE CURRICULUM GUIDES IN SCIENCE, MATHEMATICS, AND MODERN FOREIGN LANGUAGES: A Bibliography. E. Anne Putnam and Ralph P. Frazier. 1960. 28 p. 25¢

Prepared at the request of State supervisors of these subject areas. Current as of April 15, 1960, it includes only those publications referring to course content.

FS 5.233:33016

SOCIAL CLIMATES IN HIGH SCHOOLS. James S. Coleman. 1961. 75 p. 30¢

Examines status systems that operate in high schools, with an eye to how they affect student achievement and why one system exists in one group and a different one in another. The author offers suggestions for changes that might be made to channel the influence of the systems toward a more positive attitude about academic achievement.

FS 5.233:33019

INDUSTRIAL ARTS: An analysis of 39 State Curriculum Guides: 1953-58. Marshall L. Schmitt, Paul E. Harrison, and Albert L. Pelley. 1961. 76 p. 45¢

Analyzes curriculum guides for industrial arts in junior and senior high school programs for drawing and planning, woodworking, metalworking, electronics, graphic arts, transportation and power mechanics, and plastics.

FS 5.233:33021

HIGH SCHOOL PUPIL PROGRAMS: A Preliminary Report. Edith S. Greer and Richard M. Harbeck. 1961. 31 p. 20¢

Reports on program patterns including English, social studies, science, mathematics, and foreign language courses carried by high school students according to data obtained from a questionnaire to high school principals and from credit transcripts of a sampling of students who graduated in 1958.

See also:

- Broadening the services of small high schools (36 . . .)
- Curriculum adjustments for the mentally retarded (35 . . .)
- Distributive education for youth: Work-experience laboratories (83 . . .)
- Educating the more able children in grades 4, 5, and 6 (35006)
- Education for freedom as provided by State laws (20 . . .)
- Education for homemaking in secondary schools of the United States (83 . . .)
- Educational values in [distributive education] club programs (82005)
- Factors affecting the improvement of secondary education (20 . . .)
- Gifted student, The (35016)
- Guide for improving safety education programs in school shop, A (84004)
- Home economics in public secondary schools (83010)
- Modern ways in one- and two-teacher schools (86002)
- Offerings and enrollments in high school subjects (24 . . .)
- Quantity food preparation: A curriculum guide (84 . . .)
- Resources for office education programs (86001)

- Retarded child goes to school, The (35000)
- Rural renaissance (36003)
- School lunch: Its educational contribution (20 . . .)
- School shop—Learn safe work habits here (84 . . .)
- Strengthen schools for the 60's (20019)
- Study of curriculum development in the high school cooperative program (82000)
- Teaching about the United Nations (14 . . .)
- Teaching by machine (34010)
- Teaching rapid and slow learners in high school (85 . . .)
- Training for quantity food preparation (84 . . .)
- Training for students in the food industry (82004)
- Training programs for fishery occupations (84025)
- World understanding begins with children (14 . . .)

**Audiovisual Aids
(34000-34999)**

- FS 5.3: 959/4
A DIRECTORY OF 3660 16MM FILM LIBRARIES. Seerley Reid, Anita Carpenter, and Annie Rose Daugherty. 1959. 286 p. \$1
Lists by State and city various companies, institutions, and organizations which lend or rent 16mm films to groups within the United States for noncommercial educational use. The sixth of a series begun in 1948.
- FS 5.6/2: T 23
EDUCATIONAL TELEGUIDE: References for Education by Television. Franklin Dunham. 1959. 79 p. 80¢
Lists channels of noncommercial stations, by State and city, closed-circuit facilities, organizations concerned with educational TV, publications, and sources of research.
- FS 5.3: 950/1
102 MOTION PICTURES ON DEMOCRACY. Seerley Reid. 1959. 51 p. 20¢
Annotated bibliography of motion pictures on democratic processes; includes specific instructions on purchasing, renting, and borrowing films.

FS 5.3: 957/21
TELEVISION IN EDUCATION. Franklin Dunham, Ronald R. Lowdermilk, and Gertrude G. Broderick. 124 p. 1957. 55¢

Points out potential benefits of closed and open-circuit stations devoted to education. Also indicates the growth of various types of stations, lists foundations supporting such endeavors, and presents sample of programs.

FS 5.3: 952/16/rev. 2
TELEVISION IN OUR SCHOOLS. Franklin Dunham and Ronald R. Lowdermilk. 38 p. rev. 1956. 20¢

Points up potential of TV as an educational device in schools and colleges, particularly in social studies or language arts.

FS 5.234: 34003-61
KEY AUDIOVISUAL PERSONNEL IN PUBLIC SCHOOL AND LIBRARY SYSTEMS IN STATES AND LARGE COLLEGES AND UNIVERSITIES, 1960-61. Seerley Reid. 1961. 101 p. 85¢

Names key audiovisual education personnel in 138 State departments of education, State library agencies, large city school systems, large city public library systems, and large public colleges and universities. The 9th annual compilation.

Also available:
—1959-60. 94 p. 85¢

FS 5.234: 34004
RADIO AND TELEVISION: A Selected Bibliography. Patricia Beall Hamill. 1960. 89 p. 25¢

Lists, with annotations, publications reporting findings of research and experimentation and significant contributions to the educational applications of radio, television, and motion pictures.

FS 5.234: 34006
U.S. GOVERNMENT FILMS FOR PUBLIC EDUCATIONAL USE, 1960. Seerley Reid and others. 1961. 502 p. \$2.75

Lists motion pictures and filmstrips available for use in the United States through agencies of the executive, judicial, and legislative branches of the Federal Government, as of July 1960. A catalog prepared by cooperative agreement between the U.S.O.E. and the Library of Congress.

Also available:
—1955. 651 p. \$1.75
—1957. 91 p.-supplement. 85¢

FS 5.3: 957

FS 5.234: 34010

TEACHING BY MACHINE. Lawrence M. Stolurow. 1961. 173 p. 65¢

Describes mechanical teaching devices, experiments in programing, and the basic concepts, techniques, and implications of auto-instructional devices. Includes sketches of some of the machines available. A survey growing out of a University of Illinois project supported in part by the Cooperative Research Program of the U.S.O.E.

See also:

Extraclass activities in aviation, photography, and radio for secondary school pupils (33009)

Three-dimensional teaching aids for trade and industrial education (84024)

Exceptional Children Special Education (35000-35999)

FS 5.3: 959/5

CHILDREN WITH SPEECH AND HEARING IMPAIRMENT. Wendell Johnson. 1950. 32 p. 20¢

Concerns the problems and opportunities for service in meeting the urgent educational needs of an estimated 1.5 million school-age children with speech and hearing impairment.

FS 5.3: 954/13

COLLEGE AND UNIVERSITY PROGRAMS FOR THE PREPARATION OF TEACHERS OF EXCEPTIONAL CHILDREN. Romaine P. Mackie and Lloyd M. Dunn. 1954. 91 p. 35¢

Reports current opportunities in the United States in this special field and gives information on programs now in operation.

FS 5.20: C43

CREED FOR EXCEPTIONAL CHILDREN. Leonard Mayo. 155. 10¢

Poster, 18 x 12.8 in., resulting from a conference on qualification and preparation of teachers of exceptional children.

FS 5.3: 950/2

CURRICULUM ADJUSTMENTS FOR THE MENTALLY RETARDED: A Guide for Elementary and Secondary Schools. Elise H. Martens. 1950. 100 p. 45¢

Outlines such subjects as physical and mental health, social and civic experiences, and the development of skill in science, art, and manual operations.

FS 5.7/a: Ex. 22

EXCEPTIONAL YEARS FOR EXCEPTIONAL CHILDREN. Romaine P. Mackie. 1958. 8 p. 10¢

Brief review of advances toward solving problems related to the education of exceptional children and projects and studies planned for 1958 showing major progress in research and in securing specialized personnel.

FS 5.7/2: H191

HELPING THE HANDICAPPED—An Investment in the Nation's Future Manpower. Romaine P. Mackie. 1952. 4 p. 5¢

Series of 16 photographs, with explanations, published by *School Life* to show how schools can contribute to the best possible development of children with handicaps.

FS 5.3: 954/1

STATE CERTIFICATION REQUIREMENTS FOR TEACHERS OF EXCEPTIONAL CHILDREN. Romaine P. Mackie and Lloyd M. Dunn. 1954. 60 p. 25¢

Reviews the need for professional standards and the existing certification requirements for teachers of various types of exceptional children; concludes with some opinions concerning State standards and desirable certification procedures.

FS 5.3: 958/10

TEACHERS OF CHILDREN WHO ARE BLIND. Romaine P. Mackie and Lloyd M. Dunn. 1955; reprinted 1958. 109 p. 40¢

A study of the distinctive competencies needed for the teacher to help bring the blind child's immediate environment into focus for him and bring learning experiences within arm's reach.

FS 5.3: 955/6

TEACHERS OF CHILDREN WHO ARE DEAF. Romaine P. Mackie and others. 1955. 87 p. 35¢

Focuses on professional standards as evaluated by classroom teachers of the deaf and a committee of experts.

FS 5.3: 959/24

TEACHERS OF CHILDREN WHO ARE HARD OF HEARING. Romaine P. Mackie and Don A. Harrington. 1950. 70 p. 35¢

Defines hard of hearing children as those with hearing problems whose total achievement in hearing, speech, and language permit

(them to function satisfactorily with or without a hearing aid in a school with normally hearing children.

FS 5.3: 957/3

TEACHERS OF CHILDREN WHO ARE MENTALLY RETARDED. Romaine P. Mackie and Lloyd M. Dunn. 1957. 97 p. 45¢

Presents national opinion of recognized professional workers on the special competencies needed by teachers in this field and some of the professional experiences helpful in developing those competencies.

FS 5.3: 956/4

TEACHERS OF CHILDREN WHO ARE PARTIALLY SKEING. Romaine P. Mackie and Edith Cohoe. 1956. 71 p. 30¢

Includes a survey of competencies of teachers and suggested areas for research. Part of the larger study on qualification and preparation of teachers of exceptional children.

FS 5.3: 954/5

TEACHING RAPID AND SLOW LEARNERS IN HIGH SCHOOLS. Arno Jewett and J. Dan Hull. 1964. 97 p. 35¢

Includes chapters on administrative provisions for rapid and slow-learning pupils, techniques used in identifying both types, and instructional provisions in various subjects.

FS 5.235: 35000

THE RETARDED CHILD GOES TO SCHOOL. Harold M. Williams. 1960. 24 p. 15¢

Describes the educational needs of the retarded child and the major ways in which schools are attempting to meet those needs.

FS 5.235: 35002

PREPARATION OF MENTALLY RETARDED YOUTH FOR GAINFUL EMPLOYMENT. Romaine P. Mackie, Harold M. Williams, Donald H. Dabelstein, Joseph M. LaRocca, and Rick F. Heber. 1959. 86 p. 35¢

Contains sections on public school responsibilities, vocational rehabilitation, a conference report, and summary descriptions of several programs in operation.

FS 5.235: 35005

MOTOR CHARACTERISTICS OF THE MENTALLY RETARDED. Robert J. Francis and G. Lawrence Rarick. 1960. 40 p. 20¢

Reports on a study designed to obtain information on the gross motor abilities of groups of mentally retarded (mongoloid and

familial) institutionalized children and children in special classes in public schools; includes comparison with published norms for normal children.

FS 5.235: 35006

EDUCATING THE MORE ABLE CHILDREN IN GRADES FOUR, FIVE, AND SIX. Gertrude M. Lewis. 1960. 35¢

Highlights the characteristics of children in these grades and good school programs for them.

FS 5.234: 35008

SPECIAL EDUCATION PERSONNEL IN STATE DEPARTMENTS OF EDUCATION. Romaine P. Mackie and Walter E. Snyder. 1956; reprinted 1960. 49 p. 30¢

Concerns State directors and specialists dealing with legislation, finances, and the training of personnel in special education, as an aid to the development and improvement of standards for State leaders in this field.

FS 5.235: 35009

DIRECTORS AND SUPERVISORS OF SPECIAL EDUCATION IN LOCAL SCHOOL SYSTEMS. Romaine P. Mackie and Anna M. Engel. 1955; reprinted 1960. 72 p. 30¢

Part of the study on qualification and preparation of teachers of exceptional children, in recognition of the need for qualified personnel to give leadership to special education programs in local school systems.

FS 5.235: 35010

SPEECH CORRECTIONISTS: The Competencies They Need for the Work They Do. Romaine P. Mackie and Wendell Johnson. 1957; reprinted 1960. 77 p. 45¢

Reports on the competencies necessary for speech correctionists, to locate children with speech handicaps—the largest single group of handicapped school children—and plan an effective speech correction schedule, correlating their activities with the rest of the school program and employing up-to-date diagnostic and remedial procedures.

FS 5.235: 35012

EDUCATION OF THE SEVERELY RETARDED CHILD. Harold M. Williams and J. E. Wallace Wallin. 1959; reprinted 1960. 25 p. 15¢

Consists of a bibliography of more than 300 titles on the training and education of severely retarded children.

FS 5.235: 35013

TEACHERS OF CHILDREN WHO ARE SOCIALLY AND EMOTIONALLY MALADJUSTED. Romaine P. Mackie, William C. Kvar-

aceus, and Harold M. Williams. 1957; reprinted 1960. 92 p. 45¢

Attempts to give serious consideration to the appropriate role of the teacher in helping children who have unusual difficulty in maintaining satisfactory interpersonal relationships.

FS 5.235: 35014

THE FORWARD LOOK: The Severely Retarded Child Goes to School. Arthur S. Hill. 1952; reprinted 1960. 54 p. 25¢

Contains information and suggestions for school personnel on the problems to consider in establishing and maintaining special programs for severely retarded children—how to identify the children who should be served, how to integrate the program with community medical and social welfare services, and various administrative problems.

FS 5.235: 35015

STATISTICS OF SPECIAL EDUCATION FOR EXCEPTIONAL CHILDREN, 1952-53. Arthur S. Hill and Mabel C. Rice. 1954; reprinted 1960. 78 p. 30¢

Represents rather complete coverage of data on staff and students in public day school special education in continental United States (excluding services to home-bound, hospitalized, and socially maladjusted children); based on a 99.44-percent response to a questionnaire from rural and urban districts maintaining special education programs.

FS 5.235: 35016

THE GIFTED STUDENT: Research Projects Concerning Elementary and Secondary School Students. 1960. 83 p. 35¢

Contains reports of four research projects on gifted students, including a study of creativity as well as IQ, identification, classroom behavior, motivation patterns, and opportunities for further research.

FS 5.235: 35018

TEACHERS OF CRIPPLED CHILDREN AND TEACHERS OF CHILDREN WITH SPECIAL HEALTH PROBLEMS. Romaine P. Mackie and Frances P. Conner. 1960. 50¢

Presents the opinions of experienced educators on questions related to the specialized competencies needed to effectively teach children who are crippled or who have special health problems (such as chronic illnesses, cardiac conditions, or pulmonary tuberculosis) and how best to develop these competencies.

FS 5.235: 35019

EXCEPTIONAL CHILDREN AND YOUTH: Special Education Enrollments in Public Day Schools. Romaine P. Mackie and Patricia Peace Robbins. 1961. 14 p. 15¢

Contains charts and interpretations of data collected for the U.S.O.E.'s 1956-58 Biennial Survey of Education in the United States. Shows the growth in public-school programs and enrollment for various types of exceptional children, particularly in the decade 1948-58.

FS 5.235: 35022

EDUCATION OF THE SEVERELY RETARDED CHILD: Classroom Programs. Harold M. Williams. 1961. 82 p. 45¢

Discusses some of the factors to be considered in programs for middle-range retarded children—their characteristics and aptitudes, curriculum planning and materials for them, teacher selection and preparation, and administrative considerations.

FS 5.235: 35026

BLIND CHILDREN—Degree of Vision, Mode of Reading: An Analysis of Children Registered With the American Printing House for the Blind in January of 1960 Under the Act "To Promote the Education of the Blind." John Walker Jones. 1961. 39 p. 25¢

Summarizes findings concerning more than 14,500 children registered for the 1959-60 school year in public local and residential schools throughout the Nation.

FS 5.235: 35027

SPECIAL EDUCATION ENROLLMENTS IN LOCAL PUBLIC SCHOOLS: A Directory. Romaine P. Mackie, Harold M. Williams, and Patricia Peace Robbins. 1961. 58 p. 40¢

Lists by State and by local school system, the special programs reported as of February 1958 for children who are blind, partially seeing, deaf, hard of hearing, crippled, socially or emotionally maladjusted, gifted or mentally retarded, or who suffer from speech impairment or special health problems.

FS 5.235: 35032

SOME PROBLEMS IN THE EDUCATION OF HANDICAPPED CHILDREN. Romaine P. Mackie. 1952; reprinted 1961. 12 p. 15¢

Points out many problems in this field and includes case histories of several crippled children in public schools.

See also:

- Education for the talented in mathematics and science (29 . . .)
 Guidance for the underachiever with superior ability (25021)
 State and nonpublic schools, The (20 . . .)
 Statistics of nonpublic secondary schools, 1947-48 (20 . . .)

**Rural Education
 (36000-36999)**

FS 5.3: 948,9

- BROADENING THE SERVICES OF SMALL HIGH SCHOOLS.** Walter H. Gaumnitz and Grace S. Wright. 1958. 45 p. 25¢
 Suggests means by which small high schools can broaden their services to rural youth.

FS 5.4: 446

- SALARIES AND OTHER CHARACTERISTICS OF BEGINNING RURAL SCHOOL TEACHERS, 1953-54.** Wells Harrington and Mabel C. Rice. 1955. 16 p. 20¢

Obtains by a sampling technique information regarding the salaries and other characteristics of new teachers in small rural districts.

FS 5.4: 529

- STATISTICS OF PUBLIC SCHOOL SYSTEMS IN 101 OF THE MOST RURAL COUNTIES, 1955-56.** 23 p. Walter H. Gaumnitz and others. 20¢

Presents for the first time data for individual rural school systems on the basis of a direct collection of information.

FS 5.4: 565

- STATISTICS OF RURAL SCHOOLS: A U.S. Summary, 1955-56.** Mary Anne Harvey. 1959. 17 p. 20¢

Summarizes statistical data such as enrollment, teachers, salaries, and school size in the public schools of rural counties, from information collected for the 1954-56 Biennial Survey.

FS 5.3: 955/11

- SUPERVISION IN RURAL SCHOOLS: A Report on Beliefs and Practices.** Jane Franseth. 1955. 44 p. 25¢

Analyzes principles of effective supervision and leadership in rural schools.

FS 5.236: 36000

- SELECTED INDEXES OF RURAL SCHOOL FINANCE IN THE UNITED STATES, 1955-56.** Walter H. Gaumnitz. 1959. 19 p. 20¢

Deals with four aspects of school finance in rural counties: (1) annual salaries of instructional staff, (2) total per pupil expenditures, (3) expenditures for pupil transportation, and (4) relationship between school salaries and family incomes.

FS 5.236: 36001

- SMALL SCHOOLS ARE GROWING LARGER: A Statistical Appraisal.** Walter H. Gaumnitz. 1959. 21 p. 20¢

Concerns the status and trends in school districts, school systems, and staffs and classes in various parts of the United States, with special reference to the rural counties, and the relationship of these factors and geographic conditions to school organization and administration.

FS 5.236: 36002

- MODERN WAYS IN ONE- AND TWO-TEACHER SCHOOLS.** Effie G. Bathurst and Jane Franseth. 1951; reprinted 1960. 48 p. 20¢

Describes practices that help rural boys and girls get a good education; emphasizes teaching procedures and cooperative activities.

FS 5.236: 36003

- RURAL RENAISSANCE: Revitalizing Small High Schools.** Edmund A. Ford. 1961. 54 p. 25¢

Describes experiments being conducted in small high schools to improve instruction; the use of technological communications, including the "electronic bank," teaching machines, and airborne television instruction; flexible scheduling; multiple classes and small-group techniques; teacher assistants; shared service; and correspondence courses.

See also:

- County, city, and other school superintendencies (20005)

- Local planning for better school districts (20 . . .)
- Organizing districts for better schools (20 . . .)
- School district reorganization (20 . . .)
- State plans under the library services act (15012)
- Statistical survey of school district organization in the United States (20 . . .)
- Statistics of local school systems, 1955-56: County units (20 . . .)
Rural Counties (20 . . .)
- Statistics of special education for exceptional children (35015)

Higher Education

ADMINISTRATION AND STATISTICS


General
(50000-30999)

Presents briefly faculty, student degrees, finances, and comparisons with other institutions.

FS 5.2: Ac 2/2
ACCREDITATION IN HIGHER EDUCATION.
Lloyd E. Blanch. 1959. 247 p. \$2.50
(cloth); \$1.50 (paper)

Explains the nature, purposes, and processes of accreditation as applied to higher education in the United States; includes chapters on accreditation by State and regional agencies and accreditation of education for various professions.

Pt. 34.8: Ed. 8/957
SECOND REPORT TO THE PRESIDENT. 1957.
108 p. 55¢

Contains a survey of the needs for increasing the number of teachers and for assistance to students; recommends certain Federal activities to provide leadership, data, and services. Report of a committee appointed in 1956 to study the problems of education beyond the high school.

FS 5.23: 954-56/ch. 4, sec. 1
STATISTICS OF HIGHER EDUCATION: 1955-56. Faculty, Students, and Degrees.
Henry G. Badger and M. Clemens Johnson. 1958. 152 p. 60¢

Contains an account of the historical development of higher education, faculty and students by institution and classification, and an analysis of degrees by level, field, and sex of recipient. A continuation of the series begun in the 1869-70 academic year.

Also available:

FS 5.23: 952-54/ch. 4, sec. 1
—1953-54. 142 p. 45¢

FS 5.23: 950-52/ch. 4, sec. 1
—1951-52. 102 p. 35¢

FS 5.4: 448
STATISTICS OF NEGRO COLLEGES AND UNIVERSITIES: 1951-52 and Fall of 1954.
Henry G. Badger. 1955. 16 p. 20¢

FS 5.250: 50000-62
HIGHER EDUCATION, 1960-61. Part 3,
Education Directory. Theresa Birch
Wilkins. 1962. In press.

Lists by State institutions of higher education and their chief officers, accreditation, type of program, and enrollment.

FS 5.250: 50002-50
STATISTICS OF LAND-GRANT COLLEGES AND
UNIVERSITIES, YEAR ENDED JUNE 30,
1959. George Lind. 1961. 150 p. \$1

Contains information on faculty, students, degrees, income, expenditures, endowment, and plant facilities of the 68 land-grant institutions. A statistical report issued annually since the academic year 1869-70.

Also available:

—1958. 141 p. 70¢

—1957. 101 p. 55¢ FS 5.4: 541

—1956. 109 p. 50¢ FS 5.3: 938/2

1955. 84 p. 35¢ FS 5.3: 956/10

FS 5.250: 50004-3
REPORTER: Clearinghouse of Studies on
Higher Education. Winslow R. Hatch,
Alice L. Richards, and Ann Bennet.
1961. 55 p. 40¢

Includes studies reported by institutions of higher education, briefly annotated, under such categories as administration, alumni, extension, extracurricular activities, facilities, faculty, finance, degree requirements, libraries, research, work-study programs.

Also available:

—1960. 55 p. 40¢

—1959. 78 p. 50¢ FS 5.4: 562

FS 5.250: 50005
INDEPENDENT STUDY. Winslow R. Hatch
and Ann Bennet. 1960. 36 p. 25¢

First of a series designed to present the findings of research projects of help to college and university faculties; concerns the implications for greater educational effectiveness of independent study programs for average as well as superior students—the scope, context, and economics of honors programs, independent study, and research needed.

FS 5:250:50006

EFFECTIVENESS OF TEACHING. Winslow R. Hatch and Ann Bennet. 28 p. 1960. 20¢

Reviews research studies since 1955 on class size and teaching methods, stating hypotheses arising from the studies and listing findings of the studies on which the hypotheses are based.

FS 5.250:50008-60

SURVEY OF STATE LEGISLATION RELATING TO HIGHER EDUCATION, January 1, 1960 to December 31, 1961. Ernest V. Hollis, William G. Land, and S. V. Martorana. 1961. 92 p. 60¢

Presents abstracts of State legislation relating to higher education, as an aid to planning future programs and budgets in higher education.

Also available:

- 1958-60. 200 p. \$1.25
- 1957-58. 115 p. 70¢. FS 5.4:552
- 1956-57. 104 p. 60¢. FS 5.4:511

FS 5.250:50009

SPECIAL REPORTS: Clearinghouse of Studies on Higher Education. Winslow R. Hatch, ed. 1959. 59 p. 40¢

Assembles summaries of reports of research done by or for institutions of higher education and thought to be particularly significant and timely. Summaries are prepared by the authors of the research.

FS 5.250:50010

THE EXPERIMENTAL COLLEGE. Winslow R. Hatch. 1960. 13 p. 15¢

Reports the extent to which experimental programs make use of independent study and new approaches in higher education; explores some of the administrative implications of these new developments.

FS 5.250:50011

IMPACT OF COLLEGE. Mervin B. Freedman. 1960. 27 p. 15¢

Reports on recent investigations on the sociology of higher education, to assist college teachers and administrators in assessing their influence on the student and in considering ways to increase their effectiveness in the development of human character.

FS 5.250:50012

ACCREDITED HIGHER INSTITUTIONS, 1960. Theresa Birch Wilkins. 1960. 120 p. 60¢

Replaces the 1956 edition in a continuation of the series published at approximately 4-year intervals. Lists institutions of higher education accredited by nationally recognized regional and professional accrediting agencies and by State accrediting agencies, as of the spring of 1960.

FS 5.250:50013

THE MANAGEMENT OF LEARNING. E. D. Duryea. 1960. 37 p. 20¢

Draws on recent published and unpublished studies to illustrate areas of academic administration which develop new insights into the theory and practice of college and university administration.

FS 5.250:50014

STUDY ABROAD. Irwin Abrams. 1960. 21 p. 15¢

Sixth in the series *New Dimensions in Higher Education*. Summarizes the general status of programs of group study abroad as of the academic year 1959-60 and the objectives and problems of accreditation and evaluation.

FS 5.250:50016

QUEST FOR QUALITY: Some Models and Means. Samuel Baskin. 1960. 18 p. 15¢

Reviews a number of programs of independent study that have been developed in institutions of higher education and describes some of the new plans for experimental college programs.

FS 5.250:50017

TO FULFILL THE PROMISE: A Hundred Years of Growth in the Land-Grant Colleges and Universities. Henry S. Brunner. October 1960. 16 p. 15¢

Illustrates accomplishments of land-grant colleges and universities. Reprinted from *School Life*.

FS 5.250:50020

COOPERATIVE PROJECTS AMONG COLLEGES AND UNIVERSITIES. S. V. Martorana, James C. Messersmith, and Lawrence O. Nelson. 1961. 45 p. 35¢

Provides a case-history description of cooperative projects, including type, scope, administrative procedures, provisions for evaluation, and other considerations.

FS 5.250:50021

THE CREDIT SYSTEM in Colleges and Universities. Lanora G. Lewis. 1961. 87 p. 20¢

Presents recent reappraisals and current modifications of the credit system such as examination credit, along with brief accounts of the historical development of the credit system, changing student characteristics, and practices of a number of representative institutions.

FS 5.250: 50022

GRADUATE EDUCATION: An Annotated Bibliography. James H. Blessing. 1961. 151 p. 60¢

Takes stock of what graduate education has been and what it is becoming by listing works published chiefly in the 4-year period 1957-60 on graduate education--its history and nature; organization, administration, and support; professional programs; students; faculty and faculty scholarship and research.

FS 5.250: 50023-58

STATISTICS OF HIGHER EDUCATION, 1957-58: Receipts, Expenditures, and Property. 1962. 119 p. In press

Examines general trends on income, expenditures, and property in higher education institutions in the United States. Tabulation includes data for universities, liberal arts colleges, teachers colleges, technological schools, theological and other professional schools, and junior colleges.

Also available:

-1955-56. 177 p. 65¢

FS 5.23: 954-56/ch. 4, sec. 11

-1953-54. 187 p. 55¢

FS 5.23: 952-54/ch. 4, sec. 2

-1951-52. 101 p. 35¢

FS 5.23: 950-52/ch. 4, sec. 2

-1949-50. 61 p. 20¢

FS 5.23: 948-50/ch. 4, sec. 2

See also:

Administration of higher education (53002)
 Advance planning to meet higher education needs (53007)
 American cooperation with higher education abroad (14 . . .)
 College presidency, The (53008)
 Federal funds for education, (10009)
 Higher education (11 . . .)
 Higher education planning and management data, 1959-60 (53004)
 Library statistics of colleges and universities, 1959-60 (15023)

Proposed minimum standards for State approval of teacher-preparing institutions (58 . . .)

Report on the National Defense Education Act (10004)

Statistical summary of education (10008)

Statistics of libraries in institutions of higher education, 1951-52 (15 . . .)

Buildings, Equipment (51000-51999)

FS 5.4: 540

COST AND FINANCING OF COLLEGE AND UNIVERSITY BUILDINGS, 1951-55: Part 1 of College and University Facilities Survey. W. Robert Bokelman and John B. Rork. 1959. 53 p. 45¢

Reports on expenditures for college and university buildings by region, State, type of institution, enrollment categories, and function; sources of funds; interest rates, terms, and types of security pledged for buildings completed. The first of 5 proposed reports.

FS 5.251: 51000

PLANNING FOR COLLEGE AND UNIVERSITY PHYSICAL PLANT EXPANSION, 1956-70: Part 2 of College and University Facilities Survey. W. Robert Bokelman and John B. Rork. 1960. 112 p. 70¢

Includes enrollment projections and estimates of requirements and costs for physical facilities (instructional, research, general, auxiliary, and residential) through 1970.

See also:

Electrical technology (80006)
 Electronic technology (80009)
 Foreign language laboratories in schools and colleges (27 . . .)
 Higher education planning and management data (53004)
 Home economics in colleges and universities: Planning space and equipment (83 . . .)
 Statistics of higher education: Receipts, expenditures, and property (50023)
 Statistics of land-grant colleges and universities (50002)

Finances
(52000-52999)

FS 5.4: 579

COLLEGE AND UNIVERSITY ENDOWMENT INVESTMENTS: A Survey as of June 30, 1958. W. Robert Bokelman, J. Harvey Cain, and Ernest V. Hollis. 1959. 48 p. 35¢

Studies investment policies and practices and how to preserve and make full use of endowment and other nonexpendable funds. Based on a questionnaire to 200 institutions which have 85 percent of the college and university endowments.

FS 5.4: 571

FINANCIAL STATISTICS OF INSTITUTIONS OF HIGHER EDUCATION: Statistical Summary, 1955-56. Herbert S. Conrad, Mabel C. Rice, and George Lind. 1959. 11 p. 15¢

Summarizes financial statistics on the 1,858 institutions of higher education in the aggregate United States (including Puerto Rico, Canal Zone, and Guam) for the fiscal year 1955-56.

See also:

College and university facilities survey (51000)

Financial aid for college students:

Graduate (55010)

Undergraduate (55027)

Higher education planning and management data (53004)

National defense graduate fellowship program (55020)

National defense student loan program—Basic facts (55009)

Research and studies: Language development program, Title VI, NDEA (12011)

Scholarships and fellowships (55 . . .)

Statistics of higher education:

Receipts, expenditures, and property (50028)

Statistics of land-grant colleges and universities (50002)

Statistics of Negro colleges and universities (50 . . .)

Survey of State legislation relating to higher education (50008)

Trends in higher education planning and management data (53010)

Faculties, Salaries
(53000-53999)

FS 5.359/27

COLLEGE AND UNIVERSITY FACULTIES: Recent Personnel and Instructional Practices. Clarence B. Linquist. 1959. 61 p. 30¢

Reports the findings of a survey on faculty and teaching techniques, especially with regard to faculty shortages. Includes studies on faculty supply and demand, projections of requirements, practices to augment staffs and retain faculty members.

FS 5.4: 504

FACULTY IN INSTITUTIONS OF HIGHER EDUCATION, November 1955. M. Clemens Johnson and Leah W. Ramsey. 1957. 40 p. 30¢

Summary data on faculty for each State and tables which compare faculty in various types of positions for the years 1953 and 1955.

FS 5.4: 358

FACULTY SALARIES IN LAND-GRANT COLLEGES AND UNIVERSITIES, 1951-52. Maude Farr. 1952. 17 p. 20¢

Reports extensive data on faculty salaries in 68 institutions. Gives information on president, dean, and all professional ranks.

FS 5.253: 53000

FACULTY AND OTHER PROFESSIONAL STAFF IN INSTITUTIONS OF HIGHER EDUCATION: First Term 1957-58. Wayne E. Tolliver and Hazel C. Poole. 1959. 68 p. 45¢

Gives data by State and institution, and summary data for aggregate United States; separate data for men and women.

FS 5.253: 53002

ADMINISTRATION OF HIGHER EDUCATION: Bibliography. Walter Crosby Bells and Ernest V. Hollis, 1960. 410 p. \$1.50

A bibliography of 2,798 items published chiefly between 1950 and 1959; covers functions and organization of higher education, Federal relations, officers and administration of faculty, students, curriculum, business and public relations.

FS 5.253: 53004-61

HIGHER EDUCATION PLANNING AND MANAGEMENT DATA, 1960-61: Salaries, Tuition

tion and Fees, Room and Board. W. Robert Bokelman. 1961. 91 p. 50¢

Tabulation of salaries of administrative personnel, deans and instructional staff, institutional charges for tuition and fees; room and board rates. Comparisons of private and public institutions and charts of salary ranges are included.

Also available:

- 1959-60. 104 p. 70¢
- 1958-59. 126 p. \$1. FS 5.4: 549
- 1957-58. 102 p. 60¢. FS 5.4: 517

FS 5.253: 53005

STATE BOARDS RESPONSIBLE FOR HIGHER EDUCATION. S. V. Martorana and Ernest V. Hollis. 1960. 254 p. \$1.50

A factual State-by-State description of arrangements made by the States for governing and coordinating their programs of higher education.

FS 5.253: 53006

STUDENT FINANCIAL AID IN HIGHER EDUCATION: An Annotated Bibliography. Walter C. Eells and Ernest V. Hollis. 1960. 87 p. 35¢

A comprehensive, up-to-date bibliography on financial aid problems and issues, limited to published materials on scholarships, fellowships, loan funds, assistantships, and other part-time employment.

FS 5.253: 53007

ADVANCE PLANNING TO MEET HIGHER EDUCATION NEEDS: Recent State Studies, 1956-59. S. V. Martorana and James C. Messersmith. 1960. 83 p. 30¢

Analyses 153 interinstitutional studies of varying character initiated by State legislative action and by boards of regents, higher education councils, governors' committees and commissions, State boards of education, and other bodies.

FS 5.253: 53008

THE COLLEGE PRESIDENCY, 1900-1960: An Annotated Bibliography. Walter Crosby Eells and Ernest V. Hollis. 1961. 143 p. 60¢

Lists 700 publications which deal with the college president—his duties and responsibilities for special phases of administration as well as material on selection and qualifications, personal factors, and biography.

FS 5.253: 53009

JOB MOTIVATIONS AND SATISFACTIONS OF COLLEGE TEACHERS. Ruth E. Eckert and John E. Stecklein. 1961. 96 p. 35¢

A report by professors at the University of Minnesota on a project supported in part by the Cooperative Research Program of the Office of Education. An exploratory study of factors that have influenced Minnesota faculty members in choosing college teaching as a career, the nature of their background and training, their present job responsibilities, and their ideas for attracting qualified candidates to the field.

FS 5.253: 53010

TRENDS IN HIGHER EDUCATION PLANNING AND MANAGEMENT DATA, 1957-58 to 1959-60: An Analysis of Changes in Salaries, Tuition and Fees, Room and Board. W. Robert Bokelman and Louis A. D'Amico. 1961. 19 p. 25¢

Analyses trends over a 3-year period to indicate trends and enable administrators to compare the accomplishments of their institutions with others. Data are analyzed by institutional type and control, size of enrollment, and regional location.

FS 5.253: 53013

PLACEMENT SERVICES FOR PERSONNEL IN HIGHER EDUCATION. Laura G. Lewis. 1961. 36 p. 30¢

Covers services offered by professional associations and by colleges and universities for placement in academic and administrative positions.

See also:

- Key audiovisual personnel (34008)
- Research in school and college personnel services (25007)
- Statistics of higher education: Faculty, students, degrees (50 . . .)
- Statistics of land-grant colleges and universities (50002)
- Statistics of libraries in institutions of higher education (15 . . .)
- Statistics of Negro colleges and universities, 1951-52 (50 . . .)
- Teaching opportunities (26000)

STUDENTS

**Admission, Enrollment, Degrees
(54000-54999)**

FS 5.80: 14

RESIDENCE AND MIGRATION OF COLLEGE STUDENTS, 1940-50. Robert C. Story. 1951. 61 p. 85¢

Covers proportion of population of each State attending college, migration of students from State to State, graduate and undergraduate migration, students from outlying parts of the United States and from foreign countries, and the drawing power of various types of institutions.

FS 5.8: 958/1

RETENTION AND WITHDRAWAL OF COLLEGE STUDENTS. Robert E. Iffert. 1958. 177 p. 65¢

Indicates the rate of student dropout in relation to type of institution, family's economic status, student's motivation, academic performance, extracurricular activities and residence; also gives reasons for transfer or dropout and the implications of students' characteristics and mobility with reference to recruitment, counseling, scholarships, etc.

FS 5.254: 54000

RESIDENT, EXTENSION, AND OTHER ENROLLMENTS IN INSTITUTIONS OF HIGHER EDUCATION: First Term, 1957-58. Hazel C. Poole. 1959. 78 p. 50¢

Consists principally of detailed data for individual institutions of higher education in the aggregate United States. Includes summary data on veterans and on students enrolled in correspondence courses, short courses, and individual lessons only.

Also available:

- 1955. 40 p. 80¢. FS 5.4: 498
- 1954. 34 p. 80¢. FS 5.4: 454
- 1953. 29 p. 80¢. FS 5.4: 414

FS 5.254: 54001

JUNIOR YEAR SCIENCE AND MATHEMATICS STUDENTS: Fall 1958. Edith M. Huddleston and Hazel C. Poole. 1959. 64 p. 45¢

A nationwide survey of resident junior year college and university majors in the biological sciences, physical sciences, and mathematics, to provide information on the probable future supply of trained scientific manpower. Includes statistics on enrollment and degrees in

these fields. A study to be repeated annually or biennially.

Also available:

- 1957. 56 p. 45¢. FS 5.4: 520

FS 5.254: 54003-61

OPENING (FALL) ENROLLMENT IN HIGHER EDUCATION, 1961: Institutional Data 1961. 34 p. 25¢

Includes total and first-time fall degree credit enrollment, by sex and institution. The 16th annual survey, incorporating information from nearly 2,000 institutions of higher education.

Also available:

- 1960. 35 p. 30¢
- 1959. 34 p. 30¢
- 1958. 33 p. 30¢. FS 5.4: 544
- 1957. 48 p. 40¢. FS 5.4: 518
- 1956. 46 p. 35¢. FS 5.4: 496
- 1955. 46 p. 35¢. FS 5.4: 496
- 1954. 39 p. 30¢. FS 5.4: 419
- 1953. 34 p. 30¢. FS 5.4: 382

FS 5.254: 54006-60

ENGINEERING ENROLLMENTS AND DEGREES, 1960. Wayne E. Tolliver and Henry H. Armsby. 1961. 44 p. 35¢

Contains general statistics on enrollment by type of engineering curriculum, enrollment for each degree, and number of degrees granted by each institution in each type of curriculum. The 12th report of an annual series.

Also available:

- 1959. 47 p. 40¢
- 1958. 50 p. 40¢. FS 5.4: 555
- 1957. 52 p. 40¢. FS 5.4: 516
- 1956. 45 p. 40¢. FS 5.4: 494
- 1955. 35 p. 30¢. FS 5.4: 468
- 1954. 27 p. 25¢. FS 5.4: 421

FS 5.254: 54007

OPENING FALL ENROLLMENT, 1960: Analytic Report. Edith M. Huddleston. 1960. 38 p. 35¢

Describes the statistical trends and relationships of the data collected from registrars of higher education institutions; designed as an aid to persons concerned with planning and policy formulation.

Also available:

- 1958. 30 p. 30¢. FS 5.4: 545

FS 5.254: 54008

ACADEMIC DEGREES: Earned and Honorary Degrees Conferred by Institutions of Higher Education in the United States. Walter Crosby Bells and Harold A. Haswell. 1960. 324 p. \$1.00

A directory of American degrees, including historical data and abbreviations; useful reference for those responsible for determining degree plans and for foreign educators interested in higher education in the United States.

FS 5.254: 54018

ORGANIZED OCCUPATIONAL CURRICULUM IN HIGHER EDUCATION: Enrollments and Graduates, 1968. Ken August Brunner and D. Grant Morrison. 1961. 250 p. \$1.50

Gives statistics on programs of 1 to 4 years in length at institutions of higher education. Designed for those who train and employ scientific, engineering and other types of technical and semiprofessional personnel, and for institutions offering or planning to offer this type of curriculum.

Also available:

- 1967. 201 p. \$1.25. FS 5.4: 568
- 1966. 237 p. \$1.50. FS 5.4: 512

FS 5.254: 54015

EARNED DEGREES CONFERRED, 1968-69: Bachelor's and Higher Degrees. Wayne E. Tolliver. 1961. 198 p. \$1.50

Presents data by field of study, degree level, sex, and institution; also indicates trends in the number of degrees conferred, comparing public and private institutions.

Also available:

- 1967-68. 210 p. \$1.50. FS 5.4: 570
- 1966-67. 196 p. \$1.50. FS 5.4: 527
- 1965-66. 182 p. FS 5.4: 499
- 1964-65. 138 p. \$1. FS 5.4: 461
- 1963-64. 86 p. 50¢. FS 5.4: 418
- 1962-63. 88 p. 60¢. FS 5.4: 380
- 1961-62. 109 p. 60¢. FS 5.4: 360
- 1960-61. 121 p. 60¢. FS 5.4: 338

FS 5.254: 54014

ADVANCED STANDING. Shirley A. Radcliffe and Winslow B. Hatch. 1961. 24 p. 15¢

Shows how organized advanced standing programs permit academically able students to

take college-level work during their high school years and receive appropriate placement and college credit after admission to college. Summarizes advanced standing practices in selected institutions.

FS 5.254: 54016

DOCTORAL STUDY: Fellowships and Capacity of Graduate Schools. John L. Chase. 1961. 65 p. 45¢

An analysis of replies received to a survey of fellowships and other information relevant to doctoral programs in American universities, 1959-60.

FS 5.254: 54019

ENROLLMENT FOR ADVANCED DEGREES, FALL 1969: Total Enrollment for Advanced Degrees and Enrollment in Selected Fields. Wayne E. Tolliver. 1961. 138 p. \$1

Statistics on enrollments at the master's and doctor's levels as obtained by the Office of Education in its first survey of students enrolled for advanced degrees; primarily for the fields of science, mathematics, and the health professions. A survey developed in consultation with the National Science Foundation and the National Institutes of Health.

FS 5.254: 54023

FACTORS RELATED TO COLLEGE ATTENDANCE. Robert H. Beeser and Howard F. Hjelm. 1961. 42 p. 20¢

A cross-section analysis of studies in three States—Arkansas, Indiana, and Wisconsin—concerning high school students who planned to go to college: their characteristics and the characteristics of their parents, their schools, and their communities.

See also:

- Careers in atomic energy (26 . . .)
- Credit system, The (50021)
- Enrollment and degrees in agriculture (56006)
- Planning to study in the United States . (14040)
- Statistics of higher education: Faculty, students, degrees (50 . . .)
- Statistics of land-grant colleges and universities (50002)
- Statistics of Negro colleges and universities (50 . . .)
- Training programs for fishery occupations (84025)
- Trends in engineering education (60003)

**Costs and Financial Assistance
(55000-55999)**

FS 5.3: 957/9

COSTS OF ATTENDING COLLEGE: A Study of Student Expenditures and Sources of Income. Ernest V. Hollis and associates. 1957. 91 p. 45¢

Sheds light on problems faced by full-time, single undergraduates in 111 colleges located in 41 of the 48 States and the District of Columbia. Some 15,000 students answered questionnaires.

FS 5.3: 957/18

FINANCIAL AID FOR COLLEGE STUDENTS: Undergraduate. Theresa Birch Wilkins. 1957. 282 p. \$1

Provides information for each institution on the number and average value of scholarships; number and average value of loans, rates of interest, and dates of first and final payments; also the number of employment opportunities and the average compensation.

FS 5.3: 957/7

SCHOLARSHIPS AND FELLOWSHIPS: A Selected Bibliography. Richard C. Mattingly. 1957. 28 p. 15¢

Includes research studies on financial aid to students, plans of high school seniors, academic performance of scholarship holders, administration of scholarship programs, and proposals for more student aid.

FS 5.255: 55009

THE NATIONAL DEFENSE STUDENT LOAN PROGRAM: Basic Facts. 1960. 11 p. 10¢

Answers questions most frequently asked by students, college administrators, and the general public about the general purposes and operations of the program of loan funds established at institutions of higher education.

FS 5.255: 55010

FINANCIAL AID FOR COLLEGE STUDENTS: Graduate. Richard C. Mattingly. 151 p. 1957; reprinted 1960. 50¢

Includes for each institution the number of fellowships, average amount and fields of study; number of loans, average amounts, interest rates, and terms of repayment; also number of teaching and research assistantships and average compensation.

FS 5.255: 55014

MODERN FOREIGN LANGUAGE FELLOWSHIPS, 1961-1962. 1960. 5¢

Explains briefly eligibility, duration, stipends and allowances, and application procedures for study of languages approved under the National Defense Education Act.

FS 5.255: 55019

NATIONAL DEFENSE STUDENT LOAN PROGRAM: A 2-year Report. Robert C. Hall. 1961. 44 p. 35¢

Discusses basic policy determinations for institutional participation in financial aid programs. Presents and analyzes statistical data reported by colleges and universities from the initiation of the NDEA program in February 1959 to June 1960.

FS 5.255: 55020

NATIONAL DEFENSE GRADUATE FELLOWSHIP PROGRAM: A Report on the First Two Years. 1961. 12 p. 15¢

Concerns the administration and accomplishments of the Title IV program in the first years of operation, awarding 2,500 fellowships and \$9 million to support graduate programs.

FS 5.255: 55027

FINANCIAL ASSISTANCE FOR COLLEGE STUDENTS: Undergraduate. Richard C. Mattingly. 1961. In press.

Presents information relating to financial assistance programs in effect during the 1959-60 academic year.

See also:

Planning to study in the United States (14040)

Student financial aid in higher education (53006)

Trends in higher education planning and management data (53010)

Curriculum

(56000-56999)

FS 5.2: P04

EDUCATION FOR THE PROFESSIONS. Lloyd E. Blanch. 1955. 317 p. \$1.75 (paper); \$2.75 (backram)

Describes briefly each profession; states the history, organization, and current status of

education for the profession; and indicates some of the current problems in the particular field of education.

FS 5.17: 116

GENERAL AND LIBERAL EDUCATIONAL CONTENT PROFESSIONAL CURRICULA: Architecture. Jennings B. Sanders. 1955. 12 p. 15¢

FS 5.17: 114

Engineering, with special reference to Mechanical Engineering. Jennings B. Sanders. 1954. 31 p. 20¢.

FS 5.17: 115

Forestry. Jennings B. Sanders. 1954. 12 p. 15¢

FS 5.17: 118

Pharmacy. Jennings B. Sanders. 1954. 11 p. 15¢

The author of this series asserts that since leadership is expected of the professional man, he needs an education that will help him cope with the social, economic, political, and cultural problems of his community as well as deal with his professional career.

FS 5.3: 955/9

PROGRAMS BELOW THE BACHELOR'S DEGREE LEVEL IN INSTITUTIONS OF HIGHER EDUCATION, 1953-54. Alice Yoemans Scates. 1955. 50 p. 25¢

Centers on programs in junior colleges, normal schools, and technical schools which provide education beyond the 12th year for individuals who do not want or need the traditional bachelor's degree of 4 years.

FS 5.4: 534

SCHOOL PLANT COURSES OFFERED BY COLLEGES AND UNIVERSITIES IN THE UNITED STATES, 1956-59. Ray L. Hamon. 1959. 32 p. 25¢

Includes statements on the content and purpose of school-plant courses, provides data concerning the need for improving the preparation of specialists, and offers a directory of such courses.

FS 5.3: 959/8

SOCIAL SCIENCE REQUIREMENTS FOR BACHELOR'S DEGREES. Jennings B. Sanders. 1959. 68 p. 30¢

A study of anthropology, economics, history, political science, and sociology in general graduation requirements.

FS 5.256: 56001

GRADUATE GENERAL HUMANITIES PROGRAMS. Chester L. Neudling and James H. Blessing. 1960. 128 p. 50¢

Describes master's and doctoral degree programs at 11 institutions as a status report on a relatively new and still experimental field, interdepartmental graduate programs.

FS 5.256: 56003

TRENDS IN ENGINEERING EDUCATION, 1949 to 1959. Henry H. Armsby. 1961. 67 p. 45¢

Shows the trends which have been occurring in the number and types of engineering curriculums and degrees offered, and attempts to identify the curricular fields of engineering education which have enjoyed the most rapid growth. Includes a section on the development of the "three-two" program and the 5-year undergraduate program.

FS 5.256: 56004

GRADUATE STUDY IN PUBLIC ADMINISTRATION: A Guide to Graduate Programs. Ward Stewart. 1961. 158 p. \$1.25

The first comprehensive description of the 145 graduate programs in public administration currently offered by 83 institutions in the United States. Discusses some distinctive new programs initiated since World War II.

FS 5.256: 56005

THE THREE-TWO PLAN OF ENGINEERING EDUCATION. Henry H. Armsby. 1961. 32 p. 20¢

A directory of engineering colleges which conduct this type of program and of the non-engineering colleges cooperating with them in the program.

FS 5.256: 56006

ENROLLMENT AND DEGREES IN AGRICULTURE, INSTITUTIONS OF HIGHER EDUCATION, September 1960. Henry S. Brunner. 1961. 69 p. 45¢

A survey of enrollments in agricultural colleges and universities and of degrees granted in agricultural curriculums in 1959. Contains tabulations by class, sex, and area of specialization.

See also:

Analysis of research in the teaching of mathematics (29007).

Analysis of research in the teaching of science (29000)

Careers in engineering, mathematics, science, and related fields (29007)

- College and university programs for the preparation of teachers of exceptional children (35 . . .)
- Engineering enrollments and degrees (54006)
- Experimental college, The (50010)
- Higher education directory (50000)
- Home economics in colleges and universities: Planning space and equipment (83 . . .)
- Impact of college (50011)
- Independent study (50005)
- Modern foreign languages: A counselor's guide (27004)
- Organized occupational curriculums (54012)
- Preparation programs and course offerings in school and college personnel work, 1959-60 (25000)
- Quest for quality (50016)
- Research problems in mathematics education (12006)
- Status of preparation programs for guidance and student personnel workers (25 . . .)
- Studies on the teaching of home economics in colleges and universities, 1955-56 (83 . . .)
- Teacher education fifth-year programs (58 . . .)
- Teaching about the United Nations (14 . . . 14088)

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Junior Colleges, Community Colleges, Post High School Courses (57000-57999)

Pr 34.8: Ed. 8/4

EDUCATION BEYOND THE HIGH SCHOOL. 1957. 32 p. 25¢

Describes the problems of education beyond the high school, to assist interested individuals and groups in analyzing the problems and meeting the needs of their areas.

FS 5.3: 958/14

THE 2-YEAR COMMUNITY COLLEGE: Annotated List of Studies and Surveys. D. G. Morrison and S. V. Martorana. 1958. 33 p. 20¢

Bibliography of over 200 projects, surveys and studies completed or in process from 1953 to 1957, to provide an overview of the scope and nature of projects and studies and to stimulate further investigations.

FS 5.257: 57000

CRITERIA FOR THE ESTABLISHMENT OF 2-YEAR COLLEGES. D. G. Morrison and S. V. Martorana. 1960. 99 p. 45¢

Collates information on criteria for establishing and developing 2-year colleges found in State laws and regulations, surveys professional opinion on these criteria, and provides some guidelines for establishing both

public and private 2-year institutions and for enacting enabling State legislation.

See also:

- Accredited higher institutions (50012)
- Electrical technology (80006)
- Electronic technology (80009)
- Financing adult education in selected schools and community colleges (18 . . .)
- Post-high school cooperative programs (82001)
- Statistics of higher education: Faculty, students, degrees (50 . . .)
- Statistics of State school systems (20 . . .)
- Trade and industrial education for girls and women (84002)

Teacher Education (58000-58999)

FS 5.4: 351

PROPOSED MINIMUM STANDARDS FOR STATE APPROVAL OF TEACHER PREPARING INSTITUTIONS. 1952. 25 p. 20¢

Report based on the recommendations of a committee appointed by the National Association of State Directors of Teacher Education and Certification to develop a set of standards to guide the States.

FS 5.3: 959/9

TEACHER EDUCATION FIFTH YEAR PROGRAMS. Shirley Radcliffe. 1959. 20 p. 15¢

A bibliography of selected references including suggestions and opinions on fifth-year programs, proposals and studies relative to the content of these programs, and descriptions of current practices from 1940 to date.

See also:

- Accredited higher institutions (50012)
 Agricultural education: The preparation of teachers (81008)
 Austrian teachers and their education since 1945 (14 . . .)
 College and university programs for the preparation of teachers of exceptional children (35 . . .)
 Distributive education for adults: Guide for part-time instructors (82 . . .)
 Distributive education for adults: Selection and training of part-time instructors (82 . . .)
 Educating the more able children in grades 4, 5, and 6 (35006)
 Effectiveness of teaching (50006)
 Exchange teaching abroad under the Fulbright Act (14 . . .)
 Following graduates into teaching (26 . . .)
 Guide for part-time instructors [distributive education] (82003)
 Inservice education of high school mathematics teachers (29022)
 Inservice education of teachers of vocational agriculture (81 . . .)
 Modern foreign languages in the high school (27005)
 Qualifications and teaching loads of mathematics and science teachers in Maryland, New Jersey, and Virginia (29 . . .)
 Role of teacher education in distributive education, The (82 . . .)
 Selection and training of part-time instructors of distributive education for adults (82002)
 Speech correctionists (35010)
 State certification requirements for teachers of exceptional children (35 . . .)
 Statistics of higher education: Faculty, students, degrees (50 . . .)
 Teacher competencies in trade and industrial education (84006)
 Teacher education in the Netherlands, Belgium, and Luxembourg (14016)
 Teachers of children who are hard of hearing (35 . . .)
 Teachers of children who are mentally retarded (35 . . .)
 Teachers of children who are partially seeing (35 . . .)
 Teachers of children who are socially and emotionally maladjusted (35013)
 Teachers of crippled children and teachers of children with special health problems (35018)
 Teaching as a career (28 . . .)
 Teaching homemaking as a career in the Nation's schools (83 . . .)
 Teaching opportunities (26000)

Vocational Education

General and Area Programs (80000-80999)

FS 5.123:1

ADMINISTRATION OF VOCATIONAL EDUCATION. 1917; revised 1958. 44 p. 25¢

Regulations for the administration of vocational education programs of less than college grade under the provisions of the Federal Vocational Education Acts.

FS 5.280:80001

AREA VOCATIONAL EDUCATION PROGRAMS: Regulations for the Administration of Title VIII, National Defense Education Act of 1958, P. L. 854, 85th Congress. 1959. 7 p. 15¢

Quotes amendments and new sections referring to the administration of vocational education programs in agriculture, distributive occupations, home economics, and trade and industry.

FS 5.280:80006

ELECTRICAL TECHNOLOGY: A Suggested 2-Year Post High School Curriculum. 1960. 118 p. 75¢

Designed to illustrate types of 2-year preparatory programs which can provide certain basic education for entry to apprenticeship programs with possibility of advancement, or other beginning work in support of engineers and scientific personnel; contains course descriptions, suggested curricula, and suggested layouts for physical facilities.

FS 5.280:80007

PUBLIC VOCATIONAL EDUCATION PROGRAMS: Characteristics of Programs under Provisions of the Federal Vocational Education Acts. 1956; revised 1960. 16 p. 15¢

Discusses development of the Smith-Hughes Act of 1917 and the George-Barden Act of 1946, through which funds are provided for vocational education of less than college grade in agriculture, distributive occupations, home

economics, and trades and industry. Programs are covered by type, purpose, for whom intended, by whom taught, by whom instructor is employed, how courses are initiated, and advisory committees.

FS 5.280:80009

ELECTRONIC TECHNOLOGY: A Suggested 2-Year Post High School Curriculum. 1960. 97 p. 70¢

Concerns types of full-time preparatory programs providing basic education for entry jobs in support of engineers and scientists; entrance to apprenticeship programs with possibility of advancement rather than preparation for a specific job. Contains suggested curricula and course descriptions, also some layouts of physical facilities.

FS 5.280:80010

DETERMINING REQUIREMENTS FOR DEVELOPMENT OF TECHNICAL ABILITIES THROUGH EXTENSION COURSES. 1961. 14 p. 15¢

Suggests procedures for training skilled workers to cope with scientific and technological changes in their occupations or to undertake new jobs.

Agriculture

(81000-81999)

FS 5.123:243

THE ADVISORY COUNCIL FOR A DEPARTMENT OF VOCATIONAL AGRICULTURE. E. J. Johnson. 1951. 28 p. 15¢

Provides information on definition, development, general purposes, and values of advisory councils; how to establish and maintain them; suggested useful activities and programs; and how to formulate constitutions and bylaws of such councils.

FS 5.123:21/2

EDUCATIONAL OBJECTIVES IN VOCATIONAL AGRICULTURE. J. C. Wright. 1940. 14 p. 15¢

Reviews six major objectives and how to attain them; covers beginning and advancing in farming, producing farm commodities efficiently, marketing farm products advantageously, conserving soil and other natural resources, managing a farm business, and maintaining a favorable environment.

FS 5.123: 217

HISTORY OF AGRICULTURAL EDUCATION OF LESS THAN COLLEGE GRADE IN THE UNITED STATES: A Cooperative Project of Workers in Vocational Education in Agriculture and Related Fields. Rufus W. Stimson and Frank W. Lathrop. 1942. 648 p. \$2

Covers subjects in Indian schools, Federal administration of vocational agriculture acts, and services of the U.S. Office of Education. A record of the experiences of leaders and pioneers in 48 States, Hawaii, and Puerto Rico.

FS 5.123: 277

INSERVICE EDUCATION OF TEACHERS OF VOCATIONAL AGRICULTURE: Criteria for Evaluating Statewide Programs. V. R. Cardoxler. 1959. 52 p. 25¢

Prepared primarily for use by teachers and persons responsible for State and local programs of inservice education; includes outline of criteria and questionnaires for teachers, teacher-training and supervisory staffs.

FS 5.123: 267

INSTRUCTION IN FARM MECHANICS: Suggestions for Developing Training Programs in Farm Mechanics in Vocational Agriculture. A. H. Hollenberg. 1957. 63 p. 35¢

Prepared for teachers and State supervisors in this field. Farm mechanics instruction program covers power and machinery, general buildings, electrification, soil and water management, and shop work.

FS 5.123: 262

PLANNING AND CONDUCTING A PROGRAM OF INSTRUCTION IN VOCATIONAL AGRICULTURE FOR YOUNG FARMERS. H. N. Hunsicker. 1956. 94 p. 45¢

Stresses the Nation's need for training more young people to become farmers. Points out ways to initiate programs; obtain assistance; locate and interest prospective members; set up objectives; plan, conduct, and supervise suitable instructional and farming programs; arrange meetings; and provide on-farm instruction.

FS 5.281: 81001

FARM MECHANICS IN VOCATIONAL AGRICULTURE: A Survey. Alvin H. Hollenberg. 1959. 28 p. 15¢

Includes sections on instruction for high school students and for young and adult farmers, financing the program, and facilities for instruction in farm mechanics. Prepared primarily to assist teachers of vocational agriculture in developing realistic programs of instruction in the mechanical phases of farming and to help specialists, State supervisors, and others responsible for teacher education in this field.

FS 5.281: 81002-60

SUMMARIES OF STUDIES IN AGRICULTURAL EDUCATION: An Annotated Bibliography of Studies in Agricultural Education With Classified Subject Index. Supplement 14. 1961. 56 p. 25¢

Summarizes studies completed during the academic year—projects planned and carried out by members of the supervisory or teacher-education staffs in various States, and research projects completed in partial fulfillment of requirements for advanced degrees. Includes statements of purpose, methods, findings, and interpretations of each study.

Also available, supplements:

- 3, 1950. 61 p. 20¢. FS 5.123: 242
- 5, 1952. 62 p. 20¢. FS 5.123: 248
- 8, 1955. 35¢. FS 5.123: 256
- 9, 1956. 35¢. FS 5.123: 263
- 10, 1957. 45¢. FS 5.123: 265
- 11, 1958. 35¢. FS 5.123: 272
- 12, 1959. 25¢.
- 13, 1960. 35¢

FS 5.281: 81003

BUILDING, EQUIPMENT, AND FACILITIES FOR VOCATIONAL AGRICULTURE EDUCATION. A. H. Hollenberg and E. J. Johnson. 1960. 90 p. 45¢

Designed primarily for use when planning new construction or the remodeling of existing facilities for farm mechanics instruction and other phases of the vocational agriculture program in public secondary schools.

FS 5.281: 81008

AGRICULTURAL EDUCATION: The Preparation of Teachers—A Survey of Supervised Teaching Programs. George L. O'Kelley, Jr. 1961. 75 p. 30¢

Surveys current practices in supervised teaching programs operated by the 77 institutions of higher education authorized to

train teachers of vocational agriculture under provisions of the Smith-Hughes and George-Barden Acts of Congress.

See also:

Enrollment and degrees in agriculture
(56006)

Distributive Education
(82000-82999)

FS 5.123: 259

DISTRIBUTIVE EDUCATION FOR ADULTS:
Guide for Part-Time Instructors.
Natalie Kneeland. 1956. 20 p. 15¢

Presents concise, informal background information on teaching; outlines four simple steps in teaching; suggests ways instructors may evaluate their own classroom success; provides tips on useful visual aids, on planning each meeting, on handling typical problems, and on keeping class interest high.

FS 5.123: 258

DISTRIBUTIVE EDUCATION FOR ADULTS:
Selection and Training of Part-Time Instructors. Natalie Kneeland and others. 1955. 28 p. 25¢

Tells where and how to find instructors, necessary qualifications, the selection interview, need and provision for teacher training through induction training, on-the-job training, individual and group training.

FS 5.123: 260

DISTRIBUTIVE EDUCATION FOR YOUTH:
Work-Experience Laboratories. William B. Runge and others. 1956. 19 p. 15¢

Emphasizes on-the-job training in the cooperative plan of systematic school-and-work preparation for distributive occupations, explaining the major features of work stations, what they can accomplish, how they may be established and managed, ways of locating and selecting work stations. Reviews desirable standards and provides a checklist for evaluation.

FS 5.123: 279

THE ROLE OF TEACHER EDUCATION IN DISTRIBUTIVE EDUCATION. 1959. 9 p. 10¢

Suggests ways in which States may develop preservice programs of teacher education to encourage the development of the creative ability and competence of teachers in the classroom and in occupational experience and relationships with business leaders cooperating in distributive education programs.

FS 5.123: 270

TRAINING OPPORTUNITIES IN OUTSIDE SELLING. Ben Franklin Bills. 1958. 13 p. 15¢

Reports on distributive education courses and the economics of production and distribution; suggests training and procedures for courses in outside selling in communities where local businesses would find such courses useful supplements to their own sales training programs.

FS 5.123: 269

TRAINING PROGRAMS IN OUTSIDE SELLING. Ben Franklin Bills. 1958. 15 p. 15¢

Surveys local training program and describes the content of basic courses in outside selling—activities conducted primarily at the buyer's rather than the seller's place of business—and indicates available materials.

FS 5.282: 82000

A STUDY OF CURRICULUM DEVELOPMENT IN THE HIGH SCHOOL COOPERATIVE PROGRAM. 1960. 22 p. 15¢

Reports on current practices and opinions on curriculum development related to the high school cooperative plan of on-the-job instruction in distributive education, as an aid to State and local programs.

FS 5.282: 82001

POST HIGH SCHOOL COOPERATIVE PROGRAMS. 1960. 11 p. 15¢

Discusses post-high school cooperative programs, which represent a development in distributive education that is becoming increasingly important.

FS 5.282: 82002

SELECTION AND TRAINING OF PART-TIME INSTRUCTORS OF DISTRIBUTIVE EDUCATION FOR ADULTS. 1950; reprinted 1960. 28 p. 25¢

Gives practical suggestions to help supervisors of adult training in the recruitment of instructors, the selection interview, induction, and on-the-job training.

FS 5.282: 82003

GUIDE FOR PART-TIME INSTRUCTORS. 1950; reprinted 1960. 20 p. 15¢

Presents in condensed form background information, four steps in teaching, and suggestions on final evaluation of performance.

FS 5.282: 82004

TRAINING FOR STUDENTS IN THE FOOD INDUSTRY. 1961. 23 p. 15¢

Concerns high school cooperative programs to coordinate on-the-job orientation and ex-

perience with classroom instruction for students interested in finding employment in the food industry.

FS 5.282: 82005

EDUCATIONAL VALUES IN CLUB PROGRAMS. 1961. 19 p. 15¢

Develops basic guides concerning educational values in the distributive education club program; published as the result of suggestions made at a 1959 conference called by the Division of Vocational Education, U.S.O.E.

FS 5.282: 82006

SUPERVISION TO IMPROVE INSTRUCTION IN DISTRIBUTIVE EDUCATION. 1959; reprinted 1961. 19 p. 15¢

Stresses the importance of adequate supervision and offers suggestions to aid in improving supervisory techniques for instructional programs in distribution and marketing.

FS 5.282: 82007

FOOD SERVICE INDUSTRY: Training Programs and Facilities. 1961. 183 p. 65¢

Supersedes a 1942 publication, *Training Restaurant Sales Personnel*. Provides material suggested at a 1960 conference attended by representatives of hotel and restaurant associations as well as staff members of the U.S.O.E. Division of Vocational Education. Gives practical suggestions and instructions for waiters and waitresses, hosts and hostesses, cashiers, busboys, and other employees serving in drive-ins, cafeterias, hotels, or restaurants.

FS 5.282: 82008

MANAGEMENT TRAINING FOR SMALL BUSINESS. 1958; reprinted 1961. 52 p. 25¢

Suggests procedures for organizing courses, enlisting community support, securing teachers and instructional materials, and providing a comprehensive and balanced management training program.

Home Economics (83000-83999)

ADVENTURING IN RESEARCH TO IMPROVE SCHOOL PRACTICES IN HOMEMAKING PROGRAMS. Selma Lippeatt. 8-p. leaflets. 5¢ each; 20¢ a set

An Individual Approach. FS 5.11: 3512-1

Group Approach. FS 5.11: 3512-2

A State Approach. FS 5.11: 3512-3

A Training Approach. FS 5.11: 3512-4

FS 5.41: 4

EDUCATION FOR HOMEMAKING IN SECONDARY SCHOOLS OF THE UNITED STATES. Berenice Mallory. 1955; reprinted 1958. 32 p. 30¢

Discusses several programs of education for homemaking in secondary schools; emphasizes the important role of the homemaking teacher and ways to use the resources of schools, home, and community.

FS 5.30: 25

HOME ECONOMICS IN COLLEGES AND UNIVERSITIES: Planning Space and Equipment. 1956. 84 p. 65¢

Presents experiences of home economics administrators, architects, and others from all parts of the United States and points up recent social, economic, and technological developments affecting home and family living which call for changes in curriculum, which in turn require changes in facilities.

FS 5.30: 9

SPACE AND EQUIPMENT FOR HOMEMAKING PROGRAMS. Ata Lee. 1950. 72 p. 55¢

Covers essentials of planning good homemaking facilities, including type of curriculum, location and layout, beauty, safety, storage, and general building considerations. Includes checklists of appropriate equipment.

FS 5.123: 276

STUDIES ON THE TEACHING OF HOME ECONOMICS IN COLLEGES AND UNIVERSITIES, 1955-56. Ivol Spafford and Edna P. Amidon. 1959. 144 p. 55¢

Makes available findings and techniques of research studies on the teaching of home economics—primarily master's and doctoral studies completed during 1955-56—for the improvement of college programs.

FS 5.11: 3528

TEACHING HOMEMAKING AS A CAREER IN THE NATION'S SCHOOLS. 4 p. leaflet. 1957. 5¢ (\$3.75 per 100 copies)

Brief outline of the importance and need for homemaking teachers, salary and satisfaction, sources of additional information.

FS 5.123: 249

WITH FOCUS ON FAMILY LIVING: The Story of Four Experiments in Community Organization. Muriel W. Brown. 1953. 248 p. 70¢

Provides insight into the process of school-community interaction in the fields of home and family living. Covers experiences on a western frontier, in the rural South, in a busy Great Lakes port city, and in a prairie city.

FS 5.283: 83005

STUDIES OF HOME ECONOMICS IN HIGH SCHOOL AND IN ADULT EDUCATION PROGRAMS, 1955-56. Ivol Spafford. 1960. 70¢

Reviews research drawn primarily from master's and doctoral studies completed in 1955-56 which have implications for the improvement of home economics in secondary schools and in adult education programs.

FS 5.283: 83009

MANAGEMENT PROBLEMS OF HOMEMAKERS EMPLOYED OUTSIDE THE HOME: Resource Materials for Teaching. Mildred Weigley Wood and others. 1961. 153 p. 65¢

Provides resource materials for high school and adult education home management programs to help the increasing number of women who combine homemaking and wage earning because of early marriage or because they re-enter employment as their children grow up.

FS 5.283: 83010

HOME ECONOMICS IN THE PUBLIC SECONDARY SCHOOLS: A Report of a National Survey. Beulah I. Coon. 1961. 152 p. In press.

Presents data based on 3,796 returns from a 1959 questionnaire to a sample of public secondary schools on enrollment, teachers, and programs in home economics. Provides a type of statistical information not available since a more limited study in 1939.

See also:

Homemaking education programs for adults (18 . . .)

Trade and Industrial Education (84000-84999)

FS 5.123: 257

GIRLS' AND WOMEN'S OCCUPATIONS: Selected References, July 1948-September 1954. Louise Moore. 1955. 99 p. 35¢

Includes general occupational information; occupational biographies and fiction, training opportunities, vocational guidance principles, programs and practices; women's status with respect to work and education; surveys; author, occupation, and subject indexes; publishers' directory.

FS 5.23: 145

LIGHT FRAME HOUSE CONSTRUCTION: Technical Information for the Use of Apprentice and Journeymen Carpenters. 1956. 214 p. 60¢

Treats characteristics of wood and the grading of lumber and indicates economical and serviceable frame house construction. Suggests practical processes; not for prospective carpenters. Contains no information on tools.

FS 5.4: 477

NATIONAL LEADERSHIP DEVELOPMENT CONFERENCE IN TRADE AND INDUSTRIAL EDUCATION: Conference Report, Aug. 1-12, 1955, Fort Collins, Colo. 1956. 118 p. 60¢

Provides potential leaders with an opportunity to identify and evaluate the basic concepts of trade and industrial education. Report of a pilot program concerning the administration, supervision, and organization of vocational programs.

FS 5.4: 526

QUANTITY FOOD PREPARATION: A Curriculum Guide. John J. MacAllister and others. 1958. 38 p. 35¢

Aids the instructor in developing a course at the secondary school level for training commercial foods personnel. Basic principles of food preparation, with related science, mathematics, English, safety instruction, and references.

FS 5.2: Sh. 7

SCHOOL SHOP—Learn Safe Work Habits Here. A Safety Guide for Pre-Employment Training. 1955. 15 p. 10¢

Covers safety, industry, good housekeeping practices, use of handtools and portable electric tools, personal protection devices, working around machinery, how to lift, ladders, horseplay, first aid, fire and fire extinguishers.

FS 5.123: 266

SUPERVISORY PERSONNEL DEVELOPMENT: A Guide for Organizing Trade and Industrial Training Programs. Earl M. Bowler. 1957. 40 p. 25¢

Provides suggestions on planning, organizing, coordinating, operating, and evaluating a program of supervisory personnel development.

FS 5.11: 3509

TECHNOLOGICAL ADVANCES AND SKILLED MANPOWER: Implications for Trade and Industrial Education. Howard K. Hogan. Revised 1956. 67 p. 45¢

Annotated bibliography; lists selected items of relatively nontechnical nature, giving information and the point of view of representatives of management, labor, education, and others concerned with this problem.

FS 5.123: 261

TRAINING FOR QUANTITY FOOD PREPARATION. Gertrude Blaker. 1956. 32 p. 20¢

Tells how courses can be organized in vocational and comprehensive high schools and how consultants, representing both employees and employers can help develop plans, organize suitable curricula, select and obtain necessary equipment, publicize the program, recruit students, and place graduates.

FS 5.4: 530

VOCATIONAL-TECHNICAL EDUCATION FOR AMERICAN INDUSTRY: Occupations, Selected References, Educational Programs. Lynn A. Emerson. 1958. 25 p. 25¢

Designed to clarify understanding of vocational-technical occupations, to portray the development and present status of institutions in this field, and to provide lists of references useful to the educator concerned with problems of establishing and operating related programs of semiprofessional training for industry.

FS 5.284: 84002

TRADE AND INDUSTRIAL EDUCATION FOR MEN AND WOMEN: A Directory of Training Programs. Mary S. Resh. 1960. 65 p. 30¢

Lists courses in operation during 1958-59 which deal with programs meeting requirements of the State plans for vocational education, as reported by State supervisors of trade and industrial education. Includes pre-employment and extension training for women.

FS 5.284: 84004

A GUIDE FOR IMPROVING SAFETY EDUCATION PROGRAMS IN SCHOOL SHOPS. Howard K. Hogan. 1960. 48 p. 35¢

Concerns conference recommendations on the school's contribution to occupational safety through shop safety programs, preferred safety practices for shop teachers, and checklist and accident report forms.

FS 5.284: 84006

TEACHER COMPETENCIES IN TRADE AND INDUSTRIAL EDUCATION. John P. Walsh. 1960. 64 p. 30¢

Identifies and evaluates the relative importance of certain competencies of teachers of trade and industrial subjects by leaders in the field; an aid to supervisors and others concerned with curriculum revision and inservice programs.

FS 5.284: 84007

PROMOTING PROGRAMS OF SUPERVISORY PERSONNEL DEVELOPMENT: A Guide to Winning Acceptance of Programs and A Glossary of Terms. Earl M. Bowler. 1960. 31 p. 20¢

Outlines techniques for bringing about more widespread understanding of State and local programs of industrial inservice supervisory training.

FS 5.284: 84009

ORGANIZATION AND EFFECTIVE USE OF ADVISORY COMMITTEES. Sam W. King. 1960. 75 p. 30¢

Discusses the need for advisory service and the types of committees and their functions. Gives practical suggestions for establishing and organizing committees and for improving their effectiveness; also for planning programs, conducting meetings, and acting on recommendations.

FS 5.284: 84014

PRACTICE RADIATION HAZARDS IN THE FIRE SERVICE: Orientation Unit—Instructor's Guide. 1961. 42 p. 35¢

Represents two sessions of a short, intensive orientation unit for firemen trainees.

FS 5.284: 84015

PEACETIME RADIATION HAZARDS IN THE FIRE SERVICE: Orientation Unit—Student Manual. 1961. 31 p. 30¢

Contains illustrations with captions which provide a brief summary of facts about radioactive materials, effects of radiation, and contamination control; also contains a glossary of key terms.

FS 5.284: 84016

RESEARCH IN INDUSTRIAL EDUCATION: Summaries of Studies, 1956-1959, with Subject Index to Studies Listed in Research in Industrial Education—Summaries of Studies 1930-1955. Merle E. Strong. 1961. 148 p. 60¢

Contains 433 summaries of doctoral, master's, and staff research studies in industrial education. Each summary gives purpose, source of data and method, findings and conclusions. Lists by author studies from the 1930-55 publication and includes a subject index for both the 1930-55 and the 1956-59 compilations.

Also available:

—: Summaries of Studies, 1930-1955. 1957. 527 p. \$1.75. FS 5.123: 264

FS 5.284: 84019

PEACETIME RADIATION HAZARDS IN THE FIRE SERVICE: Basic Course—Resource Manual. 1961. 120 p. \$1

Has been developed in cooperation with the Office of Industrial Relations of the U.S. Atomic Energy Commission as a course for firemen who may be called on to deal with an emergency involving radioactive materials now in widespread use in industry, research, medical diagnosis and treatment, and military installations.

FS 5.284: 84020

—: Basic Course—Instructor's Guide. 1961. 72 p. 50¢

FS 5.284: 84021

—: Basic Course—Study Guide. 1961. 31 p. 30¢

Contains 12 tear-out assignment sheets correlated with the Resource Manual and the Instructor's Guide.

FS 5.284: 84023

CURRICULUM MATERIALS FOR TRADE AND INDUSTRIAL EDUCATION: A listing of

materials available from State and local sources. Merle E. Strong. 1961. 76 p. 30¢

Lists, with annotations, materials used in programs ranging alphabetically from air conditioning to welding.

FS 5.284: 84024

THREE-DIMENSIONAL TEACHING AIDS FOR TRADE AND INDUSTRIAL INSTRUCTION. Harold J. Rosengren, compiler. 1961. 46 p. 35¢

Represents a new edition of a 1963 publication of the same title showing models, mock-ups, samples, or other devices made by teachers and students for classroom demonstration or manipulation as an aid to understanding mechanical concepts or functions.

Also available:

—1963. 91 p. 50¢. FS 5.4: 366

FS 5.284: 84025

TRAINING PROGRAMS FOR FISHERY OCCUPATIONS: Program Development Information. 1961. 58 p. 20¢

Outlines programs offered in various high school curriculums, short courses and instructional units; lists institutions offering degrees or a major in fishery and/or related sciences; gives references and national or State associations and agencies useful as sources of information for program planners.

Practical Nurse Education (85000-85999)

FS 5.123: 274

GUIDES FOR DEVELOPING CURRICULA FOR THE EDUCATION OF PRACTICAL NURSES. Dorothea E. Orem. 1959. 165 p. 60¢

Presents concepts about the relatively unchanging factors underlying nursing and its practice and shows how to apply these factors in the development of practical-nurse curriculums.

FS 5.80: 11

PRACTICAL NURSING CURRICULUM: Suggestions for Developing a Program of Instruction Based Upon the Analysis of the Practical Nurse Occupation. 1960. 140 p. 65¢

Contains detailed procedures for each unit of instruction, as well as general background information on practical nursing and organization of training.

FS 5.123: 273

SOURCE MATERIALS FOR PRACTICAL NURSE EDUCATION. 1958. 31 p. 20¢

A bibliography of textbooks, source books, articles, films, filmstrips, lists of publishers, and sources of free and inexpensive materials.

FS 5.285: 85001

CURRICULUM DEVELOPMENT IN PRACTICAL NURSE EDUCATION: Composite Report of Seven Intraregional Conferences. 1961. 90 p. 60¢

Contains papers presented at a series of conferences cosponsored by the Office of Education and the National League of Nursing, also summaries of sessions and evaluations of the extent to which the objectives of the conferences were achieved.

**Office Education
(86000-86999)**

FS 5.286: 86000

OFFICE EDUCATION: Report of a National Conference. 1961, 29 p. 20¢

Furnishes guides for action in staff and program relationships and in problem areas and suggestions of delegates to a conference held in Washington, D.C. in May 1960.

FS 5.286: 86001

RESOURCES FOR OFFICE EDUCATION PROGRAMS. 1961. 35 p. 25¢

A bibliography of teaching materials in the field of office education; films and filmstrips, books, periodicals, and supplementary materials.

Title Index

NOTE: Each title is followed by the basic OE group or number indicating its order in the annotated list. In filling out the order blank on the last page for publications from the Superintendent of Documents, please give the complete FS catalog number listed for each entry, including the year of an annual series.

A

Academic degrees—54008
Accreditation in higher education—50 . . .
Accredited higher institutions—50012
Administration of higher education—
53002
Administration of public laws 874 and
815—22008
Administration of vocational educa-
tion—80 . . .
Administrative facilities in school build-
ings—21 . . .
Advance planning to meet higher educa-
tion needs—53007
Advanced standing—54014
Adventuring in research to improve
school practices in homemaking pro-
grams—83 . . .
Advisory council for a department of vo-
cational agriculture, The—81 . . .
Adult education in American Education
Week—18008
Adult education in public schools, 1940-
1956—13000
Agricultural education—the preparation
of teachers—61008
American cooperation with higher educa-
tion abroad—14 . . .
Analysis of research in the teaching of
mathematics—29007
Analysis of research in the teaching of
science—29000
Annual report of the Federal Security
Agency, Office of Education, 1951-52—
10 . . .
Annual report of the U.S. Department of
Health, Education, and Welfare, 1959—
10 . . .

Approach to individual analysis in edu-
cation and vocational guidance, An—
25 . . .
Approval and accreditation of public
schools—20018
Area vocational education programs—
80001
Austrian teachers and their education
since 1945—14 . . .

B

Bachelor's degrees in science and mathe-
matics expected for 1960-61—54021
Beginning teacher, The—20009
Bibliography: 1959 publications in com-
parative and international education—
14004
Biennial survey of education—See:
Statistical summary of education—
10008
Statistics of higher education—
59 . . . ; 60023
Statistics of libraries in institutions of
higher education—15 . . .
Statistics of local school systems—
20 . . . ; 20008
Statistics of special education for ex-
ceptional children—35015
Statistics of State school systems—
20002
Blind children—35026
Block-time classes and the core program
in the junior high school—32-33 . . .
Brazil: Education in an expanding
economy—14 . . .

- Broadening the services of small high schools—36 . . .
- Buildings, equipment, and facilities for vocational agriculture education—81003

C

- Cardinal principles of secondary education—20 . . .
- Careers in atomic energy—26 . . .
- Careers in engineering, mathematics, science, and related fields—26007
- Certification of school librarians—15 . . .
- Characteristics of administrative handbooks for school staff personnel—23007
- Checklists for public school adult education programs—13 . . .
- Children's body measurements for planning and equipping schools—21 . . .
- Citizenship for an atomic age—32-33 . . .
- Classroom growth record—28 . . .
- Clerical and custodial staff in public secondary day schools—21 . . .
- College and university endowment investments (1958)—52 . . .
- College and university faculties: Recent personnel and instructional practices—53 . . .
- College and university facilities survey—51000
- College and university programs for the preparation of teachers of exceptional children—35 . . .
- College presidency, The—53008
- Common core of State educational information—20 . . .
- Conservation experiences for children—32-33 . . .
- Constitution of the U.S., The—10 . . .
- Cooperative planning: The key to improved organization of small high schools—20 . . .
- Cooperative projects among colleges and universities—50020
- Cooperative research projects: Fiscal 1960—12004
 —: Fiscal 1958—12006
 —: Fiscal 1957—12007
- Core curriculum development—32-33 . . .
- Cost and financing of college and university buildings, 1951-55—51 . . .
- Costs of attending college—55 . . .
- County, city, and other school superintendencies—20005
- Credit system in colleges and universities, The—50021
- Creed for exceptional children—35 . . .
- Criteria for the establishment of 2-year colleges—57000
- Cullöden improves its curriculum—32-33 . . .
- Current expenditures per pupil in public school systems—22000
- Curriculum adjustments for the mentally retarded—35 . . .
- Curriculum development in practical nurse education—85001
- Curriculum materials for trade and industrial education—84023
- Curriculum materials in high school mathematics—29 . . .
- Curriculum responsibilities of State departments of education—33005

D

- Declaration of Independence and its story, The—10 . . .
- Designing elementary classrooms—21 . . .
- Determining requirements for development of technical abilities through extension courses—80010 . . .
- Directors and supervisors of special education in local school systems—35009
- Directory of 16 mm. film libraries, A—34 . . .
- Directory of public secondary day schools—20031
- Distributive education for adults:
 Guide for part-time instructors—82 . . .
 Selection and training of part-time instructors—82 . . .
- Distributive education for youth—82 . . .
- Doctoral study—54016
- Drama with and for children—33007

E

- Earned degrees conferred—54013
- Educating children in grades 4, 5, and 6—32000
- Educating children in grades 7 and 8—32-33 . . .
- Educating the more able children in grades 4, 5, and 6—35006

- Education associations—10001
 Education beyond the high school—57 . . .
 Education directory—
 Part 1: Federal Government and States—20004
 Part 2: County, city, and other school superintendencies—20005
 Part 3: Higher education—50000
 Part 4: Education associations—10001
 Education for Africans in Tanganyika—14089
 Education for better living—14063
 Education for freedom as provided by State laws—20 . . .
 Education for homemaking in secondary schools of the United States—83 . . .
 Education for national survival—13 . . .
 Education for the professions—56 . . .
 Education for the talented in mathematics and science—29 . . .
 Education in Afghanistan—14057
 Education in Honduras—14 . . .
 Education in Mexico—14 . . .
 Education in Pakistan—14 . . .
 Education in Sweden—14 . . .
 Education in Taiwan—14 . . .
 Education in Turkey—14 . . .
 Education in the U.S.A.—10006
 Education in the U.S.S.R.—14045
 Education of the adult migrant—13012
 Education of the severely retarded child—35012
 Education of the severely retarded child: Classroom programs—35022
 Education on the aging—13 . . .
 Educational objectives in vocational agriculture—81 . . .
 Educational teleguide—34 . . .
 Educational trends in the Caribbean—14043
 Educational values in club programs [distributive education]—82005
 Effectiveness of teaching—50006
 Eight measures for evaluating educational programs for the foreign born—18 . . .
 Electrical technology—80006
 Electronic technology—80009
 Elementary school administration and organization—23006
 Engineering enrollments and degrees—54006
 English language arts in American high schools—30003
 Enrollment and degrees in agriculture—56006
 Enrollment for advanced degrees—54019
 Exceptional children and youth: Special education enrollments in public day schools—35019
 Exceptional years for exceptional children—35 . . .
 Exchange teaching abroad under the Fulbright Act—14 . . .
 Expenditures for education at the mid-century—22 . . .
 Experimental college, The—50010
 Extraclass activities for all pupils—32-33 . . .
 Extraclass activities in aviation, photography, radio for secondary school pupils—33009
- F**
- Facilities and equipment for science and mathematics—21000
 Factors affecting the improvement of secondary education—20 . . .
 Factors related to college attendance—54023
 Facts about the future—15024
 Faculty and other professional staff in institutions of higher education—53000
 Faculty in institutions of higher education—53 . . .
 Faculty salaries in land-grant colleges and universities—53 . . .
 Fall (1960 and other years) statistics on enrollment, teachers, and schoolhousing in full-time public elementary and secondary day schools—20007
 Farm mechanics in vocational agriculture—81001
 Federal funds for education—10009
 Federal Government and States—20004
 Financial accounting for local and state school systems: Standard receipt and expenditure accounts—22 . . .
 Financial accounting for school activities—22 . . .
 Financial aid for college students:
 Graduate—55010
 Undergraduate—55 . . .
 Financial assistance for college students:
 Undergraduate—55027

- Financial statistics of institutions of higher education—52 . . .
- Financing adult education in selected schools and community colleges—18 . . .
- Financing of State departments of education, The—22 . . .
- Financing public school facilities—22 . . .
- Following graduates into teaching—26 . . .
- Food service industry: Training programs and facilities—82007
- Foreign language laboratories in schools and colleges—27 . . .
- Forward look, The—35014
- Frontiers past sixty in Hamilton, Ohio—13016
- Frustration in adolescent youth—24 . . .
- Functional schools for young children—21006
- Functions of State departments of education, The—20 . . .

G

- Games and self-testing activities for the classroom—28 . . .
- General and liberal educational content professional curricula (architecture, engineering, forestry, pharmacy—1954—55)—56 . . .
- General facilities and equipment (Science and mathematics in public high schools, 1958)—29006
- Germany revisited—14042
- Gifted student, The—35016
- Girls' and women's occupations—84 . . .
- Good posture for boys and girls—28 . . .
- Graduate education—50022
- Graduate general humanities programs—56001
- Graduate study in public administration—56004
- Guidance, counseling, and testing program evaluation—25020
- Guidance for the underachiever with superior ability—25021
- Guidance workers certification requirements—25005
- Guide for improving safety education programs in school shops—84004
- Guide for part-time instructors—82008
- Guide to the National Defense Education Act of 1958—10000
- Guides for developing curricula for the education of practical nurses—85 . . .

H

- Handbook of cumulative records—25 . . .
- Handbook, Office of Education—11002
- Health services in city schools—28 . . .
- Helping the handicapped—35 . . .
- High school pupil programs—33021
- Higher education (directory)—50000
- Higher education (periodical)—11 . . .
- Higher education in the Philippines—14065
- Higher education planning and management data: Salaries, tuition and fees, room and board—53004
- History of agricultural education of less than college grade in the United States—81 . . .
- Holding power and size of high schools—24 . . .
- Home economics in colleges and universities: Planning space and equipment—83 . . .
- Home economics in public secondary schools—83010 . . .
- Homemaking education programs for adults—13 . . .
- How children can be creative—32007
- How children learn about human rights—82006
- How children learn to think—32002
- How children learn to write—30 . . .
- How children use arithmetic—82-23 . . .
- How children use the community for learning—32008

I

- Impact of college—50011
- Implications for elementary education—20033
- Improving industrial arts teaching—83022
- Improving reading in the junior high school—80002
- Independent study—50005
- Industrial arts: An analysis of 39 State curriculum guides—83019
- Influence of voter turnout on school bond and tax elections—22012

Inservice education of high school mathematics teachers—29022
 Inservice education of teachers of vocational agriculture—81 . . .
 Inservice preparation for guidance duties—25 . . .
 Instruction in farm mechanics—81 . . .
 International educational exchange—14066

J

Japan—14 . . .
 Job motivations and satisfactions of college teachers—53009
 Junior-senior college committee progress report—54020
 Junior year science and mathematics students—54001

K

Key audiovisual personnel in public school and library systems in States and large colleges and universities—34003
 Keystones of good staff relationships—20 . . .
 Know your capital city—10002
 Know your school law—20 . . .

L

Learning to supervise schools: An appraisal of the Georgia program—28 . . .
 Library statistics of colleges and universities, 1959-60—15023
 Life adjustment education in the American culture—82-83 . . .
 Light frame house construction—84 . . .
 Literacy and basic elementary education for adults—18017
 Literacy education—18 . . .
 Local planning for better school districts—20 . . .
 Local school construction programs—21 . . .
 Location of Title VII project reports—34009
 Look ahead in secondary education, A—24 . . .

M

Management of learning, The—50018
 Management problems of homemakers employed outside the home—88009

Management training for small business—82008
 Mathematics and science education in U.S. public schools—29 . . .
 Mathematics in public high schools—29 . . .
 Ministries of education—14064
 Modern foreign language fellowships—55014
 Modern foreign languages: A counselor's guide—27004
 Modern foreign languages in high school: Prereading instruction—27000
 Modern foreign languages in the elementary school: Teaching techniques—27007
 Modern foreign languages in the high school—27005
 Modern foreign languages in the high school: The language laboratory—27013
 Modern ways in one- and two-teacher schools—36002
 Motion pictures on democracy (102)—34 . . .
 Motor characteristics of the mentally retarded—35006

N

National defense counseling and guidance training institutes program—25011
 National defense education act, school librarians, and school libraries, The—15021
 National defense graduate fellowship program—55020
 National defense graduate fellowships—52002
 National defense student loan program, The: Basic facts—55009
 National defense student loan program: A 2-year report—55019
 National higher technical education in Indonesia—14052
 National leadership development conference in trade and industrial education—84 . . .
 National stay-in-school campaign—24 . . .

O

Offerings and enrollments in high school subjects—24 . . .

- Offerings and enrollments in science and mathematics in public high schools—29021
- Office education: Report of a national conference—86000
- Opening fall enrollment: Analytic report—54007
- Opening (fall) enrollment in higher education—54003
- Organization and administration of pupil personnel service programs in selected school systems—23014
- Organization and effective use of advisory committees—84009
- Organized occupational curriculums in higher education—54012
- Organizing districts for better schools—20 . . .

P

- Participation in adult education—13 . . .
- Peacetime radiation hazards in the fire service: Basic course
Resource manual—84019
Instructor's guide—84020
Study guide—84021
- Peacetime radiation hazards in the fire service: Orientation unit
Instructor's guide—84014
Student manual—84015
- Personnel of State departments of education—20 . . .
- Physical education in urban elementary schools—28 . . .
- Place of subjects in the curriculum, The—32-33 . . .
- Placement services for personnel in higher education—53013
- Planning and conducting a program of instruction in vocational agriculture for young farmers—81 . . .
- Planning and designing the multipurpose room in elementary school—21 . . .
- Planning for college and university physical plant expansion, 1956-70—51000
- Planning to study in the United States—14040
- Post-high school cooperative programs—820001
- Practical nursing curriculum—85 . . .
- Preparation of mentally retarded youth for gainful employment—85002

- Preparation programs and course offerings in school and college personnel work—25000
- Preparing your child for school—33006
- Programs below the bachelor's degree level in institutions of higher education, 1953-54—56 . . .
- Progress of public education in the United States of America—10005
- Promoting programs of supervisory personnel development—84007
- Property accounting for local and State school systems—20 . . .
- Proposed minimum standards for State approval of teacher preparing institutions, 1952—58 . . .
- Provisions governing membership on local boards of education—20 . . .
- Public library for lifelong learning, The—15025
- Public library statistics, 1950—15 . . .
- Public school finance programs of the U.S., 1957-58 and 1953-54—22002
- Public vocational education programs—80 . . .
- Publications of the Office of Education, 1937-1959—11001
—, 1961—11000
- Pupil personnel service programs—23014
- Pupil transportation responsibilities and services of State departments of education—20 . . .

Q

- Qualifications and teaching loads of mathematics and science teachers in Maryland, New Jersey, and Virginia—29 . . .
- Quantity food preparation—84 . . .
- Quest for quality—50016

R

- Radio and television: A selected bibliography—34004
- Report on the long-range planning of the school facilities survey—21 . . .
- Report on the National Defense Education Act—10004
- Reporter: Clearinghouse of studies on higher education—50004
- Requirements for high school graduation—24008

- Research and studies: Report on the first 2 years, language development program—12011
- Research in industrial education—84018
- Research in school and college personnel services—25007
- Research problems in mathematics education—12008
- Residence and migration of college students, 1949-50—54...
- Resident, extension, and other enrollments in institutions of higher education—54000
- Resources for office education programs—86001
- Retarded child goes to school, The—35000
- Retention and withdrawal of college students—54...
- Retention in high schools in large cities—24001
- Revenue programs for the public schools in the U.S., 1959-60—22013
- Role of teacher education in distributive education, The—82...
- Rural renaissance: Revitalizing small high schools—36003
- S**
- Salaries and other characteristics of beginning rural school teachers, 1953-54—36...
- Scholarships and fellowships: A selected bibliography—55...
- School district reorganization—20...
- School finance and school business management—22...
- School fire drills—20...
- School insurance—21004
- School library standards—15...
- School life—11...
- School lunch, The—20...
- School plant courses offered by colleges and universities in the U.S., 1956-59—56...
- School plant management: Administering the custodial program—21005
- : Organizing the maintenance program—21002
- School property insurance, Experiences at the State level—20...
- School shop: Learn safe work habits here—84...
- School sites: Selection, development, and utilization—21...
- Schools in our democracy—20014
- Science as a way of life—29023
- Science equipment and materials for elementary schools—29029
- Science facilities for secondary schools—29...
- Second report to the President—50...
- Secondary school plant, The—21...
- Selected bibliography of current articles in mathematics education—29020
- Selected indexes of rural school finance in the U.S., 1955-56—36000
- Selection and training of part-time instructors of distributive education for adults—82002
- Six R's, The—20...
- Small schools are growing larger—36001
- Social climates in high schools—33016
- Social science requirements for bachelor's degrees—56...
- Social studies in the elementary school program—31000
- Sodium fluoride goes to school—28...
- Some problems in the education of handicapped children—35032
- Source materials for practical nurse education—85...
- Soviet commitment to education—14044
- Soviet education programs—14037
- Space and equipment for homemaking programs—83...
- Special education enrollments in local public schools—35027
- Special education personnel in State departments of education—35008
- Special reports: Clearinghouse of studies on higher education—56009
- Speech correctionists—35010
- State and local school systems: 1955-56: Suburban cities—20008
- State and nonpublic schools, The—20...
- State and publicly supported libraries—15...
- State certification requirements for teachers of exceptional children—85...
- State curriculum guides in science, mathematics, and modern foreign languages—33012
- State department of education responsibilities for school libraries—15006
- State legislation on school attendance—24000
- State library extension services—15009

- State plans for improving statistical services—20028
- State plans under the Library Services Act—15012
- State school plant services—21...
- State standards for public libraries—15010
- Statistical summary of education—10008
- Statistical survey of school district organization in the U.S., A—20...
- Statistics of bonds sold for public school purposes, Oct. 1953-June 1959—22001
- Statistics of education in the United States—see 20082.
- Statistics of higher education: Faculty, students, and degrees—50...
- Statistics of higher education: Receipts, expenditures, and property—50023
- Statistics of land-grant colleges and universities—50002
- Statistics of libraries in institutions of higher education, 1951-52—15...
- Statistics of local school systems:
 County units—20...
 Rural counties—20...
 Staff, pupils, and finances—20...
 Suburban cities—20008
- Statistics of Negro colleges and universities (1951-52 and fall 1954)—50...
- Statistics of nonpublic secondary schools, 1947-48—20...
- Statistics of public elementary and secondary education of Negroes in the southern States, 1951-52—20...
- Statistics of public libraries, 1955-57—15...
- Statistics of public school adult education, 1958-59—13009
- Statistics of public school libraries, 1953-54—15...
- Statistics of public school systems in 101 of the most rural counties, 1955-56—36...
- Statistics of public secondary schools, 1958-59—20082
- Statistics of rural schools—36...
- Statistics of special education for exceptional children, 1952-53—35015
- Statistics of State school systems—20...
- Status of preparation programs for guidance and student personnel workers—25...
- Statutory basis for administrative and specialized service staffing in school districts—23000
- Strengthen schools for the 60's—20019
- Structure of State departments of education, The—20...
- Student financial aid in higher education—53006
- Studies of home economics in high school and in adult education programs, 1955-56—83005
- Studies on the teaching of home economics in colleges and universities, 1955-56—83...
- Study abroad—50014
- Study of curriculum development in the high school cooperative program, A—82000
- Summaries of studies in agricultural education—81002
- Supervised practice in counselor preparation—25...
- Supervision in rural schools—36...
- Supervision to improve instruction in distributive education—82006
- Supervisory personnel development—84...
- Survey of State legislation relating to higher education—50008
- T**
- Teacher competencies in trade and industrial education—84006
- Teacher education fifth-year programs—58...
- Teacher education in the Netherlands, Belgium, and Luxembourg—14016
- Teacher turnover in the public schools, 1957-58—23002
- Teachers contribute to child health—26001
- Teachers of children who are blind—35...
- Teachers of children who are deaf—35...
- Teachers of children who are hard of hearing—35...
- Teachers of children who are mentally retarded—35...

- Teachers of children who are partially seeing—35
- Teachers of children who are socially and emotionally maladjusted—35013
- Teachers of crippled children and teachers of children with special health problems—35018
- Teaching about the United Nations in the United States—14088
- Teaching about the United Nations in U.S. educational institutions—14
- Teaching as a career—26
- Teaching by machine—34010
- Teaching homemaking as a career in the Nation's schools—83
- Teaching is an attractive career—26
- Teaching nutrition in the elementary school—32-33
- Teaching of general biology in public high schools in the U.S., The—29
- Teaching of science in the public high schools, The—29
- Teaching opportunities—26000
- Teaching rapid and slow learners in high schools—35
- Technological advances and skilled manpower—84
- Television in education—34
- Television in our schools—34
- Three-dimensional teaching aids for trade and industrial instruction—84024
- Three-two plan of engineering education, The—56006
- Time allotment and scheduling procedures for teaching industrial arts, grades 7-12—33023
- To fulfill the promise: 100 years of growth in the land-grant colleges and universities—50017
- Trade and industrial education for girls and women—84002
- Training for quantity food preparation—84
- Training for students in the food industry—82004
- Training opportunities in outside selling—82
- Training programs for fishery occupations—84025
- Training programs in outside selling—82
- Transition from school to work—24
- Trends in engineering education—56008
- Trends in financing public education—22015
- Trends in higher education—53010
- Trends in significant facts on school finance—22
- Two-year community college, The—57
- Types of tests in Project Talent—25014

U-V

- Understanding testing—25003
- United Nations and related organizations, The—14061
- U.S. Government films for public educational use—34006
- Vocational-technical education for American industry—84

W

- Where children live affects curriculum—33008
- With focus on family living—83
- Work experience education programs in American secondary schools—32-33
- World understanding begins with children—14
- Working with parents—20017
- Writer's handbook for the development of educational materials—14