

University of Montana

## ScholarWorks at University of Montana

---

Graduate Student Theses, Dissertations, &  
Professional Papers

Graduate School

---

1948

### A catalogue of free materials for use in educational and vocation guidance

Clifford Allen Harmala  
*The University of Montana*

Follow this and additional works at: <https://scholarworks.umt.edu/etd>

**Let us know how access to this document benefits you.**

---

#### Recommended Citation

Harmala, Clifford Allen, "A catalogue of free materials for use in educational and vocation guidance" (1948). *Graduate Student Theses, Dissertations, & Professional Papers*. 6022.  
<https://scholarworks.umt.edu/etd/6022>

This Thesis is brought to you for free and open access by the Graduate School at ScholarWorks at University of Montana. It has been accepted for inclusion in Graduate Student Theses, Dissertations, & Professional Papers by an authorized administrator of ScholarWorks at University of Montana. For more information, please contact [scholarworks@mso.umt.edu](mailto:scholarworks@mso.umt.edu).

A CATALOGUE OF FREE MATERIALS FOR  
USE IN EDUCATIONAL AND VOCATIONAL GUIDANCE

by  
Clifford A. Harmala

Presented in partial fulfillment  
of the requirements for the Degree of Master of Education

Approved \_\_\_\_\_  
Chairman of the Examining Committee.

\_\_\_\_\_  
Dean of the Graduate School

UMI Number: EP36823

All rights reserved

INFORMATION TO ALL USERS

The quality of this reproduction is dependent upon the quality of the copy submitted.

In the unlikely event that the author did not send a complete manuscript and there are missing pages, these will be noted. Also, if material had to be removed, a note will indicate the deletion.



UMI EP36823

Published by ProQuest LLC (2013). Copyright in the Dissertation held by the Author.

Microform Edition © ProQuest LLC.

All rights reserved. This work is protected against unauthorized copying under Title 17, United States Code



ProQuest LLC.  
789 East Eisenhower Parkway  
P.O. Box 1346  
Ann Arbor, MI 48106 - 1346

147

### ACKNOWLEDGEMENT

The writer wishes to express his appreciation to Mr. Leo Smith, Registrar of the State University of Montana for his many helpful suggestions and constructive criticisms in the preparation of this paper.

## TABLE OF CONTENTS

	Page
INTRODUCTION.....	iii
PART I. PROFESSIONAL OCCUPATIONS.....	1
PART II. SEMI-PROFESSIONAL OCCUPATIONS.....	41
PART III. MANAGERIAL AND OFFICIAL OCCUPATIONS.....	58
PART IV. CLERICAL AND SALES OCCUPATIONS.....	61
PART V. SALES AND KINDRED OCCUPATIONS.....	70
PART VI. SERVICE OCCUPATIONS.....	74
PART VII. AGRICULTURAL, FISHERY, FORESTRY AND KINDRED OCCUPATIONS.....	82
PART VIII. SKILLED OCCUPATIONS.....	89
PART IX. SEMI-SKILLED OCCUPATIONS.....	115
PART X. USES OF THE OCCUPATIONAL INFORMATION IN SCHOOL-PROCEDURES AND OUTCOMES.....	117
BIBLIOGRAPHY.....	121

## INTRODUCTION

In the autumn of 1947, the writer visited six representative schools in the western part of Montana in order to make a study of their guidance programs. The outstanding conclusion of the survey was that there appeared to be a dearth of occupational materials such as bulletins, pamphlets, booklets, and leaflets in these schools. Further investigation revealed that the reasons for the lack of information were threefold. First, the guidance directors maintained that funds were not available for this purpose. Second, they did not know the sources of free information. Third, because their other duties were so pressing, they did not have the time to write for materials. Also, it seemed that the publications which were in the schools were not being used to the fullest extent by the teachers in their classroom procedures.

As a result of that survey the writer has tried to solve, at least in part, some of these problems. The purpose of this paper, then, is to indicate how and from what sources information might be obtained, and once it has been acquired, how it might be put to fuller utilization than heretofore.

Because the materials included in this work are so easily obtained, the high school students and the junior

high school students for that matter, in their English and commercial classes could write for the information as part of their letter-writing exercises.

In order to find the names and locations of organizations which would supply free information, the directors of the guidance bureaus of each of the forty-eight states were contacted for sources. By means of the data which was supplied, plus the names of the advertisers in the various mechanics magazines, and boys', girls', and women's magazines, the writer was able to send 1167 penny-postal cards to different sources and received some 1600 replies, either in the form of letters or pamphlets and bulletins of occupational information. However, not all of these materials were incorporated into this report, but each item was carefully perused and then used or discarded according to its worth.

If the articles in their presentation were able to meet some of the standards as listed in the following outline<sup>1</sup> they were included in this report.

- I. History of the Occupation
- II. Importance of the Occupation and Its Relation to Society
- III. Number of Workers engaged in the Occupation

1. Occupational Research Section of the National Vocational Guidance Association, Inc. "Content of a Good Occupational Monograph--The basic Outline", Occupations, 19:20-3, October, 1940.

- IV. Need for Workers--Trends
- V. Duties
  - A. Specific tasks
  - B. Definition of the occupation
- VI. Qualifications
  - A. Sex
  - B. Age
  - C. Race or nationality
  - D. Other qualifications (including physical, mental, social)
  - E. Special skills
  - F. Special tools or equipment
  - G. Legislation affecting occupation
- VII. Preparation
  - A. General education
  - B. Special training
  - C. Experience
- VIII. Methods of Entering
- IX. Length of Time before Skill is Attained
- X. Advancement
  - A. Line of promotion
  - B. Opportunity for Advancement
- XI. Related Occupations to Which Job may Lead
- XII. Earnings
  - A. Beginning



- B. Most common
- C. Maximum
- D. Regulations--Laws, Labor Board, Unions, etc.

XIII. Hours

- A. Daily
- B. Weekly
- C. Overtime
- D. Irregular hours or shifts
- E. Vacation
- F. Regulations--Laws, Labor Board, Unions, etc.

XIV. Regularity of Employment

- A. Normal months
- B. Busy months
- C. Dull months
- D. Shut-down of plant
- E. Cyclical unemployment

XV. Health and Accident Hazards

XVI. Organizations

- A. Employers--function, purpose, size, etc.
- B. Employees--function

XVII. Typical Places of Employment

XVIII. Supplementary Information

- A. Suggested Readings
- B. Magazines
- C. Pictures

The material in this report is codified according to the manner suggested in the U. S. Employment Service Dictionary of Occupational Titles: Part II, Group Arrangement of Occupational Titles and Codes.<sup>2</sup> Immediately following the three-digit code numbers is the name of a pamphlet which explains the general field embraced by the title after the code number. For information of a more specific nature about an occupation, one must look for the items following the five-digit code numbers.

The report is arranged in the following manner: Parts I through Parts IX include the articles and their sources covering professional and managerial occupations through the unskilled occupations, Part X contains some suggestions as to the use of this information in classroom procedures and an account of some of the possible and desirable outcomes of following the suggested programs. Undoubtedly, the teacher upon glancing at the suggested methods will quickly see other opportunities for using this occupational information.

At this point, the reader is cautioned that this listing of materials is by no means complete. In the first place, it is extremely difficult to obtain all the sources

2. U. S. Employment Service, Dictionary of Occupational Titles: Part II, Group Arrangement of Occupational Titles and codes, pp. v-308, and Dictionary of Occupational titles: Part IV, Supplement, Edition I. pp. 357-449.

of free materials. Secondly, it is practically impossible to keep abreast of all the new publications in this field.

For the reasons aforementioned and because of the fact that occupational material tends, in some respects, to become out-of-date in a comparatively short time, perhaps a survey such as this might be reconducted, say, every two or three years.

PART I

PROFESSIONAL AND MANAGERIAL OCCUPATIONS

(0-00.00 through 0-99.99)

PROFESSIONAL OCCUPATIONS

(0-00.00 through 0-39.99)

0-01. ACCOUNTANTS AND AUDITORS

"Accountancy". Bentley School of Accounting and Finance, 921 Boylston Street, Boston, Massachusetts. No date. 12 pp.

Discussion of the development of the field of accountancy, phases of the work, commercial accounting and public accounting differentiated, CPA laws, requirements and training needed and financial rewards.

"Accountancy". Pace Institute, 225 Broadway, New York 7, New York. 1947. 44 pp.

Defines accountancy, differentiates between public and private practice, lists qualifications and the opportunities for women in the field.

"Business as a Career". Bulletin No. 18, Volume XLVII, New York University, 100 Washington Square, New York 3, New York. 1947. 48 pp.

Presents the opportunities in the profession, the differences in private and public accounting, and the requirements for each of the phases.

"Cooperative Training for Women". University of Cincinnati, Cincinnati 21, Ohio. 1946. 30 pp.

Necessary training and qualifications are listed and the opportunities for women in the field are discussed.

"Your Career in Accounting". Boston University, 705 Commonwealth Avenue, Boston 14, Massachusetts. 1946. 14 pp.

Presents the occupational summary, qualifications, opportunities in public and private accounting, and the advantages and the disadvantages of the occupation.

## O-01.30. PUBLIC ACCOUNTANT

"Public Accounting as a Career". American Institute of Accountants, 13 East 41st Street, New York 17, New York. 1945. 24 pp.

Outlines the field of public accountancy, demands of the profession, rewards, opportunities, working conditions, remuneration, requirements for success in this field.

## O-02. ACTORS AND ACTRESSES

"Dramatic Art: An Occupational Brief". Occupational Information and Guidance Service, U. S. Office of Education, Washington 25, D. C. 1948. 2 pp.

Reviews the field of recreation and amusement, gives preliminary training needed, qualifications, preparations, and list of professional schools.

"Expression, Dramatic Arts". Bessie V. Hicks School, 1425 Chestnut Street, Philadelphia 3, Pennsylvania. No date. 5 pp.

Discusses the various phases of dramatic art and the qualifications necessary in the make-up of the professional artist.

## O-03. ARCHITECTS

"Architecture, a Profession and a Career". The American Institute of Architects, 1741 New York Avenue, N. W., Washington 6, D. C. 1945. 57 pp.

The article defines architecture and the architect, discusses his professional training, apprenticeship and experience, presents the opportunities for the architect and his place in American society.

"Cooperative Training for Women". University of Cincinnati, Cincinnati 21, Ohio. 1946. 30 pp.

Summarizes the occupation, training, qualifications, and the opportunities for women in the field of architecture.

"Industrial Design as a Profession". Lippincott and Margulies, Inc., 500 Fifth Avenue, New York 18, New York. No date. 2 pp.

## O-03. ARCHITECTS (Continued)

## "Industrial Design as a Profession". (Continued)

Compares industrial designing with architecture. Shows the training needed, the importance of the industrial designer and the great demand for his skills.

"List of Publications and Documents". The American Institute of Architects, 1741 New York Avenue, N. W., Washington 6, D. C. 1947. 2 pp.

A two page bibliography of books, pamphlets, periodicals, contract documents, legal forms, competition documents and informative literature covering the field of architecture.

"One Hundred Books on Architecture". The American Institute of Architects, 1741 New York Avenue, N. S., Washington 6, D. C. 1948. 8 pp.

Bibliography of books on all phases of architecture.

"Standards of Professional Practice". The American Institute of Architects, 1741 New York Avenue, N. W., Washington 6, D. C. 1945. 2 pp.

Discusses the responsibilities of the profession and the standards of practice.

## O-03.20. LANDSCAPE ARCHITECTS

"Occupations for the Agriculturally Trained". Oregon State Agricultural College, Corvallis, Oregon. No date. 80 pp.

Defines landscape architecture, presents necessary qualifications, courses of study, opportunities in the profession, and types of work available.

"Profession of Landscape Architecture". American Association of Landscape Architects. 9 Park Street, Boston 8, Massachusetts. No date. 2 pp.

Discusses the nature of the work, educational requirements, training, skills necessary, and salary. Schools offering training are also listed.

## O-04. ARTIST, SCULPTORS, AND TEACHERS OF ART

"Artists". Federal Security Agency, U. S. Office of Education, Washington 25, D. C. 1947. 2 pp.

O-04. ARTIST, SCULPTORS, AND TEACHERS OF ART  
(Continued)

"Artists". (Continued)

Describes the work of the professional artist, semi-professional work, opportunities, qualifications, and list of art schools, and references.

"Art". Occupational Information and Guidance Service, State Division of Vocational Education, 105 State Library Building, Salem, Oregon. 1946. 2 pp.

Outlines the field of art and both the professional and semi-professional types of work, opportunities in the field, and the qualifications and training needed.

O-06. AUTHORS, EDITORS, AND REPORTERS

"Business as a Career". Bulletin Number 18, Volume XLVII. New York University, 100 Washington Square, New York 3, New York. 1947. 48 pp.

Describes the various branches of writing, the qualifications and training needed.

"I Want to Work on a Magazine". Seventeen, 11 West 42nd Street, New York 18, New York. 1947. 4 pp.

This article explains what goes into the making of a magazine and lists the qualifications necessary for success in this field.

"Opportunities in Technical Journalism". State Department of Vocational Education, Iowa State College, Ames, Iowa. 1948. 2 pp.

Presents an occupational summary, the training needed, types of positions available, wages, and the opportunities for women as well as men.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1946. 26 pp.

Lists the qualifications, necessary training, approximate income, disadvantages, conditions of the work, and the future outlook in the field of journalism.

"Your Career in Journalism". Boston University, Boston, Massachusetts. No date. 13 pp.

Outlines various phases of journalism: the work on a newspaper, opportunities in the field, advantages and disadvantages of the occupations, qualifications needed, and where to prepare for the field.

## O-06.94. Advertising Copy Writer

"Jobs in Advertising". Advertising Federation of Aermica, 330 W. 42nd Street, New York 18, New York. 1946.

14 pp.

Discusses the place of advertising in our society, kinds of jobs in advertising, qualifications for a job, and colleges and universities offering training.

## O-07. CHEMISTS, ASSAYERS, AND METALLURGISTS

"Physical Sciences: Chemistry". State Board for Vocational Education, Topeka, Kansas. No date. 20 pp.

Presents an occupational summary, the major branches of chemistry, fields of specialization, educational qualifications, professional affiliations, civil service ratings, related professional fields, occupational outlook, and sources of employment.

## O-07.02. Chemist, Biological

"Biochemist". Federal Security Agency, U. S. Office of Education, Occupational Information and Guidance Service, Washington 25, D. C. 1942. 1 p.

Discusses scope of the field of biological chemistry, training and preparation needed, and references for further reading.

## O-07.02. Chemist, Nutritional

"The Home Economist in Public Service". Institute of Women's Professional Relations, P. O. Box 1045, New London, Connecticut. 1945. 12 pp.

Includes the work of the home economist in the fields of food inspection, home economics research, extension work, home management, and the school hot lunch program. Considers the number employed in various branches of home economics, their training, qualifications, and the occupational outlook.

"Your Career in Home Economics". American Home Economics Association, 700 Victor Building, Washington 1, D. C. No date. 4 pp.

Opportunities for the home economist in nutritional chemistry and related fields in home economics.



## O-07.03. Chemists, Organic

- "Opportunities for Trained Men and Women in the Textile Industries". The Textile Foundation, National Bureau of Standards, Washington 25, D. C. No date. 16 pp.  
Type of training necessary and where available and the opportunities offered in the chemistry of textiles.

## O-08.31. Metallurgists

- "Careers in the Mineral Industries". American Institute of Mining and Metallurgical Engineers, 29 West 39th Street, New York, New York. 1946. 30 pp.  
The various phases of metallurgy are presented with the qualifications, training, and rewards of each.

## O-08. CLERGYMEN

- "Entering the Ministry". Department of Life Work, 808 Witherspoon Building, Philadelphia 7, Pennsylvania. 1946. 4 pp.  
Discusses the demand for Protestant ministers and lists the moral and physical qualifications and the training offered in different institutions for the ministry.
- "The Missionary Candidate". Board of National Missions, Board of Foreign Missions, 156 Fifth Avenue, New York 10, New York. 1947. 8 pp.  
Spiritual, educational, and physical qualifications and the steps to follow to become a missionary.
- "Looking Toward Tomorrow". Franciscan Fathers, St. Francis Seminary, Todt Hill Road, Staten Island 4, New York. No date. 24 pp.  
Discusses the work of, the training of, and qualifications for the priesthood.

## O-12. COUNTY AGENTS AND FARM DEMONSTRATORS

- "The County Agent". Extension Forester, Extension Service, U. S. Department of Agriculture, Washington 25, D. C. 1948. 14 pp.  
The work, qualifications and the outlook for the county agent.

O-12. COUNTY AGENTS AND FARM DEMONSTRATORS  
(Continued)

"Occupations for the Agriculturally Inclined". Oregon Agricultural College, Corvallis, Oregon. No date. 80 pp.  
Presents the scope of the field, types of work available, qualifications necessary, opportunities, and remuneration in the field of farm extension work.

O-12.20. Extension Workers

"Your Career in Home Economics". American Home Economics Association, 700 Victor Building, Washington 1, D. C.  
No date. 4 pp.  
The place of the home economist in rural areas, her qualifications, training, work, and remuneration.

O-12.30. Home Economics Experts

"The Home Economist in Business". Institute of Women's Professional Relations, P. O. Box 1045, New London, Connecticut. 1946. 12 pp.  
Discusses the work of the home economist in the food service occupations in hotels, restaurants, airlines, industrial cafeterias, newspapers, magazines, department stores, and in advertising.

O-12.30. Home Demonstration Agents

"Job Interests Growing out of Home Economics". Department of Vocational Education, Iowa State College, Ames, Iowa.  
Presents a brief occupational summary, the phases of work in the field, qualifications and training needed, and the opportunities offered by state and national governments.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.  
Lists the qualifications, necessary training, approximate income, conditions of work, disadvantages, and the future outlook for the home demonstration agent.

## O-13. DENTISTS

"Dentistry as a Professional Career". American Dental Association, 222 East Superior Street, Chicago 1, Illinois. 1946. 67 pp.

Presents the history and standing of dentistry as a profession, scope and content of pre-dental requirements, state requirements, list of accredited dental schools, material rewards for the dentist, and the future outlook.

"The Outlook for Women in Occupations in the Medical and Other Health Services: Trends and Their Effect upon the Demand for Women Workers". Bulletin 203, Number 12. Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1945. 55 pp.

Presents statistics on the number of women in the field of dentistry and the outlook for women in the post-war future.

"The Outlook for Women in Occupations in the Medical and Other Health Services: Women Dentists". Bulletin 203, Number 9. Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1945. 21 pp.

Brief history of women as dentists, the prewar situation, annual addition to the supply of dentists, war time changes in number and distribution, opportunities for training, the future outlook for women, earnings, hours, and advancement.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

Lists the qualifications, necessary training, approximate income, conditions of work, disadvantages, and the outlook for women in the field.

## O-14. ENGINEERS, CHEMICAL

"Chemical Engineering as a Profession". State Department for Vocational Education, Topeka, Kansas. 1946. 21 pp.

The article presents an occupational summary, the growth and outlook for the field, qualifications, conditions of work, sources of employment, and references for additional reading.

## O-15. ENGINEERS, CHEMICAL (Continued)

"Chemistry as a Profession". Vocational Bulletin Number 2, State Board for Vocational Education, Topeka, Kansas. 1946. 20 pp.

Outlines the growth and outlook of the profession. The work of the chemist, places of employment, working conditions, qualifications, opportunities for women in the field, and general information suggesting method of securing employment references for further reading.

"Chemistry and Wheels". General Motors Corporation, Detroit, Michigan. 1947. 24 pp.

Describes the chemistry involved in the manufacture of automobiles.

"The Employment Outlook for the Junior: Industrial Chemistry". Essex County Junior Employment Service, Essex County Vocational Schools, Newark, New Jersey. 1939. 24 pp.

Presents the outlook for the field of industrial chemistry, types of jobs offered in this field, working conditions, salary, training necessary, personal qualifications, opportunities and references.

"If You are Considering Industrial Chemistry". Rochester Institute of Technology, Rochester, New York. 1946. 19 pp.

Includes employment opportunities, nature of the work, physical and personal characteristics of the industrial chemist, opportunities for women, wages and hours, and sources of employment.

"List of Institutions Qualified to Offer Professional Training to Chemists". American Chemical Society, 1155 16th Street, N. W., Washington 6, D. C. 1947. 2 pp.

"Occupations for the Agriculturally Trained". Oregon State Agricultural College, Corvallis, Oregon. No date. 80 pp.

States that chemistry is a basic part of agriculture. Farm experience and training in chemistry are necessary in the preparation of the agricultural chemist. The rewards of the profession are also included.

"Vocational Guidance in Chemistry and Chemical Engineering". American Chemical Society, 1155 16th Street, N. W., Washington 6, D. C. 1947. 20 pp.

## O-15. ENGINEERS, CHEMICAL (Continued)

**"Vocational Guidance in Chemistry and Chemical Engineering".  
(Continued)**

Types of work in the field, personal qualifications, places and conditions of employment, necessary training, financial aids, opportunities for women, and list of additional references.

## O-15.11. Ceramic Engineers

**"Ceramics, What it is--What it Offers as a Career".** Department of Ceramic Engineering, University of Illinois, Urbana, Illinois. No date. 24 pp.

The booklet describes the field of ceramic engineering, lists the necessary qualifications and training, and includes the opportunities in the field for both men and women.

**"Cooperative Training for Women".** University of Cincinnati, Cincinnati 21, Ohio. 1946. 30 pp.

Defines the field of ceramics and covers the qualifications and training, and the opportunities for women in the various occupations connected with ceramics.

**"Opportunities in Ceramic Engineering".** Department of Vocational Education, Iowa State College, Ames, Iowa. 1948. 2 pp.

The leaflet presents an occupational summary, industrial statistics indicating the number in this field, necessary training courses and the location of the training institutions, wages and working conditions and the opportunities in the field.

## O-16. ENGINEERS, CIVIL

**"Engineering as a Career".** American Society of Civil Engineers, 33 West 39th Street, New York 18, New York. 1945. 2 pp.

Helpful advice for the student contemplating engineering. The article lists the abilities, qualifications, and training needed by the engineer. References for further reading.

**"Bibliography, Engineering as a Career".** American Society of Civil Engineers, 33 West 39th Street, New York 18,

## O-16. ENGINEERS, CIVIL (Continued)

**"Bibliography, Engineering as a Career". (Continued)**

New York. 1946. 3 pp.

Lists of publications covering the various phases of civil engineering.

## O-17. ENGINEERS, ELECTRICAL

**"Careers in the Electrical Industry". General Electric Company, Schenectady, New York. 1945. 29 pp.**

Discusses the training, opportunities, and duties of the electrical engineer in large industries.

**"Electricity and Wheels". General Motors Corporation, Detroit, Michigan. 1946. 32 pp.**

A graphic presentation of introductory knowledges of electricity.

**"Electronics". Occupational Information and Guidance Service, Federal Security Agency, U. S. Office of Education, Washington 25, D. C. 1945. 1 p.**

Definition of the science, uses of some of the basic equipment, opportunities in the field, training, and a list of colleges and universities offering basic and advanced work.

**"Electronics". Occupational Information and Guidance Service, State Division of Vocational Education, 105 State Library Building, Salem, Oregon. 1946. 1 p.**

Discusses the scope of the field of electronics, opportunities in the profession, and the training required.

**"Radio Engineering as a Career". Capitol Radio Engineering Institute, Washington, D. C. 1947. 8 pp.**

Summarizes the occupation, discusses personal qualifications, the major classifications in the field, and the opportunities for the radio engineer in industry.

**"Radio Industry Needs Well-Trained Young Engineers". (reprint from the November, 1946 "Proceedings" of the Institute of Radio Engineers)". Capitol Radio Engineering Institutue, 16th and Park Road, N. W., Washington 10, D. C. 1946. 8 pp.**

A discussion of the many technical advances brought about by the war and afterwards and their effect upon

## O-17. ENGINEERS, ELECTRICAL (Continued)

- "Radio Industry Needs Well-Trained Young Engineers". (Continued)  
the creation of many new openings in FM, television, and other phases of the radio industry.

## O-18. ENGINEERS, INDUSTRIAL

- "Cooperative Study for Women". University of Cincinnati, Cincinnati 21, Ohio. 1946. 30 pp.  
Presents an occupational summary listing the duties of the industrial engineer, outlining his training, qualifications, and related fields. Also, the opportunities for women in the field of industrial engineering.
- "Is There a Job for Me in Lithography?". Joint Lithographic Advisory Council, 70 Pine Street, New York 5, New York, 1945. 33 pp.  
Defines the occupational title, lists related occupations, training required, physical demands, working conditions, and hazards of the occupation.

## O-19. ENGINEERS, MECHANICAL

- "Air Conditioning". Carrier Corporation, Syracuse, New York. 1947. 3 pp.  
Describes the use of air conditioning, how it works, vocational opportunities, salary, training needed, and a list of books pertaining to the subject.
- "Opportunities for Trained Men and Women in the Textile and Related Industries". The Textile Foundation, National Bureau of Standards, Washington, D. C. No date. 16 pp.  
Presents the training needed and the demand for the mechanical engineer in the textile industry.
- "Optics and Wheels". General Motors Corporation, Detroit, Michigan. 1947. 32 pp.  
The elementary physics of light and some of the problems faced by the automotive engineers.
- "A Power Primer". General Motors Corporation, Detroit, Michigan. 1944. 115 pp.

## 0-19. ENGINEERS, MECHANICAL (Continued)

### "Power Primer". (Continued)

Background information and introduction to the internal combustion engine: automobile, aircraft, and diesel.

### "What are the Opportunities in the Diesel Engine Industry?". Diesel Engine Manufacturers Association, 1 North LaSalle Street, Chicago 2, Illinois. 1947. 5 pp.

Types of jobs available, sources of employment, educational requirements, occupational outlook, and professional affiliations.

## 0-19.03. Aeronautical Engineers

### "Aviation Jobs for Veterans". National Aeronautics Association, 1025 Connecticut Avenue, Washington 6, D. C. 1947. 16 pp.

Presents qualifications, pay scales, and employment available in this field for the flight engineer, the air carrier operations inspector, and the aeronautical inspector.

### "Careers with the Great Silver Fleet: Engineer". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 p.

The article reports details of physical activities, working conditions, principal duties, requirements, and starting salary for the aeronautical engineer.

### "With Wings and Courage: Aeronautical Engineering". Cal-Aero Technical Institute, Glendale, California. 1947. 18 pp.

Presents the required training courses, the future of the field, and salary expected.

## 0-20. ENGINEERS, MINING

### "Careers in the Mineral Industries". American Institute of Mining and Metallurgical Engineers, 29 West 39th Street, New York, New York. 1946. 30 pp.

Presents the various phases of the field and the qualifications, training and rewards of each phase.



## O-20. ENGINEERS, MINING (Continued)

"Wanted: Coal Mining Engineers". American Institute of Mining and Metallurgical Engineers, 29 West 39th Street, New York, New York. 1946. 30 pp.

Qualifications of the coal mining engineer are discussed as well as various scholarships which are offered in some eastern universities.

## O-20.11. Petroleum Engineer

"Vocational Training in Oil and Gas Production". American Petroleum Institute, Dallas, Texas. 1943. 14 pp.

Discusses the plans of cooperation between the American Petroleum Institute and various state industrial arts departments and lists the basic, special, and general courses for the prospective petroleum engineer.

## ENGINEERS NOT ELSEWHERE CLASSIFIED

## Agricultural Engineer (No code number)

"Agricultural Engineering as a Professional Career". American Society of Agricultural Engineers, St. Joseph, Michigan. No date. 8 pp.

Describes the field of agricultural engineering, sources of employment, wages, hours, and training.

"Occupations for the Agriculturally Trained". Oregon State Agricultural College, Corvallis, Oregon. No date. 80 pp.

Discusses the importance of the work of the agricultural engineer, opportunities in the field, training, qualifications and financial rewards.

## O-22. LAWYERS AND JUDGES

"Business as a Career". Bulletin Number 18, Volume XLVII. New York University, Washington Square, New York 3, New York. 1947. 48 pp.

Describes the profession of law in relationship with business and the training needed for this field.

## O-22. LAWYERS AND JUDGES (Continued)

"Getting Started, The first Years of Law Practice". American Bar Association, 1140 North Dearborn Street, Chicago 10, Illinois. 1945. 16 pp.

The initial steps in setting up a law practice and discussion of the pitfalls and precautions against time.

## O-23. LIBRARIANS

"Books and People, A Career in Library Service". American Library Association, 50 East Huron Street, Chicago 11, Illinois. No date. 8 pp.

Training, salaries, and opportunities available for the person trained in librarianship.

"The Challenge of Special Librarianship". Special Libraries Association, 31 East 10th Street, New York 3, New York. 1946. 8 pp.

A description of the work, scope of its activity, and the opportunities in the field.

"Librarianship". Occupational Information and Guidance Service, State Division of Vocational Education, 105 State Library Building, Salem, Oregon. 1946. 2 pp.

Discusses the opportunities, personal qualifications, fields of work, salary, and library schools in the western part of the United States.

"Librarianship as a Career". Miss Florence Derr, Manchester Central High School, Manchester, New Hampshire. 1946. 6 pp.

Detailed personal qualifications, advantages, salaries, and education needed for working as a librarian.

"An Old Story with New Lines". Carnegie Library School, 4400 Forbes Street, Pittsburgh 13, Pennsylvania. 1947. 4 pp.

Various phases of library work are presented as is the need for the workers in this field.

"Selected Occupations for Women". California State Department of Education, Commission for Vocational Education, Sacramento 14, California. 1947. 28 pp.

Describes the work of the librarian, her qualifications, and the opportunities in the field.

## O-23. LIBRARIANS (Continued)

"Special Librarianship as a Career". Institute of Women's Professional Relations, Connecticut College, New London, Connecticut. 1947. 16 pp.

Discusses generally the field of special librarianship, qualifications demanded, education and training, earnings, advantages, disadvantages, and a list of accredited schools for the training of special librarians.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

This bulletin outlines the qualifications, necessary training, approximate income, conditions of the work, disadvantages, and future outlook.

"Take a New Look at Libraries". Special Libraries Association, 31 East 10th Street, New York 3, New York. 1947. 4 pp.

Depicts the place of the special library in the business world and the opportunities for the special librarians.

"This Might be You". Special Libraries Association, 31 East 10th Street, New York 3, New York. No date. 3 pp.

Defines the job title, "special librarian", discusses the position of, and the demand for the special librarian.

"Medical Records Librarian". Bulletin 203, Number 6. Woman's Bureau, U. S. Department of Labor, Washington 25, D. C. 1945. 9 pp.

Defines the duties, lists earnings, hours, advancements, educational and training requirements of and approved schools for the training of the medical records librarian.

"The Outlook for Women in Occupations in the Medical and Other Health Services: Trends and Their Effects upon the Demand for Women Workers". Bulletin 203, Number 12, Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1945. 55 pp.

Presents the outlook and demand for women as medical records librarians.

## O-24. MUSICIANS AND TEACHERS OF MUSIC

"A Career in Church Music". Department of Church Music, Witherspoon Building, Philadelphia, Pennsylvania. 1947. 4 pp.

The demand for church musicians, what the jobs require, and the rewards.

"Bulletin on Music". Milwaukee-Downer College, Milwaukee Wisconsin. 1947. 14 pp.

Covers the various fields of music and the training demanded by each.

## O-25. PHARMACIST

"Guidance Leaflet: Pharmacy". American Pharmaceutical Association, 2215 Constitution Avenue, N. W., Washington 7, D. C. 1945. 20 pp.

Outlines the field of pharmacy, qualifications needed, opportunities for employment, salary, licensure and state board examinations, and list of accredited schools of pharmacy.

## O-26. PHYSICIANS AND SURGEONS

"Approved Medical Schools in U. S. and Canada". American Medical Association, 535 North Dearborn Street, Chicago 10, Illinois. 1947. 5 pp.

A list of medical schools approved by the American Medical Association.

"Bibliography on Public Health and Allied Subjects". American Public Health Association, 790 Broadway, New York 19, New York. 1947. 29 pp.

Lists American Public Health Association Publications, basic books for public health workers, nurses and doctors, books on various phases of public health nursing and contagious diseases.

"Choice of a Medical School". Council on Medical Education and Hospitals, American Medical Association, 535 North Dearborn Street, Chicago 10, Illinois. 1947. 12 pp.

Discusses the costs, opportunities for self support, loans, veterans benefit, internship, and the outlook for women.

## O-26. PHYSICIANS AND SURGEONS (Continued)

"Do You want to be a Doctor?". American Medical Association, 535 North Dearborn Street, Chicago 10, Illinois. 1947. 8 pp.

Occupational summary, advantages, disadvantages, and the physical and educational requirements demanded.

"The Outlook for Women in Occupations in the Medical and Other Health Services: Trends and their Effect upon the Demand for Women Workers". Bulletin 203, Number 12, Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1945. 55 pp.

Presents the existing number of women physicians and surgeons, minimum standards of practice, specialized training, and the demand for women in the medical profession.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

Outlines the qualifications, necessary training, approximate income, conditions of work, disadvantages, and future outlook for the profession.

"Women Physicians". Bulletin 203, Number 7. Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1945. 28 pp.

Defines the occupational title, discusses the earnings, hours, advancement, educational requirements, requirements for licensing, and the opportunities in civilian life and in the armed forces.

## O-27. SOCIAL AND WELFARE WORKERS

"Build Your Career in Social Work". P. O. Box 58, Madison Square Station, New York 10, New York. 1945. 8 pp.

Explains the training needed, opportunities and places of employment for the social worker and a list of member schools of the American Association of Schools of Social Work.

"Girls, You Can Prepare for Tomorrow's Job Today". Girl Scouts, Personnel Division, 155 East 44th Street, New York 17, New York. No date. 3 pp.

Discusses the questions a girl should ask herself upon choosing a career. Describes the professional job in scouting, the need for workers, qualifications, and the opportunities in the field of girl scouting.

## O-27. SOCIAL AND WELFARE WORKERS (Continued)

"Jewish Center Work as Your Profession". National Jewish Welfare Board, 145 East 32nd Street, New York 16, New York. No date. 9 pp.

This pamphlet describes the salient features of the Jewish Center movement and outlines the nature of professional positions, qualifications and practices.

"Job Interests Growing out of the Social Studies". Department of Vocational Education, Iowa State College, Ames, Iowa. 1947. 2 pp.

An overview of the social studies with introductory information about social and welfare work.

"Member Schools of the American Association of Schools of Social Work". American Association of Schools of Social Work, 130 East 22nd Street, New York 10, New York. 1948. 4 pp.

List of schools accredited by the American Association of Schools of Social Work for graduate professional study.

"Presenting Your Opportunity in a Youth Serving Organization". Youth Division, National Social Welfare Assembly, 134 East 56th Street, New York 22, New York. No date. 31 pp.

Includes a discussion on the various phases of youth work, advantages of the work, training needed, where to get the training, and how to get started on this career.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

Outlines the qualifications, necessary training, approximate income, conditions of work, disadvantages, and the future outlook for the social worker in government service, private agencies, and church work.

"You and Your Career". Camp Fire Girls, Inc., 16 East 48th Street, New York 17, New York. No date. 6 pp.

A check list for surveying the interests and abilities of prospective social workers, suggested training courses and professional opportunities with the Camp Fire Girls, Inc. as camp directors and counselors.

0-27.06. Playground Supervisor

"Why not be a Recreation Worker?". National Recreation Association, 315 Fourth Avenue, New York 10, New York. 1947. 8 pp.

Description of the necessary education, special qualifications, and experience needed, and the salaries to be expected by the playground director.

0-27.20. Medical Social Worker

"Medical Social Work as a Career". American Association of Medical Social Workers, 1129 Vermont Avenue, N. W., Washington 5, D. C. No date. 8 pp.

Defines medical social work, qualifications needed, the preparation for the field and the opportunities.

"Medical Social Workers Needed". American Association of Medical Social Workers, 1129 Vermont Avenue, N. W., Washington 5, D. C. 1947. 8 pp.

Discusses the shortage of medical social workers, the areas for service, the duties of the workers, and the preparation needed.

"Your Future Career". American Association of Medical Social Workers, 1129 Vermont Avenue, N. W., Washington 5, D. C. 1947. 12 pp.

Outlines the qualifications, training, scope of the field of medical social work, job possibilities, future of the work, and lists schools of medical social work for undergraduate and graduate credit.

0-27.20. Probation Officers

"Standards for Selection of Probation and Parole Officers". National Probation Association, 1790 Broadway, New York 19, New York. No date. 11 pp.

Lists the specialized knowledge, minimum qualifications, experience, and salary recommendations for the probation officer.

0-27.30. Research Worker, Social Welfare

"Your Career in Home Economics". American Home Economics Association, 700 Victor Building, Washington 1, D. C.

O-27.30. Research Worker, Social Welfare (Continued)

"Your Career in Home Economics". (Continued)

No date. 4 pp.

Describes the opportunities for the home economist in research work.

O-28. STATISTICIANS

"Business as a Career". Bulletin Number 18, Volume XLVII. New York University, 100 Washington Square, New York 3, New York. 1947. 48 pp.

Discusses the scope of the field of statistical work, types of individuals needed, the training and aptitudes required.

"A Career as Actuary". Actuarial Society of America, Room 912, 393 Seventh Avenue, New York 1, New York. No date. 8 pp.

Describes the character of the work, qualifications, examinations, training and opportunities for employment for statisticians in the field of insurance.

"Cooperative Training for Women". University of Cincinnati, Cincinnati 21, Ohio. 1946. 30 pp.

Summarizes the occupation, presents the opportunities in the field, training, and necessary qualifications.

"Preliminary Actuarial Examinations". American Institute of Actuaries, 135 South LaSalle Street, Chicago 3, Illinois. No date. 27 pp.

In the first half of the booklet is a list of dates and places for actuarial examinations and samples of the types of questions asked. In the appendix the character of actuarial work is discussed: qualifications needed, training to be followed, sources of employment and opportunities in the field.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

Outlines the qualifications, necessary training, conditions of work, disadvantages, approximate income, and future outlook for the statistical worker.



## O-30. to O-32. TEACHERS, PRIMARY AND SECONDARY SCHOOLS

"I Choose Teaching". (Reprint from the March, 1947 "Journal of the National Education Association"). National Education Association, 1201 16th Street, N. W., Washington 6, D. C. 1947. 5 pp.

A portrayal of the aims of teaching, salaries and other rewards of the profession, type of persons needed in the field, and their qualifications.

"Jobs for Today's Teachers". National College of Education, Evanston, Illinois. 1948. 4 pp.

The types of positions available and the beginning salaries for first year teachers.

"Selected Occupations for Women". California State Department of Education, Commission for Vocational Education, Sacramento 14, California. 1947. 28 pp.

Describes the professional activities of teachers, qualifications for the different grade levels, and the present day opportunities in the field of teaching.

"Shall I Become a Teacher?". Personal Growth Leaflet Number 162. National Education Association, 1201 16th Street, N. W., Washington 6, D. C. No date. 16 pp.

Discusses the opportunities in teaching, the need for teachers, salaries and other rewards of teaching, qualifications, and training needed.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

Lists the qualifications, necessary training, approximate income, conditions of work, disadvantages and future outlook for the teacher of nursery schools, and the teachers of art, home economics, music, speech, and physical education.

"Teachers are Needed". Vocational Division Leaflet, Number 14, U. S. Office of Education, Federal Security Agency, Washington 25, D. C. 1944. 25 pp.

Depicts the need for teachers, characteristics of successful teachers, personality check list for prospective teachers, and suggestions for the counselor of those indicating interest in teaching.

"Teaching". Occupational Information and Guidance Service, State Division of Vocational Education, 105 State Library Building, Salem, Oregon. 1947. 4 pp.

0-30. to 0-32. TEACHERS, PRIMARY  
AND SECONDARY SCHOOLS (Continued)

"Teaching". (Continued)

Presents the general attractions of the field, opportunities, personal qualifications, educational requirements, certification, fields of work, salary, advantages of the field, and a list of teacher training institutions in the northwestern part of the United States.

"The Teaching Profession". Bulletin Number 23. State Supervisor of Occupational Information and Guidance, State Board for Vocational Education, 211 South 11th Street, Fargo, North Dakota. 1946. 14 pp.

A portrayal of the crisis in education, the need for qualified teachers. Also presents the advantages and disadvantages of teaching, teaching as a profession for men, and the possibilities for advancement.

"You'll Like Teaching". State Department of Education, Baton Rouge, Louisiana. 1947. 48 pp.

Discusses the qualifications of a good teacher, principal, and superintendent, their training, and the outlook for the future.

"Your Career in Teaching". Boston University, Boston, Massachusetts. No date. 13 pp.

Outlines the need for teachers, advantages of the profession, qualifications, various fields of teaching, preparation, and hints on obtaining a position in the field.

0-31.01. Teacher, Agriculture

"Occupations for the Agriculturally Trained". Oregon State Agricultural College, Corvallis, Oregon. No date. 80 pp.

Explains the Smith-Hughes program, work of the agriculture teacher, opportunities in teaching agriculture, experience, technical knowledge, and professional training needed for this work.

0-31.01. Teacher, Commercial

"Business as a Career". Bulletin Number 18, Volume XLVII.

O-31.01. Teacher, Commercial (Continued)

24

"Business as a Career". (Continued)

New York University, 100 Washington Square, New York 3, New York. 1947. 48 pp.

Discusses advantages of this field, type of person needed, training required, duties of the commercial teacher.

"Ediphone Educator". Department of Educational Training, Thomas A. Edison, Inc., West Orange, New Jersey.

A periodical publication for the the commercial teacher and educator discussing the latest angles and information of general interest for the commercial teacher.

"Job Interests Growing out of Work in the Commercial Courses". State Department of Vocational Education, Iowa State College, Ames, Iowa. 1947. 2 pp.

Occupational summary describing the duties, training needed, and the outlook for the commercial teacher.

O-31.01. Teacher, English

"Job Interests Growing out of English". Department of Vocational Education, Iowa State College, Ames, Iowa. 1947. 2 pp.

Presents introductory information covering the field of English and the jobs and their requirements which grow out of this field of interest.

O-31.01. Teacher, Home Economics

"Bulletin of Home Economics". Milwaukee-Downer College, Milwaukee, Wisconsin. 1947. 25 pp.

Discusses the goals of home economics, professional opportunities, and the training needed for success in this field.

"Guidance in Vocational Home Making". State Board for Vocational Education, Topeka, Kansas. 1944. 5 pp.

Presents summaries of various women's careers in the field of home economics: home making, commercial work, and institutional employment.

"The Home Economist in Public Service". Institute of Women's Professional Relation, P. O. Box 1045, New London, Conn.

## O-31.01. Teacher, Home Economics (Continued)

"The Home Economist in Public Service". (Continued)  
ecticut. 1945. 12 pp.

Explains the work of the home economist in the fields of home management, home economics research, extension work, food inspection and the school hot-lunch program insofar as training qualifications and the outlook for the field is concerned.

"Job Interests Growing out of Home Economics". Department of Vocational Education, Iowa State College, Ames, Iowa. 1947. 2 pp.

Summarizes the occupations in home economics, lists the qualifications, training, and the outlook for jobs in Iowa.

"Selected Occupations for Women". California State Department of Education, Commission for Vocational Education, Sacramento 14, California. 1947. 28 pp.

Describes the occupation, qualifications and training necessary, and the opportunities in the field.

"The State and Preservice Preparation of Teachers of Vocational Education". Vocational Division Bulletin, Number 219. U. S. Office of Education, Federal Security Agency, Washington 25, D. C. 1941. 138 pp.

Provides information regarding the administration and organization of the state programs for the preservice preparations of teachers of vocational education under the provisions of the Smith-Hughes and George-Deen Acts.

"Your Career in Home Economics". American Home Economics Association, 700 Victor Building, Washington 1, D. C. No date. 4 pp.

Discusses the shortages of teachers of home economics.

"Your Career in Home Economics". Boston University, Boston, Massachusetts. No date. 10 pp.

Presents home economics as a career, its advantages, the training required, and opportunities in the vocation.

## 0-31.01. Teacher, Mathematics

"Job Interests Growing out of Mathematics". Department of Vocational Education, Iowa State College, Ames, Iowa. 1947. 2 pp.

Introductory coverage of the various phases of mathematics and the jobs which can grow out of an interest in this field.

## 0-31.01. Teacher, Social Studies

"Job Interests Growing out of the Social Studies". Department of Vocational Education, Iowa State College, Ames, Iowa. 1947. 2 pp.

Overview of the social studies with introductory information about the field of teaching the social studies.

## 0-32. TEACHERS AND INSTRUCTORS, NOT ELSEWHERE CLASSIFIED

## 0-32.04. Occupational Therapists

"Accredited Schools of Occupational Therapy". American Occupational Therapy Association, 33 West 42nd Street, New York 18, New York. 1947. 2 pp.

List of schools offering training in occupational therapy.

"General Literature on Occupational Therapy". American Occupational Therapy Association, 33 West 42nd Street, New York 18, New York. 1947. 1 pp.

One page bibliography of technical and general information about occupational therapy.

"Minimum Standards for Training in Occupational Therapy". American Occupational Therapy Association, 33 West 42nd Street, New York 18, New York. 1947. 2 pp.

Lists prerequisites for admission to occupational therapy schools. Outlines the curriculum, including length of course and distribution of time in theoretical training, technical training, and clinical affiliations.

"Occupational Therapy". American Occupational Therapy Association, 33 West 42nd Street, New York 18, New York. 1943. 4 pp.

## O-32.04. Occupational Therapists (Continued)

## "Occupational Therapy". (Continued)

Discusses the various phases of occupational therapy, type of work done, training needed, type of individual needed for the job, and the present needs for the occupational therapist.

## "Occupational Therapist". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1948. 3 pp.

Presents the related occupations, duties, requirements educational and licensing, professional associations, schools offering training, and bibliography.

## "Occupational Therapists". Bulletin 203, Number 2. Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1944. 15 pp.

Defines the occupation, earnings, hours, advancements, minimum high school preparatory requirements for training, minimum training for graduation and references for further reading.

## "Occupational Therapy". Milwaukee-Downer College, Milwaukee, Wisconsin. 1945. 24 pp.

Discussion of the field of occupational therapy, its history, types of people entering the field, duties of the occupational therapist, professional opportunities, the training required, and clinical requirements.

## "Occupational Therapy, a Pioneering Profession". American Occupational Therapy Association, 33 West 42nd Street, New York 18, New York. 1947. 16 pp.

Describes the opportunities in the profession of occupational therapy and shows some of the ways in which modern medicine and rehabilitation makes use of occupational therapy. Also a list of accredited schools.

## "The Outlook for Women in the Medical and Other Health Services: Trends and Their Effect upon Women Workers". Bulletin 203, Number 12. Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1945. 55 pp.

Presents the occupational outlook for women as occupational therapists.

## "Selected Occupations for Women". California State Department of Education, Commission for Vocational Education, Sacramento 14, California. 1947. 28 pp.

O-32.04. Occupational Therapists (Continued)

"Selected Occupations for Women". (Continued)

A job description, necessary qualifications, and the opportunities in the field of occupational therapy.

O-32.30. Teacher, Vocational Training

"Fix It". Georgia Agricultural Extension Service, Athens, Georgia. 1945. 27 pp.

Informational hand-book for the shop teacher on the best ways for repairing household equipment.

"Job Interests Growing out of Industrial Arts". Department of Vocational Education, Iowa State College, Ames, Iowa. 1947. 2 pp.

Duties, qualifications, training, objectives of the industrial arts course, and opportunities for teaching in the industrial arts field.

"Safety in Handling Wood Preservatives". Employers Mutual Liability Insurance Company of Wisconsin, Wausau, Wisconsin. No date. 3 pp.

Lists of precautions for safe handling of wood preservatives.

"The State and Preservice Preparation of Teachers of Vocational Education". Vocational Bulletin, Number 219. U. S. Office of Education, Federal Security Agency, Washington 25, D. C. 1941. 138 pp.

Information on the administration and organization of state programs for the preservice preparation of teachers of vocational education under the provisions of the Smith-Hughes and George-Deen Acts.

"Supervised Farming Activities in Soils". Bulletin Number 287. State Board of Control for Vocational Education, Lansing, Michigan. 1944. 60 pp.

Presents the responsibility of effective instruction in soils in vocational agriculture.

O-32.96. Home Economics Expert

"Selected Occupations for Women". California State Department of Education, Commission for Vocational Education, Sacramento 14, California. 1947. 28 pp.

O-32.96. Home Economics Expert (Continued)

"Selected Occupations for Women". (Continued)

An occupational summary describing the work, qualifications necessary, and the opportunities available for the home economics expert.

O-33. TRAINED NURSES

"Choose a Career in Nursing Education". National League of Nursing Education, 1790 Broadway, New York 19, New York. No date. 7 pp.

The opportunities in nursing, duties in each field, education needs, recommended experience, and salaries.

"Educational Funds for Student Nurses and Graduate Nurses". Nursing Information Bureau, American Nurses Association, 1790 Broadway, New York 19, New York. 1947. 15 pp.

Lists the organizations offering financial aid to student and graduate nurses on a national, state, or local basis, including civic and national organizations and departments of the federal government.

"Let's Take a Look at Nursing". St. Patrick's School of Nursing, Missoula, Montana. 1947. 4 pp.

Describes nursing as a profession and facts about the St. Patrick's School of Nursing including the living accommodations, social life, classroom work, high school prerequisites, scholarships available, and the expenses of training.

"Nightingale Fever". Nursing Information Bureau, American Nurses Association, 1790 Broadway, New York 19, New York. 1947. 7 pp.

Discussion of the training of nurses, the need for nurses, fields to enter, basic requirements, opportunities in nursing, and salaries.

"Nursing". Occupational Information and Guidance Service, State Division of Vocational Education, 105 State Library Building, Salem, Oregon. 1946. 1 p.

An account of the future of nursing, requirements, length of training, salaries, and a list of accredited schools on the west coast.



## O-32.96. Home Economics Expert (Continued)

"Nursing--A Profession for College Women". National League of Nursing Education, 1790 Broadway, New York 19, New York. 1945. 37 pp.

Portrays the need for college women in the profession of nursing, opportunities in the field, working conditions, salaries and other rewards, opportunities for advancement, provisions for illness and old age, requirements for nursing, expenses of training, and different types and locations of schools for training.

"Nursing Education". University of Kansas, School of Medicine and Hospitals, Kansas City, Kansas. 1945. 5 pp.

Depicts the preparation of nursing, usual fees and expenses, curriculum, future of nursing, and the opportunities in the profession.

"Nursing is a Great Profession". Nursing Information Bureau of the American Nurses Association, 1790 Broadway, New York 19, New York. No date. 21 pp.

Discusses nurses training, personal requisites, preparatory courses, selection of a school, cost, scholarships, school life, and the future of the profession in various fields of nursing.

"The Outlook for Women in Occupations in the Medical and Other Health Services: Trends and Their Effect upon the Women Workers". Bulletin 203, Number 12. Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1945. 55 pp.

Presents the outlook for the nursing profession by considering the number in the various fields of nursing, number being trained, and the expected post-war demand.

"Professional Nurses". Bulletin 203, Number 3. Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1945. 66 pp.

Defines the profession, presents the required training, and the outlook for women as nurses, Also a list of approved nurses training institutions.

"Schools of Nursing Approved by the Respective State Boards of Nurse Examiners". Nurses Information Bureau, American Nurses Association, 1790 Broadway, New York 19, New York. No date. 31 pp.

Lists schools of nursing and their entrance requirements, degrees given, affiliations with colleges, and a bibliography on books on nursing.

0-32.96. Home Economics Expert (Continued)

"Selected Occupations for Women". California State Department of Education, Commission for Vocational Education, Sacramento 14, California. 1947. 28 pp.

Discusses the duties, qualifications, professional training, and the opportunities for trained nurses.

"Students Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

Outlines the qualifications, necessary training, approximate incomes, conditions of work, disadvantages, and the future outlook for nurses.

0-33.42. Nurse, Industrial

"The Nurse in the Industrial Field". National Organization for Public Health Nursing, 1790 Broadway, New York 19, New York. No date. 7 pp.

Discusses the need for industrial nursing service, the type of nurse and her preparation as needed by industry, and how the trained nurse can find employment in industry.

0-33.42. Nurse, Orthopedics

"The Nurse in the Orthopedic Field". National Organization for Public Health Nursing, 1790 Broadway, New York 19, New York. 1946. 11 pp.

Defines orthopedic nursing, discusses it as an expanding field with many opportunities available. Also the training needed.

0-33.42. Nurse, Public Health

"Programs of Study for the Preparation of Public Health Nurses". National Organization for Public Health Nursing, 1790 Broadway, New York 19, New York. 1948. 11 pp.

Lists of schools by states accredited by the National Organization for Public Health Nursing.

"The Public Health Nurse and School Health". National Organization for Public Health Nursing, 1790 Broadway, New York 19, New York. No date. 12 pp.

## 0-33.42. Nurse, Public Health

- "The Public Health Nurse and School Health". (Continued)  
Covers the role of the public health nurse in school, home and community relations, her personal qualifications, training, opportunities in this phase of public health nursing.
- "Public Health Nursing Program and Functions". National Organization for Public Health Nursing, 1790 Broadway, New York 19, New York. 1944. 5 pp.  
Defines public health nursing and its methods regarding control of communicable and non-communicable diseases and its orthopedic services.
- "Recommended Qualifications for Public Health Nursing Personal". National Organization for Public Health Nursing, 1790 Broadway, New York 19, New York. 1948. 4 pp.  
Outlines the duties, preparation, general and basic nursing education for staff nurses, supervisors, and executives in the field of public health.
- "Selected Occupations for Women". California State Department of Education, Commission for Vocational Education, Sacramento 14, California. 1947. 28 pp.  
Job description of public health nursing, training needed, and the occupational outlook for this type of nurse.

## 0-34.10. VETERINARIANS

- "Occupations for the Agriculturally Trained". Oregon State College, Corvallis, Oregon. No date. 80 pp.  
Presents the training that is necessary in this field and its relationship to the other branches of agriculture.

0-38. and 0-39. PROFESSIONAL OCCUPATIONS,  
NOT ELSEWHERE CLASSIFIED

## 0-38.01. Foresters

- "The First Business in America". American Forest Products Industries, 1319 18th Street, N. W., Washington 6, D. C.  
No date. 29 pp.

## 0-38.01. Foresters (Continued)

## "The First Business in America". (Continued)

Presents elementary facts on American forests and forest lands and the problems involved in reforestation.

"Forester". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1948. 5 pp.

Lists the duties, future trends, training needed, and institutions and related occupation. References for further reading are included.

"A Job with the Forest Service". Chief, Forest Service, U. S. Department of Agriculture, Washington 25, D. C. 1947. 1 pp.

Discusses the job opportunities for technical foresters, clerical and administrative workers, temporary and seasonal employees of the Forest Service. Lists their qualifications and training. The addresses of all the administrative offices of Forest Service are included.

"Progress in American Forest Management". American Forest Products Industries, 1319 18th Street, N. W., Washington 6, D. C. No date. 39 pp.

Details of forest management and the opportunities for the forester.

"Schools Giving Courses Leading to a Degree in Forestry". Chief, Forest Service, U. S. Department of Agriculture, Washington 25, D. C. 1948. 15 pp.

A list of schools and the courses which they offer.

"Trees for Tomorrow". American Forest Products Industries, 1319 18th Street, N. W., Washington 6, D. C. 1947. 63 pp.

A basic philosophy of forestry is presented along with a history of our forests. Statistics on cut and standing timber are outlined with precautions for the ordinary citizen to follow which will guarantee future timber harvesting.

## 0-39.10. through 0-39.15. Social Scientists

## 0-39.14. Economist

"Business as a Career". Bulletin Number 18, Volume XLVII. New York University, 100 Washington Square, New York 9, New York. 1947. 48 pp.

Describes two branches of the field, business and government, giving requirements, qualifications, and opportunities of the economist.

"Cooperative Training for Women". University of Cincinnati, Cincinnati 21, Ohio. 1946. 30 pp.

Summarizes the occupation, qualifications and training needed, and the outlook.

## 0-39.17. Psychologists

"Graduate Training Facilities in Psychology". American Psychological Association, Inc., 1515 Massachusetts Avenue, N. W., Washington 5, D. C. 1947. 19 pp.

Discusses specialized departments, requirements for admission, tuition, and stipends of various universities in which reasonably complete training can be acquired in the various branches of psychology.

## 0-39.30. through 0-39.79. Natural Scientists

"Jobs Growing out of an Interest in Science". Department of Vocational Education, Iowa State College, Ames, Iowa. 1947. 2 pp.

Introductory information of the various fields in natural science and the jobs which are related to these fields. Also the training needed and the opportunities in each of the various fields in natural science.

## 0-39.35. Botanist

"Occupations of the Agriculturally Trained". Oregon State Agricultural College, Corvallis, Oregon. No date. 80 pp.

Presents the demand for botanists, scope of the work, preparation and training, essential aptitudes and qualifications, challenge of the work and compensation.

O-39.36. Bacteriologist

35

"Occupations for the Agriculturally Trained". Oregon State Agricultural College, Corvallis, Oregon. No date. 80 pp.

Explains the scope of the field, opportunities available, the chief requisites for success, and the rewards.

O-39.37. Plant Pathologist

"Occupations for the Agriculturally Trained". Oregon State Agricultural College, Corvallis, Oregon. No date. 80 pp.

Shows the demand for plant pathologists, explains their duties, preparation and training necessary, essential aptitudes, the challenge of the work and its rewards.

O-39.45. Geologist

"Geology as a Profession". State Board for Vocational Education, Topeka, Kansas. 1946. 19 pp.

Summarizes the occupation, duties, place and conditions of employment, opportunities for women, training and qualifications, related fields, growth of the profession, and the post-war outlook.

"Physical Sciences: Geologist". State Board for Vocational Education, Topeka, Kansas. No date. 20 pp.

An occupational summary listing major branches of the field, functional specialization, educational qualifications, and sources of employment.

O-39.47. Astronomer

"Physical Sciences: Astronomer". State Board for Vocational Education, Topeka, Kansas. No date. 20 pp.

Summary of the profession, professional affiliations, educational qualifications, related occupational areas, and sources of employment.

O-39.48. Physicist

"Careers in Physics". American Institute of Physics, 57 East 55th Street, New York 22, New York. 1947. 9 pp.

## O-39.48. Physicist (Continued)

**"Careers in Physics". (Continued)**

Discusses field of physics as a science and a profession, training needed, and lists professional organizations and publications, and colleges and universities offering graduate courses in Physics.

**"Physical Sciences: Physicist". State Board for Vocational Education, Topeka, Kansas. No date. 20 pp.**

Occupational summary listing the major branches, areas of specialization, professional affiliations, civil service ratings, educational qualifications, related fields, and sources of employment.

## O-39.51. Meteorologist

**"Aviation Jobs for Veterans". National Aeronautics Association, 1025 Connecticut Avenue, Washington 6, D. C. 1947. 16 pp.**

Presents the qualifications, pay scales, and where to look for employment in this field.

**"Careers in the U. S. Navy: Aerographer's Mate". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 p.**

Lists the duties, qualifications, places of employment, and allied civilian jobs.

**"Careers with the Great Silver Fleet: Meteorologist". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 p.**

Discusses details of physical activities, working conditions, principal duties, requirements, and starting salary of the meteorologist.

**"Meteorology as a Profession". State Board for Vocational Education, Topeka, Kansas. 1946. 17 pp.**

An Occupational summary covering the fields of work, opportunities for women, begging jobs, pay, and advancement, conditions of employment, growth, and post-war outlook, training, and qualifications.

**"Physical Sciences: Meteorologist". State Board for Vocational Education, Topeka, Kansas. No date. 20 pp.**

Presents the major branches of meteorology, areas of specialization, professional organizations, civil

## 0-39.51. Meteorologist (Continued)

"Physical Sciences: Meteorologist". (Continued) service ratings, educational qualifications, related professional fields, and sources of employment.

## 0-30.56. Seismologist

"Physical Sciences: Geophysicist". State Board for Vocational Education, Topeka, Kansas. No date. 20 pp.  
Surveys the training, qualifications, various branches areas of specialization, professional affiliations, related professional fields, and sources of employment.

## 0-39.62. Horticulturist

"Guidance Bulletin: Florist Business". Federal Security Agency, U. S. Office of Education, Occupational Information and Guidance Service, Washington 25, D. C. 1945. 1 p.

An occupational summary listing duties, training, and references for further reading.

"Occupations for the Agriculturally Trained". Oregon State Agricultural College, Corvallis, Oregon. No date. 80 pp.

Discusses branches of the field of horticulture and jobs available in each: pomology, vegetable gardening, horticultural products, landscape architecture, and research.

## 0-39.64. Zoologist

"Occupations for the Agriculturally Trained". Oregon State Agricultural College, Corvallis, Oregon. No date. 80 pp.  
Qualifications, training, opportunities, and compensation for the zoologist.

## 0-39.65. Entomologist

"Occupations for the Agriculturally Trained". Oregon State Agricultural College, Corvallis, Oregon. No date. 80 pp.

Presents the scope of the field of entomology, courses to be taken, aptitudes necessary for success, train-



0-39.65. Entomologist (Continued)

"Occupations for the Agriculturally Trained". (Continued)  
ing needed, and the rewards offered in entomology.

0-39.80. through 0-39.89. Personnel  
and Employment Managers

0-39.80. Personnel Managers

"Business as a Career". Bulletin Number 18, Volume XLVII.  
New York University, 100 Washington Square, New York 3,  
New York. 1947. 48 pp.

Describes the need for personnel managers, training  
required, and the objectives of personnel training.

"Cooperative Training for Women". University of Cincinnati,  
Cincinnati 21, Ohio. 1946. 30 pp.

Training, qualifications, and the place for women  
in personnel work and counseling.

0-39.90. through 0-39.99. Miscellaneous  
Professional Occupations

0-39.93. Dietician

"Dietetics as a Career". New York Institute of Dietetics,  
660 Madison Avenue, New York 21, New York. 1948. 32 pp.

Duties, qualifications, training, opportunities, and  
sources of employment for the dietician.

"Dieticians in Demand". American Dietetic Association, 20  
North Michigan Avenue, Chicago 11, Illinois. No date.  
7 pp.

Discusses the work of the dietician in various fields  
and tells how one can become a dietician--the training  
and qualifications needed.

"Guidance in Vocational Homemaking". Occupational Informa-  
tion and Guidance Bulletin Number XXIV. State Board for  
Vocational Education, Topeka, Kansas. 1944. 4 pp.

Presents the training required, advantages, disadvan-  
tages, types of positions, duties, and opportunities in  
the field.

## O-39.93. Dietician (Continued)

- "Occupational Brief: Hospital Dieticians". Occupational and Guidance Bulletin Number XX. State Board for Vocational Education, Topeka, Kansas. 1945. 5 pp.  
Gives a definition of the work, extent of the field, duties, qualifications, working conditions, and a list of schools offering training in dietetics.
- "Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.  
Outlines the qualifications, necessary training, approximate income, conditions of work, disadvantages and future outlook for the dietician.
- "Student Dietician". U. S. Civil Service Commission, Washington 25, D. C. 1947. 5 pp.  
Outlines employment opportunities with the federal government, lists the civil service appointment dates, describes the work, requirements, basis of rating, salary, and how to apply for the jobs.
- "Vocational Education for Occupations in the State of Washington: Training Opportunities in Home-Making". State Board for Vocational Education, Olympia, Washington. 1947. 3 pp.  
The employment outlook, training schools, and qualifications for the teacher, dietician, and nutritionist is discussed in this article.
- "Your Career in Home Economics". American Home Economics Association, 700 Victor Building, Washington 1, D. C. No date. 4 pp.  
Additional training needed by the home economist to become a dietician.
- "Your Career in Home Economics". Boston University, Boston, Massachusetts. No date. 10 pp.  
Discusses home economics and dietetics as a career, qualifications, and training required, and the opportunities in the field.

## O-39.96. Osteopaths

- "Guidance Bulletin: Osteopathy". Federal Security Agency, U. S. Office of Education, Occupational Information and Guidance Service, Washington 25, D. C. 1948. 11 pp.

"Guidance Bulletin: Osteopathy". (Continued)

Describes the profession, earnings, licensing, preparation and training, charts showing number of osteopathic physicians by states and a list of colleges and universities approved for training by the American Osteopathic Association.

"Osteopathy". Federal Security Agency, U. S. Office of Education, Occupational Information and Guidance Service, Washington 25, D. C. 1946. 1 pp.

Portrays osteopathy as a career, salary, licensing for practice, training, curriculum for study, list of schools and additional readings.

"Women in Osteopathy". American Osteopathic Association, 139 North Clark Street, Chicago 2, Illinois. No date. 4 pp.

Discusses the place of women in osteopathy, the philosophy of the osteopathic school of medicine, future trends and openings, requirements and training, and a list of approved osteopathic schools.

## PART II

### SEMI-PROFESSIONAL OCCUPATIONS

(0-40.00. through 0-69.99.)

#### 0-41. AVIATORS

"Aviation Cadet Training". U. S. Army and Air Force Recruiting Service Station, Federal Building, Missoula, Montana. 1947. 4 pp.

Presents the requirements of applicants, and the training program for aviation cadets and officer candidates in the U. S. Air Corps.

"Aviation Jobs for Veterans". National Aeronautics Association, 1025 Connecticut Avenue, Washington 6, D. C. No date. 16 pp.

Outlines the qualifications, pay scales and where to look for openings in this field. Also, a list of all the plane manufacturers and air passenger transportation companies and their addresses.

"C. A. A. Approved Ground and Flight Schools for Region VII". Civil Aeronautics Administration, Schools and Training Section, Department of Commerce, Washington 25, D. C. 1947. 18 pp.

List of schools in Idaho, Montana, Oregon, and Washington offering training in primary and commercial flying and instrument instruction.

"Careers with the Great Silver Fleet: Airplane Pilot". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 p.

Describes the details of physical activities, working conditions, principal duties, requirements, starting salary, and the outlook for the airplane pilot with Eastern Air Lines.

"Here, There, Anywhere". American Airlines, Inc., 100 East 42nd Street, New York, New York. 1944. 30 pp.

By means of charts, maps, and illustrations, the article presents the first lessons in global flying.

"New Pilot Plus Judgement Equals Long Life". Civil Aeronautics Administration Department of Commerce, Washington 25, D. C. 1947. 8 pp.

## O-41. AVIATORS (Continued)

**"How Pilot Plus Good Judgement Equals Long Life". (Continued)**

Discusses show-off and bad weather flying and violation of flight regulations. Also information on the handling and up-keep of an airplane.

**"Your U. S. Air Force and the Opportunities it Offers You".**  
Adjutant General, Air National Guard Unit, Helena, Montana. 1947. 30 pp.

The aviation cadet program, prerequisites, courses of study, pay of the flyers, and a list of administrative offices are included in this bulletin.

## O-41.60. Aircraft Communicator

**"Aviation Jobs for Veterans".** National Aeronautics Association, 1025 Connecticut Avenue, Washington 6, D. C.  
No date. 16 pp.

Describes the occupation, qualifications, pay scales, and employment available in this field.

## O-41.60. Flight Navigators

**"Aviation Jobs for Veterans".** National Aeronautics Association, 1025 Connecticut Avenue, Washington 6, D. C.  
No date. 16 pp.

Describes the work of the flight navigator, his qualifications, pay scales, and the availability of employment in this field.

## O-43. DECORATORS AND WINDOW DRESSERS

## O-43.40. Interior Decorator

**"Cooperative Study for Women".** University of Cincinnati, Cincinnati 21, Ohio. 1946. 30 pp.

Reviews the demand for interior decorators, limitations in the field for women, and the advantages one might find in the occupation.

**"If You are Considering Interior Decoration".** Rochester Institute of Technology, Rochester, New York. 1944.  
22 pp.

## O-43.40. Interior Decorator (Continued)

## "If You are Considering Interior Decoration". (Continued)

Specifies the different occupational levels in the field, necessary training and experience for each level, advantages and disadvantages of the work, qualifications, opportunities for men and women, salaries, related occupations, and sources of employment.

"Interior Decorator". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1947. 4 pp.

Defines the occupation and presents post-war trends, professional organizations, training institutions, and references for further reading.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

Outlines the qualifications, necessary training, approximate income, conditions of work, disadvantages, and the future outlook for the interior decorator.

## O-43.60. Floral Designer

"Guidance Bulletin: Florist Business". Federal Security Agency, U. S. Office of Education, Occupational Information and Guidance Service, Washington 25, D. C. 1945. 1 p.

A brief occupational summary listing the duties and training of the floral designer and references for further reading.

## O-44. COMMERCIAL ARTISTS

"Art". Milwaukee-Downer College, Milwaukee, Wisconsin. 1945. 14 pp.

A bulletin explaining the training, qualifications, and the professional opportunities for the commercial artist.

"Art". Occupational Information and Guidance Service, State Division of Vocational Education, 105 State Library Building, Salem, Oregon. 1946. 2 pp.

Describes both the professional and semiprofessional fields of art, listing the qualifications and training needed, and the opportunities in the field of art.

## O-44. COMMERCIAL ARTISTS (Continued)

"Commercial Artist". Vocational Guidance Centre, 205 Avenue Road, Toronto 5, Canada. 1947. 4 pp.

Reports the history, importance, nature of the work, working conditions, qualifications and training needed, opportunities for advancement, rewards, advantages and disadvantages, and the initial steps in starting toward the occupation. Also, a list of related occupations and references.

"If You are Considering Applied Art". Rochester Institute of Technology, Rochester, New York. 1946. 16 pp.

Presents an occupational summary discussing the duties, working conditions, advantages and disadvantages, and the sources of employment.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

Outlines the qualifications, necessary training, approximate income, conditions of work, disadvantages, and future outlook for the commercial artist.

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Commercial Art". State Board for Vocational Education, Olympia, Washington. 1947. 2 pp.

Necessary training, qualifications, occupational trends, and a list of training schools for the commercial artist are presented in this leaflet.

"Your Career in Commercial Art". Boston University, 705 Commonwealth Avenue, Boston 15, Massachusetts. 1947. 13 pp.

Discusses commercial art as a career for women, qualifications and training, and the opportunities in the various branches of the field.

## O-44.21 Commercial Artist, Illustrating

"The Artist in Social Communication". The Arts Bureau, Gartner and Bender, Inc., 510 Madison Avenue, New York 22, New York.

Attempts to promote greater interest of the artist in the greeting card art form and presents the types of employment available in the field.

## O-44.21. Fashion Artist

"Textiles: An Enormous Industry throws open its Doors to Welcome Career Women". Philadelphia Textile Institute, Philadelphia, Pennsylvania. 1946. 4 pp.

Considers the artistic, merchandising, and promotional jobs in textiles and their requirements.

## O-44.26. Advertising Lay-Out Man

"Jobs in Advertising". Advertising Federation of America, 330 West 42nd Street, New York 18, New York. 1946. 15 pp.

Sets forth the place of advertising in our society, the kinds of jobs available, the qualifications necessary, and a list of colleges and universities offering training.

## O-46. DESIGNERS

## O-46.01. Clothes Designer

"Clothes Designer". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1947. 3 pp.

Lists the duties, post-war trends, professional organizations, training institutions, and sources of additional information.

"Cooperative Training for Women". University of Cincinnati, Cincinnati 21, Ohio. 1946. 30 pp.

An occupational summary depicting the training, qualifications, and opportunities for women in the various phases of design.

"Costume Design as a Modern Vocation". (A reprint from a broadcast of the C. B. S. American School of the Air). Fashion Academy, 812 Fifth Avenue at 62nd Street, New York 21, New York. 1946. 4 pp.

Reports on fashion design as a career, the desirable aptitudes, high school prerequisites, and the opportunities, and length and cost of training.

"Dressmaking and Design". Frank Wiggins Free Public Trade School, 1646 South Olive Street, Los Angeles 15, Calif-



## O-46.01. Clothes Designer (Continued)

## "Dressmaking and Design". (Continued)

ornia. 1947. 18 pp.

Discusses the nature of the work, basis for selection of applicants for the type of work, employment opportunities, and length and cost of training.

"Practical Designing and Dressmaking as a Vocation". Connecticut State Department of Education, Division of Instruction, Bureau of Vocational Education, Hartford, Connecticut. 1945. 4 pp.

Delineates the field of work, knowledge and skills involved, and the opportunities in dress designing.

"Textiles: An Enormous Industry throws open its Doors to Welcome Career Women". Philadelphia Textile Institute, Philadelphia, Pennsylvania. 1946. 4 pp.

Training, qualifications, and the opportunities for the clothes designer in the textile industry.

## O-46.92. Commercial Designer

"Is There a Job for me in Lithography?". Joint Lithographic Advisory Council, 70 Pine Street, New York 5, New York. 1945. 33 pp.

Lists the required training, physical demands, working conditions, and related occupations.

## O-46.94. Jewelry Designer

"Guidance Bulletin: Jewelry Workers". Federal Security Agency, U. S. Office of Education, Occupational Information and Guidance Service, Washington 25, D. C. 1946. 1 pp.

A brief occupational summary listing duties, details on apprentice training, and references.

## O-48. DRAFTSMEN

"Opportunities in Drafting". State Department of Vocational Education, Iowa State College, Ames, Iowa. 1948.

2 pp.

Presents an occupational summary including training, sources of employment, advantages of the working conditions, and opportunities in the field.

## O-48. DRAFTSMEN (Continued)

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Drafting". State Board for Vocational Education, Olympia, Washington. 1947. 2 pp.

Sets forth the qualifications, employment outlook, and a list of schools offering training in drafting.

## O-48.04. Draftsman, Aircraft

"Careers with the Great Silver Fleet: Aircraft Draftsman". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Describes details of the physical activities, working conditions, principal duties, requirements, and the starting salary for the aircraft draftsman with the Eastern Air Lines.

## O-48.18. Draftsman, Mechanical

"Consider Mechanical Drafting". Connecticut State Department of Education, Bureau of Vocational Education, Hartford, Connecticut. 1947. 4 pp.

Explains the duties, places of work, expected salaries, and the training needed by the mechanical draftsman.

"Draftsman". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1947. 3 pp.

Depicts the duties, requirements, training institutions, and the employment outlook for the mechanical draftsman. Also a list of references.

"There's Work to be Done". Apprentice Training Program, Allis-Chalmers Manufacturing Company, P. O. Box 512, Milwaukee 1, Wisconsin. No date. 21 pp.

Portrays the proper use of drawing instruments, and other requisites in the trade of the mechanical draftsman.

## O-50. LABORATORY TECHNICIANS AND ASSISTANTS

"Medical Laboratory Technicians". Bulletin 203, Number 4.

## O-50. LABORATORY TECHNICIANS AND ASSISTANTS (Continued)

Woman's Bureau, U. S. Department of Labor, Washington 25, D. C. 1944. 10 pp.

Defines the occupation, earnings, hours, advancement, minimum requirement for the entrance to training schools, required courses, and requirements for federal positions.

"The Medical Laboratory Technician". Volume XL, Number 4, The School of Science, Simmons College, The Fenway, Boston, Massachusetts. 1947. 4 pp.

Importance of medical laboratory work, earnings of the medical technician, qualities necessary for success in the field, high school preparation, and collegiate courses are included in this pamphlet.

"Medical Technician". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1948. 3 pp.

A description of the duties, training, and qualifications of the medical technician. Also training school, professional organizations, and a list of references.

"Occupational Brief: Clinical Laboratory Technician". Occupational and Guidance, Bulletin Number XX. State Board for Vocational Education, Topeka, Kansas. 1945. 5 pp.

Gives a definition of the work, duties, qualifications, preparation, conditions of work such as hours, wages, hazards, and the outlook for the occupation.

"The Outlook for Women in Occupations in the Medical and other Health Services: Trends and Their Effect upon the Demand for Women Workers". Bulletin 203, Number 12, Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1945. 55 pp.

Presents the occupational outlook for women as medical technicians.

"Selected Occupations for Women". California State Department of Education, Commission for Vocational Education, Sacramento 14, California. 1947. 28 pp.

Describes the field, qualifications, and the opportunities for the dental hygienist, the dental assistant, and the laboratory technician.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

O-50. LABORATORY TECHNICIANS AND ASSISTANTS (Continued)

"Student Career Conference". (Continued)

Outlines the qualifications, necessary training, approximate income, conditions of work, disadvantages, and the outlook for the future for the laboratory technician.

O-50.01. Medical Technologists

"Medical Technology, a Profession for Women". Ball Memorial Hospital, Muncie, Indiana. 1947. 8 pp.

Defines medical technology, qualifications, opportunities available, and the kind and cost of training needed.

"The Profession of Medical Technology". Ball Memorial Hospital, Muncie, Indiana. 1946. 35 pp.

Explains medical technology and pathology, places of employment, duties, training, and the outlook for the profession.

"The Profession of Medical Technology". Bios Vocational Series, Number 5. Registry of Medical Technologists of the American Society of Clinical Pathologists, Muncie, Indiana. 1947. 8 pp.

An account of the definition of medical technology, qualifications required, and places for obtaining the necessary training.

O-50.04. X-Ray Technicians

"Bulletin". American Registry of X-Ray Technicians, 2900 East Minehaha Parkway, Minneapolis 6, Minnesota. 1947. 11 pp.

Outlines general qualifications of trainees, training courses, and rules and regulations governing the registration of X-ray technicians.

"Occupational Briefs: The X-Ray Technician". Occupational and Guidance Bulletin, Number XX. State Board for Vocational Education, Topeka, Kansas. 1945. 4 pp.

Gives the definition of the field, qualifications, preparations, and tells how to enter the profession. Also describes the working conditions for this field.

## O-50.04. X-Ray Technicians (Continued)

"The Outlook for Women in Occupations in the Medical and Other Health Services: Trends and Their Effect upon the Demand for Women Workers". Bulletin 203, Number 12. Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1945. 55 pp.

By means of charts, graphs, and illustrations, the booklet presents the job outlook for women as X-ray technicians.

"X-Ray Technicians". Bulletin 203, Number 8. Women's Bureau, U. S. Department of Agriculture, Washington 25, D. C. 1945. 15 pp.

Defines the occupational title and discusses the earnings, hours, advancements, opportunities for women, and the educational requirements for this field.

"X-Ray Technicians". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1948. 5 pp.

Lists the duties, license requirements, professional organizations, and schools approved for training prospective technicians.

## O-50.06. Dental Technicians

"Dental Technician". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1948. 5 pp.

Includes related occupations, duties, license requirements, post-war trends, professional associations, sources of scholarships, and further sources of information.

## O-50.07. Dental Hygienist

"The Dental Hygienist". The University of California, Medical Center, San Francisco 22, California. 1948. 10 pp.

Explains the meaning of dental hygiene, the opportunities in the field, and the necessary qualifications and training for the dental hygienist.

"Dental Hygienist". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1948. 5 pp.

## O-50.06. Dental Technicians (Continued)

## "Dental Hygienist". (Continued)

Presents related occupations, license requirements, post-war trends, and schools offering training in dental hygiene. Also, a list of references.

## "Occupational Briefs: Dental Hygienist". Occupational and Guidance Bulletin, Number XX. State Board for Vocational Education, Topeka, Kansas. 1945. 7 pp.

Gives the definition of the profession, duties, qualifications, preparation, working conditions, salary, and list of schools offering courses in dental hygiene. Bibliography.

## "The Outlook for Women in Occupations in the Medical and Other Health Services: Dental Hygienists". Bulletin 203, Number 10. Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1945. 15 pp.

Defines the profession, tells of the job outlook, compares pre-war and post-war status of women in the profession, earnings, hours, advancements, requirements for entrance into training institutions, and a list of schools for training.

## "The Outlook for Women in Occupations in the Medical and Other Health Services: Trends and Their Effect upon the Demand for Women Workers". Bulletin 203, Number 12. Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1945. 55 pp.

Graphically presents the outlook for women dental hygienists.

O-52. HEALERS AND MEDICAL SERVICE OCCUPATIONS,  
NOT ELSEWHERE CLASSIFIED

## O-52.22. Physical Therapists

## "Physical Therapists". Bulletin 203, Number 1, Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1944. 14 pp.

Explains the position, hours of work, opportunities for advancement, plus the educational requirements for the physical therapist. Also list of approved schools.

## "The Physical Therapist". Volume XLI, Number 4. The School

## O-52.22. Physical Therapists (Continued)

- "The Physical Therapist". (Continued)  
of Science, Simmons College, Boston 15, Massachusetts.  
1948. 4 pp.  
Discusses the duties of the physical therapist,  
the wards, necessary interests and aptitudes, high  
school prerequisites, and college courses.
- "Physical Therapist". The University of the State of New  
York, State Education Department, Bureau of Guidance,  
Albany 1, New York. 1948. 3 pp.  
List duties of the physical therapist, licensing  
requirements, professional requirements, schools of  
training, related occupations, and selected sources of  
additional information.
- "Physical Therapy--A Service and a Career". American  
Physiotherapy Association, 1790 Broadway, New York 19,  
New York. No date. 16 pp.  
Describes the field of physical therapy, growth  
of the profession, type of person needed in this work,  
how to get into the profession. Also list of schools  
and scholarships available.
- "The Outlook for Women in Occupations in the Medical and  
Other Health Services: Trends and Their Effect upon  
the Demand for Women Workers". Bulletin 203, Number  
12. Women's Bureau, U. S. Department of Labor, Wash-  
ington 25, D. C. 1945. 55 pp.  
Presents job predictions for women as physical ther-  
apists.
- "Selected Occupations for Women". California State De-  
partment of Education. Committee for Vocational Edu-  
cation, Sacramento 14, California. 1947. 28 pp.  
This Article defines the job title, presents the  
qualifications needed, opportunities in this field and  
the expected financial rewards.

## O-53. OPTOMETRISTS

- "Monograph on Optometry". American Optometric Associa-  
tion, Inc., 518 Wilmac Building, Minneapolis 2, Minne-  
sota. 1946. 22 pp.  
Sets forth an occupational summary, the education-  
al requirements, earnings, opportunities for women,  
and a list of colleges offering training in this field.

## O-56. PHOTOGRAPHERS

"Careers in the U. S. Navy: Photographer's Mate". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 pp.

Lists the duties of the photographer's mate, where he serves, his qualifications, and allied civilian jobs.

"Guidance Bulletin: Photography". Federal Security Agency, Office of Education, Occupational Information and Guidance Service, Washington 25, D. C. 1946. 1 pp.

An occupational summary of the various phases of photography, the training needed, where to get this training, and a list of references.

"If You are Considering Photography". Rochester Institute of Technology, Rochester, New York. 1946. 31 pp.

Discusses the characteristics of twenty-seven different branches of photography with charts explaining duties, qualifications, and training needed for each of these occupational levels.

"Photographer, Commercial". University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1947. 4 pp.

Defines the occupation, lists the duties, trade organizations, schools for training, and references, and discusses the trends in photography.

"Photography for Pleasure or Career". New York Institute of Photography, 10 West 33rd Street, New York 1, New York. No date. 44 pp.

Depicts the opportunities in the various branches of photography: news, editorial, industrial, theatrical, fashion, portraiture, and the movies.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

Outlines the qualifications, necessary training, approximate income, conditions of work, disadvantages, and the future outlook for photographers.

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Photography". State Board for Vocational Education, Olympia, Washington. 1947. 2 pp.

Presents the fields of employment in photography, the employment outlook, attractive and unattractive features of the jobs, qualifications, wages and hours, and



## O-56. PHOTOGRAPHERS (Continued)

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Photography". (Continued)  
a list of training schools for the vocation.

## O-56.41. Cameraman

"Is There a Job for me in Lithography?". Joint Lithographic Advisory Council, 70 Pine Street, New York 5, New York. 1945. 33 pp.

Defines the title according to the lithographic understanding, includes related occupations, training required, physical demands, working conditions, and the hazards of the occupation.

## O-57. ATHLETES, SPORTS INSTRUCTORS, AND SPORTS OFFICIALS

## O-57.41. Physical Instructor

"Career Opportunities in Physical Education for Women". George Williams College, Drexel at 53rd Street, Chicago, Illinois. No date. 5 pp.

Describes the duties of physical educators, type of persons needed, preparations required, and the opportunities in the profession.

"Students Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

Outlines the qualifications, necessary training, approximate income, conditions of work, disadvantages, and future outlook for the physical instructor.

## O-57.41. Playground Director

"Publications on Play and Recreation". National Recreation Association, 315 Fourth Avenue, New York 10, New York. 1947. 20 pp.

A list of references on games and play ground and gymnasium activities for the director of recreation.

## O-61. RADIO OPERATORS

"Aviation Jobs for Veterans". National Aeronautic Association, 1125 Connecticut Avenue, Washington 6, D. C. No date. 15 pp.

Includes the qualifications, pay scales, and where to find employment in this field.

"Careers in the U. S. Navy: Aviation Radioman". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 pp.

Lists the duties of the aviation radioman, areas of employment, and allied civilian jobs.

"Careers with the Great Silver Fleet: Radio Operator". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Describes the details of physical activities, working conditions, principal duties, requirements, and the starting salary for the radio operator with the Eastern Air Lines

"Guidance Bulletin: Radio". Federal Security Agency, U. S. Office of Education, Occupational Information and Guidance Service, Washington 25, D. C. 1945. 1 pp.

A brief containing an occupational summary, duties, training, and references for the radio operator.

## O-65. EMBALMERS AND UNDERTAKERS

"Funeral Directors and Embalmers". Occupational Information and Guidance Service, State Division of Vocational Education, 105 State Library Building, Salem, Oregon. 1946. 1 pp.

Discusses the opportunities in this field, training required, and the cost of training.

"Funeral Service as a Vocation". Cincinnati College of Embalming, Cincinnati 29, Ohio. 1945. 24 pp.

Contains an occupational summary, qualifications, general types of organizations, opportunities in the field, training necessary, and a table showing the frequencies of various classes of morticians by states.

"Guidance Bulletin: Embalmers". General Security Agency, U. S. Office of Education, Occupational Information

## 0-56. EMBALMERS AND UNDERTAKERS

"Guidance Bulletin: Embalmers". (Continued)  
and Guidance Service, Washington 25, D. C. 1945. 1 pp.  
Relates the requirements, qualifications, training,  
examinations and licensing of embalmers, morticians,  
undertakers, and funeral directors, and a list of re-  
ferences.

"Speaking Frankly". The Cincinnati College of Embalming,  
Cincinnati 29, Ohio. 1947. 8 pp.  
Details of the funeral service.

0-68. and 0-69. SEMI-PROFESSIONAL OCCUPATIONS,  
NOT ELSEWHERE CLASSIFIED

## 0-68.13. Tree Surgeon

"The Bulletin of Bartlett School of Tree Surgery". The  
Bartlett School of Tree Surgery, Stamford, Connecticut.  
1947. 8 pp.

Describes the field of tree surgery, nature of the  
work, and opportunities in the field.

"Training and Work of the Tree Experts". Davey Tree Ex-  
pert Company, Kent, Ohio. 1947. 20 pp.

Embraces the nature of the work of the tree sur-  
geon, his qualifications, wages, hours, working condi-  
tions, and the outlook for the future of the occupation.

## 0-68.31. Interpreter

"Guidance Bulletin: Language Specialist". Federal Secur-  
ity Agency, U. S. Office of Education, Occupational In-  
formation and Guidance Service, Washington 25, D. C.  
1945. 1 p.

A brief occupational summary, a list of languages  
of the world, and a discussion of the training, pay,  
opportunities, and references.

## 0-69.21. Radio Announcer

"Cooperative Training for Women". University of Cincinna-  
ti, Cincinnati 21, Ohio. 1946. 30 pp.

## O-69.21. Radio Announcer

**"Cooperative Training for Women". (Continued)**

Presents the qualifications, training, and the opportunities for women in the various branches of the radio industry.

**"Radio Announcer". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1948. 7 pp.**

Includes the duties, postwar trends, training schools, and sources of further information.

## PART III

### MANAGERIAL AND OFFICIAL OCCUPATIONS

(0-70.00 through 0-99.99.)

#### 0-71. HOTEL AND RESTAURANT MANAGERS

"Schools and Colleges that Specialize in Institutional Training". National Restaurant Association, 8 South Michigan Avenue, Chicago 3, Illinois. 1947. 1 p.

A list of training schools that specialize in training specialists in hotel and restaurant management.

##### 0-71.11. Manager, Restaurant

"Opportunities for Young People in the Restaurant Industry". National Restaurant Association, 8 South Michigan Avenue, Chicago 3, Illinois. 1946. 5 pp.

Discusses the various jobs in the restaurant industry, the need for workers in the field, the advantages of this type of employment, and the sources of employment.

"The Restaurant Business". Small Business Advisory Service, Bank of America, 300 Montgomery Street, San Francisco 20, California. No date. 8 pp.

The nature of the business, personal qualifications, capital requirements, restaurant problems and hazards; advises regarding location, equipment, lay-out, methods of record keeping, laws, taxes, insurance, and information on general operations.

#### 0-72. RETAIL MANAGERS

##### 0-72.01. Manager, Retail Apparel

"The Women's Ready to Wear Business". Small Business Advisory Service, Bank of America, 300 Montgomery Street, San Francisco 20, California. No date. 8 pp.

Presents the risks and rewards of the clothing business, personal qualifications, capital requirements,

O-72.01. Manager, Retail Apparel (Continued)

advice on buying a going business, what to seel, price lines, merchandising essentials, inventory and turn-over, store location, design and layout, records, taxes and insurance.

O-72.82. Manager, Retail Household Appliance

"The Home Appliance Business". Small Business Advisory Service, Bank of America, 300 Montgomery Street, San Francisco 20, California. No date. 8 pp.

A digest of information covering the general qualifications of the dealer, and ideas on whether to buy or create his own business, store location and arrangement, essentials of merchandising, operating at a profit, sales promotion, inventory control, records, taxes, laws, and possible places for training for this type of work.

O-81. ADVERTISING AGENTS

"Cooperative Training for Women". University of Cincinnati, Cincinnati 21, Ohio. 1946. 30 pp.

Includes the place of women in this field, necessary qualifications, and the outlook for the future.

"Jobs in Advertising". Advertising Federation of America, 330 West 42nd Street, New York 18, New York. 1946. 15 pp.

Discusses the place of advertising in our society, the kinds of jobs in advertising, qualifications for a job, and colleges and universities offering training.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

Outlines the qualifications, necessary training, approximate income, conditions of work, disadvantages, and future outlook for people in advertising.

"Your Career in Advertising". Boston University, 705 Commonwealth Avenue, Boston 15, Massachusetts. 1947. 14 pp.

Opportunities in the field of advertising, necessary educational preparation, and the financial remuneration are presented in this booklet.

0-88. SHIP CAPTAINS, MATES, PILOTS, AND ENGINEERS

"Career for Tomorrow". U. S. Coast Guard Academy, New London, Connecticut. 1947. 62 pp.

This booklet is composed of information about the Coast Guard Academy including regulations concerning appointments to cadet-ship, physical and scholastic standards, and procedures for making application.

0-97., 0-98., and 0-99. MANAGERS AND OFFICIALS,  
NOT ELSEWHERE CLASSIFIED

0-97.01. Banker, Investment

"Towards Careers in Finance". Education Department, Investment Bankers Association of America, 33 South Clark Street, Chicago 3, Illinois. 1945. 24 pp.

Explains the investment banking business, the importance of the work, the requirements, opportunities, income, and necessary training.

"Training Investment Bankers". Education Department, Investment Bankers Association of America, 33 South Clark Street, Chicago 3, Illinois. 1946. 33 pp.

Description of the work, the training program, on the job training, recruiting of workers, and a list of additional readings.

0-98.01. Bank Cashier

"Women in Banking (and Supplement)". Association of Bank Women, Research Committee, 55 Wall Street, New York, New York. 1944. 28 pp.

Survey of American women in the more responsible banking positions, their training, opportunities for advancement, and the outlook for the future.

0-98.41. Manager, Service Establishment.

"Establishing a Diaper Service". Bureau of Foreign and Domestic Commerce, U. S. Department of Commerce, Washington 25, D. C. 1945. 4 pp.

Discusses the method of operation, selecting a location, equipment and capital needed, earnings, and the special problems of the business.

PART IV

CLERICAL AND SALES OCCUPATIONS

(1-00.00. through 1-99.999.)

CLERICAL AND KINDRED OCCUPATIONS

(1-00.00. through 1-49.99)

1-01. BOOKKEEPERS AND CASHIERS, EXCEPT BANK CASHIERS

"Bookkeeper". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1947. 7 pp.

Defines the job title, lists the duties, post-war trends, training institutions, and additional sources of information.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

Outlines the necessary training, approximate income, conditions of work, disadvantages, and the future outlook for the bookkeeper.

"Women in Banking (and Supplement)". Association of Bank Women, Research Committee, 55 Wall Street, New York, New York. 1944. 28 pp.

A survey of women in the more responsible positions in banking, their training, advancement, and outlook for the future.

1-01.35. Cost Clerk

"Is There a Job for Me in Lithography?". Joint Lithographic Advisory Council, 70 Pine Street, New York 5, New York. 1945. 33 pp.

An industrial definition, a list of related occupations, a discussion of the training required, physical demands, working conditions, and the hazards of the occupation in the lithographic industry.



## 1-01.43. Posting Clerk

"Careers with the Great Silver Fleet: Posting Clerk". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Details the physical activities, working conditions, principal duties, requirements, and the salary for the starting clerk with the Eastern Air Lines.

## 1-01.53. Cashier

"Jobs for G. I. Joe in America's Hotels". American Hotel Association, 221 West 57th Street, New York 19, New York. 1944. 6 pp.

Includes the duties, physical activities, working conditions, and the personal requirements of the cashier.

## 1-03. CHECKERS

## 1-03.02. Traffic Clerk

"Careers with the Great Silver Fleet: Traffic Clerk, Space Control". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Describes the physical activities, details of working conditions, principal duties, requirements, and starting salary for the clerk with Eastern Air Lines.

## 1-04. CLERKS, GENERAL

"Careers with the Great Silver Fleet: Clerk". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Outlines the details of physical activities, working conditions, principal duties, requirements, starting salary of the clerk.

## 1-05. CLERK, GENERAL OFFICE

"Careers with the Great Silver Fleet: Log Clerk". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Discusses the physical activities, working condi-

## 1-05. CLERK, GENERAL OFFICE (Continued)

"Careers with the Great Silver Fleet: Log Clerk". (Conditions), principal duties, requirements, and the starting salary for the general office clerk.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1946. 76 pp.

Outlines the necessary training, qualifications, approximate income, disadvantages, conditions of the work, and the future outlook for general office clerks.

## 1-07. HOTEL CLERKS, NOT ELSEWHERE CLASSIFIED

## 1-07.60. Room Clerk

"Jobs for G. I. Joe in America's Hotels". American Hotel Association, 221 West 57th Street, New York 19, New York. 1944. 86 pp.

Presents details of the duties, working conditions, and personal requirements of the hotel room clerk.

## 1-12. CLERKS IN TRADE, NOT ELSEWHERE CLASSIFIED

## 1-12.02. Credit-Investigation Clerk

"Business as a Career". Bulletin Number 18, Volume XLVII. New York University, 100 Washington Square, New York 3, New York. 1947. 48 pp.

Gives the history of the field, the opportunities, advantages, and disadvantages.

## 1-18. and 1-19. GENERAL INDUSTRY CLERKS

## 1-18.42. Information Clerk

"Careers with the Great Silver Fleet: Passenger Service Representative". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Discusses the details of the physical activities, working conditions, principal duties, and the starting salary for the information clerk.

## 1-18.81. Bank-Deposit Clerk

"Women in Banking (and Supplement)". Association of Bank Women, Research Committee, 55 Wall Street, New York, New York. 1944. 28 pp.

A survey of women in American banks, their training, advancement, and outlook for the future.

## 1-19.01. Airplane-Dispatch Clerk

"Aviation Jobs for Veterans". National Aeronautics Association, 1025 Connecticut Avenue, Washington 6, D. C. No date. 1 pp.

Presents the qualifications, pay scales, and where to find employment in this field.

"Careers with the Great Silver Fleet: Operations Agent". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Describes the physical activities, working conditions, principal duties, requirements, and starting salary for the flight dispatch clerk.

## 1-23. MESSENGERS, ERRAND BOYS, AND OFFICE BOYS AND GIRLS

"Careers with the Great Silver Fleet: Mail Boys". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Details the working conditions, physical activities, principal duties, and the starting salary for the messenger boy.

## 1-25. OFFICE MACHINE OPERATORS

## 1-25.13. Computing Machine Operator

"Careers with the Great Silver Fleet: Comptometer Operator". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Describes the working conditions, duties, requirements, starting salary, and details of the physical activities of the comptometer operator.

## 1.32. PHYSICIANS' AND DENTISTS' ASSISTANTS AND ATTENDANTS

"Physicians' and Dentists' Assistants". Bulletin 203, Number 11. Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1945. 15 pp.

Defines the occupations and presents the outlook for women in these jobs and the training required.

## 1-32.10. Dentists' Assistant

"Dentist's Assistant". University of the State of New York, State Department of Education, Bureau of Guidance, Albany 1, New York. 1948. 2 pp.

Describes the occupation, lists duties, licensing requirements, training schools, and references.

"Occupational Brief: Dentist's Assistant". California State Department of Education, Bureau of Occupational Information and Guidance, Sacramento 14, California. 1947. 2 pp.

A description of the duties, employment outlook, probable earnings, advancement, qualifications and a list of readings.

"Occupational Briefs: Dental Assistant". Occupational and Guidance Bulletin, Number XX, State Board for Vocational Education, Topeka, Kansas. 1945. 7 pp.

Gives a definition of the work, duties, qualifications, preparation, salary, hours, advantages, disadvantages, and the outlook for the dental assistant.

"The Outlook for Women in Occupations in the Medical and Other Health Services: Trends and Their Effect upon the Demand for Women Workers". Bulletin 203, Number 12. Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1945. 55 pp.

Presents the job outlook for women as physicians' and dentists' assistants.

## 1-32.20. Physicians' Assistants

"Occupational Briefs: Physician's Assistant". California State Department of Education, Bureau of Occupational Information and Guidance, Sacramento 14, California. 1947. 2 pp.

Gives the description of duties, employment outlook, probable earnings, advancement, qualifications, and additional readings.

## 1-33. SECRETARIES

"Business as a Career". Bulletin Number 18, Volume XLVII. New York University, 100 Washington Square, New York 3, New York. 1947. 48 pp.

Presents the opportunities in this field, education needed, and the personal requirements.

"Cooperative Training for Women". University of Cincinnati, Cincinnati 21, Ohio. 1946. 30 pp.

Depicts the opportunities, training, and the qualifications needed.

"The Private Secretary". Katherine Gibbs School, 230 Park Avenue, New York 17, New York. 1946. 16 pp.

The outlook for the secretary, qualifications for obtaining and holding a position, dress, behavior and office ethics of the secretary.

"Secretarial Career for Young Women". Gregg College, Chicago 2, Illinois. No date. 6 pp.

Opportunities in the field of secretaryship, qualifications and training needed.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

Outlines the qualifications, necessary training, approximate income, conditions of work, disadvantages and future outlook for the secretary.

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Office Work". State Board for Vocational Education, Olympia, Washington. 1947. 3 pp.

Covers the attractive and unattractive characteristics of the job, qualifications, wages, hours, and schools for training.

"Your Career as a Secretary". Boston University, 705 Commonwealth Avenue, Boston 15, Massachusetts. 1946. 9 pp.

The qualifications and training of the successful secretary and the occupational outlook.

## 1-37. STENOGRAPHERS AND TYPISTS

"Job Interests Growing out of Work in Commercial Courses".

State Department of Vocational Education, Iowa State College, Ames, Iowa. 1947. 2 pp.

## 1-37. STEOGRAPHERS AND TYPISTS (Continued)

"Job Interests Growing out of Work in Commercial Courses".  
(Continued)

An occupational summary showing the various phases of office work, training needed, and the opportunities for employment.

## 1-37.12. Stenographer

"Careers with the Great Silver Fleet: Stenographer". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Describes the details of the physical activities, working conditions, principal duties, requirements and starting salary for the stenographer with Eastern Air Lines.

## 1-37.18. Court Reporter

"Shorthand Reporting as a Profession". Gregg College, Chicago, Illinois. No date. 48 pp.

Describes shorthand reporting as a profession, duties, preparation needed and financial returns.

## 1-37.32. Typist

"Careers with the Great Silver Fleet: Typist". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Describes the details of the working conditions, physical activities, principal duties, requirements, and starting salary for the typist.

## 1-38. STOCK CLERKS

"Careers with the Great Silver Fleet: Tool Crib Attendant and Stock Clerk". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 2 pp.

Details the working conditions, principal duties, requirements, and the starting salary for the beginning worker.

## 1-41. TELEGRAPH OPERATOR

"Careers in the U. S. Navy: Radioman". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 p.

Lists the duties, areas of service, qualifications, and allied civilian occupations.

## 1-42. TELEPHONE OPERATORS

"Occupational Brief: Telephone Operator". California State Department of Education, Bureau of Occupational Information and Guidance, Sacramento 14, California. 1947. 3 pp.

A description of the duties, job stability, job prospects, working conditions, and opportunities for advancement.

"Stepping High". New York Telephone Company, 199 Fulton Avenue, Hempstead, Long Island, New York. No date. 28 pp.

Explains the work of the telephone operator, opportunities for promotion, hours, wages, and advantages of this type of work.

## 1-42.31. P. B. X. Operator

"Careers with the Great Silver Fleet: Receptionist and P. B. X. Operator". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Includes an outline of physical activities, working conditions, principal duties, qualifications, and the starting salary for P. B. X. operators.

## 1-43. BAGGAGEMEN, TRANSPORTATION

## 1-43.20. Cargo Handlers

"Aviation Jobs for Veterans". National Aeronautics Association, 1025 Connecticut Avenue, Washington 25, D. C. No date. 15 pp.

Presents the qualifications, pay scales, and where to find employment in this field.

## 1-43.20. Cargo Handlers (Continued)

"Careers with the Great Silver Fleet: Cargo Handler and Porter". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 2 pp.

Gives an outline of the physical activities, working conditions, principal duties, requirements, and starting salaries.

## 1-44. TICKET, STATION, AND EXPRESS AGENTS, TRANSPORTATION

"Careers with the Great Silver Fleet: Reservation and Ticket Agent". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 2 pp.

An outline of the physical activities, working conditions, principal duties, requirements, and starting salaries for those in this occupation.



## PART V

### SALES AND KINDRED OCCUPATIONS

(1-50.00. through 1-99.99.)

"Business as a Career". Bulletin Number 18, Volume XLVII. New York University, 100 Washington Square, New York 3, New York. 1947. 48 pp.

Gives the history of retailing, describes the field as it is today, types of persons needed, and the opportunities in the fields of business.

"Cooperative Training for Women". University of Cincinnati, Cincinnati 21, Ohio. 1946. 30 pp.

Summarizes the opportunities for women in the field of business, necessary training, and qualifications.

"If You are Considering Retailing". Rochester Athenaeum and Mechanic Institute, Rochester, New York. 1944. 15 pp.

Presents various phases of retailing, characteristics needed for the types of work, possible returns, advantages and disadvantages, and how to open up one's own shop.

"If You are Considering Retailing". Rochester Institute of Technology, Rochester, New York. 1944. 15 pp.

Describes the fields of selling and buying, the advantages and difficulties, qualifications, training and opportunities.

"Retailing". Research Bureau for Retail Training, University of Pittsburgh, Pittsburgh 13, Pennsylvania. No date. 10 pp.

An illustrated booklet on retailing discussing the need for trained workers and the type of training they should have.

"Vocational Education in Occupations for the State of Washington: Training Opportunities in Retail Merchandising". State Board of Vocational Education, Olympia, Washington. 1947. 2 pp.

The employment fields and outlook in retail merchandising, attractive and unattractive features, wages and hours, qualifications, and the opportunities in the field.

SALES AND KINDRED OCCUPATIONS (Continued)

(1-50.00 through 1-99.99)

"Your Career in Business Management". Boston University, Boston, Massachusetts. No date. 16 pp.

Outlines the field of business management, gives qualifications, opportunities in business, various phases of the field, and training needed.

## 1-47. SALESMEN, INSURANCE

"The Agent's Place in Loss Prevention and Adjustment". American Mutual Alliance, Institute of Fire Insurance, Charlotte, North Carolina. 1940. 22 pp.

Discusses the duties of the fire insurance agent and his position in fire prevention.

"Careers for Youth in Life Insurance". Institute of Life Insurance, 60 East 42nd Street, New York 17, New York. 1947. 72 pp.

Lengthy coverage of all phases of life insurance salesmanship, opportunities in the occupation, and references for further reading.

"A Career in Life Insurance Sales and Service". Institute of Life Insurance, 60 East 42nd Street, New York 17, New York. 1947. 16 pp.

Nature of the work, training and qualifications needed, conditions of employment, related jobs, and the outlook for the future.

"Cooperative Training for Women". University of Cincinnati, Cincinnati 21, Ohio. 1946. 31 pp.

An occupational summary covering qualifications, training, and the opportunities for women in the field of insurance salesmanship.

"The Life Insurance Career". Connecticut Mutual Life Insurance Company, 140 Garden Street, Hartford, Connecticut. 1947. 20 pp.

Includes the nature of the work, opportunities in the field, training and qualifications, wages and hours, and the outlook for the future.

"Occupational Brief: Salesman, Insurance". California State Department of Education, Bureau of Occupational

## 1-47. SALESMEN, INSURANCE (Continued)

"Occupational Brief: Salesman, Insurance". (Continued)  
Information and Guidance, Scaramento 14, California.  
1947. 3 pp.

Describes the duties, employment outlook, probable earnings, advancement, qualifications, and list of additional readings.

"Successful Selling". American Mutual Alliance, Institute of Fire Insurance, Charlotte, North Carolina.  
1942. 18 pp.

Reprint of a lecture of the psychology of selling insurance.

## 1-63. SALESMEN, REAL ESTATE

"Business as a Career". Bulletin Number 18, Volume XLVII.  
New York University, 100 Washington Square, New York 3,  
New York. 1947. 48 pp.

Gives the history of the field of real estate, opportunities, various phases of the work, and abilities and training required.

## 1-74. SALESPERSONS

"Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

Outlines the qualifications, necessary training, approximate income, conditions of work, disadvantages, and the future outlook for those engaged in retail selling.

## 1-75.05. Salesperson, Shoes

"Story of Footwear". National Shoe Manufacturers Association, Chrysler Building, New York 17, New York. 1947.  
64 pp.

Presents the history of footwear, the growth of the shoe industry, and a list of facts relating to footwear and a bibliography.

"Style in Shoes". National Shoe Manufacturers Association, Chrysler Building, New York 17, New York. 1945. 18 pp.

A list of shoe styles with their history and illustrations of each of the styles.

1-85., 1-86., and 1-87. SALESMEN AND SALESAGENTS  
EXCEPT TO CONSUMERS

1-86.42. Merchandiser, Textiles

"Textiles: an Enormous Industry Throws Open its Doors to Welcome Career Women". Philadelphia Textile Institute, Philadelphia, Pennsylvania. 1946. 4 pp.

Discusses the artistic, merchandising, and promotional jobs in textiles and the requirements of each.

1-85.61. SALESMAN, HOUSEHOLD EQUIPMENT

"Careers in the Electrical Industry". General Electric Corporation, Schenectady, New York. No date. 29 pp.

The demand for trained salesmen of home appliances is discussed in this article.

1-87.26. Advertising Salesman

"Jobs in Advertising". Advertising Federation of America. 330 West 42nd Street, New York 18, New York. 1946. 14 pp.

Discusses the place of advertising in our society, the kinds of jobs in advertising, qualifications for a job, and colleges and universities offering training.

## PART VI

### SERVICE OCCUPATIONS

(2-00.00. through 2.99.99.)

#### DOMESTIC SERVICE OCCUPATIONS

(2-00.00. through 2-99.99.)

"Vocational Education for Occupations in the State of Washington: Training Opportunities in the Home Service Trades". State Board for Vocational Education, Olympia, Washington. 1947. 2 pp.

Discusses the employment outlook for the housekeeper, maid, governess, and other domestic service employees, and the qualifications needed.

#### 2-06. MAIDS, GENERAL

"Guidance in Vocational Homemaking". Occupational Information and Guidance Bulletin Number XXIV. State Board for Vocational Education, Topeka, Kansas. 1944. 5 pp.

A resume of desirable personal characteristics, duties, advantages, disadvantages, training, and the availability of the house hold employment.

#### PERSONAL SERVICE OCCUPATIONS

(2-20.00. through 2-49.99.)

#### 2-22. BELLMAN AND RELATED OCCUPATIONS

"Jobs for G. I. Joe in America's Hotels". American Hotel Association, 221 West 57th Street, New York 19, New York. 1944. 26 pp.

An outline of the physical activities, qualifications and training.

#### 2-25. HOUSEKEEPERS, STEWARDS, AND HOSTESSES

## 2-25.13. Steward Assistant

"Jobs for G. I. Joe in America's Hotels". American Hotel Association, 221 West 57th Street, New York 19, New York. 1944. 26 pp.

Outlines details of physical activities, working conditions, and personal requirements.

## 2-25.14. Wine Steward

"Jobs for G. I. Joe in America's Hotels". American Hotel Association, 221 West 57th Street, New York 19, New York. 1944. 26 pp.

Lists the duties, physical activities, working conditions, and personal requirements.

## 2-25.21. Housekeeper

"Jobs for G. I. Joe in America's Hotels". American Hotel Association, 221 West 57th Street, New York 19, New York. 1944. 26 pp.

Summarizes the duties, physical activities, working conditions, and personal requirements of the housekeeper.

## 2-25.32. Steward, Air Line

"Careers with the Great Silver Fleet: Flight Steward". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

A description of the physical activities, working conditions, principal duties, and the requirements of the air line steward.

## 2-25.37. Airplane Hostess

"Air Line Hostess". Federal Security Agency, U. S. Office of Education, Washington 25, D. C. 1946. 2 pp.

Discusses the duties of airline hostesses, qualifications, allied jobs, preparation, salary, and a list of airlines which employ hostess.

"Airline Hostess". University of the State of New York, State Educational Department, Bureau of Guidance, Albany 1, New York. 1946. 4 pp.

## 2-25.37. Airplane Hostess (Continued)

**"Airplane Hostess". (Continued)**

Defines the job title, outlines post-war trends, instruction and training needed, qualifications, and lists air carriers books, trade journals, and associations.

**"Aviation Jobs for Veterans". National Aeronautics Association, 1025 Connecticut Avenue, Washington 6, D. C. No date. 15 pp.**

Presents the qualifications, pay scales and where to find employment in this field.

**"Flight Stewardess Applicant Information". Delta Air Lines, Inc., Municipal Airport, Atlanta, Georgia. 1947. 2 pp.**

List of qualifications to be met by the contemplative airline hostess upon applying for a position with the Delta Air Lines.

**"Occupational Briefs: Air Hostess or Stewardess". Occupational and Guidance Bulletin Number XX. State Board for Vocational Education, Topeka, Kansas. 1945. 3 pp.**

Gives the duties of the air hostess, ways of entering the occupation, earnings, hours, hazards, and advantages.

**"Starlets of the Skyways". McConnell Schools, 1030 Nicolette Avenue, Minneapolis 2, Minnesota. 1946. 8 pp.**

Lists the education, experience, age, height, weight, training, and opportunities in the field.

**"Women in Aviation". Occupational Information and Guidance Service, State Division of Vocational Education, 105 State Library Building, Salem, Oregon. 1946. 2 pp.**

The general growth of the field, job opportunities, requirements, training, and salaries.

**"Women in Aviation". Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1947. 10 pp.**

Details of the position, training and qualifications needed, salary schedules, and the outlook for the airline hostess.

## 2-26. COOKS, EXCEPT PRIVATE FAMILY

**"Careers in the U. S. Navy: Ship's Cook". Occupational**

## 2-26. COOKS, EXCEPT PRIVATE FAMILY (Continued)

"Careers in the U. S. Navy: Ship's Cook". (Continued) Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 pp.

Lists the duties of the cook, where he serves, his qualifications, and allied civilian jobs.

"The Food Trades as a Vocation". Connecticut State Department of Education, Division of Instruction, Bureau of Vocational Education, Hartford, Connecticut. 1944. 4 pp.

Outlines the types of work in the field of food trades, working conditions, skills needed, training, salary, and the outlook for the field.

"Jobs for G. I. Joe in America's Hotels". American Hotel Association, 221 West 57th Street, New York 19, New York. 1944. 26 pp.

Details the duties, physical activities, working conditions, and the personal requirements of the combination and dessert cook.

"Training Program for the Food Service". Frank Wiggins Trade School, 1646 South Olive Street. Los Angeles, California. No date. 23 pp.

Description of the duties, personal qualifications, wages, hours, and training for the range cook, pastry maker, vegetable cook, and the cake decorator.

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Foods". State Board for Vocational Education, Olympia, Washington. 1947. 4 pp.

The employment outlook, attractive and unattractive features of the job, qualification, and a list of schools offering training in the food services.

## 2-27. WAITERS AND WAITRESSES, EXCEPT PRIVATE FAMILY

"Guidance in Vocational Homemaking". Occupational Information and Guidance Bulletin Number XXIV. State Board for Vocational Education, Topeka, Kansas. 1944. 4 pp.

Summarizes the desired personal qualities, duties, types of jobs, and the advantages and disadvantages of the occupation.



2-27. WAITERS AND WAITRESSES, EXCEPT  
PRIVATE FAMILY (Continued)

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Foods". State Board for Vocational Education, Olympia, Washington. 1947.

The employment outlook, attractive and unattractive features of the field, qualifications, wages and hours, and a list of schools offering training for this occupation.

2-32. BARBERS, BEAUTICIANS, AND MANICURISTS

2-32.01. Barbers

"Barbering". Occupational Information and Guidance Service, State Division of Vocational Education, 105 State Library Building, Salem, Oregon. 1946. 1 p.

Discusses the methods of entering the field, education and training required, how to become certified, and a list of schools offering training.

2-32.10. through 2-32.29. Beauticians

"Beauty Culture as a Vocation". Connecticut State Department of Education, Bureau of Vocational Education, Hartford, Connecticut. 1945. 4 pp.

Summarizes the occupation, working conditions, earnings, specialization, outlook, hazards, qualifications, social standing, and the training necessary for licensure.

"Beauty Operator". Federal Security Agency, U. S. Office of Education, Occupational Information and Guidance Service, Washington 25, D. C. 1945. 1 pp.

Includes the types of work involved, qualifications, opportunities, licensing, and necessary training for the beauty operator.

"Cosmetic Therapy". Occupational Information and Guidance Service, State Division of Vocational Education, 105 State Library Building, Salem, Oregon. 1946. 1 p.

Explains the requirements for certification in this field, salary and lists of accredited schools in the state of Oregon.

## 2-32.10. through 2-32.29. Beauticians (Continued)

"Occupation Briefs: The Beautician". Occupational and Guidance Bulletin Number XX. State Board for Vocational Education, Topeka, Kansas. 1945. 4 pp.

A definition of the field of beauty culture, an outline of the history of the field, duties, qualifications, preparation, how to enter the occupation, earnings, and advantages and disadvantages.

"Opportunities in Beauty Culture". Bulletin Number 21, State Board for Vocational Education, Fargo, North Dakota. No date. 6 pp.

Presents the qualifications, educational requirements, working conditions, and the remuneration for the beautician.

"Student Career Conference". Alabama College, Montevallo, Alabama. 1941. 76 pp.

Outlines the qualifications, necessary training, approximate income, conditions of work, disadvantages and future outlook for the beauty operator.

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Beauty Culture". State Board for Vocational Education, Olympia, Washington. 1947. 2 pp.

This leaflet covers briefly the employment fields and the outlook for the beauty operator, the attractive and unattractive features of her job, what qualifications she must possess, and where she might obtain her training.

## 2-38. PRACTICAL NURSES

"Practical Nurses and Hospital Attendants". Bulletin 203, Number 5. Women's Bureau, U. S. Department of Labor, Washington 25, D. C. 1945. 20 pp.

Defines the practical nurse and discusses earnings, hours, and advancement, requirements for entry into a training institution and completion of training. Also a list of approved schools.

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Beauty Culture". State Board for Vocational Education, Olympia, Washington. 1947. 2 pp.

## 2-38. PRACTICAL NURSES (Continued)

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Practical Nursing". (Continued)

The employment field in practical nursing and the outlook for each field. Attractive and unattractive features, qualifications, wages, hours, courses, and a list of training institutions are contained in this article.

## 2-42. HOSPITAL ATTENDANTS

"Careers in the U. S. Navy: Pharmacist's Mate". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 p.

Lists his duties, where he serves, his qualifications, and allied civilian jobs.

2-43. ATTENDANTS, PROFESSIONAL AND PERSONAL SERVICE,  
NOT ELSEWHERE CLASSIFIED

## 2-43.41. Models

"Invitation to Modeling". Barbizon Studio, 576 Fifth Avenue, New York 19, New York. 1947. 24 pp.

Explains the initial steps toward acquiring a career in modeling.

"Model, Fashion and Photographic". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1947. 5 pp.

Lists the related occupations, types of models, qualifications, post-war trends, averages, earnings, schools, and a list of references.

"A Primer on Modeling". Barbizon Studio, 576 Fifth Avenue, New York 19, New York. 1947. 10 pp.

Discusses modeling as a career, gives the qualifications, training, placement, and salaries.

"What it Takes to be a Model". Seventeen, 11 West 42nd Street, New York 18, New York. 1947. 6 pp.

De-glamorized account of modeling, the qualifications, hardships, and employment outlook.

PROTECTIVE SERVICE OCCUPATIONS

(2-60.00. through 2-69.99)

2-61. GUARDS AND WATCHMEN

2-61.03. Watchman

"Careers with the Great Silver Fleet: Guard". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Outlines the details of the physical activities, working conditions, principal duties, requirements and the starting salary for the guard with Eastern Air Lines.

2-63. FIREMEN

"Careers with the Great Silver Fleet: Fireman". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Physical activities, working conditions, principal duties, qualifications, and the starting salary for the fireman with Eastern Air Lines.

2-68. SOLDIERS, SAILORS, MARINES, AND COAST GUARDS

"Careers in the U. S. Navy". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 40 pp.

Lists the duties, training, areas of service, and allied civilian jobs of the various rates in the U. S. Navy.

"Careers for Tomorrow". U. S. Coast Guard Academy, New London, Connecticut. 1947. 62 pp.

General information about the coast guards, regulations governing appointments to cadetship, physical and scholastic standards, and procedures for making application to the Coast Guard Academy.

PART VII

AGRICULTURAL, FISHERY, FORESTRY, AND KINDRED OCCUPATIONS

(3-00.00. through 3-99.99.)

AGRICULTURAL, HORTICULTURAL, AND KINDRED OCCUPATIONS

(3-00.00. through 3-49.99.)

"A Discussion of the Farming Industry". Occupational Information and Guidance Bulletin Number V. State Board for Vocational Education, Topeka, Kansas. 1940. 27 pp.

Advantages, disadvantages, and statistical reports on farming as a career and available training for those agriculturally inclined.

3-01. CASH GRAIN FARMERS

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Agriculture". State Board for Vocational Education, Olympia, Washington. 1947. 10 pp.

Two pages of this article covers the employment fields and the outlook for the cash grain farmer, his qualifications, advantages and disadvantages, wages, hours, and the name and location of schools offering training in this area of farming.

3-03. CROP SPECIALTY FARMER

"Occupations for the Agriculturally Trained". Oregon State Agricultural College, Corvallis, Oregon. No date. 80 pp.

Presents the size of the farm crops industry, range of opportunities in this line, experience and training needed, and type of work available.

3-04. DAIRY FARMERS

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Agriculture".

## 3-04. DAIRY FARMERS (Continued)

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Agriculture". (Continued)

State Board for Vocational Education, Olympia, Washington. 1947. 10 pp.

Two pages of this article discuss this field of employment, the attractive and unattractive features, the income to be expected, the outlook for the dairy farmer, and finally, the names and locations of colleges and universities offering training in this field.

## 3-05. FRUIT FARMERS

"Fruit Growing". Georgia Agricultural Extension Service, University System of Georgia, Athens, Georgia. 1947. 24 pp.

Describes types of fruit trees, where grown, the proper care, and the control of insect pests and diseases.

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Agriculture". State Board for Vocational Education, Olympia, Washington. 1947. 10 pp.

The qualifications, wages, hours, attractive and unattractive features, places for training, the employment fields and outlook for the fruit farmer.

## 3-06. GENERAL FARMERS

"About that Farm You're Going to Buy". Farm Credit Administration, U. S. Department of Agriculture, Kansas City, Missouri. 1944. 12 pp.

Discusses precautions and presents advice upon the purchase of a farm.

"Careers Ahead in Agriculture". University of the State of New York, State Education Department, Agricultural Education Bureau, Albany 1, New York. 1944. 4 pp.

An occupational summary, the employment and training opportunities, references to additional reading, and a list of films.

## 3-06. GENERAL FARMERS (Continued)

- "Dairy and Poultry Products from Farm to Table". Agricultural Research Bulletin Number 8. Swift and Company, Chicago, Illinois. No date. 15 pp.  
Describes the modernization of dairying and poultry raising and the new ways of handling and marketing these products.
- "A Direct Road to Market for Your Cream, Eggs, and Poultry". Agricultural Research Bulletin Number 7. Swift and Company, Chicago, Illinois. No date. 10 pp.  
Presents the competition, profit, prices, and progress made on the marketing of cream, eggs, and poultry.
- "Do I Want to Farm?". Michigan State College, East Lansing, Michigan. 1945. 27 pp.  
A bulletin prepared for the purpose of assisting the person who wants to get started in farming on a sound basis and who wants to make it his life work.
- "Getting Started in Farming". Farmers Bulletin Number 1961. U. S. Department of Agriculture, Washington 25, D. C. 1945. 34 pp.  
Some of the problems of the beginning farmer and ways in which he might overcome them.
- "If You're Thinking of a Little Place in the Country". U. S. Department of Agriculture, Bureau of Agricultural Economics, Washington 25, D. C. 1946. 12 pp.  
Hints on the purchase and operation of the small farm with references for further reading.
- "Job Interests Growing out of Agriculture". State Department of Vocational Education, Iowa State College, Ames, Iowa. 1947. 2 pp.  
An occupational summary with suggestions on acquiring experience and training, and the outlook for the general farmer.
- "Matching Men and Farms". Bulletin Number 229. Federal Security Agency, U. S. Office of Education, Occupational Information and Guidance Service, Washington, D. C. 1944. 38 pp.  
Lists needs for a selection procedure, discusses the work of the farm operator, farming opportunities, aptitudes for the work, suggested steps to be taken by the counselor and references for the counselor.

## 3-06. GENERAL FARMERS (Continued)

"Occupations for the Agriculturally Trained". Oregon State Agricultural College, Corvallis, Oregon. No date. 80 pp.

Various phases of agriculture are covered in this booklet, the type of person needed for this work, and information on buying a farm and the returns to be expected.

"Shall I be a Farmer?". U. S. Department of Agriculture, Washington 25, D. C. 1946. 33 pp.

General data on farms and farming, information on the purchase of a farm, and the outlook for the small farmer. Suggested readings.

"Some Questions and Answers on Where and How to get a Farm". U. S. Department of Agriculture, Washington 25, D. C.

1947. 4 pp.

Gives the locations of homesteadlands and information on getting loans for farming purposes and a list of state directors of farm extension service.

"Supervised Farming Activities in Soils". Bulletin Number 287. State Board of Control for Vocational Education, Lansing, Michigan. 1944. 60 pp.

Discusses the various phases in general farming with specific information giving suggestions upon more efficient farm operation.

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Agriculture". State Board for Vocation Education, Olympia, Washington. 1947. 10 pp.

The employment outlook for the general farmer is outlined in this article. Includes wages, hours, attractive and unattractive features, and the names and location of schools offering training in farming.

## 3-07. ANIMAL AND LIVESTOCK FARMERS

"About Wool". Agricultural Research Bulletin Number 5. Swift and Company, Chicago, Illinois. No date. 4 pp.

Gives a brief history of wool manufacture, uses of wool, methods of manufacture, and the different types of wool cloth.



## 3-07. ANIMAL AND LIVESTOCK FARMERS (Continued)

"Cattle By-Products". Agricultural Research Bulletin Number 5. Swift and Company, Chicago, Illinois. No date. 4 pp.

Charts which show the chief by-products of a steer.

"Cattle Production and Beef Consumption in the United States". Agricultural Bulletin Number 15. Swift and Company, Chicago, Illinois. No date. 11 pp.

A history of cattle production, number produces by states, and the consumption of beef in the United States.

"Cattle Raising at its Best". American Aberdeen-Angus Breeder's Association, 7 Dexter Park Avenue, Chicago 9, Illinois. No date. 30 pp.

Discusses the skills, knowledge, and equipment necessary to be successful breeder of Aberdeen-Angus cattle.

"Economics of Cattle Branding". Agricultural Research Bulletin Number 26. Swift and Company, Chicago, Illinois. No date. 4 pp.

Presents the problem of branding cattle so as not to interfere with the tanning of the hide.

"Effects of 'Stickers' on Lamb Pelts and Meat". Agricultural Research Bulletin Number 23. Swift and Company, Chicago, Illinois. No date. 8 pp.

Describes the cut-away loss caused by spear pointed seeds of a number of troublesome weeds.

"Hog Production and Pork Consumption in the United States". Agricultural Research Bulletin Number 14. Swift and Company, Chicago, Illinois. No date. 10 pp.

A presentation of hog production, its history and the number of hogs produced in each state, and the consumption of pork in the United States.

"Livestock for Small Farms". Farmers Bulletin Number 1753. U. S. Department of Agriculture, Washington 25, D. C. 1947. 32 pp.

Includes suggestions on the most desirable types of livestock for the small farm.

"1948 Feeding Practices". National Cottonseed Product Association, Dallas 1, Texas. 1948. 40 pp.

A feeding analysis of dairy cattle, beef cattle, sheep, goats, hogs, horses, mules, and poultry.

## 3-07. ANIMAL AND LIVESTOCK FARMERS (Continued)

"Occupations for the Agriculturally Trained". Oregon State Agricultural College, Corvallis, Oregon. No date. 80 pp.

Presents the fields of work open to animal husbandry graduates, the training needed for this field, and the future of livestock production.

"Opportunities in the Livestock Industry". State Department of Vocational Education, Iowa State College, Ames, Iowa. 1948. 2 pp.

An occupational summary including earnings, opportunities, and sources of employment in the field.

"Preventing Losses in Handling Livestock". Agricultural Research Bulletin Number 20. Swift and Company, Chicago, Illinois. No date. 8 pp.

Safe methods of driving, feeding, bedding, loading, and unloading cattle on the way to market.

## 3-08. POULTRY FARMERS

"Occupations for the Agriculturally Trained". Oregon State Agricultural College, Corvallis, Oregon. No date. 80 pp.

Scope of opportunities in this field, types of work available, and the qualifications necessary.

## 3-09. TRUCK FARMERS

"The Farm Garden". Farmers Bulletin Number 1673. U. S. Department of Agriculture, Washington 25, D. C. 1947. 67 pp.

A general discussion of soils, fertilizers, seeds, and other details necessary in successful truck gardening.

"Occupations for the Agriculturally Trained". Oregon State Agricultural College, Corvallis, Oregon. No date. 80 pp.

Discusses the field of truck gardening, advantages and disadvantages, qualifications and training necessary, opportunities, and financial and other rewards.

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Agriculture". State Board for Vocational Education, Olympia, Washington. 1947. 10 pp.

## 3-09. TRUCK FARMERS (Continued)

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Agriculture". (Continued)

Includes the qualifications, attractive and unattractive features, the employment outlook, wages and hours, and the offerings of vocational schools.

## 3-38. NURSERY OPERATORS AND FLOWER GROWERS

"Guidance Bulletin: Florist Business". Federal Security Agency, U. S. Office of Education, Occupational Information and Guidance Service, Washington 25, D. C. 1945. 1 pp.

An occupational summary listing the duties, training, and references for further information.

"Student Career Conference". Alabama College, Montevallo-Alabama. 1941. 76 pp.

Outlines the qualifications, necessary training, approximate income, conditions of work, disadvantages, and the future outlook for the flower grower.

## PART VIII

### SKILLED OCCUPATIONS

(4-00.000. through 5-99.999.)

#### OCCUPATIONS IN MANUFACTURING AND RELATED ACTIVITIES

(4-01.000. through 5-18.999.)

#### OCCUPATIONS IN PRODUCTION OF FOOD PRODUCTS

(4-01. through 4-10.999.)

"The Food Trades as a Vocation". Connecticut State Department of Education, Division of Instruction, Bureau of Vocational Education, Hartford, Connecticut. 1945. 4 pp.  
Outlines the types of work in the field of food trades, working conditions, skills demanded, training, salary, and the outlook for the field.

#### 4-01. BAKERS

"Careers in the U. S. Navy: Baker". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 pp.

Lists the duties of the baker in the Navy, his qualifications, and allied civilian jobs.

"Through Silken Sieve". Pillsbury Mills, Inc., Minneapolis 2, Minnesota. 1947. 41 pp.

Easy to understand information on wheat flour and the various actions that take place in the processes of baking.

#### OCCUPATIONS IN PRODUCTION OF TEXTILE

(4-14.000. through 4-19.999.)

"Opportunities for Trained Men and Women in the Textiles and Related Industries". The Textile Foundation, Kent, Connecticut. No date. 16 pp.

## OCCUPATIONS IN PRODUCTIONS OF TEXTILES (Continued)

(4-14.000. through 4-19.999.)

**"Opportunities for Trained Men and Women in the Textiles and Related Industries". (Continued)**

Discusses the divisions of the industry, kinds of jobs available in the divisions, the need for trained workers, and the names and locations of schools offering training in the textile field.

**"Vocational Education in Occupations for the State of Washington: Training Opportunities in Power Machine Operating". State Board for Vocational Education, Olympia, Washington. 1947. 3 pp.**

Presents the employment fields in textile manufacture, the employment outlook, the attractive and unattractive features, qualifications, wages and hours, and the offerings and locations of trade schools.

## OCCUPATIONS IN PRODUCTION OF FABRICATED TEXTILE PRODUCTS

(4-21.000. through 2-27.999.)

**"Safety Recommendations for the Clothing Trade". Employers Mutual Liability Insurance Company of Wisconsin, Wausau, Wisconsin. No date. 3 pp.**

Lists general and specific measures for safety in the clothing industry.

## 4-23. MILLINERS

**"Vocational Education for Occupations in the State of Washington: Training Opportunities in Millinery". State Board for Vocational Education, Olympia, Washington. 1947. 2 pp.**

Defines the occupation, lists the qualifications, training schools, and the outlook for the field.

4-25. and 4-26. DRESSMAKERS, SEAMSTRESSES,  
TAILORS, AND TAILORESSES**"Clothing Construction Methods". J. C. Penney Company, Inc., 330 West 23th Street, New York 1, New York. No date. 40 pp.**

4-25. and 4-26. DRESSMAKERS, SEAMSTRESSES, TAILORS,  
AND TAILORESSES (Continued)

- "Clothing Construction Methods". (Continued)  
Presents elementary skills and knowledge needed by  
the dressmaker and tailoress.
- "Dressmaking and Design". Frank Wiggins Trade School, 1646  
South Olive Street, Los Angeles 15, California. 1947.  
18 pp.  
Outlines the nature of the work, training necessary,  
level of employment, and the opportunities in each level.
- "Students' Manual of Machine Sewing". Singer Sewing Mach-  
ine Company, Educational Department, Elizabethpost, New  
Jersey. 1941. 48 pp.  
General instructions for the care and operation of  
the family sewing machine.
- "Vocational Education for Occupations in the State of Wash-  
ington: Training Opportunities in Dressmaking". State  
Board for Vocational Education, Olympia, Washington.  
1947. 2 pp.  
The qualifications, training schools, and the em-  
ployment opportunities for the dressmaker and clothes  
designer.
- "Vocational Education for Occupations for the State of Wash-  
ington: Training Opportunities in the Tailoring Trades".  
State Board for Vocational Education, Olympia, Washing-  
ton. 1947. 2 pp.  
Includes the employment fields and the outlook for  
the tailor, attractive and unattractive features, quali-  
fications, wages, hours, and a list of schools in which  
the prospective tailor can obtain training.

OCCUPATIONS IN PRODUCTION OF LUMBER AND LUMBER PRODUCTS

(4-29.000. through 4-39.999.)

- "Trees for Market". Georgia Agricultural Extension Service,  
University of Georgia, Athens, Georgia. 1947. 8 pp.  
A description of marketing practices.

## 4-32. CABINETMAKERS

"Job Interests Growing out of the Industrial Arts". State Department of Vocational Education, Iowa State College, Ames, Iowa. 1947. 2 pp.

An occupational summary listing the various jobs related to industrial arts, the training demanded, and the outlook for each.

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Cabinet-Making". State Board for Vocational Education, Olympia, Washington. 1947. 2 pp.

The attractive and unattractive features of the job, qualifications, wages, hours, employment outlook, and a list of training schools.

## 4-35. UPHOLSTERERS

"Careers with the Great Silver Fleet: Upholsterer and Fabric Worker". Eastern Air Lines, 19 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Describes the details of the physical activities, working conditions, principal duties, requirements, and the starting salary in this field with Eastern Air Lines.

## PRINTING OCCUPATIONS

(4-44.000. through 4-49.999.)

"Facts About the Printing Industry for Schools". Department of Education, American Type Founders, 200 Elmora Avenue, Elizabeth, New Jersey. 1946. 28 pp.

Relates the history of printing, need for workers, employment opportunities, training needed, and salary for those beginning in the field.

"If You are Considering Printing and Publishing". Rochester Institute of Technology, Rochester, New York. 1945. 19 pp.

The importance of the field, related occupations, need for workers, nature of the work, qualifications wages, hours, salaries, and the outlook for the future.

"Is There a Job for Me in Lithography?". Joint Lithographic Advisory Council, 70 Pine Street, New York 5, New York. 1945. 33 pp.

PRINTING OCCUPATIONS (Continued)  
(4-44.000. through 4-49.999.)

"Is There a Job for Me in Lithography?". (Continued)

Presents industrial definitions of the various occupations in this field, includes related occupations, training required, physical demands, working conditions, employment opportunities, and the hazards of the occupations.

"Safety Recommendations for Printers and Publishers". Employers Mutual Liability Insurance Company of Wisconsin, Wausau, Wisconsin. No date. 3 pp.

Describes safety measures for the printing occupations.

4-44.110. Linotype Operator

"Linotype Operator". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1947. 2 pp.

Gives the definition of the occupation, lists duties, discusses future trends, and presents professional associations, training schools, and a bibliography.

"Vocational Data on Linotype Keyboard and Linotype Maintenance". Department of Education, Mergenthaler Linotype Company, 29 Ryerson Street, Brooklyn 5, New York. 1947. 12 pp.

A definition of the trades, national distribution of workers, employment conditions, past, present, and future, comparative wage scales in sixty-six representative cities, prerequisites for the linotype trades, and training schools and their courses of study.

OCCUPATIONS IN MANUFACTURE OF LEATHER AND LEATHER PRODUCTS

(4-59.000. through 4-62.999.)

4-60. SHOEMAKERS AND SHOE REPAIRMAN, NOT IN FACTORY

"Development of Shoe Design". National Shoe Manufacturers' Association, Chrysler Building, New York 17, New York. 1947. 5 pp.



4-60. SHOEMAKERS AND SHOE REPAIRMEN,  
NOT IN FACTORY (Continued)

"Development of Shoe Design". (Continued)

Discussion of shoe styles from 1917 to 1947.

"Shoemaking in Action". National Shoe Manufacturers' Association, Chrysler Building, New York 17, New York. No date. 15 pp.

Lists and describes processes of shoemaking from the beginning to finished product.

"Story of Lasts". National Shoe Manufacturers' Association, Chrysler Building, New York 17, New York. 1947. 15 pp.

Gives the history of shoemaking, styles, sizes, and the different types of lasts.

METALWORKING OCCUPATIONS

(4-71.000. through 4-95.999.)

4-71. JEWELERS, WATCHMAKERS, GOLDSMITHS, AND SILVERSMITHS

"Vocational Education in Occupations for the State of Washington: Training Opportunities in Watch Repair". State Board for Vocational Education, Olympia, Washington. 1947. 2 pp.

Lists the fields of employment for the expert, attractive and unattractive features, hours, wages, qualifications, training opportunities, and the outlook for the future.

4-71.210. Gem Cutters

"Guidance Bulletin: Jewelry Workers". Federal Security Agency, U. S. Office of Education, Occupational Information and Guidance Service, Washington 25, D. C. 1946. 1 pp.

Occupational summaries for the jewelry stonecutter, precious stone setter, diamond selector, and gemologist, their duties, training, and a list of references.

4-71.510. Watchmakers

"Bulletin on Watchmaking". Bulova School of Watchmaking,

## 4-81.510. Watchmakers (Continued)

**"Bulletin on Watchmaking". (Continued)**

40-24 62nd Street, Woodside, New York. 1947. 20 pp.

This article presents a brief history of watchmaking, the necessary qualifications and the courses of study offered by the Bulova School.

**"Occupational Brief: Watchmaker". State Department of Education, Bureau of Occupational Information and Guidance, Sacramento 14, California. 1947. 5 pp.**

Describes the duties, employment outlook, probable earnings, opportunities for advancement, and qualifications. Also a list of references.

## 4-75. MACHINISTS

**"Careers in the U. S. Navy: Machinist's Mate". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 pp.**

Outlines the duties of machinist's mate, where he serves, his qualifications, and allied civilian jobs.

**"Careers with the Great Silver Fleet: Machine Shop Specialist". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.**

An outline of the physical activities, working conditions, principal duties, requirements, starting salary for the field.

**"Center of the Show". Cincinnati Milling and Grinding Machines, Inc., Cincinnati 9, Ohio. No date. 105 pp.**

Pictures of various pieces of equipment uses in machine shops.

**"If You are Considering a Career in the Mechanical Field". Rochester Institute of Technology, Rochester, New York. 1946. 16 pp.**

Major divisions of the mechanical industries, occupations in the field, entry occupations, opportunities, wages, security, training, and the qualifications necessary for success in the machine trades.

**"Interesting Booklets". Cincinnati Milling and Grinding Machines, Inc., Cincinnati 9, Ohio. No date. 1 pp.**

A list of free materials concerning the machinist's trade.

## 4-75. MACHINISTS (Continued)

- "Machine Tools: The Five Basic Arts of Cutting Metal". National Machine Tool Builders Association, 10525 Carnegie Avenue, Cleveland, Ohio. 1944. 16 pp.  
Considers the five basic steps in metal cutting; turning, boring, milling, planing, and grinding, and the skills demanded by each step.
- "The Machine Trade as a Vocation". State Department of Education, Bureau of Vocational Education, Hartford, Connecticut. 1945. 4 pp.  
Summarizes the types of work in the field, working conditions, opportunities for employment, earnings, skills demanded, inservice training, and academic and technical preparation.
- "Machinist". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1948. 4 pp.  
Defines the job, outlines the duties, types of shows, post-war trends, trade organizations, training, schools, and a reading list.
- "Punch Press Guarding and Die Design". Employers Mutual Liability Insurance Company of Wisconsin, Wausau, Wisconsin. No date. 1 pp.  
Describes guards and safety devices for machine tools.
- "Safe Operation of Drill Presses". Employers Mutual Liability Insurance Company of Wisconsin, Wausau, Wisconsin. No date. 5 pp.  
An illustrated booklet on the "do's" and "don't's" of operating drill presses.
- "Safety in the Operation of Abrasive Wheels". Employers Mutual Liability Insurance Company of Wisconsin, Wausau, Wisconsin. No date. 7 pp.  
Describes specific safety measures in the operation of grinding wheels.
- "There's Work to be Done". Apprentice Training Program, Allis-Chalmers Manufacturing Company, P. O. Box 512, Milwaukee 1, Wisconsin. No date. 21 pp.  
Includes the training required for skillful shaping of metals by means of the cutting tools of the machine shop.

## 4-75. MACHINISTS (Continued)

"Vocational Education for Occupations in the State of Washington: Training Opportunities in the Machine Shop". State Board for Vocational Education, Olympia, Washington. 1947. 3 pp.

Contains the attractive and unattractive characteristics of the machinist's trade, necessary qualifications, training facilities, and the outlook for future employment.

## 4-76. TOOLMAKERS

"There's Work to be Done". Apprentice Training Program, Allis-Chalmers Manufacturing Company, P. O. Box 512, Milwaukee 1, Wisconsin. No date. 21 pp.

Summarizes the job requirements, training needed, and the position of the tool maker in relation to the metal crafts.

## 4-80. SHEET METAL WORKERS

"Careers in the U. S. Navy: Metalsmith". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 pp.

Lists the duties of the metalsmith in the Navy, where he serves, his qualifications, and allied civilian jobs.

"Sheet Metal Work as a Vocation". Connecticut State Department of Education, Division of Instruction, Bureau of Vocational Education, Hartford, Connecticut. 1945. 4 pp.

Outlines the field of work, working conditions, skills required, specialization of the fields, wages, and training needed.

"There's Work to be Done". Apprentice Training Program, Allis-Chalmers Manufacturing Company, P. O. Box 512, Milwaukee 1, Wisconsin. No date. 21 pp.

Brief summary of the work of the sheet metal worker in heavy industry, his training, and the demand for skilled workers.

"Vocational Education in Occupations in the State of Washington: Training Opportunities in the Sheet Metal Trades". State Board for Vocational Education, Olympia, Washington. 1947. 2 pp.

## 4-80. SHEET METAL WORKERS (Continued)

"Vocational Education in Occupations in the State of Washington: Training Opportunities in the Sheet Metal Trades". (Continued)

This article includes a discussion on the employment fields, the outlook for the future, attractive and unattractive features, qualifications, wages, hours, and training opportunities in Washington.

## 4-80.050. Sheet Metal Workers, Aircraft

"Careers in the U. S. Navy: Aviation Metalsmith". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 p.

Lists the duties of the aviation metalsmith, where he serves, his qualifications, and allied civilian jobs.

"Careers with the Great Silver Fleet: Sheet Metal Worker". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 p.

A description of the physical activities, working conditions, principal duties, requirements, and the starting salary for the sheet metal worker with the Eastern Air Lines.

## 4-82. FOUNDRY OCCUPATIONS, NOT ELSEWHERE CLASSIFIED

"The Foundry Industry and the Boy". National Founders Association, 120 South La Salle Street, Chicago 3, Illinois. No date. 23 pp.

Explains the characteristics of the field of foundry work, different jobs, the apprentice training program, other training, and opportunities in foundry work.

"Foundry Practice as a Vocation". Connecticut State Department of Education, Division of Instruction, Bureau of Vocational Education, Hartford, Connecticut. 1945. 4 pp.

Presents different types of foundry work, working conditions, earnings, qualifications needed for metal workers, and the future prospects for those in this field.

"There's Work to be Done". Apprentice Training Program, Allis-Chalmers Manufacturing Company, P. O. Box 512,

4-82. FOUNDRY OCCUPATIONS, NOT ELSEWHERE CLASSIFIED  
(Continued)

"There's Work to be Done". (Continued)

Milwaukee 1, Wisconsin. No date. 21 pp.

Summarizes the trade skills, knowledge, and training for the successful foundry worker.

4-83. BOILERMAKERS

"Careers in the U. S. Navy: Shipfitter". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 p.

Lists the duties of the shipfitter in the Navy, areas of service, qualifications, and allied civilian jobs.

4-85. WELDERS AND FLAMECUTTERS

"Careers with the Great Silver Fleet: Welder". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 pp.

Describes the details of physical activities, working conditions, principal duties, training requirements, and the starting salary for the welder with Eastern Air Lines.

"There's Work to be Done". Apprentice Training Program, Allis-Chalmers Manufacturing Company, P. O. Box 512, Milwaukee 1, Wisconsin. No date. 21 pp.

Includes the importance of welding in present day industry, the place of the welding specialist, and details of the training program offered by Allis-Chalmers.

"Vocational Education in Occupations in the State of Washington: Training Opportunities in Welding". State Board for Vocational Education, Olympia, Washington. 1947. 2 pp.

The employment fields, future prospects for welders, wages, hours, qualifications, attractive and unattractive features, and the opportunities for training in this field are contained in this article.

"Welding". Occupational Information and Guidance Service, State Division of Vocational Education, 105 State Library Building, Salem, Oregon. 1946. 1 p.

## 4-85. WELDERS AND FLAMECUTTERS (Continued)

## "Welding". (Continued)

Gives the employment outlook, demand for skilled welders in war and peace time industry, and the training needed.

"Welding as a Vocation". Connecticut State Department of Education, Division of Instruction, Bureau of Vocational Education, Hartford Connecticut. 1945. 4 pp.

Considers the scope of the welding industry, skills involved, tools used, earnings, and the qualifications for welding.

## 4-97. ELECTRICIANS

"Careers in the U. S. Navy: Electrician's Mate". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 p.

Lists the duties of the electrician's mate, where he serves, his qualifications and allied civilian jobs.

"Careers with the Great Silver Fleet: Aircraft Electrician". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 4 pp.

A description of the physical activities, working conditions, principal duties, requirements, and the starting salary for the electrician with the Eastern Air Lines.

"Electrician". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1948. 5 pp.

Lists the duties, discusses post-war trends, professional organizations, schools for training, books, and trade journals.

"Jobs for G. I. Joe in America's Hotels". American Hotel Association, 221 West 57th Street, New York 19, New York. 1944. 26 pp.

Contains duties, physical activities, working conditions, and the personal requirements for the electrician in the hotel industry.

"There's Work to be Done". Apprentice Training Program, Allis-Chalmers Manufacturing Company, P. O. Box 512, Milwaukee, Wisconsin. No date. 21 pp.

Summarizes educational and training requirements for the electrician and discusses his place in industry.

## 4-97. ELECTRICIANS (Continued)

"Vocational Education for Occupations in the State of Washington: Training Opportunities in the Electrical Trades". State Board for Vocational Education, Olympia, Washington. 1947. 3 pp.

The qualifications, attractive and unattractive features, wages, hours, vocational schools and the employment fields and opportunities in the field of electricity.

"Your Vocation--What Will You Chose for Your Lifework? Electrical Work". Connecticut State Department of Education, Division of Instruction, Bureau of Vocational Education, Hartford, Connecticut. 1944. 4 pp.

A discussion of the electrical industry, scope of the field, training and skills required, earnings, and the future prospects.

## OCCUPATIONS IN MANUFACTURE OF TRANSPORTATION EQUIPMENT

(5-02.000. through 5-05.999.)

5-03. OCCUPATIONS IN BUILDING OF AIRCRAFT,  
NOT ELSEWHERE CLASSIFIED

"Aviation". Occupational Information and Guidance Service, State Division of Vocational Education, 105 State Library Building, Salem, Oregon. 1946. 1 p.

Presents the outlook for various occupations in the aircraft manufacturing industry.

## OCCUPATIONS IN MANUFACTURE OF MISCELLANEOUS PRODUCTS

(5-08.000. through 5-13.999.)

5-10. OCCUPATIONS IN MANUFACTURE OF FABRICATED  
PLASTIC PRODUCTS

"Occupations in the Manufacturing of Fabricated Plastic Products". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1948. 5 pp.



5-10. OCCUPATIONS IN MANUFACTURE OF FABRICATED  
PLASTIC PRODUCTS (Continued)

"Occupations in the Manufacturing of Fabricated Plastic  
Products". (Continued)

A comparison of the manufacture of plastic materials with the chemical industry. Also shows the location of the plastic industries and discusses post-war trends and educational requirements, and lists professional associations, books, trade journals, and pamphlets.

MISCELLANEOUS MANUFACTURING OCCUPATIONS

(5-16.000. through 5-18.999.)

5-16. PAINTERS, EXCEPT CONSTRUCTION AND MAINTENANCE

5-16.940. Painter, Aircraft

"Careers with the Great Silver Fleet: Painter". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 p.

An outline of the physical activities, hazards, principal duties, requirements, and the starting salary for the painter with Eastern Air Lines.

5-17. PATTERN MAKERS

"There's Work to be Done". Apprentice Training Program, Allis-Chalmers Manufacturing Company, P. O. Box 512, Milwaukee 1, Wisconsin. No date. 21 pp.

Various phases of pattern making and its relation to the construction of heavy machinery. Suggested courses for study and a survey of the tools of the trade.

OCCUPATIONS IN NON-MANUFACTURING ACTIVITIES

(5-20.000 through 5-61.999.)

CONSTRUCTION OCCUPATIONS

(5-23.000. through 5-33.999.)

## 5-24. BRICK AND STONE MASONS AND THE SETTERS

"Build Your Career in Brick and Tile Masonry". Structural Clay Products Institute, 1756 K Street, N. W., Washington 6, D. C. 1947. 16 pp.

This article discusses the urgent needs for masons and the basic requirements for masonry, duties, tools of the trade, earnings as compared to the rest of construction industry, and details on apprenticeship.

## 5-25. CARPENTERS

"Careers in the U. S. Navy: "Carpenter's Mate". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 p.

Lists the duties of the carpenter's mate, where he serves, his qualifications, and allied civilian jobs.

"Carpenter, Construction". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1947. 5 pp.

Summarizes the duties, postwar trends of the trade, trade organizations, training institutions, and additional sources of information.

"The Home Idea Book". Johns-Manville, 22 East 40th Street, New York, New York. 1941. 55 pp.

Provides ideas for exterior and interior home improvements, room arrangements, floor planning, right and wrong methods of landscaping, suggestions for making the attic, bathroom, and basement more useful, and a check list on further home improvements.

"Job Interests Growing out of Industrial Arts". Department of Vocational Education, Iowa State College, Ames, Iowa. 1947. 2 pp.

A summary of occupations and their requirements related to industrial arts with training, requirements, and the future prospects for each.

"New Career Opportunities in the Building Industry". Johns-Manville, 22 East 40th Street, New York, New York. 1947. 23 pp.

Defines the building industry, the various occupations in the field, qualifications and the training needed. The post-war outlook is discussed and universities offering courses in building construction are listed and the opportunities for women in the fields are included.

## 5-25. CARPENTERS (Continued)

"Safety Recommendations for Lathing, Plastering and Roofing Operations". Employees Mutual Liability Insurance Company of Wisconsin, Wausau, Wisconsin. No date. 2 pp.

Lists safety devices to be used when working on ladders and scaffolds, and general safety precautions.

"There's Work to be Done". Apprentice Training Program, Allis-Chalmers Manufacturing Company, P. O. Box 512, Milwaukee 1, Wisconsin. No date. 21 pp.

Lists the requirements and training courses for the woodworker.

"Vocational Education for Occupations in the State of Washington: Training Opportunities in the Building Trades". State Board for Vocational Education, Olympia, Washington. 1947. 2 pp.

Characteristics of the occupation, qualifications, training courses and schools, and the outlook for the carpenter is considered in this article.

"Your Vocation--For Your Lifework, Will You Choose Carpentry?". Connecticut State Department of Education, Division of Instruction, Bureau of Vocational Education, Hartford, Connecticut. 1945. 4 pp.

Discusses the types of work involved in the field of carpentry, working conditions, personal traits needed, technical knowledge and skills required, wages, and opportunities for carpenters.

## 5-25.640. Shipwrights and Shipjoiners

"Vocational Education for Occupations in the State of Washington: Training Opportunities in Boat Building". State Board for Vocational Education, Olympia, Washington. 1947. 2 pp.

Employment outlook for the boat builder is presented, characteristics of his work, his work, his qualifications, wages and hours, and the names and locations of schools for training in this occupations.

## 5-27. PAINTERS, CONSTRUCTION AND MAINTENANCE

"Painter". The University of the State of New York, State

## 5-27. PAINTERS, CONSTRUCTION AND MAINTENANCE (Continued)

## "Painter". (Continued)

Education Department, Bureau of Guidance, Albany 1, New York. 1947. 3 pp.

Defines the job title, lists the duties, positive and negative factors in post-war trends, trade organizations, schools, books, trade journals and pamphlets for further information.

"Safety Recommendations for Painters and Decorators". Employers Mutual Liability Insurance Company of Wisconsin, Wausau, Wisconsin. No date. 8 pp.

Safety recommendations for contractors using scaffolding and ladders, a list of fire and explosion hazards injuries and proper first aid.

## 5-30. PLUMBERS, GAS FITTERS, AND STEAM FITTERS

"Jobs for G. I. Joe in America's Hotels". American Hotel Association, 221 West 57th Street, New York 19, New York. 1944. 26 pp.

An account of the duties, physical activities, working conditions, and the personal requirements of the plumber.

"The Plumbing Trade as a Vocation". Connecticut State Department of Education, Division of Instruction, Bureau of Vocational Education, Hartford, Connecticut. 1945. 4 pp.

Describes the field of work, type and length of employment, earnings, promotions, and future in the field of plumbing.

"There's Work to be Done". Apprentice Training Program, Allis-Chalmers Manufacturing Company, P. O. Box 512, Milwaukee 1, Wisconsin. No date. 21 pp.

Job and training requirements of the pipe fitter in the installation and maintenance of power plant and shop equipment.

## TRANSPORTATION OCCUPATIONS

(5-35.000 through 5-49.999.)

## 5-36. CHAUFFEURS AND DRIVERS

## 5-36.010. Bus Driver

"Proceeding of the Eighteenth Annual Meetings". National Association of Motor Bus Operators, 839 17th Street, N. W., Washington 6, D. C. 1947. 280 pp.

Presents a number of addresses, some including the requirements and qualifications of the bus driver, and the outlook for the industry.

## 5-41. LOCOMOTIVE ENGINEERS

"Railroads at Work". Association of American Railroads, Transportation Building, Washington, D. C. 1945. 68 pp.  
History of railroading and the types of employment in this field of transportation.

## COMMUNICATION AND UTILITY OCCUPATIONS

(5-51.000. through 5-54.999.)

## 5-53. LINEMEN

"If You are Considering a Career in the Electrical Field". Rochester Institute of Technology, Rochester, New York. 1946. 18 pp.

The major divisions of the field of communication, opportunities, requirements, and entry occupations.

"Safety Suggestions for Line Construction Work". Employers' Mutual Liability Insurance Company of Wisconsin, Wausau, Wisconsin. No date. 2 pp.

Lists safety measures in clearing right of way, digging holes, unloading and distributing poles, setting poles, stringing lines, and hanging transformers.

## TRADE AND SERVICE OCCUPATIONS

(5-55.000. through 5-60.999.)

## 5-58. MEATCUTTERS

"Agricultural Research Bulletins, Numbers 3, 4, 7, and 13: Story of Meat". Swift and Company, Chicago, Illinois.

## 5-58. MEATCUTTERS (Continued)

"Agricultural Research Bulletins, Numbers 3, 4, 7, and 13: Cuts of Meat". (Continued)

No date. 26 pp. ( in all).

Contains illustrated charts showing cuts of meat.

"Agricultural Research Bulletin Number 2: Story of Meat". Swift and Company, Chicago, Illinois. No date. 10 pp.

Gives the history of the meat industry from the cave-man to modern times and includes information on the meat by-product industries.

"Jobs for G. I. Joe in America's Hotels". American Hotel Association, 221 West 57th Street, New York 19, New York. 1944. 26 pp.

Lists the duties, physical activities, working conditions, and the personal requirements of the butcher.

"Safety Recommendations for Meat Packing Plants". Employers Mutual Liability Insurance Company of Wisconsin, Wausau, Wisconsin. No date. 4 pp.

Lists safety measures: guarding of machines, conditioning of plants, wearing of protective clothing, and careful handling of tools.

"Training Program for Food Service". Frank Wiggins Trade School, 1646 South Olive Street, Los Angeles 15, California. No date. 23 pp.

Summarizes the duties, personal qualifications, and the training program for the meat cutter or butcher.

## MISCELLANEOUS OCCUPATIONS

(5-63.000. through 5-89.999.)

## 5-80. MECHANICS AND REPAIRMEN, AIRPLANE

"Airplane Mechanic". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1948. 4 pp.

Defines the occupation, lists related occupations, discusses future trends, and outlines courses and training institutions for the field.

## 5-80. MECHANICS AND REPAIRMEN, AIRPLANE (Continued)

"Airplane Power". General Motors Corporation, Detroit, Michigan. 1947. 68 pp.

Engine design as related to power output with particular references to performance at varying altitudes.

"Approved Mechanic Schools". Civil Aeronautics Administration, Department of Commerce, Washington 25, D. C. 1948. 8 pp.

A list of C. A. A. certificated schools for the training of the airplane mechanic.

"Aviation". Occupational Information and Guidance Service, State Division of Vocational Education, 105 State Library Building, Salem, Oregon. 1946. 1 p.

Duties, requirements, and the employment opportunities in the occupations of airplane repair.

"Aviation Jobs for Veterans". National Aeronautics Association, 1025 Connecticut Avenue, Washington 6, D. C. No date. 15 pp.

Presents the qualifications, pay scales, and where to look for jobs in the field of airplane mechanics and repair.

"Careers in the U. S. Navy: Aviation Machinist's Mate". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 p.

Duties, areas of service, qualifications, and allied civilian jobs are listed in this bulletin.

"Careers with the Great Silver Fleet: Aircraft Mechanic". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 11 pp.

An outline of the physical activities, working conditions, requirements, principal duties, and starting salaries for the various types of mechanics with Eastern Air Lines.

"Employment Outlook in Civil Aviation". Civil Aeronautics Administration, U. S. Department of Commerce, Washington 25, D. C. 1946. 26 pp.

Estimates of aviation employment, information on starting a small airport, flying school, and aircraft and engine repair shop. A list of C. A. A. regional and district offices is included.

## 5-80. MECHANICS AND REPAIRMEN, AIRPLANE (Continued)

"Vocational Education for Occupations in the State of Washington: Training Opportunities in the Aircraft Trades". State Board for Vocational Education, Olympia, Washington. 1947. 3 pp.

Covers the field of employment in this industry, shows the outlook, attractive and unattractive features, qualifications, wages, hours, and the offerings and locations of vocational training schools for the aircraft mechanic.

"What will You Choose for Your Lifework? Aviation Mechanics". Connecticut State Department of Education, Division of Instruction, Bureau of Vocational Education, Hartford, Connecticut. 1944. 4 pp.

Includes the scope of the work, working conditions, skills involved, opportunities, training needed, and the salaries for the aviation mechanic.

"With Wings and Courage: Master Aviation Mechanic". Cal-Aero Technical Institute, Glendale, California. 1947. 8 pp.

Describes the curriculum, training to be received in the master aviation mechanic field at this institution, values of the training, and the prospects for the trained aviation mechanic.

## 5-80.400. Propeller Mechanics

"Careers with the Great Silver Fleet: Propeller Specialist". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 1 p.

Outlines the physical activities, working conditions, principal duties, qualifications, and the salary for the propeller mechanic with Eastern Air Lines.

"The Curtiss Electric Propeller". Curtiss Wright Corporation, Caldwell, New Jersey. 1944. 30 pp.

Details of the duties of the propeller mechanic.

"Electric Propeller Maintenance Tips". Curtiss Wright Corporation, Caldwell, New Jersey. No date. 80 pp.

Technical information on propeller design and maintenance.



## 5-80.400.. Propeller Mechanics (Continued)

"Electric Propellers". Curtiss Wright Corporation, Caldwell, New Jersey. No date. 8 pp.

Technical aspects of propeller mechanics.

"Propeller Theory". Curtiss Wright Corporation, Caldwell, New Jersey. No date. 32 pp.

Basic propeller theory.

## 5-80.910. Aircraft Inspectors

"Aviation Jobs for Veterans". National Aeronautics Association, 1025 Connecticut Avenue, Washington 6, D. C. No date. 15 pp.

Qualifications, pay scales, and sources of employment in this field.

## 5-81. MECHANICS AND REPAIRMEN, MOTOR VEHICLE

"A B C's of Hand Tools". General Motors Corporation, Detroit, Michigan. 1947. 48 pp.

Presents the correct use and care of hand tools.

"Automobile Mechanic". The University of the State of New York, State Education Department, Bureau of Guidance, Albany 1, New York. 1948. 4 pp.

Defines the job, lists the duties, presents future trends, training institutions and references.

"Have You Considered the Vocation of Automotive Mechanic for Your Lifework?". Connecticut State Department of Education, Division of Instruction, Bureau of Vocational Education, Hartford, Connecticut. 1944. 4 pp.

Outlines the field of work, working conditions, personal skills and tools needed, qualifications and opportunities in the field of automechanics.

"A Power Primer". General Motors Corporation, Detroit, Michigan. 1944. 115 pp.

An introduction to the internal combustion engine for the beginning mechanic.

"The Safe Use of Hand Tools". Employers Mutual Liability Insurance Company of Wisconsin, Wausau, Wisconsin. No date. 4 pp.

## 5-81. MECHANICS AND REPAIRMEN, MOTOR VEHICLE (Continued)

## "The Safe Use of Hand Tools". (Continued)

Describes the safe way to use hammers, wrenches, chisels, screw drivers and other hand tools.

## "Transportation Progress". General Motors Corporation, Detroit, Michigan. 1947. 56 pp.

Story of self-propelled vehicles from earliest times down to the automobile.

## "Vocational Education for Occupations in the State of Washington: Training Opportunities in Automotive Trades". State Board for Vocational Education, Olympia, Washington. 1947. 3 pp.

The employment fields and outlook, attractive and unattractive features, qualifications, training schools and their location for the auto mechanic are discussed in this article.

## "When the Wheels Revolve". General Motors Corporation. Detroit, Michigan. 1947. 18 pp.

Explains the operation of some of the simple mechanisms which make up the automobile.

## 5-83. MECHANICS AND REPAIRMEN, NOT ELSEWHERE CLASSIFIED

## 5-83.411. Radio Repairmen

## "Guidance Bulletin: Radio". Federal Security Agency, U. S. Office of Education, Occupational Information and Guidance, Sacramento 14, California. 1947. 3 pp.

Gives a description of the duties, job stability, job prospects, wages, hours, and hiring practices.

## "Radio Repairman". The University of the State of New York, State Education Department Bureau of Guidance, Albany 1, New York. 1948. 3 pp.

Defines the job title, discusses post-war trends, and lists schools, books, trade journals, and pamphlets for additional information.

## "Vocational Education for the State of Washington: Training Opportunities in the Radio Trades". State Board for Vocational Education, Olympia, Washington. 1947. 2 pp.

## 5-83.411. Radio Repairmen (Continued)

"Vocational Education for the State of Washington: Training Opportunities in the Radio Trades". (Continued)

The employment fields and outlook, attractive and unattractive features, qualifications, wages, hours, and the training opportunities are covered in this article.

## 5-83.447. Inspector, Aircraft Radio Installations

"Aviation Jobs for Veterans". National Aeronautics Association, 1025 Connecticut Avenue, Washington 6, D. C. No date. 15 pp.

Presents the qualifications, pay scales, and the employment available in this field.

## 5-83.447. Radio Technicians

"Careers in the U. S. Navy: Radio Technician". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 p.

Personal qualifications, training required, physical requirements needed and allied occupations.

"Careers with the Great Silver Fleet: Radio Technician". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 2 pp.

Describes the details of physical activities, working conditions, requirements, principal duties, and salary for the radio technician with Eastern Air Lines.

## 5-83.542. Gunsmiths

"Careers in the U. S. Navy: Aviation Ordnanceman". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 p.

Lists the duties of the ordnanceman, where he serves, his qualifications, and allied civilian jobs.

## 5-83.641. Maintenance Mechanics

"Jobs for G. I. Joes in America's Hotels". American Hotel Association, 221 West 57th Street, New York 19, New York.

## 5-83.641. Maintenance Mechanics (Continued)

"Jobs for G. I. Joe in America's Hotels". (Continued)  
1944. 26 pp.

Details the duties, physical activities, working conditions, and personal requirements.

## 5-83.931. Diesel Mechanics

"Careers in the U. S. Navy: Motor Machinist's Mate". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 p.

Describes the duties of the mechanic, his qualifications, areas of service, and related jobs.

"Diesel, The Modern Power". General Motors Corporation, Detroit, Michigan. 1936. 44 pp.

Compares diesel with ordinary combustion type of engines and shows the major similarities and differences.

"Vocational Education for Occupations in the State of Washington: Training Opportunities in the Automotive Trades". State Board for Vocational Education, Olympia, Washington. 1947. 2 pp.

A discussion of the employment fields, employment outlook, the offerings, names, and location of training schools, and the wages and hours to be expected by the diesel mechanic.

## 5-83.941. Refrigeration Mechanic

"Refrigeration Mechanic and Air Conditioning Mechanic". The University of the State of New York, State Education Department, Albany 1, New York. 1948. 5 pp.

Defines the job title, lists the duties, trade associations, educational institutions, books trade journals and pamphlets for additional reading.

"Vocational Education in Occupations for the State of Washington: Training Opportunities in Refrigeration". State Board for Vocational Education, Olympia, Washington. 1947. 2 pp.

The employment fields, outlook, attractive and unattractive features, qualifications, wages and hours, and training opportunities are included in this bulletin.

## 5-83.972. Aircraft Instrument Mechanic

"Careers with the Great Silver Fleet: Aircraft Instrument Mechanic". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 2 pp.

Details physical activities, working conditions, principal duties, requirements, and salary for the instrument mechanic with Eastern Air Lines.

PART IX

SEMI-SKILLED OCCUPATIONS

(6-00.000. through 7-99.999.)

OCCUPATIONS IN MANUFACTURING AND RELATED ACTIVITIES

(6-01.000. through 7-99.999.)

6-06. OCCUPATIONS IN PROCESSING OF DAIRY PRODUCTS

6-06.180. Ice-cream maker

"Job Opportunities for the Veteran in the Wholesale Ice Cream Industry". International Association of Ice Cream Manufacturers, 1105 Barr Building, Washington 6, D. C. No date. 28 pp.

Aims to help the returning veteran know more of the wholesale ice cream industry, its demands, and opportunities.

6-27. OCCUPATIONS IN FABRICATIONS OF TEXTILE PRODUCTS,  
NOT ELSEWHERE CLASSIFIED

6-27.950. Parachute Repairman and  
6-27.972. Parachute Folder

"Careers in the U. S. Navy: Parachute Rigger". Occupational Information and Guidance Service, 211 South 11th Street, Fargo, North Dakota. 1946. 1 p.

Lists his duties, where he serves, his qualifications, and allied civilian jobs.

TRANSPORTATION OCCUPATIONS

(7-35.000 through 7-49.999.)

7-36. CHAUFFEURS AND DRIVERS

## 7-36.200. Truck Drivers

"Careers with the Great Silver Fleet: Truck Drivers". Eastern Air Lines, 10 Rockefeller Plaza, New York 20, New York. 1947. 3 pp.  
Describes working conditions, physical activities, principal duties, qualifications and the salaries for the mail car driver, gas truck driver, and general delivery driver.

"Getting into the Trucking Business". American Trucking Association, Inc., Washington 6, D. C. 1946. 62 pp.  
Discusses the problems of getting into the trucking business, how to make money in motor transport, choosing a spot, buying equipment, details of setting up in business, and lists of associations of truckers affiliated with the American Trucking Association.

"Safety Suggestions for Truckmen". Employers Mutual Liability Insurance Company of Wisconsin, Wausau, Wisconsin. No date. 4 pp.  
Lists hazards of the highway and the precautions to be followed by truckers.

## TRADE AND SERVICE OCCUPATIONS

(7-55.000 through 7-60.999)

## 7-60. ATTENDANTS, FILLING STATIONS AND PARKING LOTS

"Occupational Brief--Filling Station Attendant". California State Department of Education, Bureau of Occupational Information and Guidance, Sacramento 14, California. 1947. 2 pp.  
Gives a description of the duties, employment outlook, probable earnings, advancement, qualifications and references.

"Safety Suggestions for Gasoline Service Station". Employers Mutual Liability Insurance Company of Wisconsin, Wausau, Wisconsin. No date. 3 pp.  
Presents safety measures in the construction and equipment of the gas station and general precautions to follow when working in a service station.

## PART X

### USES OF OCCUPATIONAL INFORMATION

#### IN THE CLASSROOM

In Parts I through IX of this report we have seen that much information on occupations is available for the price of a penny-postal card. Suggestions as to the use of these materials might now be in order. These suggestions are not intended to be complete lesson plans, but stimulative toward further development by the teacher.

In the commercial classes the vocational materials can be arranged and filed by the pupils as suggested by Smith.<sup>3</sup> These students could also care for and maintain the file so that the information could be readily obtainable by the other classes in the school. They could, as part of their letter-writing practice, type letters and postal cards asking for more materials. Also, a unit study of business and commercial vocations could be carried out.

The English classes could, as practice in letter-writing, write for vocational information. Oral reports, compositions, and research papers on various occupations could be part of their work. Items of occupational interest

3. Smith, L., A plan for Filing, Obtaining, and Using Occupational Information, pp. 1-4.



could be written and included in the school paper. As a unit study the English classes could make a careful scrutiny of jobs which grow out of interest in English and related subjects.

Language classes might make a considerable study of vocations which require a penchant for languages.

Vocational agriculture courses might include a unit coverage of jobs which arise out of an interest in vocational agriculture. This might include writing for materials dealing with every phase of agriculture from information on soils through machinery to information on the proper construction of farm buildings.

The industrial arts classes could make a study of the jobs for which students are preparing themselves when they take industrial arts, such as cabinet-making, carpentry, construction occupations, ship-building, steel work, and the like.

Students in the social science classes could study the history of the development of industry, including duties of the worker, working conditions, hours, wages, and safety devices. Besides showing comparisons between modern industry and older methods of production, the students would become more familiar with the world at work. Possibly in this course or in courses related to the social studies

could the greatest time be spent upon vocations as a unit of work. Much opportunity for oral reports, research studies, class discussions, and panel discussions should be present in these classes.

The science and mathematics courses could include a survey of those occupations which require a bent for scientific aptitude and interest. Studies could be made of the application of scientific methods of research, safety devices, and technological improvements to modern improvements.

Many occupations arise out of interests in home economics. The teacher could, in these classes, bring forth with a little direction, much information regarding job possibilities in home economics and related fields.

The things which should receive emphasis in all of the classes are those points which are included in the basic outline of good occupational information (see Introduction).

Presuming that the teachers are cooperative, the advantages of having and using a large occupation file can bring about a number of desirable outcomes.<sup>4</sup> That teacher who is better informed in certain vocational areas gains greater insight into the problems of the student who also has an interest in that vocational area. When the teacher and the pupil are thus engaged in a common project, a closer

teacher-pupil relationship is established and this foundation might be useful in the solution of other difficulties. Furthermore, the students, as their acquaintance with occupational information grows, are presented with a serious and ever-timely life situation, that of choosing their future vocation.

## BIBLIOGRAPHY

1. Occupational Research Section of the National Vocational Guidance Association, Inc., "Content of the Good Occupational Monograph--The Basic Outline", Occupations, 19:20-3, October, 1940.
2. Smith, L., A Plan for Filing, Obtaining, and Using Occupational Information. Helena: State Department of Public Instruction, 1945. 16 pp.
3. U. S. Employment Service, Dictionary of Occupational Titles: Part II, Group Arrangement of Occupational Titles and Codes, Washington: United States Government Printing Office, 1939. 330 pp.
4. U. S. Employment Service, Dictionary of Occupational Titles: Supplement, Edition II. Washington: United States Government Printing Office, 1943. 523 pp.