

For the benefit of Faculty Members who have V-12 trainees in their classes we are repeating the following recommendations and suggestions that have appeared on the sick bay reports from time to time.

All cases of cribbing or "gouging" among V-12 trainees should be reported to this office. Please follow this procedure rather than report such cases to the V-12 Officers.

Since an unexcused absence results in duty on the awkward squad, it is very important that an accurate record be maintained of the class attendance of all V-12 trainees. One suggestion that has proved successful is that of writing on the blackboard the name of any student who is absent when the roll is called. If the trainee does not appear to challenge his name written on the board, then it may be assumed that he was absent and not merely tardy.

Each V-12 trainee carries a demerit chit and in case he is disobedient or discourteous the instructor may ask him for this card, write in the offense, and send it to Lt. Fitzhugh.

It has come to our attention that a few V-12 trainees are resorting to certain old tricks and subterfuges in order to be excused from class. Some of the outworn excuses being offered are that the student must go down town to have his picture taken, must attend his grandmother's funeral, etc. Please do not give any V-12 student permission to leave class for such purposes unless he has a written chit signed by Lt. Michelman or Lt. Fitzhugh. Such procedure need not be followed, of course, in case of illness. If, in your opinion, the trainee is ill, urge him to report to the sick bay at once.

We suggest that it would be well for instructors to use ink when entering names on absence report cards. This will lessen the possibility of alterations in the report between the time it leaves the instructor's hands and reaches the Navy V-12 Office.

Please report any books with Navy V-12 stickers left unclaimed in class rooms. Call K U 40 and some one from this office will pick them up.

Many of the V-12 students do not know the name of their instructors. I would suggest that the instructor write his name on the blackboard or introduce himself again to his students. If the student knows the name of his instructor, it makes it easier for the student to approach his teacher for an interview.