

FEDERAL SECURITY AGENCY
U. S. OFFICE OF EDUCATION
WASHINGTON

April 20, 1943

To: Chairmen of College Departments of Health and Physical Education:

The widespread interest and rapid expansion in programs of physical fitness have caused many requests to be sent to the Office of Education for suggestions concerning the ways in which college and university summer sessions might contribute to the professional education of leaders for the physical fitness program. There are, in general, two problems that must be solved in training leaders for the physical fitness program. These are: (1) To introduce and interpret the program to teachers who have adequate professional preparation in health and physical education; and (2) to give untrained teachers intensive preparation for undertaking a relatively new job with which they are unfamiliar.

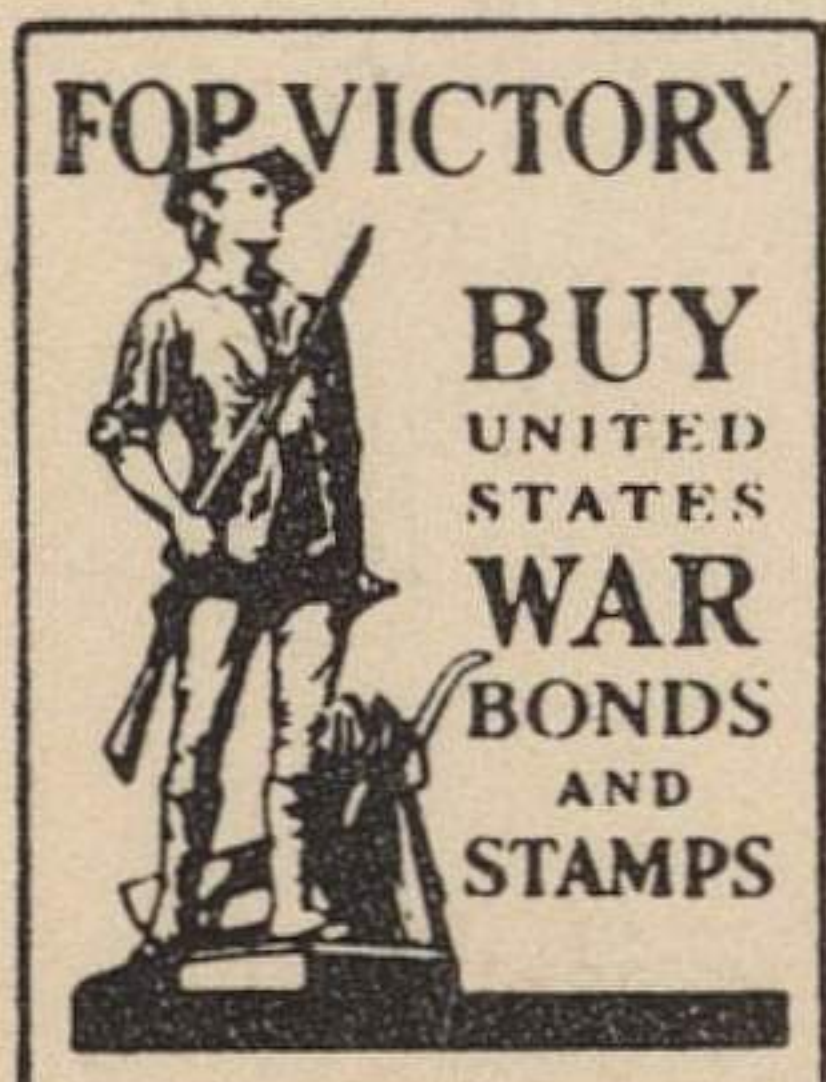
The methods that are being used by colleges and universities to help meet these problems include, for both men and women: (1) Credit courses covering a period of six weeks or more on Physical Fitness Through Physical Education and Physical Fitness Through Health Education; and (2) short-term institutes covering a period of approximately two weeks to meet the needs of teachers who cannot attend a full term of six weeks or more.

The program for a short-term institute might include instruction for several hours each day. The courses might be organized into four groups including: (1) Courses for men on the boys' program; (2) courses for women on the boys' program; (3) courses for women on the girls' program; and (4) courses for men and women which everyone in attendance should take.

The units of instruction under each of these headings might be as follows:

- I. Courses for men on the boys' program
 - Sports and games
 - Gymnastics and combatives
 - Aquatics
 - Tests and evaluation

- II. Courses for women on the boys' program
 - Sports and games
 - Gymnastics and combatives
 - Aquatics
 - Tests and evaluation



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