

BOARD OF EDUCATION

CLEVELAND, OHIO

B

DEPARTMENT
OF
INSTRUCTION

May 3, 1937

Dr. Forrest C. Allen
University of Kansas
Lawrence, Kansas

Dear Phog:

Replying to your good letter of May 1st, wish to say that I will be very glad to do what I can to be of assistance to you.

Now then, regarding the matter of the associations with which you should become associated, wish to say that the American Physical Education Association is one; dues \$5.00 a year, payable to Elmer Mitchell at the University of Michigan. Then you will want to join your local district organization, and I believe that Alfred O. Anderson with the St. Louis Public Schools is the Secretary-Treasurer. If he isn't, he would handle your correspondence and tell you with whom to get in touch. ✓

Now then, there are two things I would do were I in your position, before I made any very positive moves in the way of establishing a course in physical education. The first --- and by far the most important --- is to make as careful a study as time will permit of the type and number of positions you might hope to fill with graduates of your school. Assuming that you are going to attract most of your students from Kansas and return them to teaching situations in Kansas, you could very well begin by contacting superintendents and principals, asking them what they thought the needs of the situation were. I think I would make out sort of a formal questionnaire. You no doubt have some one in your School of Education at the University who deals with high school certification or inspection, who could give you a lot of good pointers in this regard. I shall be glad to go into it more in detail with you, in case you don't find some one at hand who can give you the information you want. I think I would follow along the general plan of what W. W. Charters calls "Job analysis". That means, I would analyze types, kinds and numbers of jobs available in the field, and then do my best to fit students to best fill those positions. Of course, in the beginning you will want to be certain that your basic courses are what you want and taught in the way you want them.

There is considerable discussion about anatomy, physiology, kinesiology, physiology of exercise, etc., as a background for teachers of physical education. I wouldn't be particularly interested in having the anatomy and physiology taught as they are in Medical School. However, you may find some one who is teaching pre-medic work who would get the idea of what you want done and set up your classes on that basis.