

13

April 12, 1939.

Mr. James H. Raport,
Department of Physical Education,
University of Kansas.

Dear Mr. Raport:

Thank you for your very interesting letter of April 11th. I have been thinking along these lines and some additional lines.

While at San Francisco, Dr. McDonough of the Kentucky State Teachers College, who is president of the Health and Physical Education section which met at Tulsa this year, came to me and said, "I have been watching your basketball films made by Eastman, and I have also watched your work in coaching basketball, and you are the only coach that touches the kinesiology of basketball in your fundamentals."

I thought that we could hook up your thought of the psychology of teaching and coaching games and sports with the kinesiology. In other words, we could use the proper psychological basis as well as the proper anatomical and physiological set-up. If you will get one of my books and read the section on the proper holding of the ball with the hand in shooting both the free throws and the push shots you will remember that I emphasize that the thumb should be carried along in a normal position of the hand, rather than the thumb thrown back on the ball. This movement "ties up" the palmar arch in such a way that normal extension of the hand is interfered with.

I would be glad to work with you on this basis and have you offer a course that in my opinion could branch out into the other sports in a very illuminating way.

I want you to know that I have every confidence in your qualifications to handle some of the theory courses in this department, and I am strongly in favor of giving you an opportunity at a very early date.

It may please you to know that at the budget committee conference your name was received very favorably by the men in the conference as a young man of promise. I might add that I

have been very much pleased with your professional bearing and your attitude, as well as your teaching ability.

It will be a pleasure to confer with you some time in the very near future regarding the points outlined in your letter as well as some that I will be happy to mention.

Very cordially yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

April 11, 1939.

Dr. Forrest C. Allen,
Director of Physical Education,
University of Kansas.

Dear Dr. Allen:

The interest shown in the paper I read at the Research Section at Sioux City concerning the recreational method of teaching and the application of this method to other games and sports, particularly basketball, leads me to feel that we, here in this department, can profitably go forward along these lines. Another interesting thing about this convention was the evidence of a definite trend toward the application of psychological principles and theories to the field of physical education and the emphasis upon recreation.

I am thinking about the suggestion you made to me recently concerning the course in the psychology of teaching and coaching games and sports, using basketball as a laboratory illustration. This might be an excellent way of introducing and explaining our method, since we seem to be leaders in the use of this method, thus giving our students and majors and graduates a definite advantage.

This course could be handled along the following lines. We could arrange our plan of action so that the theories and principles which we want to teach could show a definite sequential pattern in classroom lectures, and at the same time have meetings on the basketball floor which you would use for the practical demonstrations and application of these psychological principles and theories. Thus we would have a laboratory course in teaching methods and also a very fine way of developing the coaches in basketball. We could also use the course to demonstrate how these principles might be applied to the various other sports.

I should also like to suggest that I feel qualified to handle some of the theory courses in this department. I have been enrolled in graduate work since the completion of my M. A. degree, with the doctor's degree as my goal.

It might be a little early at this time to talk about the 1940 summer school, but I would like to suggest that I would be available for teaching in the summer session. In looking over

some of the summer school catalogs of other universities I notice that regular activity courses are taught for the benefit of the teachers enrolled in summer school. One course that seems to be very popular at Columbia University in New York is the elementary swimming class. We might offer something like that, giving our teachers an opportunity to learn to swim. Many of them have no other chance, and since the University has the pool it would be a good way of introducing them to our department. I am sure they would be willing to pay the small fee for the privilege of enrolling in such an activity course.

That would be for all people enrolled in the summer session, but I was also thinking of some other courses in skills and physical activity similar to the courses we offer our majors. These courses would be valuable to supplement the teaching knowledge of the physical education teacher.

The idea of offering skills courses in the summer was mentioned to me by Mr. Kennedy, director of physical education at Westport High School in Kansas City at the time some of our fencers exhibited there. A course of this kind might include such games as archery, badminton, fencing, swimming, tennis, softball, tether ball, loop tennis, and other recreative games that we would find it necessary to offer. We also might offer a rhythm course during the summer, for both men and women. We could include in this most of the rhythms that the students would like to learn.

If you should like to discuss these ideas with me at any time I would be glad to see you, and possibly we could work the whole thing out much better than presented in this bare outline.

Sincerely yours,

James H. Raport

REQUISITION FOR PRINTING

No.

(Leave blank)

Date..... **May 31, 1938**.....

To the Business Office:

Please procure for the use of the..... **Department of Physical Education**..... the job
(Department, Committee or Administration Office)

listed below, the number called for being the estimated requirements for the fiscal year ending June 30, 19**40**.....

Copy is attached. Date wanted..... **September 1, 1938**.....

15,000 letterheads
(Number of copies)

10,000 envelopes
(Designation of job)

(See copy of each attached)
(DESCRIPTION—Ink, stock, make-up, binding, numbering, etc.)

Last order.....
(Signature)

Ordered—date:		Allowed—will ship	Received	Cost
State Printer	Journalism Press	DATE		

October 19, 1938.

Dean Paul B. Lawson,
College of Liberal Arts and Sciences,
University of Kansas.

Dear Dean Lawson:

At a conference with Mr. Herbert Allphin in my office Monday afternoon I learned from him that he had told you that I had made a statement to the effect that you had specifically objected to some of the writings of Mr. Allphin. The material written was on swimming, and the grammatical construction was questioned.

I corrected Mr. Allphin in this statement, saying that I had never talked to you concerning the writings of Mr. Allphin. What I told him was that several faculty members had expressed the opinion that his writings were not on the level of faculty standing.

All of this came about when Mr. Allphin wanted me to state specifically to him why the budget committee had made certain recommendations.

I want you to know that I did not use your name nor did I pass the responsibility on to you. I took my responsibility and endeavored to explain to Mr. Allphin to the best of my ability the situation as it existed.

I am sending a copy of this letter to Mr. Allphin so that there may be no misunderstanding on the part of any of us.

Very cordially yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

cc to Mr. Allphin

Allen, Forrest C. Should College Athletes Be Paid? Yes! The Rotarian,
Oct. 1938, Vol. LIII, No. 4, pp. 21-22, 60.

Allen, Forrest C. Booring, A Real Menace. Athletic Journal, Dec. 1938,
Vol. XIX, No. 4, pp. 6-7, 30.

Allen, Forrest C. Physical Education and Athletics, Chapter XIX in
Higher Education in America, EDITED BY R. A. KENT; New York,
Ginn & Co., 1930, pp. 562-599.

Allen, Forrest C. My Basketball Bible. Kansas City, Mo.: Smith-
Grievess Co. 1924 447 pp.

Allen, Forrest C. Better Basketball. New York: McGraw-Hill, 1937,
490 pp.

(Add to Faculty Publications - Dept. of Physical Education)

Allen, Forrest C. The History of Basketball. The Winged Foot, Jan. 1938, Vol. 49, No. 1, pp. 8-10.

Allen, Forrest C. (with Dr. E. R. Elbel and Dr. V. W. Lapp) Researches in Basketball. Mimeographed Bulletin No. 27, National Association of Basketball Coaches of the U. S., Dec. 1938, pp. 1-9.

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Allphin, Herbert G. Swimmer or Sinker. The First Aider, Jan. 1937, Vol. 6, No. 1, p. 4.

Swimming Pools in Central Europe. Journal of Health and Physical Education; May 1937, Vol. 8, No. 5, pp. 302-5, 336-7.

The Royal Central Gymnastic Institute. Journ. of Physical Education, July-Aug. 1937, Vol. 34, No. 6, pp. 100-104.

Europe's Novel Swimming Pools. The Red Cross Courier, Aug. 1937. P. 7

Swimming and Live Saving of the National Federation of France. Journal of Physical Education, Mar.-April, 1938, Vol. 35, No. 4, p. 58. Reprinted in Beach and Pool, Mar. 1938, Vol. 12, No. 3, pp. 24-25.

Qualifying Standards for Life Guards. Swimming Pool Data and Reference Annual, Vol. 6, 1938, p. 67.

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Elbel, E. R. Researches in Basketball. (with Dr. Forrest C. Allen and Dr. V. W. Lapp) Mimeographed Bulletin No. 27, National Association of Basketball Coaches of the United States., Dec. 1938, pp. 1-9.

Elbel, E. R. Measurement of Physical Ability. Bulletin of Education, University of Kansas, Mar. 1938, Vol. IV, No. 1, pp. 53-55.

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Lapp, V. W. Researches in Basketball. (with Dr. Forrest C. Allen and Dr. E. R. Elbel) Mimeographed Bulletin No. 27, National Association of Basketball Coaches of the United States, Dec. 1938, pp. 1-9.

UNIVERSITY OF KANSAS
THE GRADUATE SCHOOL
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To Members of the Faculty of the University of Kansas:

The Graduate Research Committee compiles annually a list of the scholarly publications of members of the University Faculty. You are, therefore, requested to transmit to the Graduate Office a list of all your publications actually appearing in print during the past year, i.e., between January 1, 1938, and January 1, 1939. Any article omitted in the list submitted to the Graduate Office previously may be listed now in order that your bibliography record may be complete. The list should include books, book reviews, editorial work, articles published in proceedings of learned societies. Articles of only local interest or of passing significance need not be included.

IN ORDER THAT THE LIST MAY BE UNIFORM, YOU ARE URGENTLY REQUESTED TO USE THE FORMS SUGGESTED BELOW:

For articles:

Baker, Zula. Periodicity in Solar Heat. Amer. Jour. Astron., 1935, vol.18, pp.132-61.

For books:

Doe, John. The Mathematics of Relativity.
New York: Macmillan, 1936, 251 pp.

For book reviews:

Review: Smith and Jones, "Geology of Kansas."
Proceed. Geol. Soc. Amer. 1937, vol.22, pp.48-50.

For editorial work:

Editor (or Assoc. Editor): The Jour. of A.B.C.

PLEASE SUBMIT LISTS PROMPTLY.

January 2, 1939

E.B. STOUFFER, Chairman
Graduate Research Committee

Publications of Herbert G. Allphin - University of Kansas, Lawrence
Kansas.

1. "Physical Training in Junior High Schools": Athletic Journal, 1
1927, Vol. 8, No. 7, pages 28-29-46.
2. "Swimming and Diving": series of articles. Lawrence Journal World,
Lawrence, Kansas, June 1st. to July 10th, 1934.
3. "The Swimming Pool in the Community Recreational Program": Beach
and Pool, May, 1934, Vol. 8, No. 5. Reprinted in the P.?
Southwest Water Works Journal, Oct. 1934, Vol. 16, No. 7.
- ✓ 4. "Swimming for Leisure": Beach and Pool, April, 1935, Vol. 9, No. 4
page 94.
- ✓ 5. "The Swimming Pool on the playground": Recreation, June, 1935,
Vol. 29, No. 3, page 156.
- ✓ 6. "Learn To Swim": six articles published in Lawrence Journal World,
Lawrence, Kansas, June, 1935.
- ✓ 7. "A Study of Present Practices of Supervision of Practice Teachers
in Physical Education in Teacher Training Institutions":
Research Quarterly of the American Physical Education
Association, Dec., 1936, Vol. 7, pages 56-59.
- ✓ 8. "Swimming Pools in Europe": a series of weekly articles, Douglas
County Republican, Lawrence, Kansas, Nov. to Dec., 1936.

9. "Swimmer or Sinker": The First Aider, Jan. 1937, Vol. 6, No. 1,
page 4.
- ✓ 10. "Annual Swim Weeks": Swimming Pool Data and Reference Annual,
1937, Vol. 5, pages 57-58.
11. "Swimming Pools in Central Europe": Journal of Health and Physical
Education, May, 1937, Vol. 8, No. 5, pages 302-4-336-7.
12. "The Royal Central Gymnastic Institute": Journal of Physical
Education, July, August, 1937, Vol. 34, No. 6, pages 100-104.
13. "Europe's Novel Swimming Pools": The Red Cross Courier, Aug. 1937.

14. "Swimming and Life Saving of the National Federation of France":
Journal of Physical Education, March and April, 1938,
Vol. 35, No. 4, page 58. Reprinted in Beach and Pool, March,
1938, Vol. 12, No. 3, pages 24-25.
15. "Qualifying Standards for Life Guards": Swimming Pool Data and
Reference Annual, Vol. 6, page 67. - 1938

August 8, 1939.

Dr. E. R. Elbel,
Department of Physical Education.

Dear Eddie:

With Mr. DeGroot assisting with intramurals next year I am wondering if it would be possible to curtail our allowance to Harold Johnson. Harold is a wonderful fellow, very efficient and capable, but we have been running way above our allowable expenditure for him.

I have just had word that Red Thompson and Gene Billups will not be able to get CSEP jobs this year, and we would desire to use both these boys in the department somewhere. While our budgetary allowance is the same as last year, I feel that we will probably have to try to help more students.

I am writing Harold telling him that I feel we should make his maximum monthly allowance \$20.00 next year.

Very sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

FCA:AH

August 12, 1939.

Miss Ruth Hoover,
Department of Physical Education,
University of Colorado,
Boulder, Colorado.

Dear Miss Hoover:

We were very happy to have your card of the 3rd instant and glad to know that you are still getting in your games of golf.

We have been very busy with our recreational program here this summer. Most everybody has been very enthusiastic about it and we have had nearly double the participants that we had last year.

We have laid out a lovely driving range for golf which runs south of the gymnasium, geology building and auditorium and runs up behind the engineering building. It is a swell layout and it has met with a very splendid response. The golf course is better than it has been and we have put a putting clock over next to Fowler Shops.

We have had teeter-totters, a monkey maze, sand pile and horizontal bars for the little tots. Our recreation class put on three one-act plays and Professor Allen Crafton's class in Play Direction supervised our embryo Thespians. Over at the Union Building on Monday evenings we had real live, pulsating, throbbing orchestras, and for special numbers we had a girls' swing trio from Emporia come up and they did their stuff in a very clever way between intermissions at the dance, and then we had a male quartette, consisting of Fen Durand, Morgan, Coleman and Edmondson - medical students and graduates - who delighted the dancers with their musical numbers. At one dance we had 325, a larger group than some of our mid-week varsities. We had large 42 inch fans that we got from the Kansas Electric Power Company, and turned on the ventilating system in the Union Building and really had things cool.

We served punch at every one of the dances, and even went so far as to have a four o'clock tea in the Union Building at which our girls in Community Recreation served tea, Dean Schwegler spoke, and the boys were on the reception committee. It really went over splendidly and the faculty and everybody enjoyed it very much.

I am not sure whether you were here when the lights went up on the quadrangle, but they were beautiful. Withal, our summer was cool and lovely. We had a few hot days, but this is really a grand summer. On the quadrangle we had archery, badminton, ping pong, croquet, shuffleboard (seven courts), horse-shoes, basketball free throwing contests, tennis and golf tournaments, a six-team softball league, splash parties, co-recreational swimming, and so on. We even had co-recreational swimming for the colored students. It went over with a bang. Then we had a play night for the employees the last night. They seemed to appreciate it very, very much.

We had two picnics, both on the campus, and had a fine turn out of faculty and students on both occasions. The first picnic we served in the gymnasium, but the second we served right out on the campus. It seemed to be quite the thing.

I think I should tell you of the serious illness of Dr. Elbel. He had a carbuncle on his upper lip which resulted in a very serious case. There were 22 openings made in the upper lip. He was confined to his home and then moved to the hospital and was under the care of both a day and a night nurse. He had strep and staf infection, and they used sulfanilimide and sulfapyridine with fairly good results. But it was quite a battle. He has been laid up for over two weeks, and only Wednesday was he able to get out for a short while. He is very weak and pale and his upper lip is enlarged about four times and has these ghastly blue spots on it. You really would not know him should you meet him on the street or some place out of his environment. He is coming along nicely now and we are hopeful that he will recover rapidly.

I am glad Elizabeth is having a grand time. I imagine after her housekeeping duties she is finding the pedagogical grind a little more pleasant than when she did it year in and year out. I had a splendid visit with the MacCurdy's when I was back in New York for the convention. Tell Elizabeth that I hope her knee is entirely well. She had me operate on it just before dinner when she had to get on her knees to get some dishes out of her buffet. Tell her that I hope she is entirely recovered.

I am also glad that she didn't have to run the playground this summer because I am afraid she would have thought we had her on the day and night shift both. Tell her that I remember her sweet disposition when some fellow she wanted to poison wouldn't die! Tell Elizabeth that we enjoy very much the hammered brass tray with the Jayhawk center and that we think of her each time we reach into the tray.

By the way, Mrs. Paullin, nee Ellen Payne, came to see me soon after our summer school started, and she had with her Miss Doris Peterson of Texas Teachers College. Mrs. Paullin was interested that we should get Dr. Ann Duggan up here in the fall to put on her program and to turn the evening into social and folk dancing. I am wondering what you think about it. We could have the Sasmak Club sponsor it and we could have the dance here in the gymnasium if you think well enough of it. It was Mrs. Paullin's idea that if the physical education department would get back of it that it would go over and would give the students here an improved appreciation of this type of dancing.

Mr. John Moore, of the Y.M.C.A., also has asked me to do this thing. I told both of them that unless the women's department was enthusiastic about it I was not reaching out for more things to promote. I believe that the Sasmak Club could get behind it and do a fine job if you and the other women of the department think well enough of it. I would like to have your reaction.

Trusting that you are having a very pleasant summer, I am

Sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

FCA:AH

The attached study was made by Dr. Lapp
in response to the letter from Dean Schwegler
of March 20 regarding the grading of P. E.
majors.

GRADE POINT AVERAGES OF PHYSICAL EDUCATION MAJORS
Fall Semester 1938

	<u>Physical Education</u>		<u>Education</u>		<u>Other Departments</u>	
	Hours	Gr. points	Hrs.	G.P.	Hrs.	G.P.
59 Men	287	1.66	75	1.30	447	.57
32 Women	143	1.87	96	1.70	258	1.09

Other Departments Analyzed

	<u>English</u>	<u>History</u>	<u>Psychology</u>	<u>Music</u>	<u>Physiology</u>
	Hrs.-G.P.	Hrs.-G.P.	Hrs.-G.P.	Hrs.-G.P.	Hrs.-G.P.
Men	69 .51	18 .56	22 1.7	--	100 .50
women	37 .70	5 3.0	28 1.0	3 1.3	50 1.1
	<u>Zoology</u>	<u>Speech</u>	<u>For. Lang.</u>	<u>Entom.</u>	<u>Economics</u>
	Hrs.-G.P.	Hrs.-G.P.	Hrs.-G.P.	Hrs.-G.P.	Hrs.-G.P.
Men	10 1.5	18 1.33	5 -1.0	50 1.4	31 .1
women	35 1.0	8 1.5	8 2.6	---	8 .25
	<u>Botany</u>	<u>Soc. Sci. Sur.</u>	<u>Sociology</u>	<u>Astronomy</u>	<u>Pol. Science</u>
	Hrs.-G.P.	Hrs. - G.P.	Hrs. -G.P.	Hrs.-G.P.	Hrs.-G. P.
Men	17 .7	17 .18	26 .18	18 -.33	3 1.0
women	5 2.0	50 1.1	8 1.0	6 1.0	- --
	<u>Math.</u>	<u>Geology</u>	<u>Philosophy</u>	<u>Physics</u>	
	Hrs.-G.P.	Hrs. - G.P.	Hrs. - G.P.	Hrs.-G.P.	
Men	5 .2	5 1.0	3 0.0	5 1.0	
women	- --	2 1.0	- -	- -	

Note: Keep in mind psychological examination scores, fall semester, 1937.
 53 men, average percentile rank - 27
 29 women, " " " 53

May 1, 1939.

To members of the Department of Physical Education:

The enclosed letter from Dean Schwegler is self-explanatory. I would be glad if each member of the department would submit to me any arguments that would help our department in publicizing such facts to make our position more tenable.

Very sincerely yours,

FCA:AH

Director of Physical Education.

April 27, 1939.

Dean R. A. Schwegler,
School of Education,
University of Kansas.

Dear Dean Schwegler:

I have sent a copy of your letter of March 20 to each one of our faculty members in the department. I had expected to present this to the group when we met the other day, but we were so engrossed with the encroachment of our teaching schedule by the band, and also our desire to set up a program for the Child Health Week, that our hour slipped away before we got all the work finished.

I quite agree with you that there will be some leniency on the part of these people who are especially interested in their field. I too can see why they should be interested in other fields if we are to develop, as we should, all-around teachers. I can heartily agree with you that it would be too bad to perpetuate a general feeling on the part of the non-technical faculties that our department was not maintaining exacting standards of achievement.

I am asking the members of our department to submit to me their reasons why they think that much of a discrepancy might exist reasonably at times.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

THE UNIVERSITY OF KANSAS
SCHOOL OF EDUCATION
LAWRENCE

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OFFICE OF THE DEAN

March 20, 1939

Dr. Forrest C. Allen
Head, Physical Education Department
Robinson Gymnasium

My dear Dr. Allen:

In checking over the work done by students during the fall semester just past we are struck by an apparent discrepancy between attainment levels reached by students of physical education in their classes in physical education and in their non-physical education enrollment.

We find that physical education students were enrolled in 384 hours in their major work; they did this work at an average grade point level of 1.73. These same students were enrolled in 947 hours of work in departments outside their major field and made an average grade of 0.95.

Of course there are a variety of possible reasons for this discrepancy, but I would earnestly urge that the instructors in your department examine very carefully to see whether or no the department may not perhaps be slightly more lenient in its estimate of students' work than are other divisions of the University. It would be too bad to perpetuate a general feeling on the part of the non-technical faculties that your department was not maintaining the same exacting standards of achievement that other departments seek to maintain.

As I suggested, there may be other reasons why these figures turned out as we found them. I would be glad to assist you and the members of your department in publicizing such other facts if you think it wise.

Sincerely yours,

Raymond A. Schwegler

Raymond A. Schwegler
Dean

Dr. Allen --

I called the CSEP office and asked for some of these blanks, hoping we might be able to take advantage of some CSEP help. Although the form letter says applications should be in by June 3, Miss Tillman says they will take them up to July 1.

Miss Rich suggested this morning that if we could request some "tutorial assistance", using advanced students in English, Zoology, etc., that we might be able to help many of our students at the beginning of the semester, instead of at the end.

NYA OFFICE
University of Kansas

TO HEADS OF DEPARTMENTS AND STAFF MEMBERS:

It is expected that the NYA program will be continued next year although we have not received official notice from Washington as yet. We are requesting that department heads and staff members submit applications for work projects for the year 1939-'40. These should be submitted to this office before June 3, 1939.

Attached is a model application form which may be used as a guide in filling out the application. A separate sheet is required for each project. Kindly give a specific explanatory title and a detailed description of the work to be done for each project. A statement that the project is carried over from the present year will not be sufficient. Each project must be described.

The purpose of the second attached sheet is to suggest types of work possible under NYA. You are not limited to the grouping listed here. They are given to illustrate the general varieties of work possible under NYA. All projects must be in addition to regularly maintained routine jobs. Clerical work is permitted only as a necessary part of these projects.

The work done on these projects should be of value not only to the supervisor or department, but of high educational value to the student assigned. We believe that for the most part the projects this year have been well organized and supervised. We appreciate the cooperation the supervisors have given us.

Project requests for next year must be in this office before student assignments are made. Any request which is submitted after that time must necessarily wait to be filled.

Copies of the enclosed form for proposed projects may be secured at the CSEP Office. Call KU 40 and the number of forms desired will be sent you at once. This office will gladly give any assistance in filling out these forms.

Sincerely yours,

Martha Fillman

Executive Secretary

MT:cv
Enclosures

MODEL

Application for NYA Work Project for 1939-'40

Approved _____
Denied _____
Date _____

Department of Architecture Dept. Project No. 1

BRIEF TITLE OF PROJECT An Analysis of Building Materials

DETAILED DESCRIPTION OF WORK TO BE DONE: (make as complete as possible)

This project is a continuation of that being carried on during present school year 1938-39. It involves a complete survey of the possibilities of the materials used in the Design of Buildings, listing, describing, and analysing their various properties. Graphs and charts are to be made showing in clearly apprehended form the results of these investigations.

This project has unlimited possibilities and value. (Three students are as many as supervisor can take care of). Nothing quite like it has been done or is in print at present. Of great educational value to students concerned also.

DATE PROJECT CAN START Sept. 20 TIME REQUIRED FOR COMPLETION one or more years.

WHERE WORK WILL BE DONE Engineering Library and drafting room, Marvin Hall

STUDENTS REQUIRED

No. of Students	Sex	Type of work desired	Hrs. per mo.	Suggested hrly. rate	Qualifications
1	M	Survey assistant	50	40¢	Knowledge of Research methods, and of Building Materials.
1	M	Clerical Asst.	40	30¢	Typist
1	M	Draftsman	40	35¢	Must have had Engineering Drawing (Upper class architectural students preferred)

Students desired to be assigned and type of work for each:

Jack Morley	Survey Assistant
Ira Sutton	Draftsman
Andrew Kreipe	Clerical Assistant

I HEREBY CERTIFY that the work provided for on this project will be in addition to that customarily provided by the institution out of its regular budget, that it is not of a hazardous nature, and that it will not include any regular classroom instruction. I further certify that the work will be practical and useful, and that it will be administered wholly in accordance with the spirit of the NYA regulations.

I HEREBY AGREE that all materials and other items of expense on this project except NYA student labor, and all such labor employed in excess of that approved in writing by the chairman of the College NYA committee, will be paid for from the funds of my department.

305 Marvin
Office Address of Supervisor

May 12, 1939
Date

(Signed) George M. Beal
Supervisor

Joseph M. Kellogg
Head of Department

SUGGESTED TYPES OF WORK

I. CLERICAL

Typist, filing clerk, stenographer, clerical assistant, accountant.

Clerical work is permitted only as a necessary part of surveys, research, and other projects.

II. CONSTRUCTION

Model Maker (includes building of models, special apparatus or equipment).

III. DEPARTMENTAL SERVICE

Chart Maker, bibliographer, manuscript maker, preparator (preparation of exhibits, museum specimens, or records), technical assistant, translator.

IV. LIBRARY WORK

Cataloguer, bibliographer, collater, scrapbook maker.

Special assistants in departmental libraries or in Lawrence Public Schools; band or orchestra librarians.

V. GROUND AND BUILDING MAINTENANCE

Gardener, laborer, surveyor on special projects.

VI. RESEARCH AND SURVEYS

Laboratory technician or preparator, research assistant, clerical assistant--on faculty research projects.

VII. ART

Musician (members of music ensembles), artist (drawing for illustrative material), manuscript maker.

VIII. RECREATION

Supervisor of games, dramatic assistant, scout assistant, etc.

IX. REPRODUCTION

Manuscript copier, printers.

X. LABORATORY ASSISTANCE

Technician, dissector, modeler, preparator (includes preparing special specimens or models for exhibition or class demonstration).

XI. MISCELLANEOUS

~~Tutorial assistance~~

Museum - Preparator, classifier, repair of specimens.

Health - Nursing assistant, assistance in city or county health departments, food and sanitation departments.

Education - Research assistant, assistance to underprivileged groups, and in visual instruction.

SUGGESTED TYPES OF WORK

I. CLERICAL

Typist, filing clerk, stenographer, clerical assistant, accountant.

Clerical work is permitted only as a necessary part of surveys, research, and other projects.

II. CONSTRUCTION

Model Maker (includes building of models, special apparatus or equipment).

III. DEPARTMENTAL SERVICE

Chart Maker, bibliographer, manuscript maker, preparator (preparation of exhibits, museum specimens, or records), technical assistant, translator.

IV. LIBRARY WORK

Cataloguer, bibliographer, collater, scrapbook maker.

Special assistants in departmental libraries or in Lawrence Public Schools; band or orchestra librarians.

V. GROUND AND BUILDING MAINTENANCE

Gardener, laborer, surveyor on special projects.

VI. RESEARCH AND SURVEYS

Laboratory technician or preparator, research assistant, clerical assistant--on faculty research projects.

VII. ART

Musician (members of music ensembles), artist (drawing for illustrative material), manuscript maker.

VIII. RECREATION

Supervisor of games, dramatic assistant, scout assistant, etc.

IX. REPRODUCTION

Manuscript copier, printers.

X. LABORATORY ASSISTANCE

Technician, dissector, modeler, preparator (includes preparing special specimens or models for exhibition or class demonstration).

XI. MISCELLANEOUS

Tutorial assistance

Museum - Preparator, classifier, repair of specimens.

Health - Nursing assistant, assistance in city or county health departments, food and sanitation departments.

Education - Research assistant, assistance to underprivileged groups, and in visual instruction.

June 28, 1939.

Miss Ruth Hoover,
Department of Physical Education,
University of Colorado,
Boulder, Colorado.

Dear Miss Hoover:

I'm coming to you again with a question about this mimeographed booklet for the Physical Education majors. How about the title page, the foreword or frontispiece, and anything else that goes before the table of contents? Virginia Bell and I have looked for copy for this in your office, but haven't been able to locate it. Miss Stapleton didn't say anything more to me about it before she left.

All the stencils have been run off, the sheets assembled, and now we are ready to have the holes punched. The covers are also ready, and as soon as we get the holes made we can get the copies ready to send out. We couldn't get gray covers - Mr. Kistler said the nearest he could get was sort of a pinkish buff.

If you can send me some rough copy on the title page, etc., I will be glad to cut the stencils and finish up the job. I really think we are going to be able to get this stuff out before we expected, because the Business Office got an early shipment of paper and let us get what we needed to finish the mimeographing. Virginia and Evelyn have been working pretty hard on the mimeograph machine.

I hope you are having a cool, pleasant summer. Most of the time the weather here has been fine - more rain than usual. So we're not complaining. Everyone is busy.

Sincerely yours,

CAMP OAK OPENINGS

SAUGATUCK, MICHIGAN

July 9, 1939

Mrs. Alberta Hulteen,
Department of Physical Education,
University of Kansas,
Lawrence, Kansas.

Dear Mrs. Hulteen:

I am so glad that the booklet is so nearly complete. I cannot understand about the front pages for they were all together; as I recall in the wire basket on my desk. I am sorry that you have been put to all of this extra trouble.

Since Miss Hoover and Jane did so much work on the bulletin, don't you think their names should be on it? I shall appreciate it if you will ask Dr. Allen's suggestion on the matter. The title page looks fine to me, other than that one suggestion.

On the back of the title page I have re-written the foreword. The index stencil was cut was it not?

I should very much appreciate having a copy as soon as it is finished.

Know you are glad to have the Kansas weather more bearable. It has been quite damp here combined with an overdose of mosquitoes. The camp is quite an interesting one and I am enjoying it a great deal.

Best wishes to you.

Sincerely, *Joseph H. Stapleton.*

July 5, 1939.

Miss Joie L. Stapleton,
Camp Oak Openings,
Saugatuck, Michigan.

Dear Miss Stapleton:

The mimeographed booklet is just about ready to be stapled together, and I find that we do not have the frontispiece, or foreword, or what-have-you. I rummaged around the desk over in the women's office this morning and came across the enclosed, but I am wondering if you had another sheet somewhere.

Miss Hoover wrote me that you had given Virginia Bell the material to cut stencils for the first part of the booklet, but she says you didn't give it to her. So I have fixed a title page as a suggestion, and am sending along the "Foreword" for you to add anything you desire. Maybe nothing more is needed. I'm hoping we can get some of these mailed out by the first of next week. If you'd like, I'll send one for you to see - or have you seen so much of it that you want a relief for a while. Looks like a pretty fine booklet, I think.

I took care of Fannie Mae's money order, and wrote her that I would send the booklet to her as soon as they were ready.

We are really keeping busy this summer, but so far the weather has been so enjoyable that we haven't minded how much work there was to do.

Hope you are enjoying your summer.

Sincerely,