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July 2, 1941.

Mr. Henry Shenk,  
Junction City, Kansas.

Dear Henry:

I am sending you your teaching schedule. You will have for the fall schedule the Practice Teaching in the Oread Training School. It is listed for Monday, Wednesday and Friday from 1:30 to 2:30 p.m., but really it amounts to an every day load, Tuesday and Thursday included. We will endeavor to have your work arranged so that you will have no fourth hour class in the morning. It is necessary that the supervisor of practice teaching arrive about 1 p.m. to supervise the oncoming of these youngsters.

Miss Joie Stapleton will teach the girls. This job of the men's really amounts to an athletic director's job throughout the year. Of course, we can sit down and talk over this thing thoroughly when you come.

Then you will have History and Principles of Physical Education on Monday, Wednesday and Friday. You will supervise Equitation but that will be merely a supervisor's job as Mr. Mott is an expert horseman. Dr. Elbel had thought of you as taking the 30-series. That runs through the 8:30 and 9:30 hours on Monday, Wednesday and Friday throughout the year. I will talk to you about that matter when I see you.

The spring schedule would be Remedial and Physical Examinations, at 8:30 on Tuesday and Thursday. Then Track, a two hour course, on Tuesday and Thursday at 10:30, and the Practice Teaching as already described.

As I see it, there are but two courses that you will want to work on this summer. One is your History and Principles for the fall, and the Remedial for the spring. When you and Miss Stapleton get together in the early fall you and she can work out your problems. Since both of you have had long experience in teaching in high schools and since you have had supervisory work of an unusual degree, I am sure that this will come second nature to you.