

# EDUCATION

DISTRICT HEADQUARTERS CIVILIAN CONSERVATION CORPS  
Fort George Wright, Washington

File: 350

October 7, 1937

SUBJECT: FALL-WINTER EDUCATIONAL PROGRAM, 1937-38.

TO : All Company Commanders and Camp Educational Advisers, CCC, Fort George Wright District.

1. Steps will be taken immediately to formulate the Fall-Winter program in order that there will be no delay in inaugurating the program when the new enrollees arrive. The two principal objectives, Employability and Citizenship, will be kept in mind in outlining the program. More specific objectives, as set forth by the Director of the Civilian Conservation Corps, are:

- a. To help each enrollee discover his own aptitudes and abilities.
- b. To fit as far as possible each enrollee into the type of camp experience from which he will profit most.
- c. By cooperation with the technical staff to help assure to each enrollee the greatest educational values inherent to the work he does.
- d. To organize such educational opportunities as will best develop each enrollee's employability and civil effectiveness.

2. ORIENTATION OF NEW ENROLLEES. The use of Handbooks of Information in connection with the program of orientation of new enrollees will be continued. Reference: FGW letter of April 20, 1937.

A copy of the Camp Handbook of Information will be sent to the family of each new junior enrollee. An explanatory letter of transmittal should accompany the Handbook.

3. INTERVIEWS. Enrollees will be interviewed by the Educational Adviser as soon as practicable after they arrive in camp. The findings will be recorded on the Cumulative Record Form, CCC Ed. Form No. 2. Forms should be requisitioned from the District Educational Adviser.

4. TESTS. The English Usage Test, if available, or other placement tests, will be given to new enrollees.

5. BUILDING THE EDUCATIONAL PROGRAM. The camp educational program should be built upon the interests and needs of the enrollees as revealed in the interviews with them. The results of the tests will aid in determining the placement of the men in groups and classes. A survey should be made to determine what instructors are available in the administrative and technical staffs and among the enrollees to direct the various groups and individuals or to act as sponsors.

The following is a suggested list of steps to be followed in building the program:

- a. Meeting of new enrollees. The Commanding Officer will explain the objectives and general policy of the educational program. The camp educational adviser will explain the details of the program as far as they have been developed.
- b. Interview enrollees.
- c. Test enrollees.
- d. Make a tentative list of instructors.
- e. List subjects to be offered, based upon the interests and needs of the men. (Enrollment form)
- f. Make class rolls from enrollment forms submitted by enrollees and from class lists submitted by the technical and army staffs.
- g. Arrange schedule of classes, eliminating conflicts as to time and place of holding classes.

Note: "The responsibility for planning and conducting job training rests with the technical services, and teaching material for these courses will be prepared by those services, because it is chiefly technical in nature. The Army accepts this statement of responsibility of the technical services, and undertakes to allot such time for these courses as may be agreed upon by the Company Commander and Project Superintendent, and to arrange for such space as may be made available." Reference: HNCA Letter, Job Training, August 19, 1937, quoting above statement of the Advisory Council, ECW, as approved by the Director ECW.

6. A weekly schedule of educational activities will be prepared and posted. The schedule should bear the signatures of the Commanding Officer, the Project Superintendent, and the Educational Adviser. The schedule will be carried out as approved unless changes, unforeseen when the schedule was made, are sanctioned by the Commanding Officer, and by the project Superintendent for training activities of the technical service.

The schedule will be prepared not later than the Saturday preceding the week for which it is made. Two copies of the schedule will be sent to the District Educational Adviser, one copy for file and one for the office of the District Inspector.

The enclosed "Weekly Schedule of Educational Activities" is to be used as a guide for the form of the schedule and not for content.

It is suggested that one night, or one or more regular periods, be set aside for such activities as all-camp night, motion pictures, safety meetings, etc. where such activities are held in the evening.

7. Enrollees will be made acquainted with the educational and training opportunities afforded by the camp. When they sign up for a course it is with the understanding that they will put forth the necessary effort to complete it.

8. LITERACY CLASSES. Provision will be made in the program for the literacy groups to meet four periods a week until deficiencies are removed. All illiterate enrollees should be enrolled in this group. An illiterate is understood to be one who cannot read a newspaper, write a letter, and perform the fundamental operations in arithmetic.

9. ELEMENTARY CLASSES. In every junior company there is a group of men who have not completed the elementary grades. Experience has demonstrated that many of these young men can be interested to make an effort to complete their elementary schooling. Educational advisers should consult with county school superintendents so that they may more intelligently outline courses of study to be followed and also make provision for taking such examinations as may be required by local school authorities.

10. HIGH SCHOOL AND COLLEGE SUBJECTS. There is a demand in each camp for high school and college work for credit. Sources of suitable courses to meet the needs of enrollees are listed below.

The University of North Dakota offers credit courses for nominal charges. "Reduced fees will be charged in the amounts of twenty-five cents per semester hour of college work and seventy-five cents per half unit of high school work." Address: Division of Correspondence Study, CCC Department, University of North Dakota, Grand Forks, North Dakota.

High school credit courses are offered by the WPA, sponsored by the University of Oklahoma. "The student is asked to reimburse the University for the cost at the rate of \$1.00 for each semester course. The student is expected to furnish his own text books and supplies." Address: Supervisor of Enrolments and Public Relations, WPA, 431 West Main, Oklahoma City, Oklahoma.

The WPA for the State of Washington offers correspondence courses on the College level. These are available for camps in Washington. There is no charge for these courses but students are expected to furnish their own texts. Address: Division of Education and Extension, WPA, 1301 Alaska Building, Seattle.

11. VOCATIONAL AND GENERAL CORRESPONDENCE COURSES. The WPA in collaboration with the Idaho State Department of Education offers a great variety of courses that are used extensively in CCC camps. These are short courses and are especially designed for use as the basal text for classes as well as for individual study. Correction service is furnished without charge. Address: Frank P. Baird, State Director Education-Recreation Division WPA, Boise, Idaho.

12. FIRST AID CLASSES. "Under the direction of the Company Commander, the camp medical officer, or in his absence a qualified camp official, will conduct the class in each camp." Reference: Page 17, ECW Safety Regulations.

13. COMMITTEE ON EDUCATION. "The educational committee shall meet not less frequently than twice each month. Minutes of these meetings will be forwarded to the Army district headquarters and to the technical agency having supervision of the work program in the camp." Reference: HNCA Letter of Feb. 27, 1937. Minutes will be signed by all members of the Committee.

The Committee on Education will also plan and organize the camp recreational program. This program will be built upon the interests of the enrollees as revealed through individual and group interviews. The schedule of educational and recreational activities will be coordinated to avoid conflicts.

14. CAMP LIBRARY. A card system will be used for circulating the books in the camp library. All Quartermaster books in the library (except books in the traveling libraries) should be marked with the letters QM on the back. Lettering should be neatly done and at a uniform distance from the bottom of the book.

"All magazines will be delivered to the Camp Educational Adviser for opening, checking, and entry in the magazine section of the camp library." Reference: FGW memorandum of December 16, 1936, Distribution of Camp Magazines. Magazines will be checked out of the library only by the Educational Adviser or his representative.

15. Attention is directed to Par. 318g., Page 237, HNCA Instructions-- June 1, 1935.

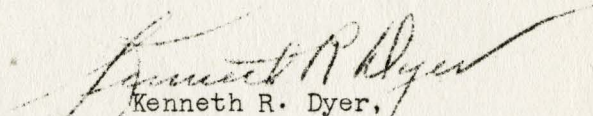
"Camp officers. Each officer assigned to a camp, including the camp commander, is required to conduct at least one course of the educational program. This course is additional to any which may be conducted in subjects mentioned in par. 322, or which may be given in connection with the athletic and recreational programs."

"322. Health and safety instruction. a. Instruction in personal hygiene and camp sanitation will be given by officers and medical personnel assigned to camps to all enrollees as necessary to insure proper living conditions and welfare. This instruction will be completed early in the enrollee's term of service."

16. Attention is directed to the following excerpt from a letter from Robert Fechner, Director, Civilian Conservation Corps:

"In view of the fact that so much interest was shown by Senators and Congressmen in the educational program in CCC camps, I feel that all of us should endeavor to improve the program and opportunities offered to CCC enrollees wherever this may be possible. In my opinion we are fully justified in expecting and requiring all administrative and supervisory personnel in CCC camps to definitely cooperate in the educational work of the camps."

By order of Colonel DRYSDALE:

  
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