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The Field Experience in Administration

John L. Evers

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The Field Experience in Administration

(TITLE)

BY

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THESIS

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF
Specialist in Education

IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY
CHARLESTON, ILLINOIS

1968

YEAR

I HEREBY RECOMMEND THIS THESIS BE ACCEPTED AS FULFILLING
THIS PART OF THE GRADUATE DEGREE CITED ABOVE

DATE

1968

DATE

ADVISER

L. M. Hamand, Dean

DEPARTMENT HEAD

THE FIELD EXPERIENCE

IN

ADMINISTRATION

BY

JOHN L. EVERS

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TABLE OF CONTENTS

	Page
INTRODUCTION	1
DAILY LOG	4
EVALUATION	72

INTRODUCTION

This paper is being developed to fulfill the requirement of The Field Experience in Administration (Education 601 and 602).

After conferences with my adviser, Dr. Robert V. Shuff, I decided to undertake an Internship as my Field Experience.

The scope of my Internship Program is to be:

1. Prepare an outline of proposed activities for the year. This is developed in cooperation with the supervising administrator.
2. Keep a daily log of activities and experiences carried on by the intern during the internship year.
3. Daily entries in the log are made on the basis of the following criteria:
 - a. A day-to-day analysis of activities
 - b. Comment and evaluation of the entries
 - c. Evaluation conferences involving the intern and the University Coordinator at least twice during the year
 - d. A written review and evaluation of the Internship must be submitted to the University Coordinator and the system supervisor at the end of the Internship

In compliance with the rules of participation in the Internship Program, I approached the Superintendent of Carmi Township High School, Mr. Charles Hortin, and asked

his permission to involve the school in the program. He was agreeable to my proposal and arranged for me to meet with the Board of Education. I explained the program to the Board in detail and received their unanimous approval. They showed a marked interest in the program and expressed their approval primarily because they were interested in any program designed to expand one's knowledge in the field of education.

Carmi Township High School is a secondary school with about 700 students and a faculty of 39. It is in a separate district from the elementary schools in Carmi.

I am the Administrative Assistant at Carmi Township High School and teach two classes in social studies each day. My routine duties as Administrative Assistant include: attendance, discipline, scheduling of school activities, and scheduling of students into their classes. I will not include these routine duties in the log. I will include only those activities that are performed in conjunction with the Superintendent and the Board of Education.

The general activities to be included in the daily log are:

1. Orientation programs
2. Workshops
3. Public relations
4. Teachers' meetings
5. Board of Education meetings
6. Student eligibility

7. Curriculum
8. Supervision
9. Student-teacher-administrative relations
10. Special committee work
11. Teacher conferences
12. Superintendent-intern conferences

There will be a special project of reorganizing our Curriculum Committees, attending all meetings, taking part in the meetings, making them more active, gaining knowledge of all curriculum areas, and making recommendations to the Superintendent concerning necessary changes that need to be made.

The general purpose of this internship is to acquaint the intern with all of the administrative duties of the school; work with teachers in many educational areas; become familiar with the operation and management of the school plant; and bring about new curricular developments.

DAILY LOG

Monday, August 21, 1967

Arranged a 30 minute radio program to inform the public of activities and procedures concerned with the opening of school. The Superintendent, Guidance Director, and myself discussed the following topics:

1. Outline of pre-school and opening day events
2. Insurance program
3. Bus schedules
4. Athletic season ticket information

This program along with a newspaper release, eliminates a volume of individual requests for information. At a time when the school staff is very busy preparing for the opening of school, it is beneficial for the public to be informed through these communication media rather than individually.

Tuesday, August 22, 1967

Arranged orientation program for 8 new faculty members.

The program was as follows:

1. Introductions while coffee and doughnuts were served
2. Assignment of teacher sponsors--each new teacher having 2 veteran teachers assigned to assist him or her with any questions or problems that arise
3. Discussion of professional requirements--certification, membership in professional organizations, etc.

5.

4. Discussion of school policies and procedures
5. Tour of the school plant
6. Discussion of teaching materials and opening day of school
7. New teachers taken to lunch

It is felt that this orientation is helpful in acquainting new teachers with one another and the procedures of the school. It prevents a lot of trial and error learning for the new teachers. Many questions can be answered before the need for an answer arises in the teacher's performance of his duties. The effectiveness of this program can only be determined when we have feedback from the new teachers concerning their understanding of school policies and procedures.

Wednesday, August 23, 1967

Set up a conference period with our new Athletic Director and Head of the Physical Education Department.

Policies and procedures for the coming year were discussed. A grading system was determined for the Physical Education Department as well as a system for determining scholastic eligibility for athletes.

The above policies were approved by the Superintendent.

This type conference was necessary because there is a complete turn over in the Physical Education and Athletic Departments this year. Since the grading system and the certification of athletic eligibility must be approved by

the administration, it is necessary to come to a mutual understanding of procedures to be followed, in order to avoid problems during the school year.

Thursday, August 24, 1967

Set up Pre-school Workshop for all staff members.

Items covered in this workshop were:

1. Introductions
2. Administrative remarks by the Superintendent
3. Curriculum Committee Meetings
4. Report by the Guidance Director
5. Report by the Materials Center Director
6. Election of I. E. A. representatives
7. Discussion of administrative policies by the Superintendent
8. Issuance of materials

This workshop was followed by a reception at the Superintendent's home for all staff members and their families.

The workshop serves to prepare the staff for an orderly beginning of the school year. It helps to inform the faculty of any changes in policies and procedures in the school system. It also is useful in acquainting the staff with any innovations to be introduced into the system.

Friday, August 25, 1967

Set up opening day of school program. The day began with a general assembly of all students and faculty. Remarks were made by the administrative staff and new faculty members

were introduced to the student body.

The schedule of the day was given and students were assigned to homerooms. Students were then dismissed to attend an abbreviated class schedule.

A teacher's meeting followed this for the purpose of student accounting.

This program introduces the new faculty to the students and gives the students an opportunity for a trial run through their schedules. It also gives the administration an opportunity for an accurate student accounting, so that any necessary adjustments can be made.

Monday, August 28, 1967

Called a teachers' meeting for student accounting.

Set up a Steering Committee meeting (heads of departments) to discuss the code of dress for students. This committee will meet tomorrow.

Met with the local Teachers' Association to set up a welfare committee.

The student accounting meeting at this point is beneficial in informing teachers of additions and deletions from their class roles and eliminates a volume of paper work in informing each teacher individually of these changes.

The welfare committee is selected at the beginning of each year to act on behalf of the faculty during that year and principally to consider salary schedule recommendations for the next year.

Tuesday, August 29, 1967

Met with the Steering Committee (including 8 heads of departments, the Guidance Counselor, Dean of Women, Superintendent, and myself).

This committee discussed student attire, and personal appearance.

It was decided that since we had a minimum number of offenders, each offender would be handled individually.

It was also decided that, if it becomes necessary, this committee will meet again and set up a committee of faculty members to discuss the situation with the student body.

Wednesday, August 30, 1967

Met with the supervisor and students of the interrelated occupational program.

This meeting was for the purpose of impressing on the students that they have a responsibility in this program. They were told that they must apply themselves in the work program if they are to receive credit. They were also told how their schedules were arranged so that they could participate in the program.

Advised the 8 chairmen of the curriculum committees to appoint one member of their committee to serve on the Materials Center Committee, so that the Materials Center could be developed in a manner that would make it useful to all departments.

Thursday, August 31, 1967

Discussion with the County Superintendent of Schools concerning the need for a truant officer for this school district. It was agreed that he would attempt to secure the services of a capable person to fill this position.

Our district has been without a truant officer for the past two years. It was felt that there was a need to fill this position.

Friday, September 1, 1967

Routine day

Monday, September 4, 1967

No School - Labor Day

Tuesday, September 5, 1967

Held a conference with the auto mechanics instructor concerning a demonstration for his students by the Champion Sparkplug Company. This demonstration is for the purpose of showing the hook-up of an engine and how it operates. It also shows the working parts of an engine.

This practical demonstration would seem to be a valuable learning experience for the students in this course.

Wednesday, September 6, 1967

Met with the Physical Education Curriculum Committee composed of 5 faculty members.

We discussed how to improve towel service in the Physical Education Department and the possibility of averaging

physical education grades in with academic grades.

We also elected a chairman and recorder and set a regular monthly meeting date.

Since the personnel in the Physical Education Department is new this year, this organizational meeting was necessary to acquaint them with departmental policies.

Thursday, September 7, 1967

Met with student newspaper editorial staff and student council representatives to discuss the administrative policy concerning supervision of students in the school plant before the first period.

There is some student dissatisfaction with the administrative policy which states that students must go directly to their first period classroom. The student council presented a proposal that would give students more freedom during this period, which they feel would not cause unnecessary disturbances. Such things as student monitors are included in their proposal.

Their proposal will be considered and it is hoped that a solution will be found that is mutually satisfactory to students, faculty, and the administration.

Friday, September 8, 1967

Met with the coaching staff to discuss administrative procedures for the running of home football games. This meeting insures that all details have been taken care of and

that the season will begin in an orderly manner.

Monday, September 11, 1967

Met with a committee of teachers concerning the student council proposal aimed at altering the administrative policy on supervision of students during the time before the first period of the day.

The proposal was explained to the faculty committee. The committee agreed that the proposal was reasonable and agreed that it might be acceptable if the student body approved it. It was felt that the monitor system in the proposal needed to be clarified before the proposal is implemented. There will be a meeting of the student council representatives and this faculty committee to discuss the monitor system..

Tuesday, September 12, 1967

After a conference with faculty members, representatives of the student council and other student groups, a modification of the before school supervision has been adopted.

Student monitors are to be made available to aid in this supervision. This modification seems to be mutually satisfactory to students, faculty, and the administration.

Wednesday, September 13, 1967

Attended the regular meeting of the Board of Education. The following major items of business were transacted::

1. Approval of the Treasurer's report for the month of August
2. Agreement to pay a list of current bills
3. Approval of the activity account
4. Adoption of a budget and setting of a levy of \$440,000.00
5. Approval of the adoption of new textbooks
6. Ammendment of the school calendar to make October 12 a legal school holiday
7. Acceptance of a bid on 8 air conditioners
8. Approval of equipment purchases in several departments
9. Employment of an additional teacher in Remedial English under Title I

This was my first occasion to attend a board meeting in its entirety. This experience gave me an opportunity to learn more about the manner in which business is conducted.

Thursday, September 14, 1967

Met with the Fine Arts Curriculum Committee. This committee is interested in having a one week Contemporary Art Festival at the school that would include an art exhibit, a musical performance, and a dramatic presentation by professional groups from outside this community.

It was agreed to approach the Superintendent for his approval of such an undertaking. The committee feels that this festival could be culturally beneficial to the school and the community.

Friday, September 15, 1967

Met with the new county truant officer who was hired subsequent to a discussion of the need for such an officer with the County Superintendent of Schools. We discussed the policies and procedures to be followed in regard to truant students.

Monday, September 18, 1967

Attended a joint meeting of the Carmi and Norris City Boards of Education. This meeting was in regard to the Southeastern Junior College District. These two high school districts are opposed to being placed in the Southeastern District. Opposition stems from the fact that the total assessed valuation in the proposed junior college district is not felt to be large enough to support a quality class I junior college. The tax base would have to be excessive in relation to the number of students that we would have attending the junior college. Our high school districts would like to be a part of a larger district with more assessed valuation.

The purpose of tonight's meeting was to formulate a plan of action to inform the public of the districts' opposition to being placed in this junior college district. There is to be an election on the proposition on October 7. A committee was appointed to handle publicity on this matter from now to the election date.

Tuesday, September 19, 1967

As a result of attending the Board of Education meeting last week, questions concerning the tax structure that affects our district arose in my mind. I ask for and was given time for a conference with the Superintendent. We met today and he explained the tax structure.

I felt that this knowledge would help me to better understand from where the money for financing the educational system comes, and how this money is allotted to the various funds through which the school operates.

Wednesday, September 20, 1967

Sent out letters to the parents of those students who are doing failing or near failing work for the first three weeks of the nine week grading period.

These letters serve to inform parents that an academic problem exists. It gives them an opportunity to set up a conference with the teacher or teachers involved to ascertain what the problem is and find out what can be done to improve the student's grade or grades.

Thursday, September 21, 1967

Met with the Language Arts Curriculum Committee. The following business was discussed:

1. Available catalogs and literature concerning the Language Arts Department was distributed to the members of the committee.
2. The Linguistics Course that is being offered from Southern Illinois by extension here at Carmi this

term was discussed. All teachers in the Language Arts Department were encouraged to enroll in this course.

3. Display case assignments for the year were made.
4. One member of the Language Arts Committee was appointed to the Materials Center Committee.
5. There was a discussion of adding a course in drama to the curriculum at a later date.
6. There was a discussion of the possibility of publishing poetry, short stories, essays, etc. written by students at Carmi Township High School.

Friday, September 22, 1967

Met with the Superintendent and Guidance Director to discuss the school year thus far. It was agreed that most things are going well and problems are at a minimum. There seem to be only two areas of concern. There is still some disturbance in the halls during the pre-school period. It is also felt that there is a need for better control of the crowds at home football games.

We also discussed the possible necessity of dropping College Prep Math from the curriculum due to a lack of student interest.

The scholastic eligibility of all participating athletes was checked today. A report of this check was given to the Superintendent and the Athletic Director.

Monday, September 25, 1967

Attended the Business Education Curriculum Committee meeting. The following items of business were discussed:

1. A member of the committee was appointed to the Materials Center.
2. A report was heard on the Steering Committee's decision concerning student grooming and attire.
3. There was a discussion of the possibility of obtaining an electronic shorthand laboratory.
4. The possibility of obtaining a large calculator was discussed.
5. There was a discussion of the merits of opaque versus overhead projectors.

Attending this meeting has made me more aware of some of the needs of the Business Department.

Tuesday, September 26, 1967

Attended the Science Curriculum Committee meeting. The major item discussed at this meeting was the proper placement of students in science classes. It was suggested that only the better students take biology their freshman year. Those students with a poor science background and those that are not top students should take physical science during the freshman year and postpone taking biology until their sophomore or junior year.

This suggested change will need further study before a change in the curriculum can be considered.

Met with Dr. Shuff, my internship adviser, from Eastern Illinois University and Superintendent Charles Hortin for the purpose of discussing the progress of my internship program.

Wednesday, September 27, 1967

Attended the Social Studies Curriculum Committee meeting. The following items of business were discussed:

1. Display case assignments for the year were made.
2. Literature was distributed that was of interest to committee members. (workshops, new books, films, professional magazines, government booklets, T. V. programs)
3. A free film catalog was circulated and members were asked to indicate films they desired.
4. There was a discussion of a better method of distributing departmental literature to members of the committee.
5. It was decided that the goals and objectives of this committee would be discussed at the next meeting.

Thursday, September 28, 1967

Attended the Mathematics Curriculum Committee meeting.

The following business was transacted:

1. Display case assignments for the year were made.
2. The committee agreed to purchase math posters for the bulletin boards and display cases.
3. The status of the college prep math course was discussed. In all probability the course will be dropped due to lack of student interest.
4. A member of the committee was appointed to serve on the Materials Center Committee.
5. A member of the committee was appointed to represent the Math Department at the I.E.A. District Meeting.

Friday, September 29, 1967

The scholastic eligibility of all participating athletes was checked today. A report of this check was given to the

Superintendent and the Athletic Director.

Attended the Materials Center Committee meeting. The following items were discussed:

1. One member from each of the eight departments was present.
2. It is to be the responsibility of these committee members to distribute available audio-visual materials and information on the title programs to faculty members.
3. There was a lengthy discussion of the Title III program which this committee desires to undertake. The program would include an 8 channel closed circuit television facility that would serve the schools in White County. There would be a control center at a central location to handle programming for all schools.
4. Title II projects were discussed. Committee members were encouraged to submit a list of desired materials to the Materials Center Director.
5. There was a lengthy discussion concerning the centralization of the title equipment where it could be checked in and out. This subject is to be discussed in each curriculum committee meeting.

It is felt that the Materials Center will provide a more coordinated program of the effective use of materials that are available.

Having all eight departments represented on the Materials Center Committee can bring about a more cooperative and coordinated program which is of course desirable.

Monday, October 2, 1967

Set up the agenda and conducted a teachers' meeting in the absence of the Superintendent.

The following business was transacted:

1. Reports were heard from teachers that had requested time on the agenda.
2. There was a discussion of the junior college election that is to be held on October 7.
3. There was a discussion of the Southeastern Division Meeting of the I.E.A. which is to be held at Lawrenceville, Illinois on Friday, October 13. Delegates were asked to report to the faculty on proposed legislation, so that the faculty can have time to study this legislation and direct the delegates in voting on these measures.
4. Morning supervision was discussed and teachers were reminded of their duties.

Tuesday, October 3, 1967

Held a conference with the elementary school principal who is chairman of the elementary curriculum committee. The purpose of this conference was to set up a meeting concerning coordination of elementary and high school curriculum in the language arts and social studies areas.

Mr. Norman Moore, curriculum consultant, from the State Office will speak to a group representing both the elementary and secondary levels. His topic will be new trends in the English and social studies fields.

I will attend this meeting along with representatives from our social studies and language arts departments.

Wednesday, October 4, 1967

Attended the Fine Arts Committee meeting. The following items were discussed:

1. Title II projects were discussed.

2. A report was given concerning the Materials Center Committee Meeting.
3. Plans for a Fine Arts Festival, to be held in November, were discussed. The festival will include art, music, and drama. During this week, the Junior Class Play will be presented, the Southern Illinois University Brass Quintet will appear, and the Carmi Art Guild will sponsor an art display. The festival will be for both the school and the community.

Thursday, October 5, 1967

Met with the American Education Week Committee. American Education Week is set for Sunday, November 5, through Saturday, November 11.

Open house was set for Tuesday, November 7. Parents and students will visit their classrooms and discuss student progress with the teachers. A social hour for parents, faculty, and students will be held following the classroom visits.

Various committees were set up to handle the arrangements for American Education Week.

Friday, October 6, 1967

The scholastic eligibility of all participating athletes was checked today. A report of this check was given to the Superintendent and the Athletic Director.

Monday, October 9, 1967

Conducted a short teachers' meeting in the absence of the Superintendent. The following business was transacted:

1. Received a report on proposed legislation from I.E.A. delegates who had attended the Delegate Assembly.

2. The faculty instructed our delegates on voting at the Division Meeting this Friday.
3. A report was heard from the Chairman of the Welfare Committee concerning matters to be discussed with the Board of Education. These matters include: teacher welfare, salary schedule, extra duties, and teacher benefits.

Tuesday, October 10, 1967

Sent out letters to the parents of those students who are doing failing or near failing work for the second three weeks of the nine week grading period.

These letters served to inform parents that an academic problem existed. It gives them an opportunity to set up a conference with the teacher or teachers involved to ascertain what the problem is and to find out what can be done to improve the student's grade or grades.

Wednesday, October 11, 1967

Attended the monthly meeting of the Board of Education.

The agenda was as follows:

1. The treasurer's report, payment of bills, and the activity account were approved.
2. No one was present for public hearing or petition.
3. Notices and communications--a member was appointed from the board to attend the School Board Meeting at Chicago on November 18, 19, and 20.
4. There was no old business.
5. New Business:
 - a. Action on the Junior College situation was tabled until the next meeting.
 - b. The college prep math course was dropped due to lack of student interest.

- c. It was voted that the school bus drivers should keep a daily record of their mileage.
- d. The Board accepted and approved the auditor's report.
- e. A request by the Babe Ruth League Auxiliary to sell cushions at athletic contests was turned down.

The meeting was adjourned.

Thursday, October 12, 1967

No School -- Columbus Day

Friday, October 13, 1967

Attended the Southeastern Division Meeting of the I.E.A. at Lawrenceville. Attended the sectional meeting on school law. Heard a report of the Delegate Assembly. Listened to an address by L. H. Apple from Lincoln, Illinois.

Monday, October 16, 1967

Attended a meeting of the White County School Administrators and Board members. This was a dinner meeting followed by a business meeting. The business meeting was conducted by the County Superintendent of Schools. The purpose of the meeting was to discuss a reorganization of the County school structure and possible consolidation. A representative from the State Office will be here next month to discuss the subject with us.

Each School Board is to discuss whether or not they are interested in carrying through on a plan for a county wide unit or whether they wish to drop the idea. Each board is

to report their wishes on the subject at the November meeting. If the School Boards report that they are in favor of a county unit, a steering committee will be appointed to make studies concerning the forming of such a district.

This meeting brought to light the fact that many school districts realize a possible answer to some of their problems lies in reorganization and consolidation.

The meeting was beneficial to me in that it acquainted me with problems that exist in this county and clarified the position of Carmi Township High School in the matter of reorganization and consolidation.

Tuesday, October 17, 1967

Met at Eastern Illinois University with members of the class of Education 601. Dr. Garner and Dr. Shuff were there as advisers. Each member of the class reported on what he is doing in his field experience.

This was a profitable experience. It gave me an opportunity to evaluate my progress in relation to what others are doing in the program.

Wednesday, October 18, 1967

Met with the American Education Week Committee concerning American Education Week which is set for November 5 through November 11.

A report of progress was given by each assigned committee. These committees were set up at the Thursday, October 5th meeting.

This meeting was essentially called to determine if all committees were progressing without difficulty so that things would be well organized for the American Education Week Program. All committees were carrying out their assigned duties without difficulty.

Thursday, October 19, 1967

Met with the Homecoming Committee and the Student Council concerning activities that will be included in the Homecoming festivities. All activities were discussed, committees were appointed, and an agenda was developed.

This was a well organized meeting, and is a fine example of student-faculty cooperation and interrelationship. The student body and the faculty seemed in agreement on the activities for this school function.

Friday, October 20, 1967

The scholastic eligibility of all participating athletes was checked today. A report of this check was given to the Superintendent and Athletic Director.

Monday, October 23, 1967

Met with the faculty Social Committee. There was a discussion of a social function for faculty members and their husbands or wives. It was decided to make plans for a dinner and a program.

Such functions are held periodically to promote cordial faculty relations. At this time of the year, it is po

particularly appropriate, so that new faculty members and their husbands or wives can become better acquainted with the veterans and their families.

Tuesday, October 24, 1967

Met with the Mathematics Curriculum Committee. The junior high school principal and math teachers were also present. The following business was transacted:

1. A member of the committee was appointed to attend the Mathematics Teachers' Council at the University of Illinois
2. A discussion of coordinating the math curricula between the junior high school and the high school was held.
3. There was a discussion and comparison of the various math textbooks used in both schools.
4. There was a discussion of placing the advanced math class in the 8th grade in a class of modern math as first year students at the high school.
5. It was decided that committee members would attend a meeting in November with a math consultant and book company representative.
6. Special meetings of math teachers of all feeder schools are to be set up.

This type of meeting is of value as it brings both the junior high school and high school teachers together to discuss common problems. It will also be of value to me when I register students and set up the class schedule for next year.

If a follow-up meeting of all feeder-school teachers is brought about, smoother articulation between all schools can come about.

Wednesday, October 25, 1967

Met with the Language Arts Department Curriculum Committee. The following business was transacted:

1. A member of this committee reported on the progress of the Materials Center Committee.
2. There was a continued discussion of the formation of an English-Art Magazine. A student committee will be formed to help the faculty committee formulate the magazine.

This type production will be valuable as it will demonstrate the abilities of students in these areas, whereas, they will be able to gain recognition in the academic areas.

Thursday, October 26, 1967

Routine Day -- No Report

Friday, October 27, 1967

The scholastic eligibility of all participating athletes was checked today. A report of this check was given to the Superintendent and the Athletic Director.

Monday, October 30, 1967

Attended the curriculum meeting of the Fine Arts Committee. This meeting was for the purpose of organizing details for the Fine Arts Festival. The method to be used in publicizing this event was discussed. It was decided that a choral group would be added to the participants in the festival. There will be a folk music assembly during the Wednesday of Thanksgiving week.

The program for the Fine Arts Festival will be as follows:

Thursday, November 16	Brass Quintet from Southern Illinois University
Friday, November 17	Junior Class Play
Saturday, November 18	Carmi Art Guild for the public
Monday, November 20	Carmi Art Guild for the school
Wednesday, November 22	Folk Music Assembly by the choir

Tuesday, October 21, 1967

Attended a joint meeting of faculty members from the high school and grade schools who are on curriculum committees for Language Arts and/or Social Studies.

Mr. Norman Moore, curriculum consultant, from the Office of the Superintendent of Public Instruction spoke to this group about modern trends in teaching Language Arts and Social Studies. He stressed a need for a coordinated developmental program from kindergarten through the twelfth grade.

He explained the use of a linguistics program in teaching the language arts and urged that such a program be considered when new texts are adopted.

He also stressed that a broadening of the areas covered in teaching the social studies will become more and more necessary. Such things as, history of minority groups, conservation, consumer education, community relationships, citizenship and community living, current events, economics,

sociology, anthropology, etc. will need to be included at lower and lower levels.

It is hoped that a knowledge of the newer trends in these areas will assist the various curriculum committees in making wise choices of textbooks and teaching materials. It is also hoped that these committees will work together to bring about a more coordinated developmental program in each of these areas.

Wednesday, November 1, 1967

Attended the Science Curriculum Committee meeting. The following items were on the agenda:

1. The chemical approach in biology classes was discussed. It was decided that there should be heterogeneous grouping, but to be effective in using the chemical approach there will have to be teaching aimed at the individual differences in each class.
2. There was a discussion concerning a need to improve the physical facilities in the science rooms.
3. There was a discussion of the BSCS approach to biology. It was felt that this was an important method, but there is question as to whether or not it is equipping students in the biological fundamentals for university work in the field of science.

This meeting demonstrates the fact that members of the Science Department are concerned about matters of curriculum and how their classes are preparing boys and girls for further education.

Thursday, November 2, 1967

Attended the Business Curriculum Committee meeting. The items under discussion were as follows:

1. After discussion concerning calculators, it was decided that a Marchant Rotary Calculator would be purchased. This item can be purchased under Title I.
2. Eight dictation-transcribing units (a gift from Carmi Township Hospital) were shown to the committee members.
3. The chairman of the Materials Center talked to the committee about supplies that are allowable under the Title I program.

Friday, November 3, 1967

The scholastic eligibility of all participating athletes was checked today. A report of this check was given to the Superintendent and the Athletic Director.

Monday, November 6, 1967

Served on the local arrangements committee for the Annual White County College Night at Carmi Township High School. This program is for all junior and senior high school students and their parents. There are 6 county high schools and 18 colleges, universities, and vocational institutions that participate in this program.

There is a dinner meeting for the administrators of the various high schools and the representatives of the participating colleges, universities and vocational institutions. Then there are three sectional meetings (8:15--8:55, 9:00--9:30, 9:35--10:00). Students and their parents may talk to representatives from three different schools--attending the meetings in one-two-three order, so that the longest period of time is spent with their first choice.

It is felt that this program benefits students who are going ahead with their formal education after graduation from high school. This gives them an opportunity to learn more about the schools in which they are interested. It can also be of help to them in planning the rest of their high school program to prepare for entrance into a college or university.

Tuesday, November 7, 1967

Set up the agenda and conducted a faculty meeting. The following agenda was followed:

1. Roll Call
2. Announcements from the faculty
3. Reports =
 - a. Mrs. Karen Johnson reported on the Home Economics Educational Workshop at Marion, Illinois.
 - b. Miss Ruth Moore gave a report on a special reading workshop.
 - c. Mr. Robert Harlan reported on the Illinois Guidance and Personnel Meeting at Chicago, Illinois.
 - d. Mr. Charles Hortin reported on two meetings-- The Southern Illinois Association of Administrators at Southern Illinois University and The North Central Association of Secondary School Principals at Champaign, Illinois.
4. Remarks by John Evers on the responsibilities and duties of teachers beyond those associated with classroom teaching.

It is sometimes necessary to remind the faculty members of their responsibilities outside their individual classrooms.

It is also helpful for faculty members to hear reports from those who attend professional meetings so that they may

share in these educational experiences.

Wednesday, November 8, 1967

Attended the regular meeting of the Board of Education.

The following business was transacted:

1. The minutes were approved.
2. The treasurer's report was approved.
3. Bills were approved to be paid.
4. The activity account was approved.
5. The following notices and communications were received:
 - a. Thanks were read for holding college night.
 - b. Application by Ransom Mattingly for employment in the Guidance Department was received and filed.
 - c. Announcement of a School Masters Meeting at Norris City, November 13 was read.
 - d. A memorandum from Olney Junior College was read concerning tuition fees.
6. New Business:
 - a. Members of the Board from Norris City met with the CTHS Board concerning the Junior College Situation. It was agreed to seek council on the proper method of petitioning out of the Southeastern Junior College District. A candidate to run for a seat on the Southeastern Junior College Board was selected.
 - b. Two faculty members asked for and received permission to serve on the North Central Evaluation Committee team at Mt. Carmel, Illinois.
 - c. A secretary asked for and received a week's leave to be married.
 - d. Two basketball coaches asked for and received an increase in salary due to the lack of a freshman coach.

- e. It was agreed to pay expenses of \$150 each to Board members attending the School Board Association Meeting in Chicago.
- f. The Safety Code Survey was approved by the Board.
- g. The transportation report was submitted. No action was taken.

Thursday, November 9, 1967

Met with faculty members teaching the First Aid, Health, and Drivers Training Programs.

The primary purpose of this meeting was to establish an acceptable method of grading their students. This was necessary because their program is on a six-week basis whereas the other subject areas are on a nine-week basis.

A course of study of all the health teachers was to be submitted to me for study. This is essential so that each level of health instruction will not be unnecessarily overlapping. It will be my duty, in conjunction with the health teachers, to determine at what level a particular area in health instruction will be offered.

Friday, November 10, 1967

Routine Day

Monday, November 13, 1967

Attended a meeting of all White County school administrators. The meeting was for the purpose of listening to an address by Mr. Sherwood Dees, Associate Superintendent of Public Instruction. The address was on the subject of reorganization

of school districts. Mr. Dees talked about the history, what has been done, and the future of reorganization.

It is hoped that such meetings will serve to make White County administrators aware of the benefits and problems connected with the reorganization of the structure of school districts.

Tuesday, November 14, 1967

Attended a meeting of the local Teachers' Association. It was decided that the welfare committee of the Teachers' Association should be divided into two committees--salary committee and policy committee. Policy committee members will be selected by an election.

A report by the chairman of the salary committee led to a discussion of the salary schedules of various area schools, and suggested areas for salary schedule revision.

It is necessary to have the welfare committee organized early in the year, so that proper time and study can be given to the matter of teacher welfare before the time for presenting the teachers' view is at hand.

Wednesday and Thursday, November 15 and 16, 1967

Held conferences with teachers of students who did failing work for the first nine-week grading period. They are to have conferences with each student to determine what can be done concerning failing grades. Extra study sessions between 3:30 p.m. and 4:00 p.m. were set up. Also a letter to

parents is to be sent out to inform them of the procedure that will be followed for those students who are failing.

It is hoped that these procedures will benefit those students who are having trouble in their classes before they fall so far behind that it is impossible to receive credit for those classes.

Friday, November 17, 1967

Sent out letters to the parents of those students who are doing failing or near failing work for the first three weeks of the nine-week grading period.

These letters served to inform parents that an academic problem exists. It gives them an opportunity to set up a conference with the teacher or teachers involved to ascertain what the problem is and to find out what can be done to improve the student's grade or grades.

Those athletes who are participating in basketball and wrestling were checked for physical exams, insurance, grades, birth dates, etc. This is necessary to determine their eligibility to participate in the coming seasons.

Monday, November 20, 1967

Met with the coaching staff and physical education department personnel. This meeting was for the purpose of discussing the 7th hour athletic program. It is necessary to make a smooth transition from football and cross country activities to basketball and wrestling. Those athletes that

are not participating in winter sports must be placed in regular physical education classes, to assure participation in varied physical activities.

Tuesday, November 21, 1967

Met with the Superintendent to discuss the assignment of coaches, teachers, administrators, custodians, etc. for the coming basketball and wrestling seasons.

This is necessary to insure the smooth operation of the activities of the coming seasons.

Wednesday, November 22, 1967

Met with the Vocational and Industrial Arts Curriculum Committee. The major item of business was a discussion of the low enrollment in agriculture and home economics classes.

It was decided that the Superintendent and Guidance Counselor will be asked to attend the next meeting to discuss this problem with the committee. It was also decided to contact the junior high school to seek help in boosting enrollment in these areas.

Thursday and Friday, November 23 and 24, 1967

No School -- Thanksgiving Vacation

Monday, November 27, 1967

Met with the Science Curriculum Committee. This meeting was mainly concerned with taking a look at what adjustments may be necessary in the science department next year.

There was a discussion of modifications of the biology laboratory and recitation room that will be necessary if the Biological Science Curriculum Study is adopted.

There was a discussion of what effect teaching the BSCS at the 10th grade level will have on the present course sequence in science.

The committee recommends that book cases be installed in each science room and that reference books from the school library be kept there under lock and key. It is felt that these materials would be helpful to students during their study periods.

Tuesday, November 28, 1967

Met with the Language Arts Curriculum Committee. The following items were discussed:

- 1.. As a follow-up to a prior discussion of publishing a language arts booklet with literary contributions from students, there was a discussion of what should go into the booklet. The committee also discussed methods of getting contributions, and how the booklet should be assembled.
2. There was a discussion of setting up a meeting with feeder school teachers for the purpose of curriculum coordination and articulation.
3. It was decided that the speech class will put on a short play for the student body.

Wednesday, November 29, 1967

Met with the Business Education Curriculum Committee. There was a discussion concerning the problem of service for the 110 machines in the Business Department. With this many

machines, it seems that there is always at least one machine in need of repair.

There was a discussion of students with failing grades, and an exchange of ideas concerning handling of "problem" children.

Thursday, November 30, 1967

Met with the Mathematics Curriculum Committee. The following items were considered:

1. There was a report from one committee member concerning Title II materials. The committee was told which materials could be obtained through this program. These materials include: textbooks, reference books, instructional books, posters, pamphlets, charts, etc. Equipment is not allowable under Title II.
2. A five year audio visual plan was discussed. The committee is in favor of some centralization, but would want some materials in the individual classrooms. There was a discussion of what the Mathematics Department would like in the way of help from the Audio Visual Department.
3. There was a discussion concerning the availability of library materials to students in the Math Department.
4. It was decided that the committee would submit to the administration a plan for qualifications of students moving up through the sequence of mathematics courses.

Friday, December 1, 1967

The scholastic eligibility of all participating athletes was checked today. A report of this check was given to the Superintendent and Athletic Director.

Monday, December 4, 1967

Met with the Social Studies Curriculum Committee. The following items of business were discussed:

1. There was a discussion of two new bills that were passed by the legislature during the last session. H. B. 19 requires that the teaching of history shall include a study of the role and contributions of American Negroes and other ethnic groups, H. B. 378 requires instruction, study and discussion of current problems and needs in the conservation of natural resources, including air pollution, water pollution, the effects of excessive use of pesticides, preservation of wilderness areas, forest management and protection of wildlife. It was felt that the department teaches these areas to most of our students but that we do not have specific units in some areas, and possibly we should develop specific units to comply with the law.
2. There was a discussion of the meeting that was held on October 21 with Mr. Norman Moore, curriculum consultant, from the Office of the Superintendent of Public Instruction. In this meeting Mr. Moore stressed that a broadening of the areas covered in teaching the social studies will become more and more necessary.
3. A report from the U. S. Office of Education on What's New in Social Studies was heard by committee members. The major points presented in the report were:
 - a. There should be a study of other cultures (at lower levels).
 - b. There should be more emphasis on geography.
 - c. Greater emphasis on direct learning, discovery method, inquiry, etc.
 - d. Political philosophies of other countries should be an integral part of our social studies courses.

Tuesday, December 5, 1968

Met with the Fine Arts Curriculum Committee. There was a discussion of the Fine Arts Festival that was held in November.

It was felt that the festival was a success, and should be held again next year. Ideas for next year's event were discussed.

The school Christmas program was discussed. It is to be held December 21. It was necessary to decide what time would be allotted so that proper scheduling could be arranged. Plans for the type of program to be presented were formulated.

There was a discussion of unfavorable behavior on the part of a number of senior students at the last auditorium program. This matter is to be discussed with the senior homeroom teachers and then with the senior class as a whole. It is hoped that these students can be impressed with the fact that they are expected to display proper social behavior at such functions.

Wednesday, December 6, 1967

Met with the Materials Center Committee to discuss plans for utilizing the inservice training unit that will be in our school next week.

Mr. Jack Rebert, a representative of the RebcO Equipment Company, will bring a mobile inservice training unit with several pieces of new equipment to our school. We feel that this company can be a great help to us in selecting and maintaining our equipment. The unit will be here on Monday, December 11, from about 9:00 a.m. until 4:00 p.m. Mr. Rebert will attend a faculty meeting on that day to answer any questions that the faculty might have after visiting the training unit.

This program is being presented in the hope that faculty members and the administration will receive information that will allow them to derive maximum efficiency from the use of visual aids and the Materials Center.

Thursday, December 7, 1967

Met with the health and physical education curriculum committee. The major item under discussion was the inconsistency in giving P. E. grades. The boys receive credit and the girls receive letter grades. It is felt that the grading system should be consistent. There will be further discussion on the subject in hopes of coming up with an equitable solution before the beginning of the next school year.

The question of counting physical education grades as academic marks was presented. This matter is to be referred to the Superintendent for his consideration.

Friday, December 8, 1967

Sent out letters to the parents of those students who are doing failing or near failing work for the second three weeks of the nine-week grading period.

These letters served to inform parents that an academic problem exists. It gives them an opportunity to set up a conference with the teacher or teachers involved to ascertain what the problem is and to find out what can be done to improve the student's grade or grades.

The scholastic eligibility of all participating athletes

was checked today. A report of this check was given to the Superintendent and the Athletic Director.

Monday, December 11, 1967

Attended the monthly meeting of the administrators and school board members of the White County schools.

The dinner meeting was followed by a short business meeting. There were no major items of business to be transacted. The remainder of the evening was a musical program. Entertainment was provided by two singing groups from Carmi Township High School.

Tuesday, December 12, 1967

Helped to set up the agenda and to conduct a general teachers' meeting. The major items of this meeting were as follows::

1. Mr. Gary Harrison gave a report on the meeting of the Illinois Association of Teachers of English. This meeting was held at Champaign-Urbana on November 17 and 18. The theme of the meeting was "Time of Change." Mr. Harrison reported to the teachers on new curriculum and innovations in the field of English.
2. Mr. Charles Hortin, Superintendent, reported on the 53rd Annual Conference of the Illinois Association of School Boards which he attended in Chicago on November 18, 19, and 20. He commented on an address, "The Classroom is the Battleground of Democracy."
3. I informed the teachers about those students who have not completed their physical examinations. I also addressed the teachers on the problem of student behavior during assemblies.
4. Mr. Hortin gave an explanation of the use of new purchase orders. He also talked to the faculty concerning proper hall supervision.

Wednesday, December 13, 1967

Attended the regular monthly meeting of the Board of Education. The following agenda was followed:

1. Call to Order
2. Roll Call
3. Minutes were read and approved
4. Treasurer's report was read and approved
5. Payment of monthly bills was approved
6. Activity account was approved
7. Notices and Communications: The board went on record as supporting Mr. Jess Edwards as a member of the Board of Education of the Southeastern Illinois Junior College District #533.
8. New Business:
 - a. The calendar was amended to permit Board granted holidays.
 - b. Approved a request from Mr. David Stanhouse to attend the Safety Education meeting in Washington D. C. on January 22 and 23.
 - c. Denied a request from the basketball coach to practice on Sunday.
 - d. Listened to a progress report on the Materials Center. The report is to be studied by Board members and taken under consideration at a later meeting.
 - e. Approved a joint agreement on music with the feeder schools that permits our music director to teach instrumental music in these schools during the afternoon.
 - f. A board member reported on his attendance at the guidance session of the Illinois School Board Association Meeting in Chicago.
 - g. There was a discussion of the break in at the Auto Mechanics Building in which 5 boxes of

tools, valued at \$750, were taken. The Board was informed that the police were investigating and that the insurance company had been notified.

h. Fertilizing of the football field was discussed.

Thursday, December 14, 1967

Attended the Language Arts Curriculum Committee meeting. The meeting was held at the home of one of the members of the committee. Refreshments were served. The following items were discussed:

1. Language Arts Publication
 - a. Many entries have been turned in to the department.
 - b. It was suggested that the College Prep class of the second semester should contribute.
 - c. English Journalism class will make a special contribution.
2. There was a discussion of adding a course in English IV. It would be a composition course, especially for those who have failed first semester English Literature or Speech and are not qualified to take College Prep English. This suggestion will have to be approved by the administration. There is a faculty member available to teach this course. This class would be valuable to some students who are deficient in the requirement of $3\frac{1}{2}$ units of English necessary for graduation.

Friday, December 15, 1967

The scholastic eligibility of all participating athletes was checked today. A report of this check was given to the Superintendent and the Athletic Director.

Monday, December 18, 1967

Met with the Vocational and Industrial Arts Curriculum

committee. Superintendent Hortin and Guidance Director Harlan were also in attendance. The enrollment in the vocational and industrial arts departments was discussed. It was generally felt that the enrollments in the industrial arts and auto mechanics areas was as much as could be handled at the present time.

Enrollment in home economics and agriculture classes is down and this was the main area of discussion. It was generally felt by all that most parents have ambitions for their children to attend college and therefore are directing their children into the college bound classes rather than the home economics and agriculture classes. It was suggested that these departments meet with the feeder schools and discuss their programs with them in the hope that these schools can guide some of their students into these departments. It was also suggested that the home economics and agriculture teachers talk to the incoming freshmen during orientation, and prior to registration, about their respective departments and encourage them to consider these areas.

Tuesday, December 19, 1967

Met with the Social Studies Curriculum committee. There was a discussion of the teaching of geography. The course that is taught here is taught with the historical approach. The committee feels that since this course is usually taught to slow or low learner groups, it should be taught with the physical or global approach. There was discussion of what

kind of book should be adopted.

The committee decided to request textbooks from several companies and to study them. The committee will then select a book and submit their choice to the Superintendent and Board of Education for final approval.

There was also a discussion of making World History a required course for sophomores. This is to be recommended to the Superintendent for his consideration.

It would seem that this additional requirement is in line with the newer trends in social studies that emphasize a need for a broader understanding of other civilizations.. It would also be beneficial for those students who are going to pursue the study of history in college work.

Wednesday, December 20, 1967

Attended the Science Curriculum Committee meeting. There was a discussion of prerequisites for students entering sophomore chemistry. The department feels that they should have a "C" average in biology and in algebra I. This recommendation will be submitted to the Superintendent.

The committee also feels that many biology students should be in general science or physical science. The administration will be approached to determine if a better method of placing students can be devised.

Thursday, December 21, 1967

Attended the Business Curriculum Committee meeting.

This meeting was primarily a work meeting. All equipment was inventoried. The remainder of the time was spent labeling Title I equipment, matching labels to serial numbers.

A check of the scholastic eligibility of all participating athletes was made today. A report of this check was given to the Superintendent and Athletic Director.

Friday, December 22 through Tuesday, January 2, 1968

No School -- Christmas Vacation

My duties during this period entail being in the office to supervise clerical and custodial duties. I will handle routine administrative duties and be available for any special problems that may arise.

Wednesday, January 3, 1968

Met with the Health and Physical Education Curriculum Committee, and the following business was transacted:

1. A survey of delinquent physical examinations of freshmen students. The survey indicated only a few had not completed their examinations.
2. Discussion of the need of safety wall mats for the girls' gym.
3. Set up for the Typhoid Clinic to be held January 12, 1968.
4. Suggested that a list of those getting inoculations be distributed to all faculty members.

This type of meeting proves worthy as it is a means for the various departments to communicate with the other members and with the administration. It also allows for feedback from the other members and the administration.

Thursday, January 4, 1968

Met with the Fine Arts Curriculum Committee. The following business was transacted:

1. Discussion of changing the choir class from the 5th period to the 4th period to ease the pressure on the 4th hour lunch period.
2. Spring events handled by this department were discussed and organized.
 - a. Spring concert - art and music
 - b. Band concert for all county bands
 - c. Spring tour of varsity band
 - d. Variety show
 - e. European tour of eligible choir members
3. There was a discussion of the art club project.
 - a. This year's project is murals for the cafeteria walls.

Friday, January 5, 1968

Held a conference with four teachers and the guidance counselor on what was to be done concerning the extended illness of a student, who had reentered school. It was determined that the student's first semester grades would be turned in as incomplete. The student would be allowed to do five weeks make-up work at a reasonable rate to determine her first semester grades.

The scholastic eligibility of all participating athletes was checked today. A report of this check was given to the Superintendent and the Athletic Director.

Saturday, January 6, 1968

Met with the coaches, athletic directors and administrators of the schools participating in our January basketball tournament. This meeting is necessary to determine the playing schedule, to make ticket arrangements, and other arrangements, and to insure the smooth functioning of the tournament.

Monday, January 8, 1968

Met with Dr. Shuff, Dr. Matzner, Dr. Garner, Dr. Larson, and four other members of the Education #602 class at Eastern Illinois University. The purpose of this meeting was to discuss the projects we have undertaken for our field experience.

I informed the group of my internship project; its purpose, etc. Questions from the entire group were entertained.

At the completion of this session we attended dinner at the Union Building and then attended the Phi Delta Kappa meeting. A short business meeting was held. This was followed by reports from Bob Carrell and Dr. Shuff concerning their trip to the Phi Delta Kappa Conference in Memphis, Tennessee.

Tuesday, January 9, 1968

Set up the agenda and conducted a faculty meeting with the following business transacted:

1. Roll call
2. Coffee and cookies
3. Announcements from the faculty
4. Reception and introduction of the five student teachers from Southern Illinois University

5. Discussion of first semester examinations. It was determined that the first two nine-week grading periods would have a value of three-fourths while the semester exam would have a value of one-quarter. This replaces the previous value system of one-third for each nine weeks period and one-third for the exam. It was felt that the one-quarter system was a better and fairer system.
6. Discussion of the County Film Cooperative. We are now a member of this cooperative, and we contribute fifty cents per student for a film library at the County Superintendent's Office. Faculty members were asked to recommend films, film strips, tapes, etc., to be purchased for this library.

Wednesday, January, 10, 1968

Attended the regular monthly meeting of the Board of Education at Carmi Township High School. The following business was transacted:

1. Call to order
2. Roll call
3. Minutes approved
4. Treasurer's report approved
5. Approved monthly bills to be paid
6. Approved the activity account
7. Public hearing and petition -- none
8. Notices and communications:
 - a. Announcement of workshop at Marion, February 14. "When Boards Should Bargain and Negotiate" -- Board members were encouraged to attend.
 - b. Safety Code report approved by Superintendent of Public Instruction, Ray Page
 - c. Request made by teachers association to meet with the board concerning 1968-69 salaries. Request will be granted at the next regular meeting.

9. Old Business:

- a. Junior College Report from an attorney. There was a discussion of the process of petitioning out of a junior college district. It was agreed to table action concerning this petition.
- b. Materials Center Discussion. Action on this was tabled for further study.

10. New Business:

- a. Request to use gym by adults within the community on Wednesday nights for recreational purposes was approved.
- b. Representative from a boiler company gave a report on the existing problems of our boiler and a quotation on replacement.
- c. It was decided to continue with the daily mileage report on each bus. Transportation report approved.
- d. Discussion of basketball tournament to be held at CTHS in January.
- e. The Board agreed to increase the mileage for trips in private vehicles to ten cents per mile rather than the previous eight cents.

Thursday, January 11, 1968

Attended monthly meeting of the Administrators and Board members of White County. This was a dinner meeting held at the Brownsville Grade School. The dinner meeting was followed by an address by Jesse Keyser, Assistant Superintendent at Lawrenceville Township High School.

His address was associated with informing the White County School Groups of the different steps necessary in realizing a vocational center. He indicated that the first thing to do is to get together a group of people representing

industry, business, agriculture and homemaking. Then courses must be outlined and plans presented to the state.

In the Lawrenceville situation, the Superintendent and two board members from each cooperative school are organized into an advisory council.

Courses mentioned by Keyser included in the program were as follows: secretarial, stenographic and related courses, such as office work; accounting and computing, with typing and bookkeeping a part of accounting; wood machine operation, with twelve different types of machines, cabinet making; electronics and electricity, and welding, incorporating supplies and services.

This was an informative meeting due to this county being interested in forming such a center. It was informative from the standpoint that it set up the guidelines necessary to initiate such a center. It also gave insight on courses available and what students could expect to take. Courses were offered on a junior and senior level, but basic requirements can be obtained in the first two high school years.

Friday, January 12, 1968

The athletic eligibility of all participating athletes was checked today. A report of this check was given to the Superintendent and Athletic Director.

Monday, January 15, 1968

No School -- Snow

Tuesday, January 16, 1968

Met with teachers from four of the eight departments to discuss students who have failed their particular subjects the first semester. The conferences were held to determine whether these students will remain in their classes the second semester or be dropped and rescheduled.

Wednesday, January 17, 1968

Continued conferences that were begun yesterday. Teachers from the other four departments were involved in today's conferences.

Thursday, January 18, 1968

Met with the Instructional Materials Committee to discuss and allot Title II funds. The estimated allotment for Title II materials for 1967-68 is \$1128.60. This may be spent for reference materials as follows: books, periodicals, etc., maps, charts, globes, recordings, slides, transparencies, and visual aids materials.

Each department will have an opportunity to order materials with their allotment based on the number in the department. The allotment is \$25.00 per teacher in each department.

Business - \$75.00, Fine Arts - \$50.00, Health and P.E. - \$125.00, Language Arts - \$225.00, Mathematics - \$100.00, Science - \$75.00, Social Studies - \$125.00, Vocational and Industrial Arts - \$100.00, Library - \$200.00.

Department chairmen were asked to report any funds which the department will not spend so that it may be reallocated.

All materials are to be catalogued and centralized

except for the 25 per cent which is designated for supplementary textbooks and readers. Purchase orders will have to be turned in to the Materials Center chairman by Friday, January 26, 1968.

Friday, January 19, 1968

The athletic eligibility of all participating athletes was checked today and a report of this check was given to the Superintendent and Athletic Director.

Monday, January 22, 1968

Met with the Language Arts Curriculum Committee and the following business was transacted:

1. Discussion of ordering Title II materials
2. Allotment of \$25 per teacher, which is a total of \$225 for the department
3. A member of the committee reported on items that can be ordered under this Title
4. A discussion by the teachers of the needs of the department and what items are most needed
5. Allotments for each teacher were as follows:

Mrs. Howton - \$25 for paperback books
 Mr. Harrison - \$25 for records and filmstrips
 Mrs. Riddell - \$25 for paperback books
 Mrs. Dixon - \$150 for paperback books, records, films and transparencies

Tuesday, January 23, 1968

In conjunction with Superintendent Hortin and Athletic Director Haile, set up a work schedule assignment for the 1968 Quad City Basketball Tournament that is to be held here at Carmi, January 25--27. This is necessary in order to

insure the smooth operation of the tournament.

Wednesday, January 24, 1968

At the request of Mrs. Lou Dixon, Head of the English Department, I visited her College Prep English Class to observe the use of the SRA Language Laboratory. The lesson that I observed was on construction of topic sentences and the development of a paragraph.

I was most impressed with the presentation of the lesson and with the laboratory. I am sure that this program will be very helpful to students who are going on to college and will need a thorough knowledge of composition both for English and other classes that they will be taking.

Thursday, January 25, 1968

Sent out letters to the parents of those students who did failing work the first semester.

These letters serve to inform parents that an academic problem exists. It gives them an opportunity to set up a conference with the teacher or teachers involved to ascertain what the problem is and to find out what can be done to improve the student's grade or grades.

Friday, January 26, 1968

Scholastic eligibility of all participating athletes was checked today. A report of this check was given to the Superintendent and the Athletic Director.

Monday, January 29, 1968

Met with the Vocational and Industrial Arts Curriculum Committee. The following matters were discussed:

1. The use of Title II funds and allocation to various areas of this department
 - a. Transparencies for drafting and machine woodwork, and filmstrips for hand tools to be used by the industrial arts instructor.
 - b. Colored slides for agriculture classes
 - c. Dictionary for the home economics classes
 - d. Filmstrips on component parts of an engine for auto mechanics classes

Tuesday, January 30, 1968

Met with the Mathematics Curriculum Committee. The following items were on the agenda:

1. The purchasing of transparencies and models in mathematics. There was a discussion of the variations in price from different companies. It was suggested that prices be compared before ordering these materials.
2. The possibility of discontinuing math plus was discussed. There was also a discussion of possible courses to be substituted.
3. There was preliminary discussion concerning standards for determining who is to continue in mathematics. This subject will be discussed further before making recommendations to the administration.
4. The possibility of changing algebra to the sophomore year and geometry to the junior year was discussed. This subject will also be discussed further before definite action is taken.

Wednesday, January 31, 1968

Held a conference with the Superintendent for the purpose

of discussing registration of incoming freshmen and upper-classmen for next year. During this conference we discussed the following preliminaries that must be settled before actual registration activities can be planned:

1. Updating of the course description catalog
2. Updating of registration forms and duplication of registration forms
3. Method of getting registration forms and duplication of registration forms
4. Revision of Royal McBee scheduling cards necessary for next year and ordering of these cards

A schedule of registration activities will be discussed at a future date when all scheduling materials are ready for use.

Thursday, February 1, 1968

Met with the Social Studies Curriculum Committee. There was a discussion of the County Film Co-op. It was decided that the criteria for purchase should be investigated before actual purchases are proposed. The chairman will attend a meeting of the Co-op and report back to the committee.

The chairman reported on items suggested for purchase with the \$125 allowed the Social Studies Department under the Title II project.

There was a discussion of the selection of a new geography text for next year.

Future purchases of audio-visual materials was discussed.

Friday, February 2, 1968

Held a teacher conference with the Interrelated Occupational Instructor and the Superintendent. The conference concerned a student in this program who has reported an unfavorable situation in her place of employment. It was determined that her complaint is a legitimate one, and that an attempt to place her in another position should be effected.

Scholastic eligibility of all participating athletes was checked today. A report of this check was given to the Superintendent and Athletic Director.

Monday, February 5, 1968

Met with the Fine Arts Curriculum Committee and the following business was transacted:

1. Discussion of curriculum needs. It is felt that an additional music teacher is needed in the music program. It was determined that this particular need is to be discussed between the music director and the Superintendent.
2. Discussion of the newly initiated music appreciation class. It was felt that the course was meeting the student needs, and that it might be necessary to have two sections next year.
3. Discussion of the Art Club project. This year's project is a mural of a "winter" scene to be presented to the school in April. This is to be hung in the cafeteria.

Tuesday, February 6, 1968

Assisted the Superintendent in setting up the agenda and handling the faculty meeting.

The following business was transacted:

1. Roll call

2. Coffee and cookies
3. Announcements from teachers
4. Superintendent discussed the procedure of handling withheld grades with faculty members. This is necessary in order to bring the student records up-to-date.
5. Budget requests - requisition sheets were given out to faculty members. These are to be returned by March 15 so that the budget can be established.
6. Registration information was given to the faculty members and explained by me. This is to prepare all faculty members for the forthcoming registration of students.
7. Noon hour duty problems were discussed by the Superintendent.
8. A report was given to the faculty by the chairman of the audio visual aids program.
9. Discussion of the development of Title I programs
 - a. Information was discussed as to what type program would be approved.
 - b. Guidelines for these programs
 - c. Funds have been extended through 1970
 - d. Those who intend to develop a program should plan to have a conference with the Superintendent.

Wednesday, February 7, 1968

Met with the Superintendent and members of the Science Curriculum Committee. The purpose of this meeting was to establish any additions or deletions to the science curriculum for next year.

It was decided that the science program would remain the same with the exception of adding another semester of Advanced

Chemistry for college bound students. This was brought about from the discussions with college students who felt they needed more chemistry in high school to do successful college work.

Thursday, February 8, 1968

Met with the Business Curriculum Committee. The following business was transacted:

1. Discussion of curriculum changes to be recommended to the Superintendent for the coming year. There are no changes.
2. Discussion of the use of teletrainer equipment for the business department. A teletrainer representative is to be here. It was decided to use these services.
3. Discussion and planning of a trip to Evansville for business students have had $3\frac{1}{2}$ credits in business. It was temporarily planned to visit an IBM office, Lockyear's Business College, an automated bank, and a stockbroker's office.
4. Discussion of what equipment etc., the business department should requisition for the coming year.
5. Recommendation sent to the Superintendent to trade in 15 typewriters per year for new machines in order to replace old equipment and keep the department equipment up to date.

Friday, February 9, 1968

Attended the White County Teachers' Institute at Carmi Township High School. The following program was offered:

8:00	-	9:00	Coffee Hour
9:00	-	10:00	Film - "Far Reach"
10:00	-	11:00	Eleven discussion groups were held covering all phases of curriculum. Consultants from the State Office of Superintendent of Public Instruction led these discussion groups. I attended the meeting of the

administrators of White County. This meeting was led by the County Superintendent of Schools. The primary business of the meeting was the setting of the school calendar for the 1968-1969 school year.

11:00	=	11:30	Business Meeting (delegate report and election of officers)
11:30	=	12:15	Address - John H. O'Neill, Ph. D., "Innovations and Trends in Education."
12:15			Adjournment

Monday, February 12, 1968

No School - Lincoln's Birthday

Tuesday, February 13, 1968

Held a conference with the school nurse. The conference was concerned with those students who were delinquent in their physical and dental examinations. All files were rechecked, and it was determined that we had ten students who had not completed their examinations. It was decided that the nurse would contact these students, and if she was not successful, I would contact their parents and make arrangements for these examinations to be taken.

This is necessary in order to comply with the Illinois School Code.

Wednesday, February 14, 1968

Met with the Board of Education at the regular monthly meeting. The following business was transacted:

1. Call to order

2. Roll call
3. Minutes of the last meeting read and approved
4. Treasurer's report read and approved
5. Monthly bills were approved to be paid
6. Activity account studied and approved
7. Board heard recommendations from salary committee (This part of the meeting was held in the cafeteria. All teachers were present. The salary committee made recommendations to the Board. Refreshments were served. The Board then returned to the office to complete their meeting.)
8. Public hearing or petition--none
9. Notices and communications:
 - a. White County Administrators meeting at Enfield, February 19
10. Old Business--none
11. New Business:
 - a. Reaction to salary committee presentation: A general discussion of all recommendations was carried out by the Board members. It was agreed to appoint a committee of Board members to make a thorough study of these recommendations.
 - b. Transportation contract: Contract discussed-- The drivers are to keep the actual mileage, and they will be paid 36.5 cents per actual mile driven, as they are driving well above the minimum of 416 miles guaranteed to them by the contract.
 - c. School Board election notices and dates: The second Saturday in April will be the election date. February 18 is the deadline for notice of time and place of petitioning. The first date of filing a petition is February 28. The last date of filing is March 23. The last date for withdrawal is March 26.
 - d. Request for use of auditorium for a style show: It is to be a benefit for crippled children and is non-profit. It was approved by the Board.

- e. Sponsorship of the prom: It was decided that the school would continue to provide supervision for the activities following the dance.
- f. Distribution of state tournament tickets: CTHS will receive 12 tickets. Five tickets will go to the coaching staff. The Board and administration are entitled to tickets if they want them. Any remaining tickets will go to feeder school coaches.
- g. Adjournment

Thursday, February 15, 1968

Sent out letters to the parents of those students who are doing failing or near failing work for the first four and one-half weeks of the first nine weeks of the second semester.

These letters serve to inform parents that an academic problem exists. It gives them an opportunity to set up a conference with the teacher or teachers involved to ascertain what the problem is and to find out what can be done to improve the student's grade or grades.

Friday, February 16, 1968

The scholastic eligibility of all participating athletes was checked today. A report of this check was given to the Athletic Director and the Superintendent.

Appeared on the radio at the half time of the basketball game. The purpose of this appearance was to discuss the athletic program and the academic program at Carmi Township High School. This type of public relations is worthy to inform the public of the various programs at the school. After the

radio broadcast, I discussed with the radio announcer, the possibility of having someone from each of our departments appear at half time to discuss their programs. It was decided that we would make that a part of our half time ceremonies next year. This would give us about eight to ten broadcasts to inform the public of all the events in each of our departments.

Monday, February 19, 1968

Attended the monthly meeting of the administrators of White County. The following business was transacted:

1. Dinner meeting
2. Business meeting
3. March 18 set for the next meeting
4. Report and demonstration by the Civil Defense Director concerning warning device available to schools through the Civil Defense. The cost is \$130.00, but it would only cost the schools \$65.00. This warning device is concerned with atomic attacks and severe weather warnings.
5. Film--"Make a Mighty Reach" which dealt with the following areas:
 - a. Discovery method
 - b. Non-graded schools
 - c. Technology in the schools
 - d. School plants
 - e. Teacher aid
 - f. Flexible scheduling
 - g. Team teaching
 - h. Gifted classes and advanced placement courses

This film had value in that the board members attending the meeting were informed of the new trends and innovations in education. The warning system of the Civil Defense would also be a worthwhile, as well as an economical device for all schools.

Tuesday, February 20, 1968

Attended the high school-university articulation conference at Southern Illinois University.

The primary purpose of this conference was to meet with students from our high school in attendance at SIU. We discussed with them their problems at SIU and what we needed to do at Carmi to better prepare students for SIU.

We met with and had conferences with 15 students. Most of these students were doing real well and had few complaints. The basic complaints were as follows:

1. We had not emphasized in our college prep English classes the development of a topic, the development of a paragraph, and the development of thought in theme writing. (It should be noted, that in our present college prep English classes, these things are being stressed.)
2. It was indicated that an additional course in chemistry would better prepare our students for college chemistry. (It should be noted that we were aware of this deficiency, and we have added an additional chemistry course to our curriculum for college bound students.)
3. The other complaint was that of being placed in classes of 300 to 500. (We felt we couldn't do much about this complaint other than have the counselor advise our graduates of this situation. They then could choose another school if they didn't want such large group lectures.)

This was certainly a worthwhile conference as can be seen from the information compiled. It was also a pleasure to visit with some of our graduates. They were very talkative and seemed very pleased and happy to see that someone from their school was interested in them.

Wednesday, February 21, 1968

Attended the Vocational and Industrial Arts Curriculum Committee meeting.

The main purpose of this meeting was to determine the amount of fees needed for each subject area beyond the normal \$10.00 school fee and the \$4.75 insurance fee.

The following fees were determined:

Home Ec. I---\$5.00 (approximate)

Home Ec. II and III---Between \$7.00 and \$20.00--depending on the student's choice of material

Shop I---\$2.00 fee (covers all required projects)

Shop II---Minimum of \$10.00 and up--according to the project materials selected by the student

Shop III and IV---Minimum of \$15.00 and up--according to the project materials selected by the student

Auto Mechanics I and II---none

Vocational Agriculture I, II, III, and IV---none

The purpose of determining the fees for the individual classes is to inform the students and parents of the additional costs above the regular fees. It must be noted that a student may sign up for a course even though he may not be

able to pay the fee. (Other arrangements, between the department, student, and administration, can be made to meet the necessary costs of materials.)

Thursday, February 22, 1968

Attended the Science Curriculum Committee meeting..

The main purpose of this meeting was to determine the amount of fees needed for each subject area beyond the normal \$10.00 school fee and \$4.75 insurance fee.

The following fees were determined:

General science---none

Physical science---none

Biology---none

Advanced biology---\$.75-lab manual

General chemistry---\$1.65-lab manual
 \$1.65-problem book
 \$1.00-goggles

Advanced chemistry I---\$1.00-goggles
 \$.75-lab manual
 \$2.00-problem book

Advanced chemistry II---\$1.00-goggles
 \$.75-lab manual
 \$2.00-problem book

Physics---\$1.25-lab manual

Advanced physics---none

The purpose of determining the fees for the individual classes is to inform the students and parents of the additional costs above the regular fees. It must be noted that a student may sign up for a course even though he may not be able to pay the fee. (Other arrangements, between the

department, student, and administration, can be made to meet the necessary costs of materials.)

Friday, February 23, 1968

The scholastic eligibility of all participating athletes was checked today. A report of this check was given to the Athletic Director and Superintendent.

Attended the Business Curriculum Committee meeting. The following business was transacted:

1. Each member of the department is to submit a list of budget items to the chairman.
2. Fees for the individual subject areas were determined which are above the \$10.00 school fee and the \$4.75 insurance fee.

Clerical office practice---minimum of \$7.00 and up
for practice sets and
materials

Business law---\$1.15-workbook

Salesmanship---\$1.50-workbook

Business management---\$1.50-workbook

Typing A---\$.50-maintenance (does not include paper
and supplies)

Typing B and C---\$1.00-maintenance (does not include
paper and sup-
plies)

Bookkeeping---\$5.00-practice sets and workbook

Advanced bookkeeping---\$3.00-practice sets and work-
book

Secretarial office practice---\$5.00-practice sets
and workbook

Shorthand I---\$3.50-workbook

The purpose of determining the fees for the individual classes is to inform the students and parents of the additional costs above the regular fees. It must be noted that a student may sign up for a course even though he may not be able to pay the fee. (Other arrangements, between the department, student, and administration, can be made to meet the necessary cost of materials.)

Monday, February 26, 1968

Met with administrators of the six feeder schools, our Superintendent and our two guidance counselors. The purpose of this meeting was to set up dates for registration of eighth grade students from their schools. A total of 215 eighth graders will be registered prior to the close of school. The following dates were set up:

1. Otis quick-scoring I.Q. tests--testing to begin March 12
2. Iowa Test of Educational Development--testing to begin March 18
3. Issuance of registration materials at the feeder schools--April 16
4. Eighth grade orientation and visitation of the high school--May 7
5. Registration of eighth grade students at Carmi Township High School--May 13, 14, 15

This was followed by dinner supplied by Carmi Township High School. This type of meeting is essential to coordinate testing, registration, and orientation of the incoming freshmen students.

Tuesday, February 27, 1968

Attended the Mathematics Curriculum Committee meeting.

The following business was transacted:

1. It was agreed to submit a list of names of those students not recommended to take higher mathematics. This would be considered when students registered for the next school year.
2. Budget items were discussed--books, etc., as the budget requests are due in the office shortly.
3. Fees for the individual subject areas were determined which are above the \$10.00 school fee and the \$4.75 insurance fee.

Geometry---\$3.00-materials and supplies

Algebra II---\$3.50-slide rule, optional to the student
\$1.00-ruler and graph paper

Advanced math---\$1.00-graph paper and ruler

Algebra I---\$2.00-materials and supplies

College prep math---none

General math---none

Math plus II---none

The purpose of determining the fees for the individual classes is to inform the students and parents of the additional costs above the regular fees. It must be noted that a student may sign up for a course even though he may not be able to pay the fee. (Other arrangements, between the department, student, and administration, can be made to meet the necessary cost of materials.)

Wednesday, February 28, 1968

Attended the Language Arts Curriculum Committee meeting.

the following business was transacted:

1. The Language Arts Department had made two recommendations to the Superintendent concerning curriculum matters. These recommendations were considered by the Superintendent and his report was discussed at this meeting.
2. Fees for the individual subject areas were determined. These fees are above the \$10.00 school fee and the \$4.75 insurance fee.
 - a. English I -- none
 - b. English II -- none
 - c. English III -- \$3.00 - paperback books
 - d. Speech -- none
 - e. English literature -- none
 - f. College prep English -- \$1.20 - student manual
 - g. Spanish I -- \$1.00 - workbook
 - h. Spanish II and III -- none
 - i. French I -- \$1.00 - workbook
 - j. French II and III -- none
 - k. German I -- \$1.00 - workbook
 - l. German II -- \$1.00 - workbook
 - m. Latin I and II -- none

The purpose of determining the fees for the individual classes is to inform the students and parents of the additional cost above the regular fees. It must be noted that a student may sign up for a course even though he may not be able to pay the fee. Other arrangements, between the department, student, and administration, can be made to meet the necessary cost of materials.

Thursday, February 29, 1968

Conducted a special assembly of the freshman, sophomore, and junior classes with their homeroom teachers. This assembly was concerning registration for the 1968-69 school year.

Registration information was passed out to all the students, and the registration procedures were discussed with students. They were informed about when and how to plan for this registration. The Superintendent, myself, and the guidance counselor took part in this discussion. A question and answer session followed.

This type of program is necessary to insure a smooth and efficient registration program for the coming year.

Friday, March 1, 1968

Met with the Fine Arts Curriculum Committee. The following items were discussed:

1. Discussion of the approximate cost to the student in music and art courses here at CTHS.
 - a. Art -- minimum of \$10.00 yearly - depends on the individual student - some students use more supplies than others
 - b. Music -- band students pay \$2.00 deposit on band uniform - refund of \$1.00 is paid when uniform is returned in proper condition.
2. Commented on Mass Band Festival
3. Discussion of the music department making another record this year using all phases of the music department

EVALUATION

In analyzing the internship program the intern finds that it has been a valuable experience. He feels that, in general, he has a broader knowledge of the many varied areas of the Carmi Township High School educational system.

In the beginning a general purpose for the internship was stated. This purpose was to acquaint the intern with all the administrative duties of the school; work with teachers in many educational areas; become familiar with the operation and management of the school plant; and bring about new curricular developments. Now that the internship has been completed, the intern feels that it has served its purpose.

With the help and cooperation of the supervising administrator, an outline of proposed activities for the year was developed. This outline included the following areas of administrative and supervisory activities:

1. Orientation programs	1
2. Workshops	1
3. Public relations	9
4. Teachers' meetings	9
5. Board of Education meetings	7
6. Student eligibility	16
7. Curriculum	44

8.	Supervision	0
9.	Student-teacher-administrative relations	10
10.	Special committee work	8
11.	Teacher conferences	14
12.	Superintendent-intern conferences	7

The numbers which appear to the right of each activity indicate the frequency of daily log entries in each area.

In addition to the activities which were in the original outline, two other areas are found in the completed log. There were seven entries that covered professional meetings and two entire ones that were concerned with internship conferences at Eastern Illinois University.

While the frequency tally shows that there were no entries dealing with supervision; supervision of the corridors, auditorium, cafeteria, gymnasium, and athletic contests and other school functions were a part of the intern's routine duties.

The frequency tally seems to indicate that the program did provide adequate experience in the areas that were outlined in planning the internship.

Aside from the general outline of activities, the internship program called for a special project. This project was to reorganize the curriculum committees of the school. Forty-one of the forty-four entries for curriculum were the result of this project. The faculty was divided into eight committees

according to their instructional areas. These eight areas are: language arts, business, science, fine arts, social studies, vocational and industrial arts, health and physical education, and mathematics.

A monthly meeting date was established for each committee. A chairman and recorder was selected. The intern attended these meetings, and took part in them; attempted to make them more active; gained knowledge in all curriculum areas; and made recommendations to the Superintendent based on the work of these committees.

It should be stated that the internship could not be expected to provide adequate experience in every area of the educational system. Certain areas stand out in which the intern feels a need for more experience.

One area is school finance--particularly budgetary processes. While the intern has had some experience with budgeting and purchasing for the athletic department with a budget of between \$15,000 and \$20,000, he has had no experience with the budgeting or purchasing for an entire school system. Since the budget is the operational plan for all school expenditures, it is felt that more experience is needed in this area.

Another area of concern is that of teacher evaluation. The intern has had no actual practice in evaluation, since the Superintendent assumes the complete responsibility in this area. However, in classes at Eastern Illinois University several objective forms have been presented that seem suitable for teacher evaluation. Also at Eastern Illinois University

the intern has studied and practiced with the Flanders System of Interaction Analysis which is concerned with the verbal behavior of the teacher only. The knowledge of this system or some of the other systems should be reinforced by practical classroom experiences.

In evaluating the internship it is felt that trying to cover such a wide range of areas, plus routine administrative duties, and teaching two classes daily, presents such a full schedule that the effectiveness of the experience is diminished to some extent. The intern would suggest that the number of areas might be reduced, so that a more thorough understanding of each area could be achieved. Also, it might be wise to extend the internship to a full year, to be sure that the total picture is viewed.