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VOCATIONAL EDUCATION
IN
MINNESOTA

Department of Education
State Capitol, St. Paul
1917

PLANS FOR

VOCATIONAL EDUCATION IN MINNESOTA

UNDER THE PROVISIONS
OF THE FEDERAL LAW KNOWN AS THE
SMITH-HUGHES ACT

Adopted by the State High School Board
November 2, 1917

and

Approved by the Federal Board for Vocational Education
December 18, 1917.

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Vocational Education in Minnesota

The sole purpose of the Smith-Hughes Act is "to promote vocational education." The law leaves no doubt as to its meaning. Vocational education is the effective training of an individual for productive service in a particular occupation.

Under the terms of the Act, Federal encouragement is limited to three fields,—Agriculture, Trades and Industries and Home Economics. The Commercial and Professional fields are not provided for.

In order that instruction may be practical and efficient, provision is made for training a distinct class of teachers whose vocational skill, interests and knowledge must be assured both by previous experience and contact and by thorough and practical training courses.

It is unnecessary here to comment upon the advantages to Minnesota in undertaking this work. The Legislature accepted the terms of the Act and directed the State High School Board to take the steps necessary to make available the Federal Funds allotted to the State. The accompanying plans and regulations are the result.

The Act provides for a general administrative board known as the Federal Board for Vocational Education. Questions which have arisen as to the meaning of the Act have been answered by the Board in certain opinions and interpretations officially known as Memoranda A, B, C and D, These Memoranda are binding upon the States in the same manner as the law itself. Because of their volume it was not desirable to include them in this publication. Reference is made to them as they were an essential factor in the drafting of the State plan. The only restriction placed upon the State Board in providing for the operation of the law in Minnesota was that its plans and regulations should be in accord with the Federal law as interpreted by these Memoranda.

The Federal Board has announced that it will be its policy to deal only with State boards and their regularly constituted agents. All questions relating to the meaning, application and administration of the Act are, therefore, to be answered through the State board.

The accompanying plans are to be looked upon as initial and tentative. Permanency was neither desirable nor possible in providing for the beginnings of an undertaking involving so much that is untried. In the fields of Agriculture and Home Economics, Minnesota has laid a fairly sound foundation and has contributed much to the solution of the problems of vocational education. In Trade and Industrial training of a strictly vocational nature so little has been attempted in the state as to make it an entirely new problem.

Forms for making application for participation in Federal funds for the current school year may be obtained from the Director of Vocational Education. Applications for the year 1917-18 may be filed any time before February 1, 1918.

A rather elaborate form of annual reporting is required by the Federal board. Forms for reports will soon be sent to all schools applying for Federal aid in order that data may be preserved and put in form for reporting at the end of the school year. All reports are to be filed with the Director of Vocational Education.

In this new undertaking it is important to build sanely and permanently rather than extensively. The vocational purpose must be strictly adhered to by all institutions operating under the Federal law. It is urged that before making application for any form of Federal aid a careful study be made of the Smith-Hughes Act and the State plans with a view to determining whether the local situation makes possible and desirable the service contemplated.

THE FEDERAL ACT.

An Act To provide for the promotion of vocational education; to provide for cooperation with the States in the promotion of such education in agriculture and the trades and industries; to provide for cooperation with the States in the preparation of teachers of vocational subjects, and to appropriate money and regulate its expenditure.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That there is hereby annually appropriated, out of any money in the Treasury not otherwise appropriated, the sums provided in sections two, three, and four of this Act, to be paid to the respective States for the purpose of cooperating with the States in paying the salaries of teachers, supervisors, and directors of agricultural subjects, and teachers of trade, home economics, and industrial subjects, and in the preparation of teachers of agricultural, trade, industrial, and home economics subjects; and the sum provided for in section seven for the use of the Federal Board for Vocational Education for the administration of this Act and for the purpose of making studies, investigations, and reports to aid in the organization and conduct of vocational education, which sums shall be expended as hereinafter provided.

Sec. 2. That for the purpose of cooperating with the States in paying the salaries of teachers, supervisors, or directors of agricultural subjects there is hereby appropriated for the use of the States, subject to the provisions of this Act, for the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of $500,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of $750,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of $1,000,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, the sum of $1,250,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-two, the sum of $1,500,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-three, the sum of $1,750,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-four, the sum of $2,000,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-five, the sum of $2,500,000: for the fiscal year ending June thirtieth, nineteen hundred and twenty-six, and annually thereafter, the sum of $3,000,000. Said sums shall be allotted to the States in the proportion which their rural population bears to the total rural population in the United States, not including outlying possessions, according to the last preceding United States census: Provided, That the allotment of funds to any State shall be not less than a minimum of $5,000 for any fiscal year prior to and including the fiscal year ending June thirtieth, nineteen hundred and twenty-three, nor less than $10,000 for any fiscal year thereafter, and there is hereby appropriated the following sums, or so much thereof as may be necessary, which shall be used for the purpose of providing the minimum allotment to the States provided for in this section: For the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of $48,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of $34,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of $24,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, the sum of $18,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-two, the sum of $14,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-three, the sum of $11,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-four, the sum of $9,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-five, the sum of $34,000; and annually thereafter the sum of $27,000.

Sec. 3. That for the purpose of cooperating with the States in paying the salaries of teachers of trade, home economics, and industrial subjects there is hereby appropriated for the use of the States, for the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of $500,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of $750,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of $1,000,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, the sum of $1,250,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-two, the sum of $1,500,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-three, the sum of $1,750,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-four, the sum of $2,000,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-five, the sum of $2,500,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-six, the sum of $3,000,000; and annually thereafter the sum of $3,000,000. Said sums shall be allotted to the States in the proportion which their urban population bears to the total urban population in the United States; not including outlying possessions, according to the last preceding United States census: Provided, That the allotment of funds to any State shall be not less than a minimum of $5,000 for any fiscal year prior to and including the fiscal year ending June thirtieth, nineteen hundred and twenty-three, nor less than $10,000 for any fiscal year thereafter, and there is hereby appropriated the following sums, or so much thereof as may be needed, which shall be used for the purpose of providing the minimum allotment to the States provided for in this section: For the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum $66,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of $46,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of $34,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, the sum of $28,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-two, the sum of $25,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-three, the sum of $22,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-four, the sum of $19,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-five, the sum of $56,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-six, and annually thereafter, the sum of $50,000.

That not more than twenty per centum of the money appropriated under this Act for the payment of salaries of teachers of trade, home economics, and industrial subjects, for any year, shall be expended for the salaries of teachers of home economics subjects.

Sec. 4. That for the purpose of cooperating with the States in preparing teachers, supervisors, and directors of agricultural subjects and teachers of trade and industrial and home economics subjects there is hereby appropriated for the use of the States for the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of $500,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of $700,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of $900,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, and annually thereafter, the sum of $1,000,000. Said sums shall be allotted to the States in the proportion which their population bears to the total population of the United States, not including outlying possessions, according to the last preceding United States census: Provided, That the allotment of funds to any State shall be not less than a minimum of $5,000 for any fiscal year prior to and including the fiscal year ending June thirtieth, nineteen hundred and nineteen, nor less than $10,000 for any fiscal year thereafter. And there is hereby appropriated the following sums, or so much thereof as may be needed, which shall be used for the purpose of providing the minimum allotment provided for in this section: For the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of $46,000; for the fiscal year ending June thirtieth, nineteen hundred and

nineteen, the sum of $32,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of $24,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, and annually thereafter, the sum of $90,000.

Sec. 5. That in order to secure the benefits of the appropriations provided for in sections two, three, and four of this Act, any State shall, through the legislative authority thereof, accept the provisions of this act and designate or create a State board, consisting of not less than three members, and having all necessary power to cooperate, as herein provided, with the Federal Board for Vocational Education in the administration of the provisions of this Act. The State board of education, or other board having charge of the administration of public education in the State, or any State board having charge of the administration of any kind of vocational education in the State may, if the State so elect, be designated as the State board, for the purposes of this Act.

In any State the legislature of which does not meet in nineteen hundred and seventeen, if the governor of that State, so far as he is authorized to do so, shall accept the provisions of this Act and designate or create a State board of not less than three members to act in cooperation with the Federal Board for Vocational Education, the Federal board shall recognize such local board for the purposes of this Act until the legislature of such State meets in due course and has been in session sixty days.

Any State may accept the benefits of any one or more of the respective funds herein appropriated, and it may defer the acceptance of the benefits of any one or more of such funds, and shall be required to meet only the conditions relative to the fund or funds the benefits of which it has accepted: Provided, That after June thirtieth, nineteen hundred and twenty, no State shall receive any appropriation for salaries of teachers, supervisors, or directors of agricultural subjects, until it shall have taken advantage of at least the minimum amount appropriated for the training of teachers, supervisors, or directors of agricultural subjects, as provided for in this Act, and that after said date no State shall receive any appropriation for the salaries of teachers of trade, home economics, and industrial subjects until it shall have taken advantage of at least the minimum amount appropriated for the training of teachers of trade, home economics, and industrial subjects, as provided for in this Act.

Sec. 6. That a Federal Board for Vocational Education is hereby created, to consist of the Secretary of Agriculture, the Secretary of Commerce, the Secretary of Labor, the United States Commissioner of Education, and three citizens of the United States to be appointed by the President, by and with the advice and consent of the Senate. One of said three citizens shall be a representative of the manufacturing and commercial interests, one a representative of the agricultural interests, and one a representative of labor. The board shall elect annually one of its members as chairman. In the first instance, one of the citizen members shall be appointed for one year, one for two years, and one for three years, and thereafter for three years each. The members of the board other than the members of the Cabinet and the United States Commissioner of Education shall receive a salary of $5,000 per annum.

The board shall have power to cooperate with State boards in carrying out the provisions of this Act. It shall be the duty of the Federal Board for Vocational Education to make, or cause to have made studies, investigations and reports, with particular reference to their use in aiding the States in the establishment of vocational schools and classes and in giving instruction in agriculture, trades and industries, commerce and commercial pursuits, and home economics. Such studies, investigations, and reports shall include agriculture and agricultural processes and requirements upon agricultural workers; trades, industries, and apprenticeships, trade and industrial

requirements upon industrial workers, and classification of industrial processes and pursuits; commerce and commercial pursuits and requirements upon commercial workers; home management, domestic science, and study of related facts and principles; and problems of administration of vocational schools and of courses of study and instruction in vocational subjects.

When the board deems it advisable such studies, investigations, and reports concerning agriculture, for the purposes of agricultural education, may be made in cooperation with or through the Department of Agriculture; such studies, investigations and reports concerning trades and industries, for the purposes of trade and industrial education, may be made in cooperation with or through the Department of Labor; such studies, investigations, and reports concerning commerce and commercial pursuits, for the purposes of commercial education, may be made in cooperation with or through the Department of Commerce; such studies, investigations, and reports concerning the administration of vocational schools, courses of study and instruction in vocational subjects, may be made in cooperation with or through the Bureau of Education.

The Commissioner of Education may make such recommendations to the board relative to the administration of this Act as he may from time to time deem advisable. It shall be the duty of the chairman of the board to carry out the rules, regulations, and decisions which the board may adopt. The Federal Board for Vocational Education shall have power to employ such assistants as may be necessary to carry out the provisions of this Act.

Sec. 7. That there is hereby appropriated to the Federal Board for Vocational Education the sum of $200,000 annually, to be available from and after the passage of this Act, for the purpose of making or cooperating in making the studies, investigations, and reports provided for in section six of this Act, and for the purpose of paying the salaries of the officers, the assistants, and such office and other expenses as the board may deem necessary to the execution and administration of this Act.

Sec. 8. That in order to secure the benefits of the appropriation for any purpose specified in this Act, the State board shall prepare plans, showing the kinds of vocational education for which it is proposed that the appropriation shall be used; the kinds of schools and equipment; courses of study; methods of instruction; qualifications of teachers; and, in the case of agricultural subjects the qualifications of supervisors or directors; plans for the training of teachers; and, in the case of agricultural subjects, plans for the supervision of agricultural education, as provided for in section ten. Such plans shall be submitted by the State board to the Federal Board for Vocational Education, and if the Federal board finds the same to be in conformity with the provisions and purposes of this Act, the same shall be approved. The State board shall make an annual report to the Federal Board for Vocational Education, on or before September first of each year, on the work done in the State and the receipts and expenditures of money under the provisions of this Act.

Sec. 9. That the appropriation for the salaries of teachers, supervisors, or directors of agricultural subjects and of teachers of trade, home economics, and industrial subjects shall be devoted exclusively to the payment of salaries of such teachers, supervisors, or directors having the minimum qualifications set up for the State by the State board, with the approval of the Federal Board for Vocational Education. The cost of instruction supplementary to the instruction in agricultural and in trade, home economics, and industrial subjects provided for in this Act, necessary to build a well-rounded course of training, shall be borne by the State and local communities, and no part of the cost thereof shall be borne out of the appropriations herein made. The moneys expended under the provisions of this Act, in cooperation with the States, for the salaries of teachers, super-

visors, or directors of agricultural subjects, or for the salaries of teachers of trade, home economics, and industrial subjects, shall be conditioned that for each dollar of Federal money expended for such salaries the State or local community, or both, shall expend an equal amount for such salaries; and that appropriations for the training of teachers of vocational subjects, as herein provided, shall be conditioned that such money be expended for maintenance of such training and that for each dollar of Federal money so expended for maintenance, the State or local community, or both, shall expend an equal amount for the maintenance of such training.

Sec. 10. That any State may use the appropriation for agricultural purposes, or any part thereof alloted to it, under the provisions of this Act, for the salaries of teachers, supervisors, or directors of agricultural subjects, either for the salaries of teachers of such subjects in schools or classes or for the salaries of supervisors or directors of such subjects under a plan of supervision for the State to be set up by the State board, with the approval of the Federal Board for Vocational Education. That in order to receive the benefits of such appropriation for the salaries of teachers, supervisors, or directors of agricultural subjects the State board of any State shall provide in its plan for agricultural education that such education shall be that which is under public supervision or control; that the controlling purpose of such education shall be to fit for useful employment; that such education shall be of less than college grade and be designed to meet the needs of persons over fourteen years of age who have entered upon or who are preparing to enter upon the work of the farm or of the farm home; that the State or local community, or both, shall provide the necessary plant and equipment determined upon by the State board, with the approval of the Federal Board for Vocational Education, as the minimum requirement for such education in schools and classes in the State; that the amount expended for the maintenance of such education in any school or class receiving the benefit of such appropriation shall be not less annually than the amount fixed by the State board, with the approval of the Federal board as the minimum for such schools or classes in the State; that such schools shall provide for directed or supervised practice in agriculture, either on a farm provided for by the school or other farm, for at least six months per year; that the teachers, supervisors, or directors of agricultural subjects shall have at least the minimum qualifications determined for the State by the State board, with the approval of the Federal Board for Vocational Education.

Sec. 11. That in order to receive the benefits of the appropriation for the salaries of teachers of trade, home economics, and industrial subjects the State board of any State shall provide in its plan for trade, home economics, and industrial education that such education shall be given in schools or classes under public supervision or control; that the controlling purpose of such education shall be to fit for useful employment; that such education shall be of less than college grade and shall be designed to meet the needs of persons over fourteen years of age who are preparing for a trade or industrial pursuit or who have entered upon the work of a trade or industrial pursuit; that the State or local community, or both, shall provide the necessary plant and equipment determined upon by the State board, with the approval of the Federal Board for Vocational Education, as the minimum requirement in such State for education for any given trade or industrial pursuit; that the total amount expended for the maintenance of such education in any school or class receiving the benefit of such appropriation shall be not less annually than the amount fixed by the State board, with the approval of the Federal board, as the minimum for such schools or classes in the State; that such schools or classes giving instruction to persons who have not entered upon employment shall require that at least half of the time of such instruction be given to practical work on a useful or productive basis, such instruction to extend over not less than nine months per year and not less than thirty hours per week; that at least one-third of the sum appropriated to any State for the salaries of teachers

of trade, home economics, and industrial subjects shall, if expended, be applied to part-time schools or classes for workers over fourteen years of age who have entered upon employment, and such subjects in a part-time school or class may mean any subject given to enlarge the civic or vocational intelligence of such workers over fourteen and less than eighteen years of age; that such part-time schools or classes shall provide for not less than one hundred and forty-four hours of classroom instruction per year; that evening industrial schools shall fix the age of sixteen years as a minimum entrance requirement and shall confine instruction to that which is supplemental to the daily employment; that the teachers of any trade or industrial subject in any State shall have at least the minimum qualifications for teachers of such subject determined upon for such State by the State board, with the approval of the Federal Board for Vocational Education: Provided, That for cities and towns of less than twenty-five thousand population, according to the last preceding United States census, the State board, with the approval of the Federal Board for Vocational Education, may modify the conditions as to the length of course and hours of instruction per week for schools and classes giving instruction to those who have not entered upon employment, in order to meet the particular needs of such cities and towns.

Sec. 12. That in order for any State to receive the benefits of the appropriation in this Act for the training of teachers, supervisors, or directors of agricultural subjects, or of teachers of trade, industrial or home economics subjects, the State board of such State will provide in its plan for such training that the same shall be carried out under the supervision of the State board: that such training shall be given in schools or classes under public supervision or control; that such training shall be given only to persons who have had adequate vocational experience or contact in the line of work for which they are preparing themselves as teachers, supervisors, or directors, or who are acquiring such experience or contact as a part of their training; and that the State board, with the approval of the Federal board, shall establish minimum requirements for such experience or contact for teachers, supervisors, or directors of agricultural subjects and for teachers of trade, industrial, and home economics subjects; that not more than sixty per centum nor less than twenty per centum of the money appropriated under this Act for the training of teachers of vocational subjects to any State for any year shall be expended for any one of the following purposes: For the preparation of teachers, supervisors, or directors of agricultural subjects, or the preparation of teachers of trade and industrial subjects, or the preparation of teachers of home economics subjects.

Sec. 13. That in order to secure the benefits of the appropriations for the salaries of teachers, supervisors, or directors of agricultural subjects, or for the salaries of teachers of trade, home economics, and industrial subjects, or for the training of teachers as herein provided, any State shall, through the legislative authority thereof, appoint as custodian for said appropriations its State treasurer, who shall receive and provide for the proper custody and disbursements of all money paid to the State from said appropriations.

Sec. 14. That the Federal Board for Vocational Education shall annually ascertain whether the several States are using, or are prepared to use, the money received by them in accordance with the provisions of this Act. On or before the first day of January of each year the Federal Board for Vocational Education shall certify to the Secretary of the Treasury each State which has accepted the provisions of this Act and complied therewith, certifying the amounts which each State is entitled to receive under the provisions of this Act. Upon such certification the Secretary of the Treasury shall pay quarterly to the custodian for vocational education of each State the moneys to which it is entitled under the provisions of this Act. The moneys so received by the custodian for vocational education for any State shall be paid out on the requisition of the State board as reimburse-

ment for expenditures already incurred to such schools as are approved by said State board and are entitled to receive such moneys under the provisions of this Act.

Sec. 15. That whenever any portion of the fund annually allotted to any State has not been expended for the purpose provided for in this Act, a sum equal to such portion shall be deducted by the Federal board from the next succeeding annual allotment from such fund to such State.

Sec. 16. That the Federal Board for Vocational Education may withhold the allotment of moneys to any State whenever it shall be determined that such moneys are not being expended for the purposes and under the conditions of this Act.

If any allotment is withheld from any State, the State board of such State may appeal to the Congress of the United States, and if the Congress shall not direct such sums to be paid it shall be covered into the Treasury.

Sec. 17. That if any portion of the moneys received by the custodian for vocational education of any State under this Act, for any given purpose named in this Act, shall, by any action or contingency, be diminished or lost, it shall be replaced by such State, and until so replaced no subsequent appropriation for such education shall be paid to such State. No portion of any moneys appropriated under this Act for the benefit of the States shall be applied, directly or indirectly, to the purchase, erection, preservation, or repair of any building or buildings or equipment, or for the purchase or rental of lands, or for the support of any religious or privately owned or conducted school or college.

Sec. 18. That the Federal Board of Vocational Education shall make an annual report to Congress, on or before December first, on the administration of this Act and shall include in such report the reports made by the State boards on the administration of this Act by each State and the expenditure of the money allotted to each State.

Approved, February 23, 1917.

THE STATE LEGISLATIVE ACT.

CHAPTER 491—Session Laws of Minnesota for 1917.

An act to accept the benefits and conditions of an act of the congress of the United States, approved February 23, 1917, relating to the promotion of vocational education and to appropriations to the states for instruction in agriculture, the trades and industries and for the preparation of teachers of vocational subjects.

Be it enacted by the Legislature of the State of Minnesota:

Section 1. **Certain provisions of an act for promotion of vocational education, etc., by congress, etc., accepted.**—The provisions of the act of congress of the United States entitled an act to provide for the promotion of vocational education; to provide for co-operation with the states in the promotion of such education in agriculture and the trades and industries; to provide for co-operation with the states in the preparation of teachers of vocational subjects; and to appropriate money and regulate its expenditures, and approved February 23, 1917, be and the same are hereby accepted, and the benefits of all funds appropriated under the provisions of such act are hereby accepted as provided in such act.

Sec. 2. **High School Board designated as state board called for in congressional act.**—The high school board is hereby designated the state board as provided in such act, and is charged with the duty and responsibility of co-operating with the federal board for vocational education in the administration of such act and is given all power necessary to such co-operation. The high school board is authorized to make such expenditures as it may deem necessary to carry out the provisions hereof from moneys available for the purposes of this act. In case a state board of education is created, such board shall have the powers and perform the duties with which the high school board is charged by the terms of this act.

Sec. 3. **State treasurer appointed custodian of funds.**—The state treasurer is appointed custodian of all funds for vocational education, as provided in such act, and is charged with the duty and responsibilty of receiving and providing for the proper custody and proper disbursement of moneys paid to the state from the appropriations made under the provisions of such act.

Sec. 4. **What districts are to be entitled to federal moneys.**—Any school district maintaining a vocational school or department shall be entitled to Federal moneys under such act for the salaries of teachers of agricultural, industrial or home economics subjects by meeting the requirements fixed by the high school board and approved by the federal board for vocational education. Teacher training schools and departments shall be entitled to federal moneys for the preparation of teachers of agricultural, industrial or home economics subjects by meeting the requirements fixed by the high school board and approved by the federal board for vocational education for the preparation of such teachers.

Sec. 5. **How disbursements shall be made.**—All disbursements of federal and state moneys for the benefit of such teachers' training schools or departments shall be made on the requisition of the high school board by the state treasurer or to the legally constituted authorities having custody of the moneys of such training schools or departments. All disbursements of federal and state moneys for the benefit of such vocational schools and departments shall be made on the requisition of the high school board by the state treasurer to the treasurer legally qualified to receive and disburse the funds for the school districts establishing and maintaining such schools and departments as herein provided.

Sec. 6. **State treasurer to make report of receipts and disbursements.**—The state treasurer as custodian for vocational education shall make to the legislature at each biennial session a report of the receipts and disburse-

ments of moneys received by him under the provisions of such act and the high school board shall make to the legislature at each bi-ennial session a report of its administration of such act and the expenditure of money allotted to the state under the provisions of such act.

Sec. 7. **Inconsistent acts repealed.**—All acts and parts of acts inconsistent with the provisions of this act are hereby repealed.
Approved April 21, 1917.

I. ADMINISTRATION AND SUPERVISION.

a. The general administration of vocational education under the Act shall be cared for by a State Director of Vocational Education. He shall be appointed by the State Board and shall conduct the work as the State Board may direct.

b. Agricultural education shall be supervised by a person appointed by the State Board, which Board shall also fix the remuneration and term of service of such supervisor. No one shall be appointed supervisor of agricultural education whose training is not equivalent to that required for a baccalaureate degree in agriculture. In making such appointment the State Board will require two years of practical experience and will give much weight to general fitness.

c. Industrial education shall, at the discretion of the State Board, be supervised by a person appointed by them for this purpose. The State Board shall also fix the remuneration and term of service of such supervisor. No one shall be appointed supervisor of industrial education who does not possess both technical training and adequate shop experience. In making such appointment the State Board will give much weight to general fitness.

d. Home economics education shall, at the discretion of the State Board, be supervised by a person appointed by them for this purpose. The State Board shall also fix the remuneration and term of service of such supervisor. No one shall be appointed supervisor of home economics education whose training is not equivalent to that required for a baccalaureate degree in home economics. In making such appointment the State Board will also give such weight to practical experience and general fitness.

II. AGRICULTURAL EDUCATION.

a. General conditions.

1. All schools receiving aid must be under public supervision and control.
2. The controlling purpose must be to fit pupils for useful employment.
3. The courses offered must be of less than college grade.
4. The courses shall be arranged to provide for the needs of pupils over fourteen years of age.
5. Every dollar of Federal aid must be matched by a dollar of state or local money, or both.
6. Federal money shall be expended only for:

   (a) Salaries of teachers and supervisors of agriculture. No federal money may be used for the purchase, erection, preservation or repair of any building, for equipment, or for the purchase or rental of lands.

   (b) Maintenance of teacher training for teachers of agriculture. No federal money may be used for the purchase, erection, preservation or repair of any building, for equipment, or for the purchase or rental of lands.

b. Plans for supervision of agricultural education.

During the first year and until the number of schools shall require the full time of a supervisor, the State Board may appoint for this purpose a properly qualified person for part time service. At least two supervisory visits shall be paid each year to each school receiving Federal aid.

c. Kinds of schools.

(1) Full time schools.

(a) State schools of Agriculture of secondary grade operating under the control of the University of Minnesota; provided only that Federal aid in such schools must be used to promote and extend the work and not to lessen the expense of maintenance.

(b) State high schools located in the midst of farming communities and showing an enrollment of pupils from farm homes equal to at least one-fourth (¼) of their total high school enrollment. For the year 1917-18 the number of such schools shall be limited to twenty-five.

d. Plant and equipment.

1. The minimum floor space shall be fifteen hundred (1500) square feet, suitably divided into at least three rooms as follows:

(1) laboratory, (2) machinery and (3) store room.

The laboratory shall be equipped with physical, chemical, biological and agricultural apparatus necessary for successful laboratory work in agriculture.

The farm machinery room shall be provided with machinery now in common use in practical farming in each locality.

The store room shall be provided with suitable shelving and cabinets for the safe and convenient storage of products and collections for class and laboratory study.

2. The space allotted to agriculture shall meet the present requirements of the State High School Board as to (1) heating, (2) lighting, (3) ventilation, (4) ceiling height, and (5) toilet and lavatory.

e. Minimum for maintenance.

In order to receive Federal aid a school must certify to an expenditure of not less than fifteen hundred dollars ($1500) inclusive of the salaries of teachers of agriculture, but exclusive of Federal aid for such salaries.

f. Courses of study.

1. Minimum length of full time courses shall be two (2) years, each containing at least six (6) months of classroom and school instruction and each providing for six (6) months of supervised practice in agriculture, either on a farm provided for by the school, or other farm.

2. Approximate minimum technical subject-matter of courses: Field Crops, Animal Husbandry, Dairying, Farm Accounts and Farm Management, Soils, Horticulture and Farm Mechanics.

3. The courses shall include provision for instruction in English and citizenship and such coordinating subjects as elementary science, mathematics, farm economics and industrial history.

4. The time shall be divided approximately as follows: At least 50 per cent to strictly agricultural subjects and project work under supervision; 30 to 35 per cent to related subjects; 15 to 20 per cent to academic subjects.

5. Each school shall emphasize instruction in that field of agriculture most common and most profitable in its particular locality.

(2) Short Courses.

(a) The purpose shall be to provide skilled instruction and supervision of practical farm work for persons beyond the average school age who are already engaged in farming on a productive basis.

(b) Admission shall be confined to persons over sixteen years of age.

(c) These courses may be maintained for Federal aid only in schools that are supporting full time agricultural courses under the requirements of the State High School Board.

(d) The same plant and equipment used for the full time courses may be used for the short courses, except that an additional room must be provided for purposes of recitation and study.

(e) Short courses shall provide for at least two (2) months of classroom and laboratory instruction by teachers specially licensed and qualified for this work as provided for under **Rule h, 2, page 14.**

(f) Provision shall also be made for at least six (6) months of supervised practice of agriculture for all persons enrolled, such supervision to be carried out by the full time agricultural instructor of the school.

(g) The subject-matter shall be chosen from that already provided for the full time courses adapted to the length of the courses and the individual needs of the persons enrolled.

g. Methods of instruction.

1. The teacher shall be employed for the calendar year of twelve (12) months.
2. Class instruction based upon text books, reference books, bulletins, reports and lectures by the teacher.
3. Laboratory work consisting of simple but definite tests, demonstrations and experiments, all directed toward supplementing and making concrete the classroom instruction.
4. Farm and field demonstrations and experiments of a definite and and practical nature, including much project work performed by individual pupils. This work should include not only actual manipulation by pupils but also a study of local farm problems and operations under the immediate supervision and direction of the teacher.
5. All instruction should, if possible, be verified by concrete reference to actual farm results, or by well authenticated experiments.
6. Each pupil shall be required to carry out, during each year of his course, and in a commercially productive manner, an independent agricultural project, supervised by the teacher in agriculture.

h. Qualifications of teachers.

1. Full time teachers.

   All persons qualifying as teachers of agriculture shall have completed the prescribed courses for teachers of agriculture in the University of Minnesota or in other institutions of equal rank.

   No person shall be qualified as teacher of agriculture in any school receiving Federal aid until he has completed fifteen (15) hours of professional work in accordance with the requirements in Minnesota for professional training of all high school teachers, nor until such person shall have been licensed to teach in a school for which Federal aid is granted, such license to be issued by the State Department of Education. No license shall be issued for this service until the adequacy of the applicant's previous vocational experience and contact, covering at least two years, has been approved by the State Board and such approval has by this Board been certified to the State Department of Education.

2. Short course teachers.

   The minimum requirement shall be (a) the completion of at least a four-year high school course or its equivalent, (b) exceptional skill in the practice of farming on a useful and productive basis, (c) proven skill in imparting knowledge to others and (d) good standing as a farmer and citizen.

Short course teachers shall be licensed in the same manner as that provided for full time teachers of agriculture, but no license for this purpose shall be valid for more than one year.

i. Qualifications of supervisors.
Found on page 12, I, b. and page 13, II, b. of this report.

j. Plans for six months' supervised practical work.
Found on page 14, II, g. 4.

k. Plans for training teachers.

1. All training of agricultural teachers shall be under the control and direction of the State Board and its duly authorized agents.

2. The University of Minnesota is hereby designated for the training of teachers of agriculture.

3. Admission shall be limited to persons (1) who have had at least two (2) years of practical farm experience, and (2) who have successfully completed a four years' course in a Minnesota state high school, or its equivalent.

4. The school year shall consist of at least thirty-six (36) weeks and the course shall be four (4) years in length.

The curriculum shall consist of both academic and professional subjects. Not less than 40 per cent of the time shall be devoted to strictly agricultural subjects, but these subjects shall be presented with special reference to the teaching of agriculture in high schools. The strictly professional training, including practice teaching, shall be equivalent to that now required of all high school teachers. The curriculum shall lead to a baccalaureate degree in the University of of Minnesota and shall meet the approval of the State Board.

All classes designed especially for the training of teachers of agriculture and for which Federal funds under the Smith-Hughes Act are to be used, shall be organized and taught separately from classes of secondary grade.

5. No person shall be graduated from this course without the completion, while in training, of one hundred forty-four (144) hours of practical experience or contact with farming on a productive basis in addition to the two years of practical experience required for admission.

6. Relation to certification.

Any person who has completed the course and met all the requirements above mentioned, and who is properly vouched for as a person of (1) good moral character, (2) sound health and (3) special fitness for the work, shall be entitled to receive from the State Department of Education a license authorizing him to teach agricultural subjects in any high school in this state.

III. INDUSTRIAL EDUCATION.

a. General Conditions.

1. All schools or classes receiving aid must be under public supervision or control.
2. The controlling purpose must be to fit pupils for useful employment in specific trades or industries.
3. The courses offered must be of less than college grade.
4. The courses shall be arranged to provide for the needs of pupils over fourteen (14) years of age.
5. Every dollar of Federal aid must be matched by a dollar of state or local money, or both.

6. Federal money shall be expended only for
   (a) Salaries of teachers of trade and industrial subjects.
   (b) Maintenance of teacher training for teachers of trade and industrial subjects. No Federal money may be used for the purchase, erection, preservation or repair of any building, for equipment, or for the purchase or rental of lands.

b. Division of funds.

Of the Federal funds available for the salaries of teachers of trade, home economics and industrial subjects, the following division is made:

1. For part time schools, at least 33⅓ per cent.
2. For home economics, not to exceed 20 per cent.

c. Kind of schools.

1. Day schools
   (a) The minimum length of the school year shall be nine (9) months.
   (b) At least thirty (30) hours per week shall be given to instruction, which shall include both vocational and academic work.
   (c) At least one-half of the entire time of the school year shall be given to practical shop work on a useful and commercially productive basis.
   (d) Plant and equipment.
      (1) The plant and equipment shall be acceptable to the State Board as adequate and suitable for the trade and industrial work which the school proposes to undertake.
      (2) The factory type of construction, arrangement and equipment is best adapted to this use and if a new building is to be provided it shall be so differentiated from the ordinary type of school building.
      (3) Any building or space used for shop purposes must conform to the factory laws of the state as to light, heat and ventilation.
      (4) The plant and equipment proposed for use shall not be considered as satisfactory until it has been inspected and approved by the State Board or its regularly designated agent.
   (e) Minimum for maintenance.

   The amount expended for maintenance shall be such as to satisfy the State Board that reasonable standards of work are insured and that efficient teachers are secured to do the work.

   (f) Courses of study.
      (1) Approximate minimum length of such courses as are offered amoung the following list of skilled trades shall be, carpenter, cabinet maker, electrician, machinist, pattern maker, stone mason, sheet metal worker, plumber, printer, sign painter, bricklayer, concrete worker, milliner and dressmaker, not less than one year nor more than four years. This list is not intended to limit the trades in which instruction may be given.
      (2) All courses shall include provision for instruction in English, industrial history and citizenship.
      (3) All courses shall include provision for applied drawing, mathematics and elementary science, as related to the trades and industries being taught.
      (4) Each school shall give consideration to local industrial needs and, so far as possible, map out its courses and direct its instruction with reference to those needs.

(g) Methods of instruction.

(1) All courses shall include provision for an intimate knowledge of the nature and sources of supply of the materials employed in construction work, including their adaptation to particular uses, and their cost.

(2) Instruction shall provide for an intimate knowledge of the tools and machines used in the trades taught, their cost, use and care.

(3) Stress shall be placed upon safety devices and such use of tools and machines as will safeguard the operator and his fellow workers.

(4) The entire organization and administration of school shops shall, so far as possible, be in exact accordance with that employed in the best industrial establishments. The teacher shall, so far as school conditions permit, direct all shop activities as would the foreman of an industrial shop.

(5) Much attention shall be given, under the direction and supervision of the teacher, to the study of actual industrial operations. This shall be accomplished by observation in accessible shops and factories, followed by definite classroom discussion of a constructive character.

(6) The guiding purpose in all courses shall be to prepare pupils for intelligent and efficient service in a particular trade or industrial field.

(h) Qualifications of teachers.

(1) Teachers shall be of two classes, (1) vocational and (2) non-vocational.

(2) Vocational teachers shall be of two classes, (a) trade and (b) technical.

(3) Federal aid can be granted only for the salaries of trade and technical teachers.

(4) The minimum qualifications for trade teachers are (a) a sound elementary education; (b) exceptional skill in the trade to be taught, which is usually evidenced by three years of experience beyond the apprenticeship stage; (c) proven ability to impart skill to others; (d) good health; (e) good standing as a workman and citizen; (f) age, between 25 and 40 years; (g) completion of an established course after January 1, 1919.

(5) The minimum qualifications for a teacher of technical subjects are (a) the completion of a two (2) year technical course in the subjects to be taught, in addition to the completion of a four (4) year high school course, or, in each case, its equivalent; (b) one year of shop experience; (c) the completion of an established course after January 1, 1919.

(6) The minimum qualifications for a teacher of non-vocational subjects are:

(a) Scholastic training adequate for teaching in the 7th, 8th and 9th grades.

(b) Proven ability in teaching persons of the class likely to enter a trade school.

(c) At least a layman's knowledge of the trades taught.

(7) (a) No person shall be qualified as a vocational teacher until licensed for such teaching by the State Department of Education. No license shall be issued for this service until the State Board has certified the applicant's fitness under the foregoing requirements.

(b) Such licenses shall be issued for one year and may be renewed only as authorized by the State Board. After three (3) years of successful experience, application may be made for a permanent certificate.

(c) Such license shall always state (1) the period for which it is valid, (2) the subject or subjects to be taught, and (3) the name and location of the school for which it is valid.

(i) Schools in cities and towns of less than twenty-five thousand (25,000) population.

(1) Federal aid may be granted only to state high schools, located in communities in which the predominance of specific trades or industries creates a demand for certain forms of skilled labor.

(2) The length of the courses shall be the same as those fixed under courses of study, page 16 (f).

(3) The hours of instruction shall be at least tweny-five (25) per week, of which at least one-half, or its equivalent, shall be devoted to practical work on a commercially productive basis.

Note: The purpose of instruction in trades and industries in communities of this size is to furnish pupils such general training in local industries as will make them more successful wage earners.

2. Part time instruction.

(a) Part time instruction of pupils who have entered on employment may be maintained for Federal aid, provided the time covered by such instructions is not less than one hundred forty-four (144) hours per year.

(b) Trade extension.

Part time schools or classes may be maintained to give to persons employed in trades or industries instruction **in such subject or subjects as will directly extend their trade knowledge.** No person may be admitted who is under fourteen (14) years of age.

(c) General continuation schools.

Part time schools or classes may be maintained as **continuation schools for the improvement of the civic or vocational intelligence of persons under employment.** No person may be admitted who is under fourteen (14) or over eighteen (18) years of age.

(d) Plant and equipment.

The plant and equipment for part time schools or classes shall be such as will afford ample facilities for the conduct of the work. Space in buildings devoted to other school purposes may be utilized provided such double use is not permitted to interfere with the efficiency of the part time work.

(e) Minimum for maintenance.

No school shall receive Federal aid for part time schools or classes unless its annual expenditure for the maintenance of such schools or classes is sufficient, in the judgment of the State Board, to provide for the successful conduct of the work.

(f) Courses of study.

(1) For trade extension pupils, the courses shall provide subjects which are of direct assistance for growth and promotion in the trade in which they are employed.

(2) For continuation schools, the courses shall be such as to improve the general knowledge of wage earners employed in non-trade occupations.

(g) Methods of instruction.

Instruction shall be based upon the actual needs of the individual pupil as discovered by (1) interviews with employers, foremen, parents, former teachers and others, (2) observation of pupil during employment, when possible, and (3) school room reaction.

(h) Qualifications of teachers.

(1) Any person licensed as a teacher of vocational subjects under (h) 4. or 5., page 17, of these rules is qualified to teach in any part time school or classes in trade extension work.

(2) Any person licensed as a teacher of non-vocational subjects under (h), 6., page 17, of these rules is qualified to teach in part time school in continuation schools or classes.

3. Evening schools.

(a) Enrollment shall be limited to persons in employment and over sixteen (16) years of age.

(b) The instruction shall be in such subjects and of such character as to supplement the day employment. Only such subjects shall be taught as will increase skill or knowledge in the occupation in which the worker is engaged as his daily employment, or as will lead to promotion or advancement in that work.

(c) The plant and equipment shall be such as to afford adequate space and facility for conducting the kind and amount of instruction undertaken. Space and equipment used in day schools may be used for evening schools and classes, provided such arrangement is not allowed to interfere with the successful conduct of the evening school work.

(d) The expenditure for maintenance shall be sufficient to satisfy the State Board that the school will secure competent teachers and maintain a high degree of efficiency.

(e) Methods of instruction.

It is desirable to bring together a group of persons of allied interests or occupations for instruction that will be directly helpful in their daily work.

The length of courses thus offered may vary according to pur pose and character.

(f) Qualifications of teachers.

Teachers shall be chosen because of special fitness to give the instruction needed by each group.

No person shall be licensed as an evening school teacher except upon the conditions established for vocational teachers under IV, (h), (4) and (5), page 17 of these rules.

d. Plans for training teachers.

1. All training of teachers for Federal aid must be under the direct supervision and control of the State Board.

2. At least 80 per cent of Federal funds to be used for the training of teachers of trade and industrial subjects shall be used for the payment of salaries of teachers.

3. Not to exceed 20 per cent of such funds may be used for other forms of maintenance.

4. Training through institutions.

(a) The University of Minnesota is designated for the training of teachers of trade and industrial subjects.

Under conditions approved by the State Board other institutions may be used for the training of trade teachers in specific trades. Such arrangement shall be subject to direction and control by the State Board.

(b) Any person with at least three years of trade experience either as an independent worker or apprentice, who can profit by teacher training instruction and who is between the ages of 22 and 40 years, may be admitted to any training school for teachers of trade and industrial subjects, provided only that such person has completed the elementary school and is found to be academically qualified to pursue the training course offered.

The State Board proposes, as an initial plan, to employ a properly qualified person to organize teacher training for the trades and industries whose task shall be to discover and recruit desirable persons from the trades, train them for the work of teaching, and assist in establishing proper courses for the purpose of providing a permanent and well trained group of teachers of trade and industrial subjects.

(d) Pending the employment of a director of teacher training, no detailed statement of courses, hours of instruction or graduation requirements is made. A complete statement relative to these matters will be submitted on or before January 1, 1919.

(e) Initial certification of trade and industrial teachers is provided for on pages 17 and 18 of this report.

5. The person appointed to organize Teacher Training for the trades and industries will serve during the present school year as an itinerant training teacher, operating in the cities of Minneapolis, St. Paul and Duluth, and such other smaller centers as may be found desirable.

Courses of instruction must be limited initially to training in (1) organization of material, (2) effective presentation to class, (3) testing for results.

By the use of follow-up methods, it will be possible to offer encouragement, give advice, correct teaching faults and induce poorly equipped teachers to continue their training.

6. Teachers in service will be required as a condition for the renewal of their license to teach, to present to the State Board satisfactory proof of self-improvement through the year, either by means of home study, or attendance upon courses of instruction, or both.

IV. HOME ECONOMICS EDUCATION

a. General Conditions.

1. All schools and classes receiving Federal aid for salaries of teachers of home economics subjects shall be under public supervision and control.
2. The controlling purpose in such schools or classes must be to fit pupils for useful employment.
3. The courses offered must be of less than college grade.
4. Such courses shall be designed to meet the needs of pupils over fourteen (14) years of age.
5. For every dollar of Federal money received by any school or class there must be expended a dollar of state or local money, or both.
6. Federal aid shall be expended solely for (1) salaries of teachers of home economics and (2) maintenance of teacher training for teachers of home economics subjects. No Federal money may be applied, directly or indirectly, to the purchase, erection, preservation or repair of any building or buildings, or for equipment.

b. Kinds of Schools.

1. Day Schools.

(a) The school year shall be at least nine (9) months in length.

(a) Instruction shall cover at least thirty hours per week.

(c) One-half the entire time shall be given to practical work on a useful and productive basis.

(d) The minimum floor space allotted to home economics shall be adequate for the work to be undertaken.

The quarters shall meet the present requirements of the State Board as to (1) heating, (2) lighting, (3) ventilation, (4) ceiling height, and (5) toilet and lavatory facilities.

Besides the recitation room there shall be provided at least the following: (1) kitchen, (2) sewing room. Where possible, it is desirable to add (1) dining room, (2) bedroom. Some provision must also be made for laundry work.

Each room shall be equipped with such apparatus and appliances as are necessary to carry out the instruction and courses of study offered. So far as possible, the equipment shall correspond in quality and variety with that which is desirable for the average wage earner's home. In quantity it shall be adequate for a class enrollment of twenty (20).

(e) No school shall receive Federal aid for the salaries of teachers of home economics subjects unless its annual expenditures for maintenance, inclusive of teacher's salary and exclusive of Federal aid for teacher's salary, is at least one thousand dollars ($1,000).

(f) Courses of study.

(1) Vocational. Approximate minimum subject-matter shall be, garment making and dressmaking, foods and cookery, millinery, house planning and house furnishing, sanitation and home nursing, textiles and home management.

(2) Related subjects of applied sciences and art.

(3) Non-vocational. The curriculum shall include provision for a well rounded course of study.

(4) All courses shall be planned with a view to meeting the needs of both the home and the community.

(g) Methods of instruction.

(1) All courses must include provision for an intimate knowledge of materials employed, their adaptation to particular uses, their cost and source of supply.

(2) The specific object of the training is to produce intelligent, efficient home makers. Methods employed shall be such as to develop both the economic and the art features of home keeping.

(3) All courses in home economics shall be organized and taught from the point of view of home management and should focus in the course in home management. It shall provide experience in actual home making problems through contact with homes, commercial enterprises, special home management houses or apartments, hospitals and nurseries. The home of the average wage earner is the goal which must govern the method of instruction.

(4) For cities of more than 25,000 half the school day will be devoted to the practical work and related instruction in home economics subjects such as: garment making, foods and cookery, dress making, textiles, millinery, sanitation, home nursing, home management, etc. The remaining half day will be devoted to instruction in non-vocational subjects, such as:

English, civics, drawing and design, general science, chemistry, history, etc. Drawing and design, general science, chemistry, physics, may be organized and presented as directly applied to the home.

(5) For cities under 25,000 half the school day will be devoted: (a) to the practical work and related instruction in home economics subjects, such as those mentioned above, and (b) related subjects such as: general science applied to the household, drawing and design applied to dress and house furnishing, household physics, household chemistry, etc. The remaining half-day will be devoted to non-vocational subjects.

(6) The method of instruction employed will in general combine in one class exercise both practical work and essential related instruction. Courses involving practical work will not be dissociated into regular recitation and laboratory periods.

SUGGESTED FOUR-YEAR COURSE IN VOCATIONAL HOME ECONOMICS

	1st Semester	2nd Semester
First Year:		
English	5 periods;	5 periods
Elective	5 periods;	5 periods
Drawing and Design	3 (90 min.) periods;	2 (90 min.) periods
Garment Making	3 (90 min.) periods;	2 (90 min.) periods
General Science and Cooking	2 (90 min.) periods;	3 (90 min.) periods
Food Study and Cooking	2 (90 min.) periods;	3 (90 min.) periods
Second Year:		
English	5 periods;	5 periods
Elective (Civics and Citizenship)	5 periods;	5 periods
General Science	3 (90 min.) periods;	2 (90 min.) periods
Housekeeping, Household Accounts. Planning and Serving Meals	3 (90 min.) periods;	2 (90 min.) periods
Physiology, Hygiene and Home Nursing	2 (90 min.) periods;	3 (90 min.) periods
Elementary Dressmaking	2 (90 min.) periods;	3 (90 min.) periods
Third Year:		
English	5 periods;	5 periods
Elective	5 periods;	5 periods
Household Chemistry	7 to 8 (45 min.) periods;	7-8 (45 min.) periods
Clothing Design, House Planning and Furnishing	3 (90 min.) periods;	2 (90 min.) periods
Textiles, Millinery and Dressmaking	2 (90 min.) periods;	3 (90 min.) periods
Fourth Year:		
English	5 periods;	5 periods
Elective	5 periods;	5 periods
Household Physics	7 to 8 (45 min.) periods;	7-8 (45 min.) periods
Textiles, Millinery and Dressmaking	3 (90 min.) periods;	2 (90 min.) periods
Elementary Dietetics and Home Management	2 (90 min.) periods;	3 (90 min.) periods

First Year:

English	1 unit
Elective	1 "
Drawing and Design	½ "
Garment Making	½ "
General Science Applied to Household	½ "
Food Study and Cooking	½ "

Second Year:

English	1 unit
Elective (Civics and Citizenship)	1 "
Physiology, Hygiene and Home Nursing	½ "
Elementary Dressmaking	½ "
General Science	½ "
Housekeeping, Planning and Serving of Meals, Household Accounts	½ "

Third Year:

English	1 unit
Elective (Elementary Economics or Sociology)	1 "
Household Chemistry	1 "
Clothing Design, House Planning and House Furnishing	½ "
Textiles, Millinery and Dressmaking	½ "

Fourth Year:

English	1 unit
Elective	1 "
Household Physics	1 "
Textiles, Millinery and Dressmaking	½ "
Elementary Dietetics and Home Management	½ "

(h) Qualifications of teachers.

(1) License to teach home economics in schools receiving Federal aid for salaries of teachers of home economics subjects shall be issued by the State Department of Education and only to persons certified by the State Board to have had adequate vocational experience, such as might be secured by a reasonable period in the management of a home.

(2) All persons qualifying as teachers of home economics subjects shall have completed the prescribed courses in education and in home economics in the University of Minnesota, or courses of other institutions of equivalent grade.

(i) Schools in cities and towns of less than twenty-five thousand (25,000) population.

(1) Kinds of schools.
Instruction will be given in home economics departments of public schools of secondary grade.

(2) Length of course shall be at least nine (9) months.

(3) Hours of instruction shall be not less than twenty-five (25) per week.

(4) Course of study.

Practical work must occupy at least one-half of entire time and shall include home economics subjects as above, the related subjects of applied science and art, and such academic subjects as will contribute to a well rounded course of study.

2. Evening Schools.

(a) No one under sixteen (16) years of age may be admitted to an evening school or classes in home economics subjects.

(b) The instruction given shall be supplementary to the day employment.

(c) The plant and equipment may be that used in day schools, provided its double use in no way interferes with the efficiency of evening schools and classes.

(d) Minimum for maintenance.

As a condition for receiving Federal aid for evening schools and classes the minimum expenditure for the maintenance of such schools shall be sufficient to satisfy the State Board of the employment of efficient teachers and provision for adequate equipment and supplies.

(e) Course of study.

Courses for evening schools and classes shall be arranged to meet the needs of those enrolling and shall be similar in character to those offered in the day schools.

(f) Methods of instruction.

Methods of instruction shall be determined by a thorough knowledge of the individual needs of the members of the class.

(g) Qualifications of teachers.

(1) Persons licensed as day school teachers of home economics are qualified to teach in evening schools also.

(2) The State Department of Education may issue special licenses to persons certified by the State Board as having (a) adequate vocational experience and contact, (b) completed a two-year course in a technical school, or its equivalent, and (c) exceptional teaching ability.

(3) Similarly special licenses may be issued to persons (a) possessing at least an elementary education, (b) of well established skill in a particular vocation, (c) of exceptional ability in imparting knowledge and (d) of good moral character.

(4) Special licenses for teaching of home economics in evening schools shall be valid for only one year, but may be renewed. After three years of successful experience a permanent certificate may be issued upon recommendation of the State Board.

c. Plans for training teachers.

1. The entire control and supervision of the training of teachers of home economics subjects under the Act shall be with the State Board.

2. The University of Minnesota is hereby designated as the institution authorized for the training of teachers of home economics subjects.

3. Entrance requirements.

(a) The completion of a four-year high school course or its equivalent, and

(b) Vocational experience or contact covering two (2) years, which must have been both practical and productive, or

(c) A total of one hundred forty-four (144) hours of such actual experience or contact while in training.

4. The curriculum shall be four (4) years in length and shall lead to a baccalaureate degree. It shall consist of both academic and professional work. Not less than 40 per cent of the time shall be devoted to strictly home economics subjects, but these subjects shall be presented with special reference to the teaching of home economics in high schools. The strictly professional training, including practice teaching, shall be equivalent to that now required of all high school teachers.

The aim in all teacher training courses shall be the preparation of vocational teachers. Provision must be made for bringing all persons admitted to such courses into intimate and intelligent contact with actual productive operations in home economics.

5. Graduation in home economics shall be based upon the (1) successful completion of the four-year college course, (2) evidence of teaching ability, (3) good character and (4) successful practical experience amounting to at least two years, either previous to entering upon training or during training, or both combined.
6. To persons who have completed the above course of study and who have met the requirements as to vocational experience and contact, the State Department of Education will issue certification authorizing the holder to teach home economics in any school of secondary grade in this state.

V. APPORTIONMENT OF FUNDS FOR TEACHER TRAINING.

Of the total sum of Federal money allotted to Minnesota for the maintenance of the training of teachers of trade and industrial subjects, home economics subjects and agricultural subjects, the following approximate apportionment shall be made:

a. For the training of trade and industrial teachers, 30 per cent.
b. For the training of home economics teachers, 35 per cent.
c. For the training of agricultural teachers, 35 per cent.

FEDERAL FUNDS AVAILABLE FOR ALLOTMENT AS AID UNDER THE TERMS OF THE SMITH-HUGHES ACT FOR THE STATE OF MINNESOTA FOR THE SCHOOL YEAR 1917-18:

1. For salaries of teachers, directors and supervisors of agricultural subjects	$12,400
2. For salaries of teachers of trade, home economics and industrial subjects	9,950
3. For preparing teachers, directors and supervisors of agricultural subjects and teachers of trade, home economics and industrial subjects	11,300
Total allotment for school year 1917-18	$33,650

TOTALS AVAILABLE FOR ALL AID UNDER THE SMITH-HUGHES ACT ALLOTTED TO MINNESOTA FOR THE YEARS

1918	$ 33,650
1919	49,345
1920	65,040
1921	78,475
1922	89,650
1923	90,825
1924	112,000
1925	134,350
1926	156,700
1927	156,700
Total for ten years	$966,735

(These figures will be somewhat modified by the 1920 census.)

GENERAL INDEX TO PLANS

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