

A FOLLOW-UP STUDY OF THE
GRADUATES OF JENKS HIGH SCHOOL FOR THE
YEARS 1944 TO 1949, INCLUSIVE

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CHAPTER I

INTRODUCTION

Jenks is located in Tulsa County about five miles southeast of Tulsa, Oklahoma, and has a population of approximately 1,500. Jenks Public School is a consolidated school with a present enrollment of about 750 in the entire school. There is an average yearly enrollment of 150 pupils in the four-year high school. There has been an average of 25.3 pupils graduating from the senior class each year during the period 1944-1949, inclusive.

Students who attend Jenks High School have an opportunity to take various subjects and to specialize in the fields in which they become interested. Business courses are offered at the beginning of the eleventh grade. Business courses offered are typewriting I, typewriting II, shorthand I, and bookkeeping I. Shorthand I and bookkeeping I are offered in alternate years.

Purpose

The purpose of the study is to investigate the educational and vocational activities of the graduates of Jenks High School for the years 1944 to 1949, inclusive. It is hoped that the faculty of Jenks High School will take into consideration the results of this follow-up study in revising their particular phases of the high school curriculum so that students upon graduation will be better equipped to meet the requirements of the business world as well as to meet their everyday

problems. It is hoped that a better business department for Jenks High School will be developed as a result of this follow-up study. An additional purpose of this study is to determine to what extent the business department of Jenks High School has aided its graduates in securing immediate employment upon graduation. General and specific questions taken into consideration in this study are listed below.

General Questions:

1. What vocations did the graduates of Jenks High School enter after graduation and what vocations are they following at the present time?
2. To what extent does the Jenks High School business department prepare its graduates for obtaining immediate employment after graduation?

Specific Questions:

1. How many have attended a four-year college, a junior college, or a business college? How many months did they attend? What was the major field studied? Did they graduate?

What types of post-high school training have the graduates of Jenks High School received?

2. What percentage of the graduates who attended college or other schools after graduation received part-time employment while in school? What types of work did they do?
3. What business subjects were studied by the graduates after graduation from high school?
4. How long after graduation from high school did the graduates obtain their first full-time job?
5. What types of work were performed by the graduates on their first full-time job?
6. How long did the graduates remain on their first full-time job?
7. What duties did the graduates perform on their first full-time job?
8. What office machines and equipment did the graduates use on their first full-time job?
9. What percentage of the graduates are employed full time at present?

10. What percentage of the graduates are unemployed at present?
11. What percentage of the graduates are married?
12. What percentage of the girls who are married are otherwise employed?
13. How many married women are doing house work and are not otherwise employed?
14. What was the nature of business of all the firms in which the graduates were employed, and what types of work were the graduates doing at the time the questionnaires were returned?
15. What business subjects studied in high school are beneficial to the graduates, in their opinion, on their present full-time job?
16. What business subjects studied in high school were beneficial to the graduates, in their opinion, on their first full-time job?
17. According to the opinions of the graduates, what courses not taken in high school would have been of value to them on the jobs that they have held since graduation from high school?
18. How many of the graduates were in service and how long? How many of the graduates are in service at the present time?

Need for the Study

As there has never been a follow-up study made of the graduates of Jenks High School, it is believed that this study will be helpful in determining whether or not the curriculum is actually filling the needs of the students who attend high school in that community and whether or not more or different courses need to be offered to help train the graduates for employment. The present and future students may find helpful the suggestions and opinions expressed by the graduates of Jenks High School. In addition, the school authorities may, if they wish, utilize the data contained in this study as a basis for revising the curriculum.

Scope and Delimitations

This study is limited to a consideration of the graduates of the Jenks High School for the classes of 1944 to 1949, inclusive. There were 152 graduates during this period.

No attempt has been made to evaluate the scholastic achievement of the graduates while they were in high school or to compare the success of the graduates of one year with the success of those of another year.

No effort was made in this study to distinguish between the graduates on the basis of the number of business courses studied in high school.

The study of employment experiences is limited to civilian jobs and does not include military service.

Definition of Terms

The term "job," as used in this study, refers to only the civilian jobs held by the graduates since their graduation from high school.

The term "full-time job" refers to a position held three months or longer, and on which the graduate worked thirty hours or more a week for pay.

The term "part-time job," as used in this study, means a job held for less than three months, or one on which the graduate worked less than thirty hours a week for pay.

The term "subject" is a division or field of organized knowledge, such as English or science.

The term "business subjects" includes subjects that prepare students either directly or indirectly for successful participation in business activities.

Each of the following courses is a one-year course: Typewriting I, typewriting II, shorthand I, bookkeeping I.

Procedure

Before attempting to collect data for this study, the investigator reviewed a number of related theses. From these theses many helpful suggestions on questionnaire construction were obtained. Among the theses reviewed were the Randol,¹ Burris,² Morgan,³ Sittel,⁴ Delorme,⁵ and Dickerson⁶ studies.

This is a normative-survey type study employing the questionnaire-inquiry technique. The questionnaires were sent to the graduates because this was the most practical way of collecting the data.

A preliminary questionnaire was prepared and presented to a business education seminar class at Oklahoma Agricultural and Mechanical College in the Summer of 1949. Many suggestions and constructive criticisms were made, on the basis of which the questionnaire was revised.

¹ Cora Randol, A Follow-Up Study of the Commercial Graduates of Cameron State Agricultural College for the Years 1936, 1937, 1938, 1939, and 1940. Unpublished Master's Thesis, Oklahoma Agricultural and Mechanical College, 1941.

² Maude Lillian Burris, A Follow-Up Study of the Graduates of Healdton High School for the Years of 1935, 1936, 1937, 1938, 1939, 1940, and 1941. Unpublished Master's Thesis, Oklahoma Agricultural and Mechanical College, 1942.

³ Corra Lucille Morgan, A Follow-Up Study of the Graduates of Jay High School for the Years 1935, 1936, 1937, 1938, 1939, 1940, and 1941, Inclusive. Unpublished Master's Thesis, Oklahoma Agricultural and Mechanical College, 1942.

⁴ Helen Catherine Sittel, A Follow-Up Study of Selected Graduates of Classen High School, Oklahoma City, Oklahoma, for the Years 1939-1941, Inclusive. Unpublished Master's Thesis, Oklahoma Agricultural and Mechanical College, 1943.

⁵ David P. Delorme, A Follow-Up Study of the Fort Sill Indian School Graduates of the Classes of 1939 to 1947, Inclusive. Unpublished Master's Thesis, Oklahoma Agricultural and Mechanical College, 1948.

⁶ Betty Irene Dickerson, A Follow-Up Study of the Graduates of Shidler High School for the Years 1940 to 1948, Inclusive. Unpublished Master's Thesis, Oklahoma Agricultural and Mechanical College, 1949.

A list of graduates, for the years 1944 to 1949, was obtained from the high school principal's office. The files in this office contained only the names of the graduates; therefore, the addresses of the graduates had to be found elsewhere. The local postmistress cooperated by furnishing most of the addresses of the graduates. Some questionnaires were sent to the graduates' parents, with a request that they be forwarded to the graduate. For the 152 graduates for the period of 1944-1949, 149 addresses were found. This number is 98 per cent of the total number of graduates for the period.

The questionnaire, with a letter of explanation and a stamped, self-addressed envelope, was mailed to each graduate for whom an address was found. Approximately 2 weeks later a follow-up postal card reminder was sent to each of the graduates who had not responded to the first request. About 2 weeks later a second letter accompanied by another questionnaire was sent each graduate from whom a reply had not yet been received. About 3 weeks later another postal card appeal was sent to each of the graduates who had not responded to the first three requests. In the meantime, numerous telephone calls were made to the graduates residing in Jenks, reminding them to fill out their information blanks. Ten graduates responded by telephone. Five of these gave the desired information over the telephone while the other five sent in their questionnaires at a later date.

In all, 142 usable responses were received, representing 95.3 per cent of the 149 graduates to whom questionnaires were mailed and 93.4 per cent of all graduates for the period covered by the study.

A copy of the questionnaire and the first letter, the second follow-up letter, and the first postal card reminder are included in the Appendixes.

Table I shows the number and percentage of the graduates of Jenks High School who responded to the questionnaire. There were 152 graduates for the six-year period from 1944 to 1949. Of these 152 graduates, there were 3 for whom no addresses could be obtained. Questionnaires were sent to the remaining 149 graduates. Seven, or 4.6 per cent, of the 149 graduates did not respond. The remaining 142 graduates, comprising 93.4 per cent of the total 152 graduates for the years included in the study, returned usable questionnaires, and these questionnaires were used as the basis for this study.

Table II shows the number of graduates and the number of respondents to the questionnaire for the years 1944 to 1949, inclusive. These data show that there were 152 graduates for this six-year period. Of this number, 67, or 45.2 per cent, were men, and 85, or 54.8 per cent, were women.

The 142 respondents represent 92.4 per cent of the 67 men graduates, 94.7 per cent of the 85 women graduates, and 93.5 per cent of the total 152 graduates for the six-year period.

Of the total 142 respondents, 63, or 44.7 per cent, were men, and 79, or 55.3 per cent, were women.

The possible respondents included 66 men and 83 women, a total of 149 graduates. The actual respondents included 63, or 95.5 per cent, of the possible men respondents; 79, or 95.2 per cent, of the possible women respondents; and 142, or 95.3 per cent, of the total 149 possible respondents.

TABLE I

NUMBER AND PERCENTAGE OF GRADUATES WHO RESPONDED TO QUESTIONNAIRES SENT TO GRADUATES OF JENKS HIGH SCHOOL FOR THE YEARS 1944 TO 1949, INCLUSIVE

Year	Graduates		Addresses Not Available		Possible Responses ^a		Responses Not Received		Responses Received ^b	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
1944	33	21.7	2	1.3	31	20.4	2	1.3	29	19.1
1945	27	17.8	1	.7	26	17.1	2	1.3	24	15.8
1946	23	15.1	0	0	23	15.1	1	.7	22	14.4
1947	24	15.8	0	0	24	15.8	2	1.3	22	14.5
1948	20	13.1	0	0	20	13.2	0	0	20	13.2
1949	25	16.4	0	0	25	16.4	0	0	25	16.4
Percentage of Total Graduates	152	100.	3	2.0	149	98.0	7	4.6	142	93.4
Percentage of Questionnaires Mailed					149	100.	7	4.7	142	95.3
Percentage of Possible Responses					149	100.	7	4.7	142	95.3

^a As no questionnaires were returned undelivered, it is assumed that each graduate for whom an address was available received a copy of the questionnaire.

^b All responses received were usable.

TABLE II

GRADUATES AND RESPONDENTS CLASSIFIED ACCORDING TO YEAR OF GRADUATION AND SEX

Year	Graduates						Respondents						Percentage of Graduates Responding			Percentage of Possible Responses Received		
	Men		Women		Total		Men		Women		Total		Men	Women	Total	Men	Women	Total
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent	Per Cent
1944	9	27.3	24	72.7	33	100	8	27.6	21	72.4	29	100	88.9	87.5	88.2	100.	91.3	95.7
1945	10	37.	17	63.	27	100	9	37.5	15	62.5	24	100	90.	88.2	89.1	90.	93.8	91.9
1946	7	30.4	16	69.6	23	100	6	27.3	16	72.7	22	100	85.7	100.	92.9	85.7	100.	92.9
1947	10	41.7	14	58.3	24	100	9	40.9	13	59.1	22	100	90.	92.8	91.4	90.	92.9	91.5
1948	11	55.	9	45.	20	100	11	55.	9	45.	20	100	100.	100.	100.	100.	100.	100.
1949	20	80.	5	20.	25	100	20	80.	5	20.	25	100	100.	100.	100.	100.	100.	100.
TOTAL	67	45.2	85	54.8	152	100	63	44.7	79	55.3	142	100	92.4	94.7	93.5	94.3	96.3	95.3

CHAPTER II

FULL-TIME WORK EXPERIENCES OF THE GRADUATES

A school is largely judged by the kind of graduates it turns out. If a school were not satisfactorily preparing young people for the vocational life of the community, the school would soon be held in disrepute. The types of firms employing the graduates, the types of work the graduates do on their jobs, and the length of time the graduates remain on their jobs are all important factors to consider when analyzing the work experiences of the graduates.

The educational value of what is taught in the classroom is really determined, in the final analysis, by how well the students can use, in worthwhile life situations, the knowledge, skills, and powers that are learned in the classroom.¹

It is hoped that an analysis of the data on the questionnaires returned by the graduates will prove helpful in evaluating the training that the Jenks High School graduates have received.

Table III shows the number of graduates who have held one or more full-time jobs since they graduated from high school. One hundred nineteen of the total 142 graduates have held a full-time job. Of these 119 graduates, 49 are men and 70 are women. In other words, of the 63 men graduates, 49, or 82.2 per cent, have held a full-time job; and of the 79 women graduates, 70, or 86.6 per cent, have held a full-time job.

¹ Paul S. Lomax, Commercial Teaching Problems, p. 6.

TABLE III

NUMBER AND PERCENTAGE OF GRADUATES WHO HAVE AND WHO HAVE NOT HELD ONE OR MORE FULL-TIME JOBS SINCE THEY GRADUATED FROM HIGH SCHOOL, CLASSIFIED BY YEAR OF GRADUATION AND SEX

Year Graduated	Have Held a Full-Time Job						Have Not Held a Full-Time Job					
	Men		Women		Total		Men		Women		Total	
	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent	No.	Per Cent
1944	6	75.	20	95.2	26	89.6	2	25.	1	4.8	3	10.3
1945	9	100.	14	93.3	23	95.8	0	0	1	6.7	1	4.1
1946	5	83.3	13	81.2	18	81.8	1	16.7	3	18.8	4	18.1
1947	8	88.9	12	92.3	20	90.9	1	11.1	1	7.7	2	9.1
1948	10	90.9	7	77.8	17	85.0	1	9.1	2	22.2	3	15.0
1949	11	55.	4	80.	15	60.0	9	45.0	1	20.0	10	40.0
TOTAL	49	82.2	70	86.6	119	84.4	14	17.8	9	13.4	23	16.1

This table should be read as follows: In 1944 there were 29 graduates; 26 of these have held at least one full-time job since their graduation from high school. Of the 8 men graduates, 6 have held a full-time job; of the 21 women graduates, 20 have held a full-time job.

What is the lapse of time between high school graduation and the first full-time employment of the graduates? Table IV shows the lapse of time between high school graduation and the first full-time employment of men graduates. Thirty-one, or 63.3 per cent, of the 49 men graduates who have held a full-time job since they graduated received their first full-time employment within three months after their graduation; three, or 6.1 per cent, were employed within four to seven months after graduation; two, or 4.1 per cent, were employed within eight to eleven months after graduation; two, or 4.1 per cent, were employed within twelve to eighteen months after graduation; three, or 6.1 per cent, were employed within nineteen to twenty-four months after graduation; four, or 8.2 per cent, were employed within twenty-five to thirty months after graduation; three, or 6.1 per cent, were employed within thirty-one to thirty-six months after graduation; and one, or 2 per cent, was employed thirty-seven to forty-eight months after graduation from high school.

Table V shows the lapse of time between high school graduation and the first full-time employment of women graduates. Forty-six, or 65.7 per cent, of the 70 women graduates who have held a full-time job since they graduated received their first full-time employment within three months after graduation; nine, or 12.9 per cent, were employed within four to seven months after graduation; four, or 5.7 per cent, were employed within eight to eleven months after graduation; six, or 8.6 per cent, were employed within twelve to eighteen months after graduation; one, or 1.4 per cent, was employed within nineteen to twenty-four months after graduation; one, or 1.4 per cent, was employed within thirty-one to thirty-six months after graduation; and two, or 2.9 per cent, were employed within thirty-seven to forty-eight months after graduation. One 1944 woman

TABLE IV
LAPSE OF TIME BETWEEN HIGH SCHOOL GRADUATION
AND THE FIRST FULL-TIME EMPLOYMENT OF 49 MEN GRADUATES

Months between Graduation and First Full-Time Employment	Number of men graduates, by years						Total	
	1944	1945	1946	1947	1948	1949	No.	Per Cent
0-3 months	4	3	0	7	10	7	31	63.3
4-7 months	0	0	0	1	0	2	3	6.1
8-11 months	0	0	0	0	0	2	2	4.1
12-18 months	0	2	0	0	0	0	2	4.1
19-24 months	0	1	2	0	0	0	3	6.1
25-30 months	1	2	1	0	0	0	4	8.2
31-36 months	0	1	2	0	0	0	3	6.1
37-48 months	1	0	0	0	0	0	1	2.
TOTAL	6	9	5	8	10	11	49	100.

This table should be read as follows: Four 1944 men graduates received initial full-time employment within 3 months after they graduated from high school.

TABLE V
LAPSE OF TIME BETWEEN HIGH SCHOOL GRADUATION
AND THE FIRST FULL-TIME EMPLOYMENT OF 70 WOMEN GRADUATES

Months between Graduation and First Full-Time Employment	Number of women graduates, by years						Total	
	1944	1945	1946	1947	1948	1949	No.	Per Cent
0-3 months	17	10	9	4	2	4	46	65.7
4-7 months		3		3	3		9	12.9
8-11 months				3	1		4	5.7
12-18 months	1		2	2	1		6	8.6
19-24 months			1				1	1.4
25-30 months							0	0
31-36 months		1					1	1.4
37-48 months	1		1				2	2.9
Time was not Indicated	1						1	1.4
TOTAL	20	14	13	12	7	4	70	100.

This table should be read as follows: Seventeen 1944 women graduates received initial full-time employment within 3 months after they graduated from high school.

graduate did not indicate the lapse of time between high school graduation and her first full-time employment.

Table VI shows the lapse of time between high school graduation and the first full-time employment of all graduates who have held a full-time job since they graduated. Seventy-seven, or 64.7 per cent, of the 119 graduates who have held a full-time job received their first full-time employment within three months after graduation; twelve, or 10.1 per cent, were employed within four to seven months after graduation; six, or 5 per cent, were employed within eight to eleven months after graduation; eight, or 6.7 per cent, were employed within twelve to eighteen months; four, or 3.4 per cent, were employed within nineteen to twenty-four months after graduation; four, or 3.4 per cent, were employed within twenty-five to thirty months; four, or 3.4 per cent, were employed within thirty-one to thirty-six months after graduation; three, or 2.5 per cent, were employed within thirty-seven to forty-eight months after graduation. One 1944 graduate did not indicate the lapse of time between high school graduation and first full-time employment.

Of the eight men graduates who were not employed until two years after graduation, all eight were in military service. Almost two-thirds, or 64.7 per cent, of the graduates who have held a full-time job since they graduated received their first full-time employment within three months after they graduated from high school, while four-fifths, or 79.8 per cent, received their first full-time job within one year after they graduated. Of the twenty-three graduates who have not held a full-time job since graduation from high school, seven men are attending college, seven women are housewives, four men are in military service, three men have not been employed, and two women are attending college. Of the three men who have not been employed full time, one 1947 graduate has attended

TABLE VI
LAPSE OF TIME BETWEEN HIGH SCHOOL GRADUATION
AND THE FIRST FULL-TIME EMPLOYMENT OF GRADUATES

Months between Graduation and First Full-Time Employment	Number of graduates, by years						Total	
	1944	1945	1946	1947	1948	1949	No.	Per Cent
0-3 months	21	13	9	11	12	11	77	64.7
4-7 months	0	3	0	4	3	2	12	10.1
8-11 months	0	0	0	3	1	2	6	5.
12-18 months	1	2	2	2	1	0	8	6.7
19-24 months	0	1	3	0	0	0	4	3.4
25-30 months	1	2	1	0	0	0	4	3.4
31-36 months	0	2	2	0	0	0	4	3.4
37-48 months	2	0	1	0	0	0	3	2.5
Time was not Indicated	1	0	0	0	0	0	1	.8
TOTAL	26	23	18	20	17	15	119	100.

This table should be read as follows: Twenty-one 1944 graduates received full-time employment within three months after they graduated from high school.

a college for thirteen months, and one 1949 graduate has attended a college for four and one-half months, and one 1949 graduate has not been employed. From these data it is apparent that a majority of the graduates did not encounter much delay in finding a job.

Cities and states in which the graduates obtained their initial full-time employment. Data in Table VII reveal that of the forty-nine men graduates who obtained initial full-time jobs, thirty-five, or 71.4 per cent, secured their first full-time employment in Tulsa; eight, or 16.3 per cent, secured their first full-time employment in Jenks.

Data in Table VIII reveal that of the seventy women graduates who obtained initial full-time jobs, fifty-one, or 72.9 per cent, secured their first full-time employment in Tulsa; eight, or 11.4 per cent, secured their first full-time job in Jenks.

Data in Table IX reveal that of the one hundred nineteen graduates who obtained initial full-time jobs, eighty-six, or 72.3 per cent, secured their first full-time employment in Tulsa; sixteen, or 13.4 per cent, secured their first full-time employment in Jenks. These data show that almost three-fourths of the Jenks High School graduates found initial employment in Tulsa, which is located only nine miles from Jenks.

In what types of business firms did the graduates obtain their initial jobs? The nature of the business firms in which the graduates who have held at least one full-time job since they graduated from high school obtained their initial full-time employment is shown in Table X. Of the 49 men who have held a full-time job, only two, or 4.1 per cent, started with office jobs. Eight, or 16.3 per cent, of the 49 men obtained their first full-time employment in selling jobs. Of the remaining 39, or 79.6 per cent, 7 obtained their initial employment with construction companies; 5, with oil companies; 4, on farms; 3, with manufacturing

TABLE VII
 CITIES AND STATES IN WHICH THE MEN GRADUATES
 OBTAINED THEIR INITIAL FULL-TIME EMPLOYMENT

Cities and States	Number of Men Graduates, By Year of Graduation						Total Per	
	1944	1945	1946	1947	1948	1949	No.	Cent
Healdton, Oklahoma	0	0	0	0	1	0	1	2.
Jonks, Oklahoma	2	2	1	1	1	1	8	16.3
Tulsa, Oklahoma	4	6	3	7	7	8	35	71.4
Oklahoma City, Oklahoma	0	0	0	0	1	0	1	2.
Sapulpa, Oklahoma	0	0	0	0	0	1	1	2.
Ceres, California	0	0	1	0	0	0	1	2.
Altus, Texas	0	0	0	0	0	1	1	2.
Garland, Texas	0	1	0	0	0	0	1	2.
TOTAL	6	9	5	8	10	11	49	100.

This table should be read as follows: One 1948 man graduate obtained his initial full-time employment in Healdton, Oklahoma.

TABLE VIII
CITIES AND STATES IN WHICH THE WOMEN GRADUATES
OBTAINED THEIR INITIAL FULL-TIME EMPLOYMENT

Cities and States	Number of Women Graduates, By Year of Graduation						Total Per	
	1944	1945	1946	1947	1948	1949	No.	Cent
Bartlesville, Oklahoma	0	0	0	1	1	0	2	2.8
Jenks, Oklahoma	0	1	3	2	1	1	8	11.4
McAlester, Oklahoma	0	0	1	0	0	1	2	2.8
Tulsa, Oklahoma	19	11	8	7	5	1	51	72.9
Vinita, Oklahoma	0	1	0	0	0	0	1	1.4
Oakland, California	0	0	0	1	0	0	1	1.4
Sacramento, California	0	0	0	1	0	0	1	1.4
San Francisco, California	0	0	1	0	0	0	1	1.4
Panama Canal	0	1	0	0	0	0	1	1.4
St. Elmo, Illinois	1	0	0	0	0	0	1	1.4
Peoria, Illinois	0	0	0	0	0	1	1	1.4
TOTAL	20	14	13	12	7	4	70	100.

This table should be read as follows: One 1947 woman graduate received her initial full-time employment in Bartlesville, Oklahoma.

TABLE IX

CITIES AND STATES IN WHICH THE JENKS HIGH SCHOOL GRADUATES
OBTAINED THEIR INITIAL FULL-TIME EMPLOYMENT

Cities and States	Number of Total Graduates, By Year of Graduation						Total Per	
	1944	1945	1946	1947	1948	1949	No.	Cent
Bartlesville, Oklahoma	0	0	0	1	1	0	2	1.7
Healdton, Oklahoma	0	0	0	0	1	0	1	.8
Jenks, Oklahoma	2	3	4	3	2	2	16	13.4
McAlester, Oklahoma	0	0	1	0	0	1	2	1.7
Tulsa, Oklahoma	23	17	11	14	12	9	86	72.3
Oklahoma City, Oklahoma	0	0	0	0	1	0	1	.8
Sapulpa, Oklahoma	0	0	0	0	0	1	1	.8
Vinita, Oklahoma	0	1	0	0	0	0	1	.8
Ceres, California	0	0	1	0	0	0	1	.8
Oakland, California	0	0	0	1	0	0	1	.8
Sacramento, California	0	0	0	1	0	0	1	.8
San Francisco, California	0	0	1	0	0	0	1	.8
Panama Canal	0	1	0	0	0	0	1	.8
St. Elmo, Illinois	1	0	0	0	0	0	1	.8
Peoria, Illinois	0	0	0	0	0	1	1	.8
Altus, Texas	0	0	0	0	0	1	1	.8
Garland, Texas	0	1	0	0	0	0	1	.8
TOTAL	26	23	18	20	17	15	119	100.

This table should be read as follows: One 1947 graduate received her initial full-time employment in Bartlesville, Oklahoma.

TABLE X

NATURE OF BUSINESS FIRMS THAT EMPLOYED 119 GRADUATES ON
THEIR FIRST FULL-TIME JOB AFTER GRADUATION

Nature of Business	Type of Position						Total	
	Office		Selling		Other		No.	Per Cent
	Men	Women	Men	Women	Men	Women		
Aircraft Company		1			1	3	5	4.2
Airline Company		1			1		2	1.7
Appliance Store					1		1	.8
Baking Company		1					1	.8
Bank		3					3	2.5
Baseball Club	1						1	.8
Cafe				4			4	3.4
Clothing Store			1	1			2	1.7
Church					1		1	.8
Construction Company			1		7		8	6.7
Credit Rating Agency		1					1	.8
Department Store		2		1			3	2.5
Drug Store			1	5			6	5.0
Dry Cleaners		1			1		2	1.7
Elevator Company		1					1	.8
Engineering Company		1				1	2	1.7
Farming					4		4	3.4
Garage					2		2	1.7
Gas Company		1					1	.8
Grocery Store			1	2			3	2.5
Government Work		3					3	2.5
Hospital		1				2	3	2.5
Insurance Company		4					4	3.4
Lawyer's Office		1					1	.8
Linen Company					1		1	.8
Lumber Company		1			1		2	1.7
Map Company						1	1	.8
Machine Shop						1	1	.8
Manufacturing Company	1				3		4	3.4
Mattress Company					1		1	.8
Nursery Company			1				1	.8
Office Equipment Company		1					1	.8
Oil Company		9			5		14	11.8
Oilfield Equipment Company		1					1	.8
Oilfield Supply Company		2					2	1.7

Note: All percentages in this table are based upon the number of graduates who have held one or more full-time jobs since they graduated from high school.

This table should be read as follows: One women graduate held an office job and one man and three women graduates held other miscellaneous jobs with an aircraft company. Five, or 4.2 per cent, of the 119 graduates who have held a full-time job since they graduates received their first full-time job with an aircraft company.

TABLE X (CONTINUED)

NATURE OF BUSINESS FIRMS THAT EMPLOYED 119 GRADUATES ON
THEIR FIRST FULL-TIME JOB AFTER GRADUATION

Nature of Business	Type of Position						Total	
	Office		Selling		Other		No.	Per Cent
	Men	Women	Men	Women	Men	Women		
Pipe Line Company					1		1	.8
Plumbing Company					2		2	1.7
Police Department					1		1	.8
Pottery Company					1		1	.8
Real Estate Office		1					1	.8
Seismograph Service Corporation					1		1	.8
Service Station			2				2	1.7
Sporting Goods Store		1					1	.8
Stone Mason					1		1	.8
Tank Company					1		1	.8
Telephone Company		3			1	2	6	5.0
Theater				1		1	2	1.7
Toy Company						2	2	1.7
Tractor Company		1					1	.8
Truck Driver					1		1	.8
Variety Store				1			1	.8
Wholesale Market			1				1	.8
TOTAL	2	42	8	15	39	13	119	100.

companies. Only one or two men were employed in each of the remaining types of businesses.

Forty-two, or 60 per cent, of the seventy women graduates who have held first full-time jobs were employed in office jobs; fifteen, or 21.4 per cent, were employed in selling jobs; and thirteen, or 18.6 per cent, were employed in other jobs. Nine, or 12.7 per cent, of the seventy women graduates received initial full-time employment from oil companies; five, or 7.1 per cent, were employed by drug stores; four, or 5.7 per cent, were employed by cafes; four, or 5.7 per cent, were employed by insurance offices; three, or 4.3 per cent, were employed by banks; three, or 4.3 per cent, were employed in government work; three, or 4.3 per cent, were employed by telephone companies; and three, or 4.3 per cent, were employed by aircraft companies. Only one or two girls received initial employment from each of the remaining types of businesses.

Forty-four, or 37 per cent, of the 119 graduates who held first full-time jobs were initially employed in office jobs; twenty-three, or 19.3 per cent, in selling jobs; and fifty-two, or 43.7 per cent, in other jobs. Fourteen, or 11.8 per cent, of the graduates who have held a full-time job were employed by oil companies on their initial full-time job; eight, or 6.7 per cent, were employed by construction companies; six, or 5 per cent, were employed by telephone companies; six, or 5 per cent, were employed by drug stores; five, or 4.2 per cent, were employed by aircraft companies; four, or 3.4 per cent, were employed by cafes; four, or 3.4 per cent, were employed in farming; four, or 3.4 per cent, were employed by insurance companies; and four, or 3.4 per cent, were employed by manufacturing companies.

What types of work were performed by the graduates on their initial full-time job? The types of work performed by the graduates on their initial full-time job are shown in Table XI. Four men, or 8.2 per cent of the forty-nine men who have held a full-time job, listed carpenter work as the type of work they did on their initial full-time job; four, or 8.2 per cent, did farming work; and four, or 8.2 per cent, were oilfield laborers. Of the forty-nine men, only two did work which required business training on their initial full-time job; one was an "expeditator" and the other did general office work.

Of the seventy women graduates who have held a first full-time job; eleven, or 15.7 per cent, were general office workers; eight, or 11.4 per cent, were typist-clerical workers; six, or 8.6 per cent, were retail clerks; four, or 5.7 per cent, were waitresses; three, or 4.3 per cent, were bookkeepers; three, or 4.3 per cent, were keypunch operators; and three, or 4.3 per cent, were secretaries. Forty-two, or 60 per cent, of the seventy women graduates used their business training on their initial full-time job.

What duties did the graduates perform on their first full-time job? Of the total respondents to this question, fifty-four, or 45.4 per cent, of the one hundred nineteen people who have held a first full-time job, indicated that they answered the telephone; forty-one, or 34.5 per cent, addressed envelopes; forty-one, or 34.5 per cent, filed and indexed; thirty-four, or 28.6 per cent, operated a cash register; thirty-one, or 26.1 per cent, typed from copy; twenty-eight, or 23.5 per cent, composed business letters; twenty-three, or 19.4 per cent, acted as receptionists; twenty-three, or 19.4 per cent, proofread and checked; twenty, or 16.8 per cent, kept books; twenty, or 16.8 per cent, made out business papers; twenty, or 16.8 per cent, sold merchandise; nineteen, or 16 per cent, made

TABLE XI

TYPES OF WORK PERFORMED BY 119 GRADUATES ON INITIAL FULL-TIME JOB

Types of Jobs	Men Graduates		Women Graduates		Total Graduates	
	No.	Per Cent	No.	Per Cent	No.	Per Cent
Assembly Man	1	2.	0	.0	1	.8
Billing Clerk	0	.0	1	1.4	1	.8
Bookkeeper	0	.0	3	4.3	3	2.5
Bricklayer	2	4.1	0	.0	2	1.7
Cashier	0	.0	2	2.8	2	1.7
Carpenter Work	4	8.2	0	.0	4	3.4
Clerk and Checker	0	.0	1	1.4	1	.8
Comptometer Operator	0	.0	2	2.8	2	1.7
Credit Clerk	0	.0	1	1.4	1	.8
Defense Work	0	.0	2	2.8	2	1.7
Delivery Boy	1	2.	0	.0	1	.8
Driller	1	2.	0	.0	1	.8
Farming	4	8.2	0	.0	4	3.4
Fountain Clerk	1	2.	3	4.3	4	3.4
Expeditor	1	2.	0	.0	1	.8
General Office Worker	1	2.	11	15.7	12	10.1
Helper for Pottery Company	1	2.	0	.0	1	.8
Iceman	1	2.	0	.0	1	.8
Indorser	0	.0	1	1.4	1	.8
Keypunch Operator	0	.0	3	4.3	3	2.5
Kitchen Supervisor	0	.0	1	1.4	1	.8
Machine Operator	2	4.1	2	2.8	4	3.4
Manager	0	.0	1	1.4	1	.8
Map Drafting	0	.0	1	1.4	1	.8
Mechanic	3	6.1	0	.0	3	2.5
Nurse	0	.0	1	1.4	1	.8
Oilfield Laborer	4	8.2	0	.0	4	3.4
Oilfield Servicing	1	2.	0	.0	1	.8
Office Nurse	0	.0	1	1.4	1	.8
Pipe Line Laborer	3	6.1	0	.0	3	2.5
Plumber's Helper	2	4.1	0	.0	2	1.7
Policeman	1	2.	0	.0	1	.8

Note: All percentages in this table are based upon the number of graduates who have held one or more full-time jobs since they graduated from high school.

This table should be read as follows: One man graduate, or 2 per cent of the total men graduates who have held a full-time job, was employed as an assembly man in his initial full-time job. This man represents .8 per cent of the graduates who have held a full-time job.

TABLE XI (CONTINUED)

TYPES OF WORK PERFORMED BY 119 GRADUATES ON INITIAL FULL-TIME JOB

Types of Jobs	Men Graduates		Women Graduates		Total Graduates	
	No.	Per Cent	No.	Per Cent	No.	Per Cent
Produce Manager	1	2.	0	.0	1	.8
Printer for Map Company	0	.0	1	1.4	1	.8
Receptionist	0	.0	2	2.8	2	1.7
Retail Clerk	2	4.1	6	8.6	8	6.7
Rodman for Seismograph	1	2.	0	.0	1	.8
Roofing and Siding Salesman	1	2.	0	.0	1	.8
Secretary	0	.0	3	4.3	3	2.5
Service Station Attendant	1	2.	0	.0	1	.8
Servicing Telephone Lines	1	2.	0	.0	1	.8
Sheet Rock Worker	2	4.1	0	.0	2	1.7
Sheet Metal Worker	1	2.	0	.0	1	.8
Stenographer	0	.0	2	2.8	2	1.7
Telephone Operator	0	.0	2	2.8	2	1.7
Teletype Operator	0	.0	1	1.4	1	.8
Toy Assembler	0	.0	2	2.8	2	1.7
Typing & Mailing Clerk	0	.0	1	1.4	1	.8
Truck Driver	2	4.1	0	.0	2	1.7
Truck Loader	1	2.	0	.0	1	.8
Typist-Clerical Workers	0	.0	8	11.4	8	6.7
Waitress	0	.0	4	5.7	4	3.4
Welder	1	2.	0	.0	1	.8
Wholesale Salesman	1	2.	0	.0	1	.8
TOTAL	49	100.	70	100.	119	100.

bank deposits; nineteen, or 16 per cent, wrote checks; fifteen, or 12.6 per cent, compared invoices with goods received; fifteen, or 12.6 per cent, interviewed callers; fifteen, or 12.6 per cent, made out sales slips; fourteen, or 11.8 per cent, typed stencils; twelve, or 10.1 per cent, took dictation in shorthand and transcribed; eleven, or 9.2 per cent, prepared payrolls; and five, or 4.2 per cent, operated switchboards. Ten graduates indicated additional duties not listed on the checklist by writing them on the questionnaire. These ten additional duties are the last ten duties listed in Table XII.

What office machines and equipment did the graduates use on their first full-time job? Table XIII shows that of the total respondents to this question, fifty-three, or 44.5 per cent of the one hundred nineteen graduates who have held a first full-time job, used the typewriter; forty-four, or 37 per cent, used an adding machine; thirty-three, or 27.8 per cent, used a cash register; thirty-three, or 27.8 per cent, used filing equipment; thirteen, or 10.9 per cent, used the mimeograph; nine, or 7.6 per cent, used a calculator; six, or 5 per cent, used an addressing machine; five, or 4.2 per cent, used a comptometer; five, or 4.2 per cent, used a dictaphone; four, or 3.4 per cent, used a gelatin-type duplicator; three, or 2.5 per cent, used a bookkeeping machine; three, or 2.5 per cent, used a key-punch machine; three, or 2.5 per cent, used a liquid-type duplicator; three, or 2.5 per cent, used a punch-card machine; and two, or 1.7 per cent, used a wire or tape recorder. Only one person checked each of the remaining three machines listed in the table.

How long did the graduates remain on their first full-time job? The number of months forty-nine men graduates who have held a full-time job remained on their initial full-time job is shown in Table XIV. Seventeen, or 34.7 per cent, of the forty-nine men remained on their initial full-time

TABLE XII

DUTIES THAT GRADUATES PERFORMED ON THE FIRST FULL-TIME JOB HELD AFTER HIGH SCHOOL GRADUATION

Duties	1944		1945		1946		1947		1948		1949		Total	
	M	W	M	W	M	W	M	W	M	W	M	W	No.	Per Cent*
Answer telephone	1	10	0	8	1	8	2	7	5	5	3	4	54	45.4
Address envelopes	0	8	0	9	1	6	1	7	2	4	1	2	41	34.5
File and index	0	9	0	8	1	6	1	7	4	4	0	1	41	34.5
Operate cash register	1	4	0	3	1	6	2	6	4	2	3	2	34	28.6
Type from copy	0	6	0	8	1	5	0	3	0	4	1	3	31	26.1
Compose business letters	0	5	0	7	1	4	1	3	1	3	1	2	28	23.5
Act as receptionist	0	3	0	6	1	5	1	3	1	2	0	1	23	19.4
Proofread and check	0	5	0	6	1	5	0	2	0	3	0	1	23	19.4
Keep books	1	5	0	5	0	2	0	3	1	3	0	0	20	16.8
Make out business papers	0	4	0	3	1	4	1	3	0	1	1	2	20	16.8
Sell merchandise	1	1	0	2	1	3	2	3	2	3	2	0	20	16.8
Make bank deposits	1	2	0	5	0	3	0	2	2	2	2	0	19	16.
Write checks	1	1	0	5	1	3	0	3	1	3	1	0	19	16.
Compare invoices with goods received	1	1	0	2	1	4	0	1	0	2	1	2	15	12.6
Interview callers	0	4	0	4	1	2	1	1	1	0	0	1	15	12.6
Make out sales slips	1	1	0	1	0	2	1	2	2	3	2	0	15	12.6
Type stencils	0	4	0	3	1	2	0	1	1	2	0	0	14	11.8
Take dictation in shorthand and transcribe	0	3	0	2	0	3	0	0	0	2	0	2	12	10.1
Prepare payroll	0	1	0	5	0	3	0	1	0	1	0	0	11	9.2

* Based on number of graduates who have held a full-time job, 119.

This table should be read as follows: One 1944 man graduate indicated that he answered the telephone as one of his duties on his first job.

TABLE XII (CONTINUED)

DUTIES THAT GRADUATES PERFORMED ON THE FIRST FULL-TIME JOB HELD AFTER HIGH SCHOOL GRADUATION

Duties	1944		1945		1946		1947		1948		1949		Total	
	M	W	M	W	M	W	M	W	M	W	M	W	No.	Per Cent
Operate switchboard	0	1	0	2	0	0	0	0	0	1	0	1	5	4.2
Complete reports on construction	0	0	0	0	0	0	0	0	1	0	0	0	1	.8
Compose minor legal documents	0	0	0	0	0	0	0	0	0	1	0	0	1	.8
Make pages for stock catalog	0	0	0	0	0	0	0	0	0	0	0	1	1	.8
Handling inter company mail	0	0	0	1	0	0	0	0	0	0	0	0	1	.8
Medical charts	0	0	0	1	0	0	0	0	0	0	0	0	1	.8
Prepare tax receipts and car titles	0	0	0	0	0	0	0	1	0	0	0	0	1	.8
Purchase orders	0	0	0	0	0	1	0	0	0	0	0	0	1	.8
Schedule and close out work orders	0	0	0	0	0	0	0	0	1	0	0	0	1	.8
Take inventory	0	0	0	0	0	0	0	0	0	0	1	0	1	.8
Treat past-due accounts	0	1	0	0	0	0	0	0	0	0	0	0	1	.8
TOTAL	8	79	0	96	14	77	13	59	29	51	19	25	470	

TABLE XIII

OFFICE MACHINES AND EQUIPMENT THAT WERE USED ON THE FIRST FULL-TIME JOB
THAT THE GRADUATES HELD AFTER THEY GRADUATED FROM HIGH SCHOOL.

Machines and Equipment	1944		1945		1946		1947		1948		1949		Total	
	M	W	M	W	M	W	M	W	M	W	M	W	No.	Per Cent*
Typewriter	0	11	0	9	1	8	2	7	4	7	1	3	53	44.5
Adding machine	1	7	1	7	1	8	2	6	2	5	2	2	44	37.0
Cash register	0	5	0	3	1	6	1	6	4	2	3	2	33	27.8
Filing equipment	0	6	0	6	1	4	2	5	3	4	0	2	33	27.8
Mimeograph	0	2	0	4	1	2	0	0	1	2	0	1	13	10.9
Calculator	0	2	0	2	0	3	0	1	0	0	1	0	9	7.6
Addressing machine	0	1	0	1	0	3	0	0	0	0	0	1	6	5.0
Comptometer	0	1	0	2	0	2	0	0	0	0	0	0	5	4.2
Dictaphone	0	0	0	1	0	1	0	0	0	2	0	1	5	4.2
Gelatin-type duplicator	0	1	0	1	0	1	0	0	1	0	0	0	4	3.4
Bookkeeping machine	0	2	0	0	0	0	0	1	0	0	0	0	3	2.5
Key-punch machine	0	1	0	0	0	0	0	1	0	1	0	0	3	2.5
Liquid-type duplicator	0	1	0	1	0	0	0	0	1	0	0	0	3	2.5
Punch-card machine	0	1	0	1	0	0	0	0	0	1	0	0	3	2.5
Wire or tape recorder	0	0	0	0	0	0	1	0	1	0	0	0	2	1.7
Ediphone	0	0	0	0	0	0	0	0	0	1	0	0	1	.8
Electric typewriter	0	0	0	0	0	1	0	0	0	0	0	0	1	.8
Typewriter used for billing	0	0	0	0	0	1	0	0	0	0	0	0	1	.8
TOTAL	1	41	1	38	5	40	8	27	17	25	7	12	222	100.

* Based on number of graduates who have held a full-time job, 119.

This table should be read as follows: Eleven 1944 women graduates indicated that they used a typewriter on their first job.

TABLE XIV
 NUMBER OF MONTHS 49 MEN GRADUATES REMAINED
 ON THEIR INITIAL FULL-TIME JOB

Length of Time In Months	Number of Men Graduates, by Year of Graduation						Total	
	1944	1945	1946	1947	1948	1949	No.	Per Cent
3-5 months	0	3	0	2	4	8	17	34.7
6-11 months	3	3	2	4	2	2	16	32.6
12-23 months	2	1	2	0	3	1	9	18.4
24-35 months	0	1	1	1	1	0	4	8.2
36-47 months	1	1	0	1	0	0	3	6.1
TOTAL	6	9	5	8	10	11	49	100.

This table should be read as follows: Three men graduates of 1945 remained on their initial full-time job for from 3 to 5 months.

job for from 3 to 5 months; sixteen, or 32.6 per cent, from 6 to 11 months; nine, or 18.4 per cent, from 12 to 23 months; four, or 8.2 per cent, from 24 to 35 months; three, or 6.1 per cent, from 36 to 47 months.

Table XV shows the number of months seventy women graduates remained on their initial full-time job. Seventeen, or 24.3 per cent, of the seventy women who have held a full-time job remained on their initial job for 3 to 5 months; nineteen, or 27.1 per cent, from 6 to 11 months; twenty, or 28.6 per cent, from 12 to 23 months; nine, or 12.8 per cent, from 24 to 35 months; two, or 2.9 per cent, from 6 to 47 months; and three, or 4.3 per cent, 48 months or over.

Table XVI shows the number of months the 119 graduates who have held a full-time job remained on their initial full-time job. Thirty-four, or 28.6 per cent, remained from 6 to 11 months; twenty-nine, or 24.4 per cent, from 12 to 23 months; thirteen, or 10.9 per cent, from 24 to 35 months; five, or 4.2 per cent, from 36 to 47 months; and three, or 2.5 per cent, 48 months or over. For about 3 of every 5 graduates who have held a full-time job, tenure on the first job has been less than one year. It should be noted, however, that 34 of the graduates have held only one full-time job since they graduated and were still employed in that initial full-time job at the time of the study.

What percentage of the graduates are employed full time at present?
What percentage of the graduates are unemployed? What percentage of the graduates who are unemployed are seeking employment? Table XVII shows the number and percentage of men graduates who were employed full time or not employed at the time of the study, and the number and percentage of men graduates not employed who were seeking employment. There were sixty-three men graduates included in the study. Of these sixty-three men graduates, thirty-seven, or 58.6 per cent, were employed at the time

TABLE XV

NUMBER OF MONTHS 70 WOMEN GRADUATES REMAINED
ON THEIR INITIAL FULL-TIME JOB

Length of Time In Months	Number of Women Graduates, by Year of Graduation						Total	
	1944	1945	1946	1947	1948	1949	No.	Per Cent
3-5 months	5	3	3	5	0	1	17	24.3
6-11 months	4	7	3	1	2	2	19	27.1
12-23 months	4	4	3	3	5	1	20	28.6
24-35 months	3	0	3	3	0	0	9	12.8
36-47 months	1	0	1	0	0	0	2	2.9
48 or over	3	0	0	0	0	0	3	4.3
TOTAL	20	14	13	12	7	4	70	100.

This table should be read as follows: Five women graduates of 1944 remained on their initial full-time job for from 3 to 5 months.

TABLE XVI

NUMBER OF MONTHS 119 GRADUATES REMAINED ON THEIR INITIAL FULL-TIME JOB

Length of Time In Months	Number of Graduates, by Year of Graduation						Total	
	1944	1945	1946	1947	1948	1949	No.	Per Cent
3-5 months	5	6	3	7	4	9	34	28.6
6-11 months	7	10	5	5	4	4	35	29.4
12-23 months	6	5	5	3	8	2	29	24.4
24-35 months	3	1	4	4	1	0	13	10.9
36-47 months	2	1	1	1	0	0	5	4.2
48 or over	3	0	0	0	0	0	3	2.5
TOTAL	26	23	18	20	17	15	119	100.

This table should be read as follows: Five 1944 graduates remained on their initial full-time job for from 3 to 5 months.

TABLE XVII

NUMBER AND PERCENTAGE OF MEN GRADUATES WHO WERE EMPLOYED FULL TIME OR NOT EMPLOYED AT THE TIME OF THE STUDY, AND NUMBER AND PERCENTAGE OF MEN GRADUATES NOT EMPLOYED WHO WERE SEEKING EMPLOYMENT

Year of Graduation	Total Number of Men Graduates	Employed Men Graduates		Men Graduates Not Employed		Unemployed Men Graduates Seeking Employment	
		No.	Per Cent	No.	Per Cent	No.	Per Cent*
1944	8	6	9.5	2	3.2	0	.0
1945	9	6	9.5	3	4.8	2	7.7
1946	6	5	7.9	1	1.6	0	.0
1947	9	6	9.5	3	4.8	1	3.8
1948	11	5	7.9	6	9.5	1	3.8
1949	20	9	14.3	11	17.5	2	7.7
TOTAL	63	37	58.6	26	41.4	6	23.1

* Percentages in this column are based on total number of men graduates not employed, 26.

This table should be read as follows: Of a total of eight men who graduated in 1944, six, comprising 9.5 per cent of the 63 men graduates included in the study, were employed at the time of the study and two men, comprising 3.2 per cent of the 63 men, were not employed. The 2 men who were not employed reported that they were not seeking employment.

of the study and twenty-six, or 41.4 per cent, were not employed. Of the twenty-six men who were not employed, six, or 23.1 per cent, were seeking employment. Approximately one-fourth of the men graduates who stated that they were not employed were actually seeking employment.

Table XVIII shows the number and percentage of women graduates who were employed full time or not employed at the time of the study, and the number and percentage of women graduates not employed who were seeking employment. Of the seventy-nine women graduates, thirty-two, or 40.6 per cent, were employed at the time of the study; and forty-seven, or 59.4 per cent, were not employed. Of these forty-seven women graduates not employed, six, or 12.8 per cent, were seeking employment.

Table XIX shows the number and percentage of the total graduates who were employed full time or not employed at the time of the study, and the number and percentage of graduates not employed who were seeking employment. There were one hundred forty-two graduates included in the study. Of these one hundred forty-two graduates, sixty-nine, or 48.4 per cent, were employed and seventy-three, or 51.5 per cent, were not employed. Of the seventy-three graduates not employed, twelve, or 16.4 per cent, were actually seeking employment.

Of the seventy-three graduates who were not employed at the time of the study, twenty-six are men and forty-seven are women. Eleven men are attending college, seven men are in military service, six men are seeking employment, one man is ill, and one man was not seeking employment at the time of the study. Forty-one women are housewives and are not otherwise employed, four women are attending college, and two unmarried women are seeking employment.

TABLE XVIII

NUMBER AND PERCENTAGE OF WOMEN GRADUATES WHO WERE EMPLOYED FULL TIME OR NOT EMPLOYED AT THE TIME OF THE STUDY, AND NUMBER AND PERCENTAGE OF WOMEN GRADUATES NOT EMPLOYED WHO WERE SEEKING EMPLOYMENT

Year of Graduation	Total Number of Women Graduates	Employed Women Graduates		Women Graduates Not Employed		Unemployed Women Graduates Seeking Employment	
		No.	Per Cent	No.	Per Cent	No.	Per Cent*
1944	21	5	6.3	16	20.2	3	6.4
1945	15	4	5.1	11	13.9	1	2.1
1946	16	5	6.3	11	13.9	2	4.3
1947	13	7	8.9	6	7.6	0	.0
1948	9	7	8.9	2	2.5	0	.0
1949	5	4	5.1	1	1.3	0	.0
TOTAL	79	32	40.6	47	59.4	6	12.8

* Percentages in this column are based on total number of women graduates not employed, 47.

This table should be read as follows: Of a total of 21 women who graduated in 1944, five, comprising 6.3 per cent of the seventy-nine women graduates included in this study, were employed full time. Of the 16 women graduates who were not employed, three, or 6.4 per cent of the 47 women graduates who were not employed, reported that they were seeking employment.

TABLE XIX

NUMBER AND PERCENTAGE OF GRADUATES WHO WERE EMPLOYED FULL TIME OR NOT EMPLOYED AT THE TIME OF THE STUDY, AND NUMBER AND PERCENTAGE OF GRADUATES NOT EMPLOYED WHO WERE SEEKING EMPLOYMENT

Year of Graduation	Total Number of Graduates	Total Employed Graduates		Total Graduates Not Employed		Unemployed Graduates Seeking Employment	
		No.	Per Cent	No.	Per Cent	No.	Per Cent*
1944	29	11	7.7	18	12.7	3	4.1
1945	24	10	7.	14	9.9	3	4.1
1946	22	10	7.	12	8.5	2	2.7
1947	22	13	9.1	9	6.3	1	1.4
1948	20	12	8.5	8	5.6	1	1.4
1949	25	13	9.1	12	8.5	2	2.7
TOTAL	142	69	48.4	73	51.5	12	16.4

* Percentages in this column are based on the total number of graduates not employed, 73.

This table should be read as follows: Of the 29 graduates of 1944, eleven, or 7.7 per cent of the total of 142 graduates, were employed and 18, or 12.7 per cent of the total of 142 graduates, were not employed. Of these 18 graduates who were not employed three, comprising 4.1 per cent of the total unemployed graduates, were seeking employment.

What percentage of women graduates who are married are otherwise employed? Table XX shows the present employment status of married women graduates. Of the fifty-four married women graduates, twelve, or 22.2 per cent, were otherwise employed and forty-two, or 77.8 per cent, were not otherwise employed.

In what types of firms were the graduates employed, and what types of work were they doing at the time the questionnaires were returned? Table XXI shows the types of work performed by the graduates on their present full-time jobs and classifies the jobs into office, selling, and other types of jobs.

Three, or 8.1 per cent, of the thirty-seven men graduates who were employed full time at the time of the study were employed as office workers; three, or 8.1 per cent, were employed in selling jobs; and thirty-one, or 83.7 per cent, were employed in other types of jobs.

Twenty-three, or 71.9 per cent, of the thirty-two women graduates who were employed full time at the time of the study were employed as office workers; five, or 15.6 per cent, were employed in selling jobs; and four, or 12.5 per cent, were employed in other types of jobs.

More women graduates were employed in office jobs than in other types of jobs. Among the twenty-three women who were employed in office jobs at the time of the study, four were bookkeepers; four were general office workers; four were secretaries; four were typist-clerical workers; and three were key-punch operators.

Table XXII shows the nature of business of the firms in which 69 graduates are now employed full time. Of the thirty-seven men graduates who were working full time at the time the questionnaires were returned, seven were working for construction companies; and four were working for oil companies.

TABLE XX
PRESENT EMPLOYMENT STATUS OF MARRIED WOMEN GRADUATES

Year of Graduation	Number of Married Women Graduates	Employed		Not Employed	
		No.	Per Cent*	No.	Per Cent*
1944	18	3	5.5	15	27.8
1945	12	1	20.4	11	1.8
1946	13	3	5.5	10	18.5
1947	8	3	5.5	5	9.2
1948	3	2	3.7	1	1.8
1949	0	0	.0	0	.0
TOTAL	54	12	22.2	42	77.8

* Percentages are based on total number of married women graduates, 54.

This table should be read as follows: Of the eighteen women graduates of 1944 who are married, 3, or 5.5 of the total of 54 married women graduates, are employed. Fifteen, or 27.8 per cent of the total of 54, are not employed.

TABLE XXI

TYPES OF WORK PERFORMED BY 69 GRADUATES ON PRESENT FULL-TIME JOB

Types of Work	Type of Position						Total	
	Office		Selling		Other		No.	Per Cent
	Men	Women	Men	Women	Men	Women		
Assembly Man					1		1	1.5
Bookkeeper		4					4	5.8
Bricklayer					2		2	2.9
Carpenter					2		2	2.9
Charge of Egg Department			1				1	1.5
Chemist's Helper					2		2	2.9
Comptometer Operator		1					1	1.5
Credit Clerk		1					1	1.5
Draftsman					1		1	1.5
Driller					1		1	1.5
Farming					1		1	1.5
General Office Work	1	4					5	7.2
Installs Telephones					1		1	1.5
Key-punch Operator		3					3	4.3
Machine Operator					1		1	1.5
Material Man					1		1	1.5
Mechanic					1		1	1.5
Minister					1		1	1.5
Oilfield Servicing					1		1	1.5
Plumber's Helper					1		1	1.5
Policeman					1		1	1.5
Pottery Helper					1		1	1.5
Printer for Map Company						1	1	1.5
Rackman					1		1	1.5
Recapping (office work)	1						1	1.5
Routeman					1		1	1.5
Sales Clerk				3			3	4.3
Secretary		4					4	5.8
Service Station Operator			1				1	1.5
Servicing Telephone Lines					1		1	1.5
Sheetrocking					5		5	7.2
Shop Scheduler	1						1	1.5
Stationery Salesman			1				1	1.5
Stenographer		2					2	2.9
Sorter						1	1	1.5
Telephone Operator						2	2	2.9
Truck Driver					2		2	2.9
Typist-Clerical Workers		4					4	5.8
Waitress				2			2	2.9
Welder					2		2	2.9
TOTAL	3	23	3	5	31	4	69	100.

This table should be read as follows: One man, or 1.5 per cent of the total employed graduates, was employed as an assembly man.

TABLE XXII

NATURE OF BUSINESS FIRMS IN WHICH 69 GRADUATES ARE NOW EMPLOYED IN FULL-TIME JOBS

Nature of Business	Office				Selling				Other		Total	
	Men	Women	No.	Total	Men	Women	No.	Total	Men	Women	No.	Per Cent
				Per Cent				Per Cent				
Airline Company									1		1	1.4
Bank		2	2	7.7							2	2.9
Baseball Club	1		1	3.8							1	1.4
Cafe					2	2	25.				2	2.9
Church									1		1	1.4
Clothing Store					1	1	12.5				1	1.4
Construction Company		1	1	3.8					7		8	11.6
Contractor									2		2	2.9
Dairy Products Company									1		1	1.4
Drilling Company		1	1	3.8							1	1.4
Drivers License Office		1	1	3.8							1	1.4
Farming									1		1	1.4
Glass Company										1	1	1.4
Insurance Company		4	4	15.4							4	5.8
Laundry									1		1	1.4
Lawyer's Office		1	1	3.8							1	1.4
Lumber Company									1		1	1.4
Manufacturing Company									2		2	2.9
Meat Packing Company	1		1	3.8							1	1.4
Map Company										1	1	1.4
Oil Company		7	7	26.9					4		11	15.9
Pipe Line Company									1		1	1.4
Plumbing Company									1		1	1.4

This table should be read as follows: One man graduate, representing 1.4 per cent of the 69 total employed graduates, worked for an airline company.

TABLE XXII (CONTINUED)

NATURE OF BUSINESS FIRMS IN WHICH 69 GRADUATES ARE NOW EMPLOYED IN FULL-TIME JOBS

Nature of Business	Office				Selling				Other		Total	
	Men	Women	Total		Men	Women	Total		Men	Women	No.	Per Cent
			No.	Per Cent			No.	Per Cent				
Police Department									1		1	1.4
Pottery Company									1		1	1.4
Radio Station		1	1	3.8							1	1.4
Seismograph Service Corporation									1		1	1.4
Service Station					1		1	12.5			1	1.4
Sporting Goods Store		1	1	3.8							1	1.4
Stationery Company					1		1	12.5			1	1.4
Steel Manufacturing Company	1		1	3.8					2		3	4.3
Tag Office		1	1	3.8							1	1.4
Telephone Company						1	1	12.5	2	2	5	7.2
Tank Company									1		1	1.4
Tractor Company		1	1	3.8							1	1.4
U. S. Department of Justice		1	1	3.8							1	1.4
Variety Store						1	1	12.5			1	1.4
Office Equipment Company		1	1	3.8							1	1.4
Warehouse Market					1		1	12.5			1	1.4
TOTAL	3	23	26	100.	3	5	8	100.	31	4	69	100.

Of the thirty-two women who were working full time at the time the questionnaires were returned, seven were working for oil companies; and four were working for insurance companies.

Of the sixty-nine graduates who were working full time at the time of the study, thirty-seven were men. Three men, representing 4.3 per cent of the total 69 graduates, were employed in office jobs; three, or 4.3 per cent, were employed in selling jobs; and thirty-one, or 44.9 per cent, were employed in other types of jobs. Of the thirty-two women graduates who were working full time at the time of the study twenty-three, representing 33.3 per cent of the total 69 graduates, were employed in office jobs; five, or 7.2 per cent, were employed in selling jobs; and four, or 5.8 per cent, were employed in other types of jobs.

What types of jobs have been held by the graduates in all full-time employment? Table XXIII shows the types of work performed by graduates on all full-time jobs they have held since they graduated. There were a total of 81 jobs held by the forty-nine men graduates, and a total of 110 jobs held by the seventy women graduates. There was, therefore, a total of 191 jobs held by the graduates who have held one or more full-time jobs since they graduated from high school.

Three, or 3.7 per cent, of the eighty-one full-time jobs that the men graduates have held were office jobs; nine, or 11.1 per cent, were selling jobs; and sixty-nine, or 85.2 per cent, were other types of jobs.

Sixty-two, or 56.4 per cent of the 110 full-time jobs that the women graduates have held were office jobs; twenty-two, or 20 per cent, were selling jobs; and twenty-six, or 23.6 per cent, were other types of jobs.

Seven men have, at some time since they graduated, held jobs as truck drivers; five have been sheetrockers; four have been carpenters; four have been farmers; and four have been machine operators.

TABLE XXIII

TYPES OF JOBS HELD BY 119 GRADUATES IN ALL FULL-TIME EMPLOYMENT

Types of Jobs	Type of Job				Total		
	Office		Selling		No. ^a	Per Cent ^b	
	Men	Women	Men	Women			
Assembly Man				2	2	1.0	
Assistant Chemist				3	3	1.6	
Billing Clerk		2			2	1.0	
Bookkeeper		6			6	3.2	
Bricklayer				2	2	1.0	
Carpenter				4	4	2.1	
Cashier		4			4	2.1	
Clerk and Checker		1		1	2	1.0	
Computer Operator		2			2	1.0	
Contractor				1	1	.5	
Credit Clerk		1			1	.5	
Defense Work					2	1.0	
Delivery Boy				1	1	.5	
Draftsman				1	1	.5	
Driller				2	2	1.0	
Dry Wall Construction				1	1	.5	
Electrician					1	.5	
Expeditor (Shop Scheduler) ¹					1	.5	
Farming				4	4	2.1	
Fountain Clerk			1	4	5	2.6	
General Office Work	1	10			11	5.8	
General Manager				1	1	.5	
Helper for Pottery Company				1	1	.5	
Loaman				1	1	.5	
Inderser		1			1	.5	
Inspector				1	1	.5	
Installer (Telephone Company)				1	1	.5	
Key-punch Operator		3			3	1.6	
Kitchen Supervisor					1	.5	
Knife Filer (Sugar Company)				1	1	.5	
Layouts (Screencraft)					1	.5	
Machine Operator				4	3	7	3.7
Map Drafting					1	.5	

^a A person who has held several jobs of the same kind is counted only once.

^b Based on 191 jobs held by 119 graduates.

This table should be read as follows: Two men have, at some time since they graduated, been employed as assembly men. Their two jobs represent 1 per cent of the 191 jobs that have been held by all 119 graduates.

TABLE XXIII (CONTINUED)

TYPES OF JOBS HELD BY 119 GRADUATES IN ALL FULL-TIME EMPLOYMENT

Types of Jobs	Type of Job						Total	
	Office		Selling		Other		No.	Per Cent
	Men	Women	Men	Women	Men	Women		
Material Man					1		1	.5
Manager						2	2	1.0
Mechanic					3		3	1.6
Minister					1		1	.5
Nurse						2	2	1.0
Office Clerk		3					3	1.6
Office Nurse		1					1	.5
Office and Mailing Clerk		1					1	.5
Oilfield Laborer					3		3	1.6
Oilfield Servicing					1		1	.5
Personal Superintendent						1	1	.5
Pipe Line Laborer					3		3	1.6
Plumber's Helper					3		3	1.6
Policeman					1		1	.5
Practical Nurse						1	1	.5
Printer for Map Company						1	1	.5
Rodman (Oil Company)					1		1	.5
Recapper (Office Work)	1						1	.5
Receptionist		6					6	3.2
Retail Sales Clerk			3	11			14	7.3
Rodman					1		1	.5
Roofing and Siding Salesman			1				1	.5
Secretary		6					6	3.2
Secretary & Elevator Operator		1					1	.5
Service Station Attendant			1				1	.5
Service Station Operator			1				1	.5
Servicing Telephone Lines					1		1	.5
Sheet Metal Worker					2		2	1.0
Sheetrocking					5		5	2.6
Sorter						1	1	.5
Spring Knotter (Wire Company)					1		1	.5
Stationery Salesman			1				1	.5
Steel Worker					1		1	.5
Stenographer		3					3	1.6
Telephone Operator						6	6	3.2
Teletype Operator		1					1	.5
Toy Assembler						2	2	1.0
Truck Driver					7		7	3.7
Truck Loader					1		1	.5
Typist and Filing Clerk		1					1	.5
Typist and Mailing Clerk		1					1	.5
Typist-Clerical Workers		8					8	4.2
Waitress				6			6	3.2
Welder					1	1	2	1.0
Wholesale Salesman			1				1	.5
Window Display and Sales Clerk					1		1	.5
TOTAL	3	62	9	22	69	26	191	100.

Eleven women have, at some time since they graduated, held jobs as retail clerks; ten have been general office workers; eight have been typist-clerical workers; six have been bookkeepers; six have been secretaries; six have been telephone operators; six have been waitresses; four have been cashiers; and four have been fountain clerks.

What is the average number of months the graduates have remained on full-time jobs held since graduation? Table XXIV shows the average number of months forty-nine men graduates have remained on their full-time jobs, including their present jobs. Eleven men graduates, or 22.4 per cent of the forty-nine men graduates who have held a full-time job, remained on their full-time jobs for an average of 3 to 5 months; fourteen, or 28.6 per cent, remained on their jobs an average of 6 to 11 months; seventeen, or 34.7 per cent, remained on their jobs an average of 12 to 23 months; three, or 6.1 per cent, remained on their jobs an average of 24 to 35 months; four, or 8.1 per cent, remained on their jobs an average of 36 to 47 months. Approximately 51 per cent of the men graduates remained on their full-time jobs for an average of between 3 and 11 months, or less than one year.

Table XV shows the average number of months seventy women graduates remained on their full-time jobs, including their present jobs. Eleven women graduates, or 15.7 per cent of the seventy women graduates who have held a full-time job, remained on their full-time jobs for an average of 3 to 5 months; twenty-two, or 31.4 per cent, remained on their full-time jobs an average of 6 to 11 months; twenty-four, or 34.2 per cent, remained on their full-time jobs an average of 12 to 23 months; ten, or 14.2 per cent, remained on their full-time jobs an average of 24 to 35 months; two, or 2.9 per cent, remained on their full-time jobs an average of 36 to 47 months; and one, or 1.4 per cent, remained on her job an average of 48

TABLE XXIV

AVERAGE NUMBER OF MONTHS 49 MEN GRADUATES HAVE REMAINED ON
ALL FULL-TIME JOBS HELD, INCLUDING THE PRESENT JOB

Length of Time In Months	1944	1945	1946	1947	1948	1949	Total	
							No.	Per Cent
3-5 months	0	2	0	0	2	7	11	22.4
6-11 months	0	3	1	3	4	3	14	28.6
12-23 months	3	3	3	3	4	1	17	34.7
24-35 months	1	0	1	1	0	0	3	6.1
36-47 months	2	1	0	1	0	0	4	8.1
TOTAL	6	9	5	8	10	11	49	100.

This table should be read as follows: Two 1945 men graduates remained on their full-time jobs for an average of 3 to 5 months.

TABLE XXV

AVERAGE NUMBER OF MONTHS 70 WOMEN GRADUATES HAVE REMAINED ON
ALL FULL-TIME JOBS HELD, INCLUDING THE PRESENT JOB

Length of Time In Months	1944	1945	1946	1947	1948	1949	Total	
							No.	Per Cent
3-5 months	3	1	4	2	0	1	11	15.7
6-11 months	6	5	1	4	3	3	22	31.4
12-23 months	7	6	4	3	4	0	24	34.2
24-35 months	2	2	3	3	0	0	10	14.2
36-47 months	1	0	1	0	0	0	2	2.9
48 or over	1	0	0	0	0	0	1	1.4
TOTAL	20	14	13	12	7	4	70	100.

This table should be read as follows: Three 1944 women graduates remained on their full-time jobs for an average of 3 to 5 months.

months or over. Forty-seven and one-tenth per cent of the women graduates remained on their full-time jobs for an average of less than one year.

Table XVI shows the average number of months one hundred nineteen graduates remained on their full-time jobs, including their present jobs. Twenty-two, or 18.5 per cent, of the one hundred nineteen graduates who have held a full-time job, remained on their full-time jobs for an average of 3 to 5 months; thirty-six, or 30.3 per cent, remained on their full-time jobs an average of 6 to 11 months; forty-one, or 34.5 per cent, remained on their full-time jobs an average of 12 to 23 months; thirteen, or 10.9 per cent, remained on their full-time jobs an average of 24 to 35 months; six, or 5 per cent, remained on their full-time jobs an average of 36 to 47 months; and one, or .8 per cent, remained on her job an average of 48 months or longer.

Forty-eight and eight-tenths per cent of the one hundred nineteen graduates remained on full-time jobs for an average of less than one year. It should be kept in mind, however, that 69 graduates were employed at the time of the study and that the 69 jobs they were holding are included in the total of 191 jobs that have been held by 119 graduates since they graduated from high school. The additional time that these 69 graduates remain in the jobs that they are now holding will, of course, increase the average of their tenure in all full-time jobs held.

TABLE XXVI

AVERAGE NUMBER OF MONTHS 119 GRADUATES HAVE REMAINED ON ALL
FULL-TIME JOBS HELD, INCLUDING THE PRESENT JOB

Length of Time In Months	1944	1945	1946	1947	1948	1949	Total	
							No.	Per Cent
3-5 months	3	3	4	2	2	8	22	18.5
6-11 months	6	8	2	7	7	6	36	30.3
12-23 months	10	9	7	6	8	1	41	34.5
24-35 months	3	2	4	4	0	0	13	10.9
36-47 months	3	1	1	1	0	0	6	5.0
48 or over	1	0	0	0	0	0	1	.8
TOTAL	26	23	18	20	17	15	119	100.

This table should be read as follows: Three 1944 graduates remained on their full-time jobs for an average of 3 to 5 months.

CHAPTER III

POST-HIGH SCHOOL EDUCATIONAL EXPERIENCES OF THE GRADUATES

In order to determine how many of its graduates Jenks High School is training for immediate employment, the number and percentage of graduates who have received post-high school training should be taken into consideration.

How many of the graduates of Jenks High School attended a four-year college? a junior college? a business college? others? How many months did they attend? Did they graduate? What were the major fields studied? Table XXVII shows the amount of post-high school training received by the graduates, where this training was received, and the number of months the graduates spent in attendance. Eighteen men and fourteen women have attended a four-year college, one man has attended a junior college, one man and twelve women have attended a business college, three men and three women have attended a trade school, and two women have taken nurses' training. Ten men and three women were still attending college.

Sixteen other graduates, not included in the tabulation in Table XXVIII, reported some type of post-high school training. Length of time spent in the training program was not indicated, and in most of the cases it appears that the training was of the on-the-job apprenticeship type, rather than training received in an educational institution.

The post-high school training reported by these sixteen graduates is as follows: Six women graduates have taken telephone operator training;

TABLE XXVII

LENGTH OF TIME GRADUATES ATTENDED POST-HIGH SCHOOL EDUCATIONAL INSTITUTIONS
AND TYPES OF INSTITUTIONS THEY ATTENDED

Number of Months Attended	Four-Year College		Junior College		Business College		Trade School		Nurses Training		Total		
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Total
3-6 months	3	0	0	0	1	7	0	1	0	0	4	8	12
7-12 months	2	6	0	0	0	4	1	1	0	1	3	12	15
13-18 months	2	3	0	0	0	1	2	0	0	0	4	4	8
19-24 months	0	1	0	0	0	0	0	1	0	0	0	2	2
25-36 months	0	0	0	0	0	0	0	0	0	0	0	0	0
Attending ^a	9	3	1	0	0	0	0	0	0	0	10	3	13
Graduate	2 ^b	1	0	0	0	0	0	0	0	1	2	2	4
TOTAL	18	14	1	0	1	12	3	3	0	2	23	31	54

^a The length of time and attendance for those who were still attending a four-year college at the time of the study is as follows: Six graduates, from 7 to 12 months; four graduates, from 13 to 18 months; one, from 19 to 24 months; one, from 25 to 36 months; one, from 37 to 48 months; and one graduate had been attending a junior college from 7 to 12 months.

^b One man who is a graduate of a four-year college is continuing to attend college at present; he is shown only as a graduate in this table.

This table should be read as follows: At the time of the study, three men graduates had attended a four-year college for a period of from 3 to 6 months.

TABLE XXVIII

CUMULATIVE TOTALS AND PERCENTAGES OF GRADUATES WHO ATTENDED
A FOUR-YEAR COLLEGE AND THE LENGTH OF TIME ATTENDED

Number of Months Attended	Men			Women			Total		
	No.	Cumulative Number	Per Cent	No.	Cumulative Number	Per Cent	No.	Cumulative Number	Per Cent
3-6 months	3		4.8				3		2.1
7-12 months	2	5	7.9	6		7.6	8	11	7.8
13-18 months	2	7	11.1	3	9	11.4	5	16	11.3
19-24 months				1	10	12.7	1	17	12.0
Attending Four- Year College	9	16	25.4	3	13	16.5	12	29	20.4
Graduated	2	18	28.6	1	14	17.7	3	32	22.5

This table should be read as follows: Three men, or 4.8 per cent of the total of sixty-three men included in the study, had attended a four-year college for a period of from 3 to 6 months.

two men graduates have taken telephone service training; one girl has attended a modeling school; one man, a police academy; one man, a carpentry and building school; one man, a butane school; one man has taken flight instruction; one woman has taken teletype and Western Union operator training; one man has attended an adult night school in which he took typewriting and bookkeeping; and one man has received radio, radar, and television training in the army.

Table XXVIII gives the cumulative totals and percentages of graduates who attended a four-year college and the number of months they attended. Eighteen, or 28.6 per cent, of the total sixty-three men have attended a four-year college. Of these eighteen, 4.8 per cent have attended from three to six months; 7.9 per cent have attended from three to twelve months; and 11.1 per cent have attended from three to eighteen months.

Fourteen, or 17.7 per cent, of the seventy-nine women graduates have attended a four-year college. Of these fourteen, 2.1 per cent have attended from three to six months; 7.8 per cent have attended from three to twelve months; 11.3 per cent have attended from three to eighteen months; and 12 per cent have attended from three to twenty-four months.

Thirty-two, or 22.5 per cent, of the one hundred forty-two graduates have attended a four-year college. Only three of the thirty-two have graduated, and thirteen were still attending college at the time of the study. One man graduate was attending a junior college. One man who had graduated from a four-year college and was continuing to attend college is shown as a graduate in Table XXIX.

The data in Table XXIX show the major fields of study of the graduates who have attended a four-year college or a junior college. More men have studied agriculture than any other field of study. Three men, or 15.8 per cent of the nineteen men who have attended college, have studied

TABLE XXIX

MAJOR FIELDS OF STUDY OF 33 GRADUATES WHO HAVE ATTENDED
A FOUR-YEAR COLLEGE OR A JUNIOR COLLEGE

Major Fields of Study	Men		Women		Total	
	No.	Per Cent	No.	Per Cent	No.	Per Cent
Accounting	1	5.3	1	7.1	2	6.
Agriculture	3	15.8	0	.0	3	9.
Agriculture & Physical Education	1	5.3	0	.0	1	3.
Art	0	.0	1	7.1	1	3.
Biology	1	5.3	0	.0	1	3.
Botany	0	.0	1	7.1	1	3.
Business Administration	1	5.3	0	.0	1	3.
Commerce	0	.0	1	7.1	1	3.
Drafting	2	10.5	0	.0	2	6.
English	0	.0	1	7.1	1	3.
Homemaking	0	.0	3	21.4	3	9.
Interior Decoration	0	.0	1	7.1	1	3.
Liberal Arts	1	5.3	2	14.3	3	9.
Mechanical Engineering	1	5.3	0	.0	1	3.
Mathematics	2	10.5	0	.0	2	6.
Music	1	5.3	0	.0	1	3.
Optometry	1	5.3	0	.0	1	3.
Physical Education	0	.0	1	7.1	1	3.
Plumbing	1	5.3	0	.0	1	3.
Political Science	1	5.3	0	.0	1	3.
Sociology	1	5.3	0	.0	1	3.
Spanish	0	.0	1	7.1	1	3.
Speech	0	.0	1	7.1	1	3.
Theology	1	5.3	0	.0	1	3.
TOTAL	19	100.	14	100.	33	100.

This table should be read as follows: Accounting was the major field of study for 1, or 5.3 per cent, of the men who have attended a four-year college or a junior college and 1, or 7.1 per cent, of the women who have attended a four-year college or a junior college.

agriculture. More women have studied homemaking than any other field of study. Three, or 21.4 per cent, of the fourteen women graduates who have attended college listed homemaking as their major field.

What business subjects were studied by the graduates after their graduation from high school? Table XXX shows the business subjects studied by men graduates who took advanced training after graduation from high school. Of the total twenty-four subject enrollments in business subjects for ten men graduates who studied one or more business subjects after they graduated from high school were in business English; five were in business mathematics; four were in accounting; three were in typewriting; two were in business law; two were in office practice; one was in filing; one was in office machines; and one was in office procedures.

Table XXXI shows the business subjects studied by women graduates who took advanced training after graduation from high school. Of the total eighty-nine subject enrollments in business subjects for nineteen women graduates who took advanced training in business subjects, thirteen were in shorthand; twelve were in office machines; eleven were in typewriting; nine were in business English; nine were in transcription; eight were in business spelling; seven were in accounting; six were in business mathematics; six, were in filing; four were in office practice; three were in office procedures; and one was in comptometer operation.

Table XXXII shows the business subjects studied by all graduates who took advanced training after graduation from high school. Of the total one hundred thirteen subject enrollments in business subjects for all twenty-nine graduates who took advanced training in business subjects, fourteen were in business English; fourteen were in typewriting; thirteen were in office machines; thirteen were in shorthand; eleven were in accounting; eleven were in business mathematics; nine were in transcription;

TABLE XXX

BUSINESS SUBJECTS STUDIED BY 10 MEN GRADUATES WHO STUDIED ONE OR MORE
BUSINESS SUBJECTS AFTER THEY GRADUATED FROM HIGH SCHOOL

Business Subjects Studied	Number of Men Graduates By Year of Graduation						Total Subject Enrollments
	1944	1945	1946	1947	1948	1949	
Business English	2	1	0	2	0	0	5
Business Mathe- matics	0	1	1	2	0	1	5
Accounting	1	0	1	1	1	0	4
Typewriting	1	0	0	1	1	0	3
Business Law	0	0	1	0	1	0	2
Office Practice	1	0	0	1	0	0	2
Filing	1	0	0	0	0	0	1
Office Machines	0	0	0	0	0	1	1
Office Procedures	1	0	0	0	0	0	1
TOTAL							24

This table should be read as follows: Two of the 1944 men graduates who continued their education after graduation from high school studied business English.

TABLE XXXI

BUSINESS SUBJECTS STUDIED BY 19 WOMEN GRADUATES WHO STUDIED ONE OR MORE BUSINESS SUBJECTS AFTER THEY GRADUATED FROM HIGH SCHOOL

Business Subjects Studied	Number of Women Graduates, By Year of Graduation						Total Subject Enrollments
	1944	1945	1946	1947	1948	1949	
Shorthand	3	1	2	2	3	2	13
Office Machines	3	1	2	2	4	0	12
Typewriting	2	0	2	2	4	1	11
Business English	1	0	2	2	3	1	9
Transcription	1	1	1	1	3	2	9
Business Spelling	0	0	2	2	3	1	8
Accounting	1	0	1	1	4	0	7
Business Mathematics	1	0	1	1	3	0	6
Filing	0	0	1	2	2	1	6
Office Practice	0	0	0	1	2	1	4
Office Procedures	0	0	0	1	2	0	3
Comptometer	0	0	1	0	0	0	1
TOTAL							89

This table should be read as follows: Three of the 1944 women graduates who continued their education after graduation from high school studied shorthand.

TABLE XXXII

BUSINESS SUBJECTS STUDIED BY 29 GRADUATES WHO STUDIED ONE OR MORE
BUSINESS SUBJECTS AFTER THEY GRADUATED FROM HIGH SCHOOL

Business Subjects Studied	Number of Total Graduates, By Year of Graduation						Total Subject Enrollments	Percentage of 29 Who Studied Each Subject
	1944	1945	1946	1947	1948	1949		
Business English	3	1	2	4	3	1	14	48.3
Typewriting	3	0	2	3	5	1	14	48.3
Office Machines	3	1	2	2	4	1	13	44.8
Shorthand	3	1	2	2	3	2	13	44.8
Accounting	2	0	2	2	5	0	11	37.9
Business Mathe- matics	1	1	2	3	4	0	11	37.9
Transcription	1	1	1	1	3	2	9	31.0
Business Spelling	0	0	2	2	3	1	8	27.6
Filing	1	0	1	2	2	1	7	24.2
Office Practice	1	0	0	2	2	1	6	20.7
Office Procedures	1	0	0	1	2	0	4	13.8
Business Law	0	0	1	0	1	0	2	6.9
Comptometer	0	0	0	1	0	0	1	3.5
TOTAL							113	

This table should be read as follows: Three of the 1944 graduates who continued their education after graduation from high school studied business English.

eight were in business spelling; seven were in filing; six were in office practice; four were in office procedures; two were in business law; and one was in comptometer operation.

What percentage of the graduates who attended college or other schools after graduation, received part-time employment while in school? What types of work did they do? Table XXXIII shows the number and percentage of graduates who attended a four-year college or a junior college and number and percentage who worked part-time while attending college. Of a total of nineteen men graduates who attended a four-year college or a junior college, ten, or 52.6 per cent, worked part time while attending college. Of a total of fourteen women graduates who attended a four-year college or a junior college, five, or 35.7 per cent, worked part time while attending college. Of a total of thirty-three graduates who attended a four-year college or a junior college, fifteen, or 45.5 per cent, worked part time while attending college.

Table XXXIV shows the types of work performed by graduates on part-time jobs held while attending a four-year college or a junior college. One man was employed in clerical work and one man worked part time as a post office clerk. The remainder of the men held part-time jobs which were not so closely related to their business training in high school. One woman was employed as a bookkeeper and two women did office work. The remainder of the women held part-time jobs which were not so closely related to their business training in high school. Some of the men and women graduates who worked part time held more than one part-time job.

TABLE XXXIII

NUMBER AND PERCENTAGE OF GRADUATES WHO ATTENDED A FOUR-YEAR COLLEGE OR JUNIOR COLLEGE AND NUMBER AND PERCENTAGE WHO WORKED PART TIME WHILE ATTENDING COLLEGE

Graduates	Number of Graduates Who Attended a Four- Year College or Junior College	Number and Percentage of Graduates Who Worked Part Time While Attending College	
		No.	Per Cent
Men	19	10	52.6
Women	14	5	35.7
TOTAL	33	15	45.5

This table should be read as follows: Of the 19 men graduates who attended a four-year college or junior college, 10, or 52.6 per cent, worked part time while attending college.

TABLE XXXIV

TYPES OF WORK PERFORMED BY 15 GRADUATES ON PART-TIME JOBS HELD
WHILE ATTENDING A FOUR-YEAR COLLEGE OR A JUNIOR COLLEGE

Types of Work	Men	Women	Total
Assistant Guitar Teacher	1	0	1
Assistant Laboratory Instructor	1	1	2
Assistant Optometry Professor	1	0	1
Assistant Plumbing Instructor	1	0	1
Bookkeeper	0	1	1
Cafeteria	1	1	2
Clerical Work	1	0	1
Concrete Work	1	0	1
Library	0	1	1
Musician for College Dance Band	1	0	1
Office Work	0	2	2
Pipe Line Work	1	0	1
Plumbing	1	0	1
Post Office Clerk	1	0	1
Retail Selling	1	1	2
Switchboard	0	1	1
Theater Employee	1	0	1
Wholesale Selling	1	0	1
TOTAL	14	8	22

Note: Some of the men and women graduates who held part-time jobs held more than one part-time job.

This table should be read as follows: One man held a part-time job as an assistant guitar teacher.

CHAPTER IV

VOCATIONAL USEFULNESS OF BUSINESS SUBJECTS STUDIED IN HIGH SCHOOL

What business subjects were studied by the 142 graduates in high school? Table XXXV shows the business courses studied by the 142 graduates in high school. Of the total sixty-three men graduates, ten, or 15.9 per cent, studied bookkeeping I; thirty-six, or 57.1 per cent, studied typewriting I; and sixteen, or 25.4 per cent, studied typewriting II.

Of the total seventy-nine women graduates, thirty-seven, or 46.8 per cent, studied bookkeeping I; thirty-three, or 41.8 per cent, studied shorthand I; seventy-eight, or 98.7 per cent, studied typewriting I; and sixty-three, or 79.7 per cent, studied typewriting II.

Of the total one hundred forty-two graduates, forty-seven, or 33.1 per cent, studied bookkeeping I; thirty-three, or 23.2 per cent, studied shorthand I; one hundred fourteen, or 80.3 per cent, studied typewriting I; and seventy-nine, or 55.5 per cent, studied typewriting II.

What business subjects studied in high school were beneficial to the men graduates on their first full-time job? Table XXXVI shows that of the forty-nine men graduates who have held a first full-time job, seven studied bookkeeping I; twenty-five studied typewriting I; and ten studied typewriting II. One, or 14.3 per cent, of the seven men graduates who studied bookkeeping I reported that bookkeeping was beneficial in his first job. Six, or 20 per cent, of the twenty-five men who studied typewriting I, reported it was beneficial in their first job. Two, or 20 per

TABLE XXXV

BUSINESS SUBJECTS GRADUATES STUDIED IN HIGH SCHOOL

Year of Graduation	Bookkeeping I			Shorthand I			Typewriting I			Typewriting II		
	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total
1944	1	3	4	0	10	10	8	20	28	3	14	17
1945	0	7	7	0	3	3	1	15	16	0	14	14
1946	0	10	10	0	6	6	2	16	18	0	13	13
1947	2	11	13	0	6	6	4	13	17	0	9	9
1948	1	5	6	0	4	4	7	9	16	2	9	11
1949	6	1	7	0	4	4	14	5	19	11	4	15
TOTAL	10	37	47	0	33	33	36	78	114	16	63	79
Percentage of Total (142) Graduates	33.1			23.2			80.3			55.5		
Percentage of All Men (63) Graduates	15.9			0			57.1			25.4		
Percentage of All Women (79) Graduates	46.8					41.8	98.7		79.7			

TABLE XXXVI

NUMBER OF MEN GRADUATES WHO HAVE HELD A FIRST FULL-TIME JOB AND NUMBER WHO REPORTED THAT VARIOUS BUSINESS SUBJECTS STUDIED IN HIGH SCHOOL WERE BENEFICIAL IN THEIR FIRST JOB

Year of Graduation	Number who have held a first full-time job	Number who studied each business subject in high school				Number who report subject beneficial in first job			
		Bkpg.	Typ. I	Typ. II	Short-hand	Bkpg.	Typ. I	Typ. II	Short-hand
1944	6	1	6	2	0	1	0	0	0
1945	9	0	1	0	0	0	0	0	0
1946	5	0	2	0	0	0	1	0	0
1947	8	2	3	0	0	0	1	0	0
1948	10	1	6	2	0	0	3	1	0
1949	11	3	7	6	0	0	1	1	0
TOTAL	49	7	25	10	0	1	6	2	0
Per Cent*						14.3	24.	20.	0

* Number who reported subject beneficial in first job divided by number who studied subject in high school.

This table should be read as follows: Of the 6 men graduates for the year 1944, 1 had studied bookkeeping, 6 had studied typewriting I, and 2 had studied typewriting II in high school. One of these men reported that the training he received in bookkeeping was beneficial to him in his first full-time job.

cent, of the ten men who studied typewriting II reported that it was beneficial in their first job.

What business subjects studied in high school were beneficial to the women graduates on their first full-time job? Table XXXVII shows that of the seventy women graduates who have held a first full-time job, thirty-five studied bookkeeping; sixty-nine studied typewriting I; fifty-six studied typewriting II; and twenty-nine studied shorthand. Twenty-one, or 60 per cent, of the thirty-five women graduates who studied bookkeeping I reported that it was beneficial in their first job. Forty-seven, or 68.1 per cent, of the sixty-nine women graduates who studied typewriting I reported that it was beneficial in their first job. Forty-one, or 73.2 per cent, of the fifty-six women graduates who studied typewriting II reported that it was beneficial in their first job. Ten, or 34.5 per cent, of the twenty-nine women graduates who studied shorthand I reported that it was beneficial in their first job.

What business subjects studied in high school are beneficial to the men graduates on their present job? Table XXXVIII shows that of the thirty-seven men graduates who were employed at the time of the study, five studied bookkeeping I; eighteen studied typewriting I; and seven studied typewriting II. One, or 20 per cent, of the five men graduates who studied bookkeeping reported that bookkeeping is beneficial on his present job. Four, or 22.2 per cent, of the eighteen men who studied typewriting I reported that it is beneficial on their present job. One, or 14.3 per cent, of the seven graduates who studied typewriting II reported that it is beneficial on his present job.

What business subjects studied in high school are beneficial to the women graduates on their present job? Table XXXIX shows that of the thirty-two women graduates who are employed at present, eighteen studied

TABLE XXXVII

NUMBER OF WOMEN GRADUATES WHO HAVE HELD A FIRST FULL-TIME JOB AND NUMBER WHO REPORTED THAT VARIOUS BUSINESS SUBJECTS STUDIED IN HIGH SCHOOL WERE BENEFICIAL IN THEIR FIRST JOB

Year of Graduation	Number who have held a first full-time job	Number who studied each business subject in high school				Number who report subject beneficial in first job			
		Bkpg.	Typ. I	Typ. II	Short-hand	Bkpg.	Typ. I	Typ. II	Short-hand
1944	20	3	19	14	10	3	12	10	2
1945	14	7	14	13	3	4	9	9	1
1946	13	9	13	11	5	3	7	6	4
1947	12	10	12	8	5	7	10	7	0
1948	7	5	7	7	3	4	6	6	1
1949	4	1	4	3	3	0	3	3	2
TOTAL	70	35	69	56	29	21	47	41	10
Per Cent*						60.	68.1	73.2	34.5

* Number who reported subject beneficial in first job divided by number who studied subject in high school.

This table should be read as follows: Of the 20 women graduates for the year 1944, 3 had studied bookkeeping, 19 had studied typewriting I, 14 had studied typewriting II, and 10 had studied shorthand in high school. Three of these women reported that the training they received in bookkeeping was beneficial to them in their first full-time job; twelve reported their typing I was beneficial to them; 10 reported their training in typewriting II was beneficial to them; and 2 reported their shorthand training was beneficial to them in their first full-time job.

TABLE XXXVIII

NUMBER OF MEN GRADUATES NOW EMPLOYED IN FULL-TIME JOBS WHO REPORTED THAT VARIOUS BUSINESS SUBJECTS STUDIED IN HIGH SCHOOL ARE BENEFICIAL IN THEIR PRESENT JOB

Year of Graduation	Number who hold a full-time job at present time	Number who studied each business subject in high school				Number who report subject beneficial in present job			
		Bkpg.	Typ. I	Typ. II	Short-hand	Bkpg.	Typ. I	Typ. II	Short-hand
1944	6	1	6	2	0	1	1	0	0
1945	6	0	0	0	0	0	0	0	0
1946	5	0	2	0	0	0	1	0	0
1947	6	2	3	0	0	0	1	0	0
1948	5	0	2	1	0	0	1	1	0
1949	9	2	5	4	0	0	0	0	0
TOTAL	37	5	18	7	0	1	4	1	0
Per Cent*						20.	22.2	14.3	0

* Number who reported subject beneficial in present job divided by number who studied subject in high school.

This table should be read as follows: Of the 6 men graduates for the year 1944, 1 had studied bookkeeping, 6 had studied typewriting I, and 2 had studied typewriting II in high school. One of these men reported that the training he received in bookkeeping I in high school was beneficial to him in his present job; another man reported that his training in typewriting I was beneficial to him in his present job.

bookkeeping; thirty-two studied typewriting I; twenty-six studied typewriting II; and eighteen studied shorthand. Fourteen, or 77.7 per cent, of the eighteen women who studied bookkeeping reported that it is beneficial on their present job. Twenty-seven, or 84.3 per cent, of the thirty-two women who studied typewriting I reported that it is beneficial on their present job. Twenty-four, or 92.3 per cent, of the twenty-six women who studied typewriting II reported that it is beneficial on their present job. Nine, or 50 per cent, of the eighteen women who studied shorthand reported that it is beneficial on their present job.

What business subjects studied in high school were beneficial to the graduates on their first full-time office job? Table XI shows that of the two men graduates who held a first full-time office job, two studied typewriting I and one studied typewriting II. Both of the men who studied typewriting I reported that it was beneficial in their first office job. One man who studied typewriting II reported that it was beneficial on his first office job.

Of the forty-two women graduates who have held a first full-time office job, twenty-four studied bookkeeping, forty-two studied typewriting I, thirty-eight studied typewriting II, and twenty-three studied shorthand. Nineteen, or 79.2 per cent, of the twenty-four women who studied bookkeeping reported that it was beneficial on their first office job. Thirty-eight, or 90.5 per cent, of the forty-two women graduates who studied typewriting I reported that it was beneficial on their first office job. Thirty-four, or 89.5 per cent, of the thirty-eight women graduates who studied typewriting II reported that it was beneficial on their first office job. Eleven, or 47.8 per cent, of the twenty-three women who studied shorthand reported that it was beneficial on their first office job.

TABLE XXXIX

NUMBER OF WOMEN GRADUATES NOW EMPLOYED IN FULL-TIME JOBS WHO REPORTED THAT VARIOUS BUSINESS SUBJECTS STUDIED IN HIGH SCHOOL ARE BENEFICIAL IN THEIR PRESENT JOB

Year of Graduation	Number who held a full-time job at present time	Number who studied each business subject in high school				Number who report subject beneficial in present job			
		Bkpg.	Typ. I	Typ. II	Short-hand	Bkpg.	Typ. I	Typ. II	Short-hand
1944	5	0	5	4	3	0	5	4	1
1945	4	4	4	4	2	3	4	4	2
1946	5	3	5	4	4	3	5	4	3
1947	7	5	7	4	3	4	4	3	0
1948	7	5	7	7	3	4	6	6	1
1949	4	1	4	3	3	0	3	3	2
TOTAL	32	18	32	26	18	14	27	24	9
Per Cent*						77.7	84.3	92.3	50.

* Number who reported subject beneficial in present job divided by number who studied subject in high school.

This table should be read as follows: Of the 5 women graduates for the year 1944, 5 had studied typewriting I, 4 had studied typewriting II, and 3 had studied shorthand in high school. Five of these women reported that the training they received in typewriting I in high school was beneficial to them in their present job; 4 reported their training in typewriting II beneficial, and 1 reported her shorthand training beneficial in her present job.

TABLE XL

NUMBER OF GRADUATES WHO HAVE HELD A FIRST FULL-TIME OFFICE JOB AND NUMBER WHO REPORTED THAT VARIOUS BUSINESS SUBJECTS STUDIED IN HIGH SCHOOL WERE BENEFICIAL IN THEIR FIRST OFFICE JOB

Year of Graduation	Number who held a first full-time office job		Number who studied each business subject in high school						Number who report subject beneficial in first office job													
			Bkpg.		Typ. I		Typ. II		Short-hand		Bkpg.		Typ. I		Typ. II		Short-hand					
	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W				
1944	0	11	0	3	0	11	0	10	0	9	0	3	0	9	0	8	0	2				
1945	0	9	0	6	0	9	0	9	0	3	0	4	0	8	0	8	0	2				
1946	1	7	0	5	1	7	0	6	0	5	0	3	1	7	0	6	0	4				
1947	0	9	0	7	0	9	0	7	0	3	0	6	0	8	0	6	0	0				
1948	1	4	0	3	1	4	1	4	0	1	0	3	1	4	1	4	0	1				
1949	0	2	0	0	0	2	0	2	0	2	0	0	0	2	0	2	0	2				
TOTAL	2	42	0	24	2	42	1	38	0	23	0	19	2	38	1	34	0	11				
Per Cent*																	0 79.2	100.	90.5	100.	89.5	0 47.8

* Number who reported subject beneficial in first full-time office job divided by number who studied subject in high school.

This table should be read as follows: Of the 11 women graduates for the year 1944, 3 had studied bookkeeping, 11 had studied typewriting I, 10 had studied typewriting II, and 9 had studied shorthand in high school. Three of these women reported their training in bookkeeping beneficial, 9 reported their training in typewriting I beneficial, 8 reported their training in typewriting II beneficial, and 2 reported their training in shorthand beneficial in their first office job.

What business subjects studied in high school are beneficial to the graduates on their present office job? Table XLI shows that of the three men graduates who were employed in a full-time office job at the time of the study, two studied typewriting I and one studied typewriting II. Both of the men who studied typewriting I reported that it is beneficial in their present office job. The one man who studied typewriting II reported that it is beneficial in his present office job.

Of the twenty-three women graduates who are now employed in an office job, twelve studied bookkeeping, twenty-three studied typewriting I, twenty-two studied typewriting II, and twelve studied shorthand. Eleven, or 91.7 per cent, of the twelve women who studied bookkeeping reported that it is beneficial on their present office job. Twenty-one, or 91.3 per cent, of the twenty-three women who studied typewriting I reported that it is beneficial on their present job. Twenty, or 90.9 per cent, of the twenty-two women who studied typewriting II reported that it is beneficial on their present office job. Nine, or 75 per cent, of the twelve women who studied shorthand reported that it is beneficial on their present office job.

According to the opinions of the graduates, what courses not taken in high school would have been of value in the jobs that they have held since they graduated from high school? Table XLII shows that of the total respondents to this question, sixty-six, or 55.5 per cent, of the one hundred nineteen people who held one or more full-time jobs thought they should have taken speech; fifty-six, or 47 per cent, thought they should have taken office machines; fifty-three, or 44.5 per cent, thought they should have taken general business; forty-two, or 35.3 per cent, thought they should have taken psychology; thirty-two, or 26.9 per cent,

TABLE XLI

NUMBER OF GRADUATES NOW EMPLOYED IN FULL-TIME OFFICE JOBS WHO REPORTED THAT VARIOUS BUSINESS SUBJECTS STUDIED IN HIGH SCHOOL ARE BENEFICIAL IN THEIR PRESENT OFFICE JOB

Year of Graduation	Number who hold a full-time office job at present time		Number who studied each business subject in high school								Number who report subject beneficial in present office job							
			Bkpg.		Typ. I		Typ. II		Short-hand		Bkpg.		Typ. I		Typ. II		Short-hand	
	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W
1944	0	4	0	0	0	4	0	4	0	3	0	0	0	3	0	3	0	1
1945	0	4	0	4	0	4	0	4	0	2	0	3	0	4	0	4	0	2
1946	1	5	0	3	1	5	0	4	0	4	0	3	1	5	0	4	0	3
1947	1	4	0	2	0	4	0	4	0	1	0	2	0	3	0	3	0	0
1948	1	4	0	3	1	4	1	4	0	1	0	3	1	4	1	4	0	1
1949	0	2	0	0	0	2	0	2	0	2	0	0	0	2	0	2	0	2
TOTAL	3	23	0	12	2	23	1	22	0	12	0	11	2	21	1	20	0	9
Per Cent*											0	91.7	100.	91.3	100.	90.9	0	75.

* Number who reported subject beneficial in present office job divided by number who studied subject in high school.

This table should be read as follows: Of the 4 women graduates for the year 1944, all had studied typewriting I and typewriting II, and 3 had studied shorthand in high school. Three of these women reported that their training in typewriting I and II had been beneficial in their present office job; one woman reported her training in shorthand had been beneficial in her present office job.

TABLE XLII

COURSES NOT TAKEN IN HIGH SCHOOL THAT GRADUATES BELIEVE WOULD HAVE BEEN OF VALUE TO THEM IN THE JOBS THEY HAVE HELD SINCE THEY GRADUATED FROM HIGH SCHOOL

Course	Graduates Who Mentioned Each Subject			
	Men	Women	Total	
			No.	Per Cent
Speech	24	42	66	55.5
Office Machines	6	50	56	47.
General Business	9	44	53	44.5
Psychology	17	25	42	35.3
Bookkeeping	14	18	32	26.9
Business English	6	21	27	22.7
Salesmanship	14	11	25	21.0
Business Mathematics	14	10	24	20.2
Physics	10	3	13	10.9
Business Law	5	6	11	9.2
Shorthand	1	10	11	9.2
Spanish	3	4	7	5.9
Economics	2	3	5	4.2
Biology	2	1	3	2.5
Latin	1	2	3	2.5
Agriculture	2	0	2	1.7
Art	0	2	2	1.7
Chemistry	1	1	2	1.7
Industrial Arts	1	1	2	1.7
Journalism	2	0	2	1.7
Spelling	0	2	2	1.7
Dancing	1	0	1	.8
Mechanical Drawing	1	0	1	.8
Music	1	0	1	.8

Note: Only the graduates who have held one or more full-time jobs were included in this table.

This table should be read as follows: Twenty-four men checked speech as one of the courses that they believe would have been of value to them in the jobs they have held since they graduated from high school.

thought they should have taken bookkeeping; twenty-seven, or 22.7 per cent, thought they should have taken business English; twenty-five, or 21 per cent, thought they should have taken salesmanship; twenty-four, or 20.2 per cent, thought they should have taken business mathematics; thirteen, or 10.9 per cent, thought they should have taken physics; eleven, or 9.2 per cent, thought they should have taken business law; eleven, or 9.2 per cent, thought they should have taken shorthand; seven, or 5.9 per cent, thought they should have taken Spanish; and five, or 4.2 per cent, thought they should have taken economics. Only one, two, or three graduates thought they should have taken each of the remainder of the subjects listed in Table XLII. The following subjects are listed in the table but were not included in the checklist in the questionnaire: shorthand, typewriting, chemistry, spelling, dancing, and mechanical drawing. It is possible that these subjects would have been mentioned by more graduates had the subjects been included in the checklist. There is evidence that the graduates did not understand the term "general business." Although some indicated that they had taken general business in high school, it was not offered during the period of the study.

CHAPTER V

MARITAL STATUS AND MILITARY SERVICE

What percentage of the graduates were married? Table XLIII shows the marital status of the sixty-three men graduates. Of the sixty-three men graduates, twenty, or 31.7 per cent, were married and forty-three, or 68.2 per cent, were unmarried.

Table XLIV shows the marital status of the seventy-nine women graduates. Fifty-four, or 68.3 per cent, were married and twenty-five or 31.6 per cent, were unmarried. These data show that there was a much larger percentage of married women than of married men.

Table XLV shows the marital status of one hundred forty-two graduates. Seventy-four, or 52.2 per cent, were married and sixty-eight, or 47.8 per cent, were unmarried.

How many of the graduates were in military service? How many of the graduates are in service at the present time? Table XLVI shows the number of men graduates by years, the men formerly in military service, the number of men in service at present, and the total men in military service at any time. Of the total thirty-one men who were in military service at any time, six, or 19.4 per cent, graduated in 1944; six, or 19.4 per cent, in 1945; six, or 19.4 per cent, in 1946; three, or 9.7 per cent, in 1947; five, or 16.1 per cent, in 1948; and five, or 16.1 per cent, in 1949. One 1944 woman graduate served in the United States Cadet Nurse Corps.

TABLE XLIII
MARITAL STATUS OF THE 63 MEN GRADUATES

Year of Graduation	Total Number of Men Graduates	Married		Unmarried	
		No.	Per Cent	No.	Per Cent
1944	8	4	6.3	4	6.3
1945	9	2	3.2	7	11.1
1946	6	5	7.9	1	1.6
1947	9	5	7.9	4	6.3
1948	11	3	4.8	8	12.7
1949	20	1	1.6	19	30.2
TOTAL	63	20	31.7	43	68.2

This table should be read as follows: Of the eight men graduates for 1944, four, comprising 6.3 per cent of the total of 63 men graduates, are married and four, or 6.3 per cent of the total men graduates, are not married.

TABLE XLIV
MARITAL STATUS OF THE 79 WOMEN GRADUATES

Year of Graduation	Total Number of Women Graduates	Married		Unmarried	
		No.	Per Cent	No.	Per Cent
1944	21	18	22.8	3	3.8
1945	15	12	15.2	3	3.8
1946	16	13	16.4	3	3.8
1947	13	8	10.1	5	6.3
1948	9	3	3.8	6	7.6
1949	5	0	.0	5	6.3
TOTAL	79	54	68.3	25	31.6

This table should be read as follows: Of the twenty-one women graduates for 1944, eighteen, comprising 22.8 per cent of the total of 79 women graduates, are married and 3, or 3.8 per cent of the total women graduates, are unmarried.

TABLE XLV
MARITAL STATUS OF THE 142 GRADUATES

Year of Graduation	Total Number of Graduates	Married		Unmarried	
		No.	Per Cent	No.	Per Cent
1944	29	22	15.5	7	4.9
1945	24	14	9.9	10	7.
1946	22	18	12.7	4	2.8
1947	22	13	9.2	9	6.3
1948	20	6	4.2	14	9.9
1949	25	1	.7	24	16.9
TOTAL	142	74	52.2	68	47.8

This table should be read as follows: Of the 29 graduates for the year of 1944, twenty-two, comprising 15.5 of the total of 142 graduates, are married. Seven, or 4.9 per cent of the 142 graduates, are not married.

TABLE XLVI
MILITARY SERVICE OF MEN GRADUATES

Year	Total Men Graduates	Formerly in Military Service	In Military Service at Present	Total in Military Service at Any Time	
				No.	Per Cent
1944	8	6	0	6	19.4
1945	9	6	0	6	19.4
1946	6	6	0	6	19.4
1947	9	3	0	3	9.7
1948	11	2	3	5	16.1
1949	20	2	3	5	16.1
TOTAL	63	25	6	31	100.

This table should be read as follows: Of the eight 1944 men graduates, six were formerly in military service.

CHAPTER VI

SUMMARY OF FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

Summary of Findings

What was the lapse of time between high school graduation and the first full-time employment of the graduates? It was found that thirty-one, or 63.3 per cent, of the forty-nine men graduates who have held a full-time job since they graduated received their first full-time employment within three months after their graduation from high school. Forty-six, or 65.7 per cent, of the seventy women graduates who have held a full-time job since they graduated received their first full-time employment within three months after their graduation from high school. Seventy-seven, or 64.7 per cent, of the one hundred nineteen graduates who have held a full-time job received their first full-time employment within three months after graduation from high school.

Cities and states in which the graduates obtained their initial full-time employment. Of the forty-nine men graduates who obtained initial full-time jobs, thirty-five, or 71.4 per cent, secured their first full-time employment in Tulsa; eight, or 16.3 per cent, secured their first full-time employment in Jenks.

Of the seventy women graduates who obtained initial full-time jobs, fifty-one, or 72.9 per cent, secured their first full-time employment in Tulsa; eight, or 11.4 per cent, secured their first full-time job in Jenks. Of the one hundred nineteen graduates who obtained initial full-time jobs, eighty-six, or 72.3 per cent, secured their first full-time

employment in Tulsa; sixteen, or 13.4 per cent, secured their first full-time employment in Jenks. These data show that almost three-fourths of the Jenks High School graduates found initial employment in Tulsa, which is located only nine miles from Jenks.

In what types of business firms did the graduates obtain initial full-time employment? Seven, or 14.3 per cent, of the forty-nine men graduates who have held a full-time job obtained their initial employment with construction companies; five, or 10.2 per cent, with oil companies; four, or 8.2 per cent, on farms; and three, or 6.1 per cent, with manufacturing companies. Nine, or 12.8 per cent, of the seventy women graduates who have held a full-time job received their initial full-time employment from oil companies; five, or 7.1 per cent, were employed by drug stores; four, or 5.7 per cent, were employed by cafes; four, or 5.7 per cent, were employed by insurance offices; three, or 4.3 per cent, were employed by banks; three, or 4.3 per cent, were employed in government work; three, or 4.3 per cent, were employed by telephone companies; and three, or 4.3 per cent, were employed by aircraft companies. Fourteen graduates, or 11.8 per cent of the graduates who have held a full-time job were employed by oil companies on their initial full-time job; eight, or 6.7 per cent, were employed by construction companies; six, or 5 per cent, were employed by telephone companies; six, or 5 per cent, were employed by drug stores; five, or 4.2 per cent, were employed by aircraft companies; four, or 3.4 per cent, were employed in farming; four, or 3.4 per cent, were employed by insurance companies; and four, or 3.4 per cent, were employed by manufacturing companies. The one hundred nineteen graduates who obtained a first full-time job received employment from many different types of business firms. This diversified employment may be explained by the fact that Tulsa is nine miles from Jenks and eighty-six,

or 72.3 per cent, of the one hundred nineteen graduates obtained their initial full-time employment in Tulsa.

What types of work were performed by the graduates on their initial full-time job? Of the forty-nine men who had held a full-time job only two did work which required business training on their initial full-time job; one was an "expeditator" and the other did general office work. Forty-two, or 60 per cent, of the seventy women graduates who had held a full-time job used their business training on their initial full-time job.

What duties did the graduates perform on their first full-time job? Fifty-four, or 45.4 per cent, of the one hundred nineteen graduates who had held a first full-time job indicated that they answered the telephone; forty-one, or 34.5 per cent, addressed envelopes; forty-one, or 34.5 per cent, filed and indexed; thirty-four, or 28.6 per cent, operated a cash register; thirty-one, or 26.1 per cent, typed from copy; twenty-eight, or 23.5 per cent, composed business letters; twenty-three, or 19.4 per cent, acted as receptionists; twenty-three, or 19.4 per cent, proofread and checked; twenty, or 16.8 per cent, kept books; twenty, or 16.8 per cent, made out business papers; twenty, or 16.8 per cent, sold merchandise; nineteen, or 16 per cent, made bank deposits; nineteen, or 16 per cent, wrote checks; fifteen, or 12.6 per cent, compared invoices with goods received; fifteen, or 12.6 per cent, interviewed callers; fifteen, or 12.6 per cent, made out sales slips; fourteen, or 11.8 per cent, typed stencils; twelve, or 10.1 per cent, took dictation in shorthand and transcribed; and eleven, or 9.2 per cent, prepared payrolls.

What office machines and equipment did the graduates use on their first full-time job? Fifty-three, or 44.5 per cent, of the one hundred nineteen graduates who held a first job, used the typewriter on their first job; forty-four, or 37 per cent, used an adding machine; thirty-three,

or 27.8 per cent, used a cash register; thirty-three, or 27.8 per cent, used filing equipment; thirteen, or 10.9 per cent, used the mimeograph; nine, or 7.6 per cent, used a calculator; six, or 5 per cent, used an addressing machine; five, or 4.2 per cent, used a comptometer; five, or 4.2 per cent, used a dictaphone; four, or 3.4 per cent, used a gelatin-type duplicator; and three, or 3.4 per cent, used a bookkeeping machine.

How long did the graduates remain on their first full-time job?

Of the forty-nine men graduates who had held a full-time job, thirty-three, or 67.3 per cent, had remained on their initial full-time job for less than one year. Thirty-six, or 51.4 per cent, of the seventy women graduates who had held a full-time job had remained on their initial full-time job for less than one year. Sixty-nine, or 58 per cent, of the one hundred nineteen graduates who had held full-time jobs had remained on their initial full-time job for less than one year. It should be noted, however, that 34 graduates were still employed in their first full-time job at the time of the study.

What percentage of the graduates are employed full-time at present?

What percentage of the graduates are not employed? What percentage of the graduates who are not employed are seeking employment? Of the sixty-three men included in the study, thirty-seven, or 58.6 per cent, were employed at the time of the study, and twenty-six, or 41.4 per cent, were not employed. Of the twenty-six men who were not employed, six, or 23.1 per cent, were seeking employment. Of the seventy-nine women graduates, thirty-two, or 40.6 per cent, were employed at the time of the study, and forty-seven, or 59.4 per cent, were not employed. Of the forty-seven women graduates not employed, six, or 12.8 per cent, were seeking employment. Of the one hundred forty-two graduates included in the study, sixty-nine, or 48.4 per cent, were employed and seventy-three, or 51.5

per cent, were not employed. Of the seventy-three graduates not employed, twelve, or 16.4 per cent, were seeking employment. Of the seventy-three graduates who were not employed at the time of the study, twenty-six were men and forty-seven were women. Eleven men were attending college, seven men were in military service, six men were seeking employment, one man was ill, and one man was not seeking employment at the time of the study. Forty-one women were housewives and were not otherwise employed, four women were attending college, and two unmarried women were seeking employment.

What percentage of women graduates who were married were otherwise employed? Of the fifty-four married women graduates, twelve, or 22.2 per cent, were otherwise employed and forty-two, or 77.8 per cent, were not otherwise employed.

In what types of firms were the graduates employed, and what types of work were the graduates doing at the time the questionnaires were returned? Seven, or 19 per cent, of the thirty-seven men graduates who were employed full time at the time of the study were working for construction companies; and four, or 10.8 per cent, were working for oil companies. Seven, or 21.8 per cent, of the thirty-two women graduates who were employed full time at the time of the study were working for oil companies; and four, or 12.5 per cent, were working for insurance companies. Of the sixty-nine graduates who were working full time at the time of the study, thirty-seven were men. Three men, representing 4.3 per cent of the total sixty-nine graduates, were employed in office jobs; three, or 4.3 per cent, were employed in selling jobs; and thirty-one, or 44.9 per cent, were employed in other types of jobs. Of the thirty-two women graduates who were working full time at the time of the study, twenty-three, comprising 33.3 per cent of the total sixty-nine graduates, were employed

in office jobs; five, or 7.2 per cent, were employed in selling jobs; and four, or 5.8 per cent, were employed in other types of jobs. Twenty-three, or 71.9 per cent, of the thirty-two women who were working full time at the time of the study, were employed in office jobs. These data show that almost three-fourths of the women graduates employed at present are using the business training they studied in high school.

Over a period of six years, what types of jobs have been held by the graduates in all full-time employment? There were a total of 81 jobs held by forty-nine men graduates, and a total of 110 jobs held by seventy women graduates. There was, therefore, a total of 191 jobs held by 119 graduates who have held a full-time job since they graduated from high school. Three, or 3.7 per cent, of the eighty-one full-time jobs that the men graduates have held were office jobs; nine, or 11.1 per cent, were selling jobs; and sixty-nine, or 85.2 per cent, were other types of jobs. Seven men have, at some time since they graduated, held jobs as truck drivers; five have been sheetrockers; four have been carpenters; four have been farmers; and four have been machine operators. Sixty-two, or 56.4 per cent of the 110 full-time jobs that the women graduates have held were office jobs; twenty-two, or 20 per cent, were selling jobs; and twenty-six, or 23.6 per cent, were other types of jobs. Eleven women have, at some time since they graduated, held jobs as retail clerks; ten have been general office workers; eight have been typist-clerical workers; six have been bookkeepers; six have been secretaries; six have been telephone operators; six have been waitresses; four have been cashiers; and four, have been fountain clerks. These data indicate that the men graduates are employed in a variety of occupations while the women graduates have engaged primarily in office and selling jobs.

What is the average number of months the graduates have remained on full-time jobs held since graduation, including their present jobs.

Of the forty-nine men graduates who have worked full time, twenty-five, or 51 per cent have remained on their full-time jobs for an average of less than one year. Thirty-three, or 47.1 per cent, of the seventy women graduates who have worked full time have remained on their full-time jobs for an average of less than one year. Fifty-eight, or 48.8 per cent, of the one hundred nineteen graduates who have worked full time have remained on their full-time jobs for an average of less than one year. It should be noted that these data include the 69 jobs in which graduates were still employed at the time of the study.

How many of the graduates of Jenks High School attended a four-year college? a junior college? a business college? others? How many months did they attend? Did they graduate? What were the major fields studied? Of the one hundred forty-two graduates, eighteen men and fourteen women have attended a four-year college, one man has attended a junior college, one man and twelve women have attended business college, three men and three women have attended a trade school, and two women have taken nurses' training. Nine men and three women were still attending a four-year college and one man was attending a junior college. Eighteen, or 28.6 per cent, of the total sixty-three men had attended a four-year college; and, of these, only two had graduated by the time of the study. Fourteen, or 17.7 per cent, of the total seventy-nine women had attended a four-year college; and, of these, only one had graduated at the time of the study. Thirty-two, or 22.5 per cent, of the one hundred forty-two graduates had attended a four-year college. Only three of the thirty-two had graduated. Twelve were still attending a four-year college and one was attending a junior college at the time of the study. More men have studied agriculture than any other field of study.

Three, or 15.8 per cent, of the nineteen men who have attended college have studied agriculture. More women have studied homemaking than any other field of study. Three, or 21.4 per cent, of the fourteen women graduates who have attended college listed homemaking as their major field of study.

What business subjects were studied by the graduates after their graduation from high school? Of the twenty-four subject enrollments in business subjects for the ten men graduates who took advanced training in business subjects, five were in business English; five were in business mathematics; four were in accounting; three were in typewriting; two were in business law; two were in office practice; one was in filing; one was in office machines; and one was in office procedures.

Of the eighty-nine subject enrollments in business subjects for nineteen women graduates who took advanced training in business subjects, thirteen were in shorthand; twelve were in office machines; eleven were in typewriting; nine were in business English; nine were in transcription; eight were in business spelling; seven were in accounting; six were in business mathematics; six were in filing; four were in office practice; three were in office procedures; and one was in comptometer operation.

Of the total one hundred thirteen subject enrollments in business subjects for all twenty-nine graduates who took advanced training in business subjects, fourteen were in business English; fourteen were in typewriting; thirteen were in office machines; thirteen were in shorthand; eleven were in accounting; eleven were in business mathematics; nine were in transcription; eight were in office practice; four were in office procedures; two were in business law; and one was in comptometer operation.

What percentage of the graduates who attended college or other schools after graduation, received part-time employment while in school?

What types of work did they do? Of the total of nineteen men who attended a four-year college or a junior college, ten, or 52.6 per cent, worked part time while attending college. Of a total of fourteen women graduates who attended a four-year college, five, or 35.7 per cent, worked part time while attending college. Of a total of thirty-three graduates who attended a four-year college or junior college, fifteen, or 45.5 per cent, worked part time while attending college.

What business subjects were studied by the graduates in high school? Over a period of six years forty-seven graduates studied bookkeeping I; of these, ten were men and thirty-seven were women. Of the thirty-three graduates who studied shorthand while in high school, thirty-three were women. One hundred fourteen graduates studied typewriting I; of these, thirty-six were men and seventy-eight were women. Seventy-nine graduates studied typewriting II; of these, sixteen were men and sixty-three were women. Of the seventy women graduates, sixty-nine studied typewriting I in high school.

What business subjects studied in high school were reported by the graduates as beneficial in their first full-time job? Of the forty-nine men graduates who have held a first full-time job, one, or 14.3 per cent, of the seven men graduates who studied bookkeeping I reported that bookkeeping was beneficial in his first job; six, or 24 per cent, of the twenty-five men who studied typewriting I reported that it was beneficial; and two, or 20 per cent, of the ten men who studied typewriting II reported that it was beneficial in their first job.

Of the seventy women graduates who have held a first full-time job, twenty-one, or 60 per cent, of the thirty-five women graduates who studied bookkeeping I reported that it was beneficial; forty-seven, or 68.1 per cent, of the sixty-nine graduates who studied typewriting I reported that

it was beneficial; forty-one, or 73.2 per cent, of the fifty-six graduates who studied typewriting II reported that it was beneficial; and ten, or 34.5 per cent, of the twenty-nine graduates who studied shorthand I reported that it was beneficial in their first job.

What business subjects studied in high school were reported by the graduates as beneficial in their present job? Of the thirty-seven men graduates who were employed at the time of the study, one, or 20 per cent, of the five men graduates who studied bookkeeping reported that bookkeeping is beneficial on his present job; four, or 22.2 per cent, of the eighteen men who studied typewriting I reported that it is beneficial; and one, or 14.3 per cent, of the seven graduates who studied typewriting II reported that it is beneficial on his present job. Of the thirty-two women graduates who are employed at present, fourteen, or 77.7 per cent, of the eighteen women who studied bookkeeping reported that it is beneficial on their present job? Twenty-seven, or 84.3 per cent, of the thirty-two women who studied typewriting I reported that it is beneficial; twenty-four, or 92.3 per cent, of the twenty-six women who studied typewriting II reported that it is beneficial; and nine, or 50 per cent, of the eighteen women who studied shorthand reported that it is beneficial on their present job.

What business subjects studied in high school were beneficial to the graduates on their first full-time office job? Of the two men graduates who held a first full-time office job, the two men who studied typewriting I reported that it was beneficial in their first office job; and the one man who studied typewriting II reported that it was beneficial on his first office job.

Of the forty-two women graduates who have held a first full-time office job, nineteen, or 79.2 per cent, of the twenty-four women who

studied bookkeeping reported that it was beneficial on their first office job; thirty-eight, or 90.5 per cent, of the forty-two women graduates who studied typewriting I reported that it was beneficial; thirty-four, or 89.5 per cent, of the thirty-eight women graduates who studied typewriting II reported that it was beneficial; and eleven, or 47.8 per cent, of the twenty-three women who studied shorthand reported that it was beneficial on their first office job.

What business subjects studied in high school are beneficial to the graduates on their present office job? Of the three men graduates who were employed at the time of the study, the two men who studied typewriting I reported that it is beneficial on their present office job. The one man who studied typewriting II reported that it is beneficial on his present job.

Of the twenty-three women graduates who are not employed in an office job, eleven, or 91.7 per cent, of the twelve women who studied bookkeeping reported that it is beneficial on their present office job; twenty-one, or 91.3 per cent, of the twenty-three women who studied typewriting I reported that it is beneficial; twenty, or 91.9 per cent, of the twenty-two women who studied typewriting II reported that it is beneficial; and nine, or 69.2 per cent, of the twelve women who studied shorthand reported that it is beneficial on their present office job.

What courses were not taken in high school that the graduates believe would have been of value to them in the jobs they have held since they graduated from high school? Sixty-six, or 55.5 per cent, of the one hundred nineteen graduates who have held one or more full-time jobs thought they should have taken speech; fifty-six, or 47 per cent, thought they should have taken office machines; fifty-three, or 44.5 per cent, thought they should have taken general business; forty-two, or 35.3 per

cent, thought they should have taken psychology; thirty-two, or 26.9 per cent, thought they should have taken bookkeeping; twenty-seven, or 22.7 per cent, thought they should have taken business English; twenty-five, or 21 per cent, thought they should have taken salesmanship; and twenty-four, or 20.2 per cent, thought they should have taken business mathematics.

What percentage of the graduates were married? Of the total sixty-three men graduates, twenty-, or 31.7 per cent, were married, and forty-three, or 68.2 per cent, were unmarried. Of the seventy-nine women graduates, fifty-four, or 68.3 per cent, were married, and twenty-five, or 31.6 per cent, were unmarried. These data show that there was a much larger percentage of married women than of married men. Of the one hundred forty-two graduates, seventy-four, or 52.2 per cent, were married and sixty-eight, or 47.8 per cent, were unmarried.

Conclusions

Many graduates accept employment immediately after they graduate from high school. A majority of the graduates of each sex obtained initial employment within three months after they graduated.

For a majority of the graduates of Jenks High School, the high school is the last formal education that they receive. It appears to be the responsibility of the high school to provide learning situations for these graduates that will equip them to meet the requirements of the business world.

Almost three-fourths of the Jenks High School graduates who have been employed in a full-time job found initial employment in Tulsa, which is located only nine miles from Jenks. A majority of the graduates have been able to secure jobs in Tulsa without college training.

Approximately two-thirds of the graduates had remained in their initial job for less than one year. However, thirty-four of the one hundred nineteen graduates who have held a first full-time job have held only one full-time job since they graduated and were still employed in that initial full-time job at the time of the study.

The data presented in this study provide evidence that the business department of Jenks High School is helping women graduates to prepare for immediate employment. Approximately two-thirds of the seventy women graduates who had held a full-time job reported that the business subjects studied in high school were beneficial on their first full-time job.

Most of the men graduates have not found their business subjects vocationally useful. No business subject studied in high school was reported as beneficial on the initial job by more than one-fourth of the men graduates who had studied it. The same is true of the jobs held by men graduates at the time of the study.

The one hundred nineteen graduates who obtained a first full-time job received employment from many different types of business firms. This diversified employment may be explained by the fact that Tulsa is nine miles from Jenks; and eighty-six, or 72.3 per cent, of the one hundred nineteen graduates obtained their initial full-time employment in Tulsa.

Of the thirty-three, or 23.4 per cent, of the one hundred forty-two graduates of Jenks High School who have enrolled in either a junior college or a four-year college, only two men and one woman have received degrees. Although thirteen graduates were still attending a junior college or a four-year college at the time of the study, it appears that only a small percentage of the graduates of Jenks High School complete a four-year college program.

The number of graduates who studied office machines after their graduation from high school and the number of graduates who believe training in the operation of office machines would have been of value to them in the jobs they have held since they graduated from high school indicate that there is a real need for offering training on some business machines in the business department of Jenks High School. This conclusion is also supported by the fact that 7 office machines other than the typewriter were each used by 5 or more graduates in their first full-time job.

Of the four business courses offered in Jenks High School, typewriting I and typewriting II have been the most popular. Approximately 80 per cent of the graduates had studied typewriting I, and approximately 56 per cent had studied typewriting II. One-third had studied bookkeeping I, and a little less than one-fourth had studied shorthand I.

Recommendations

On the basis of the comments of the graduates and in consideration of their employment experiences, it is recommended that a course in office machines and a course in speech be added to the curriculum of Jenks High School.

It is recommended that a follow-up study be made again in a few years to determine if any changes should be made in the curriculum, and to see how the findings compare with the findings of the present study.

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APPENDICES

Nowadays progressive high schools are interested in their graduates. Facts about you--where you are, what you have been doing since you graduated, etc.--are important in helping your high school determine what the needs of its graduates have been and how it may meet the needs of future graduates. You are very important in this program, for only you can furnish the information that is needed. Won't you please help?

Your answers to the questions on the enclosed information blank will be studied, along with the answers of other graduates, and the information will be made available to your high school to assist it in planning for the future. Your name will not be used in connection with the answers that you give. You may be certain that your answers will be guarded as strictly confidential.

Please read the information blank carefully and fill in the answers in the manner indicated. It is necessary that a prompt reply is received from each graduate regardless of what he is doing at the present time. Your cooperation will be very much appreciated.

Sincerely yours,

Mary Emma Rice
Commercial teacher

A few days ago I sent you an information blank but to date I have received no answer. You possibly have just passed it up as another thing to fill out, but a reply from you is very important in getting sufficient information from the former Jenks High School graduates to make this study worthwhile.

Your help by filling in and returning the information blank will be appreciated.

Sincerely,

Mary Emma Rice
Commercial teacher

Sometime ago information blanks were sent to all of the Jenks High School graduates for the past six years. Most of the graduates have returned the blanks, but for some reason your reply has not yet been received.

I am enclosing another information blank for your use, in case you have misplaced the previous one. Please read each question carefully and fill in the blanks in the manner indicated. While it is believed that the information blank contains no questions that you will object to answering, you may be certain that the information you furnish will be treated as strictly confidential. Your name will not be mentioned in the report in connection with any of the answers that you give.

The greater the number of graduates who return the information blank, the more worth while the study will be. Your cooperation is greatly needed and will be sincerely appreciated. Won't you please complete and return the blank today?

Sincerely yours,

Mary Emma Rice
Commercial teacher

Name (Mr.) _____
 (Mrs.) _____ (Please print)
 (Miss) _____
 Married girls please write maiden name here _____
 Present address _____

YOUR REPLY WILL BE TREATED AS STRICTLY CONFIDENTIAL

- Are you married? Yes ____ No ____ . If so, when were you married

 (Month) (Year)
- At what schools or colleges have you studied or taken training since leaving high school? If you have not taken any training since leaving high school, write "none" here _____ and go on to Question 5. Do not include schools attended while in military service. If you have attended college, business college, junior college, etc., please fill in the following information.

Name and Location of Institution	Type of Institution (4-yr. college, junior college, business college, etc.)	Total Months Attended	Major Subject	Degree Received
Example: Oklahoma A. & M. Stillwater, Okla.	4-yr. college	27	English	Yes ____ No ____
1.				Yes ____ No ____
2.				Yes ____ No ____
3.				Yes ____ No ____

- Were you employed part-time while attending any of the schools or colleges listed above? Yes ____ No ____ . If you were, what type of work did you do?
 Example: Work in cafeteria, office work, retail selling, etc.
- Have you received other types of training since you graduated from high school? Yes ____ No ____ . If "yes," please list: _____
 Example: Beauty operator, nurse training, telephone operator, mechanic training, etc.
- Were you in military service? Yes ____ No ____ . If "yes," how long were you in service? From _____ To _____
 (Month) (Year) (Month) (Year)

6. How long after you graduated from high school did you begin work on your first full-time civilian job? _____ Years _____ Months.

What kind of job was it? _____
 Example: Farming, office work, oilfield work, retail selling, etc.

Approximately how long did you continue to work on this job?
 _____ Years _____ Months.

Are you still employed in this same job at the present time?
 Yes ___ No ___.

7. Please check any office machines and equipment that you used on the first full-time civilian job that you held after you graduated from high school:

<input type="checkbox"/> Typewriter	<input type="checkbox"/> Liquid-type duplicator	<input type="checkbox"/> Ediphone
<input type="checkbox"/> Adding machine	<input type="checkbox"/> Gelatin-type duplicator	<input type="checkbox"/> Billing machine
<input type="checkbox"/> Cash register	<input type="checkbox"/> Bookkeeping machine	<input type="checkbox"/> Punchcard machine
<input type="checkbox"/> Filing equipment	<input type="checkbox"/> Calculator	<input type="checkbox"/> Wire or tape recorder
<input type="checkbox"/> Mimeograph	<input type="checkbox"/> Comptometer	<input type="checkbox"/> Others: (Please list)
<input type="checkbox"/> Addressing machine	<input type="checkbox"/> Dictaphone	_____

8. Please check any of the following duties that you performed on the first full-time civilian job that you held after you graduated from high school:

<input type="checkbox"/> Operate cash register	<input type="checkbox"/> File and index
<input type="checkbox"/> Take dictation in shorthand and transcribe	<input type="checkbox"/> Proofread and check
<input type="checkbox"/> Answer telephone	<input type="checkbox"/> Sell merchandise
<input type="checkbox"/> Address envelopes	<input type="checkbox"/> Prepare payroll
<input type="checkbox"/> Cut stencils	<input type="checkbox"/> Operate switchboard
<input type="checkbox"/> Compose business letters	<input type="checkbox"/> Make bank deposits
<input type="checkbox"/> Keep books	<input type="checkbox"/> Type from copy
<input type="checkbox"/> Compare invoices with goods received	<input type="checkbox"/> Write checks
<input type="checkbox"/> Act as receptionist	<input type="checkbox"/> Make out business papers
<input type="checkbox"/> Interview callers	<input type="checkbox"/> Make out sales slips
	<input type="checkbox"/> Others: (Please list)

9. Are you employed at the present time? Yes ___ No ___. If "yes," are you:
 (Check one) Employed full-time (30 or more hours per week)
 Employed part-time (less than 30 hours per week)

10. If you are not employed at the present time, are you:

Doing housework in own home and not otherwise employed?
 Not employed but seeking employment?
 Not employed and not seeking employment?
 Going to school full time?
 Others: (Please explain) _____

11. List below the full-time jobs you have held since you graduated from high school. Do not include military service. Begin with the first full-time civilian job that you held for three months or longer.

Name and Location of Firm	Name of Job or Kind of Work	Months Worked
Example: Vandevors Department Store Tulsa, Oklahoma	Retail sales person	14
Job 1		
Job 2		
Job 3		
Job 4		
Job 5		
Present Job		

(If additional space is needed, please use other side)

12. Please check any business subjects that you have studied since you graduated from high school.

Business English _____ Office practice _____ Bookkeeping or
 Business math _____ Business law _____ accounting _____
 Typewriting _____ Business spelling _____ Office procedures _____
 Shorthand _____ Filing _____ Others: (Please list) _____
 Transcription _____ Office machines _____

13. In your opinion, were any business subjects that you studied in high school helpful to you on the first full-time civilian job you held after you graduated from high school? Yes ___ No ___. If "yes," please check subjects:

Bookkeeping _____ General Business _____
 Typewriting _____ Others: (Please list) _____
 Shorthand _____

14. In your opinion, have any business subjects that you studied in high school been helpful to you on your present job? Yes ___ No ___. If "yes," please check subjects.

Bookkeeping _____ General Business _____
 Typewriting _____ Others: (Please list) _____
 Shorthand _____

15. Please check any courses which you did not take in high school that you believe would have been of value to you in the jobs you have held since you graduated from high school.

Economics _____ Physics _____ Journalism _____
 Business Law _____ Homemaking _____ Bookkeeping _____
 Agriculture _____ Business math _____ Art _____
 Psychology _____ Salesmanship _____ Speech _____
 General Business _____ Office machines _____ Latin _____
 Music _____ Biology _____ Others: (Please list) _____
 Business English _____ Spanish _____
 Geography _____ Industrial Arts _____

NOTE: Please check back over the questions to make sure that you have correctly answered each question that applies to you.

TYPED BY
GORDON CULVER