

A SURVEY OF IN-SERVICE JOB DUTIES AND JOB
INSTRUCTIONS RECEIVED BY TRAINEES IN THE
CO-OPERATIVE PART-TIME DISTRIBUTIVE
EDUCATION PROGRAMS IN FIFTEEN OKLAHOMA CITIES

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CO-OPERATIVE PART-TIME DISTRIBUTIVE
EDUCATION PROGRAMS IN FIFTEEN OKLAHOMA CITIES

By

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Bachelor of Science

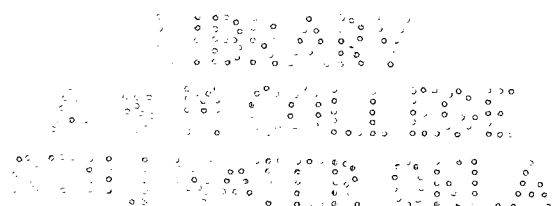
Indiana State Teachers College

Terre Haute, Indiana

1936

Submitted to the Department of Business Education
Oklahoma Agricultural and Mechanical College
In Partial Fulfillment of the Requirements
For the Degree of
MASTER OF SCIENCE

1942



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ACKNOWLEDGMENTS

I wish to express my sincere appreciation to those who helped make this study possible. I wish to express my thanks to C. K. Reiff, Head of the Department of Business Education, Oklahoma Agricultural and Mechanical College, M. J. DeBenning, Itinerant Instructor in Distributive Education, State of Oklahoma, and the Coordinators of Oklahoma who aided me in securing much of the data.

J. E. P.

49-0000

Dedicated to my wife, Terry,
whose unfailing confidence
made this study possible.

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CHAPTER I
INTRODUCTION

Distributive Education is relatively new in Oklahoma. The year of 1937 was the first year in which the organization of co-operative part-time selling classes was permissible in the United States under the George-Deen Act.¹ In 1937-1938, there were six cities in Oklahoma which offered co-operative part-time selling classes.² The number of these classes, in Oklahoma, increased from six to eight in 1938-1939. In 1939-1940, there were ten co-operative classes in Oklahoma, which increased to twelve in 1940-1941, and fifteen in 1941-1942.³

These data indicate that the number of co-operative classes in part-time selling has increased steadily in the last four years.

Recent occupational surveys in the United States have shown a need of vocational training for the young people in the distributive field.⁴ One method of aiding in the

¹Vocational Education Bulletin, No. 1, United States Department of the Interior, Office of Education (revised 1937), Washington, p. 2.

²John W. Rodgers, "The Status and Development of Distributive Education in Oklahoma," p. 19. Unpublished Master's thesis of Oklahoma Agricultural and Mechanical College, 1941.

³Ibid., pp. 19-20.

⁴J. Marshall Hanna, Distributive Education, Monograph 49, South-Western Publishing Company, Cincinnati, Ohio, pp. 5-6.

solution of this problem is through training in the distributive occupations.⁵

The present war emergency has created a shortage of employees in many distributive businesses.⁶ One of the problems confronting distributive education today is that of providing vocational training to aid in the reduction of the employee shortage in distributive occupations.⁷

Therefore, it would appear that any research made in the existing conditions relative to the distributive program in Oklahoma, may prove worthwhile.

The Office of Education feels that research studies should be undertaken in vocational education in order that development of the vocational program may be aided.⁸

Through presentation of the in-service instructions and job duties, it is hoped that the training for distributive occupations can be developed to a higher degree of efficiency. Furthermore, it is hoped that the data presented in this study may reveal conditions and problems which need to be studied as a basis for further improvement in the progress and development of distributive education in Oklahoma.

⁵Ibid., p. 45.

⁶Distributive Education in War Time, Bulletin of the Distributive Education Club, No. 2 (June, 1942), p. 8.

⁷Ibid., pp. 8-9.

⁸Vocational Bulletin Number 1, op. cit., p. 24.

Purpose of the Study

The study involves a survey of Distributive Education in co-operative part-time selling programs in Oklahoma, during the Spring Semester of 1942.

In Oklahoma there were fifteen cities which carried on co-operative part-time programs in distributive education during the Spring Semester of 1942.⁹

The study involves a survey of the fifteen co-operative part-time programs, and seeks to discover and to determine the following aspects of each program:

1. The in-service training instructions received by the trainees on the job.
2. The major types of job duties performed by the trainees in the training stations.

In order that a co-operative part-time selling program be functional to the fullest extent, the exact nature of the selling activities and duties engaged in must be known.¹⁰ The purpose of the study is to make available data which may aid the co-operative part-time programs in Oklahoma to function to better advantage.

Need for the Study

To have a successful co-operative part-time program, there needs to be co-ordination of class room instructional activity, and training station instruction and job duty

⁹Conference with Itinerent Instructor, Spring, 1942.

¹⁰Kenneth B. Haas, Distributive Education, p. 16.

activity.¹¹

This co-ordination of training procedure will tend to develop and maintain an efficient school-and-store co-operative part-time selling program for the trainee.¹²

The study seeks to discover the in-service instructional training in order that the teacher may have some method of judging and determining the amount of co-ordination necessary between the school and the training station. This should aid in the improvement of both class and training station instructions by helping to provide additional instruction where necessary, or in other cases to help in preventing too much overlapping.

If adequate training is to be accomplished in co-operative part-time programs, the coordinator must have methods by which to determine the application made by the trainee of new understandings and skills.¹³ Therefore, the teacher should have data on the different duties that the trainees perform on the job. Possession of these data should aid in further development of the co-operative part-time program through subject matter revision, or refinement of the school curriculum.¹⁴

¹¹Vocational Division Bulletin No. 205, Cooperative Part-Time Retail Training Programs, United States Department of the Interior, Office of Education, Washington, pp. 30-33.

¹²Kenneth B. Haas, op. cit., p. 120.

¹³Vocational Division Bulletin No. 211, Distributive Education, Organization and Administration, United States Department of the Interior, Office of Education, Washington, p. 38.

¹⁴Kenneth B. Haas, op. cit., p. 44.

development of data that may lead to more efficient training of the trainees, and to expansion of the co-operative part-time selling program in Oklahoma.

Delimitation of the Study

The study is confined to the fifteen cities in Oklahoma offering co-operative part-time programs as carried on under the provisions of the George-Deen Act.

The data gathered from the fifteen cities pertains to the trainees enrolled in the Spring Semester of 1942.

The study is further limited to the following:

1. The in-service training instructions received by the trainees in the fifteen programs in Oklahoma.
2. The job duties of the trainees in the training stations in the fifteen programs in Oklahoma.

No attempt is made to appraise or evaluate the following:

1. The type of training station.
2. The type of job held by the trainee.
3. The in-training instructional outcomes of the distributive education programs in the state of Oklahoma.

The survey is concerned with 290 co-operative part-time trainees who responded to questionnaires given to them during March and April, 1942. By sex, the trainees numbered 123 boys and 167 girls.

TABLE I. NUMBER OF RESPONSES TO QUESTIONNAIRES BY
BOYS AND GIRLS IN CO-OPERATIVE PART-TIME TRAINING PROGRAMS
OF 15 CITIES IN OKLAHOMA, SPRING SEMESTER, 1942

Cities	Boys	Girls	Total
Norman	6	1	7
Sayre	15	1	16
Duncan		11	11
Hobart	11	7	18
Muskogee	7	15	22
Oklahoma City		19	19
Lawton	18	9	27
Enid	11	11	22
Miami	5	8	13
Okmulgee	15	5	20
Shawnee	9	7	16
Tulsa	4	54	58
Heavener	4	3	7
Tonkawa	4	3	7
Ponca City	14	13	27
Total	123	167	290

Method of Study

The normative-survey method of research was employed.

"The normative-survey method is directed toward ascertaining the prevailing condition. It seeks to answer the question, 'What are the real facts with regard to the existing conditions?'"¹⁵

Under the direction of the Assistant State Supervisor in charge of Distributive Education, a questionnaire was prepared pertaining to in-service training and job duties of the trainees employed in the co-operative part-time programs in fifteen cities in Oklahoma. The tentative questionnaire was criticized by the class in Problems in Distributive Education, two itinerant instructors, and the Assistant State Supervisor of Distributive Education.

The questionnaire was accepted in the form used in this study, a copy of which appears in the appendix.

An explanatory letter along with a number of questionnaires was sent to each coordinator in the fifteen schools which offered a co-operative part-time selling program. Each coordinator participated in furnishing each trainee with the questionnaire, and assumed the responsibility for the return.

Procedure

When the questionnaires were received, a tabulation of the data was made. To simplify the compilation of the data, the trainees were divided into fifteen groups

¹⁵Carter V. Good, A. S. Barr, and Douglas E. Seates, The Methodology of Educational Research, p. 286.

according to the city in which the part-time training was received. The divisions by city were then further subdivided as to: sex; training station; in-service instruction; and job duties.

In the job-duty classification, general headings were arbitrarily set up in some cases, so as to group all similar or related major job duties under one heading.

Stock keeping: Included all work duties in stock arrangement, replenishing stock, location of stock, marking of stock, and checking stock.

Customer service: Performance of services to customers which were not directly related to selling, such as, giving of information relative to location of store departments, delivery service, automobile service, and time-table information.

Cashier: All major duties involving change, making use of the cash register, bank deposits, money receipts, and expenditure records.

Clerical: Duties concerned with bookkeeping, making written store records, inventory reports, charge sales, return goods, and adjustment records.

Housekeeping: Keeping training station clean, and keeping stock clean.

Display: All major duties involving counter display of merchandise, stock display, and show card writing.

The data on the in-service job duties of the trainees, were classified as to sex, training station, and city.

Sources of Data Used in the Study

The data used in the study were obtained from the following sources:

1. The information furnished by trainees in the fifteen co-operative part-time distributive education programs in Oklahoma.
2. The official records in the office of the Assistant State Supervisor of Distributive Education, Stillwater, Oklahoma.
3. The information furnished by coordinators, and itinerant instructors in Distributive Education.

The data were obtained by conferences and questionnaires.

Definition of Terms Used

1. Distributive Education and Distributive Occupations

"Distributive education refers to the training received in the distributive occupations. Distributive occupations are those in which workers are employed in the commercial exchanges necessary for making available to consumers the goods and services produced by others. The determinant for a distributive occupation lie in the nature of the work done; not in the kind of business in which a worker is employed."¹⁶

2. Co-operative Part-Time Training

"A co-operative part-time student may be defined as a person enrolled in certain courses in a public school where organized technical and related vocational instruction is given in conjunction with organized practical experience in a distributive business, at a wage comparable with regular employees, for the purpose of acquiring knowledge and skill in a particular occupation, under an arrangement whereby the trainee's

¹⁶Vocational Division Bulletin No. 205, op, cit., pp. 2-3.

time is divided between school and work."¹⁷

3. Coordinator

The coordinator is the person engaged in the local supervision, coordination, and teaching of distributive education.

4. Trainee

The term "trainee" refers to any student who received training in co-operative part-time selling while in school.

5. Training station

The training station has reference to the distributive establishment in which the trainee worked on a co-operative part-time basis while in school.

6. In-service training

The term in-service training is defined as meaning employment in the training station on a co-operative part-time basis.

¹⁷Ibid., p. 6.

CHAPTER II
IN-SERVICE INSTRUCTIONS RECEIVED
BY THE TRAINEES

The selling experiences of the co-operative part-time trainees are divided between those experiences received in the classroom and those experiences received in the training station. The purpose of the instruction received on the job, is that the trainee may acquire knowledge and skill in a particular occupation.¹

As previously stated, this study seeks to discover what instructions the trainee received in the in-service training given in the co-operative part-time programs of Oklahoma.

By presentation of the data contained in this chapter, an attempt is made to show what instructions the trainees received during the in-service training. The instructions given the trainees are shown through the medium of tables.

In order to facilitate explanation and reading of the data, a table for each city surveyed was prepared. The table will indicate the name of the city surveyed, the in-service instructions given the trainee, and the frequency of instructions reported as received in each type of training station.

¹Vocational Education Bulletin No. 1, op. cit., p. 33.

The in-service instructions, as listed in the following tables are as reported from the questionnaires, and no attempt was made to group related instructions under group headings. Furthermore, no effort was made to discuss all instructions listed as received by the trainees.

Table II furnishes data relative to in-service instructions received by the trainees in five types of training stations in Duncan. In these training stations, the trainees were given eighteen different instructions.

In total frequency rank, instruction in salesmanship, change making, and personal appearance were first. Economy of supplies, and alertness ranked second with the same frequency of mention. The in-service instructions which ranked third were: Store policy, store records, and customer approach. There was little difference in total times reported between first, second, and third ranking, as indicated by the table.

The data further indicated that each type of training station gave in-service instruction to the trainee in: Salesmanship, customer approach, store policy, change making, alertness, personal appearance, and stock location.

The department store and the variety store each gave the trainees a total of sixteen different instructions. The jewelry store, the drug store, and the clothing store gave the trainees a total of thirteen, twelve, and eight different instructions, respectively.

The data in Table III reveal that in-service

TABLE II. NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION WAS REPORTED RECEIVED BY TRAINEES IN DUNCAN, OKLAHOMA, SPRING SEMESTER, 1942

In-service instruction	Department Store	Variety Store	Jewelry Store	Clothing Store	Drug Store	Total
Salesmanship	3	4	1	1	1	10
Merchandise Knowledge	2	1	2	2		7
Customer Service	2					2
Customer Approach	2	3	1	1	1	8
Check Stock						0
Arranging Stock	1	3	2		1	7
Housekeeping	1	2				3
Store Records	2	3	2		1	8
Store Policy	2	3	1	1	1	8
Price Knowledge	1	2	1		1	5
Cash Register Use	3	3			1	7
Change Making	2	3	3	1	1	10
Accuracy	3	3				6
Alertness	3	3	1	1	1	9
Personal Appearance	2	4	2	1	1	10
Economy of Supplies	3	3	2		1	9
Stock Location	2	1	2	1	1	7
Tax Knowledge		2	1			3

TABLE III. NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION WAS REPORTED RECEIVED BY TRAINEES IN ENID, OKLAHOMA, SPRING SEMESTER, 1942

In-service instruction	Department Store	Variety Store	Clothing Store	Automobile Supply Company	Shoe Store	Grocery Store	Service Station	Total
Salesmanship	8	4	2	1				15
Merchandise Knowledge	5	3				1		9
Customer Service	2				1	1	1	5
Personal Appearance	5		2		1	1	1	10
Change Making		1				1		2
Cash Register Use		2					1	3
Housekeeping	1			1			1	3
Replenishing Stock	1	1			1			3
Store Records	4	1	1			1		7
Store Policy	4	2		1	1			8
Courtesy						1		1
Alertness					1			1
Price Knowledge	1		1	1	1	2		6
Display	1	1	1		1	1	1	6
Arranging Stock					1			1
Mark Stock	2	2						4
Stock Location	1							1
C. O. D. Layaways	3							3
Delivery	1							1
Sales Ticket	4		1					5
Wrapping		2						2

instructions were received by trainees in seven types of training stations in Enid. A total of twenty-two different instructions were given by the training stations.

Salesmanship ranked first in total times mentioned; personal appearance second; knowledge of merchandise third. The data indicated that there was a slight difference in frequency total between personal appearance and knowledge of merchandise.

The table indicated that instruction in price knowledge was received by the trainees in all types of training stations, with exception of the variety store.

The instructions having the lowest frequency total of one were: Courtesy, alertness, stock arrangement, stock location, and delivery.

The department store ranked first with fifteen different instructions given. The variety store ranked second with ten, and the shoe and grocery store ranked third with eight different instructions each.

The automobile accessory store ranked the lowest in total of different instructions given to the trainees.

Salesmanship had the highest total of times mentioned in both department store and variety store.

The data in Table IV reveal that the trainees in Heavener received in-service instructions in six types of training stations, and that the trainees received fifteen different instructions.

Instructions in salesmanship ranked first in total

TABLE IV. NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION
 WAS REPORTED RECEIVED BY TRAINEES IN HEAVENER, OKLAHOMA, SPRING SEMESTER, 1942

In-service instruction	Drug Store	Hardware Store	Grocery Store	Confectionery	Variety Store	Jewelry Store	Total
Salesmanship	1	1	1	1	1	1	6
Merchandise Knowledge	1		1	1	1	1	5
Customer Service		1					1
Replenishing Stock		1					1
Mark Stock	1	1	1			1	4
Arranging Stock	1		2	1		1	5
Housekeeping	1	1		1			3
Store Records		1		1			2
Store Policy	1				1		2
Display	1						1
Price Knowledge	1				1		2
Check Inventory		1	1	1		1	4
Cash Register Use				1			1
Courtesy	1			1	1		3
Tax Knowledge					1		1

frequency of mention. This in-service instruction was received by the trainees in all types of training stations. Knowledge of merchandise and stock arrangement ranked second in frequency total of instructions received by the trainees.

Customer service, replenishing stock, display, use of cash register, and tax knowledge had a frequency total of one each.

The total of different instructions received by the trainees in the training stations was: Nine in the drug store; eight in the confectionery; seven in the hardware store; six in the variety store; and five in both grocery and jewelry store.

Table V furnishes data from Hobart, and indicates that fifteen types of training stations gave twenty-two different in-service instructions to the trainees.

Instruction in salesmanship was mentioned most frequently. Store policies was second in order of times reported, knowledge of merchandise ranked third, followed by personal appearance and courtesy.

The department store ranked first with fifteen different instructions given to the trainees. The service station and office supply store ranked second, with eight each.

The automobile accessory store gave the trainees two different instructions, which was the lowest total indicated by the table.

TABLE V. NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION WAS REPORTED RECEIVED BY TRAINEES IN HOBART, OKLAHOMA, SPRING SEMESTER, 1942

In-service instruction	Department Store	News Stand	Grocery Store	Clothing Store	Service Station	Theatre	Office Supply Co.	Cleaner Company	Automobile Accessories	Dairy	Restaurant	Variety Store	Total
Salesmanship	4	1	1	1		1	1	1		1	1	1	13
Merchandise Knowledge	4				1			1		1		1	8
Customer Service	1				2	1							4
Personal Appearance	3	1	1				1				1		7
Change Making						1					1	1	3
Cash Register Use	2												2
Housekeeping			1		1							1	3
Replenishing Stock			2										2
Store Records	3											1	4
Store Policies	4			1		1	1	1	1		1	1	11
Stock Location	2												2
Correct English							1						1
Customer Approach	1				1		1						3
Courtesy	1	1	2	1			1		1				7
Alertness	2				1				1				4
Price Knowledge	1												1
Economy of Supplies	1			1									2
Use of Telephone					1		1	1					3
Promptness	1				2								3
Display	1		1					1		1			4
Collection of Accounts										1			1

TABLE VI. NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION WAS REPORTED RECEIVED BY TRAINEES IN LAWTON, OKLAHOMA, SPRING SEMESTER, 1942

In-service instruction	Department Store	Variety Store	Shoe Store	Confectionery	Office Supply Company	Beauty Shop	Transportation	Grocery Store	Clothing Store	Drug Store	Total
Salesmanship	3	2	1		1	1	1	1	2	2	14
Merchandise Knowledge	3		1		1				3	3	11
Customer Service	3	1		1					1		6
Customer Approach						1		1	1		3
Change Making	2										2
Cash Register Use	4	2						1		2	9
Housekeeping	2		1	1							4
Replenishing Stock	5	3	1	1						1	11
Mark Stock			1								1
Check Inventory							1		2		3
Arranging Stock			2						2		4
Stock Location	1		1					1	2		5
Store Policy	1	3									4
Store Records	1										1
Courtesy		1	1							1	3
Price Knowledge	3	3			1		1	1	1	1	11
Display	1		2						1		4
Sales Ticket	2						1		2		5
C. O. D. Layaways	1										1
Store Layout	1										1
Accuracy	1										1
Truthfulness			1								1

Salesmanship, merchandise knowledge, and store policy were mentioned most frequently in the department store.

Instructions in correct English, price knowledge, and collection of accounts were indicated as received one time each by the trainees.

The data in Table VI show that the trainees in Lawton received twenty-two different instructions from ten types of training stations.

Salesmanship ranked first in frequency total of instruction received by the trainees. Knowledge of merchandise, replenishing stock, and price knowledge ranked second with the same frequency. Use of the cash register ranked third.

The trainees received a total of sixteen different instructions in the department store, and thirteen in the clothing store. The trainees in the shoe store were offered a total of ten different instructions.

The beauty shop gave the trainees two different instructions, which was the lowest total indicated by the table.

In number of times instruction was reported received by the trainees in the department store, replenishing stock ranked first, and use of cash register, second.

Marking stock, store records, C. O. D., store layout, accuracy, and truthfulness were the instructions which were reported one time each.

The data in Table VII reveal that the trainees in Miami received in-service instructions in seven types of

TABLE VII. NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION WAS REPORTED RECEIVED BY TRAINEES IN MIAMI, OKLAHOMA, SPRING SEMESTER, 1942

In-service instruction	Department Store	Variety Store	Hotel	Clothing Store	Automobile Supply Co.	News Stand	Cafe	Total
Salesmanship	2			1	1			4
Merchandise Knowledge	3	1		2				6
Customer Service	3		1		1		1	5
Customer Approach	2		1	1		1		5
Personal Appearance	3	1		1			1	6
Change Making	3	1				1		5
Cash Register Use		1				1		2
Housekeeping			1	1			1	3
Arranging Stock		1		1		2		4
Stock Location	1	1		1				3
Store Policy	1	1						2
Store Records	1							1
Courtesy	4	1	1			1	1	8
Alertness							1	1
Price Knowledge	1		1	1				3
Display						1		1
Promptness		1						1
Operate Switch Board			1					1
Delivery						1		1
Work Efficiency							1	1
Tax Knowledge		1			1	1		3

training stations. The training stations gave twenty-one different instructions to the trainees.

The rank in reported total of instruction received was as follows: Courtesy first, personal appearance and merchandise knowledge second, customer service and customer approach third.

The instructions mentioned as being received only one time were: Keeping store records, alertness, promptness, operation of switchboard, delivery, and work efficiency.

The total number of different instructions given to the trainees was eleven in the department store; ten in the variety store; nine in the clothing store; and eight in the news stand.

The automobile store gave the trainees three different instructions, which was the lowest indicated by the table.

The data in Table VIII indicate that Muskogee had eight types of training stations and the trainees received twenty different in-service instructions.

In-service instruction in salesmanship ranked first in total times mentioned, and instruction in change making ranked second. Knowledge of merchandise, and personal appearance ranked third.

Salesmanship was mentioned the greatest number of times in the department store. No instruction in salesmanship was indicated by the trainees in the candy store, or in the telephone company.

TABLE VIII. NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION WAS REPORTED RECEIVED BY TRAINEES IN MUSKOGEE, OKLAHOMA, SPRING SEMESTER, 1942

In-service instruction	Variety Store	Department Store	Jewelry Store	Theatre	Fountain Service	Grocery Store	Telephone Company	Candy Store	Total
Salesmanship	5	2	1	1	1	1			11
Merchandise Knowledge	1		1		2			1	5
Customer Service	1	1		1	1				4
Personal Appearance	3	1		1					5
Change Making	2		2	1	1				6
Cash Register Use	3	1							4
Replenishing Stock	1							1	2
Mark Stock	1	1							2
Arranging Stock		1							1
Stock Location									0
Store Policy	3			1					4
Store Records	1	1	1			1			4
Courtesy		1		1	1		1		4
Alertness	1				1		1		3
Price Knowledge	1								1
Display			1						1
Work Efficiency		1			1				2
Sales Ticket		1				1			2
C. O. D. Layaways		1							1
Accuracy			1						1
Correct English							1		1
Truthfulness		1				1			2
Tax Knowledge	1								1

The instructions reported by the trainees, as being received only one time in all types of training stations, were: Arranging stock, alertness, display, C. O. D., correct English, and tax knowledge.

The trainees received thirteen in-service instructions in the variety store and twelve different instructions in the department store.

The candy store gave the trainees two different instructions, which was the lowest total indicated by the table.

Table IX furnishes data on in-service instructions received by the trainees in five types of training stations in Norman. A total of twelve different instructions was received by the trainees.

In frequency total of instructions reported received, the table indicated that salesmanship ranked first, knowledge of merchandise second, and customer service third.

The trainees received seven different instructions in the grocery store, six in fountain service, and five in the drug store. The service station and print shop each gave three different instructions to the trainees.

Instruction in customer approach, arranging stock, housekeeping, courtesy, store policy, price knowledge, and personal appearance was reported as received one time each.

The data contained in Table X indicate that the trainees in Oklahoma City received in-service instruction from two types of training stations, namely, the department store

TABLE IX. NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION WAS REPORTED RECEIVED BY TRAINEES IN NORMAN, OKLAHOMA, SPRING SEMESTER, 1942

In-service instruction	Service Station	Print Shop	Fountain Service	Grocery Store	Drug Store	Total
Salesmanship	1		1	2	2	6
Merchandise Knowledge		1	1	1	2	5
Customer Service	1	1	1	1		4
Customer Approach			1			1
Replenishing Stock		1	1	1		3
Arranging Stock				1		1
Stock Location				1	1	2
Housekeeping			1			1
Courtesy				1		1
Store Policy					1	1
Price Knowledge					1	1
Personal Appearance	1					1

and the variety store. In these training stations, the trainees received nineteen different instructions.

In total times reported, instruction in knowledge of merchandise and courtesy ranked first and instruction in salesmanship ranked second.

The in-service instructions having the lowest frequency total were: Replenishing stock, stock arrangement, price knowledge, wrapping, personal appearance, C. O. D., economy of supplies, and tax knowledge. These eight instructions had a total report of one each.

The variety store trainees received fourteen different instructions. Merchandise knowledge and customer approach instruction ranked first in this training station.

The trainees in the department store received eleven different instructions. In total times reported, courtesy ranked first; salesmanship, knowledge of merchandise, store records, and store policy ranked second, with the same total of times mentioned.

Table XI furnished data on in-service instructions given by the training stations in Okmulgee. The trainees received twenty-three different instructions from thirteen types of training stations.

In total times reported by the trainees, instruction in salesmanship ranked first and knowledge of merchandise second. Change making, store policy, and store records ranked third, with a total mention of nine times each. Instruction in stock arrangement, stock location, alertness,

TABLE X. NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION WAS REPORTED RECEIVED BY TRAINEES IN OKLAHOMA CITY, OKLAHOMA, SPRING SEMESTER, 1942

In-service instruction	Variety Store	Department Store	Total
Salesmanship	6	6	12
Merchandise Knowledge	7	6	13
Customer Service	2	2	4
Customer Approach	7		7
Replenishing Stock		1	1
Arranging Stock		1	1
Store Record	2	6	8
Store Policy	1	6	7
Price Knowledge	1		1
Check Inventory			0
Cash Register Use	2		2
Change Making	3		3
Wrapping	1		1
Accuracy	2		2
Alertness	4		4
Personal Appearance		1	1
C. O. D. Layaways		1	1
Economy of Supplies		1	1
Courtesy	5	8	13
Tax Knowledge	1		1

TABLE XI. NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION WAS REPORTED RECEIVED BY TRAINEES IN OKMULGEE, OKLAHOMA, SPRING SEMESTER, 1942

In-service instruction	Department Store	Variety Store	Grocery Store	Clothing Store	Service Station	Drug Store	Newspaper Publisher	Beverage Company	Automobile Repair	Plumbing Company	Electric Shop	Cotton Gin (Office)	Office Supplies Company	Total
Salesmanship	2	2	1	2	2	1	1	1	1				1	14
Merchandise Knowledge	2	2	1	1	1	1			1		1			10
Customer Service					2									2
Customer Approach	1	1	1					1	1				1	6
Replenishing Stock		1		1										2
Arranging Stock				1										1
Stock Location													1	1
Housekeeping				1	1				1					3
Cash Register Use	1	2				1					1	1		6
Change Making	1	2		1	1	1	1			1			1	9
Courtesy		1	1					1			1			4
Alertness				1										1
Store Policy	2	1		2	1	1				1		1		9
Store Records	2			1	1	1	1				1	1	1	9
Price Knowledge	1	2				1		1		1	1			7
Display	1												1	2
Personal Appearance	1	1	1	1				1	1		1		1	8
Correct English			1	1				1				1		4
Wrapping				1										1
Check Inventory	1													1
Promptness											1			1
Truthfulness											1			1
Use of Telephone												1		1

wrapping, inventory taking, promptness, honesty, and use of telephone were received one time each, as indicated by the data.

The number of different instructions received by the trainees was twelve in the clothing store and eleven in the department store. Instructional training was given in ten different instructions in the variety store.

The table indicates that the trainees in the newspaper establishment and in the plumbing shop received the least number of different instructions.

The data contained in Table XII indicate that Ponca City, with twelve types of training stations, gave eighteen different instructions to the trainees.

In total times reported, salesmanship instruction ranked first, instruction in knowledge of merchandise, second. Use of cash register and stock arrangement ranked third.

The instructions which had a total frequency of one, were: Housekeeping, display, work efficiency, C. O. D., and tax knowledge.

The variety store with eighteen different in-service instructions ranked first. The data indicate that the variety store placed the greatest emphasis on instruction in salesmanship, and store policy.

The music store ranked second with a total of six different instructions given to the trainees.

The news stand gave the trainees only one instruction, which was in store records. This was the lowest total indicated by the table.

TABLE XII. NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION WAS REPORTED RECEIVED BY TRAINEES IN PONCA CITY, OKLAHOMA, SPRING SEMESTER, 1942

In-service instruction	Variety Store	Department Store	Drug Store	Newspaper Publisher	News Stand	Music Company	Cleaner Company	Transportation Co.	Fountain Service	Beverage Company	Theatre	Clothing Store	Total
Salesmanship	6	1				1	1		1		1	1	12
Merchandise Knowledge	2	1	1	1		1	1	1	1	1		1	11
Customer Service	2												2
Personal Appearance	1			1									2
Change Making	2			1									3
Cash Register Use	2	1	1			1							5
Housekeeping	1											1	2
Replenishing Stock	2	1								1			4
Arranging Stock	2	1				1						1	5
Store Policy	4												4
Store Records	2				1	1							4
Courtesy	1		1	1									3
Alertness	1		1	1									3
Price Knowledge								1				1	2
Display	1												1
Work Efficiency											1		1
Sales Ticket						1							1
Tax Knowledge	1												1

The data in Table XIII show that in-service instructions were given by nine types of training stations in Sayre, in which the trainees received twenty different instructions.

In total times reported as received by the trainees, instruction in display ranked first. Salesmanship and knowledge of merchandise ranked second with the same frequency.

The instructions mentioned by the trainees as received one time each, were: Marking stock, use of cash register and alertness; keeping store records, personal appearance, correct English, collection of accounts, sales tickets, and wrapping.

The data indicate that twelve different instructions were received by the grocery store trainees, seven by the drug store trainees, and six by the trainees in the department store. The table further shows that few instructions were reported as received of more than one time in these training stations.

As indicated by the table, the trainees in the automobile supply store, insurance establishment, news stand, and lumber company received the least number of different instructions.

Table XIV indicates that the trainees in Shawnee received eighteen different instructions, and that six types of training stations participated in the instructional training.

In total frequency of mention, salesmanship ranked

TABLE XIII. NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION WAS REPORTED RECEIVED BY TRAINEES IN SAYRE, OKLAHOMA, SPRING SEMESTER, 1942

In-service instruction	Department Store	Grocery Store	Drug Store	Service Station	News Stand	Automobile Supply Store	Lumber company	Insurance Company	Clothing Store	Total
Salesmanship	1	1		2	1			1	1	7
Merchandise Knowledge	1	1	1			1	1		2	7
Customer Service		1		1	1					3
Customer Approach	1	1							2	4
Mark Stock		1								1
Replenishing Stock		1	1							2
Arranging Stock		1							1	2
Stock Location									1	1
Housekeeping		2	2							4
Cash Register Use		1								1
Courtesy			1	1						2
Alertness									1	1
Store Policy	1			2						3
Store Records							1			1
Price Knowledge		2					1			4
Display	2	2	1						3	8
Personal Appearance			1							1
Correct English			1							1
Collection of Accounts								1		1
Sales Ticket									1	1
Wrapping									1	1

TABLE XIV. NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION
 WAS REPORTED RECEIVED BY TRAINEES IN SHAWNEE, OKLAHOMA, SPRING SEMESTER, 1942

In-service instruction	Variety Store	Department Store	Grocery Store	Fountain Service	Clothing Store	Shoe Store	Total
Salesmanship	2	3	1	1	1	1	9
Merchandise Knowledge	1	1					2
Customer Service	3	1	1	1	2		8
Customer Approach		3			1		4
Personal Appearance	1	3			1		5
Change Making	1						1
Cash Register Use	1						1
Housekeeping	1		1				2
Replenishing Stock	1					1	2
Arranging Stock	2						2
Store Policy	1		1		2		4
Courtesy	3	3	1		1		8
Alertness	3						3
C. O. D. Layaways		1					1
Store Layout	2		1		2		5
Accuracy	1		1				2
Correct English	1						1

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first, customer service and courtesy second.

The variety store trainees received sixteen different instructions. The department store, grocery store, and clothing store trainees received seven different instructions each.

The training stations giving the fewest instructions to the trainees were fountain service and shoe store, with a total of two each.

The instructions received only one time by the trainees were: Change making, use of cash register and replenishing stock; work efficiency, C. O. D. and correct English.

The data in Table XV show instruction was given the trainees in Tonkawa by six types of training stations. The trainees received seventeen different instructions from these training stations.

No instruction was reported as received more than one time in any of the types of training stations. Instruction in salesmanship, keeping store records, and alertness had a frequency total of three as revealed by the data. Instruction received in knowledge of merchandise, customer service, display, and stock arrangement were reported for a total of two each.

The department store gave the trainees nine different instructions, followed by five different instructions given in the grocery store.

The trainees in the drug store received two different instructions, which was the lowest total indicated by the table.

TABLE XV. NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION WAS REPORTED RECEIVED BY TRAINEES IN TONKAWA, OKLAHOMA, SPRING SEMESTER, 1942

In-service instruction	Department Store	Variety Store	Clothing Store	Grocery Store	Drug Store	Transportation Company	Total
Salesmanship	1	1	1				3
Merchandise Knowledge	1					1	2
Customer Service				1		1	2
Housekeeping				1			1
Store Records	1		1			1	3
Store Policy		1					1
Courtesy					1		1
Alertness	1				1	1	3
Display	2		1				3
Arranging Stock	1		1				2
Check Inventory	1			1			2
Store Layout	1						1
Work Efficiency		1					1
Accuracy			1				1
Mark Stock				1			1
Stock Location				1			1

The data in Table XVI indicate that in-service instructions were received in nine types of training stations in Tulsa. The trainees were given twenty-three different instructions.

In total times mentioned, salesmanship ranked first in the instructions received, and store policy second.

Customer approach ranked third, and making sales tickets fourth.

In-service instruction in tact, C. O. D., accuracy, and store layout had a frequency total of one each.

The trainees in the department store received twenty-one different instructions, and fifteen were given in the variety store.

The training stations giving the least number of instructions to the trainees were the cigar store and the shoe store with a total of two each.

In the department store, salesmanship instruction ranked first in frequency total. Making sales tickets ranked second, customer approach and store policy third, and courtesy fourth. These data show little difference in frequency total between making sales tickets, customer approach, store policy, and courtesy.

The instructions mentioned most frequently by the variety store trainees were use of cash register and stock arrangement first, with store policy and courtesy second.

TABLE XVI. NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION WAS REPORTED RECEIVED BY TRAINEES IN TULSA, OKLAHOMA, SPRING SEMESTER, 1942

In-service instruction	Department Store	Variety Store	Candy Store	Jewelry Store	Drug Store	Theatre	Cigar Store	Shoe Store	Grocery Store	Total
Salesmanship	28	6		1	1			1	1	38
Merchandise Knowledge	9	1	1					1		12
Customer Service	8	7		1	1	1				18
Customer Approach	20	5		1						26
Personal Appearance	13	2	1			1				17
Change Making	3	5								8
Cash Register Use		10								10
Replenishing Stock	3				1				1	5
Mark Stock	5						1			6
Arranging Stock	2	10					1		1	14
Store Policy	20	9	2	1						32
Store Records	3	1		1		1				6
Courtesy	18	9				1				28
Alertness	2	3								5
Display	2									2
Sales Ticket	21	2								23
C. O. D. Layaways	1									1
Wrapping	3									3
Poise	2									2
Tact	1									1
Accuracy	1									1
Store Layout		1								1
Tax Knowledge	4	2								6

Summary

In the fifteen co-operative part-time selling programs in Oklahoma in-service training was offered by thirty-four types of training stations. The trainees in these stations received thirty-seven different instructions relative to their jobs.

Salesmanship instruction ranked the highest in times mentioned in a majority of the types of training stations. In total times reported by all trainees, salesmanship ranked highest by a relatively large margin.

In total times reported by all the trainees, knowledge of merchandise was second in order of frequency, store policy ranked third, followed by courtesy and personal appearance.

The data further indicated that the different instructions relative to stock merchandise were reported a comparatively large number of times. The same condition was indicated to be true with change making and use of cash register.

From the data reported, the trainees received the greatest total variety of instruction in the department and variety stores. These two types of training stations were followed by the grocery store, clothing store and drug store in total number of different instructions given.

The in-service instructions mentioned the least number of times by the trainees were: tact, switchboard operation, poise, collection of accounts, honesty, promptness, work efficiency, and use of the telephone.

TABLE XVII. SUMMARY OF NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION WAS REPORTED RECEIVED BY TRAINEES IN FIFTEEN OKLAHOMA CITIES, SPRING SEMESTER, 1942

In-service instruction	Tulsa	Oklahoma City	Miami	Ponca City	Shawnee	Muskogee	Heavener	Duncan	Lawton	Hobart	Tonkawa	Enid	Norman	Sayre	Okmulgee	Total
Salesmanship	38	12	4	12	9	11	6	10	14	13	3	15	6	7	14	174
Merchandise Knowledge	12	13	6	11	2	5	5	7	11	8	2	9	5	7	10	114
Customer Service	18	4	6	2	8	4	1	2	6	4	2	5	4	3	2	71
Customer Approach	26	7	5		4			8	3	3			1	4	6	67
Change Making	8	3	5	3	1	6		10	2	3		2			9	52
Cash Register Use	10	2	2	5	1	4	1	7	9	2		3		1	6	53
Housekeeping			3	1	2		3	3	4	7	1	3	1	4	3	35
Replenishing Stock	5	1		4	2	2	1		11	2		3	3	2	2	38
Mark Stock	6					2	4		1		1	4		1		19
Arranging Stock	14	1	4	5	2	1	5	7	4		2	1	1	2	1	50
Stock Location			3					7	5	2	1	1	2	1	1	23
Store Policy	32	7	2	4	4	4	2	8	4	11	1	3	1	3	9	100
Store Records	6	8	1	4		4	2	8	1	4	3	7		1	9	58
Price Knowledge		1	3	2		1	2	5	11	1		6	1	4	7	44
Tax Knowledge	6	1	3	1		1	1	3								16
Display	2		1	1		1	1		4	4	3	6		8	2	33
Delivery			1									1				2

TABLE XVII CONT'D. SUMMARY OF NUMBER OF TIMES DIFFERENT TYPES OF IN-SERVICE INSTRUCTION WAS REPORTED RECEIVED BY TRAINEES IN FIFTEEN OKLAHOMA CITIES, SPRING SEMESTER, 1942

In-service instruction	Tulsa	Oklahoma City	Miami	Ponca City	Shawnee	Muskogee	Heavener	Duncan	Lawton	Hobart	Tonkawa	Enid	Norman	Sayre	Oklmulgee	Total
Sales Ticket	23			1		2			5			5		1		37
C. O. D.																
Layaways	1	1			1	1			1			3				8
Wrapping	3	1										2		1	1	8
Store Layout	1				5				1		1					8
Correct																
English					1	1				1				1	4	8
Courtesy	28	13	8	3	8	4	3		3	7	1	1	1	2	4	86
Alertness	5	4	1	3	3	3		9		4	3	1		1	1	38
Promptness			1							3					1	5
Personal																
Appearance	17	1	6	2	5	5		10		7		10	1	1	8	73
Work																
Efficiency			1	1	1	2					1					6
Poise	2															2
Tact	1															1
Accuracy	1	2			2	1		6	1		1					14
Operate																
Switchboard			1													1
Check Inventory							4		3		2				1	10
Use of																
Telephone										3					1	4
Economy of																
Supplies		1						9		2						12
Truthfulness						2			1						1	4
Collection of										1				1		2
Accounts																

CHAPTER III
MAJOR TYPES OF JOB DUTIES PERFORMED
BY TRAINEES IN THE TRAINING STATIONS

As previously stated, one purpose of the study is to provide data on major types of job duties performed by the trainees. These data may prove helpful in making the co-operative part-time programs in Oklahoma more functional as to training in occupational duties.

One of the general standards for co-operative part-time programs is that the job experience should offer the trainees knowledge needed in selling and in store work.¹ The job also should provide a training program which includes various kinds of merchandising experiences.²

One of the principal objectives of co-operative part-time training is to develop the working abilities in the occupations represented by those enrolled for training.³ The trainees will have occupational experiences from which they will learn certain knowledges, understandings and skills.⁴

Therefore, the data in this chapter seek to reveal the

¹Glenn Oscar Emick, Vocational Educational Bulletin, No. 166, Department of the Interior, Office of Education, Washington, 1936, p. 94.

²Ibid., p. 94.

³Kenneth B. Haas, op. cit., p. 245.

⁴Ibid., p. 245.

major types of job duties performed by the trainees. These data may aid in ascertaining some of the knowledges, and skills experienced by the trainees.

The data in Table XVIII reveal that the major types of duties in Duncan were selling, customer service, stock keeping, cashier, clerical, housekeeping, and display. The duties were performed in five types of training stations.

Selling and stock keeping were mentioned nine times each as a major duty. These two duties were performed in each of the types of training stations.

Clerical was reported six times and was indicated as a major duty in three types of training stations.

Display and cashier were mentioned twice as major job duties. The trainees in the variety store performed five different duties while four different duties were reported in each of the remaining four types of training stations.

The data in Table XIX show the types of major job duties engaged in by the trainees in Enid. Six types of training stations were used in the job-duty training.

The major types of duties reported by the trainees in Enid were selling, stock keeping, customer service, cashier, clerical, display, and housekeeping.

Stock keeping was mentioned thirty times as a major duty, while selling and display were mentioned sixteen and eleven times, respectively.

Customer service and cashier were reported the least number of times as major duties.

TABLE XVIII. NUMBER OF TIMES MAJOR TYPES OF JOB DUTIES WERE REPORTED,
BY SEX, IN TRAINING STATIONS OF DUNCAN, OKLAHOMA, SPRING SEMESTER, 1942

Duties	Department Store		Variety Store		Clothing Store		Jewelry Store		Drug Store		Total
	M	F	M	F	M	F	M	F	M	F	
Selling		3		3		1		1		1	9
Customer Service				1				1			2
Stock Keeping		3		3		1		1		1	9
Cashier						1				1	2
Clerical		2		2				2			6
Housekeeping				2		1		1			4
Display		1								1	2

TABLE XIX. NUMBER OF TIMES MAJOR TYPES OF JOB DUTIES WERE REPORTED,
 BY SEX, IN TRAINING SECTIONS OF BUID, OKLAHOMA, SPRING SEMESTER, 1942

Duties	Department Store		Variety Store		Grocery Store		Clothing Store		Shoe Store		Service Station		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Selling	1	6	5		1		1		1		1		16
Stock Keeping	7	8	8		2		3		2				30
Customer Service											2		2
Cashier					1								1
Clerical	2	6											8
Display	1	3	3		1		2		1				11
Housekeeping		1	2				1		1		1		6

Selling, stock keeping, and display, were mentioned most frequently as major job duties in both department and variety stores.

The data indicate that the trainees in the department store performed the greatest number of different job duties.

Table XX shows the major types of duties performed by the trainees in Heavener. Six types of training stations were used in the job-duty training.

The trainees performed the following duties: Selling, stock keeping, customer service, clerical, display, and housekeeping.

Selling and stock keeping were mentioned as major duties, seven times each. The data show that selling was a duty in each type of training station, while stock keeping was a duty in all training stations, with the exception of the grocery store.

Customer service was a duty reported as performed only in the grocery store.

The greatest number of different job duties were indicated in the grocery, hardware, and jewelry stores.

The least number of duties mentioned by the trainees, was in the confectionery and drug store.

Table XXI shows the major types of job duties performed by the trainees in the twelve types of training stations in Hobart.

The major in-service duties reported by the trainees were selling, stock keeping, customer service, cashier, clerical, housekeeping, and wrapping.

TABLE XX. NUMBER OF TIMES MAJOR TYPES OF JOB DUTIES WERE REPORTED,
BY SEX, IN TRAINING STATIONS OF HEAVENER, OKLAHOMA, SPRING SEMESTER, 1942

Duties	Variety Store		Grocery Store		Confectionery		Hardware Store		Jewelry Store		Drug Store		Total	
	M	F	M	F	M	F	M	F	M	F	M	F		
Selling	1		2		1		1			1		1		7
Stock Keeping	3				1		1			1		1		7
Customer Service			1											1
Clerical			1							1				2
Display							1			1				2
Housekeeping	1		1				1							3

Stock keeping, selling, and housekeeping were mentioned eighteen, sixteen, and ten times, respectively, as major job duties.

The data indicate that selling was reported as a major duty in each of the types of training stations. Stock keeping and housekeeping was a major duty in seven types of training stations.

The greatest number of different duties were performed by the trainees in the department store.

Wrapping was reported one time, and as a duty in the department store.

The duties engaged in by the trainees of Lawton are shown by Table XXII. Ten types of training stations were used in the job training.

Selling, stock keeping, customer service, cashier, clerical, display, housekeeping, and wrapping were the major types of job duties performed by the trainees.

Stock keeping, selling, and display had the highest total frequency of mention, and ranked in the order listed. Wrapping was a duty reported one time, and as a duty in the department store.

Selling was reported most frequently in the department store, and was a duty performed in all types of training stations, with the exception of the beauty shop.

The data reveal that the department store trainees performed all eight of the different types of major duties.

The beauty shop trainees reported two different major

TABLE XXI. NUMBER OF TIMES MAJOR TYPES OF JOB DUTIES WERE REPORTED,
BY SEX, IN TRAINING STATIONS OF HOBART, OKLAHOMA, SPRING SEMESTER, 1942

Duties	Department Store		Variety Store		News Stand		Restaurant		Dairy		Auto Accessories		Cleaners		Office Supply		Theatre		Grocery Store		Service Station		Clothing Store		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Selling	1	3	1		1		1	1			1		1		1		1	1		2		1		16	
Stock Keeping	4	4	1		1						2				1				2				3	18	
Customer Service							1	1			2		1						1		2			8	
Cashier		1							1				1					1						4	
Clerical		1																1	1					3	
Housekeeping	2	1	1		1		1								1					2		1		10	
Wrapping	1																							1	

TABLE XXII. NUMBER OF TIMES MAJOR TYPES OF JOB DUTIES WERE REPORTED,
BY SEX, IN TRAINING STATIONS OF LAWTON, OKLAHOMA, SPRING SEMESTER, 1942

Duties	Department Store		Variety Store		Transportation Company		Beauty Shop		Shoe Store		Drug Store		Grocery Store		Office Supply		Confectionery		Clothing Store		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F			
	Selling	6	3	3	1					3	1	2		1		1		1		2	
Stock Keeping	7	2	4						3		4		1		2		1		4	1	29
Customer Service	1	1			1			1							1						5
Cashier		1	3								1										5
Clerical	1	2			1																4
Display	2	1	1					1	4										2	1	12
Housekeeping	1	1							1		1		1		1		1				7
Wrapping		1																			1

duties, which was the least number reported in all the types of training stations.

Table XXIII shows the major types of duties engaged in by the trainees of Miami. Seven types of training stations were used in the in-service job training.

The duties of the trainees in Miami were selling, stock keeping, customer service, cashier, clerical, display, and housekeeping.

The data indicate that selling and stock keeping ranked first in total frequency of mention. Selling was a major duty performed in each of the types of training stations. Clerical duties were reported by the trainees in all types of training stations, with the exception of the restaurant.

Display and housekeeping duties were mentioned one time each.

The trainees in the automobile repair establishment reported two major duties, which was the lowest total of all training stations.

The data in Table XXIV reveal that the types of major duties in the training stations of Muskogee were selling, stock keeping, customer service, clerical, cashier, housekeeping, and switchboard operation. Eight training stations were used in the job-duty training.

The data indicate that stock keeping was reported most frequently as a major duty, with selling second, in order of total times reported.

Selling was a major duty reported in each type of training station, with the exception of the telephone company.

TABLE XXIII. NUMBER OF TIMES MAJOR TYPES OF JOB DUTIES WERE REPORTED, BY SEX, IN TRAINING STATIONS OF MIAMI, OKLAHOMA, SPRING SEMESTER, 1942

Duties	Auto Repair		Clothing Store		Variety Store		Restaurant		News Stand		Hotel		Department Store		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Selling	1		2		2		1		1	1	1		1	2	12
Stock Keeping			2							1			1	7	11
Customer Service							1				1		1	1	4
Cashier			1		1		1		1						4
Clerical	1		1		1				1	1	1			1	6
Display													1		1
Housekeeping					1										1

TABLE XXIV. NUMBER OF TIMES MAJOR TYPES OF JOB DUTIES WERE REPORTED,
BY SEX, IN TRAINING STATIONS OF MUSKOGEE, OKLAHOMA, SPRING SEMESTER, 1942

Duties	Department Store		Variety Store		Grocery Store		Theatre		Fountain Service		Jewelry Store		Candy Store		Telephone Company		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Selling	1	2	1	7	1		1		2		2		1				18
Stock Keeping	3	3	1	9	1				1		2		1				21
Customer Service				2	2		1		3								8
Clerical		1					1				2						4
Cashier		1		3	1		1						1				7
Housekeeping				1					1		1						3
Operate Switchboard															1		1

Stock keeping was reported in all types of training stations, except the theatre and telephone company.

The data show that selling and stock keeping were mentioned as major duties most frequently in the variety store.

The greatest total of different duties were in the variety store.

Table XXV shows the types of major duties of the trainees in Norman. Five training stations were used in the job-duty training.

The types of duties reported were selling, stock keeping, customer service, display, and housekeeping.

Stock keeping was mentioned seven times, and was a duty in each type of training station.

As major duties, selling was reported a total of five times, customer service five times, and housekeeping four times.

Display was reported one time, and was a duty in the service station.

The data reveal that selling was a duty performed most often in the drug store. Stock keeping, and customer service were mentioned with the greatest frequency as duties in the drug and grocery stores.

The major types of in-service duties performed by the trainees in Okmulgee are indicated by the data in Table XXVI. Fourteen types of training stations were used in the job-duty training.

TABLE XXV. NUMBER OF TIMES MAJOR TYPES OF JOB DUTIES WERE REPORTED,
 BY SEX, IN TRAINING STATIONS OF NORMAN, OKLAHOMA, SPRING SEMESTER, 1942

Duties	Service Station		Drug Store		Grocery Store		Fountain Service		Print Shop		Total
	M	F	M	F	M	F	M	F	M	F	
Selling	1		2		1				1		5
Stock Keeping	1		2		2		1		1		7
Customer Service			2		2		1				5
Display					1						1
Housekeeping	1		1		1		1				4

Selling, stock keeping, customer service, cashier, clerical, display, housekeeping and motor repair were the reported duties of the trainees.

As a major duty, selling was mentioned fifteen times, and stock keeping eleven times. Selling was reported as a major duty the greatest number of times in the variety store. Stock keeping was mentioned most frequently by the department and variety store trainees.

The greatest total of different job duties were indicated as performed in the department, variety, and clothing stores.

The least number of duties reported was in the cotton gin and newspaper publishing establishments.

The data in Table XXVII show the types of major duties performed by the trainees in the two types of training stations in Oklahoma City.

Selling, stock keeping, customer service, wrapping, clerical, display, cashier, and housekeeping were the types of duties reported.

Stock keeping, selling, and housekeeping were mentioned most frequently, and ranked in the order named.

The data indicate that as a major duty, selling received highest mention in the department store, while stock keeping and housekeeping were mentioned most frequently in the variety store.

Clerical was the only duty reported as not performed in both types of training stations in Oklahoma City.

TABLE XXVI. NUMBER OF TIMES MAJOR TYPES OF JOB DUTIES WERE REPORTED,
BY SEX, IN TRAINING STATIONS OF OKMULGEE, OKLAHOMA, SPRING SEMESTER, 1942

Duties	Department Store		Variety Store		Grocery Store		Drug Store		Office Supply Co.		Automobile Repair		Cotton Gin (Office)		Plumbing Company		Electric Shop		Beverage Company		Newspaper Publisher		Service Station		Clothing Store		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
	Selling	1		3	1					1		1				1		1		1		1		2		2	
Stock Keeping			3	1	3										1										3		11
Customer Service			1	3				1									1		1				2				9
Cashier	1				1			1													1						4
Clerical			1	1					1				2														5
Display	1				1				1		1														1		5
Housekeeping								1			1			1	1							2		2		2	8
Meter Repair											1																1

TABLE XXVII. NUMBER OF TIMES MAJOR TYPES OF JOB DUTIES WERE REPORTED,
 BY SEX, IN TRAINING STATIONS OF OKLAHOMA CITY, OKLAHOMA, SPRING SEMESTER, 1942

Duties	Department Store		Variety Store		Total
	M	F	M	F	
Selling		9		7	16
Stock Keeping		10		15	25
Customer Service		2		3	5
Wrapping		4		3	7
Clerical		5			5
Display		5		1	6
Cashier		2		5	7
Housekeeping		3		7	10

Table XXVIII indicates that the trainees of Ponca City were engaged in the following major types of duties: Selling, stock keeping, customer service, cashier, clerical, display, housekeeping, and management. Twelve training stations were used in the job-duty training.

Selling, stock keeping, and customer service were mentioned twenty-two, twenty, and eleven times respectively, as major job duties in Ponca City training stations.

The trainees reported selling as a duty in ten training stations, and stock keeping as a duty in nine types of training stations.

As a major duty, management was mentioned once, and display twice.

The data indicate that the greatest number of different major duties was in the variety store, and the least number in the beverage and newspaper publishing companies.

The data in Table XXIX show the types of major duties performed by the trainees in nine types of training stations at Sayre. The duties reported were selling, stock keeping, customer service, cashier, clerical, housekeeping, and display.

Selling was mentioned most frequently as a major duty by the trainees at Sayre, with stock keeping second, in order of frequency total. Selling was indicated as a major duty in each type of training station.

The duties of cashier and display had the lowest frequency rank of twice each.

The data indicate that the trainees in the grocery

TABLE XXVIII. NUMBER OF TIMES MAJOR TYPES OF JOB DUTIES WERE REPORTED,
BY SEX, IN TRAINING STATIONS OF PONCA CITY, OKLAHOMA, SPRING SEMESTER, 1942

Duties	Variety Store		Transportation Company		Cleaners		Beverage Company		Clothing Store		Department Store		News Stand		Music Store		Theatre		Fountain Service		Newspaper Publisher		Drug Store		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Selling	10		1	1	1				2		1		1		1	1			1		1		1		22
Stock Keeping	1	11					1		1		2		1			1			1				1		20
Customer Service	5		1	1	1												1		1				1		11
Cashier	3			1									1				1								6
Clerical	1			1												1						1			4
Display	1								1																2
Housekeeping					1		1		1		1				1				1						6
Management																	1								1

TABLE XXIX. NUMBER OF TIMES MAJOR TYPES OF JOB DUTIES WERE REPORTED,
BY SEX, IN TRAINING STATIONS OF SAYRE, OKLAHOMA, SPRING SEMESTER, 1942

Duties	Department Store		Lumber Company		Insurance Company		Service Station		Drug Store		Grocery Store		Clothing Store		Auto Accessories		News Stand		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Selling	1		1		1		2		2		3		1	1	1		2		15
Stock Keeping	1								1		3			2			2		9
Customer Service							2				2								4
Cashier			1		1														2
Clerical			1		1										1				3
Housekeeping							2		1										3
Display									1		1								2

store performed four different duties. As major duties, selling and stock keeping were reported more times by the trainees in the grocery store than in any other type of training station.

Table XXX shows the major types of duties engaged in by the trainees of Shawnee. Six types of training stations were used in the job-duty training.

The major types of duties performed by the trainees were selling, stock keeping, display, housekeeping and wrapping.

Stock keeping, housekeeping, and selling were mentioned as types of duties in all training stations, and were reported twenty-three, fourteen, and eleven times, respectively.

Stock keeping was mentioned most frequently in the department, variety, and clothing stores. Selling was reported the greatest number of times in the department and variety stores.

Display and wrapping were reported one time each as duties in the clothing and department store, respectively.

Table XXXI shows the in-service duties of the trainees in Tonkawa. Six types of training stations were used in the job-duty training.

The major types of duties reported were selling, stock keeping, customer service, clerical, display, and housekeeping.

Stock keeping and selling were mentioned most frequently

TABLE XXX. NUMBER OF TIMES MAJOR TYPES OF JOB DUTIES WERE REPORTED,
 BY SEX, IN TRAINING STATIONS OF SHAWNEE, OKLAHOMA, SPRING SEMESTER, 1942

Duties	Department Store		Variety Store		Grocery Store		Clothing Store		Shoe Store		Fountain Service		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Selling	3	1		4		2	2		1		1		14
Stock Keeping	6	1	1	6	1	2	4		1		1		23
Display							1						1
Housekeeping	3			2		1	3		1		1		11
Wrapping		1											1

as major job duties, in the order named. Stock keeping was reported as a duty in all types of training stations. Selling was reported a major duty in each type of training station, with the exception of the transportation company.

The data indicate that the trainees performed four different job duties in the department, clothing, and grocery stores. Two different duties were reported both in the drug store and the transportation company.

Table XXXII shows the major job duties reported by the trainees in Tulsa. Nine types of training stations were engaged in the job-duty training.

The major types of duties mentioned were selling, customer service, cashier, clerical, display, housekeeping, and wrapping.

The duties of selling and stock keeping ranked highest in frequency of mention. Selling was a major duty in each type of training station, with the exception of the drug store.

Housekeeping ranked lowest in times mentioned as a major duty.

The data further reveal that the greatest number of different duties were performed in the department and variety stores.

Selling, stock keeping, and clerical were the duties reported most frequently in the department store.

In the variety store, selling, stock keeping, customer service and cashier were mentioned most frequently as major job duties.

TABLE XXXI. NUMBER OF TIMES MAJOR TYPES OF JOB DUTIES WERE REPORTED,
BY SEX, IN TRAINING STATIONS OF TONKAWA, OKLAHOMA, SPRING SEMESTER, 1942

Duties	Department Store		Variety Store		Clothing Store		Transportation Company		Drug Store		Grocery Store		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Selling	1	1	1		1				1		1		6
Stock Keeping	1	2	1		1		1		1		1		8
Customer Service	1	1	1		1								4
Clerical					1		1						2
Display	1				1						1		3
Housekeeping											1		1

TABLE XXXII. NUMBER OF TIMES MAJOR TYPES OF JOB DUTIES WERE REPORTED,
BY SEX, IN TRAINING STATIONS OF TULSA, OKLAHOMA, SPRING SEMESTER, 1942

Duties	Department Store		Drug Store		Cigar Store		Variety Store		Theatre		Jewelry Store		Shoe Store		Candy Store		Grocery Store		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Selling	1	28			1		12		1		2		1		1		1		48
Stock Keeping	1	26			1		12						1				1		42
Customer Service		10					10												20
Cashier		10			1		10		1				1						23
Clerical	2	23							1		2		2						30
Display	1	10	1				5						1		1				19
Housekeeping		1	1				7												9
Wrapping		16					7				1		1						25

The least number of duties reported were in the drug, candy, and grocery stores.

Summary

There were eleven types of major job duties reported by the trainees, and were performed in thirty-four types of training stations.

As a major type of duty, stock keeping ranked highest in total times mentioned by all the trainees in the fifteen co-operative part-time programs in Oklahoma. This major type of duty was reported 271 times.

Selling ranked second in total, and was reported 244 times by all the trainees in the fifteen programs.

Customer service was reported as a major duty eighty-eight times, housekeeping eighty-six times, clerical eighty-two times, cashier sixty-five times, display sixty-seven times, and wrapping thirty-five times.

Operation of switchboard, management, and motor repair were reported as major duties one time each.

With three exceptions, the data indicated that all major types of duties were performed most frequently in the variety and department stores. The exceptions were the indicated duties of clerical, switchboard, and motor repair. Clerical was most frequently reported as a major duty in the department store.

TABLE XXXIII. SUMMARY OF NUMBER OF TIMES MAJOR TYPES OF JOB DUTIES WERE REPORTED, BY SEX, IN THE FIFTEEN CO-OPERATIVE PART-TIME PROGRAMS IN OKLAHOMA, SPRING SEMESTER, 1942

	Norman		Sayre		Duncan		Tonkawa		Oklahoma City		Muskegee		Tulsa		Hobart		Lawton		Ponca City		Shawnee		Miami		Okmulgee		Heavener		Enid		Total		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F			
Selling Stock	4	1	14	1			9	3	3			16	5	13	3	45	10	6	17	8	10	12	7	7	4	8	11	4	3	4	5	11	244
Keeping Customer Service	6	1	7	2			9	4	4			25	6	15	3	39	13	5	22	7	8	12	14	9	1	10	5	6	5	2	20	10	271
Cashier			4				2	1	3			5	5	3		20	7	1	3	2	4	7			2	2	5	4		1	2		88
Clerical			2				2					7	1	6	1	22	2	2	1	4	2	4			1	3	2	2		1			65
Display			3				6	1	1			5		4	2	28	1	2	2	2	2	2			3	3	4	1		2	2	6	82
Housekeeping	1		2				2	2	1			6			2	17			8	4	1	1	1		1		4	1		2	7	4	67
Wrapping	4		3				4	1				10	1	2	1	8	7	3	6	1	6			8	3	1	5	3	2	1	3	3	86
Operate Switchboard												7				25	1			1				1									35
Management														1								1											1
Meter Repair																										1							1

More girls than boys performed each major type of job duty, with the exception of housekeeping.

CHAPTER IV

FINDINGS AND RECOMMENDATIONS

Findings

The purpose of this study was to discover the major types of job duties performed and the in-service instructions received by the trainees in the co-operative part-time distributive education programs of Oklahoma.

The study was limited to the in-service training received by the trainees enrolled in the fifteen co-operative part-time distributive education programs in Oklahoma, during the Spring Semester, 1942.

The normative research method was used, and the data were obtained through the use of questionnaires. The responses received from the trainees in the fifteen co-operative part-time programs, revealed that 123 were boys, and 167 were girls.

In the co-operative part-time programs in Oklahoma, the data revealed that in-service instruction was received by the trainees from thirty-four types of training stations. A total of thirty-seven different instructions were received relative to the trainees' jobs.

In total times mentioned, salesmanship ranked highest of all the in-service instructions. The instruction was reported 174 times by the trainees.

This ranking of salesmanship instruction appeared to hold true in the different city programs with the exception

of Oklahoma City, Miami, Duncan, Tonkawa, and Sayre.

Ranking second with a total of 114 times reported was the instruction in knowledge of merchandise. This ranking did not appear to hold true in all the different city programs. In Oklahoma City, instruction in knowledge of merchandise ranked first in total times mentioned, while the rank varied in the other programs.

Store policy was next in total rank, being reported as received by the trainees 100 times. Courtesy was mentioned eighty-six times, personal appearance seventy-three times.

In the Ponca City program, courtesy ranked first along with salesmanship and change making, in total times reported. In total times reported in all co-operative part-time programs, instructions received pertaining to stock, such as replenishing, marking, arranging, and location of stock, ranked relatively high if the total of each stock instruction were combined.

Instruction in tact, poise, promptness, and accuracy was received a comparatively small number of times.

Twenty-three different in-service instructions were received by the trainees in both the Tulsa and Miami training stations. Muskogee, Lawton, Hobart, Enid, and Sayre ranked next with a total of twenty-two different instructions each given to the trainees.

The data revealed that eleven types of major job duties were reported as performed in thirty-four types of training

stations.

In the fifteen co-operative part-time distributive education programs surveyed, the data showed that as a major type of duty, stock keeping was reported by the trainees 271 times.

Next in order of rank, as a major job duty, was selling. The duty was reported by the trainees for a total of 244 times. The remaining duties in order of total times reported were as follows: Customer service eighty-eight, housekeeping eighty-six, clerical eighty-two, cashier sixty-five, display sixty-seven, and wrapping thirty-five. Operation of switchboard, management, and motor repair were reported as major duties one time each.

The data revealed that the greatest variety of duties were performed in the department, variety, grocery, drug, clothing, and jewelry stores.

Of the 290 trainees reporting, the department stores furnished training in job instruction and job duties to ninety trainees, or thirty-one per cent. The variety stores were next, giving training to sixty-nine or twenty-three per cent. The grocery stores and clothing stores each gave in-service training to twenty trainees, or seven per cent of the total number reporting.

Recommendations

The data in the study appear to warrant the following recommendations:

1. That a follow-up study be made of the in-service

instructions received and job duties performed by the trainees for the purpose of evaluating the type of training received in the different types of training stations.

2. That a survey be made comparing the job duties performed in the training station and the related instruction received in the class room.

3. Since salesmanship ranked so high as a major job duty, and an in-service instruction as indicated by this study, a survey of the different steps included in "Salesmanship" in-service training should prove valuable.

4. A study of the personality traits required on the job, and the amount of in-service and class room instruction given relative to the personality traits.

5. If the data could be obtained, a study of the status of Distributive Education in Oklahoma compared with another state, or states in the southwest region, may prove helpful and worthwhile.

6. That the questionnaire used in this study be revised and strengthened and used as a basis for further study of the data found in the questionnaire.

TABLE XXXIV. TOTAL NUMBER OF CO-OPERATIVE PART-TIME TRAINEES IN CITIES OF OKLAHOMA, AS TO CITY, TRAINING STATION, AND SEX.

	Department Store		Music Store		Variety Store		Dairy		Grocery Store		Beverage Company		Drug Store		Newspaper Publisher		Fountain Service		Plumbing Company		Candy Store		Electric Shop		Telephone Company		Cotton Gin (Office)		Theatre	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
Oklahoma City		8				11																								
Muskogee	1	2			1	8			2								3				1				1				1	
Norman									2				2				1													
Sayre	1								4				2																	
Duncan		3				4								1																
Tulsa	1	37				12			1				1								1								1	
Heavener					1					2			1																	
Lawton	6	3				3			1				3																	
Enid	4	6				5			2																					
Miami	2	2				2																								
Oklmulgee	1	1			1	3			1		1			1	1			1				1				1				
Shawnee	2	2			1	4			1	1							1													
Hobart	2	3				1	1		2																				1	
Tonkawa	1	1				1			1				1																	
Ponca City	1		1	1	1	10					1		1	1	1		1											1		
Total	22	68	1	1	5	64	1		17	3	2		11	3	2		6		1		2	1			1	1	1	1	3	

TABLE XXXIV CONT'D. TOTAL NUMBER OF CO-OPERATIVE PART-TIME TRAINEES IN CITIES OF OKLAHOMA, AS TO CITY, TRAINING STATION, AND SEX.

	Cleaners	Jewelry Store	Automobile Repair	Service Station	Restaurant	Print Shop	Hotel	Clothing Store	Insurance Company	Lumber Company	Automobile Supplies	News Stand	Confectionery	Shoe Store	Cigar Store	Hardware Store	Transportation Co.	Beauty Shop	Office Supply Co.	Total		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Oklahoma City																						19
Muskogee		2																				7
Norman				1		1																6
Sayre				2				1	1	1	1	2										15
Duncan		2						1														11
Tulsa		2												1	1							4
Heavener		1											1			1						4
Lawton								2	1				1	3	1		1	1	1			18
Enid				1				2			1			1								11
Miami					1	1		2			1	1										5
Okmulgee			2	2				2											1			15
Shawnee								3						1								9
Hobart	1			2	1			1			1	1								1		11
Tonkawa								1									1					4
Ponca City	1							3				1					1	1				14
Total	2	7	2	8	2	1	1	14	6	1	1	4	5	1	2	5	2	1	1	3	1	123
																						167

APPENDIX

The questionnaire used in this study was originally designed to secure information to be used in writing a series of bulletins for Distributive Education in Oklahoma.

The Assistant State Supervisor of Distributive Education, State of Oklahoma, was responsible for the designing of the questionnaire in its present form.

The class in Problems in Distributive Education used portions of the data in the questionnaire for individual reports. The problem in this study originated during the compilation of the data for the class report.

The data used in the study were taken from the responses received from question four, page one of the questionnaire, and from question two, page two of the questionnaire. The questions furnishing the data used in this study were as follows: "Do you receive store instruction now? What points are most emphasized?", and "List your major duties, (state exactly what you do on your main job)".

The questionnaire made no provision for sex classification of the trainees responding to the questionnaire. Consequently, the questionnaire had to be checked with the records in the office of the Assistant State Supervisor of Distributive Education, Stillwater, Oklahoma. The office records furnished by the coordinators provided the necessary data to satisfactorily determine the sex of each trainee responding to the questionnaire.

Study "A"-In-Service Training.

STUDIES IN OKLAHOMA DISTRIBUTIVE EDUCATION
COOPERATIVE PART-TIME TRAINING

Type of Service _____ Number persons employed _____
(Grocery, dry goods, etc.)

To the Cooperative Part-Time student: This is an opportunity for you to assist in writing a series of bulletins for Distributive Education students. Will you please fill out this page carefully and accurately? Remember that you are advising another student who expects to enter work similar to yours. Your contribution will be deeply appreciated.

C. K. Reiff, Oklahoma Distributive Education

Name _____ School _____ Coordinator _____

Name of Store _____ Manager or Owner _____

Your specific job title is _____

1. How long have you worked in this store? _____ Salary _____

2. Did you receive instruction in this store before beginning work? By whom? _____
Of what did this instruction consist?(List in detail)

a. _____ e. _____

b. _____ f. _____

c. _____ g. _____

d. _____ h. _____

3. Do you have a store sponsor? _____ Who? _____

4. Do you receive store instruction now? _____ Individually _____ or in class _____
What points are most emphasized?

a. _____ e. _____

b. _____ f. _____

c. _____ g. _____

d. _____ h. _____

5. Are you required to study your merchandise thoroughly? _____

6. List any instructions which in your opinion, the store failed to give you?

A. _____ c. _____

b. _____ d. _____

Note: Use reverse of this page for additional statements, numbering them to correspond to numbers above. If an extra page is needed be sure to place your name on it and fasten it to this page.

Study "B"--Job Description

STUDIES IN OKLAHOMA DISTRIBUTIVE EDUCATION
COOPERATIVE PART-TIME TRAINING

Type of Service _____ Number persons employed _____
(Grocery, dry goods, etc.)

To the Cooperative Part-Time student: This is an opportunity for you to assist in writing a series of bulletins for Distributive Education students. Will you please fill out this page carefully and accurately? Remember that you are advising another student who expects to enter work similar to yours. Your contribution will be deeply appreciated.

C. K. Reiff, Oklahoma Distributive Education

Name _____ School _____ Coordinator _____

Name of store _____ Manager or owner _____

Your specific job title is _____

1. How long have you worked in this store? _____ Salary _____

2. List your major duties (state exactly what you do on your main job) _____

a. _____ e. _____

b. _____ f. _____

c. _____ g. _____

d. _____ h. _____

3. List your minor duties. (Give in detail other duties, assisting others, etc.)

a. _____ d. _____

b. _____ e. _____

c. _____ f. _____

4. Are there any special physical requirements?

a. _____ c. _____

b. _____ d. _____

5. Do you think your job offers opportunity for advancement? _____ Explain how.

6. Do you have further suggestions to offer? _____

Note: Use reverse side of this page for additional statements, numbering them to correspond to numbers above. If an extra page is needed to sure to place your name on it and fasten it to this page.

TABLE XXXIV. JOB TITLES, BY SEX, OF THE TRAINEES IN THE FIFTEEN CO-OPERATIVE PART-TIME DISTRIBUTIVE EDUCATION PROGRAMS IN OKLAHOMA, SPRING SEMESTER, 1942

	Sales Clerk		Cashier		Stock Clerk		Wrapping Clerk		Waitress		Telephone Operator		Bookkeeper		Office Clerk		Window Trimmer		Bell Boy		Bottler		Theatre Manager		Cleaner		Fountain Clerk		Trainees Enrolled	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Oklahoma City		14		1				2																			2		19	
Muskogee	3	13		1	1							1														3		7	15	
Sayre	13	1			1								1															15	1	
Duncan		11																											11	
Tulsa	4	45		6		1									2													4	54	
Heavener	4	3																										4	3	
Lawton	17	8		1																						1		18	9	
Enid	6	10	1		4	1																						11	11	
Miami	4	7							1										1									5	8	
Okmulgee	11	4			3										1												1	15	3	
Shawnee	6	7			2																					1		9	7	
Hobart	10	6							1																1			11	7	
Tonkawa	2	3										1															1	4	3	
Ponca City	3	11			4										1	1	1				1		1	1		2	1	14	13	
Norman	3	1			1																						2		6	1
Total	82	143	1	9	16	2		2		2		1	2		2	3	1		1		1		1		2		10	4	123	167



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Typist: Mildred Pruett