OCCUPATIONS
FOR GIRLS
AND WOMEN
Selected References

U. S. DEPARTMENT OF LABOR
In Collaboration With
FEDERAL SECURITY AGENCY

Women's Bureau
Office of Education
OCCUPATIONS
FOR GIRLS
AND WOMEN
Selected References

JULY 1943 . JUNE 1948

BY LOUISE MOORE

U. S. DEPARTMENT OF LABOR • Maurice J. Tobin, Secretary
WOMEN'S BUREAU • Frieda S. Miller, Director
FEDERAL SECURITY AGENCY • Oscar R. Ewing, Administrator
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LETTER OF TRANSMITTAL

U. S. DEPARTMENT OF LABOR,
WOMEN'S BUREAU,
Washington, June 1, 1949.

SIR: I have the honor of transmitting this bibliography on occupations for girls and women. It includes books, pamphlets, and periodical articles about occupations for girls and women, published during the period, July 1, 1943, to June 30, 1948. Former bibliographies in this series, which was begun in 1934, have been issued by the Federal Security Agency, Office of Education. They have served to answer inquiries sent to the Office of Education and to the Women's Bureau by vocational guidance counselors, teachers, students, trade union workers, and others interested in helping girls and women to select suitable occupations, to find vocational training, to enter the world of work and succeed in their selected fields. This bibliography was prepared by Louise Moore, Specialist, Trade and Industrial Education for Girls and Women, under the general supervision of Mr. Walter H. Cooper, Chief, Trade and Industrial Education Service, Office of Education, Federal Security Agency. It is issued by the Women's Bureau, U. S. Department of Labor, as part of their service to girls and women seeking information about various fields of work.

Respectfully submitted,

FRIEDA S. MILLER, Director.

Hon. MAURICE J. TOBIN,
Secretary of Labor.
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Laura A. Thompson, whose activities as Librarian, United States Department of Labor, 1917-1947, helped to enlarge public understanding of women's work and to extend their employment opportunities.
OCCUPATIONS FOR GIRLS AND WOMEN

Selected References

INTRODUCTION

THIS bibliography covers the period, July 1943 to June 1948, and includes references to occupations in which women predominate, according to the latest census figures, as well as publications with specific discussions of women's work in occupations where they form a minority. While the literature in the field for the period was examined as fully as was possible with the research facilities available, the bibliography is selective. It contains references only to books, pamphlets, and periodicals issued in the United States. It excludes publications dealing specifically with women's war production work in the latter years of World War II and with discussions of the changes that occurred during the first period after the termination of the war. Publications are also excluded which describe courses of instruction and discuss problems of analysis of occupations, such as those developed as a basis for curriculums in vocational schools.

All references to each occupation described in any of the publications reviewed will be found listed under the name of that occupation in the Occupational Information Index, pages 89 to 100. References to other subjects pertaining to vocations for women and girls have been grouped under various headings in the Subject Index, pages 101 to 102.

Many of the publications listed are available in school libraries and in city libraries. Usually the Extension Division of the State Library can supply books and periodicals to which references are made when they are not locally available. Many of the pamphlets reviewed are free or can be obtained at small cost from the publisher.

The bibliography includes:

Descriptions of occupations addressed particularly to girls and women.

Descriptions of occupations in which women predominate according to census or other statistics.
References for girls and women, offering suggestions about planning their work, obtaining employment, and succeeding in their chosen fields.

Biographies and autobiographies of women identified with particular occupations.

Fiction, showing in story form the preparation and work done in a particular occupation of interest to girls and women.

Directories of schools and colleges open to women and of institutions offering training in occupations followed by women.

Information on student and scholarship aid open to girls and women, especially those interested in particular vocations.

Descriptions of training opportunities open to girls and women.

A discussion of vocational guidance principles applied particularly to girls and women, with some references on general guidance practices.

Surveys of work of girls and women and of their attitudes toward work and training.

A discussion of women's status, of attitudes toward women and their occupations, and of legislation about women.

Information about particular problems of women: Discrimination; status of married women, of Negro women, and of handicapped women.

Bibliographies and references of interest to girls and women considering occupations.

**OCCUPATIONAL INFORMATION**

This section of the bibliography includes descriptions of occupations written for girls and women, or with sections dealing specifically with opportunities for women in the fields described; and occupational surveys which give particular attention to the work of girls and women or in fields in which women predominate. Publications with suggestions to girls and women about the best means of attaining success as workers in their chosen fields are also included.
1. **Accountancy.** New York, N. Y., Pace Institute, 1946. 40 p., illus.
   An outline of the work of an accountant in public and in private practice, with information about preparation needed, scope and future of the work, and demand for women accountants.

   Qualifications, salaries, and training for a professional worker with Girl Scouts are discussed.

3. **Air transportation jobs and you.** New York, N. Y., United Air Lines Inc., 1946. 20 p., illus.
   Brief descriptions of the following occupations open to women are given: Stenographer, mail clerk, receptionist, file clerk, key punch operator, comptometer operator, accountant, draftsman, laboratory technician, food worker, stewardess, and communications clerk.

   The characteristic work done in one rural community during a day by a public health nurse is described in detail.

5. **American Association of Medical Record Librarians.** Medical record library science. Chicago, Ill., The Association, not dated. Pages not numbered.
   A folder describing the work of a medical record librarian, desirable personal characteristics, education and training needed, and scholarships. A list of approved schools for medical record librarians is included.

   Included are: Areas of medical social service; description of the work of the medical social worker; preparation for this service. A list of accredited schools of social work is included.

7. **American Association of Nurse Anesthetists.** Anesthesiology, a specialized field for professional registered nurses. Chicago, Ill., The Association, not dated. Pages not numbered.
   This folder includes a list of requirements for admission to a course for a nurse anesthetist, facilities of schools teaching this subject, advantages of the occupation, and a brief history of the nurse anesthetist.

   Written to help the college student explore the possibilities, requirements, and undergraduate education recommended for social work, this pamphlet defines social work, discusses its future, lists desirable personal requirements, discusses employment opportunities in various fields, and gives details of education and training needed. A list of member schools of the American Association of Schools of Social Work is included.

   A review of the principles underlying professional social work, education and training needed, and recruiting principles.

    A definition of social work and a discussion of its professional nature, scope, and future are followed by information about employment opportunities, various special fields, and by suggestions concerning education desirable and professional education available. A list of member schools of the American Association of Schools of Social Work and a bibliography are included.

The work of a chemist and of a chemical engineer is defined, types of work are outlined, and opportunities for employment, earnings, desirable qualifications, training and education, and cost of training are discussed. The opportunities for women are given special consideration.


The need for teachers, the advantages and disadvantages of teaching as a profession, and suggestions of the best means of attracting competent teachers are discussed.


This report discusses the social significance of teaching and teacher education, and the qualities to be sought for in teachers of children and of young people.


The work of the dental hygienist and that of the dental assistant are outlined, and a list of colleges where courses are given is supplied, in this volume about dentistry.

15. **American Dietetic Association.** Courses for student dietitians approved by the executive board. Chicago, Ill., The Association, 1946. 5 p.

A list of administrative, food clinic, and hospital courses, approved by the American Dietetic Association.

16. --------- **Dietetics as a profession.** Chicago, Ill., The Association, 1944. 35 p., illus.

A definition of the work of a dietitian is followed by a description of fields of employment, preparation required, salaries, conditions of work, hours, and desirable personal qualifications of the candidate. An appendix includes a short bibliography.


Short articles on the following careers in home economics: Dress designing, journalism, test kitchen work, hotel foods work, food photography, research work, equipment work, sales work, teaching of home economics, agricultural extension work, and newspaper columnist.


A summary of 58 questionnaires answered by home economists, businessmen, and others interested in the subject, this article discusses briefly the following fields for home economists: Work in child service centers, the personnel field, the field of textile research, the field of equipment, work in foods and nutrition and industrial feeding, and jobs in journalism.


The following careers in home economics are reviewed: Research, merchandising, foods inspection, agricultural extension work, public health work, journalism in the field of home economics, institutional management, teaching home economics, and child development work.


This short description of the work of a home economics teacher includes information about various types of work done and personal qualifications desirable.

A guide to business fields open to the college graduate with a home economics degree. Careers in the following fields for women with home economics training are discussed, and information is given about training, desirable personal characteristics, and aptitude for the job: Advertising promotion consultant for food, equipment, and textile companies; equipment specialist; home economics advisor; foods worker for manufacturer or grower; home service worker; utilities company worker; hotel foods service worker; magazine and newspaper journalist; and radio broadcaster.


(1) Air transportation industry. By Stuart G. Tipton. 1947. 68 p., illus. (No. 15.)
(2) The automobile accessory industry. By Ralph H. Warnhoff. 1946. 32 p., illus. (No. 8.)
(3) Candy industry. By Calvin K. Kazanjian. 1946. 36 p., illus. (No. 2.)
(4) The greeting card industry. By Ernest Dudley Chase. 1946. 32 p., illus. (No. 7.)
(5) The loan industry. By John J. Quigley. 1947. 32 p., illus. (No. 12.)
(6) The men's suit industry. By L. Neville Rieman. 1947. 48 p., illus. (No. 11.)
(7) The pharmaceutical industry. By Robert A. Hardt. 1946. 32 p., illus. (No. 9.)
(8) The phonograph record industry. By John Ball, Jr. 1947. 47 p., illus. (No. 13.)
(9) Refrigeration industry. By David C. Choate. 1946. 32 p., illus. (No. 6.)
(10) The seed industry. By Edgar J. Clissold. 1946. 47 p., illus. (No. 3.)

Each publication contains a short biography of the author showing his competence in the field, a brief history of the occupation, facts about trends, a description of the processes or jobs in the industry, information about earnings, training available, advantages and disadvantages of the work, and opportunities for women. Lists of trade associations and trade publications, as well as a bibliography, are included. In some cases, schools or colleges offering courses in the field are listed.

23. American Institute of Laundering. Occupational possibilities in the power laundry industry. Joliet, Ill., The Institute, 1944. 10 p. processed. (Special report no. 133.)

This report includes a short history of the laundry industry, an outline of the nature of the work, a list of qualifications for different jobs, information about wages, opportunities for men and for women, training opportunities for advanced positions, and reference material.


This folder describes library service and offers information about different types of libraries and a discussion of salaries, types of positions, and training. A list of library schools is included.


Designed to give some idea of the opportunities in libraries of all kinds, this book describes services in cities, rural regions, and schools, and offers information about wages, types of work done, and training required.

Special fields of service and the education and training necessary to fill these positions are discussed. A list of institutions offering training in general and in special fields of librarianship is included.


One chapter, devoted to women in meteorology, tells of the advantages and disadvantages of the work and describes the activities at a meteorological station. It also discusses teaching and research; allied fields such as soil conservation; industrial meteorology; and popular writing and speaking. A list of the colleges and universities with departments of meteorology is included, with information about courses and opportunities for advanced study.


In popular style the booklet gives information about professional nursing as an occupation and lists desirable personal characteristics, preparation needed, methods of selecting a training school, costs, scholarships, and special fields of nursing.


Information is offered about the number and distribution of nurses, enrollments in schools of nursing, the number of graduates, tuition, programs for advanced work for graduate nurses, and opportunities for the professional nurse in hospitals, in government agencies, in private duty nursing, in public health, and in industry. Data are provided about counseling and placement, employment conditions, and earnings, and about voluntary auxiliary workers, attendants, and practical nurses. There is also information about nursing in other countries.


A definition of the duties of a professional nurse is followed by a discussion of opportunities in different fields of nursing, rates of pay, opportunities for advancement, hours, and living conditions. Short chapters are devoted to: Age and education required for admission to nursing training, types of schools of nursing, cost of training, and placement opportunities. A short bibliography is included.


The work of an occupational therapist is described, and information is given about desirable personal qualifications, training, and opportunities. A list of schools of occupational therapy is included.


A definition of optometry is followed by information about educational requirements and opportunities for women. A list of schools of optometry is included.


A definition of optometry is followed by a short history of the profession, educational requirements, a list of approved colleges, an analysis of the curriculum, and a short bibliography. One section is devoted to opportunities in the field for women.


Special attention is given to women in osteopathy in this pamphlet offering facts about the history of osteopathy and describing personal characteristics desirable and education and training required. A list of colleges teaching osteopathy is included.

This pamphlet includes a short history of osteopathy, a list of desirable personal qualifications, education requirements, an outline of a professional course, as well as requirements for licensure in different States, and information about earnings. Some mention is made of women in the profession.


An account of osteopathic schools of medicine is followed by a list of personal characteristics desirable in an osteopathic physician, education and training required, and a summary of future trends and openings. A list of osteopathic colleges is included.


A definition of the work of a physical therapist is followed by a list of desirable personal characteristics, an account of training needed, scholarships available, and a list of approved schools.


Among the opportunities in public health work described in this pamphlet are the following: Public health dentist, school physician, administrator of specialized health activities, laboratory worker in health education, vital statistician, nutritionist, and public health nurse. A list of institutions offering graduate work in public health nursing and public health engineering and sanitary engineering is included.


An account of the general qualifications of a trainee is followed by information about desirable characteristics, minimum schooling, training course curricula, and rules and regulations governing the registration of X-ray technicians.


A short history of medical technology is followed by details of training required for medical technologists.


Desirable personal characteristics of women interested in accounting and the possibilities for entrance of larger numbers of women are discussed. Some accounts of the experiences of employers of women accountants are included.


Among the careers for women which are described are the following: Secretarial work, dietetics, and personnel work.


The qualities needed to succeed as an editor of a country paper are listed, and descriptions are given of the methods for finding a preparatory job, preparation, and kinds of work done on a country weekly.


A study of women mathematicians listed in 6 editions of Men of Science concludes that there are women mathematicians of worth, and that if women are given the same motivation and opportunities as men, women are equally capable in the field of mathematics.

An account of the need for trained social workers, training necessary, wages, hours, and responsibilities. A list of organizations and information about scholarships are included.

46. **An apple for the teacher.** Mademoiselle, 18: 120, 178-183, February 1944.

This article describes some of the modern methods of teaching, gives information about desirable personal qualifications of a teacher, training, salaries, and advantages and disadvantages of the occupation.


A description of the work of Diana Forman, maker of dolls representing Biblical characters.


Written to direct attention to the opportunities that exist for the mature woman in business and in a scant number of the professions and their byways, and to point out where these opportunities are to be found, this book discusses jobs where age is a vantage point and those where age is not a handicap. Short vocational biographies of women over 35 who successfully entered occupations, a bibliography, and a list of women's organizations and of community agencies interested in vocations for women increase the interest and usefulness of the publication.

49. **------ The woman everybody wants.** Independent woman, 27: 12-14, January 1948.

The advantages of practical nursing as a career are described with a discussion of the courses offered in various localities, the cost of training, and earnings of the trained practical nurse.

50. **An artist turns to international trade.** Independent woman, 26: 287, October 1947.

A short article about the building of an import-export business by a former concert artist.


Well known artists in different fields offer brief summaries of present day opportunities.

52. **Baker, Helen.** Employee counseling. Princeton, N. J., Industrial Relations Section, Princeton University, 1944. 64 p.

The methods of choosing counselors, desirable previous experience, duties, relations to the organization, and the probable future trends of counseling are discussed in this publication.


Chapter 6, Airline Hostess, explains the duties, training, and requirements for this work.

54. **Baltimore Department of Education. Division of Vocational Education. The nurse.** Baltimore, Md., The Department, 1943. 7 p.

A short description of the occupation is followed by information about desirable personal qualifications, training, including entrance requirements to schools of nursing, selecting a nursing school, duties and responsibilities while training, State registration, opportunities, earnings and advantages and disadvantages of the occupation. A bibliography is included.

55. **------ The physician.** Baltimore, Md., The Department, 1944. 7 p. (Reprint.)

A short description of the occupation is followed by information relative to the variety of opportunities for those with special training, personal qualifications, general training required, expense of training, requirements for admission to practice, earnings, and advantages and disadvantages of the occupation. Special mention is made of opportunities for women. A bibliography is included.
56. The secretary and stenographer. Baltimore, Md., The Department, 1943. Pages not numbered.

A short history and description of the occupation are followed by information about duties and responsibilities, personal qualifications, training, opportunities, advantages and disadvantages of the occupation, and earnings. A bibliography is included.


Chapter VIII discusses various professions open to the home economist and mentions special aptitudes, desirable personal characteristics, and advantages and disadvantages of these occupations. Among these are: Dietitian, nutritionist, commercial foods service worker, institutional administrator, home economist of food companies and industries, home service director, demonstrator, writer, and research worker in home economics.


Advantages and disadvantages of work for U. S. Senators and Representatives are outlined, and information is given about methods of obtaining jobs and the work done.


Study and conservation of wildlife offer opportunities for women in the fields of game management, forestry, museum work, field biology, and taxidermy. The article contains brief biographies of several women notable in this field and discusses openings and preparation for the work.


General information is given about teaching as a profession, its demands, rewards, and advantages and disadvantages.


An outline of the work of a chiropodist is followed by a list of approved colleges, information about cost of training, desirable personal characteristics, licensure, conditions of work, and earnings. Opportunities for women are discussed in a separate section. A list of colleges approved by the National Association of Chiropodists is included.


The author offers the following information: A short history of osteopathy, the nature of the work, training needed, length of course and its cost, licensure, advantages and disadvantages, and opportunities for women. A list of professional organizations, a list of approved colleges, and a bibliography are included.


Pharmacy offers attractive opportunities to women and to men. A short table shows average earnings of women and of men pharmacy graduates.


In animated style the author gives details of the work of the artist in various fields. Training, wages, advantages and disadvantages are outlined. Biographical sketches of leaders in the several fields are included. Suggestions for applying for a job and succeeding on it are given.


(1) Medical illustration; profession serving medical progress. By Ruth B. Coleman. 1947. 10 p. (No. 6.)

(2) The medical records librarian. By Edna K. Huffman. 1947. 7 p. (No. 8.)
(3) Professional nursing as a career. By Thelma F. Laird. 1947. 8 p. (No. 7.)
(4) The profession of medical technology. By Ruth Drummond. 1947. 22 p. (No. 5.)

These are reprints from Bios, in which a description of the occupation is followed by information about training needed, earnings, and, in some cases, certification requirements, and a list of approved schools.


This is a description of the character doll business carried on in New Orleans.


Requirements for successfully running a retail business are outlined.


This pamphlet contains information about the demand for teachers, the importance of the profession, its advantages, personal qualifications desirable, opportunities for training offered in Ohio, and a bibliography.


The home economist who is a specialist has more opportunities in government service than one from the general home economics field. Suggestions for making application to the U. S. Civil Service Commission are included.


This vocational guidance text offers specific information about the following occupations for women: Farm work, work in aviation, government employment, nursing, journalism, teaching, social work, librarianship, stenography, telephone operating, sales work, and restaurant work.


This is a survey of business firms in Minneapolis and St. Paul, Minn., which was made to discover how one or two years of college work in home economics helps in wage earning. Among the organizations where such preparation is found helpful are: Department stores, child care organizations, cafeterias and restaurants, retail food stores, advertising agencies, and clothing manufacturers.


This is a study of 245 women psychologists, their salaries, their attitudes toward their profession, the prejudice against them as workers, and the effect of marriage on their careers.


This study of 1,371 professional psychologists shows that women psychologists are employed in schools, educational systems, clinics, guidance centers, hospitals, and custodial institutions. Information about salaries and opportunities is offered.


Chapter XI is devoted to women in aviation: Flight stewardess, registration agent, ticket agent, passenger agent, operations clerk, dietitian, traffic manager, traffic representative, and commercial pilot. Information is given about the job, its requirements, and its pay.

This review of various fields of business offers information about desirable personal qualifications, preparation, advantages, and disadvantages of each type of work. A business opportunity chart with an analysis of the different fields and a list of typical positions are included.


This compilation of answers to a questionnaire returned by 5,749 teachers reviews the reasons for choosing teaching as a career and contains information about education received, desirable personal characteristics of a teacher, and suggestions for the better selection of teachers. A bibliography is included.


Women have increasing opportunities as workers and as officers in trust companies and in commercial banks. A discussion of women’s chances as brokers and as accountants is included, as are also biographies of women who have succeeded in various financial fields. Information is offered about education and training required for advancement, desirable personal qualifications, and probable future of the occupations.


Short descriptions are offered of work in the following categories: Agriculture; industry and trades; factory and shop work; clerical and financial work; merchandising and selling; independent business; health and healing; domestic and personal service; transportation and communication; protection and defense; arts and crafts; entertainment and writing; colleges and the professions; social and religious work; government service; and earning money at home. Chapter 18, Opportunities for Women, gives additional particulars about the following: Airplane and train hostess; office work and banking; entertainment; photography; commercial art; the printing trade; religious work; teaching; law; social and personnel work; agriculture; chemistry; selling and merchandising; domestic and personal service; factory work; and hotel and cafe hostess. Wages, education of trainees, conditions of work, and opportunities for advancement are discussed.


Following general information about aviation, very brief descriptions of occupations are given, including those in which women are employed.

80. Careers for women. Syracuse, N. Y., Syracuse University, not dated. 80 p., illus.

Brief descriptions of various occupations open to women are followed by information on preparation and qualifications, opportunities for work, and lists of courses preparatory to the field offered in Syracuse University.


Among the non-professional services described are the following: Clerk, telephone operator, hospital attendant, x-ray technician. Qualifications and examinations are discussed.


Osteopathy is defined, a brief history is offered, and a discussion follows of the advantages and disadvantages of the profession, educational requirements, training and its cost, specialties in the field for the osteopathic physician, and earnings. A list of approved colleges of osteopathy is included, and there is a special section devoted to the opportunities for women in the field.

The training and duties of workers in the fashion field are described: Buyer, merchandise manager, fabric stylist, designer, advertising and publicity executive, magazine writer, radio commentator, and proprietor of a fashion business. Job descriptions, desirable personal characteristics, and experience are discussed. Brief biographies of women successful in these fields are included.


This is an account of the success of one woman in raising flowers for a living.


This account of successful women in brokers' offices includes some information about personal qualifications, earnings, and advantages and disadvantages of the work.


Opportunities in the following fields are outlined, and special attention is given to openings for women. In some instances, facts are offered as to training needed and earnings: Science, pure and applied; medicine; nursing; physical therapy; dentistry; dental assistant; dental hygiene; pharmacy; engineering; building industry; airplane stewardess; salesmanship; and independent business.


The work of an occupational therapist is described, and information is given about training, desirable personal qualifications, and earnings.


In conversational style, the author discusses the work of the chemist in industry, in research work, and in products service. Facts are given about the preparation of a chemist and desirable personal traits, as well as value of graduate work, and types of employment available.

89. College graduates are needed in library service. New Brunswick, N. J., New Jersey College for Women, 1947. 3 p. folder.

A brief description of the duties of a librarian, including special librarian, is followed by a summary of positions available, a list of qualifications and education needed, and a short bibliography.


Designers of costumes for movie stars, shoppers, wardrobe girls, costume sketchers, and stock girls are used in Hollywood. Descriptions of the jobs, some biographical sketches of persons successful in their fields, and information about training and desirable personal characteristics are offered.


Knowledge which a designer must have, earnings in the field of garment designing, and training needed are discussed.


An account of some of the problems of household service, containing suggestions about standards, working conditions, and the best way of making domestic work more attractive.


An account of a policewoman's duties.

The work of a visiting nurse and her relations to doctors and patients are discussed.

95. A counseling aid for high school deans of girls and counselors. Cincinnati, Ohio, University of Cincinnati, 1947. 59 p. processed.

These are career articles written by women graduates of the College of Engineering and Commerce and the School of Applied Arts, University of Cincinnati, about the following fields: Stenography, advertising, personnel, investments, government, accountancy, employment service, statistics, teaching, military service, American Red Cross, city planning, interior decorating, display work, layout work, department store work, medical research, chemistry, and textile research.


Among the fields of opportunities listed for home economists are the following: Textiles and clothing; foods and nutrition, social work and child development; housing and equipment; consumer education and family economics; journalism and research; and government service. An outline summary of careers and a bibliography complete the pamphlet.


A short description is given of some of the duties of a clinical laboratory technician with facts about opportunities for employment, training required, and wages.

98. Curriculum in dental hygiene. Ann Arbor, Michigan, University of Michigan, 1944. 20 p., illus.

This description of the university course includes an outline of the work of the dental hygienist and a summary of education and training needed.


(1) Advertising. 1946. (No. 20.)
(2) Airline hostessing. 1948. (No. 15.)
(3) Dancing. 1948. (No. 16.)
(4) Fashion design. 1948. (No. 5.)
(5) Fine and commercial art. 1948. (No. 10.)
(6) Home economics. 1948. (No. 2.)
(7) Journalism. 1948. (No. 3.)
(8) Law. 1946. (No. 9.)
(9) Library science. 1946. (No. 8.)
(10) Medicine. 1948. (No. 14.)
(11) Merchandising. 1948. (No. 18.)
(12) Modeling. 1948. (No. 1.)
(13) Music. 1946. (No. 17.)
(14) Nursing. 1948. (No. 7.)
(15) Physical therapy. 1948 (No. 11.)
(16) Public relations. 1948. (No. 19.)
(17) Radio. 1948. (No. 21.)
(18) Secretarial work. 1948. (No. 4.)
(19) Social work. 1948. (No. 13.)
(20) Teaching. 1946. (No. 6.)
(21) Theatre. 1948. (No. 12.)

For each occupation, the following are listed: Personal characteristics desirable in the worker, training, earnings, and advantages and disadvantages of the work. The series is addressed to girls.
100. Daughters for Harvard. Time, 44: 90, Oct. 9, 1944.
A short account of women doctors in the United States and their difficulties in obtaining professional training.

A changed status of women household workers is foreseen with more training, more regular hours, and a different social position.

Poesy writing brings in scanty financial rewards. Short accounts are given of some poets, several of them women, who succeeded financially.

Written for young graduates, and describing the opportunities open to nurses, the book gives information about desirable personal characteristics, and advantages and disadvantages of the following fields: Hospital nursing, rural hospital nursing, out-patient department nursing, maternity nursing, pediatric nursing, psychiatric nursing, orthopedic nursing, communicable disease nursing, private duty nursing, public health nursing, school and camp nursing, industrial nursing, the nurse in a doctor’s office, and nursing in government institutions. A bibliography is included.

The work of a practical nurse, training, and earnings, are outlined in this full discussion of the present and probable future status of practical nursing.

This article discusses the need for practical nurses, need of standards and of licensure, courses given in various schools, and attitudes of professional nurses toward practical nurse training.

The author tells of the need for more nurses trained in the care of tuberculosis patients and of opportunities in this field.

A variety of occupations are briefly described. Preparation, chances for success, and earnings are outlined in the fields of acting, singing, dancing, radio and television, and motion picture acting. Also included is information about the fields of directing, costume designing, writing, and lecturing.

The advantages and disadvantages of dentistry as a career for Negro women are discussed.

The work of the professional model in the fashion and photographic fields is discussed. Information is offered about education desirable, physical characteristics, pay, hours, and the advantages and disadvantages of the work.

The occupation of teacher is compared favorably with other occupations in security, earnings, and hours, as well as working conditions.
111. **Do you want a job in publishing?** Glamour, 16: 203, 340–346, September 1946.

Openings in the fields of publishing magazines, books, and newspapers are discussed. The work of the editorial staff, the copy reader, the advertising manager, the reporter, the columnist, the librarian, and the purchasing agent is included in this brief outline.


The author lists positions in psychology open to women, in this account of the work of a psychologist. Included also are a list of desirable characteristics, and information about education required for various positions, and earnings to be expected.


This account of a survey of the work of industrial nurses includes activities of these nurses, source of supply, qualifications, salaries, and the use of part-time nursing services for small industries.


Opportunities for service in foreign countries require special aptitudes and preparation which the article classifies and lists.


The work of a home demonstration agent is described, and information is given about earnings, training needed, and advantages and disadvantages of the work.

116. **Educational qualifications of nutritionists in health agencies.** American journal of public health, 36: 45–50, January 1946. (Reprint published by the American Public Health Association.)

This is a statement of education, experience, and desirable personal qualifications of a nutritionist in a health agency.


This article contains brief descriptions of various jobs in the manufacture of such appliances as electric blankets and electronic equipment, where women do most of the work.


Wages of a school teacher, advantages, and disadvantages of the profession are discussed.


An experienced teacher tells why she finds teaching a satisfactory life work.

120. **Eustis, Helen.** As one writer to another. Mademoiselle, 23: 199, 355–358, August 1946.

Advice is given to writers about how best to succeed, with some information about the advantages and disadvantages of the author’s life.

121. **Evans, Eva Knox.** So you’re going to teach. Chicago, Ill., Julius Rosenwald Fund, 1943. 52 p., illus.

Some suggestions are offered to young teachers about their work and their attitude toward pupils and community.

122. **Faber, A. D.** Puppetry as a vocation. Occupations, 23: 93–96, November 1944.

A discussion of the opportunities offered to women and to men in puppetry. Types of puppetry, training, hours, and earnings are discussed.
   (1) The field of fashion design. 9 p. (Fact sheet no. 1.)
   (2) The field of modeling. 3 p. (Fact sheet no. 8.)
   (3) Independent services. 7 p. (Fact sheet no. 10.)
   (4) Information librarian. 5 p. (Fact sheet no. 5.)
   (5) Jobs in commercial research. 5 p. (Fact sheet no. 4.)
   (6) Jobs in resorts and resort hotels. 5 p. (Fact sheet no. 2.)
   (7) Jobs in transportation. 12 p. (Fact sheet no. 6.)
   (8) Jobs overseas. 6 p. (Fact sheet no. 7.)
   (9) The travel business. 5 p. (Fact sheet no. 3.)

The series is addressed to girls. For each occupation information is given about the characteristics of the field of work, desirable personal abilities which help the worker toward success, training, and earnings. In some fact sheets, a list of trade associations, of trade journals, and of schools offering preparation for the field are supplied.


A description of the occupation of family case worker, desirable personal characteristics, training needed, and fellowships and scholarships available. A list of accredited schools of social work is included.


The advantages and disadvantages of a fashion career are briefly outlined. The difficulties and rewards are discussed.


Chapter VI of this manual lists the qualifications of a policewoman, physical and educational requirements, and desirable personal characteristics.


This pamphlet includes a definition and a brief history of osteopathy, with information about the number and distribution of osteopathic physicians, earnings, licensure, an outline of professional training courses, and a list of colleges approved by the American Osteopathic Association. A short list of references is included.


A discussion of pharmacy as a career is followed by a listing of desirable personal characteristics and information about opportunities, earnings, numbers and distribution of pharmacists, State requirements for licensure, and a list of schools of pharmacy. Attention is given to opportunities for women.


The school social worker offers consultation service, liaison service, treatment service, and group interpretation for children not adjusted to their school environment. Qualifications of the worker, preparation, and experience are discussed.


Information is given about meeting teacher certification requirements; finding vacancies; securing positions in the continental United States, in the District of Columbia, in outlying possessions, in Indian schools, and in foreign countries; demands for teachers in different subjects and grade levels; and teachers' salaries in different States.

Summaries by States are given of educational requirements for the lowest grade, regular elementary, junior high school, and academic high school certificates; and for professional education and student teaching for experienced high school teachers. Tendencies and trends in regular certification and information about emergency certificates are summarized.


Included are Nation-wide services for placing groups of teachers in the United States and in foreign countries; State-wide services, and some information about the use of commercial teachers' agencies.


This pamphlet, designed to be used by school counselors, furnishes information about types of teaching, salaries, certification requirements, and sources of facts on teacher training. Characteristics of a successful teacher and desirable tests are discussed. The counselor is given some special suggestions about interviewing teacher candidates, and about maintaining files of information for candidates. Suggested forms and a bibliography are included in the appendix.


Designed to be of service to young people needing information about the choice of a career, this pamphlet offers information about the general nature of the profession, the work of a teacher, fields of specialization, working and living conditions, desirable personal characteristics, and education and training required for certification.


A description of the work of a visiting teacher and her place in the school system.


Stories of several teachers and their success, with some accounts of their methods, are included.


Designed to interest students in a career in public health nursing, this pamphlet offers information about the activities of a nurse, desirable personal characteristics, preparation, wages, and trends of employment.


Textile and food manufacturers and the building trades use home economists. Opportunities exist also in radio script writing and in preparing material for visual education.


In the Consular and Diplomatic Corps of the State Department, the Career Officer Corps is open to women. This article discusses the reasons why so few women have been appointed.


Women trained in home economics work in the equipment field, in public relations, and as operators of tearooms.
141. Fleming, Mary O. Teaching home economics as a career. Practical home economics, 26: 83, 128, February 1948.
A short discussion of desirable personal characteristics of a teacher of home economics, with facts about the advantages and disadvantages of the occupation.

This publication is divided into three parts: Professional, semiprofessional, and managerial occupations; clerical, sales, agricultural, fishing, forestry, and skilled occupations; and service, semiskilled and unskilled occupations. In chart form are indicated the proportions of women and of Negroes in each occupation, education needed, trends, ways of entering the field, possibilities for advancement, special personal qualifications needed, and earnings.

143. From school are we. Bel Air, Md., Harford County Teachers’ Association, 1945. 20 p., illus.
In popular style this pamphlet describes the work of a school teacher, its advantages and disadvantages, and satisfactions.

Chapter 2 describes in some detail the duties of the professional nurse in private practice, in institutions, and in the public health field.

The work of a gemologist is described with information about preparation and opportunities.

A description of the work of a ghost writer, its requirements and rewards.

A brief review is given of future possibilities for women trained as chemists, physicists, social workers, physicians, nurses, nutritionists, and engineers.

Opportunities open to women on newspapers are outlined with information about training and wages. Sources of further information are indicated.

The publication defines the Girl Scout professional worker, describes positions, and furnishes information about qualifications, education, experience, age, training, salary range, training offered, hours, and opportunities for advancement.

The advantages of teaching as a career are outlined. Wages and desirable personal characteristics of a teacher are discussed.

New methods for teaching foreign languages are discussed.

A discussion of openings in various fields for women with home economics training. Among them are: Child service center worker, personnel worker, worker in restaurants, worker in textile establishments, worker in the equipment field, and worker in the field of journalism.

A brief outline of opportunities for trained home economists in television, in the direction of educational films, in foods service for railroads, steamships, and airlines, and in public utilities.
154. **Gone are the days.** Seventeen, 4: 82–83, 148–156, August 1945.

A description of different types of teaching with information about the education and preparation required.


A discussion of the opportunities for women as managers and owners, as well as workers in power laundries, including some information about capital needed, development during the past years and future trends of the laundry business. Some information is given about women successful in this field of work.

156. **Greeting card art; how you can sell it.** New York, N. Y., Gartner and Bender, Inc., Art Bureau, not dated. 7 p.

A short description of the field of design for greeting cards, with information about earnings and methods of entering the occupation.


Chapter XII of the book describes the duties of the airline hostess, lists personal requirements of the job and describes training and pay. Information is also given about opportunities for women in laboratory and research work and for dietitians in airplane companies.


The Executive Secretary of the American Dietetic Association offers information about the preparation needed by a dietitian, including college work and internship. Opportunities open to dietitians are described.


Chapter I offers information about basic training needed for a career in fashion designing in the wholesale field, the retail field, and the theatrical field; also about the work of a stylist, a fashion reporter, and a fashion advertiser.


A laboratory of a large electrical industry has used inexperienced high school girl graduates as laboratory assistants, training them on the job. The girls have given satisfactory service.


The author describes the advantages and disadvantages of teaching as an occupation.


Among the positions open to women, which are described in this book, are the following: Ticket agent, stenographer, secretary, clerical worker, meteorologist, government research worker, and public relations worker.


An account of an experiment made in 1943-1944, designed to interest high school students in teaching as a career. This article gives particulars as to methods used in the research and results obtained.

164. **Hinkel, Ralph E. and Baron, Leo.** An educational guide in air transportation. Kansas City, Mo., Transcontinental & Western Air Lines, Inc., 1943. 140 p., illus.

The vocational descriptions in this publication include the following occupations in which girls are acceptable as employees: Airline hostess, meteorologist, dispatch clerk, radio operator, passenger agent, ticket agent, food service worker, stenographer, secretary, file clerk, typist,
receptionist, switchboard operator, clerk, personnel worker, teletype operator, accounting clerk, traffic representative, publicity representative. Brief descriptions of the work, training required, desirable personal characteristics, and earnings are included. A bibliography is appended.


The life and work of Connie Joannes Dickman, photographer's model, are described.


The motion picture industry requires costume designers, animated cartoon workers, script writers, publicity workers, music cutters, and musicians. Some description is offered of the work, and biographies of women successful in these fields are given.


Opportunities for the woman trained in home economics exist in the foods field, in textiles, and in such areas as restaurant and tearoom management, demonstration of food products, testing of household appliances, writing advertisements, and radio advertising. The training, experience, desirable personal characteristics, and earnings in each field are discussed.


The work of a home economist in utilities companies, as a home demonstration agent, as a food chemist, and as a teacher is outlined briefly with information on the desirable preparation and personal characteristics needed.


Courses for dental hygienists in a number of colleges are outlined, with requirements for admission and for graduation.


Brief descriptions are offered of the work of the following: Hotel workers, chambermaid, bath maid, inspectress, floor supervisor, and linen room supervisor.


A houseworker describes her job and tells why she likes it.


Except in teaching, facility in a foreign language alone is not a primary asset. Opportunities for women in the foreign field are limited.


Short accounts are given of a number of occupational opportunities. Among those for women are: Automobile manufacturing worker, dentist, doctor, electronics worker, worker in the United States Department of Agriculture, marketing research worker, metallurgist, plastics worker, script writer, radio worker, refrigeration sales promotion worker, research worker in textiles, hostesses and food workers for airplane companies, and furniture manufacturing worker.


A short account of job possibilities in the fields of textile chemistry, designing, selling, and research.

A former WAVE ensign gives her reasons for returning to the teaching profession.


The work done by a special librarian is described, and the qualifications for a librarian in this field are outlined, together with information about education and training required, earnings, advantages and disadvantages of the occupation. A short bibliography and a list of accredited library schools are included.

(1) Antique shop operation as a career. 1946. Pages not numbered. (No. 151.)
(2) Bacteriology as a career. 1946. Pages not numbered. (No. 145.)
(3) Biochemistry as a career. 1946. Pages not numbered. (No. 156.)
(4) Candy store operation as a career. 1946. Pages not numbered. (No. 144.)
(5) Career as a college professor. 1947. Pages not numbered. (No. 164.)
(6) Career as a home economist in the textile and clothing field. 1947. 24 p. (No. 171.)
(7) Career as an industrial nurse. 1946. Pages not numbered. (No. 139.)
(8) A career as a medical records librarian. 1943. Pages not numbered. (No. 5.)
(9) Career as a newspaper reporter. 1947. 20 p. (No. 174.)
(10) Career as a physicist. 1946. Pages not numbered. (No. 143.)
(11) Career as a primary teacher. 1946. Pages not numbered. (No. 141.)
(12) Career as a printer; the printing business. 1946. Pages not numbered. (No. 140.)
(13) Career as a public health nurse. 1948. 22 p. (No. 187.)
(14) Career as an X-ray technician. 1943. Pages not numbered. (No. 14.)
(15) Careers for women as advertising copy writers. 1944. Pages not numbered. (No. 133.)
(16) Careers for women in advertising art. 1944. Pages not numbered. (No. 134.)
(17) Careers for women in office work. 1945. Pages not numbered. (No. 135.)
(18) Careers for women in public relations work. 1944. Pages not numbered. (No. 136.)
(19) Careers for women with the air lines. 1948. 19 p. (No. 137.)
(20) Careers in the American Red Cross. 1943. Pages not numbered. (No. 13.)
(21) Careers in business administration. 1948. 28 p. (No. 178.)
(22) Careers in the fur industry. 1946. Pages not numbered. (No. 142.)
(23) Careers in travel service. 1948. 20 p. (No. 184.)
(24) Careers in the U. S. Employment Service. 1943. Pages not numbered. (No. 15.)
(25) Commercial and industrial art as a career. 1944. Pages not numbered. (No. 14.)
(26) Executive housekeeping as a career. 1948. 20 p. (No. 181.)
(27) Fashion and photographic modeling as a career. 1946. Pages not numbered. (No. 150.)
(28) Food shops and small grocery operation as a career. 1947. 20 p. (No. 176.)
(29) High school teaching as a career. 1948. 20 p. (No. 183.)
(30) Horticulture as a career. 1944. Pages not numbered. (No. 21.)
(31) Manufacturing as a career. 1944. Pages not numbered. (No. 32.)
(32) Opticians and optical mechanics. 1946. Pages not numbered. (No. 146.)
(33) Politics as a career. 1947. 24 p. (No. 169.)
(34) Psychology as a career. 1946. Pages not numbered. (No. 154.)
(35) Publicity work as a career. 1948. 24 p. (No. 186.)
(36) Radio acting as a career. 1947. Pages not numbered. (No. 158.)
(37) Radio announcing and news broadcasting careers. 1947. 23 p. (No. 173.)
(38) Research careers in the medical field. 1946. Pages not numbered. (No. 148.)
(39) School and college librarianship as a career. 1947. Pages not numbered. (No. 159.)
(40) Writing as a career (free-lance). 1947. Pages not numbered. (No. 167.)
(41) Writing for radio as a career. 1946. Pages not numbered. (No. 153.)

For each occupation, the following information is given: Description of the occupation, its history, the different types of jobs, training needed for these jobs, earnings, and personal qualifications desirable in workers. Advantages and disadvantages are discussed, and particular attention is given to the opportunities for women. A bibliography is included, and for some occupations, a list of professional organizations and a list of professional periodicals are added. Most of the series are illustrated.


This statement shows the number and percent of employees of steam railways who were women in various categories in January 1947 and in January 1948. The largest percentage were in clerical and allied positions.


The rewards of teaching are discussed, and changes in education which make teachers more a part of the community life are outlined. There is information about the advantages and disadvantages of the occupation.


The article analyzes magazine work, including editing, management, production, and selling. It discusses briefly the advantages and disadvantages of work in these fields.


The qualities needed for success as a musician are discussed in the following fields: Concert artist, teacher, orchestra musician, singer, opera singer, organist, and musical librarian. Training, conditions of work, and earnings are discussed. Women's work in each of these fields received some attention.
The differences between physical therapy and orthopedic nursing are defined. Opportunities open to orthopedic nurses are outlined, with information about preparation for the work and scholarships offered.

A review of possibilities for advancement for workers in many fields, with suggestions about personal characteristics needed for various types of jobs and some information about salaries and training.

A short account of the training of a medical illustrator and the future of medical illustrating.

Opportunities in the library field for Negroes include schools and colleges, public libraries, and special libraries. Training and salaries are discussed.

Women are successful as managers of lecturers and of lecture bureaus. A description of the demands of the occupation, preparation, and earnings is included.

Short accounts are given of many lines of independent businesses and occupations, with suggestions about how to prepare for them. Advantages and disadvantages and earnings are discussed, and a short bibliography is included in each section.

For each type of industry information is given about the nature of the job, training and education desirable, physical requirements, working conditions, union affiliation, wages and hours, hazards, and opportunities for women. Among the industries which employ many women are: Woolen and worsted textiles; cotton textiles; radio and radar equipment manufacturing; and manufacturing of plastics.

A description of the work of a woman headquarters guard on a ranger station.

Women succeed in the field of photography in research work and in selling, as well as in camera work and in photofinishing. The article contains short accounts of the women successful in special fields of photography.

A review of the survey made by Clara M. Brown and Ruth V. Arnesen. Hostess work, selling work, food preparation and service, and store demonstration work are occupations considered by employers to be suitable for women with limited home economics training.

From page 102 to 110 there are descriptions of the work of a nurse and of a physical therapist, followed by information about desirable personal characteristics, training, and advantages and disadvantages of the occupation.
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A description of industrial relations jobs in labor and management, including duties, responsibilities, education, experience, and desirable personal characteristics. Jobs open to women include the following: Union counselor, union educational director, director of employee counseling, employee service director, employment manager, job analyst, medical director, industrial nurse, union organizer, personnel director, public relations director, union public relations director, union shop steward, personnel statistician, personnel technician, training director, and employment interviewer.


This account of women in Civil Service positions lists several types of jobs, with requirements and earnings.


Opportunities for women in the field of accounting are described. A brief outline of desirable personal characteristics, duties, earnings, and training is offered. Requirements are given for certified public accountant. Brief biographies of women eminent in the field and a bibliography are included.


The work of an editorial assistant and of an editor of books is discussed. Information is offered about preparation, experience, and openings for women. Short biographies of women successful in the field are included.


The results of interviews with personnel officers of banks about the women employed during the war and their future are described. The opportunities for advancement of women to bank officials is considered good.


Some particulars are given about training and opportunities for women in the field of music.


Opportunities in the following fields are briefly described: Selling home furnishings; making slip covers and draperies; designing fabrics; and teaching of home decoration.


An account of the success of a woman in designing and manufacturing character dolls.


Various suggestions for hobbies, which can be used for money making.


Information is offered about social work as an occupation. Training required, preparation, and community responsibilities are discussed.


Included are short accounts of the work of a motion picture screen costume designer, a concert master, a film producer, a script girl, a research worker, a screen writer, and a hairdresser.
A brief review of the opportunities for women in documentary films.

An opportunity exists in the library field. The following are discussed: Personal qualities desirable in a librarian, salaries, education, training, and opportunities for specialization. A bibliography is included.

206. Library work; a profession for girls. Senior scholastic, 44: 38, Mar. 13–18, 1944.
Opportunities are open for librarians; the various fields of specialization are outlined.

Pertinent information regarding opportunities in government service includes facts about many positions, some open only to women and others where women are acceptable. Among those open to women are: Nurse officer, dietitian, physical therapist, librarian, vocational adviser, accountant, and personnel worker. Education and experience requirements, range of salary, and examples of examinations are included.

A home economist's work in a test kitchen and in an experimental kitchen is described. Information is given about desirable personal characteristics of a worker, courses needed, and probable future of the field.

Facts about teachers' salaries in many communities are given with comments as to the effects on the teaching profession and the dangers to the future of the nation.

Some information about women in the printing trades is offered in this study, which includes the history of the printing business from about 1900 and information about labor relations, union provisions, and trends in the trade.

The work of a gemologist is described. Information is given about courses which can be taken and advantages of the work.

A study of 1,240 women graduates of medical colleges, showing the proportion in full-time medical practice, in fields of specialization, and in the field of teaching in medical schools.

In conversational style, the author gives facts about the organization of an advertising agency and anecdotes illustrating various phases of the experiences of an advertising agency worker.

The training, experience, earnings, and trends of employment for women in advertising writing and in advertising art, in research, in mail order advertising, in public relations, and in radio are discussed. Brief biographies of women successful in the field are included.
The rewards and pleasures of a teacher's life are discussed.

This short account of the work of a radio script writer includes information of special interest to girls.

Chapter II offers information about desirable characteristics of an industrial nurse and educational qualifications requisite. The work of an industrial nurse is presented in detail.

This book of advice to women who want to succeed in the business world describes the following jobs: Clerk, typist, filing clerk, PBX operator, receptionist, stenographer, bookkeeper, calculating machine operator, and business machine operator. Chances for advancement are discussed.

Industrial nursing is defined. Chapter 4 describes the duties of an industrial nurse and lists desirable qualifications.

This account of the work of a home demonstration agent in North Carolina includes some history of the development of the home demonstration field and a description of many successful projects. Information is given about training and education for home demonstration agents.

The varied kinds of work of a medical illustrator are described, with information about training, desirable personal characteristics, and earnings.

The work of a medical record librarian is described with information about desirable personal characteristics, training, and experience. A list of accredited schools is included.

Opportunities for women in the merchandising of textiles are briefly outlined.

This is a short description of the job of promotion director and fashion coordinator.

This article discusses the training of a technical librarian, and the present need for such librarians; it suggests engineering graduates as a source of supply.

226. Medical technology; a profession for women. Muncie, Ind., Ball Memorial Hospital, not dated. 8 p. folder.
This folder offers information about the work, training, and opportunities open to medical technologists.

In the aviation field, women are acceptable as meteorologists, radio operators, fabric workers, draftsmen, personnel workers, public relations workers, traffic women, and airplane hostesses. The duties of the positions as well as the education and training needed are outlined.


This is a short account of the occupation of household workers, its present status, its advantages and disadvantages.

229. Miller, Queena Davison. The little clown that stole the show. Independent woman, 26: 231, 300, October 1947.

An account of the work of two women who originate, manufacture, and market rag dolls.


A realistic account of the work done by a clothing model and by a photographer’s model.


A woman foreman and linotype operator describes her duties in a combination weekly and commercial printing plant.


The advantages and disadvantages of the work of a private secretary are described in popular terms.


A compilation of occupational briefs published by the National Roster of Scientific and Specialized Personnel, the War Manpower Commission, and other government agencies. Among the jobs of particular interest to women are: Bookkeeping, stenography, secretarial work, office machine operation, registered nurse, social worker, librarian, high school teacher, and dietitian. Information about the job and its requirements, preparation, and earnings is included.


This study shows the proportion of women teachers in elementary schools, in high schools, in colleges, in professional schools, and in normal schools; offers information about women teachers who are married; and about the relative salaries received by men and by women teachers.


Opportunities in various fields are open to women in Alaska. Short biographies of women who have been successful in pioneering are included. There is a brief discussion of the advantages and disadvantages of work as hotel proprietor.


Most greeting card artists are women. Requirements of the job, training, and earnings are discussed.

237. Murphy, Walter J. Women in chemical industry. Women’s work and education, 15: 4–8, Winter 1944.

Included is a discussion of the need for women chemists in the fields of technical library work, patent research, and advertising of consumer products. Training needed is outlined.

This folder contains information about the number of chiropodists in the United States, educational requirements, professional training, desirable personal characteristics, and earnings. A list of accredited colleges of chiropody is included. Some attention is given to opportunities for women.


A short description of the work of YWCA secretaries with information about salaries paid, requisite training and experience, and personal qualifications needed by a secretary.


A history of the Young Women's Christian Association and a description of various opportunities for a worker. Particulars are included about desirable personal characteristics, training, chances for advancement, and salaries.


A definition of accounting and a description of the work of a public and of a private accountant, information about qualifications and preparation for the occupation, and about wages are followed by suggestions for a course in higher accountancy and information about probable future of the occupation.


The sales promotion field is defined, and information is given about salesmanship and sales management, advertising and sales promotion, and business correspondence. Desirable personal characteristics of workers, training, and earnings are discussed.


A description of the fields of advertising, selling, and business correspondence, with suggestions about training. Some attention is given to the openings for women in these fields.


The following are discussed: The duties of a secretary, different types of employment, advantages and disadvantages of various kinds of service, earnings, and personal characteristics valuable to a secretary. Specific vocational training is outlined.


A study of salaries, made biennially, includes 2,096 school systems. The salaries paid during 1930-31 and in 1946-47 are compared. Information is given about the salaries of teachers, principals, members of the administrative and supervisory staffs, and other employees of the school systems.


A short history of funeral service is followed by a list of desirable personal characteristics of mortuary personnel, education, and training needed, and a list of schools and colleges of embalming and mortuary science. There is a section on women in funeral service.


This publication contains basic factual and explanatory information about the profession of nursing for high school, college, and other counselors and includes a review of types of
positions open to professional nurses; income; hours of work; and qualifications, scholastic, physical, and personal. Also included is information about basic training of the professional nurse and methods for selecting a school of nursing.


Information is given about training and opportunities for public health nurses, wages, hours, and advantages of the profession.


The purposes of recreational leadership are outlined, and information is given about types of positions, including positions open to women, qualifications, preparation, earnings, and methods of obtaining employment.


Among the positions of special interest to women is that of supervisor of girls' and women's activities. The qualifications, the wages, and the duties of this position are discussed.


Written for women interested in self-created jobs, the book suggests methods of analyzing aptitudes and education for wage earning, and the requirements, training, and earnings in the following fields: Practical nursing, hospital personal service, household service, food preparation, saleswoman for magazines, contract typing, teacher of special subjects, needleworker, interior decorator, free lance writer, gardener, caretaking for pets, and independent business. Each section is followed by a bibliography.


Lists of occupations for men and for women with different types of handicaps are followed by details of various successful ventures undertaken by the handicapped. Among these are: Proprietorship of shops, production of hand-made articles, and production of foods. A bibliography is included.


A short account of the growth of the greeting card industry and methods for preparing and submitting designs, with information about earnings.


This account of the work of a newspaper includes reporting, the job of the specialist, and the work of the editor. There is some information specifically about the opportunities for women in the newspaper field.


This study of domestic service employment includes statistics, an examination of trends, and information about hours, wages, and working conditions.


This folder includes a short definition of the duties of a practical nurse, desirable qualifications, education, training, licensing, wages, hours, and a list of training schools in New York.
257. —— The registered professional nurse. Port Byron, N. Y., The Chronicle, 1945. 5 p. (Occupational brief no. 57.) (Reprint.)

This folder includes the following: Definition of the duties of a professional nurse, education and training needed, and physical requirements. A bibliography is included.


(1) Accountant. 1944. (No. 32.)
(2) Advertising. By Florence L. Rome and Robert Hoppock. 1946. (No. 33.)
(3) Air transportation. By Helen R. Blank. 1946. (No. 95.)
(4) Architect. 1944. (No. 34.)
(5) Automobile salesman. 1944. (No. 69.)
(6) Beekeeping. By Leo Baldwin. 1945. (No. 79.)
(7) Banking. 1945. (No. 3.)
(8) Book illustration. By Sarah A. Beard and Virginia Milling. 1944. (No. 76.)
(9) Bookkeeping. By Samuel Spiegler. 1945. (No. 5.) (2d rev. ed.)
(10) Bus and truck driver. 1944. (No. 54.) (2d rev. ed.)
(11) Children's librarian. By Sarah A. Beard. 1943. (No. 68.)
(12) Dental hygiene. By Florence L. Rome. 1946. (No. 7.)
(13) Dental technician. By Florence L. Rome. 1946. (No. 43.)
(14) Dentist. By Florence L. Rome. 1946. (No. 56.)
(15) Detective. 1944. (No. 44.)
(16) Dressmaker. 1945. (No. 21.)
(17) Electronics. 1944. (No. 70.)
(18) Foreign service. By Jack Soudakoff. 1947. (No. 105.)
(19) Foreign trade. By Helen R. Blank. 1946. (No. 96.)
(20) Free lance writer. 1944. (No. 45.) (2d rev. ed.)
(21) Frozen food lockers. By Gloria Wynne. 1945. (No. 86.)
(22) Funeral director. 1945. (No. 16.) (2d rev. ed.)
(23) Gasoline filling stations. 1944. (No. 77.)
(24) Guidance and personnel services. By Ruth Strang and Robert Hoppock. 1945. (No. 81.)
(27) Insurance salesman. 1945. (No. 22.) (2d rev. ed.)
(28) Journalism. By Samuel Spiegler. 1945. (No. 47.) (2d rev. ed.)
(29) Landscape architect. 1944. (No. 9.)
(30) Lawyer. By Ruth Selina. 1945. (No. 87.)
(31) Librarian. By Alma A. Klaw. 1947. (No. 104.)
(32) Linotype operator. 1944. (No. 23.)
(33) Medical illustration. By Anna L. Cohen. 1948. (No. 114.)
(34) Medical laboratory technologist. By Elizabeth A. Boeshore. 1945. (No. 83.)
(35) Medical secretary. By Margaret T. Llano. 1947. (No. 100.)
(36) Medical social work. By Florence L. Rome. 1946. (No. 98.)
(37) Medicine. By Helen R. Blank. 1945. (No. 82.)
(38) Meteorologist. By Margaret M. Dunbar and Mary Bulla. 1948. (No. 109.)
(39) Motion picture actor. 1945. (No. 24.)
(40) Nurseries. By Beatrice Novick. 1947. (No. 103.)
Each abstract contains a short account of the occupation, a list of personal characteristics desirable in the worker, training needed, methods of entering the occupation and advancing in it, the number and distribution of workers, including the proportion of workers who are women, and a discussion of the advantages and disadvantages of the work. A bibliography is included. In some of the sections, special attention is given to opportunities for women.


A list is offered of various occupations for which homemaking training is a preparation, with a discussion of the skills and technical knowledge required.


Details are given of the vocational guidance program at Stephens College, together with information about many occupations open to women for which preparatory work in the college is offered. Among these are: Teacher, professional nurse, dietitian, social worker, psychologist, personnel worker, speech pathologist, dentist, physician, saleswoman, journalist, industrial designer, accountant, radio continuity writer, textile designer, typist, and stenotypist.


This survey for the use of high school students and their advisers offers information about various kinds of work for which the University prepares women. It contains brief descriptions of the following occupations, and suggests preparatory courses: Journalism, medicine and related fields, nursing, pharmacy, education, nutrition, social work, recreation, law, public service, agriculture, technical work, and library science.

The article gives some reasons for the present nursing shortage.


The career of a public health nutritionist is described, with information about personal characteristics desirable, education needed, and earnings.


Chapters I and II offer facts about the duties of a medical assistant, opportunities, and desirable personal characteristics.


A woman minister tells of her preparation and of her work.


Chapter I offers information about the career of feature writing, preparation desirable, personal characteristics needed, earnings, and opportunities for both men and women in the field.


This review of changes in occupations during the war and the post-war period includes information about probable needs for women in factories, as clerical workers, as saleswomen, as domestic and service workers, and in professional fields.


Part of the book is devoted to the work of women in aviation during World War II. Chapters are also devoted to the following peacetime occupations: Air hostess, communications worker, meteorologist, employees of the Civil Aeronautics Administration, teachers of aviation, and workers in airline offices. For most occupations, information is given about duties, qualifications, training, and earnings.


Opportunities for Negro women exist in the following fields: Beauty culture, secretarial work, stenographic work, typing, sales work, bookkeeping, cashier work, work in food establishments, work in cleaning and pressing establishments, work in laundries, and in the field of ownership of independent businesses.


Chapters 19-21 give information about various kinds of business jobs, qualifications, personality and training needed, and some suggestions about applications and interviews.


Education and experience required in the fields of chemistry, physics, biology, and geology are outlined, and salaries are discussed. There are short biographies of men and of women eminent in various scientific fields. Chapter XI, devoted to "a woman's place in the laboratory," includes accounts of the work of women physicists, chemists, astronomers, structural engineers, aeronautical engineers, electrical engineers, chemical engineers, geologists, paleontologists, and meteorologists.


A discussion of the responsibilities of credit managers and of the opportunities for women in this field.
This article lists the professional positions common to youth-serving agencies with their qualifications. Among the agencies are a number serving girls.

Included is a list of qualifications for various positions serving youth, including YWCA, Campfire Girls, and Girl Scouts.

This study of the work done by general clerical employees in five types of businesses shows the amount of time devoted to typing and preparing for duplication, filing, calculating machine work, and use of other machines. Recommendations for training clerical employees are included.

This cooperative study of teacher education, 1939-1942, describes and analyzes specific practices employed in the affiliated centers, and sets forth the authors' own interpretations and conclusions.

The author offers suggestions about training for secretarial work, describes desirable personal characteristics, and gives brief accounts of the work of seven secretaries to prominent persons with their observations about the advantages and disadvantages of their occupation.

Short descriptions of the work of school teachers in nursery schools, in kindergartens, in the elementary grades, and in high schools are followed by a brief account of requirements for teaching regular and special school subjects.

A list of qualifications for obtaining a position, educational background desirable in a secretary, technical proficiency; desirable personal traits, and desirable behavior are discussed.

This pamphlet defines a Girl Scout professional worker and briefly discusses duties of workers of various types. Included are an outline of qualifications and training, and information on salaries and advancement opportunities.

This pamphlet outlines the qualifications of an industrial nurse, her training, experience, and personal characteristics which are desirable.

A woman dentist tells of the advantages and disadvantages of the profession.

Opportunities for women in pharmacy are outlined with brief accounts of some successful women pharmacists. Information is given about training, earnings, and outlook for the future. A bibliography is included.

An account of a woman food inspector.


Making models of horses and other animals became the means of a livelihood for a handicapped woman.


Work in a museum as a public relations director, curator, educational director, and as a director of a children’s museum is discussed, and information is given about the preparation needed. Short biographies of women successful in the field are included.


A list of approved schools for physical therapy technicians is included in this discussion of the duties of a physical therapist. Salary, opportunities for employment, and opportunities for advancement are included.


A writer of murder mysteries offers advice to other writers.


Chapter I, Retailing as a Career, describes various jobs in the field, and gives details of wages, hours of work, training, and opportunities for advancement.


Written for persons considering retailing as a life career, this pamphlet describes various positions in retailing and offers information about wages, hours, training, vacations, and opportunities for advancement.


In simple language, this book describes the work of a doctor, preparation, and some facts about specialization. Special reference is made to the work of women doctors.


Chapter 13 in this discussion of many phases of advertising, is devoted to problems of women in the field, including personal characteristics required, best ways of entering the occupation, and chances for advancement.


Offering specific information, and written by various authors, this book tells of the development of the blueberry as a commercial crop and about the opportunities for women in the fields of telegraphy and telephoning.


(1) If you are considering applied art. By Clifford McCormick. 1946. 16 p. (No. 4.)

(2) If you are considering costume design. By Edwina B. Hogadone. 1944. 23 p. (No. 5.)

(3) If you are considering food administration. By Georgie C. Hoke. 1946. 23 p. (No. 8.)
(4) If you are considering industrial chemistry. By Ralph L. Van Peursem. 1946. 19 p. (No. 3.)
(5) If you are considering interior decoration. By Jean MacCargo Stampe. 1946. 22 p. (No. 11.)
(6) If you are considering photography. By C. B. Neblette. 1945. 31 p. (No. 2.) (Rev. ed.)
(7) If you are considering publishing and printing. By Byron G. Culver. 1945. 19 p. (No. 10.)
(8) If you are considering retailing. By Edwina B. Hogadone. 1945. 15 p. (No. 1.) (Rev. ed.)

In each pamphlet, different jobs in the occupation are discussed. Information is given about preparation, types of employment, working conditions, and earnings in the field. Usually advantages and disadvantages are discussed, and desirable personal characteristics of a worker are indicated. In some of the pamphlets, particular attention is given to opportunities for women.

A life insurance underwriter tells of opportunities for women as life insurance salesmen.

An account of two women, who, returning to their family farm, made a success of agriculture.

A plan for in-service training for promising young men and young women as instructors or assistants developed by the Association of American Colleges.

Chapter 14 of this text, The Broad Aspects of Public Health Nursing, offers information about the qualifications of a public health nurse, basic professional preparation, postgraduate preparation recommended, employment opportunities, responsibilities, salary, working hours, retirement benefits, working conditions, opportunities for professional improvement, and opportunities for advancement.

The result of a survey of 242 agencies engaged in child welfare activities is discussed. The survey gave information about qualifications and salaries of supervisors, case workers, and houseparents.

Accounting as a field for women is described, with information about opportunities in different types of accounting, preparation required, desirable personal qualifications, and earnings.

Short accounts are given of the following occupations with suggestions about desirable personal characteristics and the preparation needed: Merchandiser, advertising writer, fashion designer, office executive, and journalist.

A study of salaries in 1,897 cities during the year 1944-1945.
A study of the supply of and demand for teachers in pre-school and primary grades in New York City, 1935-1940.

A study of wages of workers in the San Francisco Bay Area in the fields of clerical work, office machine operation, stenography, and bookkeeping, with information about vacations, sick leave with pay, and health insurance.

305. Sargent, Emilie G. Nursing, a service to humanity. School and college placement, 8: 5-10, December 1947.
Desirable personal characteristics of a nurse are listed, and information is given about choice of a nursing school, special fields of nursing, and trends of the occupation.

Suggestions about obtaining an audition and work on the radio.

A review of possible jobs in the field of television together with recommended preparation.

The making of industrial, educational, and documentary films offers opportunities which the author describes. Preparation, types of jobs, and suggestions about entering the work are discussed.

The following are outlined: The duties of a library chemist, training as a chemist and as a librarian, and opportunities in the field.

Advantages and disadvantages of the job of fashion editor are outlined. Desirable training and education of such an editor are discussed.

Opportunities for women trained as home economists exist in many food establishments, equipment firms, newspapers, and retail stores.

(1) Advertising as an occupation. By Edwin W. Davis. 1948. 48 p. (No. 9.) (Rev. ed.)
(2) A career in engineering. By Lowell O. Stewart. 1943. 49 p. (No. 30.)
(3) Careers in labor relations. By Florence Peterson. 1947. 48 p. (No. 32.) (Rev. ed.)
(6) Instrument makers. By Edward Schmid and Michael Brand. 1943. 48 p. (No. 34.)


(8) Teaching as a career. By Cyril O. Houle. 1944. 48 p. (No. 5.) (2d rev. ed.)


In most of these illustrated monographs, a short history of the occupation precedes a discussion of different types of jobs in the field, training needed, qualifications desirable in the worker, earnings, and methods of entering and progressing in the occupation. Particular attention is given to opportunities for women. A bibliography is included in each.


(1) Accountants. 1948. (No. 6.)

(2) Agents and credit workers. 1944. (No. 72.)

(3) Aluminum industry workers. 1946. (No. 163.)

(4) Architects. 1944. (No. 58.)

(5) Aviation jobs. 1944. (No. 68.)

(6) Bank workers. 1946. (No. 140.)

(7) Barbers and beauticians. 1945. (No. 96.)

(8) Biological scientists. 1947. (No. 173.)

(9) Bookbinders. 1945. (No. 110.)

(10) Bookkeepers and cashiers. 1948. (No. 5.)

(11) Building maintenance workers. 1944. (No. 57.)

(12) Cannery workers. 1945. (No. 118.)

(13) Chemists. 1944. (No. 29.)

(14) Cleaning and dyeing workers. 1945. (No. 94.)

(15) Clergymen and religious workers. 1945. (No. 91.)

(16) Clothing manufacturing workers. 1945. (No. 83.)

(17) College professors. 1944. (No. 66.)

(18) Commercial travelers. 1945. (No. 74.)

(19) Consumer cooperative workers. 1945. (No. 107.)

(20) County extension workers. 1945. (No. 108.)

(21) Dairy farmers. 1944. (No. 32.)

(22) Dairy workers. 1947. (No. 190.)

(23) Dancers. 1947. (No. 191.)

(24) Dental hygienists. 1947. (No. 198.)

(25) Dentists. 1945. (No. 112.)

(26) Dietitians. 1947. (No. 195.)

(27) Diplomatic service workers. 1945. (No. 92.)

(28) Direct mail advertising workers. 1946. (No. 159.)

(29) Display workers. 1948. (No. 2.)

(30) Draftsmen. 1944. (No. 49.)

(31) Drug and cosmetic industry workers. 1946. (No. 166.)

(32) Editors and reporters. 1945. (No. 89.)

(33) Electric appliance industry workers. 1947. (No. 179.)

(34) Electricians and electrical workers. 1944. (No. 25.)

(35) Electronics. 1944. (No. 51.)

(36) Export and import workers. 1947. (No. 186.)

(37) F. B. I. agents. 1947. (No. 206.)

(38) Florists. 1946. (No. 168.)
(39) Food dehydration workers. 1946. (No. 172.)
(40) Food store workers. 1944. (No. 70.)
(41) Foreign correspondents. 1947. (No. 20.)
(42) Foremen. 1944. (No. 21.)
(43) Foundrymen. 1944. (No. 41.)
(44) Free-lance writers. 1945. (No. 121.)
(45) Funeral directors and embalmers. 1945. (No. 99.)
(46) Furniture workers. 1945. (No. 82.)
(47) Furriers. 1947. (No. 177.)
(48) Greeting card industry workers. 1947. (No. 194.)
(49) Guidance workers. 1947. (No. 196.)
(50) Home economists. 1944. (No. 64.)
(51) Hotel workers. 1945. (No. 111.)
(52) Household workers. 1945. (No. 95.)
(53) House-to-house canvassers. 1945. (No. 75.)
(54) Industrial designers. 1947. (No. 192.)
(55) Insurance salesmen. 1947. (No. 174.)
(56) Interior decoration and window display. 1944. (No. 59.)
(57) Laboratory technicians. 1944. (No. 63.)
(58) Landscapers, nurserymen, florists. 1944. (No. 60.)
(59) Laundry workers. 1945. (No. 93.)
(60) Leather workers. 1945. (No. 84.)
(61) Librarians. 1945. (No. 115.)
(62) Literary agents. 1947. (No. 182.)
(63) Magazine publishing workers. 1948. (No. 234.)
(64) Meat packing workers. 1945. (No. 119.)
(65) Motion picture workers. 1945. (No. 120.)
(66) Office clerks. 1943. (No. 11.)
(67) Office machine operators. 1943. (No. 7.)
(68) Operatives. 1943. (No. 19.)
(69) Ophthalmologists. 1947. (No. 221.)
(70) Optometrists. 1945. (No. 114.)
(71) Owning your own retail shop. 1946. (No. 160.)
(72) Packaging industry workers. 1947. (No. 187.)
(73) Paper and pulp workers. 1945. (No. 80.)
(74) Personnel workers. 1944. (No. 54.)
(75) Pharmacists. 1945. (No. 101.)
(76) Photographers. 1944. (No. 50.)
(77) Physical education teachers. 1945. (No. 154.)
(78) Physical scientists. 1947. (No. 178.)
(79) Physicians and surgeons. 1944. (No. 36.)
(80) Plastics workers. 1945. (No. 79.)
(81) Politicians. 1945. (No. 106.)
(82) Postal workers. 1945. (No. 100.)
(83) Practical nurses. 1945. (No. 98.)
(84) Psychiatrists. 1946. (No. 162.)
(85) Psychologists. 1945. (No. 104.)
(86) Public administration. 1944. (No. 52.)
(87) Public relations workers. 1945. (No. 88.)
(88) Purchasing agents and buyers. 1945. (No. 76.)
(89) Radio jobs. 1944. (No. 24.)
(90) Railroad workers. 1944. (No. 22.)
(91) Recreation workers. 1945. (No. 90.)
A brief description of the occupation, and in some cases a history, are followed by information about the number of workers in the field; specialties, or different types of jobs; requirements for training; earnings; and advantages and disadvantages. Opportunities for women receive particular attention. Some of the briefs discuss trends of the occupation, and each contains a short bibliography.


(1) Archeology as a career for women. By Kathleen M. Kenyon. 2 p. Reprint from Women's employment, Jan. 7, 1944. (Reprint no. 161.)

(2) The home economist; her day. Reprint from American cookery, 49: 34–35, March 1944. (Reprint no. 159.)

(3) Homemaking teacher as counselor; qualifications and responsibilities. By A. Eleanor Neuhoff. 2 p. Reprint from Illinois vocational progress, 2: 34–35, 44, September 1944. (Reprint no. 181.)

(4) Jobs in geography. By Robert Strausz-Hupe. Reprint from Women’s work and education, 15: 4, Fall 1944. (Reprint no. 175.)


(6) Our veterans need more nurses. Reprint from American journal of nursing, 44: 724–727, August 1944. (Reprint no. 177.)


(8) Photo retouching as a career. 2 p. Reprint from She, August 1944. (Reprint no. 172.)

(9) The role of women in banking. By Catherine S. Pepper. Reprint from International altrusan, 22: 5–7, December 1944. (Occupational reprint no. 182.)
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Each reprint contains a short description of a job, with a review of the special opportunities that it offers to women.

315. Shorthand reporting as a profession. Chicago, Ill., The Gregg College, not dated. 48 p., illus.

A description of the work of a court reporter and of a convention reporter, with information about earnings, preparation needed, education, and opportunities for women.


Opportunities for women receive special attention in the following fields of independent business: Dairy products store; confectionery store; ice cream store; drug store; women's apparel store; millinery store; jewelry store; flower store; gift shop; news and magazine business. The nature of the independent business, size and growth, outlook, capital, sales and income, and advantages and disadvantages are discussed.


(1) The business home economist in the food industry. 1946.
(2) Department store; training department staff. 1947.
(3) The home economics teacher. 1948.
(4) Industrial writing; writing and editing company publications. 1946.
(7) The physical therapist. 1948.
(8) Reading consultant; the librarian in adult education. 1947.
(9) The secretary in the Inter-American field. 1946.

Each folder outlines the work of the occupation, tells of personal qualifications desirable in the worker, and gives information about earnings in the field and courses recommended in school and in college as preparation for entrance. A short bibliography is included in each folder.


Careers for girls are described in the fields of nutrition and dietetics with food companies and with trade associations; as writers and as radio broadcasters on foods and with food companies; as food workers and managers in hotels, restaurants, cafeterias, and tea-rooms; as workers in industrial cafeterias; and as food managers for airline companies. The work of the hospital dietitian, the nutritionist in government service, the laboratory research worker, and the home demonstration agent is discussed. The authors outline the training required for different types of work, the salaries and wages given, and the advantages and disadvantages of each field of employment.


This book includes the following: Desirable personal characteristics for women entering these fields, advantages and disadvantages, and short accounts of business careers of successful women in the field, with information about different types of real estate selling and the different fields of insurance.

In conversational style, and with illustrations from the careers of successful business women, the authors furnish information about the following occupations: Stenographer, secretary, stenotypist, telephone operator, telegraph operator, P B X operator, industrial relations worker, bookkeeper, banker, statistician, accountant, and business executive. A bibliography is included.


The training given to a home demonstration agent and an outline of the work she is expected to do.


This pamphlet contains short descriptions of various types of work done by employees in air transportation. Those open to women are: Selling tickets and reserving space, fleet service clerk, stock clerk, fleet service cleaner, passenger agent, stewardess, teletype operator, accountant and auditor, secretary, clerk, typist, and stenographer. Duties, responsibilities, training, and education are briefly discussed.


A textbook on retail selling; chapter I is devoted to retailing as an occupation.


A definition of the duties of a personnel worker is followed by a list of qualifications and information on preparation which is desirable, fields of activity, advantages and disadvantages of the occupation, and opportunities in the future. Chapter X gives an account of women in the field of personnel and contains biographies of several outstanding women personnel workers.


Part I lists Federal jobs and offers information on required education and experience, duties, age, and physical requirements, location of job, and starting salary. Part II describes the organization of government service, general qualifications, procedure for getting a job, conditions of work, veterans' preference, and the history of Federal civil service. Some information is offered on State and municipal civil service systems. Many of these positions are open to women.


Among the women's occupations described are the following: Domestic work, clerical work, office machine work, garment work, cosmetology, airplane stewardess, teaching, library work, nursing, and social work. A general summary of each field is followed by information about advantages and disadvantages, preparation, and earnings.


Educational requirements for the special librarian are listed, together with information about training, earnings, and trends of the occupation.


This book outlines opportunities for women in the fields of civil, mechanical, electrical, and aeronautical engineering. Women's chances for success as physicians, chemists, geologists, and biologists are discussed. Educational requirements and opportunities for employment and advancement are described. The author emphasizes the fact that women are still pioneers in many of these science and engineering fields. Brief biographies of women successful as chemists and as engineers are included.
329. ——— Library work, a profession for girls. Scholastic, 44: 38, Mar. 13, 1944.

A short account of the various types of library work, together with information about opportunities in the field.


Designed to give an over-all vocational picture of the fields of social work, this book defines social work and discusses opportunities in family case work, child welfare, school social work, probation and parole, medical social work, psychiatric social work, group work, community organization, public welfare, social service research, social administration, social legislation, occupational therapy, vocational guidance, and public housing. Information is offered on education, training, chances for advancement, and salaries in the different fields. A list of schools of social work and of organizations active in social work and a bibliography are included.


Desirable personal characteristics, training, and experience needed for a successful copy writer are outlined. Short biographies of women successful in the field are followed by information about methods of entering the field and chances for advancement in it.

332. Stern, Edith M. Dollars for spare hours. Woman's home companion, 73: 12, 14, 162, December 1946.

This article describes the handcraft shop run by the New York Division of the Women's National Farm and Garden Association to sell hand-made products.


Addressed to persons in charge of nursing education, this book discusses preparation of teachers of nursing, need for recognizing teaching and leadership ability, and present day trends in the development of the profession of nursing. The principal problems of training are outlined from an administrative point of view.


An account of women members of symphony orchestras, including short biographies and a list of the instruments they play.


Technical librarians serve industrial organizations, securing information for the use of the staff. Information is offered about training and education needed.


Written with the cooperation of the National Commission on Teacher Education and Professional Standards, and addressed to young persons choosing a career, this publication tells of the rewards of teaching, advantages and disadvantages, specialties, earnings, and preparation needed.


Opportunities in teaching, salaries, desirable personal characteristics, and training are discussed.

338. The study and practice of law. Chicago, Ill., The University of Chicago Law School, not dated. 56 p. (Reprint and pamphlet series, no. 7.)

Facts are offered about job opportunities which are open to lawyers, qualifications for admission to the bar, and earnings to be expected. Some attention is given to opportunities for women.

The work of women in the Federal Bureau of Investigation includes photography, recording of fingerprint data, cryptanalysis, coding, filing, and identification. Information is given about qualifications needed and desirable preparation for the work.


This survey of paid auxiliary nursing workers in 1,665 general and related special hospitals in July 1943 includes information about the number of paid auxiliary nursing workers per patient, ratio of paid auxiliary nursing workers to general staff nurses, and other related data.


Some facts about the importance of life insurance are followed by information about the advantages of the field and details about the work of various positions. Many of the positions are filled by women.


Some biographical details are given of successful women architects, with information about architecture as a career for women.

343. Three great weavers. House and garden, 90: 64, 83, August 1946.

Mrs. Elsa Gullberg of Sweden, interested in the preservation of old weaving techniques and her work in handweaving; Dorothy Liebes of California, who works in developing textiles; and Mr. Gautan Sarabhai of India are all great weavers. A discussion of their work is included in this article.


This article discusses the training, responsibilities, and the advantages and disadvantages of the work of an airline hostess by telling of the life and work of one hostess.


A brief biography of a secretary to an executive, outlining her duties.


The work of a registered nurse is described by giving the biography of one nurse, with details of her responsibilities.


The work of one actress is described to show the experiences common to the occupation.


Women have been successful in many types of independent business enterprises. This article describes a survey of such businesses made by the New York State Department of Commerce.


A definition of a practical nurse. Training facilities available, cost of training, licensure, salaries, and hours are discussed in this article. A short bibliography is included.


Traits of a good teacher are described. Requirements for certification of teachers and preparation are discussed.
A textbook for counselors in nursing schools. A bibliography is included.

The work of designers in cities other than New York is described. Training, experience, wages, and advantages and disadvantages of the occupation are outlined. Short biographies of successful designers are included.

After an explanation of the work of the Civil Service Commission, the pamphlet offers information about applications, examinations, pay, advancement, and retirement benefits. Various types of jobs are discussed, among them, the following, where many women are employed: Clerical; scientific aids; nursing; engineering; engineering drafting; auditing; and accounting.

Information for prospective operators of beauty shops on going into business, selecting a location, layout of the shop, equipment, laws, taxes, insurance, types of service, customer relations, advertising, record keeping, expense control, and personnel.

Women are employed in the clerical and clerical-technical positions of the Federal Bureau of Investigation. Information about age, physical condition required, educational and job qualifications, wages, and hours.

The increasing need for nurses is analyzed with reference to requirements of hospitals and private duty opportunities.

Wages of men and of women in the confectionery industry are given with data about earnings in various occupations in several localities, hours worked, bonuses, and paid vacations.

A study of more than 28,000 employees in 1,312 banks, trust companies, and savings and loan associations. Data on wages and hours are arranged by occupations, and information is given separately for men and for women.

A study of wages of men and of women in various jobs in laundries in 33 large cities in July 1947.

Included are data on earnings of women in various types of retail stores in large New York cities in 1945.

This study of the answers of 21,700 nurses to a questionnaire about hours and earnings in October 1946 contains information about the advantages and disadvantages of nursing as a profession.


This study of the status of nurses includes information about the fields of nursing, hours of work, earnings, variations in working conditions, and a summary of the types of duties performed. Facts are also given about the attitudes of nurses toward their profession, and about their age, experience, and education.


Among the occupations in aviation open to women are the following: Flight stewardess and tele typist. Information as to hours, duties, and earnings is offered.


A description of the duties of hotel workers in different jobs, which includes trends of the occupation, earnings, and working conditions.


The bulletin describes duties, training, earnings, and working conditions in the plastics industry and discusses trends in employment. Some attention is given to opportunities for women.


Some information about women in the printing industry, particularly in the fields of proofreading and bindery work is included.


Data on hours of work and wages of men and of women hosiery workers in several localities and on various jobs.


Data about wages paid to men and to women employees in hotels in 31 large cities in the United States.


This analysis of the plastics industry and its probable future development gives some information about women, employed in office work, in finishing, and in inspecting.


Atlanta, Ga. 40 p.

Boston, Mass. 23 p.
These studies of the earnings of men and of women office workers in ten cities include information about hourly rates, supplementary benefits, hours of work, pay for holidays and vacations, sick leave provisions, and insurance and pension plans.

A description of the jobs in full-fashioned and seamless hosiery manufacture and information about future prospects for women in these jobs.

Since a shortage of physicians is anticipated, particularly in some specialized fields, the outlook for physicians seems especially bright. Some information is offered about earnings. The percentage of women graduates of all medical colleges to total graduates is given.

Wages in different office occupations, hours of work, paid vacations, and other supplementary benefits are discussed.

A report of a survey of salaries paid in public libraries in various cities in November 1943.

Wages and hours of bindery women received separate treatment in this report.

A review of wages and hours of women in various types of stores in New York in 1944.

A study of the wages of men and of women in the glassware industry.

Information is arranged by regions and by types of occupations. Wages earned by men and by women are given, with information about hours, paid vacations, and paid sick leave.

This bulletin describes the operations and gives details of hours and earnings of men and of women in the industry, in which less than half of the employees are women.

This study of 7,573 workers in 173 establishments gives information about wages paid to men and to women in several localities and on various jobs in the industry.
A short review of the field of domestic employment in New York, including data on wages and hours.

Wages for men and for women in different occupations in women’s dress manufacture are discussed, with information about pay for holidays and vacations.

Earnings for men and for women in various occupations in the furniture industry in several localities with information about hours and paid vacations.

Data obtained from a study made by the Bureau of Labor Statistics, the Women’s Bureau, and the National Nursing Council. Information about earnings, working conditions, and advantages and disadvantages of the occupation.

A study of 1,350 public health nurses. Information about salaries, hours, vacations, and attitudes toward the occupation.

Women nutritionists considerably outnumbered men in the National Roster of 1946. The work of the nutritionist is briefly outlined, educational qualifications are listed, and sources of employment indicated.

This brief description of chemistry and its applications and the account of what chemists do, their training, and their employment gives some attention to opportunities for women in the occupation.

This brief description of the field of chemical engineering, of the kind of work chemical engineers do, how they are trained, and how they are employed, mentions opportunities for women.

The booklet includes the following: A description of the work of a geologist, related fields of employment, qualifications, training, sources of employment, earnings, and a bibliography. A special section is devoted to opportunities for women.

The occupations in which women predominate in this field are dietitian and registered nurse. A brief description of the occupation is followed by information about types of specialization, professional affiliation, educational requirements, and sources of employment.

The following occupations in which women predominate are described: Dental hygienist, medical laboratory technician, occupational therapist, and physical therapist. A description of each occupation, data about educational qualifications, certification, professional affiliations, Civil Service ratings, requirements, and sources of employment are discussed.


This description of the work of a meteorologist includes information about openings, pay, and opportunities for advancement, as well as qualifications and training. A special section is devoted to opportunities for women.

393. Miscellaneous professional fields. Washington, U.S. Government printing office, 1947. 29 p. (Description of professions series, pamphlet no. 5.)

This pamphlet contains information about two fields in which women predominate, librarian and social worker. A description of the work, fields of specialization, educational qualifications, professional affiliations, civil service status, and sources of employment are discussed.


Articles on the status, problems, pay, training, and needs of the household employee in several localities.


A description of the industry in general with a detailed description of some of the jobs, earnings, and hours, and some information about opportunities for women.


Although the purpose of this report is to improve conditions of household employment for both employees and employers, it contains much information about wages, hours, and working conditions of household employees.


Responsibilities of the industrial nurse for the safety and health of women workers are discussed.


A study of household employment, including numbers, demand and supply, and wages. Special emphasis is laid on the legal situation of domestic workers and on their old age problems.


(1) Dental hygienists. 1945. 17 p., illus. (Bulletin 203–10.)
(2) Medical laboratory technicians. 1944. 10 p., illus. (Bulletin 203–4.)
(3) Medical record librarians. 1945. 9 p., illus. (Bulletin 203–6.)
(4) Occupational therapists. 1944. 15 p., illus. (Bulletin 203–2.)
(5) Physical therapists. 1944. 14 p., illus. (Bulletin 203–1.)
(6) Physicians’ and dentists’ assistants. 1945. 15 p., illus. (Bulletin 203–11.)
(7) Practical nurses and hospital attendants. 1945. 20 p., illus. (Bulletin 203–5.)
(8) Professional nurses. 1945. 66 p., illus. (Bulletin 203–3.)
(9) Trends and their effect upon the demand for women workers. 1946. 55 p., illus. (Bulletin 203–12.)
(10) Women dentists. 1945. 21 p., illus. (Bulletin 203–9.)
(12) X-ray technicians. 1945. 14 p., illus. (Bulletin 203–8.)

In each bulletin, the following information is given: Definition of the occupation; prewar number and distribution of workers; wartime changes; present trends; earnings, hours, and opportunities for advancement; and opportunities for older women, for married women, for Negro women, and for women with physical handicaps. Requirements for civil service positions are listed. In some of the bulletins, lists of approved schools for training are included; and information is offered about professional organizations, requirements for licensure, and requirements for entrance to approved schools of training. Each bulletin contains a bibliography. No. 12 of the series includes a summary of the information contained in the other bulletins, provides comparative charts, and offers information about opportunities in each of the fields discussed in relation to special circumstances, such as geographical location.


(1) The outlook for women in architecture and engineering. 1948. 88 p., illus. (Bulletin 223–5.)
(2) The outlook for women in the biological sciences. 1948. 87 p., illus. (Bulletin 223–3.)
(3) The outlook for women in chemistry. 1948. 65 p., illus. (Bulletin 223–2.)
(4) The outlook for women in geology, geography, and meteorology. 1948. 52 p., illus. (Bulletin 223–7.)
(5) The outlook for women in mathematics and statistics. 1948. 21 p., illus. (Bulletin 223–4.)
(6) The outlook for women in occupations related to science. 1948. 33 p., illus. (Bulletin 223–8.)
(7) The outlook for women in physics and astronomy. 1948. 32 p., illus. (Bulletin 223–6.)
(8) The outlook for women in science. 1949. 81 p., illus. (Bulletin 223–1.)

Each bulletin contains a definition of the occupation, information about prewar distribution of women in the occupation, war demand and supply, and wartime changes. Facts are given about the following: Earnings, hours and advancement, professional organizations, early postwar employment, postwar demand and supply, future outlook, training, and handicaps, with suggestions to women wishing to enter the occupation. A bibliography is included in each of the bulletins. Requirements are listed for civil service positions, and in some of the series, a list of requirements for graduation from approved schools is supplied. No. 1 of the series is a summary of the information contained in all the other bulletins, with some additional facts and suggestions for women interested in entering different fields.


Part II. Analysis of plant facilities laws. 1945. 43 p. (Bulletin no. 202–2.)


Part V. Explanation and appraisal. 1946. 66 p. (Bulletin no. 202-5.)

For each State, provisions of the laws as they affect women are summarized, and modifications or changes in provisions in effect during the war period are noted.


A description of important jobs held by women in the telephone industry.


A description of the different types of work done by women employed by telephone companies is followed by information about schooling, age, length of service, marital status, wages, and working conditions.


Women’s opportunities in aviation lie in such fields as instructor in private flying schools; stewardess; ticket reservation clerk; secretarial worker; and Civil Aeronautics Administration worker. Some information is offered about training and salaries, and brief biographies of women well known in the field of aviation are included.


A description of laundry operations in 258 laundries, together with the number of women employed in various jobs, wages, hours, and working conditions.


Cost of living budgets are defined, with information about development of cost of living budgets for minimum wage purposes. Tables follow showing the cost of each budget in 12 States, with explanation of how the budget was derived.


Few opportunities exist for women in export jobs. There are some opportunities for secretaries in export departments and for women in governmental foreign service, in the field of code clerk, and in research and publication.


The medical librarian’s work, training, and responsibility are discussed.


In Chapter 3 is given a list of 52 women who were starred in “American Men of Science,” 1903-1943. Included are anatomists, anthropologists, astronomers, botanists, chemists, geologists, mathematicians, physicists, psychologists, and zoologists.


(1) Air hostess. By Jack Stark. 1946. 24 p. (No. 69.)

(2) Astronomy. By Freeman D. Miller. 1947. 32 p. (No. 72.)

(3) Banking. By Albert Griffin. 1945. 28 p. (No. 53.)
(4) Beauty culture. By Irving Lester Bander. 1946. 23 p. (No. 13.)
(5) Book publishing. By Grace Bechtold. 1946. 24 p. (No. 63.)
(6) Cartography. By Hubert A. Bauer. 1945. 31 p. (No. 60.)
(8) Cooking. By Alice Bradley. 1946. 17 p. (No. 15.)
(9) Costume design. By Marion Neelsen. 1946. 24 p. (No. 16.)
(10) The drug and cosmetic industry. By Clare Olin Ewing. 1944. 24 p. (No. 47.)
(11) Fire insurance. By Thomas E. Sears, Jr. 1947. 31 p. (No. 14.)
(12) Girl scouting as a profession. By Margaret E. Adams. 1945. 21 p. (No. 57.)
(13) Home economics. By Katheryne T. Healey. 1946. 24 p. (No. 66.)
(14) Interior decoration. By Sherrill Whiton. 1946. 16 p. (No. 31.)
(15) The iron and steel industry. By Ralph H. Watson. 1945. 31 p. (No. 26.)
(16) Job education; finding and getting a job through planning. By Warren E. Benson. 1946. 32 p. (No. 75.)
(17) Library work. By Ruth Shaw Leonard and Margaret Paige Hagen. 1945. 24 p. (No. 1.) (Rev. ed.)
(18) Linotype operation. By Harry L. Gage. 1947. 40 p. (No. 73.)
(20) The meat packing industry. By Edwin L. Heckler. 1944. 23 p. (No. 46.)
(22) Modeling. By Harry Conover. 1946. 23 p. (No. 31.)
(23) Mortuary science. By Charles Donald Merrill. 1946. 23 p. (No. 67.)
(24) The motion picture industry. By Terry Ramsaye. 1945. 24 p. (No. 52.)
(26) Nursing. By Cecelia L. Schulz. 1946. 20 p. (No. 41.)
(27) Optometry. By H. Ward Ewalt, Jr. 1946. 31 p. (No. 61.)
(28) Patent law as a profession. By Karl Fenning. 1945. 24 p. (No. 56.)
(29) Personnel administration. By Clark C. Sorensen. 1947. 23 p. (No. 70.)
(31) Physical education. By George Makechnie. 1946. 24 p. (No. 68.)
(32) Physiotherapy. By Thomas Francis Hennessey. 1946. 23 p. (No. 65.)
(33) Planning jobs and jobs in planning. By Otto H. Ehrlich. 1945. 40 p. (No. 54.)
(34) Portrait and commercial photography. By Benjamin M. Pearson. 1946. 21 p. (No. 62.)
(35) The program side of radio. By George Jennings. 1946. 16 p. (No. 44.)
(36) Public relations. By Edward L. Bernays. 1945. 23 p. (No. 58.)
(37) Real estate. By Horace H. Hume. 1946. 39 p. (No. 64.)
(38) Record photography in industry. By Wallace L. Cornwell. 1945. 23 p., illus. (No. 55.)
Each monograph contains a short biography of the author, showing his competence in the field about which he is writing. Information is given about the history of the occupation, with a list of personal qualifications desirable in the worker. Particulars are furnished about training needed, employment possibilities, earnings, chances for advancement, and advantages and disadvantages of the work. In occupations where women do not predominate, special attention is given to opportunities for them. A bibliography is included in each monograph. Many of them also include a list of institutions offering training, a list of professional organizations, and a list of professional periodicals.


(3) Opportunities in market research. By John H. Platten, Jr. 1946. 69 p.
(4) Opportunities in travel. By Don Short. 1946. 78 p.

In each manual, the author describes the various jobs in the occupation and tells about wages, advantages and disadvantages of the work, training needed, and opportunities for women in the field. A bibliography is included.


In outline form, information is offered about advantages and disadvantages, earnings, preparation, and trends of bookkeeping as an occupation.


An outline is given of the activities of a stenographer, including preparation needed, attitudes, earnings, trends of the occupation, and advantages and disadvantages.


A brief account of the work of contemporary women playwrights.


This article discusses the work of a stage designer, which may include both scenery and costume design. The author gives some biographical information about well known women stage designers.


This description of the work of a press agent includes information about desirable personal characteristics, wages, and advantages and disadvantages of the occupation.


A history of office occupations with information on present status, methods of getting a job and chances for advancement. A job analysis of the principal office occupations is included.

Librarianship as a career offers many satisfactions. A great variety of positions is open because of varying special needs of different groups of readers.


The following are discussed: The place of the head nurse in the hospital, duties and responsibilities, training and experience needed, and desirable personal characteristics. The relationship of the head nurse to the non-nursing staff is outlined, and an analysis is given of the duties of the members of the non-nursing and non-medical staff.


A short description of opportunities for home economists trained in the field of household equipment.


Short accounts are given of secretaries whose work takes them by air to various countries.


A description of the opportunities in Alaska for teachers, secretaries, nurses, social workers, and government workers.


The training of an architect is discussed, and information is given about experience, beginning jobs, and advantages and disadvantages of the field for women.


Floriculture as a career is described, and information is given about desirable preparation and personal characteristics; some information is included about landscape architecture as a career.


A home economist who can write commands a larger salary. This article contains suggestions about preparation, openings, and salaries for such a writer.


A definition of interior decorating and its demands is followed by information about preparation and experience which are requisite. The career of a museum worker in interior decoration is discussed also.


Occupational therapy and physical therapy are defined, and the fields of work are outlined. Desirable personal characteristics, training, and pay are discussed.


Short biographies of women successful in the field of merchandising and copy writing, with information about wages, preparation, and schools offering preparatory courses.


The writing of children's books as a vocation is discussed by telling of the professional careers of four successful authors; information is included about marketing of manuscripts.

The work of a household engineer, a new field, is described. Preparation needed, sources of employment, and short biographies of successful women are included. Information about industrial designing of household articles is offered.


Craft work in various fields is described, with short biographical sketches of successful craftsmen.


Openings in photography are described, specialties in the field are discussed, and information is given about advantages and disadvantages. Short biographies of several successful women photographers are included.


Particulars are given about medicine as an occupation for women. The training required, specialization that is possible, and earnings are discussed.


This short account of various types of personal service businesses includes descriptions of shopping service, party catering, and baby sitting.


Women scientists and their problems are discussed, with short career histories of some women successful in the field. Some reasons are given why women are not given more opportunities for better jobs in science.


A short description of various types of materials to be filed is followed by a discussion of qualifications, working conditions, advantages and disadvantages of the occupation, advancement possibilities, wages, and future of the occupation.


Market research includes the work of a librarian, a statistician, questionnaire writer, interviewer, field supervisor, and analyst. The analysis of the work done by each is given with information about education needed, personal qualifications, and earnings.


This description of the work of a policewoman includes information about age, educational requirements, and training.


Women are publishers, presidents, general managers, and editors of newspapers, as well as reporters. Short accounts are given of well known journalists with information about personal requirements, desirable education, and experience needed.

(5) Personnel work; a survey of current trends. 1946. 33 p.
(6) Social anthropology. By Margaret Mead. 1945. Pages not numbered.

A definition of the duties of a worker in the field and of the various jobs is followed by information about opportunities, working conditions, training needed, earnings, and opportunities for advancement. Special attention is given to opportunities for women. Bibliographies are usually included.

Training requirements for clinical laboratory technicians, salaries paid, and future opportunities in the occupation.

The training of a medical record librarian is outlined and some information is offered about the work.

Technical training of a physical therapist and opportunities for employment are discussed.

This description of the work of an x-ray technician includes training needed and trends of the occupation.

This report of matters affecting present-day training for librarianship, with reference to library schools, contains information about desirable personal characteristics of librarians, training, and salaries.

Opportunities for physical therapists exist in governmental agencies, in industry, in child care institutions, and in public schools. The Educational Secretary of the American Physical Therapy Association gives information about requirements for entrance into physical therapy schools and a list of approved schools.

The difficulties experienced by women who wish to be doctors are described. Difficulties exist in getting training and in finding opportunities for internship, as well as for practicing after graduation.

Considering only regular initial certification requirements, the book is arranged by States, and offers information about requirements for obtaining secondary school teacher certificates, elementary teacher certificates, and administrative certificates.

Chapter 4 of this survey of the field of journalism gives information about careers in the field and the reasons why journalism satisfies as a vocation. The opportunities in different fields, qualifications, physical and mental, of a journalist, training offered in colleges with a list of colleges, and getting a job and advancing in it are all discussed. Several paragraphs are devoted to opportunities for women in journalism.

Chapter 13 outlines opportunities in advertising for women with agencies, with retail stores, with mail order houses, and in publicity. The author gives information about requirements of the job, education needed, and fields of advertising.


Information is offered about the number of women in various positions in the banking field, particularly in executive work. Included are demands of these positions, opportunities for training in banking, and probable future of women in the occupation.


Some information is offered about the types of jobs held by women on railroads and about wages, chances for advancement, and desirable personal qualifications.


A short account of the women's garment industry, including conditions of work, history, and wages of workers.


A short account of the work of a textile tester, a textile designer, a copy writer, and a merchandise worker.


A summary of opportunities for women chemists.


The different types of positions in a department store and a chain store are described, including selling, buying, publicity, store operation, finance, and control. For the different jobs, information is offered about education required, wages, chances for advancement, and advantages and disadvantages. The Appendix contains a list of universities and professional schools offering specialized training for department store work. A bibliography is included.


Opportunities for women trained in home economics in the following fields are described: Home supervisor, food inspector, home demonstrator, school lunch supervisor, and industrial feeding specialist. The work, preparation required, and earnings are discussed.

458. ——— ——— Some job opportunities for the home economist. Women's work in education, 16: 1–6, Fall 1945.

The work of the home economist in institutional dietetics, the American Red Cross, in services for young children, in high schools and colleges, in public housing, and in social work is outlined, with information about preparation, and salary schedules.


This analysis includes duties performed and knowledge and skills needed by counselors in junior and in senior high schools and by deans of students.


A definition of a practical nurse, and a discussion of the need for these workers.
Opportunities for women in medicine are outlined, particularly in the fields of public health, research, psychiatry, and psychosomatic medicine.

Specialized preparation of women for various occupations is discussed: Teaching, nursing, medicine and pharmacy, dentistry and dental hygiene, law, engineering, architecture, chemistry, social work, library work, home economics, clerical, sales, service, and manufacturing occupations.

**OCCUPATIONAL BIOGRAPHIES AND FICTION**

This section includes biographies and autobiographies of women whose work has lain in particular occupational fields, and fiction showing the occupational life of girls and women.

The autobiography of a writer, crippled in early youth, describing the effect of her handicap upon her life and work.

This short account of the work of Dr. Ida Scudder tells of her medical activities for women in India.

465. Best, Anna L. It wasn't a better mousetrap, but— Independent woman, 27: 15, January 1948.
This short account of the career of Dee Givens tells of her success as an originator and manufacturer of baby specialties.

A story of a schoolteacher's life, work, and aspirations.

The adventures of the heroine in finding a position on the New York stage.

The adventures of the heroine while an actress on the road.

A short account of the life and work of Hazel Kingsbury, photographer.

A biography of Susan B. Anthony, worker for woman suffrage.

Information about the work of Ray Shaw, the sculptor.

A description of the experiences of the heroine as an intern in a large hospital.
The heroine's work in medical research and her experiences in the clinic are described in this novel.

Four girls observe different fields of teaching, and decide to take work which will prepare them to become teachers.

A novel about the training and work of an occupational therapist.

A description of the work of Mrs. Belle J. Benchley, Curator, San Diego Zoo.

A famous milliner tells of her life, her working experience, and her customers.

This novel describes various steps in the heroine's medical training.

A story about store work, its adventures, and its advantages and disadvantages, as shown in the experiences of the heroine.

The work of a librarian, its difficulties, as well as its rewards and interests, are described in this novel.

This story tells of the experiences of the heroine during her first year as a professional nurse.

482. Dodd, Sue. She cooked up a new career. Independent woman, 26: 189, July 1947.
An account of the work of Vera Arnold, inventor and manufacturer of special glazes and paints.

Short biographies of women successful in various fields of science, chemistry, astronomy, physiology, and medical research.

A story about a rural teacher who succeeded in making the school the center of community activities.

The life and work of the sculptor, Nellie V. Walker.
A novel about the training and work of a medical technologist.

An account of the life and work of Dr. Katherine Neel Dale, an American doctor in Mexico.

A short account of the life and work of Edith Ringling.

The author, Margaret Lee Runbeck, gives some career advice to would-be writers in this short account of her life and work.

The work and experiences of the heroine as a designer of women's clothes.

The work and adventures of a public health nurse are described in this novel.

Brief biographies of 18 women well known in the fields of civil engineering, mining engineering, aeronautical engineering, electrical engineering, mechanical engineering, chemical engineering, industrial engineering, geology, construction engineering, architecture, physics, chemistry, refrigeration engineering, and manufacture of electrical equipment.

A short account of the style career of Emily Wilkins, designer of teen-age fashions.

Brief biographies of women notable in several fields of work, including a physician, an economist, and an engineer.

An account of work done in Charleston, South Carolina, by Susan Pringle Frost, who is a real estate worker and restorer of old houses.

The heroine's work and experiences as an advertising director.

A novel describing the career of a department store worker.

A novel about the life and work of a fashion model.

A short account of the life and work of Marty Links, the cartoonist.
A short biography of a woman who is a successful bank president.

This publication contains short biographies of Fanny Burney, Jane Austin, Charlotte Bronte, Emily Bronte, Elizabeth Barrett Browning, and George Eliot.

The story of the work and adventures of a young newspaper reporter.

An account of the work of Sarah Gertrude Knott, promoter of regional folk festivals.

This is an account of the life and work of Frances Belford Wayne, newspaper feature writer.

This autobiography of a professional nurse offers a good deal of information about the personal characteristics desirable and the judgment which a professional nurse must exercise.

A novel which describes the life and work of a ballet dancer.

This biography of Elizabeth Blackwell, pioneer woman physician, is in story form.

Brief biographies of women who have achieved success as pilot, meteorologist, aircraft designer, flight nurse, stewardess, aviation editor, flight instructor, aeronautical engineer, and glider pilot.

Short biographies of 12 women physicians.

The work and adventures of the heroine, a visiting nurse in a small community.

The autobiography of Gertrude Lawrence, the actress.

An account of the career and work of Tonita Pena, the Indian woman artist.

A description of the work of Veda Burford, a coal mine safety supervisor.
A story about the work and experiences of a radio interviewer.

Short biographies of women scientists and physicians.

A novel about the training and work of a ballet dancer.

The autobiography of a successful newspaper woman.

Short biographies of Florence Nightingale, Madame Chiang Kai-Shek, Frances Willard, and several famous women missionaries.

A biography of Alice Duer Miller, the author, written by her husband.

A singer and movie star tells her life story.

The adventures of the heroine during her preparation for a professional radio career.

The career of the heroine as a publicity writer and promoter.

Brief biographies of women who have served in both houses of Congress.

The autobiography of a union organizer in the garment industry.

Short accounts of the life and work of two women teachers are included in this collection of reminiscences and biographies.

Facts about the life and work of Anna Mary Robertson Moses.

A short biographical sketch of Anna Hyatt Huntington, the sculptor.

Short biographical sketches and accounts of the work of 12 women artists in the United States.
Accounts of pioneer women including the life of Bethenia Owens-Adair, a physician in Oregon.

The career of Anne Alpern, a lawyer in Pittsburgh.

A short biography of Egna Enters as an actress, artist, and writer.

532. ——— Solomon could have been a lady. Independent woman, 25: 297, 317, October 1946.
An account of the work of a woman judge, Mrs. Georgia P. Bullock.

Biographies of several women writers.

Short biographies of Katherine Cornell, actress; Dorothy C. Straton, of the SPARS; Dorothy Lathrop, artist; Ruth Nichols, aviator; Mildred McAfee Horton, college president; Lillian M. Gilbreth, engineer; Mary Lewist, stylist; Alice T. Hobart, writer; Marion Anderson, singer; Margaret Bourke-White, photographer; Carrie Chapman Catt, suffrage leader; Bessie Beatty, radio commentator; and Mabel Louise Robinson, writer.

Information about the career of Maude O’Bryan Roustrom, columnist.

536. Stroh, Mary Margaret. Eyes to see. Austin, Tex., Delta Kappa Gamma Society, 1947. 60 p.
The rewards of teaching and the personality which a good teacher brings to her work are outlined in this collection of biographies of teachers in many types of communities.

The training and work of the heroine as a singer.

The autobiography of a film star.

The autobiography of a singer, motion picture actress, and entertainer.

This novel describes the preparation of the heroine for work as a medical technician.

Brief biographies of women, well-known nationally on their own radio networks, are presented, together with a short description of the work in each field. Among the fields are the following: Commentator, actress, producer, director, station program manager, sports commentator, musician, retail advertiser, network executive, network librarian, director of press information, public relations representative, worker in advertising agencies, script writer, radio monitor, liaison director, and television writer.

The autobiography of a woman surgeon, this volume gives information about her training and experience and the development of medical work for women.


A short biography and description of the work of a dancer.


The work of Antoinette Perry as stage director is described, and some facts about her career and the careers of other women stage directors are given.


Information about several successful women producers of plays.


The heroine decides on library work as a career after acting as a library assistant, where her adventures are described.


An account of the work and training of Mary Gibson, cartoonist.


A short account of the work of Ruth Aust, physiotherapist.


The adventures and work of Cherry Ames on private duty nursing.


The adventures of Cherry Ames in a veterans’ hospital.


The story of a girl who succeeds in her ambition to become a writer of children’s stories.


A novel describing the work and experiences of a girl in the window display division of a department store.


Short biographies of American designers with some details of their special methods and reasons for their success.


Short biographies of persons whose work lies chiefly with people: Children’s librarian, psychiatric social worker, employment placement consultant, industrial relations director, union secretary, and occupational therapist.
A nurse tells of her life and work.

After a short history of nursing, the author gives brief biographies of ten women who achieved success as nurses and shows the demands of this career in various special and general fields.

A description of the life of a vaudeville actress.

TRAINING OPPORTUNITIES

This section includes lists of schools and colleges which admit women students; institutions offering vocational courses in occupations in which women predominate, or for which preparation is available to them; scholarships and student aid available to girls and women.

A list of library schools classified and accredited by the Board of Librarianship, American Library Association.

The section on art schools, arranged alphabetically by States, contains information for each school about costs, enrollment, whether men or women or both are accepted as students, types of courses given, and areas of art in which instruction is offered.

A list of colleges and universities offering a bachelor's degree, with physical education as a major subject.

Fellowships, scholarships, and loans offered in member schools of the American Association of Schools of Social Work arranged alphabetically by the name of the institution; other scholarships and fellowships listed by the name of the sponsoring organization. Data about amounts of fellowships and scholarships, conditions of the grants, and sources of further information.

The American Medical Association furnishes the "list of approved colleges of arts and sciences as a guide to medical schools in the selection of students and also to assist the prospective medical student in choosing a college for his premedical training." A number of women's colleges and coeducational colleges are included.

This summary of information about the study of medicine includes a discussion of premedical education, accrediting of subjects in the approved curriculum of a medical school, information
about cost, internship, and licensure, and a list of approved medical schools in the United States. One section is devoted to women in medicine.


566. Approved schools for medical record librarians. Journal of the American medical association, 137: 1459, Aug. 14, 1948. A list of schools approved by the Council on Medical Education and Hospitals of the American Medical Association, with information about college affiliation, length of course, date when classes begin, entrance requirements, cost of course, enrollment, and certificate or degree granted.

567. Approved schools for medical technologists. Journal of the American medical association, 137: 1462-1466, Aug. 14, 1948. Schools are listed by States, with information about college affiliation, minimum prerequisite college training, length of course, enrollments, date when classes begin, and tuition.

568. Approved schools for occupational therapy technicians. Journal of the American medical association 137: 1460, Aug. 14, 1948. Schools are listed by States, with information about college affiliation, length of course, date when classes begin, entrance requirements, tuition, certificate or diploma granted, and number of graduates in 1947.

569. Approved schools for physical therapy technicians. Journal of the American medical association, 137: 1461, Aug. 14, 1948. Schools are listed by States, and information is given about entrance requirements, length of course, date when classes begin, enrollments, tuition, and certificate or diploma granted.

570. Approved schools for X-ray technicians. Journal of the American medical association, 137: 1456-1459, Aug. 14, 1948. Schools are listed by States, with information about entrance requirements, length of course, enrollments, date when classes begin, tuition, and degree or certificate granted.

571. Bogue, Jesse P. American junior colleges. Washington, D. C., American Council on Education, 1948. 537 p. (2d ed.) Accredited junior colleges are listed alphabetically with information about history, cost, enrollment, and fields of instruction. Junior colleges for men and for women are separately listed in one section. Information is offered about professional and terminal curricula. Many of these terminal courses are of particular interest to women.

572. Brown, Milton, ed. Vocational training directory for the Philadelphia area. Philadelphia, Pa., B'nai B'rith group vocational guidance service, 1944. 110 p. Schools are grouped by occupations taught, with information about tuition, length of course, admission date, entrance requirements, and placement facilities. Many of the vocations are of interest to women.

An alphabetical list of 826 accredited universities and colleges, with information about their history, faculty, enrollment of men and women, degree requirements, and physical assets. The chapter on professional education includes the following specialized fields of interest to women: Education, home economics, nursing education, social work, and library work.


Written to provide educational information about all schools and colleges, both academic and vocational, in each State in New England, this publication includes the following data about each institution: Courses offered including librarian, social worker, designer, nurse, beauty culture worker, musician, secretary, and teacher; costs; number on faculty; number of students; geographical location of school; an index of courses by occupations.


A list of colleges and universities offering programs of training in public administration.


A number of institutions exclusively for women and many coeducational institutions are included in this list of colleges and universities offering courses in different branches of radio. Listing is alphabetically by institutions and by States.


Accreditation of universities, colleges, junior colleges, teacher training institutions, with a list of institutions accredited, accreditation of professional and technical schools, and a list of these schools so accredited will be found in this publication. Among these institutions are those in the fields of library science, occupational therapy, physical therapy, nursing, and social work.


A list of 32 institutions in which programs of study in public health nursing have been approved by the National Organization for Public Health Nursing.


The institutions are listed by States, with information about the number of master's and doctor's degrees granted 1940-1945. Many women's colleges and coeducational institutions are included.


Colleges, universities, professional and technological schools, teachers' colleges and normal schools, and junior colleges are listed alphabetically by States. Information about the number enrolled, accreditation, and whether the institution is for women, for men, or for both.


Institutions offering courses in guidance and personnel work during the summer of 1948 listed alphabetically by States, with dates when courses are offered, and information about credits given. Conferences, workshops, and institutes are included.

582. A partial list of public day trade or vocational schools for girls, or schools which have a girls' department. Washington, D.C., The Office, 1946. 15 p. processed.

A list of public vocational schools for girls arranged by States and cities.

The following are listed: Directories of colleges and universities approved by accrediting associations, including institutions offering professional training; accredited secondary school directories; directories of institutions teaching vocations; directories of schools in several geographical areas; and directories of correspondence schools.


This pamphlet describes opportunities in the textile industry for trained men and women and provides a list of textile schools.


Institutions are listed alphabetically by States, and information is given about size, enrollment, and courses offered. Information is also given about whether the institutions are for women only, for men, or for both men and women. Professional schools are listed alphabetically by professions.


This directory lists scholarships available through the colleges located in New York City which offer courses leading to a bachelor's degree through the University of the State of New York and through a selected list of foundations. For each of the 52 colleges, listed alphabetically, the following information is given: Major fields of study; kind and number of scholarships and the amount of each; length of scholarship, eligibility requirements, and directions about making application. An index of the list of majors offered in the schools is provided. Among the institutions are many for women only, or for both men and women.


A directory of all types of schools and colleges in the State of Maine.


Colleges, including junior colleges, are listed alphabetically by States, with information about enrollment of men and of women, accreditation, subjects taught, and fees. Professional and technical schools are listed separately. Among these are training schools for nurses, for teachers, and for social workers.


The institutions are arranged under the following headings: Business, home economies, and industry. They are listed geographically by States with information for each institution about entrance requirements, length of course, degrees granted, tuition fees, living expenses, and fellowships and loan funds available. Women's colleges and coeducational institutions are included.


The institutions offering training in each occupation are listed by States, and information is given about entrance requirements, length of course, degrees, tuition fees, living expenses, and fellowships and loan funds available. The names of the schools to which women are not admitted are listed in the introduction to each chapter, which includes also names of professional organizations in the field.

Volume II of a series of lists of institutions offering specialized training, this publication arranges by States, institutions offering training in the following: Education, child development and parent education, training of teachers of exceptional children, training of teachers for the physically handicapped and for speech correction, schools for teaching techniques of audio-visual instruction and for training in student personnel work; institutions for teaching physical education, library work, journalism, social work, law, public administration, and engineering; graduate work in natural sciences, including anthropology, astronomy, bacteriology, botany, chemistry, genetics, geography, geology, mathematics, physics, and zoology. Information is given in most cases about the location of the institution, the name of the dean, entrance requirements, length of course, degree granted, and estimated expenses. The names and addresses of professional associations and organizations are given for each field of training.


Institutions which offer fellowships, scholarships, assistantships, and special grants for professional or advanced work which have a value of $100 or more for the academic year are listed alphabetically by States. Awards open only to men or only to women are designated. Section II lists organizations other than colleges, universities, and professional schools offering awards. One of the indexes lists subjects for study or research for which scholarship aid is available.


Institutions are listed alphabetically by States. Information about accreditation, enrollment of men and of women, cost, scholarships, and degrees granted.


Institutions, listed alphabetically by States, are classified as professional and technical, teachers' colleges and normal schools, schools for colored students, junior colleges, preparatory and specialized schools, nurses' training schools, and schools of beauty culture. Information is offered about courses and costs and whether men or women or both are accepted as students.


An alphabetic list of member schools and associate members. Junior colleges and preparatory schools are listed with addresses and indication of affiliation with other educational institutions. Information about degrees conferred in music. Many of the institutions are for girls, or are coeducational.


Part I lists private business schools offering one or more of the Council's standard courses of study. Part II lists the standards of practice required.


This directory includes a list of approved schools and courses for home study. Many of the vocational courses are of interest to women.


Colleges and schools are listed by geographical location and by type of training offered. Information about colleges for women and preparatory schools for girls, as well as about coeducational institutions. Types of courses offered, including vocational courses, date of establishment of each institution, and the name of the president or school head.

Schools which offer courses in photography are listed by States. Information is given about the names of the instructor, details of the course, and cost of tuition. Many of the institutions admit women.


Institutions on both high school and college level are included in this list of public and private schools and colleges. Information about whether both men and women are admitted, or whether the students are men or women only; and about entrance requirements; courses offered; tuition; scholarships; degrees, diplomas, or certificates granted.


This description of the training of workers on a post secondary level for the apparel field includes a brief description of the methods for choosing students, a description of the program, and an outline of plans for the development of the institute. A bibliography is included.


This directory includes special listings of private schools and junior colleges for girls and of coeducational schools and junior colleges, with subgroupings by cost, by special courses, and by vocational preparatory courses. Attention is given to those which offer scholarship aid. Brief descriptions of the schools are arranged by regions and include enrollment, faculty, date of establishment, tuition, length and type of course, control, and accreditation. Among the schools that offer specialized training are those for the training of secretaries, musicians, and persons interested in dramatic arts, cooking, household management, and physical education.


This list is of institutions offering professional education in industrial design includes information about costs, living accommodations, and courses given. Many of the institutions admit women.


Chapter 21, devoted to women in gainful employment, discusses women in various occupations, including agriculture, business, and the professions, and gives information about courses offered in girls' trade schools.


Institutions are arranged by the profession taught, and information is offered about the following: Location, aims, director, courses, tuition, admission requirements, accreditation, certification, faculty, enrollment, equipment, calendar, and placement facilities. Institutions for women, and coeducational institutions are included.


Colleges listed alphabetically by States, showing subjects or groups of subjects in which graduate degrees are offered and types of graduate aid available. Many women's colleges and coeducational institutions are included.

Information about training opportunities for women and girls in public vocational schools.


Part I. Degree granting institutions and junior colleges. 111 p.
Part II. Non-degree granting institutions. 77 p.

Brief descriptions of different types of institutions, which are grouped alphabetically in each volume; some are for men, some for women, and some are coeducational. Information about requirements for admission, enrollments, expenses, vocational preparation offered, and degrees granted.


Vocational training provisions for men and boys, girls and women in private trade schools, business schools and institutions, public schools, schools of nursing, State agricultural and technical institutions, correspondence and other specialized schools. Information about requirements for admission, length of course, and cost. Occupations for which special preparation is offered to women are: Beauty operator, nurse, stenographer, cook, tailor, dressmaker, and waitress.


Indexed by subjects taught and by schools, this directory gives names and locations of schools, both public and private, in New York and vicinity. These institutions are of college grade and of less than college grade. Among them are schools for women and coeducational schools. Information is offered about entrance requirements, length of course, accreditation, degrees, and costs.


This description of courses offered to girls at the Whitney Vocational High School in Toledo includes brief accounts of the different occupations taught.


Camps and schools are listed separately. They are arranged alphabetically by States, with information about whether the institution is for boys, for girls, or for both, religious affiliation, age of students, and enrollment.

VOCATIONAL GUIDANCE PRINCIPLES, PROGRAMS, AND PRACTICES

This section of the bibliography includes texts on vocational guidance, both general publications and those written particularly for counselors of girls and women; descriptions of vocational guidance programs for girls in colleges and in secondary schools; and testing techniques designed for particular occupations and for general occupational guidance.


This is an account of the results of a study of test scores yielded by the Bernreuter Personality Inventory and the Minnesota Personality Scale for a group of nurses.

Written to make career decisions easier and surer, this book offers suggestions about techniques of preparation for work and of applying for a job and succeeding on it.


This text on vocational guidance offers some information on the following occupations for women: Social work, sales work, beautician, and house work.


Published by the American Association for Applied Psychology, this treatise reviews the literature regarding "interests" from 1931 to 1944. "Interest inventories now in general use are considered with emphasis on their use for high school students." Special mention is made of the use of the Strong Vocational Interest Blanks for women and of the Minnesota Interest Test for girls.


The authors are concerned with the new viewpoints about women and their place in society, the necessity for the orientation of girls, and methods of guidance, including occupational guidance. Viewpoints of counselors of girls are stressed, and community services are emphasized.


Youth membership organizations, as well as adult organizations concerned with youth, are listed, with information about membership, purpose, activities, publications, staff, and finances. Among the organizations are many interested in guidance and help for girls and women.


Designed to help an individual pupil to meet and solve his problems and help him develop an insight into the method of solving future problems of a similar nature, this book is a text for any high school teacher in guidance. Some attention is given to occupational guidance.


This study of 100 selected counselors in the secondary school, made at the suggestion of a committee appointed by the Section on Preparation for Guidance Service of the National Vocational Guidance Association, includes a description of the work of the counselor, relation to the community, a summary of the duties, and the training, education, and experience desirable. A bibliography is included.


Written for teachers who work with students and for school administrators who want to understand what to expect of counseling, the book discusses understanding students, use of tests, identifying students' problems, and obtaining community cooperation in a guidance program.


Written for all teachers interested in guidance services and designed to furnish counselors a beginning reference for their work, the chapters contributed by various authors consider such subjects as testing pupils, group guidance techniques, the community occupational survey, placement and follow-up services, and organizing the guidance program. Bibliographies on occupations are included.

This book offers descriptions of specific practices carried on in schools as part of their guidance programs, which include organizing the guidance program, effective orientation practice, occupational information, and vocational guidance. A bibliography is included.


Emphasized are the responsibilities of guidance counselors and the fundamentals of a guidance program, the basic elements of such a program, which include the use of resources; the activating of the program, including the selection and use of tests and the collection of occupational material; the selection and training of the staff; and the evaluating of the effectiveness of the program.


This textbook on vocational guidance offers specific help to the teacher of business subjects. Suggestions are given for the use of books, films, and other sources of vocational information, particularly about occupations in the business field.


Addressed to teachers, this book stresses the obligation of teachers as guidance workers, the necessity for studying the individual, giving assistance to individual students in guidance, use of tests, and community assistance to be used in guidance programs.


An account of an experiment in student-sponsored help in vocational guidance of women students in the State College of Washington.


This book attempts to formulate and explain the fundamental principles underlying guidance, enabling teachers to see the relationships of guidance to other phases of education. Among the topics considered are: Need for guidance and its meaning and purpose; methods of study of individuals; methods of educational and vocational guidance; and the duties and preparation of school counselors.


Chapter XIII discusses women's chances for a career in various occupations. Also discussed are prejudices, changes in public attitudes, and opportunities.


Chapter XXI of this text for classes in occupations discusses particular problems of young women, offers suggestions about occupations where women have succeeded, and lists national organizations which help young women choose and succeed in careers.


Written to help girls get a perspective on the kinds of work essential to life and to help them to make decisions about jobs, this pamphlet gives general information about job seeking, personal inventory, and attitudes.


Vocational counseling is discussed in this handbook designed to assist in guiding young people toward a fuller and better way of living and working. Among the topics treated are: Tests, case studies, group activities in guidance, aids to college students, and suggestions for the professional development of the counselor.
This description of occupational information and guidance services at Stephens College, Missouri, includes information about the plan sheets used to assist students who are making vocational choices.

A description of the tests offered by the Division of Testing for Schools of Nursing of the Psychological Corporation to select students from among applicants to schools of nursing and to assist in the guidance of students after admission.

This is a textbook for vocational counselors. Its aim is to present the “whence, how, and when of the guidance and personnel movement and to question its whither.” Some desirable personal characteristics of the counselor are discussed.

This pamphlet lists employment offices, public and private, community agencies, unions, and other sources of jobs, and gives advice about the use of sources of job information. It also furnishes general advice about methods of applying for jobs. Many of the fields of work are of interest to women.

Principles of guidance are presented in dramatic form, showing by actual interviews how school guidance workers have dealt with a variety of common counseling problems. The book also includes discussions of the nature of educational guidance, ways of understanding individuals, and methods of acquiring knowledge of educational opportunities.

A report of an investigation to discover whether persons in various occupations can be differentiated in terms of interests and whether such procedures can be made useful in vocational guidance.

This description of a course, “Introduction to the Field of Social Work,” explains how work was organized to help students interested in social work to decide whether this was really their vocation.

The central idea is the importance of gathering as much relevant information as possible about each pupil, organizing it and using it in the distribution and adjustment of individual pupils. Stress is laid upon occupational guidance, use of tests, and follow-up of students.

A study of women's patterns of interest in certain occupational areas.

Suggestions for college women about their choice of fields of work, with some information about relative demands for women workers in various occupations and professions.
WOMEN'S STATUS WITH RESPECT TO WORK AND EDUCATION

This section includes references descriptive of the present status of women with respect to education and work. It includes also references to difficulties encountered by women and girls because of race, marital status, age, and physical handicaps. References to legislation about women and to health and safety of women workers are also included.


Prepared in the army industrial hygiene laboratory, and issued under the auspices of the Division of Medical Science and the Division of Engineering and Industrial Research of the National Research Council, this book is a compilation of medical and other authorities' opinions about the health of women as affected by industrial work and their efficiency, particularly in comparison with that of men. The experience with women war workers furnishes particularly valuable data.


This discussion of teaching in America contains in Chapter 17 the author's idea about college education for women. "Education adds to the indiocrity of being considered, as most women are, half-skilled replaceable labor with no future." (p. 243.) "The whole of women's curriculum, even in good places and with strict requirements, has no intelligible shape." (p. 245.)


Two women discuss full- and part-time careers for mothers with young children.


Special attention is directed to the needs for vocational training of Negro women and girls in this article which describes occupational openings for Negro youth.

Progress in obtaining equal pay for equal work is outlined; the reasons for inequalities and present trends toward elimination are discussed.

652. Clark, Irene H. To you in “middle management.” Independent woman 24: 37, 52, February 1945.

Advice to the woman manager on proper attitudes and relations to employer and workers.


Some special problems of older women are discussed in this article about the needs of aging persons for work and participation in community life.


The Assistant Director of the Office of Vocational Rehabilitation describes the services provided by State and Federal laws for the rehabilitation of the handicapped. Statistics are offered of the numbers of handicapped women receiving assistance, enabling them to become wage earners.


Case studies, some of them of women, from the records of the Old Age Counseling Center in San Francisco, showing methods used and results obtained in utilizing the capacities of the old and in promoting their better adjustment.


An article about the present dependent state of a wife and mother, her value to society, and the need for her asserting her power in the new world which the author believes is here.


A discussion of the equality of opportunity and of the equality of pay between men and women. There is also a discussion of the responsibility of women preparing for professions to realize the importance to other women of their success or failure.


A poll held by Fortune to discover the attitude of both men and women toward women's work seems to show that this attitude causes discrimination against women in industry, business, and the professions.


This consultants' report includes recommendations about the woman worker who is a homemaker; her attitudes toward her dual responsibilities; the community's responsibility to her; hours, pay, working conditions which will be best for her; and her attitudes toward her work and toward women in positions of responsibility.


A woman manager of a newspaper bureau describes her activities as a housekeeper and wage earner.


In popular style, the author offers information and advice to women workers about office etiquette, attitudes, clothing, and money management.


A woman who worked during the war as a journalist describes her plan for continuing to work part time.
A discussion of why women fail in business. They fail to keep their personal and business lives apart.

Report of a poll taken to see how various people feel about wages of women. The majority think that men and women should receive the same pay for the same work.

The author discusses some of the problems which arise when wives work outside the home.

The author believes that women must learn to enter and become effective in politics in order to obtain status and advance as workers.

Chapter IV discusses the particular problems of older women. Suggestions about jobs for them, about changing jobs, and about the best methods for attaining success as workers.

This booklet, written as a guide to help older women deal with their employment problems, offers information about personal adjustments necessary, employers’ attitudes, and types of jobs most profitably followed by women 35 and over.

This pamphlet contains information on occupations for older men and women and suggestions on overcoming the hazards of old age, with special mention of guidance clinics and long-range retirement programs. Prejudice against older women as employees is discussed. A bibliography is included.

This pamphlet describes the past experience of women in wage earning and the probable future in manufacturing and service industries.

Discrimination against women persists, although many opportunities exist, particularly in factories and in the service fields. Advantages and disadvantages for women in wages and working conditions are discussed.

Statistics and charts showing the proportion of women working, their age and marital status.

The results of questionnaires showed the fields of opportunities for older nurses in which age is an advantage.

674. Robinson, Mary V. Women workers then and now. Prep, 1: 9–10, Nov. 25, 1946.
A short account of the status of women workers, their numbers, jobs open to them, discrimination against Negroes, and against older women and married women.

Some special advice to women is included in this book offering information of value to job seekers.


A short discussion of the inequalities of pay of men and of women doing the same work.


This article discusses the difficulties women experience because of sex discrimination.


The effect of war casualties will be to increase the necessity for many more women to become self-supporting, and remain self-supporting.


Problems of the older worker in obtaining employment with techniques of job hunting and of counseling are discussed. Particular attention is given to the problems of older women workers.

680. ——— Older women workers get praise from industry. Labor information bulletin, 2: 5–6, April 1944.

Since 1910, the proportion of women, 45 and over, in the labor force has steadily increased. Many employers report that the women over 40 are equal in efficiency and superior in cooperation to younger women.


A summary of legislative enactments relative to women's status in the various States.

682. You can't have a career and be a good wife. Ladies home journal, 61: 91, 107, January 1944.

A discussion of the difficulties of being at the same time a successful wife and a successful wage earner.

SURVEYS

This section includes surveys of women workers in groups of occupations rather than single occupations; opinion surveys of girls and women; surveys of students' vocational preferences; surveys of trends in occupations for girls and women; and surveys of opinion relative to the comparative status of various occupations.


An analysis of the 1940 census figures on occupations. This monograph offers statistical information about the distribution of women in various occupations and the increases and decreases between 1930 and 1940.

This report of a study of teacher education, made from 1938-1944, by the Commission on Teacher Education, considers the various problems of training teachers, including experiments in new curricula.


A study of the ranking of women's occupations according to opinions of social prestige, which showed that occupations on a professional level, which require long periods of training or experience, rank the highest.


The need for vocational information and vocational counseling on a high school level was shown by a survey of 492 women students in Bucknell University.

687. Every college major leads to a career. Glamour, 15: 197-206, August 1946.

A chart with a brief summary, showing the facts about many professions for which some college courses are a preparation.


An outline of plans for a student survey of occupations and for practice in applying for a position.


The author feels that by 1960 the greater proportion of the Nation's women workers will be middle-aged, and that 46 percent of all women between 20 and 29 will be in the labor force; as a consequence, there will be a rapid acceleration of the scientific organization of the labor of the home.


Statistics about the women in 1944-1945 "Who's Who," their occupations, ages, and marital status.


A study of occupational fields employing large numbers of women; age and marital status of women workers; and the reasons why women work.


A study of 347 women working at night, including their hours, their attitudes, and the advantages and disadvantages of night work.

693. Punke, Harold H. What they think about such matters as the home and gainful employment of married women. Journal of home economics, 35: 642-643, December 1943.

The article gives the results of a survey of 1,500 questionnaires returned by high school pupils, giving their opinions about the question of married women's working.


A study of earnings in 1946 of workers in offices, hotels, restaurants, and retail stores.

Data about the average weekly earnings of women office workers and production workers in various types of manufacturing in New York in 1944 compared with the same information in 1943.


Weekly earnings and weekly hours of work in Illinois industries of men and of women are discussed.


Proportion of women and men in Federal service, in State service, and in teaching is indicated. There is a review of State equal pay laws.

698. ———— Hours and earnings of men and women in Michigan factories, August 1944. Monthly labor review, 60: 159-161, January 1945.

A study of hours and earnings in the manufacturing industries in Michigan in August 1944, including durable and nondurable goods.


Data on wages of men and of women by occupations in various localities are given, with information about hours worked and paid vacations.


Statistics are given about women's employment in the durable and in the nondurable goods industries, showing the increasing proportion in the former field.


Statistics about the employment of Negro men and Negro women in different occupations.


The monthly changes in the employment of women are shown in the durable and nondurable industry groups, together with the numbers and the percentage of women in each group and in different industries in each group.


Information about the numbers of women in the labor force, their ages, marital status, and trends of employment, 1940-1947.


Based on the census of 1940, this bulletin presents occupational information selected and arranged for counselors and other persons engaged in giving guidance information. Suggestions for interpreting census data, definitions and explanations and summaries of occupational data. A list of selected references and an index of occupations are included.

705. ———— Women in white-collar jobs steadily increasing. Labor information bulletin, 14: 12, December 1947.

This short article gives information about the numbers of women in white-collar occupations, including office work, work in stores, and work as proprietors, managers, and executives. It includes data about earnings.

A study of wages of women workers in textile, footwear, tobacco, paper container, and costume jewelry industries.


This study of occupations for women during the war in assembly, inspecting, and machine operating, and in packing, wrapping, tool crib work, and storeroom work, considers also probable peacetime occupations for women in similar fields in the electrical industry and in assembly and testing of professional and scientific instruments. Making of small metal products, automobiles, aircraft, and of fabricated plastic products are also discussed as fields of work for women. A bibliography is included.


A book of facts about women workers; numbers, wages, salaries, standards for the employment of women, economic responsibilities of women workers, State labor laws affecting women, political and civil status of women, and women’s education and vocational training. A bibliography and a list of women’s national organizations are included.


Trends in women’s occupations from 1870 to 1940 are discussed, with supporting statistical tables. Among the subjects developed are the following: Trends in the numbers of women workers, trends among age groups, changes in the marital status of workers, occupational progress made, and changes in individual occupations of women.


A study of 115 college women, made in 1941, covering 8 years, which was designed to secure data about the degree of permanence and the predictive value of expressed vocational choice, and measured vocational interest; to ascertain the relation between vocational interest and job satisfaction; to study the functions of avocational interests in the individual pattern; and to analyze individual cases to discover possible similarities and deviations in vocational interest patterns.

BIBLIOGRAPHIES

References are to bibliographies about women’s occupations, or those with sections devoted to these occupations; and to vocational guidance publications referring particularly to women’s work and training.


Books and periodical articles listed under several headings, such as careers in dietetics, the hospital dietitian, the dietitian in the school lunchroom, the dietitian in business, and the dietitian in industry.


A bibliography on women, including their work in various countries and at various times, and in a number of occupations and professions.

Books and periodicals about careers are listed under various headings. Among the careers in which many women are employed are the following: Trained nurse, librarian, teacher, clerical worker, secretary, telegraph and telephone operator, saleswoman, dressmaker, and beautician. One division is devoted to women's occupations.


Various government publications about occupations, with information about the issuing agency and the cost.


An annotated list of books to assist counselors in the performance of their day-to-day duties in planning and in evaluating their work.


Part I offers suggestions for the use of occupational materials in guidance programs. Part II contains an annotated list of books arranged by occupations; an annotated list of publications for counselors; a list of school directories; and a list of audio-visual aids for guidance programs.


Listed by occupations, books published during 1947 and 1948 are briefly annotated. Many of the occupations are of interest to women.


A descriptive list of materials published by the various bureaus and services of the headquarters office of the War Manpower Commission is included in the bibliography, which contains material about many occupations in which large numbers of women are employed.


This is a revision of Occupations: A Selected List of Pamphlets. Included are pamphlets published in series, arranged according to the publishers of the series; pamphlets listed by occupations; information about occupations; apprenticeship; charts and posters; choosing a career; occupations for the handicapped; and information on seeking a job. The name of the publication, the author, the date of publication, pages, and price are included. Many of the references are to occupations in which many women are employed.

720. Georgia State Department of Education. A list and sources of informational materials on occupations. Atlanta, Ga., The Department, Vocational Educational Service, 1948. 56 p. processed.

References are arranged under names of occupations, which are in alphabetical order. Many of the occupations are of special interest to women.

These are selected bibliographies, published annually, of publications of interest to deans, counselors, advisors, teachers, and administrators. A number of references to publications about occupations in which women predominate are included.


This index, bibliography, and source book of women's occupations in the Bronx and Manhattan, contains references arranged by occupations, as well as the location in various libraries of the Bronx and Manhattan of the books referred to.


This bibliography of books, pamphlets, periodicals and film titles is arranged by occupations, and contains some annotations.


A list of publications about careers for women, their desirable attitudes toward jobs, business etiquette, and behavior.


Materials of special interest to guidance counselors are arranged in three sections: A counselor's personal library, materials available for the counseling staff, and a recommended list for the general school library. Some sections of the books listed are of special interest to counselors of girls and women.


A bibliography which includes a number of publications about occupations for women.


Excerpts from various publications, governmental and private, are included, giving information on the effect on women of night work, the productivity of the night shift, and shift rotation.


In Part I publications are grouped as follows: Choosing a vocation, careers for women, applications for positions, other guides to vocational information, vocational periodicals, and vocational pamphlet series. In Part II occupations are arranged alphabetically, and references are given for each vocation.
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EARNINGS


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