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PRIVATE VOCATIONAL SCHOOLS IN NORTH DAKOTA.

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A SURVEY OF ALL PRIVATELY OWNED VOCATIONAL SCHOOLS IN NORTH DAKOTA WAS MADE TO DETERMINE THE EDUCATIONAL OPPORTUNITIES OFFERED BY THESE SCHOOLS. THE 16 INCLUDED ONE BARBER EIGHT HAIRSTYLING, ONE DATA PROCESSING, ONE MECHANICAL, AND FIVE BUSINESS SCHOOLS. DATA WERE OBTAINED ON AGES OF STUDENTS, PERCENT WORKING WHILE ATTENDING SCHOOL, TYPES OF FINANCIAL ASSISTANCE PROVIDED BY THE SCHOOLS, ENROLLMENT CRITERIA, TYPE OF TRAINING AND TIME REQUIRED, TUITION, PERCENT OF STUDENTS WHO COMPLETED TRAINING, PERCENT PLACED ON JOBS BY SCHOOL, BEGINNING WAGE OF GRADUATES, CITIES WHERE MAJORITY OF STUDENTS FIND WORK AFTER GRADUATION, PERCENT OF STUDENTS REMAINING ON INITIAL JOB OVER TWO YEARS, SCHOOLS WITH FOLLOWUP PROGRAMS FOR EVALUATING CURRICULUM, AND DATE OF LAST FOLLOWUP. ENROLLMENT FROM 1962-63 TO 1965-66 INCREASED AS FOLLOWS -- (1) BARBER, 24 TO 25, (2) HAIRSTYLING, 243 TO 493, (3) BUSINESS, 1,328 TO 1,446, (4) DATA PROCESSING, ZERO TO 230, (5) MECHANICAL, 230 TO 365, AND (6) TOTAL, 1,825 TO 2,559. (PS)

# Private Vocational Schools in North Dakota

Research Report No. 3

CENTER FOR RESEARCH IN
VOCATIONAL AND TECHNICAL EDUCATION


College of Education
University of North Dakota
Grand Forks

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# FOREWORD

To determine the future technical and vocational education programs needed to prepare North Dakota youth for current and emerging employment opportunities, it is necessary to assess the present educational offerings in the State.

Private vocational schools in North Dakota provide occupational training for young people to prepare them for employment and for workers who need training or retraining to hold their jobs or qualify for advancement. This study deals with the educational opportunities offered by the private vocational schools in the State. It is hoped that this information can be used by guidance counselors, pupil personnel directors, and instructional and administrative personnel who have the responsibility of assisting youths or adults in choosing occupational training.

Paul Menges, Research Consultant to the Center, planned the interview schedule and carried out the school visitations. Lynn Waldrip, Research Assistant, compiled the data and, with the editorial assistance of Virginia Devine, prepared the report.

Elwyn H. Nagel
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# INTRODUCTION

Employers and educators throughout the United States have emphasized the need for new and expanded vocational and technical education opportunities for youth and adults. The need for extension of such training is probably nowhere more keenly felt than in North Dakota, a predominantly rural area which is now suffering an economic imbalance brought on by a swiftly diminishing need for unskilled labor and a critical shortage of trained technological workers.

This survey is part of a major and continuing project of the Center for Research in Vocational and Technical Education at the University of North Dakota. The overall project will: (1) supply an inventory of all vocational and technical training opportunities in the State; (2) weigh those resources against the current demand for skilled workers; (3) determine what need there may be for change and expansion; and (4) disseminate the results of research to institutions, organizations and individuals who are concerned with meeting the demand for skilled labor.

At the time the survey was made, the enrollment in North Dakota's privately owned vocational schools was 2,559. That figure cannot be taken as representative of the number of young people who may need or want the types of training offered by these schools. Privately owned vocational schools are found in only five of the State's major cities; there are none in the entire western third of the State.

Several vocational fields which on a national scale are undersupplied with trained technicians are not represented in privately owned vocational schools in North Dakota. No private schools in the State offers technical training in radio or television repair or in electronics generally.

No courses are available for airplane mechanics. Office machines repair, tool and die design, mechanical and engineering drafting, commercial art, radio announcing, steamfitting: all are missing from the list of courses offered by private schools.

This survey provides no information as to the possible demand for such courses and no data as to how many individuals may be learning on-the-job in these fields. Some North Dakota youths are pursing additional types of vocational training outside of the State.

It is hoped that the facts assembled in this survey will be useful to educational and vocational counselors and others who have the responsibility of assisting high school youths who are not college-bound and adults who need guidance in finding suitable training as preparation for earning a living.

In 1966 the Center for Research in Vocational and Technical Education at the University of North Dakota made a survey of all privately owned vocational schools in North Dakota. A standard form (Appendix) was used in gathering data through personal interviews with representatives of each school.

## RESULTS

Table 1 shows the name and location of each school and the number of years each as been in operation.

North Dakota's only school for barbers is in Fargo: it has been in operation for 46 years. There are eight hairstyling schools in the State: two in Bismarck, two in Fargo, two in Grand Forks, one in Minot and one in Jamestown. One of these schools has been operating for 33 years; of the others, six have been in operation for 9, 5, 4, 3, 2, and 2 years. One school was established less than two years ago. Two of North Dakota's five business schools are in Fargo; there is one in Bismarck, one in Minot, and one in Grand Forks. They have been in operation for 76, 63, 54, 40, and 34 years. The State's only data processing school is in Fargo and has been operating for two years. Also in Fargo is the only North Dakota school for mechanics and welders, established 48 years ago.

Table 2 lists the enrollments for the private vocational schools for the 1962-63 and 1965-66 school years.

The barber school had 24 students (22 males, 2 females) in 1962-63, and 25 students, all male, in 1965-66, representing an increase of one in the four years.

Of all classifications, the eight hairstyling schools registered the greatest percentage of increase in enrollments. Their total for 1962-63 was 243 (21 males, 222 females); in 1965-66, 493 students (38 males, 455 females) were enrolled, an increase in the four-year period of 250 (17 males, 233 females).

The five business schools had a total enrollment of 1,328 (482 males, 846 females) in 1962-63. An increase of 118 (111 males, 7 females) brought the total for 1965-66 to 1,446 (593 males, 853 females).

TABLE 1

NAME AND LOCATION OF PRIVATE VOCATIONAL SCHOOLS
IN NORTH DAKOTA AND YEARS IN OPERATION

| NAME AND LOCATION OF SCHOOL | YEARS IN OPERATION |
|---|---|
| 1. Moler Barber College, Fargo | 46 |
| 2. Bernel Beauty College, Bismarck | 9 |
| 3. Bernel Hairstyling College, Grand Forks | 4 |
| 4. Bernel Hairstyling College, Minot | 2 |
| 5. Grand Forks School of Hair Design, Grand Forks | 1 |
| 6. Jack's Hair Stylist College, Bismarck | 3 |
| 7. Josef's School of Hair Design, Fargo | 5 |
| 8. N.Y. Hairstyling Academy, Fargo | 33 |
| 9. Town and Country Beauty College, Jamestown | 4 |
| 10. Aaker's Business College, Grand Forks | 63 |
| 11. Capitol Commercial College, Bismarck | 40 |
| 12. Dakota Business College, Fargo | 76 |
| 13. Interstate Business College, Fargo | 54 |
| 14. Minot Business College, Minot | 34 |
| 15. Weber Data Processing School, Fargo | 2 |
| 16. Hanson Mechanical Trade School, Fargo | 48 |

TABLE 2

SCHOOL ENROLLMENTS FOR 1962-63 and 1965-66

| TYPE OF SCHOOL | 1962-63 | | | 1965-66 | | |
|---|---|---|---|---|---|---|
| | MALES | FEMALES | TOTAL | MALES | FEMALES | TOTAL |
| Barber | 22 | 2 | 24 | 25 | 0 | 25 |
| Hairstyling | 21 | 222 | 243 | 38 | 455 | 493 |
| Business | 482 | 846 | 1328 | 593 | 853 | 1446 |
| Data Processing | - | - | - | 184 | 230 | 46 |
| Mechanical | 230 | 0 | 230 | 365 | 0 | 365 |
| Total | 755 | 1070 | 1825 | 1067 | 1492 | 2559 |
| Increase | - | - | - | 312 | 422 | 734 |

The data processing school had a total enrollment of 230 (184 males, 46 females) in its first two years of existence, 1965-66. Enrollment in the mechanical trade school grew from 230 (all male) in 1962-63 to 365 in 1965-66, an increase of 135.

Table 3 gives the number of students in different age groups for 1965-66. Fourteen of the 25 male barber students were under 21, 10 were between 21 and 30, and one was between 31 and 40 years of age.

The hairstyling schools had a greater proportion of students under 21. Of the total of 493 students, 433 were under 21, 50 were between 21 and 30, three were 31 to 40, and seven were between 41 and 50.

The five business schools also enrolled a large number of the under-twenty-one-years group. Of the total 1,446 students, 979 were less than 21, 395 were between 21 and 30, 22 were between 31 and 40 years, 47 were between 41 and 50 years, and three were between 51 and 60 years.

The data processing school had 166 students under 21 out of a total enrollment of 230. The 21 to 30 age group included the remaining 64 students enrolled.

The mechanical trade school's enrollment included 237 under 21 years of age, 73 between 21 and 30 years, 37 between 31 and 40, and 18 who were between 41 and 50.

This study included an attempt to determine county-of-origin for the students enrolled in the respective schools, but lack of data ruled out anything more than a gross approximation on this point. The hair-styling and business schools draw from 80 to 85 per cent of their students from immediate and adjacent counties; the other schools draw from a much wider area, probably because there is only one of each in North Dakota.

TABLE 3

AGES OF STUDENTS FOR 1965-66

| TYPE OF SCHOOL AND AGE GROUPING | TOTAL | MALES | FEMALES |
|---|---|---|---|
| **Barber** | | | |
| Under 21 years | 14 | 14 | 0 |
| 21 - 30 years | 10 | 10 | 0 |
| 31 - 40 years | 1 | 1 | 0 |
| **Hairstyling** | | | |
| Under 21 years | 433 | 20 | 413 |
| 21 - 30 years | 50 | 13 | 37 |
| 31 - 40 years | 3 | 0 | 3 |
| 41 - 50 years | 7 | 0 | 7 |
| **Business** | | | |
| Under 21 years | 979 | 300 | 679 |
| 21 - 30 years | 395 | 231 | 164 |
| 31 - 40 years | 22 | 10 | 12 |
| 41 - 50 years | 47 | 17 | 30 |
| 51 - 60 years | 3 | 2 | 1 |
| **Data Processing** | | | |
| Under 21 years | 166 | 0 | 166 |
| 21 - 30 years | 64 | 46 | 18 |
| **Mechanical** | | | |
| Under 21 years | 237 | 237 | 0 |
| 21 - 30 years | 73 | 73 | 0 |
| 31 - 40 years | 37 | 37 | 0 |
| 41 - 50 years | 18 | 18 | 0 |

Table 4 shows the percentage of students who find housing by their own efforts or with the school's assistance. The barber school gives aid to 75 per cent of its students in finding housing. Fifty-five per cent of the hairstyling students have help from their schools in this respect; the percentage of students thus assisted ranges from 10 per cent in one school to 90 per cent in another.

Eighty-three per cent of the business students as a whole are aided by their schools in finding housing; the lowest number assisted by one school is 50 per cent, the highest 99 per cent. One school has its own dormitory.

Sixty per cent of data processing students and 63 per cent of mechanical trade school students receive help from the schools in finding housing.

Table 5 gives the percentage of students who work while attending school. Business students lead the percentages—29.8 per cent are employed; mechanical trade school students are next with 25 per cent. In the barber school 20 per cent of the students work; of the hairstyling students, 6.2 per cent are employed. Only three per cent of the data processing students work outside of classes.

Table 6 describes the types of financial assistance available to students at the several schools. Under this heading, the barber school is unique: it has one source of financial aid, the North Dakota Barber's Association, which gives 100 per cent assistance.

Three of the eight hairstyling schools have scholarships of 50 per cent assistance; one school receives $100 of student assistance from the American Legion, one has $375 through the Homemaker's Club, and one school makes student loans.

One of the five business schools gives scholarships (amount not

TABLE 4

PERCENTAGE OF STUDENTS FINDING HOUSING THROUGH SCHOOL

| TYPE OF SCHOOL | SCHOOL ASSISTANCE | |
|---|---|---|
| | MEAN | RANGE |
| Barber | 75 | - |
| Hairstyling | 55 | 10-90 |
| Business | 83 | 50-99 |
| Data Processing | 60 | - |
| Mechanical | 63 | - |

TABLE 5

PERCENT WORKING WHILE ATTENDING SCHOOL

| TYPE OF SCHOOL | MEAN | RANGE |
|---|---|---|
| Barber | 20 | - |
| Hairstyling | 6.2 | 5-10 |
| Business | 29.8 | 8-51 |
| Data Processing | 3 | - |
| Mechanical | 25 | - |

TABLE 6

TYPES OF FINANCIAL ASSISTANCE PROVIDED BY THE SCHOOL

| TYPE OF SCHOOL | TYPE OF FINANCING | AMOUNT |
|---|---|---|
| Barber | N.D. Barber Association | 100% |
| Hairstyling | Scholarship (3)* | 50% |
| | American Legion (1) | $100 |
| | Homemakers (1) | $375 |
| | School Loans (1) | (not specified) |
| Business | Scholarship (1) | (not specified) |
| | Lion's Club (1) | $100 |
| | American Legion (1) | $100 |
| | Business Clubs (2) | Tuition |
| | National Secretarial Association (1) | $100 |
| Data Processing | None | |
| Mechanical | None | |

* Number in parenthesis is number of schools with the particular financial aid.

specified); one has $100 from the Lion's Club; one has $100 from the American Legion; two have tuition available from business clubs, and one has $100 student aid from the National Secretarial Association.

The data processing and mechanical trade schools have no financial aid available for students.

In Table 7 educational requirements for enrollment and recommendations of the various schools are stated. All of the private vocational schools recommend a high school diploma, but only four in the business group require it.

The barber school requires an eighth grade education. All of the hairstyling schools require a tenth grade education.

The one business school which does not require a high school diploma has a tenth grade education requirement, as does the data processing school. The mechanical trade school has no educational requirement.

Minimum and maximum age requirements for enrollments are given in Table 8. The barber school has a minimum age requirement of 16-1/2 years. All eight hairstyling schools have an enrollment requirement of 17 years. Two of the business schools have no mimimum age requirement, but one school admits only students 18 years of age or older, and two schools have a minimum age requirement of 17 years.

The data processing school has no minimum age requirement, and the mechanical trade school has the lowest fixed minimum age requirement—16 years. None of the schools has a maximum age requirement.

Table 9 lists the various methods of student selection used by the schools. The barber school uses an interview, aptitude testing, and references. All eight hairstyling schools use an interview, five employ aptitude tests, four use references, and four use high school records.

Four of the five business schools use interviews, three use

TABLE 7

EDUCATIONAL REQUIREMENTS FOR ENROLLMENT

| TYPE OF SCHOOL | EDUCATION | |
|---|---|---|
| | REQUIRED | RECOMMENDED |
| Barber | 8th grade | High School |
| Hairstyling | 10th grade (8)* | High School |
| Business | High School (4)<br>10th grade (1) | High School |
| Data Processing | 10th grade | High School |
| Mechanical | None | High School |

* Number in parenthesis is number of schools.

TABLE 8

AGE REQUIREMENTS FOR ENROLLMENT

| TYPE OF SCHOOL | AGE | |
|---|---|---|
| | MINIMUM | MAXIMUM |
| Barber | 16-1/2 years | None |
| Hairstyling | 17 years (8)* | None (8) |
| Business | 17 years (2)<br>18 years (1)<br>None (2) | None (5) |
| Data Processing | None | None |
| Mechanical | 16 years | None |

* Number in parenthesis is number of schools.

TABLE 9

METHODS OF EVALUATION FOR SELECTION FOR ENROLLMENT

| TYPE OF SCHOOL | INTERVIEW | APTITUDE TESTING | REFERENCES | HIGH SCHOOL RECORDS |
|---|---|---|---|---|
| Barber | 1* | 1 | 1 | - |
| Hairstyling | 8 | 5 | 4 | 4 |
| Business | 4 | 3 | 1 | 4 |
| Data Processing | 1 | 1 | - | 1 |
| Mechanical | 1 | - | - | 1 |

* Number is number of schools using the particular method.

aptitude tests, one uses references, and four use high school records.

The data processing school uses an interview, aptitude testing, and high school records. The mechanical trade school uses an interview and high school records.

Table 10 lists the high school courses required and recommended for enrollment in each of the private vocational schools. The barber school requires no special courses for entrance but recommends business and speech in addition to English.

None of the hairstyling schools has course requirements for entrance, but all recommend chemistry; seven recommend English, and seven also recommend business. Other recommended courses: Speech (four schools), personality (two), anatomy or physiology (three), biology (four), mathematics (one), art (two) and salesmanship (one).

Three of the five business schools have no requirements; one requires shorthand, one typing. Recommended by one or another of the schools are English, business, chemistry, anatomy or physiology, biology, mathematics, typing, shorthand and history.

The data processing school has no course requirement but recommends English, business, typing, and accounting. The mechanical trade schools also has no required courses but recommends English and physics.

Table 11 shows the changes in entrance requirements made by the various vocational schools within the last three years. The barber school now checks the applicant's "character" by the use of court records. Two of the hairstyling schools have introduced aptitude testing; one uses a questionnaire, and one has raised its academic requirements. Two of the business schools have introduced aptitude testing; one has introduced an interview; two have raised academic requirements for applicants. Four of

TABLE 10

RECOMMENDED AND REQUIRED HIGH SCHOOL COURSES

| TYPE OF SCHOOL | COURSES | |
|---|---|---|
| | RECOMMENDED | REQUIRED |
| Barber | English<br>Business<br>Speech | None |
| Hairstyling | English (7)*<br>Business (7)<br>Speech (4)<br>Chemistry (8)<br>Personality (2)<br>Anatomy or Physiology (3)<br>Biology (4)<br>Mathematics (1)<br>Art (2)<br>Salesmanship (1) | None (8) |
| Business | English (1)<br>Business (1)<br>Chemistry (1)<br>Anatomy or Physiology (1)<br>Biology (1)<br>Mathematics (1)<br>Typing (1)<br>Shorthand (1)<br>History (1) | Typing (1)<br>Shorthand (1)<br>None (3) |
| Data Processing | Accounting<br>English<br>Business<br>Typing | None |
| Mechanical | Physics<br>English | None |

* Number in parenthesis is number of schools.

TABLE 11

CHANGES IN ENTRANCE REQUIREMENTS WITHIN LAST THREE YEARS

| TYPE OF SCHOOL | TYPE OF CHANGE |
|---|---|
| Barber | Use of court records |
| Hairstyling | Aptitude testing (2)*<br>Questionnaire (1)<br>Raising academic requirements (1)<br>No changes (4) |
| Business | Aptitude testing (2)<br>Raising academic requirements (2)<br>Interview (1)<br>No change (2) |
| Data Processing | No change |
| Mechanical | No change |

* Number in parenthesis is number of schools making the particular change.

the hairstyling schools, two of the business schools, the data processing school, and the mechanical trade school have made no changes in entrance requirements.

Table 12 gives some examples of types of vocations for which students are trained, the approximate time required for completion of training, and the tuition. Since schools differ in time required for training and tuition, the lowest and highest time required and tuition will be given with other schools falling somewhere between the two extremes.

The barber school requires 1,550 hours of training; tuition is $700. A beautician's course takes from 1,500 to 1,800 hours and costs from $290 to $475. A secretary-stenographer course requires from 9 to 12 months at costs from $450 to $795. An executive secretary course takes 6 months and costs $695.

A clerk-typist course requires 9 months and costs $450. A business administrator requires from 9 to 18 months of training at costs from $685 to $845. A clerical worker's course takes 9 months at $385. An accountant spends from 9 to 18 months in business school at $385 to $1,042. A programmer requires an 8 to 19 week course which costs $600. A key punch operator's course is 5 weeks and costs $250.

An auto mechanic course takes 34 weeks and costs $723. An auto body repair course lasts 24 weeks and costs $538.

Table 13 shows the percentage of students who complete their courses at the various vocational schools. Ninety-nine per cent of the barber students complete the barber course. The overall number of students completing the beautician course is 97 per cent with individual schools reporting 95 to 99 per cent of the students completing the course.

The overall number of students completing the business courses is 57 per cent with various schools reporting between 25 and 94 per cent.

TABLE 12

TYPE OF TRAINING, TIME REQUIRED FOR TRAINING, AND TUITION FOR TRAINING

| TYPE OF TRAINING | TIME REQUIRED | TUITION |
|---|---|---|
| Barber | 1550 hours | $700 |
| Beautician | 1500-1800 hours | $290-475 |
| Secretary - stenographer | 9 - 12 months | $450-795 |
| Executive secretary | 6 months | $695 |
| Clerk typist | 9 months | $450 |
| Business administrator | 9 - 18 months | $685-845 |
| Clerical | 9 months | $385 |
| Accountant | 9 - 18 months | $385-1,042 |
| Programmer | 8 - 10 weeks | $600 |
| Key punch operator | 5 weeks | $250 |
| Auto mechanic | 34 weeks | $723 |
| Auto body repairman | 24 weeks | $538 |

TABLE 13

PERCENTAGE OF STUDENTS WHO COMPLETE TRAINING

| TYPE OF SCHOOL | PERCENT COMPLETING TRAINING | |
|---|---|---|
| | MEAN | RANGE |
| Barber | 99 | - |
| Hairstyling | 97 | 95-99 |
| Business | 57 | 25-94 |
| Data Processing | 97 | - |
| Mechanical | 96 | - |

Ninety-seven per cent of the data processing students complete the course, and 96 per cent of the students in the mechanical trade school complete the course.

All of the schools have job placement services. The percentage of students placed on jobs by the schools is shown in Table 14. The barber school places 75 per cent of its students on jobs. The eight hair-styling schools report placing from 25 to 98 per cent with the overall placement being 69 per cent.

The five business schools report placing between 80 and 95 per cent of the students with an overall placement of 89 per cent for all five schools. The data processing school finds jobs for 100 per cent of its graduates, while the mechanical trade school places 98 per cent of its students.

Table 15 shows the estimated minimum and maximum wages which graduates of the various schools make on their first jobs. A barber makes between $50 and $160 a week to begin; a beautician is paid from $35 to $150 a week. A person going into a clerical or secretarial position makes from $200 to $300 a month, and one entering the managerial field draws a salary of from $340 to $410 a month. A programmer is paid from $350 to $425 a month. A key punch operator's starting pay is from $275 to $325 a month, and a graduate of the mechanical trade school has a starting wage of from $60 to $80 a week.

Table 16 shows the locations where students work after training. The schools were asked to rank the cities relative to the number of students placed in the city. The barber graduates (Fargo) are placed in the following cities, beginning with the city having the greatest number of students:

TABLE 14

PERCENTAGE OF STUDENTS PLACED ON JOBS
BY SCHOOL PLACEMENT SERVICE

| TYPE OF SCHOOL | PERCENTAGE PLACED | |
|---|---|---|
| | MEAN | RANGE |
| Barber | 75 | - |
| Hairstyling | 69 | 25-98 |
| Business | 89 | 80-95 |
| Data Processing | 100 | - |
| Mechanical | 98 | - |

TABLE 15

ESTIMATED BEGINNING WAGE OF GRADUATES

| TYPE OF VOCATIONAL TRAINING | BEGINNING WAGE | |
|---|---|---|
| | MINIMUM | MAXIMUM |
| Barber | $50 week | $160 week |
| Beautician | $35 week | $150 week |
| Secretarial | $200 month | $300 month |
| Business managerial | $340 month | $410 month |
| Programmer | $350 month | $425 month |
| Key punch operator | $275 month | $325 month |
| Mechanic or body repairman | $60 week | $ 80 week |

TABLE 16

CITIES WHERE MAJORITY OF STUDENTS FIND WORK AFTER GRADUATION

| TYPE OF SCHOOL AND LOCATION | RANK OF CITIES RELATIVE TO NUMBER OF STUDENTS PLACED THERE FOR FIRST JOB | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Barber, Fargo | Fargo-Moorhead | Grand Forks | Minot | Williston | Dickinson | Bismarck | Jamestown | Valley City |
| Hairstyling | | | | | | | | |
| 1. Bismarck | Bismarck | Minot | Dickinson | Mandan | Mott | Jamestown | Fargo-Moorhead | |
| 2. Bismarck | Bismarck | Minot | Dickinson | Mandan | Jamestown | Fargo-Moorhead | | |
| 3. Minot | Minot | | | | | | | |
| 4. Jamestown | Jamestown | Fargo-Moorhead | Bismarck | Valley City | out-of-state | | | |
| 5. Fargo | Fargo-Moorhead | Grand Forks | Minot | Bismarck | Dickinson | Wahpeton | | |
| 6. Fargo | Fargo-Moorhead | Wahpeton | Grand Forks | Valley City | Jamestown | | | |
| Business | | | | | | | | |
| 1. Bismarck | Bismarck | Mandan | Dickinson | Minot | Jamestown | | | |
| 2. Minot | Minot | out-of-state | Bismarck | | | | | |
| 3. Fargo | Fargo-Moorhead | | | | | | | |
| 4. Fargo | Fargo-Moorhead | out-of-state | | | | | | |
| Data Processing | | | | | | | | |
| Fargo | out-of-state | Fargo-Moorhead | Grand Forks | | | | | |
| Mechanical | | | | | | | | |
| Fargo | Home-town | Within 150 miles of home | | | | | | |

Fargo-Moorhead, Grand Forks, Minot, Williston, Dickinson, Bismarck, Jamestown, and Valley City.

This type of information was obtained on six of the eight hairstyling schools. The location of the specific schools will be given followed by a list of cities in which graduates first work. The list will be given in decreasing rank relative to the number of graduates who have initial post graduation jobs there.

Bismarck has two hairstyling schools. One of them listed the cities as follows: Bismarck, Minot, Dickinson, Mandan, Mott, Jamestown, and Fargo-Moorhead. The other Bismarck hairstyling school gave the following list: Bismarck, Minot, Dickinson, Mandan, Jamestown and Fargo-Moorhead.

The hairstyling school in Minot listed only Minot as location of its students' initial jobs. The hairstyling school in Jamestown listed the cities as follows: Jamestown, Fargo-Moorhead, Bismarck, Valley City, and out-of-state.

There are two hairstyling schools in Fargo. One of these listed the cities as follows: Fargo-Moorhead, Grand Forks, Minot, Bismarck, Dickinson, and Wahpeton. The other named Fargo-Moorhead, Wahpeton, Grand Forks, Valley City, and Jamestown.

Four of the five business schools listed the places where their students are initially employed. The business school in Bismarck named the following: Bismarck, Mandan, Dickinson, Minot, and Jamestown. The business school in Minot gave the following list: Minot, out-of-state, and Bismarck. Both business schools in Fargo named Fargo-Moorhead as the primary place where students initially work with one listing out-of-state as second.

The data processing school in Fargo places its students primarily out-of-state, then in Fargo-Moorhead and Grand Forks. The mechanical trade school students returned to their home towns or within 150 miles of their home towns to work.

Table 17 gives the per cent of graduates remaining on the original job two years or more. Ninety per cent of the barber school graduates remain on the original job after two years.

The hairstyling schools report from 5 to 60 per cent remaining on the job after two years with an average of 38 per cent. The business schools report from 50 to 92 per cent remaining with an average of 69 per cent.

The data processing school reports 60 per cent for females only. This figure is apparently much lower for males as the school reported that men tend to change their first jobs for better pay.

Ninety five per cent of the mechanical trade school graduates remain on their initial job for two years or more.

Table 18 shows the number of schools with follow-up programs to evaluate the curriculum and the date of the last follow-up. The barber school has no follow-up program. Of the eight hairstyling schools four have follow-up programs with one of these conducting the last follow-up in 1949 and three in 1966.

Of the five business schools three have follow-up programs with one of these conducting the last follow-up in 1963 and two in 1966. The data processing and the mechanical trade school have annual follow-up programs, the last ones being conducted in 1966.

TABLE 17

PERCENTAGE OF STUDENTS REMAINING ON INITIAL JOB OVER TWO YEARS

| TYPE OF SCHOOL | PERCENT | |
|---|---|---|
| | MEAN | RANGE |
| Barber | 90 | - |
| Hairstyling | 38 | 5-60 |
| Business | 69 | 50-92 |
| Data Processing | 60 | - |
| Mechanical | 95 | - |

TABLE 18

NUMBERS OF SCHOOLS WITH FOLLOW-UP PROGRAM FOR EVALUATION OF CURRICULUM AND DATE OF LAST FOLLOW-UP

| TYPE OF SCHOOL | FOLLOW-UP | | DATE OF LAST FOLLOW-UP |
|---|---|---|---|
| | YES | NO | |
| Barber | - | 1 | - |
| Hairstyling | 4 | 4 | 1949 (1)*<br>1966 (3) |
| Business | 3 | 2 | 1963 (1)<br>1966 (2) |
| Data Processing | 1 | - | 1966 |
| Mechanical | 1 | - | 1966 |

* Number in parenthesis is number of schools.

## SUMMARY

Certain facts presented in this survey may be the direct result of the known trend of population from rural to urban areas and the reduction in job opportunities for unskilled workers. Enrollment figures for the hairstyling schools show an increase of more than 40%.

Although the business schools had a relatively much smaller increase, about eight per cent, some of their potential enrollment may have been drawn to the data processing school, which offers a short course and a prospect of higher starting wages than the business schools report for their graduates.

A more extensive and qualitative study which should be made would include background information on students enrolled in these schools, their living arrangements and costs, and their satisfaction or dissatisfaction with their courses and instructors. The study would also inquire into employers' rating of the training as demonstrated by employees trained in these schools, and would involve a follow-up to determine how many students have gone from these schools to further vocational training or have changed occupations entirely.

It is hoped that the survey will be helpful to those individuals and organizations concerned with vocational education in general and to counselors in particular who need this type of information before attempting to advise young people of the vocational education opportunities within the State.

Appendix
PRIVATE VOCATIONAL SCHOOLS
IN NORTH DAKOTA

1. Name of School: _____

2. Address: _____

3. Date first class enrolled: _____
How many consecutive years has your school enrolled students? _____

4. What is your total school enrollment for 1965-66 (June 1, 1965 - May 31, 1966)?
Males _____ Females _____

5. a. What was your enrollment for the same period in 1962-63? Males____ Females____

b. Please indicate the number of students at the following age levels during 1965-66?

| | Men | Women |
|---|---|---|
| 1) Under age 20 | ___ | ___ |
| 2) 21 - 30 years | ___ | ___ |
| 3) 31 - 40 years | ___ | ___ |
| 4) 41 - 50 years | ___ | ___ |
| 5) 51 - 60 years | ___ | ___ |
| 6) 61 years or older | ___ | ___ |

6. List the communities or counties from which you draw the majority of your students:

| Communities or Counties | Approx. No. of Students | Distance from School (miles) |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

7. What percentage of your students have part-time employment while enrolled in your school? _____%

8. List scholarships or other sources of financial assistance (other than employment) available to your students:

| Type | Requirements | Amount |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

9. What are the minimum entrance requirements? (Please check (✓) Yes or No)

a. Educational:

| | | |
|---|---|---|
| Eighth grade education recommended | Yes ___ | No ___ |
| Eighth grade education required | Yes ___ | No ___ |
| High School diploma recommended or desired | Yes ___ | No ___ |
| High school diploma required | Yes ___ | No ___ |
| College training recommended or desired | Yes ___ | No ___ |
| College training required | Yes ___ | No ___ |

b. Age: Is there a minimum and/or maximum preferred age requirement? Yes ___ No ___
If yes, please specify _____

c. Please list the specific evaluation techniques you use to select students (entrance tests (please specify), interview, etc.)

_____ _____
_____ _____
_____ _____

d. What high school courses are required for entrance and which are recommended for each curriculum? (Please also specify the curriculum.)

| CURRICULUM | REQUIRED COURSES | RECOMMENDED COURSES |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

(USE BACK OF SHEET IF NECESSARY)

10. Have you made any recent (past three years) changes in your entrance requirements and selection procedures? Yes ___ No ___

b. Do you contemplate making such changes? Yes ___ No ___

c. If yes, please specify the changes _____
_____

11. List the names of programs offered, the time required to complete them, the specific job(s) for which students are prepared, and average tuition.

| NAME OF PROGRAM | TIME REQUIRED TO COMPLETE | SPECIFIC JOB(S) PREPARATION | AVERAGE TUITION |
|---|---|---|---|
| _____ | _____ | _____ | $_____ |
| _____ | _____ | _____ | $_____ |
| _____ | _____ | _____ | $_____ |
| _____ | _____ | _____ | $_____ |
| _____ | _____ | _____ | $_____ |

(USE BACK OF SHEET IF NECESSARY)

12. While a person may be trained for one job, he often accepts or is placed in a different one. Therefore, in what specific jobs are your applicants placed and at what beginning salary range?

| SPECIFIC JOB TITLE | BEGINNING SALARY RANGE (MINIMUM-MAXIMUM) | |
|---|---|---|
| _____ | Minimum $_____ | Maximum $_____ |
| _____ | $_____ | $_____ |
| _____ | $_____ | $_____ |

13. Do you provide a placement service? Yes ___ No ___
If yes, what percentage of students are placed through this service? _____%

14. Has your school conducted a follow-up study of graduates to evaluate and revise your curriculum? Yes ___ No ___

a. If yes, when was the last one? _____
b. What percentage are employed after two years in the job in which originally placed? _____%

15. Name and title of person completing this questionnaire.
Name _____ Title _____
Would you like to receive a copy of this study? Yes ___ No ___