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(Data), \*Vocational Fducation

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\*Arkansas

ARSTUACT

In June 1969, some 61 businessmen of Prairie Grove, Arkansas, were personally interviewed to determine the feasibility of establishing a standard supervised cooperative part-time education program for the students of the area. Thirty-six beginning jobs were available, with nearly half being in distributive occupations. The remaining openings were in 5 occupational categories: office, industry, general work, agriculture, and occupational home economics. A majority of would-be employers expressed an interest in participating in a cooperative program. An appendix to the document includes news releases about the program, a copy of the questionnaires used, and other materials pertinent to this exploratory study. (BD)

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PART-TIME ENTRY JOB SURVEY of PRAIRIE GROVE, ARKANSAS

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Arkansas Research Coordination Unit for Occupational Education in cooperation with the Department of Vocational Education University of Arkansas, Fayetteville and The State Department of Education Division of Vocational Education

June, 1969

RC 00395

### **FOREWORD**

This is an analysis of the data of a part-time entry job survey of Prairie Grove, Arkansas. The purposes of this survey were three-fold: to alert the school officials and the community to the possibilities and educational benefits to students from working on jobs in the community, to determine available work stations suitable for standard supervised cooperative part-time occupational programs, and to determine available work stations suitable for general work experience programs.

The results of this survey should prove helpful to the Prairie Grove School officials in determining the feasibility of establishing a cooperative training program. It should also provide data for occupational guidance.

This survey was undertaken as a joint effort by the Prairie Grove Public Schools, the Employment Security Division, and the Occupational Survey Class from the University of Arkansas. The students enrolled in the Occupational Survey Class under the supervision of Dr. Marion E. Maddox collected the data and wrote the report. Valuable experience was gained in survey techniques.

ERIC

### **PREFACE**

The Employment Security Division is given recognition for assisting the class in assigning DOT Codes to the entry jobs.

One of the services of the Arkansas Research Coordination
Unit is to encourage the gathering of needed occupational information.
Another service is to disseminate findings of research and related activities in vocational and technical education to interested agencies and individuals within and outside the state of Arkansas.

We hope that this Entry Job Survey material will serve in a dual capacity: first, provide the user with quick reference to his special information needs and second, become our invitation to utilize the professional information services of the Research Coordination Unit.

Harold W. Moore RCU Associate Director



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### DESCRIPTION OF THE COMMUNITY

Prairie Grove is a community located in the northwestern corner of Arkansas, twelve miles southwest of Fayetteville on United States Highway 62. It has a population of 1385.

The people of Prairie Grove work chiefly in agricultural occupations (poultry and beef cattle) and commute daily to jobs in the industrial plants located in Fayetteville.

Prairie Grove is not the main buying center for the surrounding area but all services are offered which are needed for a small community located close to a larger metropolitan area.

The Prairie Grove Battle Field Memorial Park is located on Highway 62 in the eastern edge of the city. It is a tourist attraction with authentic replicas of Civil War furniture and buildings, playground and picnic areas, and a modern museum containing Civil War uniforms, publications, battle scenes, guns, and other Civil War artifacts.

The Prairie Grove Public School, situated in the north-western part of town, shows a growth rate of 9.2 per cent since 1967. There were 832 students enrolled in grades one through twelve with an average daily attendance of 712. The school has a teaching staff of 35 teachers, two principals, and a superintendent. The high school curriculum offers a college preparatory course as well as vocational training in office occupations, home economics, and agriculture. In addition to this, Prairie Grove schools send



fifteen to twenty students each year to Sequoyah High School in Fayetteville who are interested in specific trades which are not offered in the Prairie Grove Public Schools.



Prairie Grove Battle Field Park

### DEFINITION OF TERMS

- APPRENTICE-TYPE TRAINING: learning a trade, or art by practical experience under skilled worker with related instruction taught in the public school.
- COOPERATIVE PART-TIME PROGRAMS: these programs represent a wide area of occupations; office, distributive, industrial, nursing, homemaking, and agriculture. The student is taught related material by a teacher-coordinator in the school classroom.
- DISTRIBUTIVE EDUCATION: occupations concerning sales, marketing, and retailing.
- DIVERSIFIED OCCUPATIONS: a program of education offering training in trade, industrial, and technical occupations. The student receives classroom instruction in school and onthe-job training from the employer.
- GENERAL WORK EXPERIENCE PROGRAMS: those programs in high schools with work assignments in or out of school that may or may not be relevant to the student's occupational goal. The objective of the program is to provide experience in the world or work that assists in developing desirable work habits and attitudes as well as personal traits.
- OCCUPATIONAL HOME ECONOMICS: training in occupations and related occupations which use home economics knowledge and skills and includes the following occupational areas; quantity food preparation, occupational clothing services, child care services, homemaker services aides, home furnishing services, and housekeeping aides.
- OFFICE OCCUPATIONS: occupations concerned with general office work, typing, and stenography.
- PREPARATORY: work experience expected to be short termed, simple tasks requiring very little skill.
- TRADE AND INDUSTRIAL OCCUPATIONS: those skilled and semi-skilled occupations that are involved in construction, manufacturing, and service to products of industry; such as welding, plumbing, machinists.



### PROCEDURE FOR ORGANIZING SURVEY

ORGANIZATIONAL MEETING AT PRAIRIE GROVE HIGH SCHOOL

The initial organizational meeting was held in the Prairie Grove High School on June 19, 1969. The meeting was conducted jointly by the survey director, the principal of Prairie Grove High School, and the instructor of the Occupational Survey Class, University of Arkansas. In attendance were members of the survey class, vocational instructors from Prairie Grove High School, members of the school administration and a representative from the Prairie Grove Board of Education.

The purpose of the meeting was to organize the procedure for conducting the survey. Also, the meeting was held to determine the need, objectives, and the scope of the study. The survey instrument was presented to the group for critical evaluation.

### NEED FOR SURVEY

The need of the survey was to determine the feasibility of establishing a standard supervised cooperative part-time education program at the Prairie Grove High School. Also, a survey was needed in order to ascertain the number of part-time jobs and the factors surrounding them in various occupations in Prairie Grove. This information will enable the schools to determine if it is feasible to set up a program to prepare students to enter these occupations and to provide data for occupational guidance. At the present time this survey is

exploratory in nature with no obligation implied that this type of program will be adopted in the immediate future.

### OBJECTIVES OF THE SURVEY

- 1. Alert the school officials and the community to the possibilities and educational benefits to students from working on jobs in the community.
- 2. Determine available work stations suitable for standard supervised cooperative part-time occupational education programs.
- 3. Determine available work stations suitable for general work experience programs.

### SCOPE OF THE SURVEY

This information was collected in Prairie Grove, Arkansas and vicinity from businesses, commercial, and industrial establishments. No attempt was made to interview employers of domestic and farm labor with the exception of the Sundowner Ranch which is a corporate agricultural business. A list of names and addresses of the 68 employers was compiled from the local telephone directory. The names, addresses, and telephone numbers of the employers contacted are listed in the appendix.

### CLASS ORGANIZATION FOR THE SURVEY

In order to make the survey as efficient as possible the survey director was elected to provide leadership and to coordinate the group's efforts and a dispatcher was appointed to assign and coordinate the efforts of the interviewers. The following committees were appointed:

1. Publicity -- handle the publicity for the survey



2. Forms -- develop the forms necessary for conducting the survey

3. Training interviewers -- develop a program to train interviewers

4. Tabulation -- to tabulate the survey findings

5. Coding -- to work with the Employment Security
Division in Assigning the proper D.O.T. code numbers
and job titles to the jobs located

Art -- to develop a suitable format for the final report

### OBTAINING THE EMPLOYER LISTING

A complete listing of all businesses in the Prairie Grove area was obtained by referring to the local telephone directory. This complete list was then verified by local school officials to remove those businesses that were no longer operating. This finalized listing was then transferred to the survey cards to be issued by the dispatcher to the survey interview teams.

### FORMS USED IN THE SURVEY

It is necessary that several kinds of forms be developed when conducting an occupational survey. These forms will reduce chances of error and save time and effort. Following is a list and brief descriptions of the forms used in this survey.

- 1. Handbook for survey interviewers: this booklet contained the rules, regulations, and guidelines that should be followed by interviewers while making the survey.
- 2. Questionnaire or interview instrument: these were the forms on which information from the employer is recorded.
- 3. Card or letter of introduction: a card or letter of introduction was used to identify the interviewer as a member of the survey team.
- 4. Assignment cards: these cards provided the interviewer with the name, location, and managers name of the firm that he was to contact. They also served as a record for the interviewer.



5. Tabulation form: this form concurred with the questionnaire and was used to compile data that had been previously collected.

6. Thank you letter: this letter expressed appreciation to the employers and business managers for their cooperation. It was published in the local newspaper.

### TRAINING OF INTERVIEWERS

A Handbook for Survey Interviewers was compiled by the Interview Training Committee. Group training of interviewers was conducted using a tape recorder in simulated situations to develop interview techniques, following guidelines and suggestions in the handbook.

### **PUBLICITY**

Publicity for the survey consisted of one newspaper article which appeared on the front page of the Prairie Grove Enterprise. The article in the June 26th issue, announced the date of the proposed survey, the nature and purposes of the survey, the groups conducting the survey and the sponsors.



### CONDUCTING THE SURVEY

### TRIAL RUN

A trial run was performed on June 26, 1969, four days prior to the actual survey. Six businesses were contacted, representative of a cross-section of the community economy. The results of those interviewed indicated the survey instrument was valid for its intended purpose.

### SURVEY

The survey was conducted by nine graduate students of the University of Arkansas, College of Education, Department of Vocational Education, enrolled in Community Occupational Surveys. The area of interest was divided into four sections, one for each of the four survey teams. On Monday, June 30th the employers were contacted, using the personal interview method, in their respective places of business.

### FOLLOW UP

All businesses were contacted in one day with the exception of two. These were contacted later in the same week to complete the survey.



### TABULATION OF RESULTS

The major portion of the data collected was concerned with the type and the quantity of part-time jobs in the Prairie Grove area.

The following tables summarize the collected data according to six broad categories. These categories were:

- 1. Agricultural occupations
- 2. General work experience
- 3. Industrial occupations
- 4. Office occupations
- 5. Occupational home economics
- 6. Distributive occupations

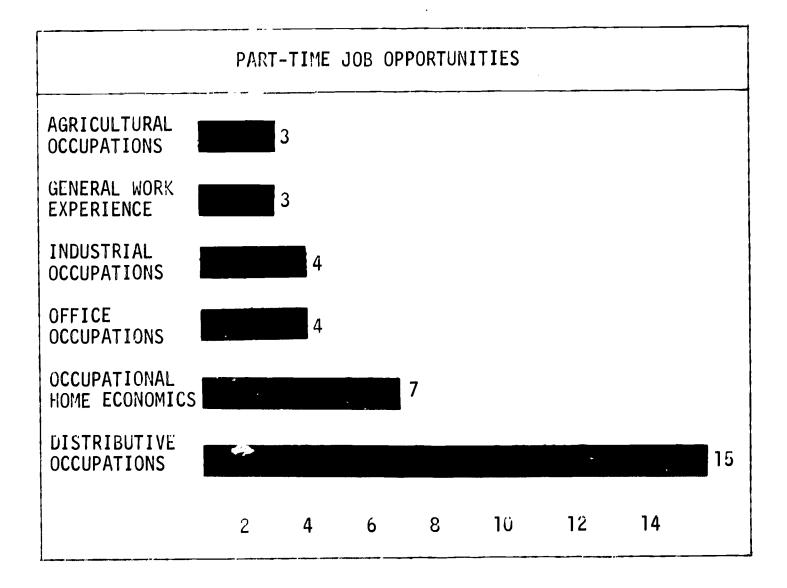
Each job under these categories was noted as being one of three types of work programs --- standard cooperative, preparatory, or general work experience.

The total number of part-time jobs which was available in each of the six major categories are indicated in Table I.

Of the thirty-six jobs found by the survey, the largest number of jobs, fifteen, was in the distributive occupation category; while occupational home economics was next with seven jobs. Industrial occupations and office occupations had four jobs each; with agricultural occupations and general work experience each containing three jobs.



TABLE I



The available jobs in each of the six broad occupational categories are listed in the following tables. The columns headed 'Job Title' and 'D.O.T. Code' refer to the job title and classification code listed in the <u>Dictionary of Occupational Titles</u>. The title and code were determined from job descriptions obtained during the survey. Other data, such as sex, age range, and length of employment are presented in the tables. The jobs were classified into three categories: standard cooperative, preparatory, and general work experience. The column headed 'D-M' refers to 'Does not matter' and, if indicated, means that the employer places no restriction on age.



ERIC Full Text Provided by ERIC

TABLE II

# AGRICULTURAL OCCUPATIONS

JOB TITLE	рот соре	No.	Σ	LL.	Age 16-17 18-19 D-M	Length of Employ. Sum. 9 mo. 12 mo	Stand. Coop.	Prep.	Gen. Work
Laborer, Ranch	413.887	2	2		2	2	2		
Veterinarian Hospital Attendant	356.874	<b>–</b>	_				<b>_</b> _3		
TOTALS		က					m		

study is indicated in agricultural occupations due to the fact that only one corporate ranch employer shown on Table II. All three jobs might be used in a standard cooperative program. Further A total of three year-round jobs in agricultural occupations were found by the survey team was contacted. and are

TABLE III

GENERAL WORK

		<del></del>
Gen. Work	ო	m
Prep.		
Stand. Coop.		
Stand. Length of Employ. Coop.	Seasonal	
Age 17 18-19 D-M	ო	
F 16-17		
ட		
Σ	က	
No.	က	ო
DOT CODE	529.886	
JOB TITLE	<b>Cannery</b> Worker	TOTALS

Only one title within the general work experience category is indicated in Table III. total of three workers was needed on a seasonal basis.

ERIC AFUIT TEST PROVIDED BY ERIC

TABLE IV

INDUSTRIAL OCCUPATIONS

JOB TITLE	DOT CODE	No.	Σ	IL.	Age 16-17 18-19	Age 18-19 D-M	Length of Employ. Stand. Sum. 9 mo. 12 mo Coop.	of Emp mo. l	loy. 2 mo	Stand. Coop.	Prep.	Gen. Work
Apprentice	973.381	_				_			_	-		
Auto Service Station Attendant	915.867	_	_		-			_				_
Delivery Boy	299.478		_		_				-			-
Upholsterer Helper	780.887		either	her		<b>-</b>		_				-
TOTALS		4						•		_		က

needed year-round. The apprentice job was classified as a standard cooperative title, the remaining Four different job titles in the industrial occupations category, with a single worker needed for each job, is indicated in Table IV. Two of the jobs were on a nine months basis and two were three would be for general work experience.

TABLE VOFFICE OCCUPATIONS

ERIC Full Bost Provided by ERIC

JOB TITLE	DOT CODE	No.	1	Age 16-17 18-	Age 7 18-19 D-M	Length of Employ. Stand. Sum. 9 mo. 12 mo Coop.	Employ. . 12 mo	Stand. Coop.	Prep.	Gen. Work
					-		r			
Clerk, General	209.588	_	_				-		-	
Information	237.368	2	2		2		C1		2	
Receptionist	237.368		_		-		_		<b></b>	
TOTALS		4							4	

occupations and are listed in Table V. All jobs were preparatory in nature and probably would not A total of four year-round workers was needed in three different jobs related to office a standard cooperative program. fit into

TABLE VI

# OCCUPATIONAL HOME ECONOMICS

JOB TITLE	рот соре	No.	Σ	LL.	M F 16-17 1	Age 18-19 D-M		ength Sum. 9	of Em	ploy.	Length of Employ. Stand. Sum. 9 mo. 12 mo Coop.	Prep.	Gen. Work
Fountain Girl	319.878	2		2	-		4			2		2	
Meat Cutter Apprentice	316.884	-	1	1 <u>1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 </u>	<b>,</b>				,				-
Waiter	311.878	<b>-</b>	_	_	:		<del></del>		_				_
TOTALS		7					,,,,,	jp.				5	2

were considered year-round and preparatory in nature; while the remaining two jobs were on a nine job titles are listed with the majority of workers (5) needed as fountain girls. These five jobs Seven jobs related to home economics occupations are shown in Table VI. Three different basis and for general work experience. months

ERIC Provided by ERIC

TABLE VII DISTRIBUTIVE OCCUPATIONS

JOB TITLE	DOT CODE	No.	Σ.	<b>u</b>	16-17 1	Age 18-19	M-C	Length of Employ. Sum. 9 mo. 12 mo	of Em 9 mo.	ploy. 12 mo	Stand. Coop.	Prep.	Gen. Work
	915.867	2	2		-		;			2	2		
	920.887	2	2				2			2	2		
<b> </b>	299.468	9	×	×			9			9	9		
	299.478	2	2	15, 1	2		_		2	-	2		
	919.883	_	<b>,</b>		-				_			-	
	922.887	2	2				2		2		2		:
		15						,			14	-	

jobs were condi**dered s**tandard cooperative. A cashier-checker was the job title with the most workers total of fifteen jobs with six different job titles were found in this category. All but one of the The largest category of the six, distributive occupations, is indicated in Table VII. needed.

### SUMMARY

- 1. There were thirty six available beginning jobs in Prairie Grove,
  Arkansas.
- 2. Business, industrial, and professional people indicated an interest in employing young people on a part-time basis.
- 3. Most of the employers had no preference as to the age of the students.
- 4. The jobs for part-time entry opportunities were as follows: Fifteen in distributive occupations Four in office occupations Four in industrial occupations Three in agricultural occupations Seven in occupational home economics Three in general work experiences The jobs were divided into standard cooperative part-time, twenty-one; preparatory, five; and general work experience, eleven.
- 5. A majority of the employers contacted indicated an interest in helping to train students for the world of work.



APPENDIX



### PRAIRIE GROVE ENTERPRISE

June 26, 1969

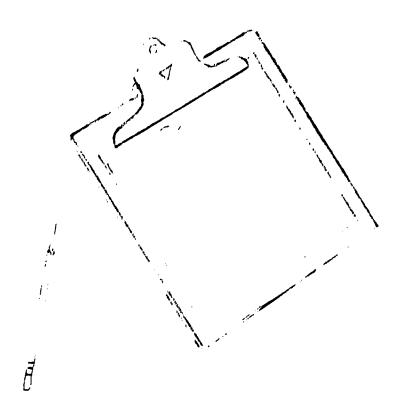
# Survey On Student Employment To Be Conducted

A survey will be conducted among Prairie Grove businesses June 30 through July 2 to ascertain benefits to students gained from working on jobs in the community.

The survey is being conducted by the Community Survey Class from the University of Arkansas under the joint sponsorship of the Prairie Grove school system, representatives of the Sequoyah Tech School and the Employment Security Division of the State of Arkansas.

The survey will also determine the availability of work stations suitable for standard supervised cooperative programs and work study program.

The survey is exploratory and does not imply that the program will be established in the high school curriculum



PRAIRIE GROVE ENTERPRISE
July 17, 1969

# Thanks Expressed By Survey Team

The Prairie Grove Public Schools and participating students from University of Arkansas Department of Teacher Education wish to express their gratitude to the business and industrial concerns of Prairie Grove for their help and cooperation in conducting the part-time job survey on June 30 and July

The results of this survey will be made available to public school officials in the very near future for purposes of program planning and curriculum construction.



# PART-TIME JOB SURVEY QUESTIONNAIRE

# Prairie Grove, Arkansas

١.	Name of firm	
2.	Address	Telephone
3.	Type of busi	(as variety store, auto shop, etc.)
		rviewedTitle
5.	Interviewer_	Date
6.	Do you emplo	y part-time workers? YesNo
7.	If yes: (a)	Type of job(mechanic, clerk, typist, etc.)
	(b)	Number presently employed
8.	Would you be	e interested in employing part-time students in a job
	training pro	ogram? YesNo
9.	If yes: (a)	How many?
	(b)	Hours needed A.MP.M
		Evening
	(c)	Hours per weekDay
	(d)	Length of time you could employ
		(1) Nine month school term
		(2) Summer
		(3) Seasonal
		(4) Year round
	(e)	Type of job
	(f)	Sex MaleFemale
	<b>(</b> g)	Age desired 16-1718-19Doesn't
		matter



# SURVEY FORMS

# INTERVIEW ASSIGNMENT CARD

Name of interviewer	
	Phone
Address	
Type of Business	
Information Complete? Yes	No
2nd interviewer	
Signature of interviewer	
Date interview completed	
LETTER OF	FINTRODUCTION
PRAIRIE GROVE BUSINESS AND PROFI	ESSIONAL MEN:
This card will introduce with the Prairie Grove Public Sesurvey.	e who is cooperating chools in conducting a part-time job
This survey is to ascervarious occupations in Prairie ( This information will enable the feasible to set up a program to cupations and to provide data for the well appreciate the	prepare students to enter these oc-
mation.	Sincerely yours,
	Superintendent of Schools
	Principal, Prairie Grove High Schoo



# List of Employers Interviewed

NAME	ADDRESS	TELEPHONE
Al's Lion Station	123 N. Buchanan	846-91 <b>7</b> 0
Anchor Construction Co.	Center Point	846-3518
Arkansas Western Gas Co.	110 East Buchanan	846-2521
Ash Drapery & Upholstery	152 South Mock	846-2939
B & K Super Market	129 East Buchanan	846-3551
Betty's Salon of Beauty	306 North Pittman	846-3502
Bill's Custom Floors	Highway 62 West	846-3680
Irene's Cafe	118 South Ozark	846-2860
H & R Block Tax Service	116 East Buchanan	846-2616
CSM Charolais Mgmt. Svs.	Highway 62 East	846-2121
J.W. Calvert Agency	116 East Buchanan	846-2616
Dr. Jno. Campbell	Highway 62 West	846-2284
Oleta Campbell Realty	124 South Mock	846-3905
Carman Drug Store	115 East Buchanan	846-2195
Cate's Garage	120 South Mock	846-3301
Charles' Dry Cleaners	114 East Buchanan	846-24 <b>77</b>
Couch's Garage	300 East Buchanan	846-3451
Cresent Department Store	127 Buchanan	846-2801
Dillon's Grocery	319 East Buchanan	846-3731
Dr. J. Pat Durham	709 North Mock	846-22 <b>77</b>
Farmers Hardware & Furn.	119 East Buchanan	846-2158
Farmers and Merch Bank	102 East Buchanan	846-2115



Fern's Beauty Shop	607 East Parks	846-3971
G. & E. Upholstery Shop	206 North Pittman	846-2287
Harness & Mayes	306 East Buchanan	846-3828
Horton's Texaco Stat.	148 East Buchaman	846-2723
I.G.A. Foodliner	111 East Buchanan	846-2531
J and B Auto Supply	138 East Buchanan	846-2653
J & J 66 Service Stat.	318 East Buchanan	846-3827
Jalene's Hair Fashions	Farm. & Merch. Bk. Bldg.	846-3390
Jeanne's Hair Fashions	206 South Neal	846-2963
Jones Lumber & Supply	219 South Mock	846-2101
Keene's Auto Supply	124 East Buchanan	846-2236
Kelly Canning Co.	400 South Mock	846-2165
Knowles Flower Shop	118 East Buchanan	846-2137
Lewis & Rada Beauty Salon	303 North Pittman	846-3385
Luginbuel Funeral Home	115 North Neal	846-2141
Marshall's Deep Rock Sv. St.	116 West Buchanan	846-2285
Mock Clinic	128 East Buchanan	846-2155
National Hardwood	216 West Cleveland	846-2421
Neal's Dry Goods	121 East Buchanan	846-2562
Okla. Tire & Supply	106 West Buchanan	846-2661
Prairie Grove Locker Plant	104 East Buchanan	846-2604
Prairie Grove Telophone Company	129 North Mock	846-2131
Prairie Grove Water Works	112 South Neal	846-2961
Quality Discount House	102 West Buchanan	846-3331
Reeves Radio & TV Repair	104 West Buchanan	846-2946



Clyde Ross	304 West Graham	846-2410
Royal Oaks Devel. Co.	501 South Mock	846-3817
Sherry's Farm Supply	East Parks	846-3482
Smith Tractor & Imp. Co.	139 North Neal	846-2561
Southern Mercantile Co.	107 East Buchanan	846-2465
SEPC0	134 East Buchanan	846-2431
Spencer Paint & Body Shop	201 South Mock	846-3801
Spencer Tire Co.	151 East Buchanan	846-2631
Sterling Drug Co.	125 East Buchanan	846-2135
Sundowner Ranch	Highway 62 East	846-2103
Tempflow Mfg. Co.	208 East Cleveland	846-3318
J.B. Traylor Building Sup.	112 South Summit	846-2125
Vernon's Auto Service	108 South Neal	846-3530
Whitaker's Garage	505 South Mock	846-287



## GRADUATE STUDENTS WHO PARTICIPATED IN THE SURVEY

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