President Gideon:

Memorandum re staff for Farm Labor Project:

Needed: 1 executive officer

2 assistants, one man, one woman

1 physician and/or nurse

1 clerical assistant

5 - 10 teachers, dependent partly on curriculum finally adopted, size of classes, etc.

Criteria for inclusion of courses in the curriculum:

1. Satisfying needs of registered students: mathematics, English, American Studies, a Romance language, (et al?)

2. Special suitability for the scene and activities: geology, farm biology, rural sociology; that is courses correlated with country work and life.

3. War-related courses: cryptography, meteorology, military mapping, (navigation?, et al?)

4. Coordinating courses: hygiene, with recreation, sports, dancing, speech, with assembly programs, etc.

Probable number of regular class sections (excluding hygiene): 14-16.

Class sessions: 90 minutes each, scheduled regularly during evenings, to reach a total equivalent to 45 periods of a regular session.

Fields in which one or two instructors each should be enlisted:

Mathematics, geology, English, (History, (Sociology, Economics, Government), Biology, Romance Languages, Physics (Meteorology); also, Hygiene, Speech

Financing:

Allocation of funds, for administration, and for instruction:

A number of instructors could give two sections, alternate days; others to give one section, plus specified administration.

Important administrative duties: Executive office; "deans" of men; of women; directing, recreation, etc; Coordinating and supervising work in fields. The latter, I hope, may have field-working teachers, plus general, over-all visitation.

Expenses: State funds of 100.00 per months per fifty working students are provided for by State action. These could be divided, to cover living of working staff, plus some miscellaneous items. Some administrative funds from College. Workers, staff- paid according to regular allowances.