

# Hunter College Libraries

## Archives & Special Collections

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### Guide to the Bureau of Educational and Vocational Guidance / Career Counseling and Placement records, 1910s-1990s (bulk dates: 1930s-1950s) Accession: #1996-05

#### **CREATOR**

Hunter College. Bureau of Educational and Vocational Guidance.  
Hunter College. Career Counseling and Placement.

#### **EXTENT**

Linear Feet: 3.36 linear feet  
Number of Containers: 8 boxes

#### **COLLECTION SUMMARY**

The Bureau of Educational and Vocational Guidance, was a department tasked with assessing the job readiness of Hunter College students, helping students consider alternatives to teaching careers, and preparing them for successful employment. The Bureau of Educational and Vocational Guidance / Career Counseling and Placement records consist of reports, research findings, correspondence, guides for students, brochures, publications, and general statistics about faculty conferences with students.

#### **LANGUAGES**

English

#### **PROCESSING ARCHIVIST**

Susan M. Kline, 2019

#### **SUBJECTS**

Career education.  
Faculty advisors.  
Women -- Vocational guidance.  
People with disabilities -- Vocational education.  
Vocational education.  
Vocational guidance --Periodicals.

## Collection Details

### Historical Note

The Bureau of Educational and Vocational Guidance grew out of efforts, dating to the 1910s, by the Hunter College Alumnae Association to provide career guidance to junior and senior students.

Initially named the Bureau of Occupations, over the next 40 years, several bodies with similar names and interrelated purposes existed including the Vocational Guidance Committee and the Faculty Advisory Board on Careers. From 1944 onward, these were under the auspices of the Bureau of Educational and Vocational Guidance. Early efforts were chaired by Professor Harriet H. Keith; Dean of Guidance Marie K. Gallagher led the Bureau until her retirement in 1957.

Although historically the majority of Hunter College graduates sought work as teachers, the Bureau encouraged students to consider jobs other than teaching because the amount of applicants had begun to outpace the number of available teaching jobs. The Bureau promoted jobs women could reasonably expect to obtain and emphasized matching personality and temperament to suitable careers.

The Bureau hired a field secretary to research a variety of occupations (funded by the student government) and the necessary educational requirements. Faculty members in academic departments advised students through one on one conferences. Research fellows conducted educational experiments, set up reading and spelling clinics, and studied specific populations.

The Bureau distributed occupational information including the suggested curriculum and potential salaries for a number of jobs and provided guidance on how to apply for jobs, present oneself during interviews, and conduct oneself on the job. Beginning in 1932, the Bureau published the booklet "What to Do in the World's Work."

The Bureau eventually became known as Career Counseling and Placement in the 1970s.

### Collection Description (Scope and Contents)

#### Immediate Source of Acquisition

Received in 1996. The Bureau of Educational and Vocational Guidance / Career Counseling and Placement records are divided into two sections.

The majority of the collection pertains to the Bureau of Educational and Vocational Guidance and its predecessor committees during the interwar, World War II and postwar periods. The Bureau heavily documented its work and produced annual, summary, and topical reports. Some reports present the findings of studies conducted by the Bureau's research fellows. Meeting minutes provide evidence of committee discussions and routine business. The file entitled, "Establishment, Functions, History, and Organization" contains narrative summaries of the bureau's role, lists of functions, and organizational charts. (Box 1 Folder 9)

Correspondence consists of brief exchanges with faculty members regarding their schedules and amount of student conferences, Marie K. Gallagher's correspondence with Hunter College president George N. Shuster, and Shuster's correspondence regarding the Bureau.

The student conference summaries are a record of quantitative information such as the number of students advised by individual faculty members on each campus, the amount of hours spent on these conferences, referrals, and the reasons for advisement. Lists and schedules indicate which faculty members participated.

The Reading Clinic and the Spelling Clinic files explain how these experimental programs were set up and the methods and lesson plans used, and contain aggregated student test results. Research was also conducted regarding aptitude, ability, and achievement tests. Of particular interest may be the 1940s and 1950s reports and writings on the guidance of physically handicapped students.

The second and smaller section of records is comprised of primarily brochures, event schedules, resume guides, internship listings, and newsletters created by the Career Counseling and Placement office from the 1970s to the 1990s.

## Using the Collection

### **ACCESS STATEMENT**

Access to all materials is unrestricted.

### **RIGHTS STATEMENT**

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### **PREFERRED CITATION**

Bureau of Educational and Vocational Guidance records, Archives & Special Collections, Hunter College Libraries, Hunter College of The City University of New York

## Collection Inventory

Box	Folder	Folder Title	Date(s)	Notes
		<b>Bureau of Educational and Vocational Guidance</b>		
1	1	25th Anniversary Booklet	1956	
1	2	Committee on Recent Developments in Education	1910-1911	
		Correspondence		
1	3	Professor Reports	1927-1934	
1	4-5	Marie K. Gallagher	1939-1956	
1	6-8	George N. Shuster	1944-1959	
1	9	Establishment, Functions, History, and Organization	1929-1957	
2	1	Events and Speakers	1935-1954	
2	2-6	Faculty Advisory Board on Careers	1936, 1952-1957	Correspondence, directory of advisors, meeting minutes, reports.
2	7	Field Investigations	1930-1943	
2	8	Graduates Receiving Awards and Fellowships for Graduate Study	1970	
2	9-10	Meeting Minutes	1927-1951	
3	1-2	Members' Schedules and Assignments	1928-1958	
3	3	National Defense Program and War Service	1917, 1942-1943	
3	4-5	Orientation Courses	1937, 1955-1958	
		Publications		
3	6	"How to Apply for a Position"	Circa 1940s-1950s	
3	7	"How to Obtain a Teaching Position"	1948	
3	8	Preparation Guides		
3	9	Vocational Futures		
4	1-4	<i>What to do in the World's Work (Bulletin of Vocational Information for Hunter College Students)</i>	1930-1941	
5	1	Reading Clinic	1942-1958	
		Reports		
5	2-4	1928-1955		
5	5-6	Annual Reports	1933-1951	
5	7	"Counseling Pre-Medical Students"	1955	
6	1	Graduate Placements, 1928-1936	1928-1936	Bureau of Occupations.
6	2-3	"The Guidance of the Physically Handicapped"	1948, 1951	

6	4	National Youth Administration Workers at Hunter College	1941	
6	5	Pre-Major Guidance Program	1944-1955	
6	6	"The Present Program of the Guidance Bureau"	1955	
6	7	"Report on Certain Facts Pertaining to the Abilities and Accomplishments of Hunter College Students"	1954	
6	8	Research Fellows	1947-1953	
6	9	Secretary's	1943-1944	
6	10	Summary Reports	1933-1937, 1943	
6	11	"Undergraduate Students in the School of General Studies"	1957	
7	1	School of General Studies	1941-1957	Expansion into.
7	2	Seniors	1951	
7	3	Spelling Clinic	1944-1954	
		Student Conference Summaries		
7	4-5	1931-1958		
7	6	Freshmen and Pre-Admission	1934-1944	
7	7	General Studies	1946-1958	
7	8	Graduate Students	1939-1955	
		Studies		
7	9	Medical School Applicants	1952	
7	10	"Predicting Success in the Pre-Engineering Curriculum"	1953	
7	11	"What Happens to the College Student with a Physical Handicap?"	1954	
8	1	Testing Program	1942-1959	
8	2	Thesis on Civil Service Opportunities	1951	Thesis sponsored by the Bureau.
8	3	Vocational Information by Department	1928	
		<b>Office of Career Counseling and Placement</b>		
8	4	Brochures and Event Schedules	1979-1987	
8	5	Internship Listings	1982-1985	
8	6	Interviewing Guide	1980s	
8	7	Memoranda	1970s	
		Publications		
8	8	<i>Career Bulletin</i>	1976-1982	
8	9	<i>The Job Hunter (later The Career Hunter)</i>	1980s-1990s	
8	10	Resume Guides	1980s	