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NZANAR JUNIOR COLLEGE  
Spring Semester  
January 18 - May 14, 1943

DISTRIBUTION OF MID-TERM GRADES

<u>Grade</u>	<u>No. of Students</u>	<u>% of Total</u>		<u>Grade</u>	<u>No. of Students</u>	<u>% of Total</u>
A+	0	0				
A	32	16				
A-	3	1.5				
B+	7	3.5		A	35	17.5
B	46	23		B	66	33
B-	13	6.5		C	58	29
C+	12	6		D	10	5
C	40	20		F	0	0
C-	6	3		*Inc.	31	15.5
D+	4	2				
D	6	3				
D-	0	0				
F	0	0				
*Inc.	31	15.5				

\*"Incomplete" indicates those who did not take the mid-term examination. Presumably these students dropped the course without notifying either the teacher or the Registrar.



MANZANAR JUNIOR COLLEGE  
Spring Semester  
January 18 - May 14, 1943

DISTRIBUTION OF FINAL GRADES

<u>Grade</u>	<u>No. of Students</u>	<u>% of Total</u>
A+	1	.5
A	19	10.2
A-	8	4.3
B+	1	.5
B	17	9.2
B-	12	6.5
C+	6	3.2
C	35	18.9
C-	8	4.3
D+	3	1.6
D	8	4.3
D-	1	.5
F	1	.5
*Inc.	65	35.5

<u>Grade</u>	<u>No. of Students</u>	<u>% of Total</u>
A	28	15
B	30	16
C	49	26.4
D	12	6.4
F	1	.5
*Inc.	65	35.5

\*"Incomplete" indicates those who did not take the final examination. Presumably these students dropped the course without notifying either the teacher or the Registrar.



MANZANAR JUNIOR COLLEGE

Spring Semester, January-May, 1943

Number of students who completed the  
semester's work for credit:

No. taking one course.....34

No. taking two courses.....18

No. taking three courses... 4

No. taking four courses.... 7

No. taking five courses.... 2

Total No. of students receiving credit 65

	<u>Male</u>	<u>Female</u>	<u>Total</u>
No. of students receiving credit.....	32.....	33.....	<u>65</u>

No. of students receiving no credit at end of semester (i.e., "Inc." in all courses).....	34.....	9.....	43
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MANZANAR JUNIOR COLLEGE  
Spring Semester, January-May, 1943  
ENROLLMENT IN COURSES

<u>Course</u>	<u>Beginning of Semester</u>		<u>Mid-Semester</u>		<u>End of Semester</u>	
	<u>Credit</u>	<u>No Credit</u>	<u>Credit</u>	<u>No Credit</u>	<u>Credit</u>	<u>No Credit</u>
Social Institutions	15	( 3)	Course discontinued			
Principles of Accounting	5	(26)	4	(15)	3	( 5)
Cooperative Economics	4	( 2)	Course discontinued			
Shorthand	52	(56)	32	(55)	25	(25)
Typing (Advanced)	6	(20)	4	(16)	1	( 4)
Subject A English	20	( 0)	14	( 0)	15	( 1)
English 1A	17	(23)	9	( 0)	8	( 1)
Business English	37	(19)	20	( 4)	12	( 8)
Public Speaking	7	(23)	6	( 3)	3	( 2)
Elementary Spanish	17	(13)	13	( 4)	11	( 0)
Trigonometry	13	(11)	9	( 5)	6	( 3)
College Algebra	29	(19)	18	( 5)	14	( 4)
Physics 4A	15	( 9)	6	( 8)	4	( 2)
American Institutions	15	(10)	8	( 7)	8	( 0)
Introductory Psychology	23	( 2)	7	( 4)	7	( 0)
General Zoology	8	( 6)	7	( 2)	4	( 1)
Elem. Human Physiology	16	( 8)	8	( 6)	4	( 5)
Genetics	4	( 6)	Course discontinued			
Scientific Illustrating	5	( 5)	Course discontinued			
Recreational Leadership	17	(24)	6	( 2)	4	( 1)
Music Appreciation	4	(11)	Course discontinued			
A Capella and Voice	4	( 4)	1	( 2)	1	( 2)
Drama	1	( ?)	Course discontinued			
Weaving	2	( 5)	1	( 0)	1	( 0)
Nurses' Aides						
Orderlies						



ADULT EDUCATION DEPARTMENT  
Manzanar Relocation Center  
August 30, 1943

AGE AND SEX DISTRIBUTION OF  
STUDENTS TAKING COMMERCIAL COURSES\*

<u>Male</u>		<u>Female</u>	
Age	No. of Students	Age	No. of Students
14	1	13	2
15	1	14	1
16	9	15	7
17	8	16	37
18	19	17	50
19	13	18	38
20	8	19	20
21	9	20	24
22	7	21	15
23	9	22	7
24	4	23	10
25	4	24	7
26	2	25	6
27	1	26	4
28	5	27	1
29	1	30	2
30	1	33	2
31	1	35	1
35	1	37	1
42	1	41	1
46	1		<u>236</u>
60	1		
	<u>107</u>		
Range	14-60	Range	13-41
Mean	21.5	Mean	19.2
Median	20	Median	18

Male and Female:

Range 13-60  
Mean 19.9  
Median 18

\*Accounting, Bookkeeping, Commercial English, Shorthand, and  
Typing



ADULT EDUCATION DEPARTMENT  
 Manzanar Relocation Center  
 August 30, 1943

DISTRIBUTION OF GRADES  
 IN ALL HIGH SCHOOL COMMERCIAL COURSES\*

Summer Semester  
 July 19 - August 27, 1943

<u>Male</u>			<u>Female</u>		
<u>Grade</u>	<u>No. of Students</u>	<u>Per Cent of Total</u>	<u>Grade</u>	<u>No. of Students</u>	<u>Per Cent of Total</u>
A	2	5.3	A	18	18.5
B	9	24.	B	41	42.3
C	16	44.4	C	33	34.0
D	8	20.1	D	5	5.1
F	2	5.3	F	0	0
Inc.	<u>1</u>	2.6	Inc.	<u>0</u>	0
Total	38		Total	97	

Male and Female

<u>Grade</u>	<u>No. of Students</u>	<u>Per Cent of Total</u>
A	20	14.8
B	50	37.
C	49	36.3
D	13	9.6
F	2	1.5
Inc.	<u>1</u>	.7
Total	135	

\*Commercial courses offered by the Adult Education Department  
 for high school credit: Bookkeeping, Commercial English,  
 Shorthand, Typing.



ADULT EDUCATION DEPARTMENT  
 Manzanar Relocation Center  
 August 30, 1943

AGE AND SEX DISTRIBUTION OF  
 ADULT ENGLISH STUDENTS

A. Beginners' Class

<u>Male</u>		<u>Female</u>	
Age	No. of Students	Age	No. of Students
19	1	20	2
21	1	22	1
37	1	23	1
43	3	25	1
48	1	27	1
52	3	29	1
61	1	31	2
	<u>II</u>	33	1
		35	2
		36	3
		37	1
		39	3
		40	2
		42	4
		43	3
		44	3
		45	1
		46	4
		47	1
		48	5
		49	2
		50	3
		52	2
		53	1
		54	1
		56	4
		62	1
			<u>56</u>
Range	19-61	Range	20-62
Mean	42.8	Mean	42.1
Median	43	Median	43,44

Male and Female:

Range 19-62  
 Mean 42.3  
 Median 43



ADULT EDUCATION DEPARTMENT  
 Manzanar Relocation Center  
 August 20, 1943

AGE AND SEX DISTRIBUTION OF  
 ADULT ENGLISH STUDENTS

B. Intermediate Class

<u>Male</u>		<u>Female</u>	
Age	No. of Students	Age	No. of Students
18	1	16	1
19	2	18	3
20	3	19	1
22	3	21	4
24	1	22	3
26	1	23	1
29	1	24	2
32	1	25	3
37	1	26	1
38	2	27	2
40	1	29	2
41	1	30	2
44	1	31	1
48	1	35	5
51	1	36	1
52	1	37	4
56	1	38	3
57	1	40	2
61	1	41	5
63	1	42	4
64	1	43	6
	<u>27</u>	44	5
		45	1
		46	3
		47	5
		48	5
		49	5
		50	2
		52	2
		54	1
		58	1
			<u>86</u>
Range	18-64	Range	16-58
Mean	36.4	Mean	37.6
Median	37	Median	41

Male and Female:

Range	16-64
Mean	37.3
Median	40.41



ADULT EDUCATION DEPARTMENT  
 Manzanar Relocation Center  
 August 30, 1943

AGE AND SEX DISTRIBUTION OF  
 ADULT ENGLISH STUDENTS

C. Advanced Class

<u>Male</u>		<u>Female</u>	
Age	No. of Students	Age	No. of Students
19	1	25	1
20	1	30	1
22	1	37	1
23	1	38	2
26	1	43	2
33	1	44	1
42	1	45	1
48	1	47	1
52	1	48	2
55	1	50	2
56	2	51	1
57	3	57	1
60	2		1
	<u>17</u>		<u>16</u>
Range	19-60	Range	25-57
Mean	43.7	Mean	43.3
Median	52	Median	44,45

Male and Female:

Range	19-60
Mean	43.5
Median	47



MEMO TO: Dr. Genevieve W. Carter      DATE: August 30, 1943  
 FROM:      Adult Education Department  
 SUBJECT: Monthly report for August, 1943

(A) Attendance in adult education classes:

	<u>Male</u>	<u>Female</u>	<u>Total</u>
1. Re-training and vocational courses	182....	423....	605
2. Academic courses.....	39....	29....	68
3. Adult English.....	63....	168....	231
4. Other courses (estimate).....	529....	210....	739
Approximate total attendance	813....	830....	1643

(B) Number of adults taking English courses 63....168....231

(C) Types of vocational and re-training courses and attendance in each:

1. Bookkeeping.....	28....	25....	53
2. Accounting.....	20....	5....	25
3. Agriculture.....	5....	0....	5
4. Commercial English.....	9....	11....	20
5. Librarianship.....	1....	13....	14
6. Shorthand.....	41....	151....	192
7. Tailoring.....	3....	103....	106
8. Typing.....	39....	49....	88
9. Fingerprinting.....	28....	0....	28
10. Cosmetology.....	0....	48....	48
11. U. C. Extension Teacher Training..	8....	18....	26
TOTAL	182....	423....	605

(D) General Comments:

1. The first of this month we renewed our contract with the University of California Extension Division for educational films to be shown by the Cooperative Enterprises in the open-air theater in Block 21. During the month we have shown 21 educational films. Our average attendance has been around 2500 at each week's showing. We have heard many favorable comments on this program and believe it is an excellent means of Adult Education.
2. On August 4, a training course in Cosmetology, enrolling about 50 girls, was started at our local beauty shop. Mrs. Dorothy Oshio is the instructor. These girls are meeting from 6:30 to 9:30 in the evenings. Plans have been made for a more concentrated training course in Cosmetology to be held during the day-time in a newly arranged beauty shop at 7-8-4. Mrs. Dorothy Yamamoto is the regular instructor and



- Mrs. Ralph Fiel, licensed cosmetology instructor, is being employed temporarily to help get this course underway. About 20 girls have already indicated their interest in this course. We are still trying to iron out some of the obstacles in the way of equipment, supplies, and re-arrangement of 7-8-4 as a beauty shop.
3. The first semester of our business college terminated on August 27. Over 350 students completed this semester's work. A business college assembly will be given as a final gesture Monday evening at Firebreak 16. A new commercial teacher, Miss Bertha Wodaage, arrived during the month and will be with us during the next term. We are in dire need of commercial teachers for this next business college semester. In shorthand we are losing Miss Setoguchi, Miss Sakaki, Miss Igarashi, and Mr. Myose. In typing we are losing Mrs. Takahashi, Miss Sakaki, and Miss Groth; and in bookkeeping we are losing Miss Beekwith. We will find it very difficult to replace these teachers.
  4. During the month Dr. Lester K. Ade, Director of Education for the W.R.A., and Dr. Joseph Samler, Supervisor, Vocational Training Program, visited Manzanar. We were stimulated and challenged by their comments and suggestions.
  5. Many of our current academic courses will terminate in about two weeks. We should like to include some of them, when they are offered again, in a new junior college program which we are now planning.
  6. A series of panel discussions was partly planned to be given during this month but has been tentatively postponed due to a number of temporary factors including relocation manuscript, segregation, planning for new training courses, keeping the new business college on its feet, etc. Some of these panels can yet be given at a later date, probably under the title of "Everyday Living."
  7. Apprenticeship training. At present we have 4 apprentices in the beauty shop; 3 in shoe repair, and 4 (unpaid) in watch repair. We have definite plans for adding 6 more to shoe repair. We have a desire expressed for 4 apprentices in the barber shop; 3 in the photo studio; 2 in the movies; 3 on the Co-op maintenance crew; 4 in the Co-op warehouse training program; 4 in the Co-op office; and 2 in the adult education office. Whether these should be put on at \$12.00 or \$16.00, and who should pay them as apprentices are questions still being discussed. Mr. Miller insists on a \$16.00 basis and believes the department in whose employ they are should pay them. There should be a W.R.A. apprenticeship fund for this program. There should be training opportunities in camp in poultry raising, construction, radio repair, garment factory, firemanship, motor pool, etc., if consent could be obtained. We are now (August) 30% over employed. 272 are working part time or in training



situations. Of these approximately 130 will return to school in September and 140 will continue work. It may be desirable to schedule the school program so as to include part-work experience or training along with the regular academic training. Our immediate vocational training job would seem to aim at interviewing these 272 "trainees" and to emphasize training opportunities for them, by means of rotation in learning situations or re-assigning to other jobs, etc.

8. Relocation pamphlet. Under the direction of the Adult Education Department, 2500 forty-two page illustrated booklets on relocation were prepared and distributed to all blocks in camp. We have been working about two months on this booklet.



SUMMER SCHOOL  
Manzanar, California

July, 1943

CLASS			INSTRUCTOR	COMPUTATION OF A.D.A. OF ADULT ED. STUDENTS	
Beg. Bookkeeping,	Sec. 1		Beckwith	99	hours
" "	Sec. 2		"	148.	"
" "	Sec. 3		"	297	"
*Int.	"		"	81	"
*Bookkeeping 1H	Sec. 1		Woods	243	"
*" 1H	Sec. 2		"	141	"
*Commercial English "	1		Ely	222	"
" "	" 2		Suzuki	148	"
Beg. Shorthand	Sec. 1		Mizutani	181	"
" "	Sec. 2		Setoguchi	495	"
Int.	Sec. 1		"	220	"
" "	Sec. 2		Igarashi	880	"
Adv.	"		"	880	"
*Shorthand 1H	Sec. 1		Sakaki	567	"
" 1H	Sec. 2		Setoguchi	405	"
*" 1H	Sec. 3		Sakaki	465	"
Beg. Typing	Sec. 1		Takahashi	363	"
" "	Sec. 2		"	242	"
Int.	"		"	319	"
Adv.	Sec. 1		"	81	"
" "	Sec. 2		Sakaki	231	"
*Typing 1H			Groth	587	"
*" 2L			"	288	"
*" 2H			"	364	"
Accounting			Marumoto	425	"
Journalism			Adams	90	"
Review of English			Suzuki	260	"
Subject A			"	26	"
Speech I			Greenlee	80	"
" II			"	20	"
Elem. Spanish			Suzuki	45	"
Int.	"		"	56	"
Adv.	"		"	54	"
Elem. German			"	136	"
Genetics			Kodani	216	"
Human Physiology			K. Takahashi	72	"
Japanese			Kondo	220	"
Beg. English			Nakamura	643.5	"
" "			Ishii	234	"
" "			Tanaka	429	"
Int.	"		Minamiki	1365	"
" "	"		Nakagawa	1092	"
Adv.	"		Yamaguchi	487.5	"
" "	"		Yano	169	"



Librarianship	Budd	70	hours
Agriculture	Kaneishi	180	"
Tailoring	Yamamoto	1060	"
Finger Printing	Gilkey	208	"
Current Events (Japanese)	Kondo	1800	"
" " (English)	Opler	360	"
Social Science (Japanese)	Kondo	1800	"
Total number of hours in all classes of Adult Education for the month of July:		19565	"
Daily average attendance:		502	"

\*High School Students taking for credit.

Above figures compiled from categories

- a.  $1\frac{1}{2}$  hours x 6 days x 2 weeks x number of students
- b.  $1\frac{1}{2}$  hours x 5 days x 2 weeks x number of students
- c. 1 hour x 5 days x 2 weeks x number of students
- d. 1 hour x 2 or 3 days x 4 weeks x number of students.

Mary Watanabe  
Registrar, Adult Education



MEMO TO: Dr. Genevieve W. Carter      DATE: October 19, 1943  
 FROM: Adult Education Department  
 SUBJECT: Monthly report September 13 to October 8

(A) Attendance in adult education classes:

	<u>Male</u>	<u>Female</u>	<u>Total</u>
1. Re-training and vocational courses	179.....	647.....	826
2. Academic courses.....	12.....	17.....	29
3. Adult English.....	32.....	118.....	150
4. Other courses (estimate).....	525.....	210.....	735
Approximate total attendance	748.....	992.....	1740

(B) Number of adults taking English courses 32.....118.....150

(C) Types of vocational and re-training courses and attendance in each:

1. Bookkeeping.....	16.....	19.....	35
2. Accounting.....	18.....	5.....	23
3. Agriculture.....	5.....	0.....	5
4. Cosmetology.....	0.....	28.....	28
5. Fingerprinting.....	35.....	4.....	39
6. Home Nursing.....	0.....	180.....	180
7. Librarianship.....	1.....	13.....	14
8. Shorthand.....	24.....	154.....	178
9. Typing.....	69.....	134.....	203
10. Tailoring.....	3.....	103.....	106
11. U. C. Extension Teacher Training..	8.....	7.....	15
TOTAL	179.....	647.....	826

(D) General Comments:

1. The Adult English program was discontinued for a two week period of reorganization following the awarding of 48 certificates to individuals who had successfully completed one year's work in English. During this two week interval a training program for the Adult English staff was carried on. On October 5 Mr. Simpson and Dr. Strong met with Mrs. Nishikawa and Adult English staff at ironing room 11 and discussed the unit method with its implications for an Adult English program. On another day a panel discussion on bilingualism stressing similarities and differences between Japanese and English and stressing functional applications in studying of languages. Dr. Carter was chairman of this panel and Dr. Opler, Mrs. Oltmans, Mr. Greenlee, and Mr. Rogers were panel members. On three other days the staff visited high school English classes and Miss Nakamura's sixth grade class. They received many helpful suggestions from these visits. Another day was spent in libraries and the



visual aid museum in search of supplementary materials that would enrich the Adult English program. Following these visits and discussions, Dr. Strong met with the staff for a two day curriculum work shop in which new plans were made and some reorganization effected in preparation for the coming year's work. The Adult English classes were resumed on October 18 in the same classrooms as before, but we are anticipating some classrooms in block 16 which, if obtained, will help us to centralize this program.

2. The Junior College is well underway with an enrollment of 154 students excluding students who are taking commercial courses in the Business College.
3. There are 459 students in the Business College, and in spite of teacher shortage the courses seem to be progressing satisfactorily.
4. We are glad to be sponsoring three English and three Japanese classes in home nursing under the direction of Miss Catherine Yamaguchi, an itinerant Red Cross nurse. We have an enrollment in these classes of about 180 students ranging in age from 20 to 60.
5. We have sent copies of a mimeographed report of the summer quarter to the adult education departments of other centers, to all staff members of our local adult education program, and to about 100 other individuals outside the center who we thought would be interested.
6. Our contract with the University of California for adult films expired September 9 and was not renewed because of our plan to show eight units of "This Is America" prepared by the W.R.A. The first of these units was shown on the evening of October 13 to an audience estimated at about 2500. An additional unit of this series will be shown on Friday and Saturday of each week for the next eight weeks.



# ADULT EDUCATION DEPARTMENT Monthly Report

November, 1943

(A) Attendance in adult education classes:

	<u>Male</u>	<u>Female</u>	<u>Total</u>
1. Re-training and vocational courses.....	159.....	457.....	616
2. Academic courses.....	157.....	101.....	258
3. Adult English.....	35.....	98.....	133
4. Other courses (estimate).....	352.....	259.....	611
Approximate total attendance	<u>703</u> .....	<u>915</u> .....	<u>1618</u>

(B) Number of adults taking English courses    35..... 98..... 133

(C) Types of vocational and re-training courses  
and attendance in each:

1. Accounting.....	22.....	5.....	27
2. Bookkeeping.....	16.....	19.....	35
3. Agriculture.....	5.....	0.....	5
4. Cosmetology.....	0.....	18.....	18
5. Librarianship.....	1.....	13.....	14
6. Shorthand.....	32.....	170.....	202
7. Typing.....	72.....	122.....	194
8. Tailoring.....	3.....	103.....	106
9. U. C. Extension Teacher Training.....	8.....	7.....	15
TOTAL	<u>159</u> .....	<u>457</u> .....	<u>616</u>

(D) General Comments:

- During this month three courses have terminated; finger-printing, home nursing, and cosmetology. On the fifth of November certificates were given to 200 women and girls who were graduated from home nursing classes given in both English and Japanese throughout the center during the past three months.  
In continuation of the course in cosmetology, we are planning to begin on November 15 on a 44 hour week program enrolling 18 students in a concentrated course. This course will enroll several of the girls who desire to continue the work of the earlier course.
- On October 18, Adult English classes were resumed with an enrollment of 133. This is almost 100 fewer than we had during the previous term, but we hope additional students will enroll. Both relocation and segregation have cut into the membership of these classes.
- During the past month, we began showing films on "This Is America" contributed by the W.R.A. Three of eight units have now been shown. We estimate that between 3000 to 4000 people have seen each unit.



4. The Adult Education panel discussions are proceeding satisfactorily. We have had as many as 225 people attending a single discussion.
5. An administrative instruction has been received from Washington authorizing the payment of \$12 per month per individual to as many as 100 apprentices. The Manzanar vocational re-training committee has surveyed needs and interests in the center and concluded that we can start about 33 apprentices in training programs in the very near future pending approval of fiscal department.
6. The ironing room and laundry room in Block 35 are being made available for an auto mechanics program. It is planned to give an auto mechanics course to high school senior boys in the afternoon and to adults in the evening. Problems of instruction, equipment, and supplies are now being ironed out. We should like to start this course about December 1, if we can.
7. We now have 430 students taking typing, shorthand, and book-keeping in the business college. Because of the teacher shortage in the business college, we have had to combine several classes in typing and shorthand. In spite of this, however, no class is so large as to be unwieldy.
8. One hundred and seven students are taking junior college courses for credit and eighty-seven students are auditing junior college courses. The W.R.A. is under no additional expense because of the junior college. Students buy their own books, instructors receive no compensation in addition to their regular jobs, and the junior college administrative comes under the already established-adult education department.



MEMO TO: Dr. Genevieve W. Carter

DATE: December 14, 1943

FROM: Adult Education Department

SUBJECT: Monthly report from November 8 to December 8.

(A) Attendance in adult education classes:

	<u>Male</u>	<u>Female</u>	<u>Total</u>
1. Re-training and vocational courses	144.....	411.....	555
2. Academic courses.....	164.....	118.....	282
3. Adult English.....	32.....	110.....	142
4. Other courses (estimate).....	350.....	250.....	600
Approximate total attendance	590.....	789.....	1579

(B) Number of adults taking English courses 32.....110.....142

(C) Types of vocational and re-training courses and attendance in each:

1. Accounting.....	3.....	1.....	4
2. Bookkeeping.....	16.....	19.....	35
3. Agriculture.....	6.....	0.....	6
4. Cosmetology.....	0.....	16.....	16
5. Librarianship.....	0.....	18.....	18
6. Shorthand.....	32.....	144.....	176
7. Typing.....	71.....	120.....	191
8. Tailoring.....	8.....	86.....	94
9. U. G. Extension Teacher Training..	8.....	7.....	15
TOTAL	144.....	411.....	555

(D) General Comments:

1. Our course in Cosmetology got underway on November 15 with an enrollment of 16 very interested girls. Several of these girls gave up other full-time jobs in order to get this training. It is our plan to continue the course for twenty-six weeks on a forty-four hour week basis making a total of 1040 hours. This satisfies the 1000 hour minimum training program required in many of the states. Arrangements have been made to charge small fees of patrons in order to provide future supplies without the continued aid of the W.R.A. Our price list on each operation is set to cover operating costs only. We are planning a three hour evening course in Cosmetology for an additional group of girls, but up to date we have been unable to get an instructor for the course.
2. For several months we have been talking about and planning a course in auto mechanics. About two months ago we were led to believe that the O.S.Y.A. program could



furnish tools and an instructor if we provided a garage and some old cars and motors to work on. Accordingly, we have ordered a few tools from Sears, put in a requisition for three old cars to be obtained at Ellis Motor Co. in Lone Pine, and have been trying very hard to obtain an evacuee instructor. On December 12, we received word from Mr. Rinn that we are unable to obtain state or federal aid for this program. Our requisition for old cars returned also on December 12 with recommendation that we do not purchase such worn out and weather beaten merchandise.

We do believe that a course in auto mechanics would be desirable and shall continue to do all we can to get one underway.

3. A fourteen week, two hours a week course in foods and cooking was started on November 4 with twelve females and four males enrolled. This course is being given in the high school home economics department under the direction of Mrs. White, the home economics supervisor.
4. The drop in enrollment in our Accounting course is due to the fact that Mr. Marumoto has been ill most of the month and the class has not been in session.
5. We are continuing to show W.R.A. films to an average audience of 3000 per week. The films have met with sincere approval on the part of the residents of the center.
6. We have met several times with members of the Adult English Department to discuss proposed Basic English classes. Plans for two classes in Basic English have been made and will be announced in the near future.



MEMO TO: Dr. Genevieve W. Carter

DATE: February 25, 1944

FROM: Adult Education Department

SUBJECT: Monthly report from January 30 to February 25.

(A) Attendance in adult education classes:

	<u>Male</u>	<u>Female</u>	<u>Total</u>
1. Re-training and vocational courses	60.....	150.....	210
2. Academic courses.....	26.....	29.....	55
3. Adult English.....	31.....	99.....	130
Basic English.....	30.....	39.....	69
4. Other courses (estimate).....	200.....	100.....	300
Approximate total attendance	347.....	417.....	764

(B) Number of adults taking English courses 61.....138.....199

(C) Types of vocational and re-training courses and attendance in each:

1. Bookkeeping.....	4.....	2.....	6
2. Cabinet Making.....	38.....	0.....	38
3. Cooking.....	3.....	6.....	9
4. Cosmetology (day).....	0.....	16.....	16
Cosmetology (Evening).....	0.....	13.....	13
5. Librarianship.....	1.....	9.....	10
6. Shorthand.....	2.....	13.....	15
7. Tailoring.....	8.....	86.....	94
8. Typing.....	4.....	5.....	9
TOTAL	60.....	150.....	210

(D) General Comments:

1. Definite assignments under the apprenticeship program are still pending final authorization from Washington. We have a local fund, at last, from which these apprentices can be paid. This fund is under the code number 2100 (2105), administrative fund. Two thousand dollars have been set aside locally for this program; this is enough to take care of about 30 trainees for two quarters, or about 60 for one quarter. Our local employment division is holding up the proposed 24 assignments until they receive specific approval from the WRA Vocational Committee in Washington. If these 24 are accepted for appointment we will attempt to increase the number up to 30, at least.
2. We have been unable to start the Surveying class which was to begin on February 12 due to relocation plans of the instructor we had in mind. Nine individuals have registered for the course and we are still trying to find a suitable instructor.



3. Money has finally been allocated by Washington for the purchase of auto mechanics tools and equipment to the amount of about eleven hundred dollars, including one or two old cars to work on. We are planning to make these purchases within the next few days. We have no instructor as yet but attempts are still being made to find one. We have considerable interest among high school seniors and adult youths in auto mechanics. We are very desirous of getting this course under way.
4. Spring relocation and the recent segregation to Tule Lake have created a severe shortage in the Adult teaching and office staff. We are seriously in need of Adult English teachers, typing teachers, shorthand teachers as well as teachers in vocational subjects.
5. Because of the shortage of commercial teachers, it has been necessary to discontinue the business college as such temporarily. High school classes are being divided among high school teachers who can teach commercial subjects. Classes for adult students are at present seriously reduced in number due to relocation and segregation. We expect some increase in enrollment after segregation is completed.
6. Basic English classes are progressing favorably with a present enrollment of 69 in two classes. After segregation is completed, we plan to start additional classes in Basic English, if teachers can be procured.
7. The Adult course in cooking, under the direction of Mrs. White, terminated on February 24. Those enrolled in the course received considerable help from it and we hope a new class can be started in the near future.
8. A new class in Librarianship, under the direction of Miss Ruth Budd has been started. There are ten enrolled in the class at the present time.



*Duplicate*

MEMO TO: Dr. Genevieve W. Carter      DATE: March 25, 1944  
FROM: Adult Education Department  
SUBJECT: Monthly report from March 1 to March 25.

(A) Attendance in adult education classes:

	<u>Male</u>	<u>Female</u>	<u>Total</u>
1. Re-training and vocational courses	75	159	234
2. Academic courses.....	41	32	73
3. Adult English.....	11	86	97
Basic English.....	30	39	69
4. Other Courses (estimate)(including Current Event and Social Science non-credit courses)	404	40	444
Approximate total attendance	<u>561</u>	<u>356</u>	<u>917</u>

(B) Number of adults taking English courses    41            125            166

(C) Types of vocational and re-training courses  
and attendance in each:

1. Bookkeeping.....	4	2	6
2. Cabinet Making.....	38	0	38
3. Cosmetology (day).....	0	14	14
4. Cosmetology (eve).....	0	13	13
5. Fingerprinting.....	6	0	6
6. Librarianship.....	1	9	10
7. Shorthand.....	13	32	45
8. Tailoring.....	8	86	94
9. Typing.....	5	3	8
TOTAL	<u>75</u>	<u>159</u>	<u>234</u>

(D) General Comments:

1. Auto Mechanics Course. The Auto Mechanics Course has not yet been started, due to a number of factors beyond our control. We thought we had an instructor arranged for, but have just discovered that his naturalization status is preventing his accepting the position. Attempts are now being made to secure another instructor whom we have in mind. Other details, including tools, a place of instruction, cars to work on, and interested students seem to be working out satisfactorily.
2. The apprenticeship Program was officially launched March 1, with the assignment of 15 apprentices. There are still several openings in Public Works, Industrial Division, the hospital, library, and education offices. We are giving much publicity to these openings, and hope that an additional number of trainees will soon be added to



our program.

3. With the relocation of five adult English teachers, all of our typing and shorthand teachers, and our complete office staff, we are experiencing considerable difficulty in making much desired replacements. Due largely to this teacher shortage, our enrollment has fallen off during the last two months.
4. If relocation is our goal at Menzanar, it would appear that the Adult Education Department has done its duty, even at the expense, almost, of its very existence. Inability to find adequate and well-trained help is becoming a serious problem.
5. We are still planning to offer courses in refrigeration, radio repair, typewriter repair, and surveying; but thus far have been unable to obtain teachers for any of these.
6. Our Cosmetology Program is progressing nicely with a full enrollment in day and evening classes. 14 of the girls in these classes have now had over 700 hours of training and are being put on the Apprenticeship Program.
7. Mr. Kondo's classes in Current Events and Social sciences are still attracting around 400 individuals.
8. The Basic English classes are progressing satisfactorily. Student interest remains high, and those working with this experiment are highly pleased with the results.
9. Both instructors of the Tailoring classes, Mr. Yamamoto and Mrs. Iguchi, plan to relocate April 1. This will finish about two years in this department. Enrollment in these tailoring classes has been as high as 150 at times. We are attempting to find new teachers to replace these two.
10. Dr. Strong, who has been director of the Adult Education and vocational programs since May, 1943, is resigning April 10 to accept a position in the Huntington Beach School district. Dr. Strong desires to express his sincere appreciation to the administration and to the people in Menzanar for the whole-hearted support they have given the Adult Education program.



MEMO TO: Dr. Genevieve W. Carter

DATE: April 5, 1944

FROM: W. M. Strong

SUBJECT: Present Status of the Adult Education Department

I am planning to leave Manzanar this week end for Huntington Beach and am presenting this summary of our program and future plans in the hope that it may be used as a guide during the next few weeks.

### 1. Adult English

We have arranged with Mrs. Adams and Mr. Simpson for two barracks in Block 16 to be used as an Adult English Center. The Adult English Hall will be moved there from Ironing Room 11, and English classes that are now meeting in various mess halls will be moved into this central area.

Due to the loss of such English teachers as James Yamaguchi, Doris Nakagawa, Fusaye Ueno, Kiyoshi Yano, through relocation, and our inability to replace them to date, our English program is at a low ebb. We now have only 166 enrolled in English classes. This includes our two Basic English classes.

Mrs. Hayes has volunteered to take on a new class in Basic English when we desire to start one. She should have an evacuee to work with her as interpreter, however.

The Basic English Workshop has been started with a schedule that permits every student to participate at least once a week.

Elizabeth Nishikawa is the Adult English supervisor, and will keep the program moving if you desire to continue with such a program.

### 2. The Vocational Program

(a) The Apprenticeship program was officially launched March 1, with the assignment of 15 apprentices. There are still several openings in Public Works, Industrial Division, the hospital, library, and education offices. We are giving much publicity to these openings, and hope that an additional number of trainees will soon be added to our program.

These apprentices should be contacted often enough



to insure that they are receiving training according to agreements, rather than being exploited for production only.

The accumulated notes in the apprenticeship file should be helpful if a new director takes over.

(b) The Cosmetology program is still going well with a 44 hour per week daytime class and a 15 hour per week evening class.

Dorothy Yamamoto is Cosmetology supervisor and will be willing to discuss details of the program if desired.

Money taken in through cosmetology services is turned over to an Adult Education Student Body Committee, with Kazuko Suzuki as its bonded secretary.

(c) A Cabinet Making class of 38 is being conducted on a 15 hour per week basis in the high school shop. This class is expected to terminate April 15.

(d) Since November 10 we have been planning a course in auto mechanics but have not been able to get it started even yet.

Tools have been ordered and are expected to arrive any day. A few on a previous order have already arrived.

Lumber to make work benches and tool racks has arrived and is now in Ironing 36.

Three mechanic teachers are still being contacted by the Personnel Department, and we hope to "land" one or the other in the next few days.

The motor pool has promised Mr. Hooper that trucks and cars will be provided as needed to work on.

We have names of fifteen interested auto mechanic students on file in the Adult Education office. Some of these have already relocated but others can be recruited.

(e) Both Mr. Yamamoto and Mrs. Iguchi, instructors in tailoring, are relocating April 17. These



classes now enroll 94 students and we are trying to find new instructors so that the classes can continue.

(f) A class in librarianship, given by Ruth Budd, and enrolling 10 students will continue for some time yet.

(g) Chief of Internal Security, John Gilkey, has six students in his current fingerprinting class. Former classes have had large enrollments, but we have probably exhausted center interest in this program by now.

(h) Our commercial courses have suffered greatly due to the relocation of Soyo Takahashi, Shizuko Setoguchi, Akiko Sasaki, Fusako Mizutani, all typing and shorthand teachers. We now have only 59 students in commercial courses. We had 470 in these courses during the summer.

(i) We have hoped to get courses in surveying, typewriter repair, radio repair, refrigeration, and drafting started, but are as yet unable to get instructors. Parts and equipment, also have been obstacles to the establishment of these courses.

Plumbing, firemanship, electricity, and carpentry have been investigated as possible courses but we have made no real progress toward getting a program in any of them. They may in time, be brought under the apprenticeship program.

### 3. Academic

In the academic and cultural field, we still have Mr. Kondo's current event and social science classes that reach about 500 per week; a small junior college enrollment; three non-credit courses in advanced English, one in Spanish, and one in German. The Psychology class, enrolling 12 students and taught by Dr. Strong is being discontinued, due to his resignation.

Kazuko Suzuki has been coordinator of this phase of the Adult program.

### 4. Movie Equipment

Moving picture equipment is expected to arrive any day,



and is to come under the direct supervision of the Adult Education department. It can be housed in the North-west corner of the Adult Education office if a closet or cupboard is prepared for it. This office could become the clearing house for the entire movie program of the education department if desired.

#### 5. Hospital Patients

We have attempted to cooperate with the hospital on a program suitable for convalescing patients--T. B. patients especially--but no real results have been obtained, due to several reasons. Three times the nurse with whom we were planning has resigned and left the program hanging; arts and crafts are more suited to patients' needs than correspondence courses, University extension courses, or other academic activities.

A new nurse is expected soon to replace the one who replaced Mrs. Silber, with whom we began this planning, and I would suggest that a representative of this department again volunteer to help if help is desired.

Our total enrollment in the Adult Education program has fallen off from a summer quarter high of 2100 to a current enrollment of 917. We are still attempting to outgrow the effects of segregation, which took place six weeks ago, and to replace the many losses to relocation which have hit our department very hard this spring.

I believe the centralized language school, that you recently proposed, will create new interest in Adult English. The two major goals of our department from now on, it seems to me, should be expansion of Adult English and increased vocational training opportunities.

A person who may desire to relocate should have confidence in his ability to get and hold a job, and in his ability to use the English language with reasonable ease.

May I take this opportunity to express my sincere appreciation to you for the help, inspiration, and good common sense you have injected into our program during the past year, since I took over?

I have enjoyed this year's work and am resigning only in the hopes of bettering my position from the point of view of location, advantages for my family, and future salary outlook.



MEMO TO: Dr. Genevieve W. Carter  
FROM: Adult Education Department  
SUBJECT: Monthly Report for April

DATE: April 27, 1944

(A) Attendance in adult education classes:	<u>Male</u>	<u>Female</u>	<u>Total</u>
1. Re-training and vocational courses	26	155	181
2. Academic courses.....	31	21	52
3. Adult English.....	11	86	97
Basic English.....	30	39	69
4. Other courses (estimate).....	360	40	400
Approximate total attendance...	<u>458</u>	<u>341</u>	<u>799</u>

(B) Number of adults taking English courses	41	125	166
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(C) Types of vocational and re-training courses and attendance in each:

1. Bookkeeping.....	3	1	4
2. Cosmetology (day).....	0	10	10
3. Cosmetology (eve).....	0	15	15
4. Fingerprinting.....	2	0	2
5. Librarianship.....	1	9	10
6. Shorthand.....	7	31	38
7. Typing.....	5	5	10
8. Tailoring.....	8	86	94
TOTAL	<u>26</u>	<u>155</u>	<u>181</u>

(D) General Comments:

1. Dr. W. Melvin Strong, director of the adult education and vocational programs resigned on April 10. At present, no one has been assigned to fill the vacancy.
2. The apprenticeship program is progressing rather satisfactorily. There are still many openings, but we find difficulty in filling them because of restlessness due to Selective Service Program being newly initiated here.

The trainee for medical stenographer has successfully completed her work and was assigned as a regular medical stenographer at the beginning of this month.

On April 21, the Cosmetology class presented a hair style contest as a culmination of their six-month training. The program was well attended, and the trainees displayed a remarkable ability in coiffure styling. Most of the girls will continue their apprenticeship until they have fulfilled the minimum requirements for beauty operators.



3. Some of the materials for the auto mechanics course have been purchased. We have had words that an instructor has been assigned, and we are looking forward to his arrival. A place of instruction has had to be changed and we are awaiting the final decision as to where it will be.
4. The tailoring class has had to close with the resignation of Mr. K. Yamamoto, who intends to relocate soon. Earlier in the month his assistant, Mrs. Iguchi, relocated to New York. Unless another capable instructor can be found we will probably not have a tailoring class again.
5. The Cabinet Making course was terminated on April 15 because of too much outside interferences. We hope to resume this class next month under a more systematic program and supervision.
6. The Basic English class are still progressing satisfactorily. A workshop for the students was opened this month, enabling the students to receive additional help in conversational English and in writing. The workshop is open 3 days a week at hours convenient for the students.



## Monthly Report

For Month Ending June 1944VOCATIONAL TRAININGCenter: Manzanar

1. <u>SUPERVISED APPRENTICESHIP ASSIGNMENTS:</u>	REFERRALS THIS MONTH		TOTAL IN TRAINING		CERTIFIED TO EMPLOYMENT	
	M	F	M	F	M	F
<u>Cosmetology</u>	0	4	0	11		
<u>Librarianship</u>	0	1	0	1		
<u>Clerk Typist (Hospital)</u>	0	1	0	1		

2. <u>STATE ADMINISTERED COURSES FOR ADULTS</u>	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
*VTWPW <u>None--we are unable to</u>					
<u>obtain state support.</u>					
*FPWT <u>None--we are unable to</u>					
<u>obtain state support.</u>					

\*VTWPW - Vocational Training for War Production  
Workers; FPWT - Food Production Workers  
Training Programs.



3. W.R.A. ADULT  
TRADE CLASSES

	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
Business College	73	105	225	February	June
Cosmetology (day, eve)	59	0	17	Feb., Nov.	
Librarianship	2	0	10	January	
Woodcarving	6	7	0	May 8, 1944	
Cabinet Making	10	9	0	May 1, 1944	
Auto Mechanics (morn., eve)	29½	42	0	May 24, 1944	
				June 26, 1944	

4. HIGH SCHOOL VOCATIONAL  
TRAINING CLASSES:

High school courses

included in Business

College

VTWPW None--we are unable to  
obtain state support.

FPWT None--we are unable to  
obtain state support.

5. COURSES COMPLETED:

COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING		COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F				M	F
Fingerprinting		May 31	14	1					

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.



# WAR RELOCATION AUTHORITY

For School Month (4 weeks)

Beginning May 22 Ending June 18 1944 Center Manzanar

Adult Education: (Enrollment)

	Men	Women	Total
Vocational and Retraining Course	<u>65</u>	<u>62</u>	<u>127</u>
English Courses	<u>22</u>	<u>86</u>	<u>108</u>
Other Academic Courses	<u>30</u>	<u>15</u>	<u>45</u>

COMMENTS:



MEMO TO: Dr. Genevieve Carter  
FROM: Adult Education Department  
SUBJECT: Monthly Report for June

DATE: June 28, 1944

(A) Attendance in adult education classes:	<u>Male</u>	<u>Female</u>	<u>Total</u>
1. Retraining and vocational courses. . .	65	62	127
2. Academic courses . . . . .	20	15	35
3. Adult English. . . . .	12	57	69
4. Basic English. . . . .	10	29	39
Basic English Workshop . . . . .	12	15	27
4. Other courses (estimate) . . . . .	<u>500</u>	<u>25</u>	<u>525</u>
Approximate total attendance . . . .	429	203	622

(B) Number of adults taking English courses .	34	101	135
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(C) Types of vocational and retraining courses and attendance in each:

1. Auto Mechanics . . . . .	42	0	42
2. Bookkeeping. . . . .	2	1	3
3. Cabinet Making . . . . .	9	0	9
4. Cosmetology (day). . . . .	0	11	11
5. Cosmetology (eve). . . . .	0	6	6
6. Librarianship. . . . .	0	10	10
7. Shorthand. . . . .	1	28	29
8. Typing . . . . .	4	6	10
9. Woodcarving. . . . .	<u>7</u>	<u>0</u>	<u>7</u>
TOTAL	65	62	127

(D) General Comments:

Our new director, Dr. K. L. Wentworth, arrived on June 1. Our joy in having him was short-lived with his resignation on June 23, when he departed for Los Angeles to continue his studies.

Four girls from the evening cosmetology class were transferred as apprentices in the day class. Seven girls who are from the original day class have finished their apprenticeship training with the close of this month. Plans have been made for a new class to begin next month.

On Monday, June 28, our summer session class in auto mechanics was started with an enrollment of 20 students. Because of the administrative requirements that able-bodied men should work during the daytime, the class is composed mainly of students who are still in high school or are part-time workers. This course will continue throughout the summer session and will end September 1.

There has been a great demand from the evening class students and more experienced machinists for an advanced course in auto mechanics. It is the hope of this department that by September we may be able to offer such a course.



There seems to be a desire among the evacuees for more vocational training courses. To determine the demand, we are conducting a survey among the residents as to the definite type of training they desire.

The adult English section has been moved to block 16, and its program has been reorganized. One whole barrack has been reserved for the purpose of opening an Adult English Center where its students may use English in various activities. At present we have three basic English classes, two beginning English classes, and three intermediate English classes.

There have been two apprenticeship appointments made this month, one as medical stenographer and the other as librarian.

The adult education summer session program will be put into effect next month. The last week of this month has been devoted to the enrollment of new students. Thus far, we have had good turn-outs in business courses. Those students who seem to be interested in academic courses tend to relocate in order to attend outside schools.



## Monthly Report

For Month Ending July 194 4VOCATIONAL TRAININGCenter: Manzanar

1.	SUPERVISED APPRENTICESHIP ASSIGNMENTS:	REFERRALS THIS MONTH		TOTAL IN TRAINING		CERTIFIED TO EMPLOYMENT	
		M	F	M	F	M	F
	<u>Cosmetology</u>			0	9		
	<u>Librarianship</u>			0	2		
	<u>Clerk Typist (Hospital)</u>			0	1		

2.	STATE ADMINISTERED COURSES FOR ADULTS	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
			M	F		
	*VTWPW <u>None--we are unable to</u>					
	<u>obtain state support.</u>					
	*FPWT <u>None--we are unable to</u>					
	<u>obtain state support.</u>					

\*VTWPW - Vocational Training for War Production  
Workers; FPWT - Food Production Workers  
Training Programs.



3. W.R.A. ADULT TRADE CLASSES	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
		Commercial Courses	24	24	149
Cosmetology (day, eve)	59	0	40	July 1	
Librarianship	2	0	14	January	
Woodcarving	6	7	0	May 8, 1944	
Cabinet Making	10	9	0	May 1, 1944	
Auto Mechanics (morn. eve)	27	47	0	July 10, 1944	

4. HIGH SCHOOL VOCATIONAL TRAINING CLASSES:				
TWPW None--we are unable to obtain state support.				
PWT None--we are unable to obtain state support.				

COURSES COMPLETED:				
COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F
Auto Mechanics		July 6	21	

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.



WAR RELOCATION AUTHORITY

For School Month (4 weeks)

Beginning June 19 Ending July 14 1944 Center Manzanar

Adult Education: (Enrollment)

	Men	Women	Total
Vocational and Retraining Courses	<u>26</u>	<u>238</u>	<u>329</u> <del>262</del>
English Courses	<u>38</u>	<u>114</u>	<u>152</u>
Other Academic Courses	<u>59</u>	<u>141</u>	<u>180</u>

COMMENTS:



MEMO TO: Dr. Genevieve Carter  
 FROM: Adult Education Department  
 SUBJECT: Monthly Report for July

DATE: July 31, 1944

(A)	Attendance in adult education classes	Male	Female	Total
	<i>Nurses Aide</i>		<i>259</i>	<i>365</i>
1.	Retraining and vocational courses. .	91	240	331
2.	Academic courses . . . . .	39	141	180
3.	English courses. . . . .	38	114	152
4.	Other courses (estimate) . . . . .	31	94	125
	Approximate total attendance . . .	<u>199</u>	<u>589</u>	<u>788</u>
(B)	Number of adults taking English courses	38	114	<i>817</i> 152
(C)	Types of vocational and retraining courses and attendance in each:			
1.	Auto Mechanics . . . . .	47	0	47
2.	Cabinet Making. . . . .	9	0	9
3.	Cosmetology (day). . . . .	0	22	22
4.	Cosmetology (eve). . . . .	0	20	20
5.	Journalism . . . . .	4	5	9
6.	Librarianship. . . . .	0	14	14
7.	Secretarial Practice . . . . .	0	21	21
8.	Shorthand. . . . .	7	104	111
9.	Typing . . . . .	17	54	71
10.	Woodcarving. . . . .	7	0	7
	<i>Nurses Aide</i> TOTAL	<u>91</u>	<u>240</u> <i>269</i>	<u>331</u> <i>365</i>

(D) General Comments:

1. Adult summer session program was opened on July 5. The largest enrollments are in shorthand and typing classes. This seems to indicate that there is a great desire and demand on the part of the evacuees for training in more practical things than in academic or cultural courses.
2. A second day-class in cosmetology commenced on July 1 with an enrollment of 22 students. This is more than we can accommodate within our small classroom, but we have decided to accept them in case some students should drop out before the course is over.

The night cosmetology class also began its new semester with an enrollment of 20 students. Because of ill health our instructor would like to resign, but thus far we have



been unable to release her, since no new instructor can be found. Several more evacuees are eager to study cosmetology, but we are unable to accommodate them because of lack of space and equipment.

3. First adult class in auto mechanics was completed on July 6, and a second one was begun on the following Monday. Over thirty students appeared for the new class so that we had a difficult time in weeding out the students to the maximum number of twenty-four. Just as the women evacuees are eager to learn cosmetology, just so are the men anxious to learn something practical for their future work.

Since auto mechanics course is the only course now available for them, we are constantly swamped with demands that more classes be opened and that at least one advanced class will be opened by September. We are only too eager to meet their demand if space and materials can be made available to us by that time.



## Monthly Report

For Month Ending August 1944VOCATIONAL TRAININGCenter: Manzanar

<u>1.</u>	SUPERVISED APPRENTICESHIP ASSIGNMENTS:	REFERRALS THIS MONTH		TOTAL IN TRAINING		CERTIFIED TO EMPLOYMENT	
		M	F	M	F	M	F
	Cosmetology	0	10	0	19		
	Librarianship			0	2	0	2
	Clerk Typist (Hospital)			0	1		
	Education Farm	2	0	2	0		

<u>2.</u>	STATE ADMINISTERED COURSES FOR ADULTS	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
			M	F		
	*VTWPW None--we are unable to obtain state support					
	*FPWT None--we are unable to obtain state support					

\*VTWPW - Vocational Training for War Production  
Workers; FPWT - Food Production Workers  
Training Programs.



3. W.R.A. ADULT  
TRADE CLASSES

3. W.R.A. ADULT TRADE CLASSES	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE	COMPLETION
		M	F	COURSE BEGAN	DATE
Commercial Courses	24	24	161	July 5	
Cosmetology (eve)	15	0	19	July 1	
Librarianship	2	0	15	January	
Woodcarving	6	7	0	May 8	
Cabinet Making	10	9	0	May 1	
Auto Mechanics (morn, eve)	27	43	0	July 10	
Nursing Attendants Course	8	0	28	April 2	Sept. 8

4. HIGH SCHOOL VOCATIONAL TRAINING CLASSES:

4. HIGH SCHOOL VOCATIONAL TRAINING CLASSES:					
VTWPW <u>None--we are unable to</u>					
<u>obtain state support</u>					
FPWT <u>None--we are unable to</u>					
<u>obtain state support</u>					

5. COURSES COMPLETED:

[illegible]

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.



WAR RELOCATION AUTHORITY

For School Month (4 weeks)

Beginning August 1 Ending August 31 1944 Center Manzanar

Adult Education: (Enrollment)

	Men	Women	Total
Vocational and Retraining Courses	<u>86</u>	<u>250</u>	<u>336</u>
English Courses	<u>36</u>	<u>112</u>	<u>148</u>
Other Academic Courses	<u>189</u>	<u>29</u>	<u>218</u>

COMMENTS:



MEMO TO: Dr. Genevieve Carter

DATE: August 28, 1944

FROM: Adult Education Department

SUBJECT: Monthly Report for August

(A) Attendance in adult education classes:	<u>Male</u>	<u>Female</u>	<u>Total</u>
1. Retraining and Vocational Courses. .	86	250	336
2. Academic Courses . . . . .	189	29	218
3. English courses. . . . .	36	112	148
4. Other Courses (estimate) . . . . .	31	10	41
Approximate Total Attendance . . .	342	401	743
(B) Number of adults taking English courses	36	112	148
(C) Types of vocational and retraining courses and attendance in each:			
1. Auto Mechanics (day) . . . . .	17	0	17
2. Auto Mechanics (eve) . . . . .	26	0	26
3. Cabinet Making . . . . .	9	0	9
4. Cosmetology (day). . . . .	0	19	19
5. Cosmetology (eve). . . . .	0	19	19
6. Journalism . . . . .	3	5	8
7. Librarianship. . . . .	0	15	15
8. Nurses Aide. . . . .	0	28	28
9. Secretarial Practice . . . . .	0	18	18
10. Shorthand. . . . .	7	92	99
11. Typing .m. . . . .	17	54	71
12. Woodcarving. . . . .	7	0	7
TOTAL	86	250	336

(D) General Comments:

1. Mr. Richard B. Johnson, Vocational Education Supervisor, arrived at Manzanar August 10 and stayed until the 16th. He was interested in promoting vocational training courses within the Center. He hoped, also that the plans for enlarging the Cosmetology School may be made possible. The auto mechanics class building, now being used, was condemned as a fire hazard. Because of this, it is more than likely that no new classes in auto mechanics will be begun until the new building is constructed.
2. The second night class in auto mechanics terminated its training on Thursday, August 24. Since we do not seem to have the proper facilities for continuing this course, no evening class has been scheduled thus far.



3. The Cosmetology class now has 19 on an apprenticeship basis. The over-crowded condition makes it very difficult for the trainees to receive proper attention from the instructor, and their situation is not being aided by the series of hot weathers we have been experiencing.
4. With the exception of shorthand, typing, and English classes for Issel, all the other courses have terminated their summer session program. After a week of preparation, we hope to open our fall semester.
5. Some of the equipments for the Adult English Center have arrived and we hope that the place will be ready for use as soon as proper permits are received from the Washington headquarter.



WAR RELOCATION AUTHORITY

For School Month (4 Weeks)

Beginning Oct 9 Ending Nov 3 194 4 Center Manzanar, California

Adult Education (Enrollment)

	Men	Women	Total
Vocational and Retraining Courses	<u>22</u>	<u>102</u>	<u>124</u>
English Courses	<u>44</u>	<u>130</u>	<u>174</u>
Other Academic Courses	<u>147</u>	<u>15</u>	<u>162</u>

COMMENTS:



WAR RELOCATION AUTHORITY

For School Month (4 Weeks)

Beginning Sept 11 Ending Oct 6 194 4 Center Manzanar, California

Adult Education (Enrollment)

	Men	Women	Total
Vocational and Retraining Courses	<u>95</u>	<u>108</u>	<u>123</u>
English Courses	<u>40</u>	<u>123</u>	<u>163</u>
Other Academic Courses	<u>147</u>	<u>15</u>	<u>162</u>

COMMENTS:



MEMO TO: Dr. Genevieve Carter  
FROM: Adult Education Department  
SUBJECT: Monthly Report for October

DATE: November 15, 1944

(A) Attendance in adult education classes:	<u>Male</u>	<u>Female</u>	<u>Total</u>
1. Retraining and Vocational Courses. .	22	102	124
2. English Courses. . . . .	44	130	174
3. Other Courses (estimate) . . . . .	147	15	162
Approximate Total Attendance . . .	<u>213</u>	<u>247</u>	<u>460</u>

(B) Number of adults taking English courses	44	130	174
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(C) Types of vocational and retraining courses and attendance in each:

1. Cabinet Making . . . . .m.	20	0	20
2. Cosmetology (day).m. . . . .	0	10	10
3. Cosmetology (eve). . . . .	0	13	13
4. Librarianship. . . . .	0	6	6
5. Shorthand. . . . .	2	69	71
6. Typing . . . . .	<u>0</u>	<u>4</u>	<u>4</u>
	22	102	124

(D) General Comments:

1. Attendance in the night classes continues to be small and scattered, owing in large part to the absence of hundreds of adults who are out on furlough doing seasonal work in Utah, Idaho, Oregon, and other states.
2. With the resignation of Mr. Hough, Vocational Training Supervisor, the Cosmetology Course again becomes the responsibility of the Adult Education Department. Mrs. Oshio succeeds Miss Yamamoto as Head Teacher in charge of Cosmetology. Four more girls have finished their apprentice training.

The work of furnishing the Adult English Activity Hall has continued, with curtains hung, rugs laid, sewing machines installed, a loom set up, and dishes, pots, and pans, etc., acquired mostly through purchases. However, some chairs are being used that came from Jerome. The sink is not yet installed.

3. On September 30, Mr. Henry H. Clark, auto mechanics instructor, resigned. His evacuee assistant will carry on the high school work. No further adult education course in auto mechanics will be offered until a new instructor is found.
4. Dr. Lester K. Ade, Director of Education from Washington,



D. C. visited the Center and gave a day to Adult Education, visiting classes, attending meetings, holding conferences with teachers and director.

5. On October 19, the Activity Hall held its formal opening. Dr. Lester K. Ade gave the opening address; films carrying home-making applications were shown. After a short program containing other items, refreshments were served to about 200 people.
6. Negotiations are under way for forming a tailoring course. With the closing down of the Industrial Project, Mr. Matsutsuyu has become available and is being approached with the idea of taking a class in home tailoring.
7. During the month, Dean Williams and Mrs. Wotton of UCLA visited the Center to arrange for credit classes in Japanese language instruction. A conference was held in Mrs. Adams' office between the visitors and Manzanar staff members and potential courses were lined up for different levels. Dr. C. B. de Forest will be the organizer of these courses. Preliminary placement examinations will be held to determine the level at which students should be placed when they enroll.
8. A new experiment is being tried in the matter of introducing English instruction. Twice a week, the Director meets with a group of non-English speaking students in a sewing class and holds a short practice period in English conversation. The response from the students has been an appreciative one.



MEMO TO: Dr. Genevieve Carter  
FROM: Adult Education Department  
SUBJECT: Monthly Report for September

DATE: November 15, 1944

(A) Attendance in adult education classes:	<u>Male</u>	<u>Female</u>	<u>Total</u>
1. Retraining and Vocational Courses. .	15	108	123
2. English Courses. . . . .	40	123	163
3. Other Courses (estimate) . . . . .	147	15	162
Approximate Total Attendance . . .	<u>202</u>	<u>246</u>	<u>448</u>

(B) Number of adults taking English courses	40	123	163
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(C) Types of vocational and retraining courses and attendance in each:

1. Cabinet Making . . . . .	13	0	13
2. Cosmetology (day). . . . .	0	10	10
3. Cosmetology (eve). . . . .	0	13	13
4. Librarianship. . . . .	0	10	10
5. Shorthand. . . . .	2	70	72
6. Typing . . . . .	0	5	5
TOTAL	<u>15</u>	<u>108</u>	<u>123</u>

(D) General Comments:

1. On September 1, Dr. Gladys C. Schwesinger arrived from New York to take over the duties of director of Adult Education.
2. On September 1, also, Mr. Hough, Vocational Training Supervisor, arrived to take over the supervising of the vocational and trade courses which up to now have been a part of the Adult Education Program. These include auto mechanics, cosmetology, and in-service training such as Nurses' Aides, Librarianship, Laboratory Technicians, etc.
3. For the time being the commercial courses such as typing and shorthand will be regarded as academic courses and be held in the Adult Education Department until a new quarter begins.
4. The Adult Education classes were not held for a two-week period in early September between the closing of the summer school program and the opening of the autumn schedule.
5. Owing to the fact that a large number of evacuees are out on furlough, it did not seem feasible to institute new courses at this time. With larger class enrollments in prospect towards the end of November when furlough workers will return, it was decided to defer offering



new courses or enrolling new students until December.

6. Emphasis was put on getting the physical set up of the Adult English Activity Hall in order. The whole of Barrack 16-8 has been assigned for the use of Issei students who are trying to learn English. Mrs. Oltmans, part-time worker in Adult English instruction, has been given the responsibility of getting the Hall in order.

The building has been cleaned up, old furniture repainted, some new furniture installed, rugs laid, curtains hung, and floor plugs laid for electric equipment such as sewing machines. One large room, assigned as a lecture room, has been set up with folding chairs, a piano, and some tables. A second large room is furnished as a living room and library, with special collection of books on loan by the Los Angeles Public Library.

A kitchen unit is being equipped with cupboards, refrigerator, electric stove, etc., adjoining the living room. Two small rooms are to be equipped as laboratory or club rooms, the plan being to give aid in one to persons wishing help in speech, and in the other to help those wishing help in writing letters, filling out forms, money orders, slips, etc.

Five teachers from the high school staff have signified their willingness to help in the activities project. Home-making in various aspects will be the chief activity through which English will be learned.

7. During the month, Miss Suzuki and Dr. Schwesinger cooperated with the Family Counselling Service's Training Program. Materials were submitted for a forthcoming Bulletin on "Community Assets" and a pamphlet was written by Dr. Carter and Dr. Schwesinger on Vocational Guidance for the Family Counsellor.
8. An advanced English conversational class has been formed in addition to those already under way.



Report on Enrollment  
November

(A)		<u>Male</u>	<u>Female</u>	<u>Total</u>
1.	Retraining and Vocational Courses.	1	64	65
2.	English Courses. . . . .	41	129	170
3.	Other Courses. . . . .	<u>211</u>	<u>137</u>	<u>348</u>
	Approximate Total Attendance . . .	<u>253</u>	<u>330</u>	<u>583</u>
(B) Number of Adults Taking English Courses		41	129	170
(C) Types of Vocational and Retraining Courses				
1.	Cosmetology (Day). . . . .	0	8	8
2.	Cosmetology (Eve). . . . .	0	13	13
3.	Librarianship. . . . .	0	6	6
4.	4. Shorthand. . . . .	1	33	34
5.	5. Typing . . . . .	<u>0</u>	<u>4</u>	<u>4</u>
	Total	<u>1</u>	<u>64</u>	<u>65</u>
(D) Types of Other Courses				
1.	Current Events . . . . .	150	50	200
2.	World Movement Study Class . . . .	12	0	12
3.	Cabinet Making . . . . .	20	0	20
4.	Japanese Language. . . . .	29	53	82
5.	Home Tailoring (Day) . . . . .	0	18	18
6.	Home Tailoring (Eve) . . . . .	<u>0</u>	<u>16</u>	<u>16</u>
	Total	<u>217</u>	<u>137</u>	<u>348</u>



Monthly Report  
November

ADULT EDUCATION:

	Men	Women	Total	
Vocational and Retraining Courses	<u>1</u>	<u>64</u>	<u>65</u>	
English Courses	<u>41</u>	<u>129</u>	<u>170</u>	
Other Courses	<u>196</u>	<u>102</u>	<u>298</u>	533

And also fill in the Vocational Retraining report

Comments:

The class in home tailoring was begun this month with an enrollment of 15 for the evening class and 20 for the night class. Those who finish this course will be given a certificate of completion under the Vocational Training Program. We are having difficulties in conducting classes because of lack of proper facilities and equipment.

Japanese classes under the auspices of the University of California at Los Angeles Extension Division were begun in the middle of this month. Four classes have been formed and are being conducted on Mondays and Wednesdays, and Tuesdays and Thursdays. The popularity of these courses have hindered the continuance of our regular adult evening classes. Consequently, a few of the classes have had to be disbanded with the lack of students.

Teachers Institute was held for three days in Lone Pine on November 1, 2, and 3. The Institute meetings were attended by the Caucasian members at present serving on the Adult Education Staff. Evacuee teachers unfortunately could not attend as Lone Pine falls within restricted Military Zone 2.

On November 1, Mrs. Oltmans returned full time to the high school staff, giving up her responsibilities at the Activity Hall and one of her evening classes in Adult English. Miss Carrie Knipp takes over the advance English Basic class given up by Mrs. Oltmans, and for the time being, the Director will assume responsibility for the Activity Hall which involves getting more equipment, supplies, and furnishings installed, and initiating some activities.

An evening of fun and frolic was shared in by the Issei students in the Adult English Activity Hall on November 20. About 70 men and women attended, playing games under the leadership of



Miss Esther Briesmeister, visiting YWCA secretary who directed the Group Activities Conference held at Manzanar for a week.

Efforts are being made constantly to interest Caucasian personnel in the opportunities at the Activity Hall for getting acquainted with the Issei. A successful English Center will be one in which Japanese and Americans may meet informally, talking English, learning from one another, regardless of which national background the teacher or the learner may belong to. The Director is making contacts throughout the Center in the hope of interesting Manzanar housewives to volunteer as hostesses, teachers, and guests at the Adult Center.

On Thursday afternoon, November 30, Mrs. Merritt entertained at tea a number of non-appointed Caucasian women of Manzanar. This tea was made the occasion for presenting the possibilities of learner-teacher, hostess-guest situations at the Activity Hall. Volunteers were appealed for. The response was very scattered and meager, the housewives of Manzanar feeling that they were too closely tied to their house duties and child-care routines to be able to spare any time for this service. However, one or two limited offers were made and it is hoped that these can be expanded with time.







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Monthly Report  
December

ADULT EDUCATION:

	Men	Women	Total
Vocation <del>2</del> /and Retraining Courses	<u>19</u>	<u>63</u>	<u>82</u>
English Courses	<u>57</u>	<u>138</u>	<u>195</u>
Other Courses	<u>217</u>	<u>137</u>	<u>354</u> 626

Comments:

Miss Nakamura has been loaned from the Elementary School to relieve the shortage in the Adult Education Staff. For the present, she will be on duty in the Activity Hall in the afternoons and act as substitute for teachers who may be absent through illness, etc.

Miss Nakamura replaces Mrs. Oltmans as teacher for Beginner's Basic English class, meeting Monday and Wednesday evenings. The class has now reached an enrollment of 39, which is too large. Efforts are being made constantly to secure additional teachers so that this and other large classes can be divided.

Construction work continues in the Activity Hall. During the month, a mess hall sink was installed, but unfortunately, only with cold water. Efforts are being made to locate a boiler on the premises.

Supplies for arts and craft work are being assembled. Issei men and women drop in at their leisure in the afternoons. Miss Nakamura has been leading them in finger-painting, screening, and other simple paper art activities. The approach of Christmas afforded an occasion for making Christmas decorations and knick knacks.

On the evening of December 27, a Christmas Party was held in the Activity Hall under the Chairmanship of Mrs. Nishikawa. A majority of the students of the Adult English classes participated in the program which consisted of carol singing, readings, and a play given by the students of Miss Minamiki's class. Miss Nakamura directed the singing, Miss Knipp's class and Mr. Greenlee's class served as reception committee, while Mrs. Nishikawa's class were responsible for refreshments. Over eighty persons were present including a few guests and Santa Claus with his pack of presents.



Report on Enrollment  
December

	Male	Female	Total
(A) 1. Retraining and Vocational Courses.	19	63	82
2. English Courses. . . . .	52	138	190
3. Other Courses. . . . .	<u>217</u>	<u>137</u>	<u>354</u>
Approximate Total Attendance . .	288	338	626
(B) Number of Adults Taking English Courses . . . . .	52	138	190
(C) Types of Vocational and Retraining Courses			
1. Cosmetology (Day). . . . .	0	4	4
2. Cosmetology (Eve). . . . .	0	9	9
3. Librarianship. . . . .	0	7	7
4. Shorthand. . . . .	16	35	51
5. Typing . . . . .	<u>3</u>	<u>8</u>	<u>11</u>
Total	19	63	82
(D) Types of Other Courses			
1. Current Events (Approx). . . . .	150	50	200
2. World Movement Study Class . . . . .	12	0	12
3. Cabinet Making . . . . .	20	0	20
4. Japanese Language. . . . .	29	53	82
5. Home Tailoring (Day) . . . . .	0	18	18
6. Home Tailoring (Eve) . . . . .	<u>0</u>	<u>16</u>	<u>16</u>
Total	217	137	348



The English Activity Hall has been offered to members of the Education and Religious staffs who may wish to meet with or entertain groups of Issei. The stipulation that only English shall be spoken goes with the invitation. A number of persons have availed themselves of the offer, several parties being held over the holiday season.

A survey was made of the wishes and needs of the residents of Manzanar with respect to Adult Education offerings. A mimeographed sheet, presenting a brief synopsis of eighteen possible courses was prepared and circulated through the block managers offices. Evacuees were asked to indicate by checks and comments what they were most interested in. Following is a line-up of their responses:

Anthropology	1	Laws of Arrest	1
Bookkeeping	4	Popular readings	3
Business English	7	Parent-child and	
Child Care	3	family relations	5
Criminal Law	0	Public Speaking	7
Current Events	3	Home Appliances	15
Fingerprinting	1	Travel practices	1
Homemaking	8	U.S. Economic	
Journalism	4	Geography	3
Business Law	2	Chemistry	1
Fiction writing	1	History of Far East	1

The winter quarter in Adult Education commercial classes was begun on December 11, 1944. The classes proved not to be as large as was anticipated, probably because of the popularity of the Japanese Language classes.

The class in home tailoring is progressing somewhat smoothly. We are handicapped by the inability to obtain proper electrical installation for operating power sewing machines. We also lack irons, but the instructor has offered to use his for the time being.



## Monthly Report

For Month Ending Jan. 19445

VOCATIONAL TRAINING

Center: Menzener, Calif.

[illegible]

2. STATE ADMINISTERED  
COURSES FOR ADULTS

[illegible]

\*VTWPW - Vocational Training for War Production Workers; FPWT - Food Production Workers Training Programs.



3.  
W.R.A. ADULT  
TRADE CLASSES

	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
Cabinet Making	6	20	0	9/18/44	
Commercial Courses	14	16	37	12/11/44	2/28/45
Cosmetology	15	0	9	7/1/44	
Home Tailoring	12	0	49	11/16/44	
Librarianship	2	0	6		

4.  
HIGH SCHOOL VOCATIONAL  
TRAINING CLASSES:

VTWPW					
FPWT					

5.  
COURSES COMPLETED:

COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING		COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F				M	F

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.



## Monthly Report

### ADULT EDUCATION:

	Men	Women	Total	
Vocational and Retraining Courses	<u>16</u>	<u>56</u>	<u>72</u>	
English Courses	<u>52</u>	<u>142</u>	<u>194</u>	
Other Courses	<u>211</u>	<u>152</u>	<u>363</u>	629

### Vocational Retraining Report:

The adult classes, along with those of elementary and high school, re-opened meetings on January 8 with all regular teachers in attendance.

On January 16, the Director's designation was changed from "Adult Education Supervisor" to "Adult & Vocational Education Supervisor," thus officially recognizing a fact which has continuously existed that vocational courses are being covered by the Adult Education Department.

The activity work at the Adult English Center is expanding progressively. We were finally able to get a food order of staples and supplies and to inaugurate cooking demonstrations in the Activity Hall. The Issei men and women have attended these classes with unusual eagerness and interest. Appointed Personnel are serving as demonstrators on Wednesday afternoons, Thursday evenings, Friday evenings, and on Saturday mornings. Each instructor gives her demonstration two weeks in a row, thus enabling half the student group to attend one week, and the other half on the following week.

Other American women are being recruited for leadership in the English Center.

Altogether the activity program is off to a good start in spite of the difficulties of securing food supplies and volunteer leaders. An evacuee is on duty every afternoon as Hostess and general assistant. Issei men and women drop in informally for a cup of tea and chat, or to get help with writing.

During the month the Hall was assigned to other groups upon application in writing, these gatherings being generally for social or recreational purposes. Caution is extended to see that the Hall fulfills its primary objective of being an activity center where English is spoken and Americans and Issei meet together, and that it does not degenerate into being just another meeting place for evacuees.



Report on Enrollment  
January

(A)	Male	Female	Total
1. Retraining and Vocational Courses.	16	56	72
2. English Courses. . . . .	52	142	194
3. Other Courses. . . . .	<u>211</u>	<u>152</u>	<u>363</u>
Approximate Total Enrollment	279	350	629
(B) Number of Adults Taking English Courses	52	142	194
(C) Types of Vocational and Retraining Courses			
1. Cosmetology (Day). . . . .	0	4	4
2. Cosmetology (Eve) . . . . .	0	9	9
3. Librarianship. . . . .	0	6	6
4. Shorthand. . . . .	13	29	42
5. Typing .m. . . . .	<u>3</u>	<u>8</u>	<u>11</u>
	16	56	72
(D) Types of Other Courses			
1. Current Events (Approx.) . . . . .	150	50	200
2. Cabinet Making . . . . .	20	0	20
3. Home Tailoring (Day) . . . . .	0	25	25
4. Home Tailoring (Eve) . . . . .	0	24	24
5. Japanese Language. . . . .	29	53	82
6. World Movement Study Class . . . . .	<u>12</u>	<u>0</u>	<u>12</u>
	211	152	363







3. W.R.A. ADULT  
TRADE CLASSES

3.

W.R.A. ADULT TRADE CLASSES	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
Cabinet Making	6	31	0	2/19/45	
Commercial Courses	14	11	32	12/11/44	
Cosmetology (Eve)	15	0	13	7/1/44	
Home Tailoring	12	1	61	11/16/44	
Librarianship	2	0	6		

4. HIGH SCHOOL VOCATIONAL  
TRAINING CLASSES:

<u>4.</u> HIGH SCHOOL VOCATIONAL TRAINING CLASSES:					
VTWPW					
FPWT					

5. COURSES COMPLETED:

COURSES COMPLETED:					COURSES COMPLETED:				
COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING		COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F				M	F

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.



# Report on Enrollment

February

(A)		Men	Women	Total
	1. Retraining and Vocational Courses.	43	116	159
	2. English Courses. . . . .	52	142	194
	3. Other Courses. . . . .	<u>191</u>	<u>100</u>	<u>291</u>
	Approximate Total Attendance . .	<u>286</u>	<u>358</u>	<u>644</u>
(B)	Number of Adults Taking English Courses . . . . .	52	142	194
(C)	Types of Vocational and Retraining Courses			
	1. Cabinet Making . . . . .	31	0	31
	2. Cosmetology (Day). . . . .	0	5	5
	3. Cosmetology (Eve). . . . .	0	13	13
	4. Home Tailoring (Day) . . . . .	0	29	29
	5. Home Tailoring (Eve) . . . . .	1	31	32
	6. Librarianship. . . . .	0	6	6
	7. Shorthand. . . . .	8	24	32
	8. Typing . . . . .	<u>3</u>	<u>8</u>	<u>11</u>
	Total	43	116	159
(D)	Types of Other Courses			
	1. Current Events . . . . .	150	50	200
	2. World Movement Study Class . . . .	12	0	12
	3. Japanese Language. . . . .	<u>29</u>	<u>50</u>	<u>79</u>
	Total	191	100	291



Monthly Report  
February

ADULT EDUCATION:

	Men	Women	Total
Vocational and Retraining Courses	<u>43</u>	<u>116</u>	<u>159</u>
English Courses	<u>52</u>	<u>142</u>	<u>194</u>
Other Courses	<u>191</u>	<u>100</u>	<u>291</u>
			<u>644</u>

And also fill in the Vocational Retraining Report

On February 5 the Adult Education Director, Dr. Gladys C. Schwesinger, was transferred to the Community Welfare Department.

The day class in Cosmetology was terminated on the 17th of this month. The evening class, however, is to continue as before. A new course in personal grooming is being planned and will be held at the Cosmetology School.

On February 19, a new course in Cabinet Making was begun. This course will continue through May, or until the Education Department closes. The new class has an enrollment of 31 students.

Classes in Current Events and World Movement Study was terminated at the end of this month with the relocation of their evacuee instructor.

The commercial courses will continue as they are until the end of May, or until the instructors relocate.

With relocation program in full swing, we are hoping to help the newlyweds resettle outside by offering a course for the brides in cooking and homemaking.

Cooking demonstration classes are being conducted in the Adult Activity Hall where Issei students have an opportunity to hear and use their English vocabulary. So far these classes have proved very popular with the older students.







3. W.R.A. ADULT  
TRADE CLASSES

13. W.R.A. ADULT TRADE CLASSES	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
Cabinet Making	9	32	0	2/19/45	5/30/45
Commercial Courses	14	6	33	12/11/44	5/31/45
Cosmetology (Eve)	15	0	6	7/1/44	
Home Tailoring	12	1	60	11/16/44	
Librarianship	2	0	6		3/1/45 Term.

4. HIGH SCHOOL VOCATIONAL TRAINING CLASSES:

<u>4.</u> HIGH SCHOOL VOCATIONAL TRAINING CLASSES:					
VTWPW					
FPWT					

5. COURSES COMPLETED:

COURSES COMPLETED:					COURSES COMPLETED:				
COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING		COURSE	PROGRAM	DATE COMPLETED	NUMBER COMPLETING TRAINING	
			M	F				M	F

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.



## Monthly Report

*Maid*

### ADULT EDUCATION:

	Men	Women	Total
Vocational and Retraining Courses	<u>39</u>	<u>101</u>	<u>140</u>
English Courses	<u>42</u>	<u>148</u>	<u>190</u>
Other Courses	<u>0</u>	<u>12</u>	<u>12</u>
			<u>342</u>

And also fill in the Vocational Retraining Report

In preparation for relocation and life outside, a short-term course for newlyweds called the School for Brides was begun this month. Invitations were sent to the brides of the last two years. Nine are attending the class which meets every Friday night for three hours. Cooking, serving, entertaining, and furnishing a house or an apartment are some of the things which the girls are learning.

This department participated in the annual school-week exhibit which was held from March 19 to 28. Because of the necessity of using every available time for class work so that the students may be qualified in whatever studies they are undertaking when they go outside, little time could be spent in preparing for the exhibit. Representative samples of work, however, were displayed in the room.

Over 60 students are enrolled in the Home Tailoring Course and many more requests are coming in every day. Because of this constant demand, we are accepting new students as quickly as the older students relocate or drop out of the course. Several students have already finished a jacket or two and some have finished four tailored pieces. The classroom has been moved to another location where students are now able to have more space and better facilities.

A new class in beginning English was begun this month to give last-minute opportunities to those Issei who were hesitant before about learning English. Over 30 students are attending the class; and it is hoped that within the next two months, they will be able to learn something which will come in useful when they go out into the outside world.

The English Activity Hall is humming with business at present. Two full-time hostesses are now at the Hall to take care of numerous requests which come in during the day. Once a week, there is a demonstration by a professional chef of some foreign dish, and on other days there are classes in cooking American dishes. Since the Hall is mainly for those



who are taking English classes, the activity does not cover so wide an area of the camp as we had hoped it would. This regulation, however, is still being kept since some of the teachers feel that to open the Center to the whole camp would not encourage the purpose of the Activity Hall which is to promote the speaking of English among Issei men and women. Several Caucasian wives have been attending the Japanese cooking demonstrations in hopes that by so doing, those attending will have to use English when explaining the various techniques.

With the departure of our center librarian, our Librarianship Course was terminated. Although we have someone who has taken over the responsibility of running the libraries, we will not begin another course in librarianship.

College relocation counseling goes on as usual with the present senior class gradually becoming seriously inclined to go to a school beyond the high-school level. Several students have already made applications to various institutions of higher learning in hopes that they may be able to reserve a place for themselves for either this summer or the fall semester. A full-time evacuee has been added to the staff to take care of the increasing work which these students are now demanding. Over 500 catalogues on colleges, universities, and trade and vocational schools are available in the office, and they have been cross-referenced to facilitate the usage.

Dr. Viles was in this center from March 27 to 30. Half a day was devoted to the Adult Education Department, and he was able to visit our various activities and to discuss necessary measures for the closing of our department sometime later in the year.







3. W.R.A. ADULT TRADE CLASSES	NO. HOURS WEEKLY	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	COMPLETION DATE
		M	F		
		Cabinet Making	9	32	0
Commercial Courses	14	6	24	12/11/44	5/31/45
Cosmetology (Eve)	15	0	6	7/1/44	
Home Tailoring	12	1	68	11/16/44	

4. HIGH SCHOOL VOCATIONAL TRAINING CLASSES:					
TWPW					
PWT					

[illegible]

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.



# MONTHLY REPORT

From March 26 Ending April 20 1945

ADULT EDUCATION: (Enrollment)	Men	Women	Total
Vocational and Retraining Courses	<u>39</u>	<u>98</u>	<u>137</u>
English Courses	<u>42</u>	<u>134</u>	<u>176</u>
Other <del>Academic</del> Courses	<u>0</u>	<u>9</u>	<u>9</u>
			<u>322</u>

And also fill in the vocational training course monthly report.



# Report on Enrollment

April

	Men	Women	Total
(A)			
1. Retraining and Vocational Courses	39	98	137
2. English Courses . . . . .	42	134	176
3. Other Courses . . . . .	0	9	9
Approximate Total Attendance. .	81	241	322
(B) Number of Adults Taking English Courses	42	134	176
(C) Types of Vocational and Retraining Courses			
1. Cabinet Making. . . . .	32	0	32
2. Cosmetology (Eve) . . . . .	0	6	6
3. Home Tailoring (Day) . . . . .	0	33	33
4. Home Tailoring (Eve) . . . . .	1	35	36
5. Shorthand . . . . .	4	16	20
6. Typing. . . . .	2	8	10
TOTAL	39	98	137
(D) Types of Other Courses			
1. Brides Course. . . . .	0	9	9



# MONTHLY REPORT

From April 23 Ending May 18 1945

ADULT EDUCATION: (Enrollment)	Men	Women	Total
Vocational and Retraining Courses	<u>38</u>	<u>93</u>	<u>131</u>
English Courses	<u>31</u>	<u>95</u>	<u>126</u>
Other Academic Courses	<u>—</u>	<u>—</u>	<u>—</u>

And also fill in the vocational training course monthly report.

The Brides Course was terminated as of April 27.

No new classes are being formed because many of the residents are preparing to relocate as soon as public schools are closed.



# Report on Enrollment

May

(A)	Men	Women	Total
1. Retraining and vocational Courses. . .	38	93	131
2. English Courses. . . . .	31	95	126
3. Other Courses. . . . .	--	--	--
Approximate Total Attendance . . . .	<u>69</u>	<u>188</u>	<u>257</u>
(B) Number of Adults Taking English Courses	31	95	126
(C) Types of Vocational and Retraining Courses			
1. Cabinet Making . . . . .	32	0	32
Cosmetology (Eve) . . . . .	0	6	6
3. Home Tailoring (Day) . . . . .	0	33	33
4. Home Tailoring (Eve) . . . . .	1	31	32
5. Shorthand. . . . .	3	15	18
6. Typing . . . . .	<u>2</u>	<u>8</u>	<u>10</u>
	<u>38</u>	<u>93</u>	<u>131</u>







WRA ADULT TRADE CLASSES	HOURS WEEKLY	NO. OF WEEKS	END OF MONTH ENROLLMENT		DATE COURSE BEGAN	PROBABLE COMPLETION DATE
			M			
Cabinet Making	9		32	0	2/19/45	5/30/45
Commercial Courses	14		5	23	12/11/44	5/31/45
Cosmetology (Eve)	15		0	6	7/1/44	5/31/45
Home Tailoring	12		1	64	11/16/44	5/31/45
HIGH SCHOOL VOCATIONAL TRAINING CLASSES						
IN-SERVICE COURSES FOR APPOINTED AND FOR EVACUEE PERSONNEL						
None						

**NARRATIVE REPORT:** On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. Include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; courses completed during the month; number completing each course (male and female); plans for new courses; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note.



# MONTHLY REPORT

From May 21 Ending June 8 1945

ADULT EDUCATION: (Enrollment)	Men	Women	Total
Vocational and Retraining Courses	<u>38</u>	<u>93</u>	<u>131</u>
English courses	<u>31</u>	<u>95</u>	<u>126</u>
Other Academic Courses	<u>      </u>	<u>      </u>	<u>      </u>

And also fill in the vocational training course monthly report.