

**A GUIDE TO THE STUDY OF
OCCUPATIONS: A SELECTED CRITICAL
BIBLIOGRAPHY OF THE COMMON
OCCUPATIONS WITH SPECIFIC
REFERENCES FOR THEIR STUDY**

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A Guide to the Study of Occupations: A Selected Critical Bibliography of the Common Occupations with Specific References for Their Study by Frederick J. Allen

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A GUIDE TO THE STUDY OF OCCUPATIONS

*A Selected Critical Bibliography of the
Common Occupations with Specific
References for Their Study*

BY

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HOW TO USE THIS BOOK

THE material embodied in this volume is presented in an arrangement which has seemed to be the most feasible, clear, and direct.

Sections I to IX inclusive deal with the nine great groups of occupations which have been determined by the Federal Census. In each section are presented the vocations which are most common, most fully treated in vocational literature, and offer the largest number of employment opportunities for young people. These vocations are of chief interest to life-career classes in the schools and to all who are seeking occupational information. After each occupational term are given in alphabetical order and abbreviated form the references applying to it; namely, the surname of author, main title or part of title of book, pages, sections, or parts of the book to be consulted, and a statement of the subject matter presented, with comment when that seems helpful for additional explanation. The following is an example:

SOCIAL WORKER

GILES, *Vocational Civics*, 185-188, social service.

The reader or student should study the pages named, 183-188, in a copy of Giles' book. If one wishes to know more about the book he should turn to the name Giles in the alphabetical list of authors in Section X where the text *Vocational Civics* is critically treated, according to the purpose of this volume, to present a carefully chosen and authoritative body of source material.

Some of the books listed themselves have bibliographies which teacher and student will find helpful for additional references in particular fields.

Section X presents a full list of general sources, pp. 104-173, in which books are listed alphabetically under the names of authors. Section X is, then, a complete, critical bibliography in itself. Here are given annotations to show the content, purpose, and value of the various volumes. From this list have been omitted books which are far out of date, out of print, or of a decidedly inferior vocational guidance worth. As a rule, an inferior book has been included only for lack of a better one upon a particular occupation. There is an abundance of material, of greater or less vocational import, upon the commercial, agricultural, homemaking, and

mechanical pursuits. In some other lines of occupation, however, such material is comparatively lacking. The books of this list have been referred to under occupational terms, in the preceding nine sections of this volume, as has been already explained. Some of these books give information upon many occupations. This has made it necessary to treat them once in full in this section, after having referred to them by abbreviation under various occupations in the preceding sections of this source book.

It seems necessary here to caution students of the occupations against a loose and incorrect use of vocational terms. The authors of some of the books that have had to be included in the sources of this volume use these terms very inaccurately. One, for instance, speaks of the "business of farming" when only the industry is meant, or calls agriculture a "business" on one page of a book and a "profession" on the next page; another calls retail trade an "industry" or writes of the "profession of business." There is, moreover, a general lack of proper discrimination in the use of the more important terms, due in part to the newness of the scientific study of occupations and in part to the limited information of some writers.

The major divisions of employment, determined by the preferred meaning of words and their correct use in the occupations at the present time, are three, as follows:

1. The Manual Occupations.
2. The Mercantile Occupations.
3. The Professional Occupations.

The manual occupations properly include the industries, such as the sugar industry or the steel industry; the mercantile pursuits constitute the various lines of business; the professions include the callings for which a high degree of specialized training and personal ability are necessary, such as the law and medicine.

The Department of the Census expands these three divisions into the nine which are followed in this source book, as follows:

1. Agriculture, Forestry, and Animal Industry.
2. The Extraction of Minerals.
3. The Manufacturing and Mechanical Industries.
4. Transportation.
5. Trade.
6. Public Service.

7. Professional Service.
8. Domestic and Personal Service.
9. Clerical Occupations.

In this classification divisions 1, 2, and 3 constitute the industries; divisions 4, 5, and 9, the various forms of business; 6 and 8 include various kinds of employment, from manual to professional; and clearly 7 means the well-known professions. It is evident, of course, that a given occupation, like that of the dentist, in addition to its distinctive nature, may have minor features that belong to other occupations.

To make the study of an occupation most effective the information secured upon it may be organized for presentation in a class or for one's personal gain. An abbreviated general outline for this purpose is the following, consisting of eight fundamental points and a list of the references consulted:

FUNDAMENTAL POINTS FOR OCCUPATIONAL STUDY

1. IMPORTANCE.
2. WORK DONE.
3. ADVANTAGES.
4. DISADVANTAGES.
5. PREPARATION.
6. OTHER REQUIREMENTS.
7. INCOME.
8. EFFECT ON THE WORKER.
9. REFERENCES.

Fuller outlines, however, will often be helpful. The following plan of study, based substantially on the eight fundamental points, and from outlines prepared originally by Dr. John M. Brewer, Director of the Bureau of Vocational Guidance of Harvard University, has been used by the Bureau in its promotion of the study of occupations in the public schools.

OUTLINES FOR THE STUDY OF AN OCCUPATION

- A. FOR LESS ADVANCED CLASSES AND STUDENTS:
 1. What importance to society has the occupation?
 2. What things are actually done by a person who is in this calling? (a) Make a list of them. (b) Outline a typical day's work.