

C University of Missouri, Co-Operative Extension Service, Records, 1920-1963
2512 1.5 linear feet

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INTRODUCTION

The records of the University of Missouri Cooperative Extension Service contain materials relating to the activities of the Co-Operative Extension Service, including the training and supervision of county extension workers, services performed, planning and management of extension program, and conferences on extension work. Materials include newsletters, circulars, bulletins, reports, studies, correspondence, and a history of the University of Missouri College of Agriculture.

DONOR INFORMATION

The records were donated to the University of Missouri by the Extension Service on 30 June 1966 (Accession No. WUNP3669). An additional transfer was made on 31 May 2001 by the University of Missouri-Columbia, Extension & Agricultural Information (Accession No. WUNP5880).

FOLDER LIST

- f. 1-9 Preparation and Training of County Agents. Miscellaneous materials concerning the preparation and training of extension workers. Papers include suggestions of training methods, training guides for new agents, desk and field calendars for trainees, and an outline for a training school and questionnaire on training procedures, 1938-1962.
- f. 10-19 Supervision and Administration
 - f. 10 Papers regarding a study of leadership presented by the director of Ohio State Extension Service, 1925. Paper is concerned with rating the qualities of leadership for agents.
 - f. 11 A variety of papers regarding program formation, leadership, interviewing, and agent supervision, 1933-1940.
 - f. 12 A program for supervision of county extension work in Missouri, 1940. Includes charts on county conditions, analysis of supervisory time, evaluation of the supervisory program, and the delineation of problems.
 - f. 13 U. S. Department of Agriculture circular concerning activities of extension supervisors, 1943; Missouri extension manual containing suggestions for securing effective participation of rural people, 1944; and guide for use of county agents, 1944.
 - f. 14 Booklet containing articles from the Extension Service Review regarding neighborhood leaders and their functions, March 1942-March 1944.
 - f. 15 Report by University of Michigan Survey Research Center regarding the correlation between productivity, supervision,

- and employee morale, 1945.
- f. 16-19 Miscellaneous papers regarding supervision including a U.S. Department of Agriculture study on county extension supervision, 1956-1958; statement of principles of public administration, 1959; statements on the principles of supervision, the importance of leadership, and guides for extension administrators and supervisors of agents.
- f. 20-23 Services Performed by Agents
- f. 20-21 Results of a 1925 study of agricultural problems in Missouri, by county, and the measures taken in 1927 and 1928 to correct them.
- f. 22-23 Extension agents' reports by county, of the distribution of their time among various extension activities, March-May, 1930, and a chart of days devoted to projects by agents, 1931.
- f. 24-27 Miscellaneous Papers
- f. 24-25 Miscellaneous papers including a brief history of the first ten years of cooperative extension, 1924; excerpts from an address by Dean Frederick Mumford, 1928; maps of counties in Missouri having agriculture extension work, 1929, 1931; a paper on educational research and extension teaching, 1929; a brief thesis on county home demonstration agent tenure, 1950; and a reference handbook for extension workers, 1951.
- f. 26 Miscellaneous papers including a discussion of the effectiveness of county agent work; and selected data for extension, administrative and supervisory forces: references and tables on general economic and social conditions, population trends, and assorted agricultural, industrial and educational data, undated.
- f. 27 Papers concerning organizations which sponsor extension work, includes a discussion of the Farm Bureau, undated.
- f. 28-36 Office and Personnel Management
- f. 28-30 U.S. Department of Agriculture circulars on an office filing system, 1918; a record keeping system for extension agents, 1920, 1924, 1937; suggestions for organizing a county extension agent's office, 1937; and secretarial practice in the Farm Credit Administration, 1940.
- f. 31-32 Miscellaneous materials relating to office management and administration and personnel training, 1938-1955.
- f. 33-34 U.S. Department of Agriculture guide for supervisors of personnel, 1952.
- f. 35-36 Missouri Agriculture Extension Service circular containing a suggested filing system for county extension offices, 1957; a training guide for secretaries; and blueprints for an ideal county agent's office, undated.
- f. 37-39 Job Relations Training
- f. 37-38 U.S. Civil Service publication on Job Relations Training Session for supervisory personnel, 1947. Pertains to

- methods for solving personnel problems through improved supervisor-employee relations.
- f. 39 Miscellaneous papers pertaining to Job Relations Training including two U.S. Department of Agriculture pamphlets with suggestions for improving job relations and supervision, undated.
- f. 40-45 Scope and Responsibility of Extension Work
- f. 40 U.S. Department of Agriculture committee report on the scope and responsibility of extension education, 1946. Report describes the main fields of extension's responsibility, their problems, and the emphasis needed in the future.
- f. 41-45 Materials relating to the report of a national workshop on the scope and responsibility of extension, 1958; and materials from a Missouri scope and responsibility meeting including tentative results and a final revised statement, 1958.
- f. 46-50 Newsletters. Missouri Extension Letters--newsletters to extension workers from the Extension Division of the College of Agriculture, August, 1941-December, 1963.
- f. 51-54 Budget and Finances. Miscellaneous papers relating to the financing of: agriculture extension, the Missouri College of Agriculture, and the United States Department of Agriculture. Includes studies of governmental expenditure, budget summaries, estimates of expenditures and revenue, legislative budget data, and papers regarding proposed millage tax legislation to pay for agricultural extension, 1959. 1930-1962
- f. 55-79 Conferences and Councils
- f. 55 Copies of talks given at various Annual Extension Conferences, 1933-1955. Talks concern extension methods, the nature of extension work, the opportunities for greater service, and land grant colleges, 1933-1955.
- f. 56 Copies of talks given at various extension conferences including talks on new approaches in agriculture extension education, the purposes of extension work and a financial program for extension workers, 1956-1959.
- f. 57-65 Papers relating to the work of the Missouri Farm Electric Utilization Council, 1950-1959. The purpose of the Council centered on encouraging the further use of electricity by farmers to improve their results. Papers include studies of how much electricity is in use, committee recommendations, correspondence, minutes of meetings, proceedings at a 1958 short course for MFEUC and copies of the MFEUC newsletter, 1957-1958.
- f. 66-67 Miscellaneous papers relating to the European-U.S. Administration Council, 1954, including a list of those in attendance and a study of balanced farming in Missouri.
- f. 68 Reports of the annual conferences on pre-service and graduate

- training of extension workers, 1954-1956.
- f. 69-71 Miscellaneous materials relating to the Missouri Farm Forum, 1956-1960. Papers include programs for forums, correspondence, copies of talks, lists of registration, scattered copies of the Missouri Farm News, and a bulletin containing the speeches at the Ninth Annual Farm Forum, October, 1957, regarding the topic, "Farm Programs for the Future."
- f. 72 Papers relating to a conference on extension training held at Cornell University, 1957.
- f. 73 Papers relating to an annual conference of the American Country Life Association, 1957. Includes talks on the purpose and nature of the ACLA .
- f. 74-77 Materials from several Extension Supervision and Administration workshops, 1957, 1958, 1960. Includes pictures, reports, notes, programs, statements of objectives, and proposals. Conferences center upon the improvement of supervision.
- f. 78 Notes from meetings of the College of Agriculture Council, Missouri, 1961.
- f. 79 Papers regarding the Regional Extension Supervision Conference, 1962, including correspondence, typed notes, questions, program and statements. The conference dealt largely with the training of agents.
- f. 80-97 Miscellaneous Publications
- f. 80-81 University of Missouri, College of Agriculture publications regarding 4-H Club work: judging projects, 1947; teaching by demonstration, 1950; and the learning situation in 4-H work, 1948.
- f. 82 Copy of Frederick B. Mumford's "History of the Missouri College of Agriculture," 1944.
- f. 83-85 University of Missouri Extension Studies Publications on: the value of the meeting in extension teaching, 1933; the influence of colors on the effectiveness of extension circular letters, 1933; factors affecting the length of 4-H Club membership, 1938; rural program building in Boone County, Missouri, 1939; and changes in the farm situation in Missouri, 1940-1945, 1947.
- f. 86-94 U.S. Department of Agriculture
- f. 86-87 U.S. Department of Agriculture, Department circulars on the status and results of county agent work, 1922; home demonstration work, 1922; and extension programs, policies, and goals, 1948.
- f. 88-90 U.S. Department of Agriculture, miscellaneous extension publications on the county agriculture agent and his job, 1932; services rendered by extension agents, 1933; extension program planning, 1936; problem solving, 1937;

- land use planning, 1938, and the use of film strips, 1937.
- f. 91-92 U.S. Department of Agriculture, extension service circulars on: conservation, 1940; reaching lower income families, 1941; and future educational problems in agricultural economics and rural sociology, 1945.
- f. 93-94 U.S. Department of Agriculture extension service circular on administration and extension work, undated.
- f. 95 Extension publications by the State University of New York College of Agriculture at Cornell University regarding the effectiveness of extension, 1925; and by the West Virginia University College of Agriculture Extension Division regarding a community reporter project for 4-H Club, 1927.
- f. 96 United Nations Food and Agriculture Organization bulletin concerning the improvement of agricultural extension services in European countries, 1954.
- f. 97 Reprint from the Journal of Farm Economics regarding resources needed in American agriculture, 1957; and a bulletin from the State College of Washington Extension Service concerning the nature of extension work, undated.
- f. 98-100 Miscellaneous papers on extension work including studies, suggestions, speeches, circulars, forms, programs, 1941-1961.

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