

UNITED STATES DEPARTMENT OF AGRICULTURE
EXTENSION SERVICE
WASHINGTON, D. C.

DIVISION OF
COOPERATIVE EXTENSION

June 17, 1937

John R. Hutcheson
Director of Extension Service
Virginia Polytechnic Institute
Blacksburg, Virginia

Dear Director Hutcheson:

We have just reviewed the plan of work for engineering and find it acceptable and considerably improved over last year, and the specialist should be commended for his efforts.

The plan could be strengthened to a marked degree by supplying an introductory paragraph indicating the economic background or situation designed to give the reader a feeling of justification for the work undertaken and the money spent.

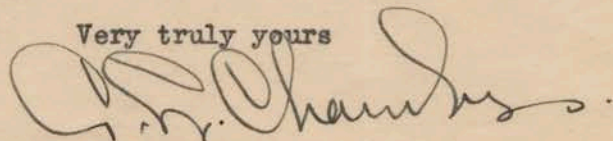
The plan could also be strengthened by outlining definite goals for all phases of the work, and a calendar showing the distribution of time of the specialists would also strengthen the plan. Either a map showing the location or goals set up by counties would also be quite helpful. A list of the literature and illustrative material expected to be developed during the year would be helpful.

The plan for 4-H club work could be strengthened, perhaps covering the demonstration team for older boys for the purpose of familiarizing the people in the community with the desired practices. Definite goals should also be set for the number of club members to be enrolled.

I am inclined to think the plan could be strengthened if set up on a problem solution basis rather than a project basis. On page 4, paragraph 5, H. H. Gordon's record seems to be some discrepancy in the number of days devoted to extension work. If one-third of his time is devoted to extension, it would seem that this would be around 80 or 90 days rather than 62.

I notice on page 6 that Mr. Swink's duties are partially as follow: "To conduct research studies." I assume this is to be done when not employed under extension activities.

Very truly yours



C. L. Chambers

In Charge, Southern Section