

... OUTLINE ...

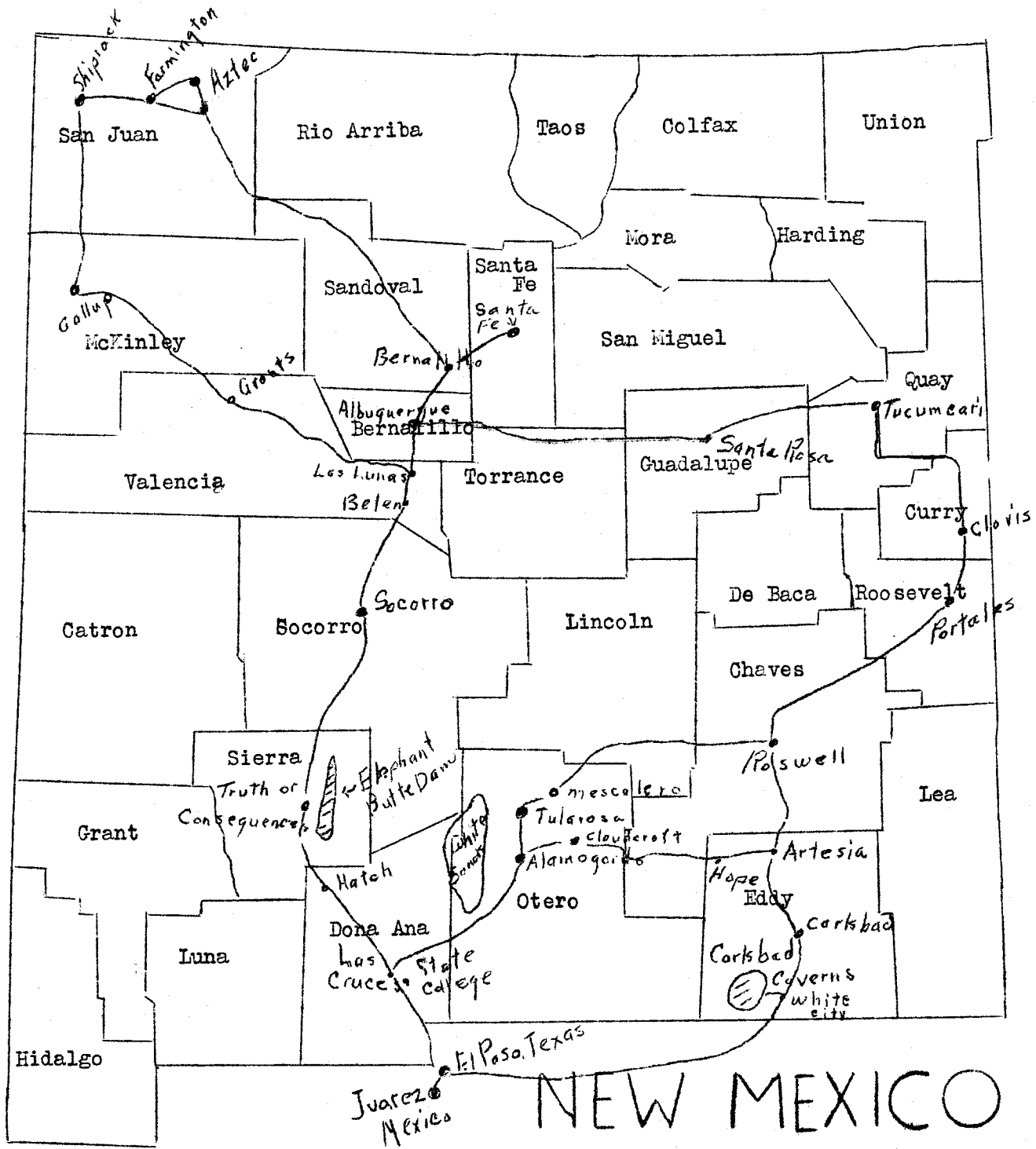
NEAR EAST

EXTENSION METHODOLOGY
and
COMMUNITY DEVELOPMENT

TRAINING PROGRAM

New Mexico College of Agriculture and Mechanic Arts
State College, N. M.
In Cooperation with
Foreign Operations Administration
and
Foreign Agricultural Services
Washington, D. C.

Oct. 1, 1953 - January 31, 1954



Outline of Program
Middle East Extension Training
New Mexico College of A & M A.

Sept. 30 - Wednesday - Arrival

1. Transportation from El Paso
2. Assignment of living quarters
3. Brief explanation of dormitory and cafeteria rules and regulations and other routine matters pertaining to living at the college.
4. Announcement of meeting place - time -

Oct. 1 - Thursday, A.M. - Seminar - Orientation

1. Welcome to N.M.A.& M. - facilities available on the campus - post office - business office, etc.
2. Understanding as to housing arrangements and costs when on and off the campus
3. Briefing as to general contents of entire training program - give outline -
4. Orientation as to purposes, objectives, and scope of a State Fair - What to look for - background work of extension in fair exhibits
5. Announcements as to plans for following week
6. Afternoon - Enroute to Albuquerque

Oct. 2 - Friday - State Fair

1. Tour of agricultural, home economics and youth exhibits - significance of each - relation to extension work
2. Attend Junior Livestock Sale -
3. Discuss what makes up a good exhibit
4. Attend rodeo in evening

Oct. 3 - Saturday - State Fair - Morning

1. Attend Western Horse Show
2. Free time to roam fair grounds at will
3. Afternoon - tour of Albuquerque and vicinity

Oct. 4 - Sunday - return to State College

Oct. 5 - Monday - Seminar

1. New Mexico and its people -
 - a. History
 - b. Population
 - c. Cultural background
 - d. American ideology and social-group behavior
2. Agriculture
 - a. Types of farming and ranching
 - b. Land ownership patterns
 - c. Major agricultural problems
3. Tour of A & M campus - (not farm)

Oct. 6 - Tuesday - Seminar - Orientation

1. Review of cultural, economic, social, and agricultural conditions in countries represented in trainee groups, by trainees
2. Comparison of similarities and differences and significance of each to extension work
3. Community pattern and organization in New Mexico - its significance - special consideration in relation to extension program.

Oct. 7 - Wednesday - Seminar

1. Place of federal agencies in field of agriculture and relation to extension service
2. Federal Agency programs - for each agency
 - a. History and development
 - b. Objectives and scope of work
3. Soil Conservation Service

Oct. 8 - Thursday - Seminar

1. The Production and Marketing Administration - Objectives - purpose - organization - work (This is put in on this date for convenience of PMA representatives.)
2. The Land-Grant College system in U.S.
 - a. History and development
 - b. Organization
 - c. Relation to other state educational
3. The history and development of Extension work
 - a. Defined in basic laws
 - b. Pioneer work in extension
 - c. Re-emphasized as extension developed
 - d. Cooperative Government relationships

Oct. 9 - Friday - Seminar

1. Review of extension work (if any) in countries represented
2. New Mexico extension law -
3. Organization of the Extension Service
 - a. Nationally
 - b. State
 - c. Variances between states

Oct. 10 - Saturday - Seminar

1. The state experiment stations
 - a. History and development
 - b. Place in Land-Grant college system
 - c. Relation to Extension work
 - d. Federal-State research relationships
 - e. Some research projects underway in New Mexico

Oct. 11 - Sunday

Oct. 12 - Monday - Field - Result demonstration tour

1. Tour of A & M College and Jornada range experiment stations as part of Annual Ranch Day activities

Oct. 13 - Tuesday - Field - Result demonstrations tour

1. Tour of A & M Agronomy farm as part of Annual Farm Day activities

Oct. 14 - Wednesday - Seminar

1. Discussion of field experiences and observations during ranch and farm days
2. The government structure of U.S.
 - a. Federal
 - b. State
 - c. County

- Oct. 15- Thursday - Seminar
1. Continuation of discussion of Federal Agency programs
 - a. Farmers Home Administration
 - b. Farm Credit Administration
- Oct. 16 - Friday - Seminar
1. Continuation of federal agency programs -
 - a. Indian Service
 - b. Forest Service
 - c. Fish and Wildlife Service
 - d. Rural Electrification Administration
- Oct. 17 - Saturday - Seminar
1. Vocational Agriculture and Home Economics
 - a. History and development
 - b. FFA - FHA - organization
 - c. Veterans-on-Farm Training
 - d. Relation to extension work
- Oct. 18 - Sunday - Travel
1. Leave State College for Santa Fe - will be in the field until Nov. 22.
 2. Should arrive in Santa Fe by 4 or 5 p.m.
- Oct. 19 - Monday - Sight seeing and visits
1. State capitol
 2. Governor
 3. Palace of the Governors' - museum
 4. Fine Arts Museum
 5. Federal Building
- Oct. 20 - Tuesday - Continuation of visits in capitol
1. Museum of Anthropology
 2. Navajo Art Museum
 3. Other points of interest
- Oct. 21 - Wednesday - Seminar
1. The job of the county agent
 2. Plans for visits to agents' offices
 3. What to look for in working with county agents
 4. Prepare to write a report on activities participated in and observed
- Oct. 22 - Thursday - distribution to counties to work with county agents - possible counties are Rio Arriba, Taos, Mora, Santa Fe, San Miguel, and Sandoval
1. To observe work of agent
 2. Office organization
 3. Division of work
 4. Methods used in teaching
 5. Work of other agencies and organizations
 6. Main farming, ranching, and home making problems in counties
 7. Culture, background, etc. of local people in the counties
 8. Adaptability of observations to home county conditions.
- Oct. 23 - Friday - Continuation of working with county agent as outlined under Oct. 22.

- Oct. 24 - Saturday - Continuation of working with county agents as outlined under Oct. 22
- Oct. 25 - Sunday
- Oct. 26 - Monday - Continuation of working with county agents as outlined under Oct. 22
- Oct. 27 - Tuesday - Continuation of working with county agents as outlined under Oct. 22
- Oct. 28 - Wednesday - Bring back to Santa Fe in morning - allow free time in afternoon
- Oct. 29 - Thursday - Seminar
1. Summary of field experiences with county agents
 2. Preparation of reports and field experiences with particular adaptation to home countries
 3. Plans for ensuing two days
- Oct. 30 - Friday - Farm visits
1. Visit northern Santa Fe County - small irrigated farms - chile, fruits, pastures, dairy
 2. Visit Santa Cruz irrigation system
- Oct. 31 - Saturday - Farm visits
1. Observe irrigation distribution systems on larger units in southern part of Santa Fe County
 2. Observe pump irrigation
 3. Observe dry farming
- Nov. 1 - Sunday - rest, or possibility of tour to surrounding areas -
- Nov. 2 - Monday - Seminar
1. Seminar in morning on community organization, cultures, etc.
 2. Distribution of group to communities for community living study - possible communities include San Ildefonso, Nambe, Cundiyo, Santa Cruz, Truchas, and others in Santa Fe and Rio Arriba counties
- Nov. 3 - Tuesday - Community living -
1. Study culture and background of local people
 2. Problems of area and of individual farms
 3. Services available to local people and extent of participation
 4. Attitude of local people toward governmental services provided for them
 5. Adaptability of community living study to home countries
 6. Preparation of report on community living phase
- Nov. 4 - Wednesday - Continuation of community living as outlined under Nov. 2
- Nov. 5 - Thursday - Continuation of community living as outlined under Nov. 2

- Nov. 6 - Friday - Community living and travel
1. Morning - continuation of community living as outlined under Nov. 2
 2. Afternoon - bring in groups to Santa Fe
- Nov. 7 - Saturday - Seminar
1. Discussion of community living experiences and observations with particular significance to home country adaptation
 2. Preparation of report on community living phase
- Nov. 8 - Sunday - rest - free time
- Nov. 9 - Monday - Tour
1. Visit Santa Fe Indian schools - participate in assembly program
 2. Visit other points of interest around capitol not previously covered
- Nov. 10 - Tuesday - Tour
1. Visit Santa Fe public school systems - participate in assembly program
 2. Visit any remaining points of interest in Santa Fe County and allow time to prepare to leave Santa Fe next day
- Nov. 11 - Wednesday - Travel
1. Travel from Santa Fe to Farmington
 2. Stop at Bernalillo and Cuba
 3. Arrive in Farmington by 5 p.m.
- Nov. 12 - Thursday - Seminar
1. Discussion of conditions, cultural and agricultural, found in northwest area of state
 2. Review of Navajo culture and traditions
 3. Plans for next few days
- Nov. 13 - Friday - Tour
1. Tour of Aztec and Farmington farming areas with county agent
 2. Discussion of community organization and cultural background
 3. Main extension activities being conducted and how carried out
- Nov. 14 - Saturday - Tour
1. Tour of Fruitland irrigation project - History, development, significance, local people participation - specific details to be worked out by Tom Sasaki
- Nov. 15 - Sunday - Tour
1. Continuation of tour and farm visits in Fruitland, Waterflow area with Indian Service extension agents - specific details to be worked out by Tom Sasaki
- Nov. 16 - Monday - Tour
1. Continuation of tours and farm visits in Indian farming areas with Indian Service extension agents - specific details to be worked out by Tom Sasaki
- Nov. 17 - Tuesday - Tour
1. Continuation of Indian farm visits with Indian Service extension agents - specific details to be worked out by Tom Sasaki

- Nov. 18 - Wednesday - Tour
1. Continuation of Indian farm visits in San Juan County - specific details to be worked out by Tom Sasaki
- Nov. 19 - Thursday - Tour
1. Visit Shiprock area - Indian School, Soil Conservation Service work, irrigation system - community organization, specific details to be worked out by Tom Sasaki
- Nov. 20 - Friday - Travel
1. Travel from Farmington to Gallup
 2. Visit Window Rock, Arizona - Indian Capitol
 3. Possibility of observing tribal council in session
 4. Stay in Gallup
- Nov. 21 - Saturday - Tours
1. Visit Fort Wingate - wool laboratory
 2. Visit Fort Defiance Hospital
 3. Visit other points of interest in Gallup area
- Nov. 22 - Sunday - Travel
1. Travel from Gallup to State College
 2. Stops may be made at Laguna Pueblo, Grants, Belen, Socorro, and Truth or Consequences
- Nov. 23 - Monday - Seminar
1. Continuation of discussion of agency programs not previously covered during orientation period -
 - a. Federal agencies
 1. Bureau of Reclamation
 2. Bureau of Land Management
 3. Bureau of Entomology and Plant Quarantine
 4. Others
 - b. State Agencies
 1. State Health Department
 2. Welfare Department
 3. Employment Service
 4. Cattle and Sheep Sanitary Boards
 5. Others
- Nov. 24 - Tuesday - Seminar - Methodology
1. Extension teaching tools and their effectiveness
 - a. Results of studies
 - b. Methods used
 - c. Indirect influence
 - d. Combination of methods
 - e. Choice of methods - personality of agent, development of work, type of subject matter, outcome desired.
- Nov. 25 - Wednesday - Seminar - Methodology
1. The psychology of adult learning
 - a. What is education
 - b. What motivates people to learn
 - c. How do people learn
 - d. What is extension teaching
 - e. Effect of age on learning
 - f. Other factors

Nov. 26 - Thursday - Thanksgiving - Holiday

Nov. 27 - Friday - Seminar - Methodology

1. Some factors to be considered in planning and carrying out the extension program
 - a. Age groups
 - b. Education
 - c. Proportion of rural, urban, farm, etc.
 - d. Methods of earning a living
 - e. Standards of living
 - f. Transportation facilities
 - g. Climate
 - h. Churches, schools, etc.
2. Importance of agents "Knowing their counties."
3. Sources of background information
4. How collected and analyzed
5. Development of an outline for background information

Nov. 28 - Saturday - Seminar - Farm Organizations

1. Some farm and ranch organizations
 - a. Farm Bureau
 - b. Farmers Union
 - c. Cattle Growers
 - d. Wool Growers
 - e. Others

Nov. 29 - Sunday -

Nov. 30 - Monday - Travel

1. Travel from State College to Roswell
2. Stop at Mescalero reservation - observe livestock improvement program

Dec. 1 - Tuesday - Travel

1. Travel from Roswell to Tucumcari
2. Stop at Clovis Sub-station and observe experiments on dry-land farming

Dec. 2 - Wednesday - Travel

1. Tour of Tucumcari (North East) Sub-station
2. Tour of Tucumcari Irrigation project
3. Travel from Tucumcari to Albuquerque

Dec. 3 - Thursday - Farm Organizations

1. Attend Annual Convention of New Mexico Farm and Livestock Bureau -
Attend program as planned

Dec. 4 - Friday - Farm Organizations and travel

1. Attend morning session of Farm Bureau Convention
2. Travel from Albuquerque to State College

Dec. 5 - Saturday - Seminar

1. Review of field experiences and observations
2. Effectiveness of teaching methods in relation to subject-matter used
3. Effectiveness of teaching methods in relation to time and cost.

Dec. 6 - Sunday

Dec. 7 - Monday - Seminar

1. In-service training of agents
 - a. Purpose
 - b. Methods of doing it
2. The annual extension conference
 - a. Program
 - b. Objectives
3. Program planning in Extension
4. Principles of program planning
5. How agents develop a plan of work
6. Examination of plan of work

Dec. 8 - Tuesday - General meeting

1. Attend Annual Extension Conference as scheduled

Dec. 9 - Wednesday - General meeting

1. Attend Annual Extension Conference as scheduled

Dec. 10 - Thursday - General Meeting

1. Attend Annual Extension Conference as scheduled

Dec. 11 - Friday - General Meeting

1. Attend Annual Extension Conference as scheduled

Dec. 12 - Saturday - Discussion session

1. Review of Annual Extension Conference
2. Continuation of discussion on program planning
 - a. Review of agents' plans of work
 - b. Purpose of plan
 - c. Division of responsibilities among staff members
 - d. Part of local leaders and groups
 - e. Part of other agencies and organizations
 - f. Calendar of work
3. Tour of Tortugas village to observe Indian celebration of Our Lady of Guadalupe

Dec. 13 - Sunday -

Dec. 14 - Monday - Seminar

1. Leadership in American Society -
 - a. How to locate leaders
 - b. Significance of leaders in an educational program
 - c. Community leadership patterns
 - d. Variance between cultures
 - e. Determining duties of volunteer leaders
 - f. Selection of leaders
 - g. Training local leaders
 - h. Recognition - Maintaining morale

Dec. 15 - Tuesday - Seminar

1. The home economics program in Extension
 - a. History and development
 - b. How planned and carried out
 - c. Discussion as to practicability in home countries
 - d. Relationship to agricultural and 4-H program
2. The 4-H or youth program in Extension
 - a. History and development
 - b. Relationship to adult work
 - c. Discussion as to practicability in home countries
3. Developing a coordinated Extension program embodying the three phases - Agricultural, home economics, and 4-H or youth

Dec. 16 - Wednesday -

1. Executing the extension program
 - a. Review of part played by local leaders -
 - (1) General or organizational leaders
 - (2) Project leaders
2. Cooperation of "outside" helping agencies
 - a. Editors
 - b. Civic groups - church groups
 - c. Others
3. Giving credit where and when due
4. Materials and tools needed by leaders
5. Determination of who we are trying to reach

Dec. 17 - Thursday - Tour

1. Tour of Stahman farm
2. Mesilla Diversion Dam

Dec. 18 - Friday - Methodology

1. The method demonstration - in detail
2. Arrange to have method demonstration given
3. Have trainees give a few simple method demonstrations
4. Significance of method demonstrations
 - a. Advantages and disadvantages

Dec. 19 - Saturday - Methodology

1. The result demonstration
 - a. Scope and significance
 - b. Relationship to method demonstration
 - c. Limitations
 - d. Steps in execution
 - e. The test plot demonstration program in New Mexico - why established - purpose

Dec. 20 - Sunday

Dec. 21 - Monday - Methodology

1. Individual contact methods
 - a. Farm and home visits
 - b. Office calls
 - c. Telephone calls
 - d. Individual letters
2. News releases -
 - a. Types of news stories
 - b. Points to consider in writing stories
 - c. Practice writing a story
3. Circular letters -
 - a. Purpose
 - b. Advantages and disadvantages

Dec. 22 - Tuesday - Methodology

1. Radio and Television
2. Advantages and disadvantages
3. Presentation of a typical program
4. Voice recording tryouts for trainees
5. Effectiveness of methods in relation to subject-matter being taught
6. Relationship of methods to cost

Dec. 23 - Wednesday - Methodology

1. Visual Aids -
 - a. Suggestions
 - b. Making use of what you have - simple exhibits
 - c. Points to consider in use
 - d. Slides
 - e. Film strips
 - f. Movies - operation of projector

Dec. 24 - Thursday - Pre-Christmas Holiday -

No session - some of the trainees may wish to go to California or some other place during the Holidays.

Dec. 25 - Friday - Christmas Day - Holiday

Dec. 26 - Saturday - Post-Christmas Holiday

Dec. 27 - Sunday

Dec. 28 - Monday

1. Indirect influence in extension work
2. Some factors affecting the spread of information
3. The general meeting as an extension teaching tool
4. Factors influencing effectiveness of a meeting
5. The meetings as a training medium

Dec. 29 - Tuesday - Review

1. Have trainees prepare a plan of work using a variety of teaching methods and indicating how each would be used
2. Plan to be of significance to own country
3. Discuss a couple of plans - offer suggestions for improvement
4. Take up some phase of subject-matter

Dec. 30 - Wednesday

1. Office organization and management
2. Training of the secretary
3. The place of the office conference
4. Typical minutes of an office conference
5. Review material on this subject.

Dec. 31 - Thursday

1. Office records and reports
2. Records for:
 - a. Bulletins distributed
 - b. Office calls
 - c. Telephone calls
 - d. Meetings
 - e. Voucher report
 - f. Monthly report
 - g. Annual report

Jan. 1 - New Year's Day - Holiday

Jan. 2 - Post New Year's Day - Holiday

Jan. 3 - Sunday

Jan. 4 - Monday -

1. Supervision in Extension
2. Job description of duties
3. Develop outline of major supervisory functions

Jan. 5 - Tuesday

1. The regulatory services of the A & M College
2. Reason for establishment under A & M
3. Explanation of regulatory services - purposes - function - methods of operation -
 - a. Egg inspection
 - b. Feed and fertilizer control
 - c. Fruit and vegetable standardization
 - d. Dairy inspection

Jan. 6 - Wednesday - Trip

1. Lower Dona Ana County - Hiway 28 to El Paso
2. Visit Southwest Cotton Industries - Coop
3. Travel to White City, New Mexico

Jan. 7 - Thursday - Tour

1. Carlsbad Caverns -
2. Stay in Carlsbad, New Mexico

Jan. 8 - Friday -

1. Carlsbad and vicinity
2. Artesia and vicinity
3. Hope and vicinity
4. Cloudcroft
5. Alamogordo and State College

Jan. 9 - 25 - Program to be worked out later depending on desires of trainees for subject-matter information, items that may not have been covered during the program prior to this time, Assignment of term papers, etc.

Jan. 26 - 30 - General summary of entire training program, submission of term papers, termination of program - details to be worked out later as program progresses.