

MAIL STUDY

When an enrollment in the correspondence course of the Henry George School of Social Science is received the secretary files the card chronologically, and makes out a student card, which is filed algebraically. If a textbook is ordered a label is made out for the shipper.

Every day from twenty-five to fifty lesson papers are received. A first lesson requires the recording of the student's name in a numerical register, in which the record of the receipt and mailing of lessons are kept. Every active student has a folder in which are kept copies of correspondence. When his lesson is received it is attached to the folder, so that the examiner will have a continuous record of the student's progress before him.

On an average, the correspondence course is completed in six months. But it is necessary constantly to remind students to keep up the study. If three weeks elapse between the sending of a corrected lesson and the receipt of the next one a reminder is sent to the student. If four such reminders do not bring the desired result the student is dropped; but sometimes one comes to life after months of inactivity.

In addition to these routine duties in connection with the course there are innumerable letters to write to students, answering specific questions of theory or fact, or clearing up doubts in their minds. Also, a constant flow of circulars for new students, answering of inquiries from prospective students, recording of advertising results, etc. To get over four thousand enrollments in one year requires considerable clerical work.

Vivienne A. Bosco is the young woman who efficiently tends to the details of this department.