

FOREWORD

This issue of the Bulletin presents two articles. The first **THE COLLEGE COUNSELING SERVICE** by Dr. Laurence Saddler attempts to show some of the techniques of the counselor. The technique of the interview is presented to the public in the hope that it may be helpful, for each of us at various times is faced with counseling young people.

Dr. Saddler is a trained counselor and Director of Student Personnel at this institution. He received his doctorate from the University of Missouri.

The second article **AN ABSTRACT OF THE ORIGIN AND EXTENT OF STANDARDS IN CLERICAL WORK** is by Dr. Fred C. Archer. It reviews the history of methods and procedures for training office workers for industry, shows the inadequacy of those methods, and suggests methods which the author believes will result in the selection and better training of more efficient office workers.

Dr. Archer received his doctorate from New York University. He is at present on the faculty of St. Cloud State Teachers College.

FLOYD E. PERKINS

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