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The School of Public Affairs of The American University is prepared to work out a program which will meet the following needs:

1. A perspective course in the field of public administration designed to make it possible for promising young men and women employed by the Federal Government to become familiar with administrative problems that are common to all departments, and, at the same time, designed to bring them into contact with outstanding administrators who are dealing with these problems day in and day out.
2. One or more specialized courses -- the number to depend entirely on the University's financial resources -- designed to bring promising young men and women who are employed by the Federal Government, and who are engaged in a specialized field of activity into contact with outstanding specialists in their field of work -- specialists who, in most instances, will also be employees of the Federal Government.

The University's sole reason for desiring to work out a program of this kind is to place itself in a position where it can assist the Government in its efforts to find young men and women who are familiar with certain aspects of governmental work and who, at the same time, have developed a perspective which will enable them to assume positions involving a large amount of administrative responsibility.

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The American University proposes to develop this program in the following manner:

I. The Perspective Course:

plan J.S.C. A. The American University will invite an outstanding specialist in the field of public administration who, at the present time, is connected with the Government to become associated with it in an advisory capacity for the purpose of working out the details of this course.

(1) In addition, the University will endeavor to raise sufficient funds to justify it in adding to its staff one of the outstanding younger men in the field of public administration. This faculty member will be charged with the responsibility of carrying out the plans which may be developed by the outstanding specialist.

B. The course will be offered for the first time during the second semester of the present academic year and will be limited to thirty students. Employees of the Federal Government will be invited to participate in the work on the basis of information indicating whether or not they can be placed in the classification of "promising young employees."

C. Members of the group will meet twice a week. Each session will last approximately one hour and a half. At virtually every session a maximum of time will be devoted to informal round table discussions, and a minimum of time to formal lectures. In order to attain the last mentioned goal persons invited to lead the group will be asked to prepare their formal lectures far enough in advance so that all members of the group can have the opportunity of reading them prior to the actual meeting of the class. The invited expert will then devote the first fifteen minutes to introductory remarks. One hour will be set aside for actual discussion. The remaining fifteen minutes will be used by the invited expert to summarize the results of the discussion.

- D. The discussion, as has been indicated already, will be led by outstanding experts in the field of public administration. Most of them will be persons who are actually employed by the Federal Government. At times, however, persons not employed by the Government will be invited to conduct the round table discussions.
- E. The University will be glad to make arrangements with members of the group whereby they can earn three semester hours credit for the course, if they so desire.
- F. Persons enrolling for the course will be asked to pay a fee of \$30.

II. The Specialized Course or Courses (Using a course in statistics as an example)

- A. The American University will invite an outstanding specialist in the field of statistics who, at the present time, is connected with the Government to become associated with it in an advisory capacity and to work out for it a program designed to give persons who are already working in this field a bird's-eye view of the Federal Government's statistical problems.
 - (1) There will be associated with this expert a member of The American University faculty now working in this field. This faculty member will be charged with the responsibility of handling the details of the program developed by the specialist.
- B. This course will be offered for the first time during the second semester of the present academic year. Enrollment will be limited and in all probability will not exceed twelve in number. Employees of the Federal Government will be invited to participate in the work of the group on the basis of information indicating whether or not they can be classed as "young persons who promise to make an outstanding contribution to their field of work."
- C. The group will meet twice a week. Each session will last approximately one hour and a half. The work will be carried on very largely by means of the round table discussion method. The invited experts will be asked to prepare their lectures some time in advance so that they can be read by the members of the group prior to the meeting date. Invited experts will then be asked to devote fifteen minutes to introductory remarks. One hour will be set aside for discussion purposes. Then, the expert will be asked to use the remaining fifteen minutes for the purpose of summarizing the discussion.
- D. Outstanding experts in the field of statistics, both in and out of the Federal Government service, will be invited to lead these discussions. A substantial majority of the leaders will, however, be chosen from the ranks of the Government.
- E. The University will be glad to make arrangements with individual members of the group whereby they can receive three hours of academic credit for the work, if they so desire.
- F. The tuition charge for the course will be \$30.

III. Evaluating Results.

- A. The University realizes that it is launching out on an uncharted sea.

Consequently, it is desirous of doing everything within its power to check the results. With this in mind, it is prepared to ask experts connected with the Civil Service Commission to work out a system designed to indicate in a clear-cut scientific manner just what the students who enroll for this work actually obtain from it. Once this system for testing the results has been worked out, certain members of the University's faculty will be charged with the responsibility of administering it.