

Date: November 23, 1959

To: Larson, Griswold, Kesler, Porter, Cunningham, Uphoff, Silberman

cc: Black, Callahan, Curl, Friedberg, Frye, Guss, Knapp, Knowlton, Moldstad, Koontz, Marfleet, Patron, Pfaff, Reynolds, Ritchie, Howe.

From: Ted Cobun

On the dates, November 8-12, 1959, the 1959-60 ICA group made a trip to Detroit, Michigan. The purpose of this trip was, primarily, to enable the group to observe some excellent display methods and techniques, including production. A secondary purpose was to enable them to see a large city in the United States along with some of its active production facilities.

We departed from the Indiana University campus at about 9:00 A.M. CST on Sunday, November 8 and proceeded to Detroit by way of Indianapolis, Fort Wayne, and Toledo. We arrived in Detroit at about 7:30 P.M. EST. Housing had previously been arranged for at the Hotel Wolverine and the personnel there were most courteous and helpful. Each person was able to get rooms as desired.

On Monday, November 9, at about 9:00 A.M., we arrived at the Fort Wayne Military Museum and Laboratory. At this point we were met by Mr. Glenn Stille, Curator, who conducted a tour for our group throughout the entire fort. Mr. Stille was most thorough, cooperative, patient and courteous. He conducted a most interesting and informative trip.

At 1:00 P.M. on Monday, November 9, we went to visit the Ford Motor Company. We saw a huge display in process of construction as well as the assembly plant and the engine assembly plant. All members of the field trip were impressed with the enormity of the operation. The speed and organization of the assembly line was interesting to each of us.

We spent all day on Tuesday at the Greenfield Museum and Village. This was an exceptionally interesting and valuable tour since it showed ways and means of displaying national treasures and establishing full scale models of historical importance and at the level of national shrine. We were treated to hospitality fitting persons of importance and the ICA group was photographed for publicity use of the Museum and Village. Copies of this excellent photograph have been received.

On Wednesday, the ICA group visited the Detroit Historical Museum. Here they saw excellent full scale displays of historical Detroit streets, as well as models, mock-ups, and dioramas. Again we were met with the finest kind of treatment. An excellent how-to-do-it manual of museum display was made available to and was obtained by most of the members of the group. The afternoon of this day was spent in sight-seeing and shopping tours by the group. In the evening, we visited WJW-TV and were on-the-floor while a local program was being enacted and transmitted. All of the group were able to question producers, floor managers, cameramen, announcers

acters, and publicity personnel. In addition, we saw the behind-the scenes operation of the station. Especially interesting was the demonstration of the videotape recorder. We saw the recording of an incoming program and its playback as well as playback of an old recording. The group questioned engineers to great length.

On the following day, Thursday, we returned to campus at about 6:30 P.M. CST.

File: ETR 109-110
Request for T/R's for
ICA Trip to Chicago

Date: December 3, 1959

To: Ben R. Kesler, Uphoff, Cunningham, Silberman, Porter
From: Ted Cobun
cc: Larson, Metcalf, Moldstad, Patron, Griswold

1. Request round trip T/R's be issued to Chicago, Illinois from Bloomington, Indiana and return for the following ICA Participants:

Hunsy Abbas
John Assedri
Vera Maria Castro
Maria Teresa Cruz
Le Ba Do
Anwar Effendie
Maria G. Frota
Custandi N. Hmud
Jo Woon Suk
Kim Sang Hyun
Kim Soo Bai
Kong Yoon Tack
Pruang Kunmit
Justus N. Olouch
Zacarias Ortiz
Pak In Shil
Chom Poomipark
Muhammad Saleem
Rachmat Santoso
Festus O. Shadare
Chantra Shoomuangpak
Orkweha Shudat
Wee Chong Heum
Yang Han Sok
Yoo Tae Young
Lan Nguyen Thi
El Tayib Saeed

2. Request out of state per diem for the above listed students from December 19th through January 3, 1960, with the following exceptions:

Lan, Nguyen Thi (who does not leave Bloomington until December 23rd needs special TR
Marlene David (will go to Detroit)
Susie Rehder (will go to Detroit)
Antonio Mabesa (will go to Georgia)

File: ETR 109-110
Chicago Trip During Christmas
Vacation For ICA Participants

Date: December 4, 1959

To: Kesler, Uphoff, Silberman, Cunningham, Porter

cc: Larson, Griswold, Metcalf, Moldstad

From: Dobun

Plans are firmed for sending ICA Participants from this institution to Chicago, Illinois during the Christmas Holiday Period. This will be from December 19, 1959 through January 3, 1960.

Tentative program of activities follows:

Leave Bloomington December 19 by bus. Arrive in Chicago to register at the YMCA Hotel, 826 Wabash Ave., (South) before dinner.

Sunday- Dec. 20 - Visit Field Museum and Aquarium at participants convenience.

Monday-Dec. 21 - Encyclopedia Britannica- EBF. Wilmette, 9:00 A.M. Group will have a chartered bus for EBF Film Studio and will spend the day having lunch, as guests of EBF.

Tuesday-Dec. 22 - Greater Hospitality Center - YMCA

Wednesday-Dec. 23-Reuben Donnelly Co., 350 E. 22nd St, 9:00 A.M.
-Colburn Lab - 164 N. Wacker Dr. - 2:00 P.M.

Thursday- Dec.24 -Shopping, sight-seeing tours at convenience of participant

Friday- Dec.25 -Christmas Day - To be arranged by Hospitality Center

Saturday-Dec. 26- To Be arranged by Hospitality Center.

Sunday- Dec. 27 - To be arranged by Hospitality Center.

Monday- Dec. 28 - Option: Hamilton Hotel - Illinois Chapter of American Geographers Lecture "Economic Change in Underdeveloped Areas" about 10:00 A.M.

Tuesday, Dec. 29 through Saturday, January 2 - To be arranged by Greater Hospitality Center.

Sunday,- Jan. 3- Return to Bloomington.

Please arrange for authorized TR's and per diem.

File: ETH-109-110
Completion of Course Requirements

Date: December 7, 1959

To: ICA Participants

cc: Larson, Griswold, Cunningham, Kesler, Silberman, Uphoff,
ICA Instructors

From: Ted Cobun

It has come to my attention that requirements for completion of courses have been clearly defined by instructors to all students. It is now that we are approaching the end of the semester and will soon begin a new group of courses during the second semester.

Please be certain that you submit to each of your instructors all course requirements indicated by him. Credit for completion of the various courses cannot otherwise be assigned to you.

Date: December 23, 1959

To: Frota, Hmud, Kumut, Orkweha, Poomipark, Rehder, Shoommuangpak, Jo Woon Suk, Kim Sang Hyun, Kim Soo Bai Kong, Kum Yer, Pak In Shil, Wee, Yoo Tae Young

cc: Black, Curl, Cunningham, Friedberg, Frye, Griswold, Guss, Kesler, Knapp, Knowlton, Larson, Moldstad, Koontz, Marfleet, Patron, Pfaff, Porter, Reynolds, Ritchie, Rowe, Silberman, Uphoff

From: Cobun

The following ICA participants will be members of education media campaigns:

Frota, Maria Jose
Hmud, Nicola Custandi
Kumut, Pruang
Orkweha, Sudat
Poomipark, Chom
Rehder, Susie
Shoommuangpak, Chantra
Jo Woon Suk
Kim Sang Hyun
Kim Soo Bai
Kong Yoon Tack
Kahng Kum Yer
Pak In Shil
Wee Chong Heum
Yoo Tae Young

The letter "E" will be used to identify this group until they are committed to specific campaigns.

Date: December 23, 1959

To: Abbas, Assedri, David, Do, Effendie, Olouch, Ortiz, Saeed, Saleem, Santoso, Shadare, Yang

cc: Black, Curl, Cunningham, Friedberg, Frye, Griswold, Guss, Kesler, Knapp, Knowlton, Larson, Moldstad, Koontz, Marfleet, Patron, Pfaff, Porter, Reynolds, Kitchie, Howe, Silberman, Uphoff

From: Cobun

The following ICA participants will be members of communications media campaigns:

Abbas, Husny
Assedri, John
David, Marlene
Do, Le Ba
Effendie, Anwar
Olouch, Justus
Ortiz, Zacarias
Saeed El Tayib
Saleem, Muhammad
Santoso, Rachmat
Shadare, Festus
Yang, Han Sok

The letter "C" will be used to identify this group until they are committed to specific campaigns.

Date: January 4, 1960

To: ICA Students,

cc: Larson, Metcalf, Griswold, Kesler, Silberman, Uphoff, Cunningham

From: Ted Cobun

SUBJECT: Health and Accident Insurance Coverage for ICA Participants

The present health and accident insurance policy for ICA participants is being extended through December 31, 1960. There is no change in the coverage afforded under the policy; however, the premium rate January 1, 1960 through December 31, 1960 will be \$4.25 per month. The cost for periods of coverage necessarily less than a calendar month will remain at 14¢ per day.

The foregoing does not apply to dependents. There is no change either in dependents' coverage or the cost thereof.

Date: January 7, 1960

To: All ICA Participants, and John Baehrends

cc: Black, Callahan, Curl, Cunningham, Friedberg, Frye, Griswold,
Guss, Kesler, Knapp, Knowlton, Larson, Moldstad, Koontz,
Marfleet, Patron, Pfaff, Porter, Reynolds, Ritchie, Rowe,
Silberman, Uphoff

From: Cobun

Beginning January 7, 1960, Mr. John Baehrends will assume the responsibility for consultation and laboratory supervision for ICA participants.

The laboratory will be open on Thursday evenings from 6:00 to 10:00 P.M. and on Saturday mornings from 8:00 to 12:00 A.M.

These conditions will prevail until the Semester II of 1960 and until further notice.

Date: January 7, 1960

To: ALL ICA Participants

cc: Black, Callahan, Curl, Cunningham, Friedberg, Frye, Griswold,
Guss, Kesler, Knapp, Knowlton, Larson, Moldstad, Koontz,
Marfleet, Patron, Pfaff, Porter, Reynolds, Ritchie, Rowe,
Silberman, Uphoff

From: Cobun

This is to remind you of the necessity to attain the highest degree of proficiency in reading, writing and speaking of English, including comprehension and generation. This need stems from the established requirements of examinations which you will be taking at a later date. The requirements of these examinations are at a level which would preclude successful accomplishment of them by anyone not possessing an adequate language facility.

Also, the requirements for any course are to be considered as incomplete until all projects are submitted by individuals for evaluation.

Date: January 7, 1960

To: All ICA Participants

cc: Black, Callahan, Curl, Cunningham, Friedberg, Frye, Griswold, Guss, Kesler, Knapp, Knowlton, Larson, Holdstad, Koontz, Marfleet, Patron, Pfaff, Porter, Reynolds, Ritchie, Rowe Silberman, Uphoff

From: Cobun

Beginning this date, Mr. Pfaff will establish in his office certain items of audio-visual equipment for the purpose of practice in manipulation and maintenance by ICA participants. These items of equipment will be changed from time to time according to the needs of individual learners.

Mr. Pfaff's office is in Rogers, Building I on the second floor, Room #213.

ICA participants may go to Mr. Pfaff's office during their free time for practice on the equipment established there.