

# INDIANA UNIVERSITY

Division of University Extension

BLOOMINGTON, INDIANA

## PUBLIC SERVICES

Audio-Visual Center  
Studies in Adult Education  
Bureau of Public Discussion  
Industrial and Labor Services

March 14, 1960

## TEACHING SERVICES

University Centers  
Correspondence Study  
Bureau of Lectures  
Special Classes

Mrs. Elsie Cunningham, Participant Director  
Vietnam Project  
Michigan State University  
East Lansing, Michigan

Dear Miss Cunningham:

Mr. Le Ba Do requests permission to come to East Lansing to visit you for a period of five days during our Easter vacation. Preceding this visit he wishes to attend a projector maintenance school at either Chicago (Bell & Howell) or Camden, New Jersey (RCA). I am in process of seeking appropriate arrangements for the projector maintenance school for several of our ICA participants. They will be gone for about one week, after which our program will resume its normal course. ~ April 11-15

I have informed Mr. Do that his visit to East Lansing will be at the expense of missing five days of our program. However, he states that he wants to see you and to visit with friends in East Lansing.

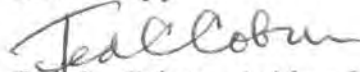
Mr. Do is desirous of dropping our courses in the theory and principles of communications. He states that he will have no need for this course in his present occupation in Viet Nam. I have made it available for Mr. Do to observe audio technique and film synchronization here at the Center. He will also be one of the participants going to either Bell & Howell or RCA for projector maintenance.

I have informed Mr. Do that it is not possible at this time to precipitously drop courses designed to round out the whole communications media leadership training program. Further, I have pointed out that to enroll in already functioning campus courses at this late date is not possible.

He reiterates a great desire to go to some technical school involved with projector and camera maintenance. I have suggested to him that he might do this in June, or in August, as you saw it possible.

Please call on me for any other information you might need.

Sincerely,



Ted C. Cobun, Acting Director  
ICA Programs  
Audio-Visual Center

TCC/mc

cc: Larson  
Metcalf  
Griswold

TO: Lloyd Musolf  
FROM: Elsie Cunningham  
DATE: March 18, 1960  
SUBJECT: Audio-Visual Training -- Mr. Le Ba Do #453

Please find enclosed a thermofax of the letter received from Mr. Ted Cobun, acting director of the ICA program in Audio-Visual Techniques at Indiana University. In discussing this whole question with Mr. Cobun, I suggested that we would be in favor of bringing Mr. Do here for a weekend, but we would certainly not wish to disrupt his program at Indiana for a five-day visit to East Lansing.

The possibility that Mr. Do raised last fall of his being eligible for a degree at the end of this year's work at Indiana has been eliminated. The evaluation of his previous academic record definitely precludes his receiving a degree at the end of his studies. I presume this may have bearing on his request to drop this course. He seems to feel that his major concern should be the maintenance and repair of equipment. The University does not offer work specifically in this area, but they are most willing to help in making arrangements for Mr. Do to go to either Bell and Howell or RCA for a week's course in maintenance either now or during the summer months.

In addition, Mr. Cobun suggested the possibility of three courses that are being offered during the summer session at Indiana. These courses are Curricular Work and Their Integration, TV Techniques, and an administrative workshop. He felt that particularly the administrative work shop would be valuable to anyone who was concerned with instructing others in audio-visual techniques.

I would appreciate any second thoughts which Mr. Van or the other members of the in-service training staff may have on Mr. Do's training while in the United States.

March 23, 1960

Mr. Ted C. Cobun  
Acting Director  
ICA Programs  
Audio-Visual Center  
Indiana University  
Bloomington, Indiana

Dear Mr. Cobun:

Since our conversation of last week I have had an opportunity to discuss briefly with Dr. Austin the possibility of bringing Mr. Le Ba Do to this campus for a few days. He agreed with me that Mr. Do should come to East Lansing over a weekend and stay perhaps through Monday. However, we do not feel as if his work should be interrupted to the extent of a week's stay in East Lansing.

As soon as we are able to set a date I shall send Mr. Do the necessary tickets and make arrangements for his stay on campus.

Sincerely yours,

Elsie Cunningham  
Participant Director

EMC:nm

cc: Mr. Le Ba Do

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March 28, 1960

TEACHING SERVICES

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Miss Elsie Cunningham  
Participant Director  
Viet-Nam Project  
Michigan State University  
East Lansing, Michigan

Dear Miss Cunningham:

I would like to know just what your policy is on membership in associations. Le Ba Do would like to be a member of the Department of Audio-Visual Instruction (DAVI) and since he falls under your project, I cannot, of course, include him in the list I am sending to Mr. Ben Kesler in Washington. Please inform me accordingly.

I am enclosing a sheet explaining how much ICA pays and how much a student pays.

Sincerely,

*Ted C. Cobun* *by J. B. Patton*  
Ted C. Cobun  
Acting Director, ICA Programs  
Audio-Visual Center

Encl.

cc: Le Ba Do

Name \_\_\_\_\_

Please inform ICA Washington that I would like to have them nominate me for membership in the association checked below for the number of years indicated. I understand that I will receive a check and application blank which I will in turn send to the association of my choice with my share of the membership fee.

SMPTE (Society of Motion Picture and Television Engineers)

- ☐ 1 year membership (participant pays \$2.00 - ICA pays \$10.00)
- ☐ 2 " " ( " " 4.00 - " " 20.00)
- ☐ 3 " " ( " " 6.00 - " " 30.00)

DAVI (Department of Audio-Visual Instruction) (NEA)

- ☐ 1 year membership (participant pays \$1.00 - ICA pays \$17.00)
- ☐ 2 " " ( " " 2.00 - " " 34.00)
- ☐ 3 " " ( " " 3.00 - " " 51.00)

National Association of Television and Radio Film Directors

- ☐ 1 year membership (participant pays \$1.00 - ICA pays \$ 6.00)
- ☐ 2 " " ( " " 2.00 - " " 11.00)
- ☐ 3 " " ( " " 3.00 - " " 15.00)