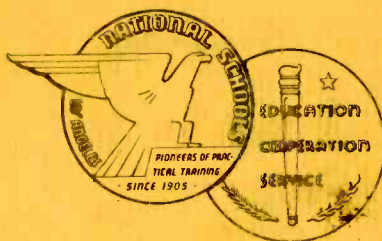


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RB-1712

GENERAL INFORMATION



*Regarding Relationship
of the Student to*

NATIONAL SCHOOLS
4000 SOUTH FIGUEROA STREET
LOS ANGELES, CALIFORNIA

YOU ARE AT THE BEGINNING OF AN IMPORTANT UNDERTAKING

YOU are now ready to take the first step in an undertaking which will enrich your whole life. You are on the threshold which divides the old ways from the new.

As friends interested in your progress, we urge you to get into this new undertaking — your trade training — with enthusiasm, determination, and energy. We sincerely emphasize the importance of your beginning, not for our benefit, but for your own. Many years of experience in successfully training ambitious men have demonstrated to us, over and over again, the necessity of a good start. We unstintingly give to you, throughout your training, everything we, as an institution, have learned in helping others.

This entire booklet has been prepared to make the way simple and easy for you. If you will accept the information herein contained in the spirit in which it is given, and will follow it conscientiously, you will find it to be a very definite contribution to your success.

We are going to do everything humanly possible to enable you to enjoy your association with our school. You will find your lessons easy to understand yet absolutely authoritative. No time, effort or expense has been spared to make this modern course of training complete in every detail. As you progress with your training, you will note how each lesson builds up your knowledge in preparation for the more advanced principles contained in the lesson immediately following it.

You now have an opportunity to make your every dream come true. It is going to require your best effort, of course, but we feel confident that you are more than willing to make that effort in return for a successful career.

Always remember that life is not a complex and baffling experience to the man who plans each step in advance. May the information contained in this booklet enable you to plan your training **NOW**, and also to carry this ability to plan in advance to every future activity.

Each member of the National Schools wishes you unlimited success in your chosen field. We are your fellow workers in the building of a long and prosperous career.

Faculty and Personnel

NATIONAL SCHOOLS

AN IMPORTANT EXPLANATION

THE purpose of this preliminary message is to outline the rules and regulations governing your relationship, as a student, to the National Schools. Many years of experience in training men for success in the technical trades have proved to us that the student learns faster—and gets into his training with greater interest when he understands, right at the beginning, exactly what is expected of him, as well as what he may expect from National.

Read this booklet carefully, word by word and point by point. It is the first step in your training—and it is an extremely important step. We are sending this material to you now with your lessons so that you may study it, and with the information it contains as a basis, map out a definite routine for conducting all phases of your training before you begin your first actual lessons.

In order to do your part to make your enrollment with National interesting and profitable, begin your training with method. The importance of a good beginning cannot be overemphasized.

You will find complete instructions regarding the handling of all details in the following pages. We have made this routine just as simple and efficient as possible—and once you get into the swing of things, you will find that our method enables you to learn better and more easily and saves your time as well.

The routine here suggested is based upon many years of experience—and our students, practically without exception, have been very thankful for it. First learn the routine, then, follow it conscientiously, and you will establish a record which, in itself, will recommend you to any progressive employer.

INSIDE the back cover of this booklet you will find a pocket in which are enclosed several forms, the purpose of which will be explained as we go along. As you read the explanation, take the particular form out of the envelope and check it with the instructions.

Student Service Department

This department directly supervises your training, and keeps you supplied with material of all kinds.

When your examinations are received, the instructors and engineers in the Service Department grade them and make sure that your grades are properly recorded on your Permanent Scholarship Record. Then, through this department, your examinations are returned to you with new lessons. When you ask for Consultation help, your questions are answered by the Service Department, which has direct and constant contact, not only with its own instructors and engineers, but with Mr. Rosenkranz and the entire faculty of this institution.

A Guide to Systematic Study

1. Set aside a DEFINITE TIME for study. Home Study training is one of the most effective instruction methods available if the student will study regularly and systematically. Regularity is vital. Do not think of studying just when you have time—make time. Set aside at least one hour each day, the hour most convenient for you, and let nothing interfere with that scheduled hour of study. Keep this thought in front of you at all times: **THESE LESSONS ARE FITTING ME FOR A BETTER FUTURE. THEY REPRESENT THE MOST IMPORTANT THING IN MY LIFE RIGHT NOW.**
2. Next establish a place for study. If you do not have a room of your own, secure the best place possible. Learn the value of concentration.
3. Make sure that your light is correct. It should be placed a little behind you in such a way as not to cast a shadow upon your work. A desk lamp with a blue bulb or a drop cord with a green shade can be easily and inexpensively arranged. Do not sit where light from a bare lamp can strike into your eyes, or where glare is reflected into them from your papers or other bright surfaces. If you have not been accustomed to reading a great deal, your eyes may burn after a short period of study. This is a temporary condition. Just stop your study and bathe your eyes in cold water.
4. Study your lessons in the order in which they are sent to you and in each lesson study the topics in order. Each topic and each lesson builds up gradually to the advanced work.
5. Read each lesson through in order to gain a general idea of the information it contains. Then, read it a second time, with special concentration. During your second reading, stop occasionally and, closing your lesson, try to recall what you have read. We suggest that you supply yourself with a note book in which to jot down points of special importance. In addition, by making a short summary of each lesson, you will create a valuable subject index which will be of service to you even long after you have completed your training.

Answering Examinations and Sending Them in for Grading

National gives you the advantage of experience with ALL types of examinations accepted in modern educational practice. We do this in order to help you grasp the subject easily, to strengthen your memory, to increase your interest—and also to prepare you to meet any situation which may arise when you are seeking to establish yourself in the field. Following is an example, and an explanation of each type of examination included in your course.

Type Number One The first examinations of your course are of the True or False type. These you will answer by simply writing "True" or "False".

EXAMPLE: Sound waves travel through a vacuum.

ANSWER: *False.*

Type Number Two Later on you will receive Selective Examinations. These you will answer by crossing out certain words or phrases printed on the examination, which are incorrect.

EXAMPLE: When heat is applied to an ordinary mercury thermometer, the level of the mercury column will—~~drop~~, rise, ~~remain constant~~.

Note—Types One and Two are related, and their advantage is similar. It is this: You are able to put your whole thought on your understanding of the principles involved, with the result that you are not confused by trying to find words with which to express yourself.

Type Number Three After you have made a little progress, you will receive written examinations. The advantage here is that you state the facts in your own words.

EXAMPLE: Explain how the fuel charge is ignited in a gasoline engine.

ANSWER: *A high-voltage spark is caused to jump across the electrodes of a spark plug within the engine cylinder.*

Type Number Four When you have acquired a basic knowledge of your subject, you will receive Project Examinations. The advantage of this type of examination is that you visualize an actual operation, and describe it from first to last.

EXAMPLE: It is desired to install an electric buzzer to be operated from the rear entrance of a residence. The energy for operating the bell is to be obtained from a 110-volt lighting circuit. Describe the procedure for making such an installation.

ANSWER: *The first step is to mount a bell transformer at some convenient point—preferably near the service switch and fuse block. Connect the primary transformer terminals across a branch circuit, protected by fuses, using wire approved for 110-volt circuits. Mount the buzzer and push buttons at the desired locations, and run the circuit between the button, buzzer, and transformer with approved bell or annunciator wire. All extended wiring should run below the flooring or through the attic, to conceal it from view.*

You begin your training in the simplest and easiest possible manner, and step by step you advance. In this way, what might otherwise be difficult becomes easy, and intensely interesting. Your examinations for lessons 1, 2, and 3 are printed in one folder, and examinations for lessons 4, 5 and 6 are printed in another folder. Study the first three lessons, answer the examination questions, and send them in for grading—then, without waiting for your corrected papers to be returned to you, go right ahead with 4, 5, and 6.

You will note that the examination questions for your first lessons are contained in a folder, each of which covers three lessons. Later on, when you come to the written examinations, you will find this is not the case. Instead, the examination questions are printed on the last page of the lesson itself. You will write your answers on special examination paper which will be furnished you for that purpose. When you come to this latter type, you are still to send your examinations in for grading three at a time.

For example, Lesson 13 is based on a written examination. When you complete it, you go on to 14 and 15. Then, when you are through with all three—13, 14, 15—you mail the three examinations in for grading together—and so on throughout your course, unless you receive special instructions to the contrary.

Your examinations show you what you have actually learned, and they enable your instructors to watch your progress. You also learn better and more thoroughly when you demonstrate your knowledge. You will find your familiarity with the different types will be a big help to you. When you are active in the field, you may want to secure a position with the Government, or with a large industrial firm—and certainly you will apply for a license of one kind or another. In all these cases, and others, an examination will be required—and the types will differ. You will have no difficulty, however, because we give you experience with all of them.

Special Examinations

The Special Examinations are intended as a review and special check-up on your work. They are a special feature of National training and you will find them to be very helpful. Each Special Examination carries full instructions as to when and how to do it, etc. You should follow these instructions exactly. You may send the Special Examinations in for grading alone or with other examinations you may have ready at the time.

How Examinations are Graded

As soon as we receive your examinations, they are turned over to your instructors who read, analyze and grade them. All examinations are graded on the basis of three important points:

1. Technical Correctness.
2. Neatness and legibility.
3. Conciseness of expression—(answering directly to the point).

The major part of your grade is determined by Technical Correctness. If your answer to a question is entirely correct, technically, it will be marked with a check mark—"✓." If it is not complete or clear enough, it will be marked—"not complete" or "not clear" whichever the case may be. If it is technically incorrect, it will be plainly marked with an "X." Your instructors will give you an explanation concerning your errors, or will refer you directly to the lesson for the correct answer.

Technical correctness is the principal factor, but neatness, legibility, conciseness are also important. If you should receive an examination with all the questions marked correct, and yet have a grade between 95% and 99%, then you will know that your instructors have deducted several points from your total because you can improve your work in one or all of these secondary considerations.

90% to 100% is considered excellent; 80% to 90% is good; 70% to 80% is fair; below 70% is not passing. Let us again emphasize your responsibility to yourself to restudy and rewrite any examination you might receive graded below 70%. It is only on the basis of checking your errors, that you can achieve complete mastery of your training. After you rewrite the entire examination, send it to us and your new grade will be substituted for the former one which was below passing.

This is a technical course and we are mainly interested in your technical education. On the other hand, the man who would succeed in a mechanical field must be neat and methodical. We want to help you strengthen these qualities through your training, so we encourage you to make your examinations as neat and legible as you can. If you have some difficulty in expressing yourself on paper, at first, pay no attention to it, just go ahead and do the best you can. Greater facility will come with practice. Remember, National has trained a great many men over a long period of years, and you may be sure that your instructors will be entirely sympathetic with you. It is the effort that counts.

Grades Below Passing

If you should receive a grade below 70% on an examination, you will be expected to do the examination over. In the case of a written examination, you will write out the entire paper, not just the question or questions you missed. Your course will not be completed until you have made up these examinations. In the case of the first twelve examinations, due to the type of questions asked, it will not be necessary to repeat any of these on which grades are below passing.

Sketches to be Drawn

There will be sketches in connection with many of your examinations. Include in your sketches only the specific details asked for. Do not try to make them elaborate. We advise that you use a ruler in drawing, because, while we are not trying to make a draftsman of you, we want you to cultivate neatness and accuracy in everything you do. You will find the making of rough sketches to be very helpful both in training and when you are established in the field. Make your sketches on a plain white piece of paper. Do not use the examination sheets for this purpose.

Additional Examination Paper

If you should happen to run out of Examination Sheets, use any plain white paper—and notify us that you are in need of Examination Sheets. They will be sent you with your graded examinations.

New Lessons

Just as soon as your examinations have been graded they will be sent back to you. New lessons will be sent with your examinations if you are in need of them; otherwise, your examination papers will be sent alone. We shall see to it that you are kept well supplied with training material at all times.

Student Membership Card

You will receive your student membership card within a day or two. Carry your membership card in your billfold. It will serve as your identification as a National student, and an introduction to other students.

Student Number RB-1712

The number shown on your membership card is your student number. Be sure that you write this number, with your name and address, in the place provided on all forms, examination sheets, remittance blanks, consultation forms, etc., and in the upper right hand corner of all correspondence with the National Schools. This is very important.

Change of Address

Be very careful to notify us regarding any change of address. Whenever possible you should notify us in advance of the change. It is not enough just to leave a forwarding address at your old residence. Material such as lessons is not forwarded by the post office. For your protection, make sure that we have your correct address at all times.

Scholarship Record

Every grade you receive is kept here at National on a Permanent Scholarship Record. In addition to grades, this record shows your regularity of study and interest. In fact, it tells the whole story about your qualifications for a career in your chosen field. With your record at school, your Scholarship Record is used by our Graduate Service Department as the basis for recommendations given your prospective employer. It is your duty to yourself to establish a record of which you and National can be proud, right from the beginning. The task is a comparatively easy one—all you have to do is to follow the instructions we give you.

Reports to Employers

Many of our students find that it is very helpful to them, on their present jobs, to have us send their employers periodic progress reports. The modern employer is usually quick to recognize and to reward ambition. If you would like to have us give your employer these reports, just fill in the special form enclosed with the other forms in the back of this booklet and mail it to us with your first examinations.

Number of Lessons in the Course

There are a little over 100 lessons in the Extension or Home Study part of your course of training. This number includes Regular Lessons, Special Lessons, etc. Your Special Examinations are in addition. The exact number of lessons is subject to slight change from time to time, because as important new developments take place in the industry, we prepare new lessons to cover them. One important feature of National's method is that your training is kept up-to-date at all times.

Consultation Service

You are entitled to free and unlimited consultation with National's instructors and engineers. If you come across a problem in your lessons which you cannot solve, after serious effort, write for assistance. Don't just say: "I do not understand lesson 14." Give the lesson, page, and question numbers, and other specific details regarding the problem and your difficulty with it. If you have a mechanical problem not directly connected with your lessons, at home or at work, consult with our experienced staff. This privilege will render you more valuable to your employer and he is sure to appreciate the service. We want you to use this help; it is yours both as a student and after you are actively engaged in the industry. Use the Special Consultation Blanks which you will find in the envelope in the back of this booklet—and do not use these blanks for any purpose other than consultation requests. Additional blanks will be sent to you from time to time. Be sure to state your problems clearly and give full information.

You Have All the Time Necessary

Do not try to rush your training. Remember: "Haste makes waste." You are building a career—and the more firmly you build it the further you will go.

The work you do at home is tremendously important. It is the groundwork for your shop training. To a very large degree, your success depends upon it. Hold yourself rigidly and inflexibly to steady, consistent progress—and you will be ready to come to school in a comparatively short time.

Let us repeat—the first and most important step is the beginning. Make the beginning right and all else will follow. This entire booklet represents an effort on the part of the directors of the National Schools to help you make a beginning which will assure your success.

Accounting Department

Mr. Rosenkranz, the Service Department, and the Faculty of the National Schools devote their entire time and energy to all phases of your training; it is the duty of the Accounting Department to supervise your Tuition Account. You'll find this department, as all departments of this institution, interested in your welfare, and not only willing but anxious to co-operate with you in every way possible.

When Payments are Due

All deferred or monthly payments are due on the 1st of the month.

Statements

Within a few days after your enrollment has been accepted, you will receive a letter from our Accounting Department.

Just before the 1st of each month, you will receive a statement of account—and each statement will show: Amount due; credit for previous payment; unpaid balance. If you will make a file of statements received, beginning with the first one, you will at all times have an accurate check on your Tuition Account. This very simple book-keeping method has been set up for your convenience so that you will always be able to keep track of the payments you make and will always know just where you stand.

The Accounting Department will be glad to make a thorough check of your tuition account at any time whatsoever. By following this simple routine, the possibility of error will be eliminated. Just remember this—any time you are in difficulty, if you will write and explain the situation carefully—National will go the limit to help you.

Acknowledgments

Inasmuch as your statement, received on the first of each month, gives you a complete record of payments made, we will not acknowledge each individual remittance. You will have your acknowledgment when the next month's statement arrives.

How to Send Remittances

The statement which you will regularly receive from the Accounting Department is divided into an upper and lower half. The lower half will act as a receipt for your previous month's payment. The upper half has been designed to simplify your sending your payments to the school. When you receive the statement each month, fill in the upper half, tear it off, and mail it with your remittance. Please be very sure that you follow this routine each month. This will save you the trouble of writing a letter to accompany your installments, and will conserve both your time and ours. Always send your payments in the form of a Bank Draft, Postal or Express Money Order, or Check. Do not send currency except by registered mail. If your statement should be delayed, send your payment in just the same. Use any slip of paper and fill in the necessary information.

Student's Account Card

Your Student Account Card will also be sent you by the Accounting Department. You are to keep the Account Card at home—do not send it in with your remittances. You will note that the entry has been made for your initial payment and the balance shown. When you send in future payments, mark on your Account Card the date sent, the amount and the remaining balance. Thus, you see, you will have a constant three-fold check-up of your Tuition Account, through the monthly statement, the remittance blank and your account card.

Importance of Regularity

The only source of income this institution has is derived from the remittances received from you who are students. It is important that each one be prompt with his payments, each month, in order that the school in turn may give him the up to date training which has brought success to so many National graduates.

Payment in Full

In case you are able to pay your tuition in full either at the time of enrollment or within 90 days afterward, it will be very much to your advantage to do so. You will be entitled to a discount of 10%, from the regular tuition rate, a most worthwhile saving—and in addition, you will not be concerned about monthly remittances. Of course, if you are not able to take advantage of the Cash Payment offer, it is perfectly satisfactory for you to continue on the deferred payment plan.

Where to Send Payments

Send all deferred payments direct to National Schools, 4000 S. Figueroa St., Los Angeles, California. Use the small self-addressed envelopes we send you. If, at any time, you happen not to have one of these envelopes, use a plain one, but always be sure that the name and address of National Schools is clearly written—and that your name, student number and address appear in a prominent place.

A Word of Caution

Do not let your natural impatience to get started with your lessons influence you to slight this booklet of advance information. All of the material included here is important, and the more clearly you understand it the better progress you will make with your training. This has been the experience of many students before you, and you will find it to be true in your case also. If there is any part of the explanation made here that you do not understand, read it again. We want you to have this entire routine so thoroughly in mind that you can use it automatically. You will realize the importance of such mastery as you progress with your training.

When Does the Shop Training Begin?

When you have satisfactorily completed your Home Training, and paid your tuition in full, then, you will be ready to come to school for your practical experience in National's shops and laboratories. Here you will have an opportunity to make actual application of the principles you have learned in your lessons. It is this combination of Home Training with actual Shop Experience that makes National Training so complete and practical. National is a pioneer in the field of complete, balanced trade training.

Of course you will be looking forward to the day when you are ready to come to school. It is a wonderful opportunity for you—and we too will be glad when the day arrives. You must remember, however, that your Home Training is preparatory to your Shop Experience and, for your own good, must be thoroughly mastered. First comes the beginning. Next comes the completion of your Home Training, then your training at National—and as a result of all these, your success in the field, which is your objective. Give your best to each step, in its place, and your ultimate success will come as a natural result of your effort.

Length of Time Required to Complete Lessons

Due to the fact that some men have more time to study than others, they will complete the Home Training in a shorter time. However, any man who will work conscientiously, according to a specific schedule, as recommended on page 2, should be through with his Home Training and ready to come to school in from 12 to 18 months.

Securing Room and Board

When you arrive in Los Angeles ready to begin your intensive shop training, our Welfare Department will help you make all arrangements incidental to securing satisfactory living quarters.

Living Accommodations

Clean, comfortable rooms, with home-like atmosphere, can be secured near the school, with or without board. Room and board can be secured for about \$30 a month, while room without board can be secured for about \$2.50 a week and up. All Rooming and Boarding places are supervised by the school.

Transportation

You will also have by now your Transportation Guarantee, dated and made out in your name. Keep this document with your other school papers; it is your actual assurance that when you have completed your Home Training and paid your tuition in full, National will provide your Round Trip Bus Transportation from the bus station in continental United States nearest your point of enrollment to Los Angeles, where you will receive intensive, practical experience in our shops and laboratories.

Transportation—(Continued)

When the time arrives for you to come to school, we shall so inform you. Then, if your plans enable you to come at once, we shall, upon notification that you are ready, send you your Round Trip Bus Ticket, and you may leave as soon as you receive it. If you are unable to come to school immediately after completing your Home Training, you may come later; but, it is understood, in accordance with the terms of your enrollment, that you will come to school within one year after you complete your Home Training. The sooner you can come to school after finishing your Home Training, the better it will be for you.

Driving to Los Angeles

In case you plan to drive your own car, or have an opportunity to make the trip to Los Angeles and back home with someone else, that will of course be satisfactory. In such a case, you will be allowed, from your tuition, the cost to us of the Round Trip Bus Fare from the bus station in continental United States nearest your point of enrollment to Los Angeles. If you do plan to travel in your own car, with a friend or an acquaintance, or on a railroad pass, you should notify us just as far in advance as possible.

Personal Development Course

No matter how well trained, how competent a man may be, unless he can sell his services, he is handicapped. Because of this fact, in addition to high-quality technical training, we at National give you special instruction in Personal Development. The purpose of this special course, which you receive without additional cost, is to help you to make a success of your training. It shows you how to sell yourself, how to meet the public, how to get a job and hold it, and gives you many other equally important facts.

Diploma

When you complete your training, both the Home Training and the Shop Work, you will receive an authorized school diploma, inscribed with your name and the training you have completed. Your National Diploma symbolizes the effort you have made to successfully complete the task you started.

Graduate Service

Although National does not guarantee a job to any student, many of our graduates owe their success to the employment help we have given them. We shall be glad to use our many splendid contacts in your behalf. Through the Graduate Service Department, we shall recommend you to employers, help you to find a firm with which to make application, and do everything possible to assist you. You are entitled to this service for just as long as you need it.

Co-operative Commission Certificate

Through long years of experience, we have found that the best way to get in touch with the right kind of men to become National students is through those men who are already enrolled with us. A very definite percentage of our yearly enrollment comes from our students and graduates. They are proud to recommend their sons, brothers, friends, and acquaintances to National. We want to give you an opportunity to help yourself and your school by helping your friends and acquaintances. Here is our plan:

1. For every enrollment you are instrumental in securing, National will send you a Co-operative Commission Certificate like the sample copy in the enclosure envelope inside the back cover of this booklet.
2. The Certificate will be sent you immediately after the student you help to secure makes the first deferred payment on his tuition. Each Certificate you earn is good for \$10 (ten dollars)—and may be applied directly to your tuition account, and deducted from the remaining balance, or you may save your Certificates until you come to school for your Shop Experience, at which time you will receive \$10 in cash for each one of them.
3. It is not necessary for you to secure the enrollments of the men you recommend. Just send their names and addresses direct to us here at the school. A special blank is enclosed with this booklet for your convenience. It will be a help if you will tell the one you recommend about your lessons, as well as about your school. You will be given credit for every name you send us, provided, of course, the individual concerned has not previously contacted this institution.

The purpose of this co-operative plan is to enable you to build up a reserve to use when you come to school. If you are instrumental in securing 2 new students, you will have \$20 in reserve. If you help to secure 5 new students, your reserve will be \$50—and 10 students will enable you to earn \$100. Be careful in selecting the men you wish to recommend. Remember—National wants men of the better type, men who have the intelligence to plan for the future.

Now you are ready to begin the study of lesson number one. Most of our students have their first three examinations in for grading within 15 days after they receive their first lessons. Some require less time. If you will get right to work as herein suggested, your examinations should be received within 21 days at the latest. Please be sure to indicate on the postal card we sent you if your first examinations can be expected at about this time. As a final word, we suggest that you write Mr. Rosenkranz soon and tell him all about your plans for the future so that he can really become acquainted with you and thereby help you to the best advantage.