

AGRICULTURAL EXTENSION SERVICE

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

SCHOOL OF AGRICULTURE AND LIFE SCIENCES

AGRICULTURAL BUSINESS RECORDS
3414 HILLSBOROUGH STREET
RALEIGH, N. C. 27607

November 1, 1968

*statement of accomplishments
not for 1968 here*

To: All Specialist In Charge

From: J. D. Dodson, Extension
Farm Business Specialist

J. D. Dodson

Subject: SEMIS Progress Reports

We are asking each specialists Department to write a short, concise statement of accomplishments within their departmental areas for each of the state purposes that apply to their respective areas. This assessment should reflect the achievements of county personnel as well as specialist effort. Whenever possible include short success stories or accomplishments of special programs such as the line promotional program.

In some instances these reports may need to be written for individual commodity areas. Therefore, you may have a report for more than one commodity for the same purpose.

Progress reports will be due on January 5 and July 5 covering a six month period from July 1 through December 31 and January 1 through June 30. Therefore, the two semi-annual progress reports make up the yearly report.

Each purpose should be started on a new page. You need to send only one copy to me. However, a copy should be kept in your files to help in writing the next report. If nothing has been accomplished within a given purpose area or if you are not in a position to describe the educational effort for a purpose area, just do not write anything for that purpose.

Try to avoid overlapping in reporting. For example, the Agronomy Specialist working in tobacco or the Plant Pathology Specialist would write on the area of tobacco disease and not both of them. Also Public Affairs and Community Development will need to work together on some of the purposes. The purposes should be assigned to different specialist within each department so no one person will be burdened with writing progress reports.

Enclosed is a list of purposes that each department might have done some work in. If there is one listed by your department that does not apply to your area of work, ignore it.

Enclosure
JDD:cfw



<u>DEPARTMENT</u>	<u>STATE PURPOSES</u>
Agronomy	040; 060; 110; 120; 130;
Animal Husbandry	040; 050; 060; 190;
Ag. Engineering	030; 031; 032; 033; 480; 481; 482; 650; 690; 700;
Clothing	650; 651; 652; 653; 654; 655; 656; 660;
Community Development	693; 730; 731; 732; 733; 740; 741; 742; 744; 790; 800; 810;
Dairy Husbandry	040; 050; 060; 190;
Entomology	060; 460; 470;
Family Relations	670; 680; 692; 693; 694; 695; 696; 697; 710; 720;
Farm Management & Public Affairs	010; 020; (730; 731; 732; 733; 740; 741; 742; 744; 790; 800; 810) to be done in conjunction with Community Development
Foods and Nutrition	380; 381; 382; 383; 384; 385; 386; 387; 388; 390; 391; 392;
Food Science	200; 220; 230;
Forestry	870; 880; 890;
4-H	320; 540; 541; 550; 551; 553; 554; 560; 570;
Home Management	630; 659; 690; 700; 640;
Horticulture	040; 060; 690; 700;
Housing & House Furn.	650; 657; 658; 660; 690; 691; 692; 700;
Marketing Economics	190; 200; 210; 220; 230; 240;
Plant Pathology	060;
Poultry	040; 050; 060;
Adult Education	960; 970;
Administration	980;