

University of Chicago Library

Guide to the University
of Chicago School
of Social Service
Administration Office of
the Dean, Leon Carroll
Marshall, Edith Abbott,
and Helen R. Wright,
Records 1920-1956



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Descriptive Summary

Identifier	ICU.SPCL.SSA1
Title	University of Chicago. School of Social Service Administration. Office of the Dean. Leon Carroll Marshall, Edith Abbott, and Helen R. Wright. Records
Date	1909-1956
Date	bulk 1920-1956
Size	15.5 linear feet (33 boxes)
Repository	Special Collections Research Center University of Chicago Library 1100 East 57th Street Chicago, Illinois 60637 U.S.A.
Abstract	The University of Chicago's School of Social Service Administration prepares students for leadership in fields of social work. As one of the university's professional schools, SSA offers graduate-level coursework leading to master's and doctoral degrees. The collection spans 1909-1956, with the bulk of material corresponding to the administrations of SSA deans Leon Carroll Marshall (1920-1924); Edith Abbott (1924-1942); and Helen R. Wright (1942-1956). Materials in the collection include publications, correspondence, financial records, proposals, reports, studies, teaching materials, statistics, and student materials.

Information on Use

Access

Series IV contains student grades and evaluations, restricted for 80 years.

The remainder of the collection is open for research, with no restrictions.

Citation

When quoting material from this collection, the preferred citation is: University of Chicago. School of Social Service Administration. Office of the Dean. Leon Carroll Marshall, Edith Abbott, and Helen R. Wright. Records, 1920-1956, [Box #, Folder #], Special Collections Research Center, University of Chicago Library

Historical Note

The University of Chicago's School of Social Service Administration prepares students for leadership in fields of social work. As one of the university's professional schools, SSA offers graduate-level coursework leading to master's and doctoral degrees.

The Graduate School of Social Service Administration was founded in 1920 when the trustees of the University accepted a proposal to carry on as a graduate professional school the work of the financially troubled Chicago School of Civics and Philanthropy, combining with it the Philanthropic division of the University's School of Commerce and Administration.

A major grant from the Laura Spelman Rockefeller Memorial in 1926 guaranteed the school's financial security and enabled it to expand its work, beginning with the publication of a journal, *Social Service Review*, edited by Breckinridge, Edith Abbott, and Grace Abbott, as well as a source book series and a monograph series.

Having originated in the settlement movement, SSA especially stressed public welfare and social insurance in its curriculum. During the depression its program grew, matching the expansion of public relief services. For example, in 1934-35 a special program of downstate classes was organized in cooperation with the Illinois Emergency Relief Administration.

The administration and faculty of SSA initially resisted the trend in social work toward an emphasis on a psychiatric model in casework. Not until the arrival of Charlotte Towle in 1932 was there a faculty member expert in mainstream developments in casework theory and practice. The Curriculum Committee's Subcommittee on Social Case Work took up the development of a so-called "generic casework" curriculum.

Even as its philosophic orientation gradually changed, SSA maintained conscious continuity with the intellectual heritage of Breckinridge and the Abbotts. Nowhere is this reflected more clearly than in the choices of deans for the school. Edith Abbott's successor upon her retirement as dean in 1942 was Helen R. Wright, who had studied in the School of Civics and Philanthropy, worked as Grace Abbott's research assistant, completed her Ph.D. in economics at the University of Chicago in 1922, and joined the SSA faculty in 1928. Wright served as dean until 1956, when she was succeeded by Alton A. Linford, one of Edith Abbott's students, who had received his A.M. from SSA in 1938 and his Ph.D. in 1945, joining the faculty the same year.

Scope Note

The collection spans 1909-1956, with the bulk of material corresponding to the administrations of SSA deans Leon Carroll Marshall (1920-1924); Edith Abbott (1924-1942); and Helen R. Wright (1942-1956). Represented are SSA's administrators, faculty, students, and staff. The collection also includes communications with others in the university and in the larger social work community.

Series I: Biographical and Historical, contains publications, memorials, correspondence and notes relating to milestone events in the history of the SSA and the contributions of notable faculty, administrators and donors. Material spans 1920-1955.

Series II: Office of the Dean, 1920-1956, contains correspondence, financial records, proposals, reports, and studies generated by and for the Dean's office. Topics include funding, community projects, and the SSA's Industrial Relations Center. This series covers the administrations of Leon Carroll Marshall (1920-24), Edith Abbott (1924-42), and Helen R. Wright (1942-1956).

Series III: Faculty, Curriculum and Students, spans 1920-1956 and contains material related to SSA faculty, curriculum development, courses, and students. Materials include meeting minutes, reports, correspondence, statistics, directories, syllabi, reading lists, lecture notes, case records, student work, and course proposals.

Series IV: Restricted, contains student grades and evaluations transferred from Series IV.

Related Resources

The following related resources are located in the Department of Special Collections:

<http://www.lib.uchicago.edu/e/spcl/select.html>

Abbott, Edith and Grace. Papers

Breckinridge, Sophonisba. Papers

Chicago School of Civics and Philanthropy. Records

Perlman, Helen Harris. Papers

Towle, Charlotte. Papers

Subject Headings

- Abbott, Edith, 1876-1957
- Marshall, Leon C. (Leon Carroll), b. 1879
- Wright, Helen R. (Helen Russell), 1891-1969
- University of Chicago. School of Social Service Administration
- Social service
- Social work education
- Social workers

INVENTORY

Series I: Biographical and Historical

This series contains publications, memorials, correspondence and notes relating to milestone events in the history of the SSA and the contributions of notable faculty, administrators and donors. Material spans 1920-1955.

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Folder 1

Abbott, Grace, 1935

Box 1

Folder 2

Abbott, Grace, and Sophonisba Breckinridge, 1939-1954

Box 1

Folder 3

Announcements and bulletins, 1920-1923

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Announcements and bulletins, 1925-1940

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Folder 1-2

Announcements and bulletins, 1940-1955

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Folder 3

Breckinridge, Sophonisba, 1928-1954

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Folder 4

"Certain Educational Issues in Connection with the Proposed Northwestern Administration," 1920

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"The Graduate School of Social Service Administration," 1924

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Index to school subject files, 1945

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Folder 1

"Pioneers and Professionals: Chicago's Contribution to Social Service," 1954

Box 4

Folder 2

"Relation of the Graduate School of Social Service Administration to a Central Service Building," circa 1920

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Folder 3

"Report to the Alumni: 21 Years of Education for Social Service," 1941

Box 4

Folder 4

Survey Midmonthly, 1946

Box 4

Folder 5

Teller, Sidney, 1909-1956

Series II: Office of the Dean

This series contains correspondence, financial records, reports, and studies generated by and for the Dean's office. It covers the administrations of Leon Carroll Marshall (1920-24), Edith Abbott (1924-42), and Helen R. Wright (1942-1956).

This series is divided into four subseries:

Subseries 1: Reports, contains formal reports. These include non-financial reports submitted to the Dean's office by external funding bodies, and reports made by the Dean's office to other institutions and bodies within the University.

Subseries 2: Financial, contains budgets and accounts. It includes correspondence between the Dean's office and funding bodies relating to fellowships and grants. Budget materials are organized chronologically, followed by fellowships and grants organized by title.

Subseries 3: Studies, contains correspondence, proposals, questionnaires, and reports related to studies and community projects undertaken by the SSA.

Subseries 4: Industrial Relations Center, contains bulletins and reports, as well as seminar materials from the SSA's program in Industrial Relations.

Subseries 1: Reports

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Billings Hospital Social Service, 1926-1929

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Commonwealth Fund, 1931-1941

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Commonwealth Fund, 1941-1949

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Crane Fund, 1930

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Rockefeller Foundation, 1926-1938

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Walker Report, 1927-1940

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Wieboldt Foundation, 1924

Subseries 2: Financial

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Budget, 1921-1935

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Budget, 1935-1943

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Budget, 1943-1956

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Agencies and associations grants, 1946-1954

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Folder 4-17

Contributions, 1926-1940

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Gifts, grants, and bequests, 1949-1951

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Folder 1

Gifts, grants, and bequests, 1951-1952

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Folder 2

Central Howard Association, Drake Fellowship Fund, 1942-1946

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Colber-Rosenberger Scholarship, 1941-1945

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Folder 4

Commonwealth Fund, 1932-1950

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Folder 5

Council on Social Work Education Scholarships, 1953-1956

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Louise C. Eisendrath Scholarship, 1952-1953

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Folder 7

Emergency Welfare Fund of Chicago, 1931-1933

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Folder 8

Federal Emergency Relief Administration Scholarships, 1935

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Folder 9

George Davis Biven Foundation, 1940-1945

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Helen Crittenden Memorial Fund, 1925-1939

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Folder 1

James Leake Fund, 1940-1949

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Julius Rosenwald, 1926-1942

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Kellogg Foundation Fund for Conferences, 1941-1943

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Leila Houghteling Fund, 1928-1956

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Office of Vocational Rehabilitation, 1954-1957

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Rockefeller Foundation, 1924-1928

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Rockefeller Foundation, 1929-1942

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Rockefeller Foundation, Laura Spelman, 1925-1942

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Folder 7

Rockefeller Foundation Matching Fund, 1926-1941

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Samuel Deutsch Professorship, 1927-1936

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SSA Special Fund, 1953-1955

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Folder 10

Social Workers' Country Club Fund, 1943-1946

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State scholarships, 1936-1945

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Tuition service scholarships, 1934-1943

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United Charities, 1935-1954

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United States Public Health Service Training Grants, 1947-1956

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Child Welfare Committee, 1942-1944

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Committee on Child Placing of the Joint Service Bureau, 1933-1942

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Field work expenses, 1938-1943

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Publication accounts, 1927-1943

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Folder 15

Student lounge, 1953-1954

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Folder 1

Training course for house parents of children's institutions, 1953-1955

Subseries 3: Studies

Box 15

Folder 2

National Foundation for Infantile Paralysis, medical social work, 1953

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Morals Court of Chicago, study, 1931

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Folder 4

Rosenheim, "A Proposed Study of Guardianship," undated

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Southeast Chicago Community, report, undated

Subseries 4: Industrial Relations Center**Box 15****Folder 6**

Bulletins and reports, 1944-1948

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Executive seminar series, 1946-1948

Series III: Faculty, Curriculum and Students

This series contains material related to SSA faculty, curriculum development, courses, and students. It is divided into four subseries.

Subseries 1: Faculty Meetings, contains two sets of faculty meeting minutes. The first set is bound in chronological order and spans 1920-1956. The second set is unbound and spans 1920-1946

Subseries 2: Curriculum Committee, contains meeting minutes, reports, and correspondence. There is a set of meeting materials from the Curriculum Committee, spanning 1945-1956; as well as materials from the Subcommittee on Social Casework, spanning 1942-1956.

Subseries 3: Statistics and Lists, contains cumulative and comparative data on class enrollments, degrees conferred, Field work assignments, and registration. It also contains directory lists of students, faculty, and Field work supervisors. Materials span 1920-1956.

Subseries 4: Courses and Programs, contains syllabi, reading lists, lecture notes, case records, student work, course proposals and reviews, and related correspondence. It also includes a notebook kept by the student SSA Club. Files are organized alphabetically by course name or subject. Instructor and student names are given when available. An extensive collection of course outlines, reading lists, and student lecture notes is a part of this series, having been deposited in the dean's office by Frank T. Flynn, Jr., SSA alumnus (Ph.D., 1949) and faculty member (1947-56). Since Flynn was a registered student in 1932-33, 1935-36, 1940-42, and 1946-49, these notes span a broad segment of the school's history. Materials span circa 1920-1953.

Files containing student grades and evaluations have been transferred to Series IV.

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Subseries 2: Curriculum Committee

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Curriculum Committee, 1945-1956

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Curriculum Committee, Subcommittee on Social Casework, 1942- 1952

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Curriculum Committee, Subcommittee on Social Casework, 1952- 1956

Subseries 3: Statistics and Lists

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Class enrollment lists, 1930-1941

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Class enrollment lists, 1941-1945

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Degree lists, 1937-1950

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Field work statistics, 1944-1955

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Field work student lists, 1920-1943

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Field work student lists, 1943-1956

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Field work student placements, 1952-1953

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Field work supervisors directory, 1925-1950

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Registration statistics, 1927-1934

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Registration statistics, 1934-1944

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Registration statistics, 1944-1956

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Folder 3

Social Service Administration faculty residence and employment, 1940-1956

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Student lists, 1920-1931

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Student lists, 1931-1955

Subseries 4: Courses and Programs

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Folder 6-8

Case records, 1943-1950

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Folder 1

Economics 342, The State in Relation to Labor, Paul H. Douglas, 1940

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Field work, 1938-1946

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Field work, Chicago Home for the Friendless, 1929-1932

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Field work, Chicago Home for Girls, 1929-1937

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Field work, Children's Service Project and Chicago Probation Demonstration Project, 1931-1932

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Field work report, Marjorie M. Browne, 1953

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Folder 7

Home Study Course in Immigration, Della Barnett, circa 1935

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Housing study, D.F. Mackelmann and Mary E. Macdonald, 1935

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Immigration and Naturalization Problems course, 1946

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SSA 201, The Field of Social Welfare, 1944

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SAA 305, Social Casework I, Helen Harris Perlman, 1946

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SSA 307, Social Casework II, Helen Harris Perlman, 1946

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Folder 1

SSA 307, Social Casework II, Helen Harris Perlman, 1946

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SSA 309, Organization of the Social Services, Rachel Marks, 1945

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SSA 310, Children in Institutions, Ethel Verry, 1946

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SSA 314, Children in Foster Homes, Jacob Kepecs, 1935

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SSA 317, Juvenile Delinquency, circa 1934-1940

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SSA 320, Immigration, Edith Abbott, 1933

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SSA 325, Community Organization, Wayne McMillen, 1941

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SSA 325, Community Organization, Wayne McMillen, 1946

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SSA 330, Introduction to Group Work, 1944

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SSA 332, Special Problems in Social Administration, 1941

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SSA 332, 1945

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SSA 333, Vocational Rehabilitation Services, Mary E. McDonald, 1945-1947

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SSA 339, Medical Lectures for Social Workers, Billings Hospital staff, 1932-1933

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SSA 340, Psychiatry in Casework, Charlotte Towle, 1935

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SSA 341, Psychiatry for Social Workers, Margaret Gerard, 1933

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SSA 342, Behavior Disorders of Children, circa 1920-1940

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Folder 9

SSA 342A, The Development of Personality, Margaret Gerard, 1946

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SSA 345, Psychiatry in Social Case Diagnosis, Charlotte Towle, 1935

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Folder 11

SSA 346A-B, Psychiatric Social Casework I and II, Helen Harris Perlman, 1947

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SSA 349, Public Welfare in Rural Communities, 1941-1940,

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Folder 1

SSA 349, Rural Public Welfare Administration, 1946

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Folder 2

SSA 350, Public Welfare Administration, Sophonisba Breckinridge, 1935

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Folder 3

SSA 350, Public Welfare Administration, Alton Linford, 1946

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Folder 4

SSA 351, Law and Legislation for Social Workers, 1949

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SSA 352, The Law and Social Work, Alexander Elson, 1941

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SSA 353, The Legal Basis of Family Relations, 1946

Box 29

Folder 7

SSA 355, Administration of Social Service Agencies, undated

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Folder 8

SSA 356, The Child and the State, 1945-1946

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Folder 9

SSA 359, Public Welfare Administration, 1946

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Folder 10

SSA 358, Administrative Problems in Social Insurance, undated

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Folder 11

SSA 360, Public Assistance, 1945

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SSA 363, Problems of Social Insurance, R. Clyde White, 1941

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Folder 16

SSA 364, History of English Philanthropy, Edith Abbott, 1941

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Folder 17

SSA 364, History of Social Welfare in England, 1349-1834, Edith Abbott, 1947

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Folder 1

SSA 365, History of English Philanthropy, Edith Abbott, 1941

Box 30

Folder 2

SSA 365, History of Social Welfare in England, 1834-1940, Edith Abbott, 1947

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Folder 3

SSA 366, International Social Welfare, Walter Friedlander, 1947

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SSA 367, Walter Friedlander, 1941

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SSA 368, Comparative Social Insurance, Walter Friedlander, circa 1942

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SSA 370, Social Statistics, Wayne McMillen, 1932-1946

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SSA 372, Social Investigation, circa 1925-1950

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SSA 372, Social Investigation, Helen R. Wright, 1932-1947

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SSA 373, Current Problems in Social Research, Helen R. Wright, 1948

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SSA 376, Public Employment Service, 1940

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SSA 377, Social Research and Social Work, Neva Deardorff, 1935

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SSA 381, Minimum Standards of Living, Helen R. Wright, 1928- 1937

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SSA 384, Social Investigation, circa 1947

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SSA 385, Child Welfare Case Work, 1937-1946

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SSA 395, Public Assistance, 1938

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SSA 396, Financing the Public Welfare Program, Mabel Newcomer, 1942

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Folder 5

SSA 470-471, Applied Research Methods I and II, Mary E. McDonald, 1947

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Folder 6

SSA Club, 1923-1949

Series IV: Restricted

This series consists of files containing student grades and evaluations transferred from Series III.

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Downstate Extension classes, 1934-1935

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Folder 2

Student scholarships, 1942-1952