



Western Michigan University
ScholarWorks at WMU

Western Michigan University Course Catalogs
(1904-present)

Western Michigan University

Summer 1937

Bulletin: Facts for Freshman and Information for New Students Summer 1937

Western Michigan University

Follow this and additional works at: https://scholarworks.wmich.edu/course_catalogs



Part of the Higher Education Commons

WMU ScholarWorks Citation

Western Michigan University, "Bulletin: Facts for Freshman and Information for New Students Summer 1937" (1937). *Western Michigan University Course Catalogs (1904-present)*. 158.
https://scholarworks.wmich.edu/course_catalogs/158

This Catalog is brought to you for free and open access by the Western Michigan University at ScholarWorks at WMU. It has been accepted for inclusion in Western Michigan University Course Catalogs (1904-present) by an authorized administrator of ScholarWorks at WMU. For more information, please contact wmu-scholarworks@wmich.edu.



BULLETIN

Western State Teachers College

KALAMAZOO, MICHIGAN

Vol. 33

Issue of Summer Quarter, 1937

No. 1

“Facts for Freshmen”

and

Information for New Students



Published Quarterly by Western State Teachers College

Entered as Second Class Matter, Jan. 5, 1905, at the Post Office at Kalamazoo, Michigan, Under Act of August 24, 1912.

“Facts for Freshmen”
and
Information for New Students



KALAMAZOO, MICHIGAN

1937 - 1938

FOREWORD

This booklet is intended, primarily, for those about to enter Western State Teachers College. It is hoped that it will convey concisely much information and assistance, especially to those who might hesitate to ask. The question and answer form is utilized quite generally for the sake of added brevity and clarity.

INFORMATION FOR NEW STUDENTS

A student applying for admission should

- a) Have a certified copy of his high-school credits mailed to the registrar by the high school from which he graduated.
- b) If entering with advanced standing from any county normal, normal school, college, or university, have mailed to the registrar complete official statements regarding the work for which credit is sought.
- c) Have credits sent in at as early a date as possible.

DIRECTIONS FOR CORRESPONDENCE WITH WESTERN STATE TEACHERS COLLEGE

Correspondence with Western State Teachers College should be addressed as indicated below:

- a) Requests for catalogs, bulletins, blanks for recording high-school credits, and other literature—*The Registrar.*
- b) Concerning the adjustment of credits—*The Registrar.*
- c) Concerning board, rooms, and remunerative work for *men*—*The Dean of Men.*
- d) Concerning board, rooms, and remunerative work for *women*—*The Dean of Women.*
- e) Concerning rural education—*the Director of the Department of Rural Education.*
- f) Concerning extension work—*the Director of the Extension Department.*
- g) Concerning educational research—*the Director of the Bureau of Educational Measurement and Research.*
- h) Other general inquiries—*The Registrar.*

CONTENTS

	Page
1. Administrative	7
2. Enrollment	7
3. Advisers	9
4. Credits, Grades, Honor Points	10
5. Planning A Course	11
6. Degrees and Certificates	12-18
7. Details of Curricula	19-44
8. Freshman Courses	45-49
9. Absences, "Cuts", Excuses	50
10. Rooms and Board	50
11. Employment	51
12. Student Health Service	51
13. Social Activities	51
14. Library Regulations	51
15. Extra-Curricular (Student) Activities.....	51-53
16. Miscellaneous	54
17. Index	55, 56

I. Administrative Questions

1. Who are the Administrative Officers of the Institution?
The President, The Registrar, The Dean of Men, The Dean of Women, and the Director of the Training Schools.
2. What is the distribution of the provinces of these various officers?
 - A. The *President* is the Executive Head of the institution. To him should be referred all inquiries and matters not specifically delegated to others.
 - B. To the *Registrar* should be referred the following:
 - (a) Business matters
 - (b) Changes in enrollment requests
 - (c) Curriculum problems
 - (d) Dropping studies requests
 - (e) Evaluation of credits—both high school and advanced
 - (f) Extra studies petitions
 - (g) Fees and Tuition payments
 - (h) Graduation requirements
 - (i) Problems of credits
 - (j) Requests for meetings, trips, etc.
 - (k) Whatever effects a permanent grade
(This includes permission for a second examination, request for a change of grade, penalty for proved cheating, request to vary schedule of final examinations, etc.)
 - C. To the *Deans* should be referred questions relating to the following:
 - (a) Employment
 - (b) Excuses and absences
 - (c) Rooms and board
 - (d) Scholarship (General)
 - (e) Social advice
 - (f) Student mail
 - (g) Whatever effects a temporary grade
(This includes absences, tardiness, degree of application, request to defer "mid-term" examinations, etc.)
 - D. The *Director of the Training Schools* should be consulted relative to matters concerning Practice Teaching and placement following graduation.

II. Enrollment Questions

1. To whom am I directly responsible for my program of studies during a given term?

Each student is responsible to an *Advisor* AND to a *Counselor* or an *Enroller*. Individual plans for courses of study are to be worked out with their approval.

All Freshmen are directly responsible for details of programs to the Freshman Adviser.

The applicant for admission (if his entrance and advanced credits have been filed *early*) may secure at *The Records Office* a "STUDENT'S CREDIT BOOK" containing a list of credits acceptable. This book should be presented to his *Adviser, Counselor, or Enroller*, AFTER HIS FEES HAVE BEEN PAID AND ENROLLMENT CARDS HAVE BEEN SECURED. N. B.—A special sheet of instructions regarding details of enrollment is available at the times of enrollment both at the Main Office, Room 103, Administration Building, and at the Information Desk in the Women's Gymnasium. The Adviser, Counselor, or Enroller will give added information relative to further details of enrollment.

It is very important to note that a student NEVER should confer with his Adviser, Counselor, or Enroller, without having with him his "STUDENT CREDIT BOOK."

2. Am I obliged to carry the work recommended?

No; but experience has demonstrated the wisdom of doing so.

3. Are "Entrance Tests" Required?

Standard intelligence and achievement tests are required of each student upon first entrance. The results of these tests are of service in advising students relative to their scholastic work. Grades earned in residence will be withheld, until the intelligence and achievement tests have been taken.

During the fall term the tests are given to the Freshmen soon after "Freshman Days."

(Confer with the Research department for information regarding dates and places for the administration of the tests.)

4. When does advanced enrollment for a term take place?

Usually during the ninth or the tenth week of the Fall and Winter terms. There is no period of advanced enrollment either for the Fall Term or for the Summer Session.

5. If I wish to change my enrollment, what should I do?

Secure a blank request for that purpose at the Main Office and follow the directions printed on it.

6. If I change my enrollment without securing the *written* consent of the Registrar, what is the penalty?

A mark of E (Failure) will be recorded for each subject changed without written permission. (To remove the effect of the E would involve the earning of an additional Honor Point.)

7. Is there a time limit within which a change of enrollment must be made?

Changes in enrollment should be made during the first week of a term.

8. If I wish to drop a subject, what must I do?

Secure a suitable blank at the Main office and follow the instructions printed on it.

9. Is there any penalty for dropping a subject without the Registrar's *written* sanction?

A mark of E (Failure) will be recorded for each subject dropped thus. (To remove the effect of an E would involve the earning of an additional Honor Point.)

10. Is there a time limit for dropping subjects?

Students are not allowed to drop subjects later than the eighth (8th) week of a regular term or the fourth (4th) week of a Summer Session.

11. For how many Term Hours of work should a student be enrolled?

Students regularly carry 16 term hours of work during a regular term and 8 term hours during a summer session. Students may not carry more than 16 term hours of work during a regular term and 8 term hours of work during a summer session without securing special permission.

12. If I wish to carry an extra study, what should I do?

Secure an application blank at the Records Office (Room 108, Administration Building) and follow printed directions.

13. Should a Freshman apply for permission to carry an extra study during his first term in residence?

No. His petition probably would be denied.

14. How is the size of classes regulated?

Because more than one section of certain courses is offered simultaneously, and because room sizes automatically restrict the size of some classes, it is necessary to star (*) certain sections on the printed schedule of recitations. Entrance to a starred section (*) may be gained only by presenting to the instructor on the first day of recitations a "starred slip" admitting to that section. Reference to the printed instructions on the Term's Schedule of Classes will advise you where you may secure needed "starred slips."

15. If I enroll after the opening day of a term, where should I go for assistance?

To the Registrar's office.

16. If I must leave college before the close of a term, what should I do? Go to the dean concerned and state the cause for withdrawing. The dean will notify the Registrar.

17. For what are Advisers responsible?

Advisers are available for conference, by appointment at any time, whether during a specified period for enrollment or otherwise. Advisers are designated as follows: The Freshman Adviser, Curricular Advisers, and Departmental Advisers. The titles indicate the nature of the responsibilities involved.

18. What are the provinces of the Counsellors?

During enrollment days

(a) To confer relative to *general* problems of student's programs

(b) To aid in other details of enrollment

19. What are the duties of the Enrollers?

The Enrollers assist the Advisers and Counsellors during officially designated enrollment periods, especially with details of routine involved.

III. The Freshman Adviser

1. What is the province of the Freshman Adviser?

To the *Freshman Adviser* have been assigned the following duties:

(a) To assist in blocking out details of Terms' Programs for Freshmen

(b) To help rearrange programs of Freshmen, when necessary

(c) To check on extra-curricular activities of Freshman students

2. What is the relationship of Freshmen to the Freshman Adviser?

A. To confer as to the subjects to be taken each term of the Freshman year.

B. To secure assistance in rearranging schedules, if necessary.

C. To advise relative to Extra-Curricular activities.

3. Where may the Freshman Adviser be found?

In the Library Building, Room 204, second floor.

4. Where is the Freshman Adviser's bulletin board which should be closely watched by all Freshmen?

At the left side of the entrance to the Main office, on the left side of the corridor directly opposite the faculty post office.

5. What are the Freshman Adviser's regular conference hours?

10:00, 11:00, 2:00, and 3:00 o'clock hours each school day except Friday.

6. What are the duties of the Freshmen relative to co-operation with the Adviser?

A. To watch the bulletin board closely throughout the year.

B. To report at her office at the time scheduled.

C. In case of impossibility to report for scheduled appointment, to make another appointment at her office.

Upperclass Advisory System

1. What is the relationship of upperclassmen to advisers?

Experience has demonstrated that college students, especially beginners, need to be advised. Immediately upon registration each freshman is assigned to a Faculty Adviser with whom he consults relative to the details of the curriculum he wishes to pursue, sequences of studies, etc., etc. The adviser plans with him his daily program for the following term. Being advised is *required* of all freshmen. With upper classmen being advised is optional, though opportunity for it is provided and students are urged strongly to avail themselves of this service.

Students of Senior or Junior Classification who have chosen their majors in Biology, Chemistry, Geography, History, Languages, Mathematics, or Physics, will not be enrolled, unless they present to their enrollers written statements indicating courses approved by the Departmental Advisers.

Conference with Departmental Advisers is by appointment only.

IV. Credits, Grades and Honor Points

1. Do I receive a statement of credits earned during a given term?

Upon entering the institution, after the acceptance of entrance credentials, a "Student's Credit Book" is made out for each student. These may be secured at the Records office (Room 108, Administration Building). If the credit books are left at the Records office at the end of a term, together with a large sized, self-addressed, stamped envelope, the Credit Books will be mailed just as soon as the term's grades have been recorded.

Freshman grades are mailed directly to parents by the Registrar.

2. What grades and honor points are given for work done?

Each course receives one grade, which combines the results of class work and tests.

Grades are indicated by letters, to each of which is given a certain value in "honor points."

The minimum number of honor points required of each student for graduation equals the number of four term hour subjects carried.

		Honor Points
Grade	Significance	(Per 4 term hours credit)
A	Excellent	3
B	Good	2
C	Fair	1
D	Passing	0
*U	Unsatisfactory	not to be counted
E	Failure	0
I	Incomplete	0
W	Withdrawn	0

* For marks for Directed Teaching only.

The mark of I means that the student has not finished the work of the course, through illness, unsatisfactory work, or some other cause, and may be given opportunity to complete it.

I's must be removed during the next succeeding term (except when the student does not return, and then within one year) or they automatically become E's.

The mark of E means that the student has failed. E's and W's can be removed only by taking again all the work involved.

3. Will repeating a subject with a mark of C for which a grade of E was received satisfy the deficiency in honor points resulting from the grade E?

No, because a student must earn at least as many honor points as four term hour subjects carried. A mark of B is the lowest mark that would counteract deficiency in honor points caused by receiving a mark of E.

4. May I change a grade received for a subject by re-enrolling for the same work?

Yes, but the student will be expected to carry the complete course and receive a grade of B or better.

5. May I remove a D or an E by taking a second examination?

Western State does not follow this plan for removal of marks indicating failure. Students who fail in subjects are expected to repeat all of the work involved in regular manner.

6. What is meant by the "High Scholarship List?"

Each term the Registrar tabulates the names of students securing superior grades during a given term. This list is known officially as the High Scholarship List.

7. What regulations control placing a name on the "High Scholarship List?"

To have his name placed on a term's High Scholarship List a Freshman must have earned at least $10\frac{1}{4}$ honor points, and an upper classman, at least $10\frac{1}{2}$ honor points. No grade below B may be counted. Not more than five term hours of B credit may be counted. Grades for non-credit courses (Physical Education, etc.) are not to be considered.

8. For whom is "Education 99" (Introduction to Learning and Adjustment) intended?

This course will give attention to student problems of two kinds. The psychological principles of effective learning will not only be taught but will be demonstrated and applied under the supervision of the instructor. Students who feel themselves handicapped by poor habits of study are urged to enroll in this course. Methods of note-taking, reading, memorizing, and organizing will be discussed and practiced. The methods presented are to be applied to the different courses the student is carrying. The psychological problems involved in the transition from control by adults to self-management will be considered. The resources of clinical psychology will be made available for the solution of difficulties of individual adjustment.

9. How are students classified?

Students at Western State Teachers College are classified officially as follows:

Freshmen—Students credited with 0-45 term hours incl.

Sophomores—Students credited with 45-90 term hours incl.

Juniors—Students credited with 90-138 term hours incl.

Seniors—Students credited with more than 138 term hours.

The above classification relates to eligibility for participation:

- a. In class activities
- b. As officers
- c. In social affairs.

THE CLASSIFICATION MADE FOR A STUDENT FOR ANY TERM OF A GIVEN YEAR WILL GOVERN DURING THE BALANCE OF THAT YEAR.

V. What Cautions should be observed in planning a Course?

I. Questions to ask yourself, before you begin to plan your program.

- a. What is my purpose in going to college? Do I desire to continue my general education, to prepare for teaching, or to meet the preliminary requirements for some professional course other than teaching?
- b. In what subjects of which well informed people usually have knowledge have I little or none?
- c. What subjects studied in high school do I like well enough to desire to continue in college?
- d. Are courses in the subjects named in my answers to questions a, b, c, given in the list of *courses open to freshmen?* (See pages 45-49).

II. Special attention should be paid to the following:

Your answers to the above questions should guide you in the choice of electives and field of special interest.

In as far as possible, courses should be pursued for an entire year.

If you are sure in which curriculum you wish to enroll, be guided in your choice of electives by the requirements of that curriculum. Details of these curricula are given in the catalog for 1937-1938.

VI. CURRICULAR REGULATIONS

(Operative through June 30, 1939)

In studying the following details with regard to the general and specific requirements for degrees and certificates, the reader should keep these facts in mind:

1. The outline of requirements for the degrees and the life certificate on a four-year basis are in accord with a ruling of the State Board of Education, requiring that students who do not present at least eight term hours of acceptable college credit earned before June 20, 1932, must present 192 term hours of credit for a life certificate.

2. A two-year curriculum leading to a five-year certificate in rural elementary education is provided. This curriculum is set up in such a way as to conform to the program of work outlined for all regular students during the first two years in college.

3. The following statement, approved and adopted by the State Board of Education under date of April 27, 1934, outlines in detail the nature of the curricula in the state teachers colleges of Michigan and the minimum requirements which must be satisfied by the student who would obtain a degree and life certificate in this or any other state teachers college of Michigan.

PURPOSE AND CONTROL OF MICHIGAN STATE TEACHERS COLLEGE

The Constitution of the State of Michigan [Act XI, Sec. 10] places the State Teachers Colleges under the authority of the State Board of Education subject to such regulations as may be prescribed by the Legislature. In 1903 [Public Acts 203] the Legislature decreed: "The State Board of Education is hereby authorized and required to prescribe the courses of study for students, to grant such diplomas and degrees and issue such licenses and certificates to the graduates of the several normal schools of the state as said State Board of Education shall determine."

From time to time the Legislature has also defined the objectives and scope of work of the Teachers Colleges. It has repeatedly declared that the purpose of these institutions "shall be the instruction of persons in the art of teaching and in all the various branches pertaining to the public schools of the state of Michigan" [Act 139, P. A. 1850; Act 192, P. A. 1889; Act 51, P. A. 1889].

"In the course of a century the public school system has developed from the meager rudiments which satisfied a frontier society to the enlarged and complex organization which attempts to meet the needs of a day which faces the solution of social, political, and economic problems of fundamental significance. Only honest, intelligent, and well-informed citizens can cope with such problems, and such citizens it is the first duty of our public schools to produce. Only honest, intelligent, well-educated, and devoted teachers are adequate to meet these enlarged duties and responsibilities—the day of the mere school-keeper is gone. The problem of training such teachers has increased in scope and complexity, but to meet these problems the State Board of Education and the faculties of the teachers colleges have constantly applied themselves, keeping in mind always the two purposes which, since the founding of the State, have been sustained not only by legislative authority, but which have the sanction of all educational experience as well. Hence the Michigan State Teachers Colleges have always stood and do now stand for two things paramount and inseparable in an institution for the training of teachers:

1. A thorough grounding in such fields of study as may lead to the intellectual growth of the student.

2. A thorough grounding in the science and art of teaching attained by sufficient actual teaching under direction.

Objectives and General Scope of Curricula

"The program of study outlined for the first two years in the curricula of the Michigan State Teachers Colleges is organized to serve, among others, the following purposes:

1. To provide the student with essential factual information; to give him an introduction to methods of thought and work and to provide such opportunities for study and growth as may lead to a well-rounded general education.
2. To prepare the student for undertaking the more advanced and specialized work embraced in the curricula of the third and fourth years of the Teachers Colleges or for more advanced work elsewhere.

"The program for the first two years represents ninety-six term hours, at least half of which must fall in Groups I, II, III. The student must complete the first year at least nine term hours of English Composition and at least twenty-four term hours from Groups I, II, III.

"The program for the third and fourth years is designed to enable the student

1. To pursue more extensively and intensively courses which acquaint him with fields of his special interest and which broaden his general education.
2. To pursue a curriculum which will give him the knowledge and skills necessary for teaching in a certain field.

"Admission to the program of the third and fourth years shall be based upon the satisfactory completion of ninety-six term hours under the requirements already described or upon evidence of equivalent work done elsewhere. In addition the student must satisfy such special tests or examinations as may be prescribed to determine general intelligence, scholastic aptitude, or fitness for the teaching profession.

SUBJECT GROUPINGS

The regulations governing certification in Michigan employ subject groupings as follows:¹

- | | |
|-------|--|
| Group | I. Language and Literature
Ancient Language and Literature
English Language and Literature
Modern Language and Literature
Certain courses as indicated in the Department of Speech |
| Group | II. Science
Agriculture; Astronomy; Anatomy; Biology; Botany; Chemistry; Geography; Geology; Hygiene; Mathematics; Nature Study; Physics; Physiology; Psychology; Zoology |
| Group | III. Social Science
Economics; History; Philosophy; Political Science; Sociology |
| Group | IV. Education
Education (Includes methods courses and directed teaching) |
| Group | V. Fine Arts
Arts; Music |
| Group | VI. Practical Arts
Agriculture; Commerce; Home Economics; Industrial Arts |
| Group | VII. Physical Education and Health
Health; Physical Education |

Degree Requirements

"Any curriculum leading to the Bachelor's degree shall consist of at least 192 term hours of credit and must include:

Group I	at least 20 term hours
Group II	at least 20 term hours
Group III	at least 20 term hours
Group IV	at least 24 term hours
English Composition (Rhetoric).....	at least 9 term hours

"The remaining term hours may be selected from the courses regularly offered by the college, subject to the following restrictions:

1. Not more than 64 term hours may be taken in any one subject.
2. At least two-thirds of the work beyond the second year must be in courses not open to first year students.
3. The student must complete a major subject of at least 36 term hours and at least one minor subject of not less than 24 term hours. (See pages 43 and 44). Credits in the required English composition (Rhetoric) and credits in Education which are required in general on all curricula do not count toward majors and minors.
4. No candidate shall be eligible for the Bachelor's degree who has not done at least 48 term hours of work in residence and who has not been in residence during the term immediately preceding graduation. (An exception is made in the combined pre-professional curricula, pages 37-42.)
5. Courses must be selected so that the requirements in some one of the life certificate curricula are fulfilled. (In certain cases this requirement may be waived.)

REQUIREMENTS FOR GRADUATION

Degrees and Certificates

The State Board of Education for the State of Michigan, on recommendation of the president and faculty of Western State Teachers College confers degrees and grants teachers' certificates as follows:

1. The degree of *Bachelor of Arts* and the degree of *Bachelor of Science*.
2. The *State Elementary Provisional Certificate* qualifies the holder to teach for a period of five years from date of issue in the elementary grades (Kindergarten to eighth) in any public school in Michigan. (See Note 1.)
The *State Secondary Provisional Certificate* which qualifies the holder to teach for a period of five years from date of issue in the secondary grades (seventh to twelfth) in any public school in Michigan, in subjects or subject fields indicated on the certificate. (See Note 2.)
3. The *State Limited Certificate* qualifies the holder to teach in the State of Michigan for a period of three years from date of issue in any primary school district or in any graded school district not maintaining grades above the eighth. (See Note 3.)

Academic and Resident Requirements for Degrees and Certificates

1. For the Bachelor's Degree the candidate shall—
 - a. present credits satisfying a prescribed curriculum aggregating 192 term hours;
 - b. have satisfactorily completed in residence at this institution at least 48 term hours;

- c. have been in residence at this institution the term immediately preceding graduation;
- d. satisfy the requirements for the provisional certificate.
(In certain cases this requirement may be waived.)
- 2. For the *State Elementary Provisional Certificate* the candidate shall—
 - a. present credits satisfying a prescribed curriculum aggregating 192 term hours;
 - b. have satisfactorily completed in residence at this institution at least 48 term hours;
 - c. have been in residence at this institution the term immediately preceding graduation;
 - d. satisfy the requirements for the Bachelor's Degree.
- 3. For the *State Secondary Provisional Certificate* the candidate shall—
 - a. present credits satisfying a prescribed curriculum aggregating 192 term hours;
 - b. have satisfactorily completed in residence at this institution at least 48 term hours;
 - c. have been in residence at this institution the term immediately preceding graduation;
 - d. satisfy the requirements for the Bachelor's Degree.
- 4. For the *State Limited Certificate* the candidate shall—
 - a. present credits satisfying a prescribed curriculum aggregating 96 term hours;
 - b. have satisfactorily completed in residence in this institution 32 term hours;
 - c. have been in residence in this institution the term immediately preceding graduation.

-
- Note 1. The holder of the State Elementary Provisional Certificate may be issued the State Elementary Permanent Certificate upon meeting the following conditions:
- (a) Application must be made to the college within one year following the expiration of the State Elementary Provisional Certificate.
 - (b) The candidate must submit satisfactory evidence that he has taught successfully during the life of the certificate for not less than three years in elementary schools in the state of Michigan.
- Note 2. The holder of the State Secondary Provisional Certificate may be issued the State Secondary Permanent Certificate provided the candidate shall have met the following conditions:
- (a) Application must be made to the college within one year following the expiration of the State Secondary Provisional Certificate.
 - (b) The candidate must submit satisfactory evidence that he has taught successfully during the life of the certificate for not less than three years in secondary schools in the state of Michigan.
 - (c) The candidate must have earned in addition fifteen term hours of acceptable resident college credit.
- Note 3. The holder of a State Limited Certificate may be issued (five times) a State Limited Renewal Certificate provided the candidate shall have met the following conditions:
- (a) Application must be made to the college within one year following the expiration of the Provisional Limited Certificate.
 - (b) The candidate must have earned in addition sixteen term hours of acceptable college credit since the date of issue of the

last certificate held. Not less than eight term hours must be earned in residence; not to exceed four term hours may be in correspondence credit. All credits submitted must satisfy the requirements of the curriculum for the State Provisional Certificate.

- (c) If the candidate for the State Limited Certificate shall have entered from a Michigan state teachers college or from the College of Education, Wayne University, Detroit, with at least sixteen term hours of acceptable resident credit there earned, sixteen term hours shall satisfy the resident requirement at this institution.
- (d) If the candidate for the State Limited Certificate shall have entered as a graduate from a Michigan County Normal School, he shall complete in residence in this institution at least 48 term hours.

Note 4. A candidate presenting credits as a graduate of a Michigan County Normal School and who in addition thereto presents entrance credits satisfying the requirements of this institution shall be granted:

- (a) Toward the Provisional Certificate, 40 term hours;
- (b) Toward the State Limited Certificate, 40 term hours."

COUNTY NORMAL CREDITS ORDINARILY ACCEPTED

(Effective July 1, 1937)

Composition	4 term hours
Literature for Children	4 term hours
Introductory Science (Nature Study)	4 term hours
Geography	4 term hours
General Psychology	4 term hours
Arithmetic	4 term hours
Introductory Social Science (Citizenship)	4 term hours
Principles of Teaching	4 term hours
Psychology of Reading	4 term hours
Directed Teaching	4 term hours
Total	40 term hours

"Note 5. Not more than one-fourth of the number of hours necessary for any certificate or degree may be taken in extension or by correspondence or both. Such credit, however, cannot be applied to modify the minimum or final resident requirements.

Note 6. No teacher's certificate will be granted to any person who is less than eighteen years of age.

Note 7. No teacher's certificate will be granted to any person who is not a citizen of the United States or who has not declared his intention of becoming a citizen."

IMPORTANT REGULATIONS GOVERNING CERTIFICATION

After June 30, 1938, the Five Year Certificate previously issued on the completion of the two-year curriculum will no longer be issued. Persons who complete the prescribed two-year curriculum may be granted the State Limited Certificate.

After June 30, 1939, no Life Certificate will be issued. Persons who complete a prescribed four-year curriculum may be granted the Elementary or Secondary Provisional Certificate.

More complete information concerning the several teachers' certificates may be obtained from Bulletin No. 601, Teachers Certification Code, published by the Superintendent of Public Instruction, Lansing, Michigan.

Degrees Defined

BACHELOR OF ARTS

The student who regularly completes a curriculum conforming to the degree requirements and embracing at least 144 term hours from Groups I, II, and III, including at least 12 term hours in one foreign language, is eligible for the degree of Bachelor of Arts. If two or more units of one foreign language are presented for entrance, the requirements for foreign language may be waived.

BACHELOR OF SCIENCE

1. The student who regularly completes a curriculum conforming to the degree requirements and embracing more than 48 term hours from Groups IV, V, VI, and VII, is eligible for the degree of Bachelor of Science.

2. The student who otherwise qualifies for the degree of Bachelor of Arts and who has earned at least 84 term hours in Group II may at his option receive the degree of Bachelor of Science instead of Bachelor of Arts.

SPECIAL NOTE

Students, who do not have in mind preparation for teaching, may elect basic courses which provide a general education or which satisfy preliminary requirements for other professional curricula. When such a program of work is carried on for four years and conforms to the degree requirements stated on pages 14-17, except the professional requirement in Group IV, the degree of Bachelor of Arts or Bachelor of Science may be granted without the life certificate.

Additional Regulations Governing Students at Western State Teachers College

1. All freshmen must carry Rhetoric 106 A, B, C, (Composition)
2. At the end of the sophomore year women students must have had at least three terms of physical education and men students must have had at least eight class hours of physical education. All candidates for a degree must have obtained a credit in library methods and must have had five terms of physical education or its equivalent. In their five terms of physical education, women must include one individual sport and one team sport.
3. In general, freshmen should not elect two courses in a single department in the same term. Upperclassmen should not elect more than two courses in a single department in the same term.
4. All students who expect to receive a degree must present at least 12 term hours of credit in rhetoric. (Composition)
5. Not more than a total of 96 term hours of credit from Groups IV, V, VI, and VII may be accepted for either the Bachelor of Arts or the Bachelor of Science degree.
6. Before being admitted to the regular program of work of the third year, a candidate for a teaching certificate shall have earned at least 12 term hours in each of the Groups I, II, and III. He shall have maintained at least a C average for work already completed and shall give evidence of his fitness for teaching.
7. To satisfy the minimum requirements in Groups I, II, and III, the student shall not present a series of isolated courses.
8. All students who are planning to pursue the program of work of the third and fourth years leading to certification are required to present a credit

in General Psychology 200 or its equivalent. This course is not required in the General Degree curriculum. (See Special Note above.)

9. All students who expect to obtain a degree and teaching certificate are required to present credits in the following courses: Educational Psychology 250 A, B; Principles of Teaching 251; Public Education in Michigan 353; Directed Teaching 371, 372.

10. A student will not be permitted to carry directed teaching if he is deficient in honor points.

11. All candidates for the degree and teaching certificate must have earned at least 48 term hours of resident credit.

VII. CURRICULAR DETAILS

Programs of study in Western State Teachers College are planned in such a way as to prepare teachers for different departments in various phases of public school work, and also to give students who are preparing to teach opportunity for general higher education. Recognizing that the prospective teacher should have some opportunity to adapt his education to his peculiar ability or personal ambition, the faculty, in outlining curricula sufficiently flexible to prepare teachers for both general and special school work, has made provision for students to exercise individual preference in elective work. A prospective student should study carefully the details of the various programs of study as outlined, so that he may understand clearly the purpose of each. He should choose that program which seems best to fit his interests and abilities.

Specific details and requirements in the various fields of specialization are outlined on the following pages. All of the curricula detailed conform to the general requirements for degrees and certificates and, at the same time, indicate the courses which should be pursued by students preparing to teach in the fields described.

1. Degree and Life Certificate Curricula

	Page
Art	20
Commerce	21
Early Elementary	22
Home Economics	23
Industrial Arts	24
Junior High School	25
Later Elementary	26
Music	27
Physical Education for Men	28
Physical Education for Women	29
Rural Elementary	30
Rural High School	32
Senior High School	33
Special Education	34

2. Specific details for the two-year curriculum leading to a Five-Year Certificate in Rural Elementary Education are outlined on page 31.

ART CURRICULUM

B.S. Degree

(For the preparation of teachers and supervisors of art)

Group I. Language and Literature	20 term hours
Rhetoric (in addition)	12 term hours
Group II. Science	20 term hours
General Psychology 200 (in addition)	5 term hours
Group III. Social Science	20 term hours
Including four term hours of political science	
Group IV. Education	
Educational Psychology 250 A, B	6 term hours
Principles of Teaching 251	3 term hours
Public Education in Michigan 353	4 term hours
Art Observation 300 T	4 term hours
Art Supervision 302 T	4 term hours
Directed Teaching 371, 372, 373	12 term hours
Group V. Fine Arts	
Art Structure 106	4 term hours
Industrial Art 110	4 term hours
Elementary Design 105	4 term hours
Figure Drawing 205	4 term hours
Art Composition 208	4 term hours
History of Art 213 A, B	8 term hours
Demonstration Drawing 301 T	4 term hours
Commercial Art 214	4 term hours
Advanced Design 309	4 term hours
Advanced Figure Drawing 305	4 term hours
Advanced Art Composition 308	4 term hours
Art electives	16 term hours
Group VII. Physical Education and Health	
Physical education: Women are required to take five terms including one individual sport and one team sport. Men are required to take a minimum of fourteen class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)	
Electives (not in art)	18 term hours

Note.—A course in library methods is required.

COMMERCE CURRICULUM

B.S. Degree

(For the preparation of teachers of commerce and economics. Students interested in general business administration are advised to consult the General Degree curriculum, page 36 and the Pre-Professional Business Administration suggestions on page 37.)

Group I. Language and Literature	20 term hours
Rhetoric (in addition)	12 term hours
Group II. Science	
Biology, botany, chemistry, geology, physics, zoology.....	12 term hours
Mathematics 100 A, B, C; or 103 A, B, C; or 104 A, B, C.....	12-15 term hours
General Psychology 200	5 term hours
Group III. Social Science	
Principles of Economics 220 A, B	8 term hours
Electives in Economics	16 term hours
United States History 201 C.....	4 term hours
Economic Development of the United States 312	4 term hours
Survey of American Government 334	4 term hours
Group IV. Education	
Educational Psychology 250 A, B	6 term hours
Principles of Teaching 251	3 term hours
Public Education in Michigan 353	4 term hours
Principles of Commercial Education 303T.....	3 term hours
Teaching of Handwriting 100	2 term hours
Directed Teaching 371, 372	8 term hours
Two of the following:	
Teaching of Shorthand and Typewriting 300T.....	2 term hours
Teaching of Bookkeeping 301T	2 term hours
Teaching of Junior Business Science 302T.....	2 term hours
Group VI. Practical Arts	
Introduction to Business 110	3 term hours
Retail Selling and Store Service 330	3 term hours
General Clerical Practice and Machine Operation 340.....	3 term hours
Nine courses from the following (in sequences of three)	
totaling 33 term hours:	
Shorthand and Typewriting 100A, B, C.....	12 term hours
Accounting 210A, B, C	12 term hours
Accounting 310, 311, 312	12 term hours
Business Law 320A, B, C	9 term hours
Group VII. Physical Education and Health	
Physical education: Women are required to take five terms, including one individual sport and one team sport. Men are required to take fourteen class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)	
Electives	20-23 term hours

Note.—A course in library methods is required.

EARLY ELEMENTARY CURRICULUM

B.S. Degree

(For the preparation of teachers of the Kindergarten and of Grades 1 and 2)

Group I. Language and Literature	20 term hours
Rhetoric (in addition)	12 term hours
Fundamentals of Speech 105A, B (in addition)	8 term hours
Group II. Science	20 term hours
Nature Study 231 (in addition)	4 term hours
General Psychology 200 (in addition)	5 term hours
Group III. Social Science	20 term hours
Including four term hours of political science	
Group IV. Education	
Educational Psychology 250A, B	6 term hours
Principles of Teaching 251	3 term hours
Psychology of Reading 212	4 term hours
Public Education in Michigan 353	4 term hours
Early Elementary Education 200, 305A, B	11 term hours
Stories for Childhood 208	4 term hours
Psychology of Childhood 306	4 term hours
Teaching of Handwriting 100	2 term hours
Directed Teaching 371, 372, 373	12 term hours
One of the following:	
Early Elementary School Problems 307	3 term hours
Parent Education 308	3 term hours
Nursery School Education 309	3 term hours
Group V. Fine Arts	
Art Structure 106	4 term hours
Illustrative Handwork 107	4 term hours
Early Elementary Music 104	4 term hours
Group VII. Physical Education and Health	
Physical education: Women are required to take five terms, including one individual sport, one team sport, and Early Elementary Physical Education 330.	
Electives	38 term hours

Note.—A course in library methods is required.

HOME ECONOMICS CURRICULUM

B.S. Degree

Group I. Language and Literature	20 term hours
Rhetoric (in addition)	12 term hours
Group II. Science	
Chemistry 105A, B, C	12 term hours
Biology 100A, B	8 term hours
Household Physics 202	2 term hours
General Psychology 200	5 term hours
Group III. Social Science	
Economics of Consumption 223	4 term hours
Principles of Sociology 241A	4 term hours
Electives, including four term hours of political science	12 term hours
Group IV. Education	
Educational Psychology 250A, B	6 term hours
Principles of Teaching 251	3 term hours
Public Education in Michigan 353	4 term hours
Teaching of Home Economics 300T	4 term hours
Problems in Home Economics Education 301T	4 term hours
Directed Teaching 371, 372, 373	12 term hours
Group V. Fine Arts	
Elementary Design 105	4 term hours
Costume Design 109	4 term hours
Home Furnishings 221	4 term hours
Group VI. Practical Arts	
Introductory Home Economics 100	2 term hours
Introductory Home Economics 110	2 term hours
Textiles 103	2 term hours
Clothing 105	3 term hours
Foods 111	4 term hours
Clothing 205	4 term hours
Nutrition 210	4 term hours
Advanced Foods and Cookery 310	4 term hours
Home Management 330	4 term hours
Home Nursing 331	3 term hours
Home Management Practice 333	4 term hours
Family Relations 335	2 term hours
Child Care 337	3 term hours
Consumer Buying 339	4 term hours
Optional in home economics or related subjects	8 term hours
Group VII. Physical Education and Health	
Physical education: Women are required to take five terms, including one individual sport and one team sport.	
Electives	15 term hours

Note: A course in library methods is required.

INDUSTRIAL ARTS CURRICULUM

B.S. Degree

(For the preparation of teachers and supervisors of industrial arts)

Group I. Language and Literature	20 term hours
Rhetoric (in addition)	12 term hours
Group II. Science	20 term hours
General Psychology 200 (in addition)	5 term hours
Group III. Social Science	20 term hours
Including four term hours of political science	
Group IV. Education	
Educational Psychology 250A, B	6 term hours
Principles of Teaching 251	3 term hours
Public Education in Michigan 353	4 term hours
Teaching of Industrial Arts 301T	4 term hours
Vocational Education 230A, B, C	3 term hours
Directed Teaching 371, 372, 373	12 term hours
Group V. Fine Arts	
Art Structure 106	4 term hours
Group VI. Practical Arts	
Printing 140A	4 term hours
Mechanical Drawing 121A, B	8 term hours
General Shop 212	4 term hours
Advanced Benchwork 106	4 term hours
Woodfinishing 207	4 term hours
General Metal 130A, Machine Shop 234A, or Auto Mechanics 235A	4 term hours
Shop Organization 300T	2 term hours
Electives in industrial arts	34 term hours
Group VII. Physical Education and Health	
Physical Education: Men are required to take a minimum of fourteen class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)	
Electives (not in industrial arts)	15 term hours

Note.—1. A course in library methods is required.

2. Students who enter without high-school physics must elect Introduction to Physics 105 A, B.

3. Ordinarily students will be required to take Applied Mathematics 112 and Electricity 160. Those who elect a year of college Physics are not required to take either Applied Mathematics 112 or Electricity 160. Those who elect a year of college Mathematics are not required to take Applied Mathematics 112.

JUNIOR HIGH SCHOOL CURRICULUM

A.B. or B.S. Degree

(For the preparation of teachers of Grades 7, 8, and 9)

Group I. Language and Literature	20 term hours
Rhetoric (in addition)	12 term hours
Group II. Science	20 term hours
General Psychology 200 (in addition)	5 term hours
Group III. Social Science	20 term hours
Including four term hours of political science	
Group IV. Education	
Educational Psychology 250A, B	6 term hours
Principles of Teaching 251	3 term hours
Public Education in Michigan 353	4 term hours
Principles of Secondary Education 320	4 term hours
Special Methods (e. g. Teaching of Geography 300T)	4 term hours
Directed Teaching 371, 372, 373	12 term hours
Teaching of Handwriting 100	2 term hours

Group VII. Physical Education and Health

Physical education: Women are required to take five terms, including one individual sport, one team sport, and Junior and Senior-High-School Physical Education. Men are required to take a minimum of fourteen class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)

Electives 80 term hours

Note.—1. A course in library methods is required.

2. One major sequence, consisting of 36 term hours, is required.

3. One minor sequence, consisting of 24 term hours, in another subject, is required.

4. The major and the minor must involve subjects regularly taught in the junior-high-school grades.

5. Students must also present at least two sequences other than the major and the minor, consisting of twelve hours each.

LATER ELEMENTARY CURRICULUM

A.B. or B.S. Degree

(For the preparation of teachers of Grades 3, 4, 5, and 6)

Group I. Language and Literature	20 term hours
Rhetoric (in addition)	12 term hours
Literature for Children 203 (in addition)	4 term hours

Group II. Science	
Biology, chemistry, geology, mathematics, physics	12 term hours
Geography	12 term hours
Nature Study 231, 232, or 233	4 term hours
Hygiene 112	4 term hours
General Psychology 200	5 term hours

Group III. Social Science	24 term hours
Including four term hours of political science	

Group IV. Education	
Educational Psychology 250A, B	6 term hours
Principles of Teaching 251	3 term hours
Psychology of Reading 212	4 term hours
Later Elementary Education 312	4 term hours
Teaching of Handwriting 100	2 term hours
Public Education in Michigan 353	4 term hours
Directed Teaching 371, 372, 373	12 term hours

Group VII. Physical Education and Health	
Physical Education: Women are required to take five terms, including one individual sport, one team sport, and Later- Elementary Physical Education 331.	

Electives	60 term hours
-----------------	---------------

Note.—1. Students must elect three of the following courses that are in the line of major interest:

- Group IV
- Arithmetic 101
- Teaching of Geography 300T
- Teaching of Social Studies 300T

- Group V
- Later Elementary Music 107
- Art Structure 106

2. A course in library methods is required.

MUSIC CURRICULUM

B. S. Degree

(For the preparation of teachers and supervisors of music)

Group I. Language and Literature	20 term hours
Rhetoric (in addition)	12 term hours
Group II. Science	20 term hours
General Psychology 200 (in addition)	5 term hours
Group III. Social Science	20 term hours
Including four term hours of political science.	
Group IV. Education	
Educational Psychology 250A, B	6 term hours
Principles of Teaching 251	3 term hours
Public Education in Michigan 353	4 term hours
Music Education 300T, 301T, 302T	9 term hours
Directed Teaching 371, 372, 373	12 term hours
Group V. Fine Arts	
Fundamentals of Music 105A, B, C	12 term hours
Voice Culture 116A, B, C, 216A, B, C	12 term hours
Harmony 209A, B, C	12 term hours
Ancient and Medieval Music 212A	4 term hours
Modern Composers 212B	4 term hours
Music Appreciation 212C	4 term hours
Music Composition and Analysis 320A, B, C	12 term hours
(An elective in music may be substituted)	
Orchestration 321A	4 term hours
Group VII. Physical Education and Health	
Physical education: Women are required to take five terms, including one individual sport and one team sport. Men are required to take a minimum of fourteen class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)	
Electives (not in music)	17 term hours

Note.—1. A course in library methods is required.

2. Membership in the orchestra or vocal ensemble is required of all students during the entire four-year course.

PHYSICAL EDUCATION FOR MEN CURRICULUM

B.S. Degree

(For the preparation of teachers and supervisors of physical education for men)

Group I. Language and Literature	20	term	hours
Rhetoric (in addition)	12	term	hours
Fundamentals of Speech 105A (in addition)	4	term	hours
Group II. Science			
General Biology 100 A, B	8	term	hours
Hygiene 112	4	term	hours
Anatomy 211 A, B	8	term	hours
Physiology 211 C	4	term	hours
General Psychology 200	5	term	hours
Group III. Social Science	20	term	hours
Including four term hours of political science			
Group IV. Education			
Educational Psychology 250 A, B	6	term	hours
Principles of Teaching 251	3	term	hours
Psychology of Coaching 301T	3	term	hours
Public Education in Michigan 353	4	term	hours
Organization and Administration of Physical Education 302T	4	term	hours
Principles of Physical Education 300T	3	term	hours
Directed Teaching 371, 372, 373 (in physical education, in coaching, and in minor field.)	12	term	hours
Group VII. Physical Education and Health			
History of Physical Education 206	3	term	hours
First Aid and Athletic Training 306	4	term	hours
Principles and Technique of Gymnastic Teaching 305	3	term	hours
Kinesiology 308	4	term	hours
Fundamentals and Technique of Football 208	3	term	hours
Fundamentals and Technique of Basketball 209	3	term	hours
Physiology of Exercise 307	3	term	hours
Fundamentals and Technique of Baseball 210	3	term	hours
Fundamentals and Technique of Track and Field 211	3	term	hours
Anthropometry 309	4	term	hours
General Athletics 105 A, B, C	3	term	hours
Swimming 310	1	term	hour
Camping and Scouting 207	4	term	hours
Advanced Athletics 205 A, B, C	3	term	hours
Playground and Community Recreation 320	4	term	hours
Electives (not in physical education)	24	term	hours

Note.—A course in library methods is required.

PHYSICAL EDUCATION FOR WOMEN CURRICULUM

B.S. Degree

(For the preparation of teachers and supervisors of physical education for women)

Group I. Language and Literature	20 term hours
Rhetoric (in addition)	12 term hours
Fundamentals of Speech 105A (in addition)	4 term hours
Group II. Science	
Biology 100 A, B	8 term hours
Hygiene 112	4 term hours
Anatomy 211 A, B	8 term hours
Physiology 211C	4 term hours
General Psychology 200	5 term hours
Group III. Social Science	20 term hours
Including four term hours of political science	
Group IV. Education	
Educational Psychology 250 A, B	6 term hours
Principles of Teaching 251	3 term hours
Public Education in Michigan 353	4 term hours
Methods in Physical Education 300T	4 term hours
Administration and Organization of Physical Education 301T	2 term hours
Principles of Physical Education 302T	3 term hours
Directed Teaching 371, 372, 373	12 term hours
Group V. Fine Arts	
Musical Construction 110	4 term hours
Group VII. Physical Education and Health	
Introduction to Physical Education 170	2 term hours
History of Physical Education 171	2 term hours
First Aid and Massage 271	1 term hour
Playground Organization 270	4 term hours
Applied Anatomy 273	4 term hours
Theory of Athletics 274	3 term hours
Theory of Swimming 275	2 term hours
Rhythmic Plays and Singing Games 371	2 term hours
Theory of the Dance 370	1 term hour
Theory of Games 372	2 term hours
Individual Gymnastics 373	4 term hours
Advanced Technique in Coaching Athletics and Sports 374	3 term hours
Modern Problems in Physical Education 375	4 term hours
Community Recreation, Scouting, Camp Fire 376	4 term hours
Health Education 185	4 term hours

Required in addition from Group VII:

Physical Education 151 A, B, C; 251 A, B, C; 351 A, B, C; 361 A, B, C.

Electives (not in physical education).....27 term hours

Note.—A course in library methods is required.

RURAL ELEMENTARY CURRICULUM

A.B. or B.S. Degree

(For the preparation of teachers of one-teacher, consolidated, and village schools)

Group I. Language and Literature.....20 term hours
 Rhetoric (in addition)12 term hours

Group II. Science
 Biology, chemistry, geology, mathematics, physics.....12 term hours
 Introductory Geography 105 A, B 8 term hours
 General Psychology 200..... 5 term hours

Group III. Social Science (including four term hours of political science)12 term hours
 Rural Economics 240 (in addition) 4 term hours
 Rural Sociology 240 (in addition) 4 term hours

Group IV. Education
 Educational Psychology 250 A, B 6 term hours
 Principles of Teaching 240R 3 term hours
 Public Education in Michigan 353 4 term hours
 Rural Education 340 4 term hours
 Rural education (advanced courses) 6 term hours
 Curriculum 145 4 term hours
 Teaching of Handwriting 100 2 term hours
 Directed Teaching 371, 372, 37312 term hours

Group VII. Physical Education and Health
 Physical education: Women are required to take five terms, including one individual sport, one team sport, and Rural-School Physical Education 233. Men are required to take a minimum of fourteen class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)

Electives74 term hours

Note.—1. Students will choose among the following according to suggestion of departmental adviser:

Group II
 Rural School Agriculture 105
 Hygiene 112
 Biological Nature Study 231, Physical Nature Study 232, or Biological Nature Study 233

Group IV
 Arithmetic 101
 Teaching of Geography 300T
 Teaching of the Social Studies 300T
 Psychology of Reading 212
 Stories for Childhood 208
 School Supervision 361

Group V
 Art Structure 106
 Industrial Art 110
 Rural School Music 109

Group VI
 Home Economics 120 or equivalent

Group VII
 Health Education 185

2. A course in library methods is required.

RURAL ELEMENTARY CURRICULUM

Two Years (96 term hours) in Length

(Leading to a five-year certificate for teachers of one-teacher, consolidated, and village schools)

Group I.—English ¹	11 term hours
Rhetoric (in addition)	9 term hours
Group II. Science	
Nature Study 231, 232, 233 or Agriculture 105	4 term hours
Introductory Geography 105 A or 305 ²	4 term hours
Elective ³	4 term hours
Group III. Social Science ⁴	
Rural Economics 240	4 term hours
Rural Sociology 240	4 term hours
Elective	4 term hours
Group IV. Education	
Teaching of Handwriting 100	2 term hours
Arithmetic 101	4 term hours
Curriculum 145	4 term hours
Principles of Teaching 240R	3 term hours
Directed Teaching 271	4 term hours
Rural Education 340	4 term hours
Group V. Fine Arts	
Art Structure 106	4 term hours
Music 109	4 term hours
Group VI. Practical Arts	
Home Economics 120	2 term hours
Physical Education ⁵ —3 terms	
Library Methods—1 term.	
Electives	21 term hours

Notes.—1. Fundamentals of Speech 106 A, B may be included in this group.

2. Permission may be granted students desiring to gain some insight into the field of geography to take Introductory Geography 305, instead of 105A which would need to be followed by 105 B, as a prerequisite to courses in regional geography.
3. Hygiene 112 or Health Education 185 are recommended as electives in this group.
4. "—... a course of six one hour lectures or the equivalent shall be given in political science"—Michigan School Laws, Section 742; Revision, 1936.
5. Men are required to complete a minimum of 8 class hours. Women must include Physical Education 101A, Rural School Physical Education 233, and either an individual or a team sport.

RURAL HIGH SCHOOL CURRICULUM

A.B. or B.S. Degree

(For the preparation of teachers of rural-consolidated and village high schools)

Group I. Language and Literature	20 term hours
Rhetoric (in addition)	12 term hours
Group II. Science	20 term hours
General Psychology 200 (in addition)	5 term hours
Group III. Social Science (including four term hours of political science)	12 term hours
Rural Economics 240 (in addition)	4 term hours
Rural Sociology 240 (in addition)	4 term hours
Group IV. Education	
Educational Psychology 250 A, B	6 term hours
Principles of Teaching 240R	3 term hours
Public Education in Michigan 353	4 term hours
Rural Education 340	4 term hours
Rural Education (advanced courses)	6 term hours
Directed Teaching 371, 372	8 term hours

Group VII. Physical Education and Health

Physical education: Women are required to take five terms, including one individual sport, one team sport, and Junior- and Senior-High School Physical Education 332. Men are required to take a minimum of fourteen class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)

Electives 84 term hours

Note.—1. A course in library methods is required.

2. One major sequence consisting of 36 term hours is required.

3. One minor sequence consisting of 24 term hours is required.

4. The major and the minor must involve subjects regularly taught in the high-school grades.

5. Students must also present two sequences, other than the major and the minor, consisting of 12 term hours each.

6. The remaining units are to be taken in groups of three or miscellaneous with the consent of the adviser.

Rural Agricultural High School Curriculum: Students desiring to complete their degrees and receive Smith-Hughes vocational agricultural teaching certificates from Michigan State College may meet the requirements by completing the first two years of this curriculum. As sequences they should elect 20 hours from Animal Husbandry 106, 107, 108; Soils 201; Farm Crops 202; Horticulture 203; also, if desired, Rural School Shop 203 A, B, C. The remaining sequences should be chosen with the consent of the adviser.

SENIOR HIGH SCHOOL CURRICULUM

A.B. or B.S. Degree

(For the preparation of teachers of Grades 9, 10, 11, 12)

Group I. Language and Literature	20 term hours
Rhetoric (in addition)	12 term hours
Group II. Science	20 term hours
General Psychology 200 (in addition)	5 term hours
Group III. Social Science	20 term hours
Including four term hours of political science.	
Group IV. Education	
Educational Psychology 250 A, B.	6 term hours
Principles of Teaching 251	3 term hours
Public Education in Michigan 353	4 term hours
Principles of Secondary Education 320	4 term hours
Directed Teaching 371, 372	8 term hours

Group VII. Physical Education and Health

Physical education: Women are required to take five terms, including one individual sport, one team sport and Junior and Senior High-School Physical Education 332. Men are required to take a minimum of fourteen class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)

Electives90 term hours

Note.—1. A course in library methods is required.

2. One major sequence consisting of 36 term hours is required.

3. One minor sequence of 24 term hours in another subject is required.

4. The major and the minor must involve subjects regularly taught in the senior-high-school grades.

5. Students must also present a sequence, other than the major and the minor, consisting of at least 12 term hours.

SPECIAL EDUCATION CURRICULUM

B.S. Degree

(For the preparation of teachers of mentally retarded and backward children)

Group I. Language and Literature	20 term hours
Rhetoric (in addition)	12 term hours
Group II. Science	
General Biology 101, A, B, C	12 term hours
Hygiene 112 (or health Education 185)	4 term hours
General Psychology 200	5 term hours
Abnormal Psychology 305	4 term hours
Group III. Social Science	
Principles of Sociology 241 A, B; Modern Social Problems 242	12 term hours
Political science	4 term hours
Elective	4 term hours
Group IV. Education	
Educational Psychology 250 A, B	6 term hours
Principles of Teaching 251	3 term hours
Education of Exceptional Children 331	4 term hours
Mental Tests 307	4 term hours
Mental Deficiency 332	4 term hours
Mental Hygiene 335 A, B, C	6 term hours
Methods of Teaching Subnormal Children 337	2 term hours
Public Education in Michigan 353	4 term hours
Teaching of Handwriting 100	2 term hours
Directed Teaching 371, 372, 373	12 term hours
Group V. Fine Arts	
Illustrative Handwork 107	4 term hours
Group VI. Practical Arts	
Special Education Shop 208	2 or 4 term hours
Group VII. Physical Education and Health	
Physical education: Women are required to take five terms, including one team sport and one individual sport. Men are required to take a minimum of fourteen class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)	
Electives	58 or 60 term hours

Note.—1. A course in library methods is required.

2. One of the courses in directed teaching must be with normal children, and the other two with subnormal children.

3. The degree and the life certificate are conferred on the successful completion of the above curriculum. The Special Education Certificate is awarded to those who maintain a high average of scholarship and who, in addition, have had at least one year of successful teaching experience.

SPECIAL EDUCATION CURRICULUM

B. S. Degree

(For the preparation of teachers of occupational therapy)

Group I. Language and Literature	20 term hours
Rhetoric (in addition)	12 term hours
Group II. Science	
Science or mathematics	8 term hours
General Biology 101 A, B, C	12 term hours
General Psychology 200	5 term hours
Abnormal Psychology 305	4 term hours
Group III. Social Science	20 term hours
Including four term hours of political science.	
Group IV. Education	
Educational Psychology 250 A, B	6 term hours
Principles of Teaching 251	3 term hours
Education of Exceptional Children 331	4 term hours
Mental Deficiency 332	4 term hours
Public Education in Michigan 353	4 term hours
Directed Teaching 373	4 term hours

Group V. Practical Arts	
Special Education Shop 208	2 term hours
Electives	20 term hours

- Note.—1. A course in library methods and three term hours of physical education are required.
2. In addition to the above 128 term hours of college work, the student must spend 27 months at the Kalamazoo State Hospital and affiliated hospitals for which 64 term hours of college credit is allowed on this curriculum only.
 3. Ninety-six term hours of college credit must be earned before the student is admitted to the study of Occupational Therapy at the Kalamazoo State Hospital. Thirty-two additional term hours of credit must be earned by the student during the 27 months of training in Occupational Therapy.
 4. This course is open to women students only.

GENERAL DEGREE CURRICULUM

A.B. or B.S. Degree

(For liberal and pre-professional education)

Students who do not have in mind preparation for teaching may elect basic courses which provide a general education or which satisfy preliminary requirements for other professional curricula. When such a program of work is carried on for four years and conforms to the degree requirements stated on pages 14 to 17, except the professional requirements in Group IV and such other special requirements as concern professional training for teaching, the degree of Bachelor of Arts or Bachelor of Science may be granted *without a teaching certificate*.

Group Requirements

Group I. Language and Literature	20 term hours
Ancient language and literature, modern language and literature, English language and literature, certain courses as indicated in the Department of Speech.	
Rhetoric (in addition) [Composition]	12 term hours
Group II. Science	20 term hours
Anatomy, astronomy, biology, botany, chemistry, geography, geology, mathematics, nature study, physics, physiology, hygiene, psychology, zoölogy, certain courses as indicated in the Department of Agriculture.	
Group III. Social Science	20 term hours
History, political science, philosophy, economics, sociology.	
Group VII. Physical Education and Health. Women are required to take five terms, including one individual sport and one team sport. Men are required to take a minimum of fourteen class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)	
Electives	120 term hours

Note.—1. A course in library methods is required.

2. The total minimum requirement is 192 term hours.

Pre-Professional Courses

The amount of college training required by leading universities in preparation for the various professions, such as law, medicine, dentistry, etc., has in late years been materially increased. Dentistry, formerly requiring three years, now requires six; medicine, formerly a four-year course, now requires seven years; etc. A number of professions such as business administration, library science, and, increasingly, social work, are now entirely on the graduate level; that is, a four-year college degree must be presented before one may enter upon the study of those professions.

For the most part, the additional college work now required is of a cultural nature, or is definitely preparatory to professional courses to be taken later. Examples of the latter are work in mathematics basic to engineering, and the social sciences essential to law and social work. Western State Teachers College offers two and, in some cases, three or four years of work preparatory to professional study. The recommendations outlined in the following pages are based on the pre-professional requirements of the University of Michigan.

The combined curricula, approved by the State Board of Education, constitute special arrangements with the various professional schools of the University of Michigan. In these curricula the student, after attending Western State Teachers College for three years, is admitted to the professional school of the university whose requirements he has met. After a year of satisfactory work in that school, he will be granted the A.B. or B.S. degree by Western State Teachers College. If the student contemplates entering a professional course in some other college or university, he should procure a catalog of the institution he plans to attend, to assist the advisers in mapping out his course. A minimum of two years in residence is required for the degree in the combined curricula.

BUSINESS ADMINISTRATION

Because of the fact that the School of Business Administration of the University of Michigan is a graduate school, students in Western State Teachers College who plan to enroll later in the University School of Business Administration are advised to take four years of work at Western State Teachers College and to secure either the degree of Bachelor of Arts or the degree of Bachelor of Science. Except under certain conditions, a bachelor's degree is prerequisite to entrance in the School of Business Administration of the University of Michigan. A bachelor's degree from Western State Teachers College fulfills the entrance requirements; but "admission on condition" is imposed upon those who do not present a minimum of twelve semester hours in economics. For a broad foundation in Pre-Business Administration, wise selection from the following courses is suggested.

First Year

Rhetoric 106 A, B, C	9 term hours
Trigonometry and Algebra 103 A, College Algebra and Analytic Geometry 103 B, C	15 term hours
or	
College Algebra and Analytic Geometry 104 A, B, C	12 term hours
General Biology 100 A, B, C	12 term hours
or	
General Chemistry 100 A, B, C	15 term hours
Modern Europe 108 A, B, C	12 term hours
Fundamentals of Speech 105 A, B	8 term hours
French, German, or Spanish 100 A, B, C	12 term hours

Second Year

Principles of Economics 220 A, B	8 term hours
Introduction to Statistics 211, Mathematics of Finance 227	8 term hours
Accounting 210 A, B, C	12 term hours
General Psychology 200	5 term hours
Political Science 230 A, B, C	12 term hours
French, German, or Spanish 102 A, B, C	12 term hours

Third and Fourth Years

- I. Essential courses listed above which the student desires but has been unable to fit into his program during his first two years of college.
- II. Additional selections from:
 1. Advanced courses in economics.
 2. Advanced courses in rhetoric and literature.
 3. Advanced courses in speech.
 4. Advanced courses in science and mathematics.
 5. Economic history and economic geography.
 6. Other electives.

Note.—1. A course in library methods is required.

2. Women are required to take five terms of physical education, including one individual sport and one team sport. Men are required to take fourteen class hours of physical education. (A class hour is to be interpreted to mean one hour of class work for one term.)

DENTISTRY

(Combined Curriculum in Letters and Dentistry)

First Year

Rhetoric 106 A, B, C	9 term hours
General Biology 100 A, B, C	12 term hours
Elective (see notes below)	24 term hours

Second Year

General Chemistry 100 A, B, C or 101 A, B, C	15 term hours
Physics 203 A, B, C	15 term hours
Elective	18 term hours

Third Year

Organic Chemistry 306 A, B, C	15 term hours
Elective	27 term hours

Note.—1. A course in library methods is required.

2. Women are required to take three terms of physical education. Men are required to take a minimum of twelve class hours. (A class hour is to be interpreted to mean one hour of class work for one term).

3. If $\frac{1}{2}$ unit of plane trigonometry is not presented by a student, the deficiency must be made up (Trigonometry 100 C, 4 hours college credit), before the study of physics is begun in the second year.

ENGINEERING

First Year

Rhetoric 106A, B, C	9 term hours
Trigonometry and Algebra 103A, College Algebra and Analytic Geometry 103B, C	15 term hours
or	
College Algebra and Analytic Geometry 104 A, B, C	12 term hours
General Chemistry 100A, B, C or 101A, B, C	15 term hours
Fundamentals of Speech 105A	4 term hours
Descriptive Geometry 222	4 term hours
Mechanical and Machine Drawing 221	4 term hours

Second Year

Calculus 205A, B, C	12 term hours
Mechanics and Sound 203A, Heat and Light 203B, Magnetism and Electricity 203C	15 term hours
Principles of Economics 220 A, B	8 term hours
Financial Organization 221 or Labor Problems 325	4 term hours
Electives	12 term hours

Note.—A course in library methods and a minimum of eight class hours of physical education are required. (A class hour is to be interpreted to mean one hour of class work for one term.)

FORESTRY

(Combined Curriculum in Letters and Forestry)

First Year

Rhetoric 106 A, B, C	9 term hours
General Biology 100 A, B, C	12 term hours
Elective ⁴ (see notes below)	24 term hours

Second Year

General Chemistry 100 A, B, C or General Chemistry 101 A, B, C	15 term hours
Physics 203 A, B, C	15 term hours
Elective ⁴	18 term hours

Third Year

Organic Chemistry 306 A, B, C	15 term hours
Elective ⁴	27 term hours

Note.—1. A course in library methods is required.

2. Women are required to take three terms of physical education. Men are required to take a minimum of twelve class hours. (A class hour is to be interpreted to mean one hour of class work for one term).

3. If $\frac{1}{2}$ unit of plane trigonometry is not presented by a student, the deficiency must be made up (Trigonometry 100 C, 4 hours college credit), before the study of physics is begun in the second year.

4. Electives should be so selected that the requirements of Groups I and III are met. The required work meets the requirements of Group II.

JOURNALISM

First Year

Rhetoric 106A, B, C	9 term hours
General Biology 100A, B, C	12 term hours
or	
General Chemistry 100A, B, C	15 term hours
United States History 201A, B, C	12 term hours
French, German, or Spanish 100A, B, C	12 term hours

Second Year

History of American Literature 120	4 term hours
General Psychology 200	5 term hours
Principles of Sociology 241A, B; Modern Social Problems 242	12 term hours
National Government 230A, State and Local Government 230B, Practical Politics 230C	12 term hours
Principles of Economics 220A, B	8 term hours
Financial Organization 221	4 term hours
or	
Economic Development of the United States 312	3 term hours
Electives	3 or 4 term hours

Note.—1. A course in library methods is required.

2. Women are required to take three terms of physical education. Men are required to take a minimum of eight class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)

3. Since journalists are using the typewriter constantly, it is of great advantage to the student to acquire facility in typing. It is strongly recommended that the student who is not already a proficient typist should take Personal Typewriting 99 (without college credit.)

LAW

First Year

Rhetoric 106A, B, C	9 term hours
Trigonometry and Algebra 103A, College Algebra and Analytic Geometry 103B, C	12 term hours
or	
General Chemistry 100A, B, C	15 term hours
or	
General Biology 100A, B, C	12 term hours
English History 109A, B, C	12 term hours
Latin, French, German, or Spanish 100A, B, C	12 term hours

Second Year

English Literature 110A, B, C	12 term hours
or	
Shakespeare 214A, B, C	9 term hours
United States History 201A, B, C	12 term hours
Principles of Economics 220A, B, and Financial Organization 221	12 term hours
French, German, or Spanish 102A, B, C	12 term hours

Note.—1. A course in library methods is required.

2. Women are required to take three terms of physical education. Men are required to take a minimum of eight class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)

MEDICINE

(Combined Curriculum in Letters and Medicine)

First Year

Rhetoric 106 A, B, C	9 term hours
General Biology 100 A, B, C	12 term hours
General Chemistry 100 A, B, C or General Chemistry 101 A, B, C	15 term hours
German 100 A, B, C	12 term hours

Second Year

English History 109 A, B, C or Modern Europe 108 A, B, C or United States History 201 A, B, C	12 term hours
English Literature 110 A, B, C	12 term hours
Physics 203 A, B, C	15 term hours
Intermediate German 102 A, B, C or Scientific German 103 A, B, C	12 term hours

Third Year

Shakespeare 214 A, B, C or Nineteenth Century Poetry 309 A, B, C or Literary Interpretation 210, Lyric Poetry 211, and Familiar Essay 212	12 term hours
Organic Chemistry 306 A, B,	10 term hours
Electives (Cultural subjects such as mathematics, history, so- ciology, economics, political science, speech, German, or phi- losophy are recommended.)	17 term hours

Note.—1. A course in library methods is required.

2. Women are required to take four terms of physical education. Men are required to take twelve class hours of physical education. (A class hour is to be interpreted to mean one hour of class work for one term.)

3. First class medical colleges require for entrance 90 semester hours (3 years) of college credit in addition to high-school graduation. If two units of high-school Latin are not presented by the student, the deficiency must be made up without college credit. If one-half unit of trigonometry is not presented by the student the deficiency must be made up (Trigonometry 100 C, 4 term hours college credit). Trigonometry must be taken before the study of physics is begun in the second year.

4. A general average of at least one and one-half honor points per term hour, and in science subjects at least one and one-third honor points per term hour is required. After September, 1938, an average of at least one and three-quarters honor points per term hour will be required.

5. Electives should be so selected that the requirements of Group I and III are met. The required work meets the requirements of Group II.

SOCIAL WORK***First Year**

Rhetoric 106A, B, C	9 term hours
General Biology 100A, B, C	12 term hours
Modern Europe 108A, B, C (unless the student plans to take United States history in the sophomore year)	12 term hours

Second Year

Principles of Sociology 241A, B	8 term hours
Social Psychology 243	4 term hours
General Psychology 200	5 term hours
Principles of Economics 220A, B	8 term hours
United States History 201A, B, C (unless the student has taken the history suggested for the freshman year)	12 term hours

Third Year

Any 2 or 3 of the following advanced sociology courses:

Modern Social Problems 242	4 term hours
Urban Sociology 340	4 term hours
The Family 341	4 term hours
Criminology 342	4 term hours
Mental Deficiency 332	4 term hours
Mental Hygiene 335 A, B, C	6 term hours
National Government 230A, State and Local Government 230B	8 term hours

Fourth Year

Any one of the following (if needed to complete 3 required courses in advanced sociology):

Rural Sociology 245	4 term hours
Population 343	4 term hours
Principles of Social Work 348	4 term hours

Any two of the following:

Social Case Work 349	4 term hours
Social Group Work 350	4 term hours
Psycho-Educational Problems 309	3 term hours

*Professional training for social work is today largely restricted to the graduate level by the leading schools of social work. This pre-professional curriculum permits 92 or 93 hours of electives, only recommended courses being indicated in the above outline. Therefore students pursuing it should plan to complete a curriculum conforming to the degree requirements. Social science should be the field of major sequences, while a minor sequence may be chosen from any field of special interest to the student. If a life certificate in teaching is also desired, courses must be selected so that the requirements in some one of the life certificate curricula are fulfilled.

Note.—1. A course in library methods is required.

2. Women are required to take five terms of physical education, including one individual sport and one team sport. Men are required to take a minimum of fourteen class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)

INTERPRETATION OF MAJOR, MINOR, AND GROUP REQUIREMENTS

1. In fulfilling the requirements for major and minor sequences as well as the group requirements I, II, and III, the following questions should be uppermost in the mind of the student as he elects and the faculty member as he advises:

1. What is the background of the student so far as previous courses in this field are concerned?
2. What are the special interests and abilities of the student?
3. What is the usefulness of the course in teaching?
4. What is the value of the particular course from the point of view of the cultural development of the student?
5. What is the value of the course from the point of view of graduate study?

These questions are not necessarily listed here in the order of importance; but they are all questions which should be answered in determining the sequence of courses which the student should pursue in satisfying the above-mentioned requirements. In other words, there should be no general rules by which it is definitely predetermined what constitutes a satisfactory major or minor sequence or grouping for every student. The sequence should be made to best fit the needs of the particular individual.

2. As a rule it is preferable not to use education as a major in any undergraduate curriculum. The student may choose work in education according to his interests but should attempt to satisfy his major and minor requirements in the fields having content for teaching. Special methods courses in the teaching of certain subjects and directed teaching should not be counted as satisfying a part of the requirements for majors and minors in fields such as history, art, and home economics. Uniformly required courses in education; i. e., Educational Psychology, Principles of Teaching, Public Education in Michigan, and Directed Teaching may not be applied toward a major or minor in education.

3. Two or more courses are "consecutive, coherent courses" when they involve direct or logical relationships with each other, either because of essential prerequisites or because of obvious supplementation or for both reasons. Thus College Algebra and Analytic Geometry, and Calculus 205 A, B, C are "consecutive, coherent courses" because a knowledge of college algebra and analytic geometry is an essential prerequisite to Calculus, and Calculus 205 A is essential to successful work in Calculus 205 B, etc. Similarly, Comparative Government 333 A, B constitute "consecutive, coherent courses" with a series of courses in modern European history, because of the obvious way in which an understanding of the latter is supplemented by a knowledge of the former.

4. A student who expects to be recommended for a position in the teaching of a special subject, such as art, music, commerce, industrial arts, home economics, or physical education, should present a minor of at least 24 hours in that field.

5. It should be understood that "isolated" or short sequential requirements of particular curricula may at the same time be applied to meet parts of the requirements in majors, minors, or groupings. For example, the Department of Home Economics makes a requirement of twelve hours of chemistry. There is no reason why this should not be combined with twelve hours of additional, well-selected work in chemistry or some other closely related science to constitute a minor of twenty-four hours. Early-elementary-education majors have a specific requirement of eight hours in art. There is no reason why this art might not be combined with sixteen additional hours of art to constitute a minor. For majors in physical education for men it is specified that eight hours in biology and sixteen hours in physiology and hygiene are required. There is no reason why this requirement might not satisfy either the minor sequence or the group requirement. A student may

not, however, satisfy the requirements for a major or a minor or a grouping in English by the application of the twelve hours of required rhetoric.

6. So-called "isolated courses" need not necessarily be excluded from a student's major, minor or group sequences. For example, French literature might easily combine with English in certain instances; the short story might make a fine combination with previous courses in French; or business and government might be a valuable combination with political science. In other words, the fact that a certain course does not fit into a particular sequence in terms of specific prerequisites does not mean that it is "isolated" in relation to the previous work of the student nor in its contribution to a more complete understanding of a subject in which the student is interested.

7. It is understood that a student may satisfy group requirements I, II, and III through the use of major and minor sequences.

8. Sample interpretation of major sequences which might be acceptable in individual instances according to student needs are given below. (Acceptable minor sequences could be interpreted in the same fashion, except that the number of hours would be decreased according to the difference between thirty-six and twenty-four.) In all cases the student should have had faculty advice before making his elections.

History Major

- 12 Greek - Roman - Medieval or 12 English history
- 12 Modern Europe
- 12 United States (elementary or advanced)

History Major

- 24 or 12 European history
- 12 or 24 United States history
(12 first year
(12 advanced, or economics

Related Social Science Minor

- 12 Political science
- 12 Economics

Related Minor

- 8 Political science
- 8 Economics
- 8 Sociology

Many different combinations depend upon (1) the student's high-school courses and (2) his chosen field of specialization.

1. Physics, chemistry, or biology—36 hours
2. Biology—24 hours.
Hygiene and physiology—12 hours, or chemistry—12 hours.
3. Physics—24 hours
Mathematics—12 hours
4. Chemistry—24 hours
Physics—12 hours
5. Physiology and hygiene—24 hours
Chemistry—12 hours

The following examples serve to indicate the diversity of courses which might, in individual cases, be considered to constitute satisfactory requirements for groupings I, II, III:

1. United States history—12
Sociology—8
2. Economics—12
Economic development of United States—6
Industrial relations—3
3. Mathematics—12
Physics—8
4. Biology—12
Biological nature study—8
5. Chemistry 12
Bacteriology—8
6. Political science—12
United States history—8
7. Spanish—12
English—8

VIII. COURSES OPEN TO FRESHMEN, 1937-1938**Agriculture**

- 105 Rural-School Agriculture
106 Animal Husbandry
107 Animal Husbandry
108 Animal Husbandry

Art

- 105 Elementary Design
106 Art Structure
107 Illustrative Handwork
108 Lettering and Poster Making
109 Costume Design
110 Industrial Art
111 Modeling
113A, B, C Appreciation of Art

Biology

- 100A, B, C General Biology

ANATOMY, PHYSIOLOGY, AND SANITARY SCIENCE

- 112 Hygiene

ZOOLOGY

- 141 Elementary Zoology

Chemistry

- 100A, B, C General Chemistry (If you have had no Chemistry in High School)
101A, B, C General Chemistry (If you have had High School Chemistry)
105A, B General Chemistry (If interested in Home Economics)
105C Organic Chemistry (If interested in Home Economics)
106 Chemistry and the Modern World
108 General Metal

Commerce

- 99 Personal Typewriting
100A Shorthand and Typewriting (Beginning)
100B Shorthand and Typewriting (Intermediate)
100C Shorthand and Typewriting (Advanced)
110 Introduction to Business

Education and Psychology

- 99 Introduction to Learning and Adjustment

RURAL EDUCATION

- 145 Curriculum

HEALTH EDUCATION

- 185 Health Education

English

- 99 Grammar Drill
 105A, B Composition
 106A, B, C Rhetoric

LITERATURE

- 110A, B, C English Literature
 120 History of American Literature
 121 Chief American Poets
 122 American Prose
 124A, B, C General Literature

Geography and Geology**GEOGRAPHY**

- 105A, B Introductory Geography
 106 Major Geographic Patterns of the World

Handwriting

- 100 Teaching of Handwriting

Home Economics**CLOTHING AND TEXTILES**

- 100 Introductory Home Economics
 103 Textiles
 105 Clothing
 109 Costume Design

FOODS

- 110 Introductory Home Economics
 111 Foods

HOME ECONOMICS EDUCATION

- 120 Home Economics

Industrial Arts**WOOD**

- 100 Woodshop
 106 Advanced Benchwork

DRAWING

- 120 General Mechanical Drawing
 121A, B Mechanical Drawing

METAL

- 130A, B, C General Metal

PRINTING

- 140A, B, C Printing

Latin

- 100A, B, C Elementary and Second-Year Latin (If you have had no Latin in High School)
 102A, B, C Cicero and Ovid (If you have had two years of Latin in High School)
 103A, B, C Virgil (If you have had three years of Latin in High School)
 104A, B, C Latin Literature (If you have had four years of Latin in High School)

Mathematics

- 100A Elementary Algebra (If you have had but one year of High School Algebra)
 100B Solid Euclidean Geometry
 100C Plane Trigonometry
 101 Arithmetic
 103A Trigonometry and Algebra
 103B, C College Algebra and Analytic Geometry (If you did not have Trigonometry in High School)
 104A, B, C College Algebra and Analytic Geometry (If you had Trigonometry in High School)
 112 Applied Mathematics
 115 College Algebra
 116 Analytic Geometry

Modern Languages**FRENCH**

- 100A, B, C Elementary French (If you are a beginner)
 102A, B, C Intermediate French (If you have had two years of French in High School)

GERMAN

- 100A, B, C Elementary German (If you are a beginner)
 102A, B, C Intermediate German (If you have had two years of German in High School)
 103A, B, C Scientific German

SPANISH

- 100A, B, C Elementary Spanish (If you are a beginner)
 102A, B, C Intermediate Spanish (If you have had two years of Spanish in High School)

Music

- 100A, B, C Foundations of Music
 104 Early Elementary Music
 107 Later Elementary Music
 109 Rural School Music
 109A Music Appreciation for Rural Schools
 110 Music Construction

FOR SPECIALIZING STUDENTS

- 105A, B, C Fundamentals of Music
 116A, B, C Voice Culture
 130 Women's Glee Club
 131 Men's Glee Club

132	Orchestra
133	Band
134	Auxiliary Choir

Physical Education for Men

102A, B, C	Physical Education
103A, B, C	Physical Education

FOR SPECIALIZING STUDENTS

105A	General Athletics
105B	Elementary School Gymnastics
105C	Outdoor Games

Physical Education for Women

99	Social Dancing
100	Physical Education
105	Physical Education
106	Physical Education
107	Physical Education
108A, B, C	Restricted Exercise
109	Individual Gymnastics
110	Swimming
111	Basketball
112	Baseball
113	Tennis
114	Golf
115	Folk Dancing
116	Advanced Swimming
117	Hiking and Skiing
118	Archery
119	Tap Dancing
120	Badminton
121	Interpretative Dancing

FOR SPECIALIZING STUDENTS

Physical Education Practice

151A, B, C	Physical Education
------------	--------------------

Physical Education Theory

170	Introduction to Physical Education
171	History of Physical Education

Physics

105A, B	Introduction to Physical Science
160	Electricity
166	Practical Radio

Rural Education

145	Curriculum
-----	------------

The Social Sciences

ECONOMICS

125	Description of Industry
-----	-------------------------

HISTORY

- 105 History of Greece
- 106 History of Rome
- 107 Medieval Europe
- 108A, B, C Modern Europe
- 109A, B, C English History

Speech

- 105A, B Fundamentals of Speech
- 106 Informal Public Speaking

IX. Absences, Cuts, and Excuses

1. How many absences is a student allowed from class or assembly?
He is not free to take any without possibility of penalty.
(The "cut system" has been abolished both as regards attendance at Assembly and at classes.)
2. What are considered legitimate excuses for absences?
Illness of the individual or of members of the family or death in the family or in that of friends.
3. How do unexcused absences from class penalize?
Through poorer quality of work and consequent reduction in grades.
4. What procedure should be followed to have an absence excused?
Report to the dean concerned and follow instructions received.
5. What standing rules govern absences and tardiness?
 - a) Regular attendance in classes is expected of each student. Student attendance is compulsory at required assemblies. Students irregular in attendance will be subject to disciplinary action by the Scholarship Committee.
 - b) Explanations of absences should be made by students to the Dean concerned, preferably before returning to classes. When thought desirable, the Dean will refer the student to the Health Service for report. Students are expected to take the initiative in making application to instructors concerned for permission to make up work missed.
 - c) Instructors will report to the Deans weekly on Friday all absences from classes for that week.
 - d) Whenever possible the Dean will notify instructors that a student is ill or is compelled to be out of class for any other reason. Students are requested to notify Deans of anticipated absences and of reasons for prolonged absences.
 - e) A student may be dropped from a class by action of the Committee on Scholarship upon recommendation of a Dean or the instructor concerned.
 - f) Reports of the scholarship of students doing less than "C" work are made to the Deans at the end of the seventh week of each regular term.

X. Rooms and Board

1. Where should students room?
At houses approved by the deans.
2. How are these houses designated?
By "Approved Rooms for

{	Men
	Women

"
cards displayed in the windows.
3. Where may a list of approved rooms be obtained?
At the offices of the deans.
4. Under what conditions may a student change his rooming house?
By securing consent of the dean in advance.
5. Under what conditions may students room in other than approved houses?
By securing permission from the dean.
6. Where may students secure information concerning board?
While the college does not officially inspect boarding places, a list of places may be secured at the offices of the deans.
7. Can I secure meals on the campus?
Yes. The College Cafeteria is located in the Basement of the Training School. An excellent variety of wholesome food is available at reasonable rates.

XI. Employment (Work)

1. Where should application be made for part-time employment?
At the offices of the deans.
2. Should a student engage in part-time work during his first term in residence?
Not unless it is absolutely necessary.

XII. Student Health Service

1. Who is responsible for a student's health at Western?
Primarily each student is responsible for his own health.
2. How should a student assume this responsibility?
By co-operating with the Student Health Service and physicians in maintaining desirable health and by progressing toward an even better health status.
3. In case of illness what should one do?
Get in touch with the Health Service (a) by day by calling 8136 (Western State Teachers College) and asking for the Health Service or (b) at night by calling either nursing consultant: Miss Walker, phone 2-5863, or Miss Stankard, phone 2-9061. If necessary, you will be advised concerning the calling of a reputable physician.
4. In what ways will the Health Service co-operate with one in health matters?
 - A. By providing a place and a means for medical examinations both at the beginning of the year and at other times.
 - B. By helping to care for emergencies and accidents which may occur.
 - C. By advising with one when in need of the services of a dentist or of a doctor.
 - D. By seeing one at his room, if in need of a visit from a nursing consultant.
 - E. By making arrangements for one to see the college physician, when he is at the Health Service.

VIII. Social Activities

1. For whom are general student parties?
Parties are for students, alumni, and their friends.
2. What regulations control admittance?
The student must present both a student ticket and an identification photo for himself and a permit for his friend, in addition to the admittance fee (usually twenty-five cents).
3. Where may permits for friends be secured?
At the deans' offices.

XIV. Library Regulations

Regulations concerning the use of books, library hours, and other items relating to the Library service may be found in a booklet available at the Library.

XV. Extra-Curricula (Student) Activities

A student at Western State Teachers College, to receive the most benefit from his college experiences, should participate in some kind of extra-curricular activities. But before a Freshman selects any activity, he should consider carefully what his interests are and the amount of time he has to expend in such participation. The desire to "belong" is too often a compelling force in the life of the student. There is frequently the tendency to "overdo" activities. A Freshman should learn very early how to balance his classroom work and his student activities, so as to derive major benefit from both.

REGULATIONS GOVERNING PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

(Adopted by the Scholarship Committee June 3, 1937)

Effective July 1, 1937

I. Definition

Extra-curricular activities at Western State Teachers College include

- a) Membership in or pledgship to:
 1. An officially chartered social fraternity or sorority, such as Theta Chi Delta and Phi Sigma Rho
 2. An officially authorized student organization, such as class groups, departmental organizations, Honorary Societies, religious organizations, and special activities.
- b) Membership on the staff of a student publication, such as The Herald, The Brown and Gold, The Student Handbook, etc.
- c) Participant in planning and staging established college functions, such as
 1. The J-Hop
 2. The Senior Prom
 3. The Women's Breakfast, etc.
- d) Participant in public presentations, such as
 1. Assembly Programs, etc.

II. Participation

Participation is to be interpreted to mean

- a) Holding membership in or pledgship to an organization or group as defined in I above
- b) Becoming candidate for an office or holding one
- c) Preparing for a public function or assisting in staging it
- d) Taking part or a place in a public performance
- e) Going on an officially sanctioned trip
- f) Being a member (or an officer) of any group or squad as defined in I above
- g) Serving on a student publication board, committee, or other group

III. Eligibility

- A. Only bonafide students officially enrolled in college classes and regularly in attendance may participate in extra-curricular activities as defined in I above

N.B. 1 "Officially enrolled" is to be interpreted to mean:

- a) For Upper-classmen
 1. Payment in full of tuition, fees and dues
 2. Enrollment in classes involving a minimum of twelve (12) term hours of work for college credit
- b) For Freshmen
 1. Payment in full of tuition, fees and dues
 2. Enrollment in classes involving a minimum of eleven (11) term hours of work for college credit.

N.B. 2 "Regularly in attendance" is to be interpreted to mean: both attendance at classes and satisfactory achievement in and contribution to class work.

- B. 1. No student whose point-hour ratio is less than 1.2 shall be eligible for election or appointment to office or committee membership or for continuance in office or committee membership. *In checking for eligibility "Incompletes" are to be counted.*

2. No student whose point-hour ratio is less than 1 shall be eligible to membership in any group as defined in I above.*

Exception: A student may, in spite of ineligibility, hold membership only in any *one* extra-curricular activity as defined in I above.

*(This is not to be construed to mean that organizations or groups may not make higher scholastic requirements for membership or offices.)

C. No student shall hold office of president in more than one organization in any one college year.

D. No student may "participate" in any extra-curricular activity, as defined in I above, until he has been assured of eligibility by the Dean concerned.

IV. Ineligibility

A. Upper-classmen

An upper-classman is ineligible to participate in extra-curricular activities as defined in I above

1. If he did not carry a minimum of twelve (12) term hours during the previous regular term.

Exception: Seniors, for whom less than twelve (12) term hours will satisfy requirements for graduation.

2. If he did not receive credit for each course he carried during the previous regular term.

3. If he did not earn a minimum of three (3) honor points the previous regular term (See exception under Note 1.)

4. If he is on probation

5. If he ceases to comply with any of the various conditions enumerated under the heading "Eligibility" (III).

N.B. Any upper-classman who becomes ineligible during his period of participation, as defined herein, automatically forfeits his privileges enumerated.

B. Freshmen

A Freshman is ineligible to participate in officially-rated extra-curricular activities.

a) During his first regular term of residence

1. If he is not enrolled in and in regular attendance at classes carrying a minimum of eleven (11) term hours of academic credit

2. If he is on probation

b) During subsequent regular terms in residence

1. If he did not carry a minimum of eleven (11) term hours of work for college credit during the previous regular term

2. If he did not receive credit for each course for college credit he carried during the previous regular term

3. If he did not earn a minimum of two and three-fourths ($2\frac{3}{4}$) honor points the previous regular term

4. If he is on probation

5. If he ceases to comply with any of the various conditions enumerated under the heading "Eligibility" (III)

N.B. Any Freshman who becomes ineligible during his period of participation, as defined herein, automatically forfeits his privileges.

V. Special Dispensation

The Committee on Scholarship reserves the right to make such special adjustments in individual cases as may appear desirable or necessary.

XVI. Miscellaneous Questions

1. Where should I have my mail addressed? Where may student mail be secured?

A student's mail should be addressed to the house where he stays. In case mail has been addressed in care of the college, it may be secured at the dean's office. A list of mail received is posted each day on the bulletin boards outside the dean's offices.

2. Where can I purchase books and other supplies?

The College conducts a Co-operative Book Store which carries all needed supplies at moderate prices. The Book Store is located in the Administration Building.

3. Are "Student Tickets" transferable?

No. A student ticket presented by anyone but the individual to whom it was issued will be taken up and may not be returned. Student Tickets and Identification Photos should be presented simultaneously.

4. If I wish to borrow money from the Student Loan Fund, to whom should I apply?

To the Registrar.

5. Is assembly attendance optional?

Because of limited seating capacity it has been found necessary to rotate assembly attendance. A notice on the Registrar's Official Bulletin Board advises which classes are expected to attend a given weekly assembly.

6. If I lose an article or find one, what should I do?

Report to the Information Desk at the Main Office.

7. Are final examinations given?

Yes. An official final examination schedule is prepared for each term.

8. Must I have an identification photo taken?

When a student enrolls for the first time, he is required to have an identification photo taken. One copy of the photo becomes part of the student's permanent record, another copy is given to the student to serve to identify him at college functions, a third copy is filed in the Dean's Office, and a fourth copy with the Alumni Secretary. The charge for the photos is 25c.

9. Are omit days observed during the first week of a term?

Follow the schedule of recitations as printed.

10. Are second hand books bought and sold?

The Co-operative Store handles a very limited amount of such materials.

11. Are office telephones available for student use?

No. But public booths are located conveniently in the main halls of various college buildings.

12. Will the college cash checks for students?

The college has no adequate facilities for the cashing of checks. Students are urged to establish banking connections with one of the Kalamazoo Banks.

13. If we wish to use a table in the hall, what should we do?

Consult the Registrar.

14. Whom should we consult regarding dates and places for various college events?

The Registrar.

15. If we wish to reserve Central High Auditorium whom should we consult?

The Registrar.

16. If we wish to make reservations for a meeting of any nature, whom should we consult?

The Registrar.

17. If I am in doubt on any important matter, where should I go for advice?

To the Information Desk in the Main Office. There you will receive detailed instructions as to how to proceed further.

INDEX

A.		Page			Page
Absences		50	Engineering		39
Administrative Officers		7	Enrollers		9
Advisers		9	Enrollment		7-9
Adviser—Curricular		9	Enrollment—Advanced		8
Adviser—Departmental		9	Enrollment—Change of		8
Adviser—Freshman		9	Enrollment—General Directions		7-9
Adviser—Upper Class		9	Enrollment—Term Hours		8
Advanced Enrollment		8	Enrollment—Late		8
Approved Rooms		50	Entrance Examinations		8
Assemblies		54	Examinations		54
Auditorium (Central High)		54	Excuses		50
			Extra Curricular Activities		51-53
			Extra Studies		8
B.			F.		
Bachelor of Arts Degree		14, 17	Failures		8
Bachelor of Science Degree		14, 17	Final Examinations		54
Board		50	Five Year Certificate		14
Books		54	Forestry		39
Business Administration		37	Found and Lost		54
			Freshman Adviser		9
C.			Freshman Courses		45-49
Cafeteria		50	G.		
Certificates		14-16	General Degree		36
Certificate, State Elementary			Grades		10
Provisional		14	Graduation Requirements		14
Certificate, State Secondary			Group requirements		43
Provisional		14	H.		
Certificate—State Limited		14	Health Service		51
Change of Enrollment		10	High Scholarship List		10-11
Checks		54	Honor Points		10
Classes—Size of		8	I.		
Classification of Students		11	Identification Photos		54
Co-operative Store		54	Incompletes		10
Correspondence, directions for		2	Information Desk		54
Counsellors		9	Information for New Students		3
County Normal Credits		16	Introduction to Learning and		
Credits		10	Adjustment		11
Credit Book		7	J.		
Curricula		19-42	Journalism		40
Curricular Advisers		9	L.		
Curricular Regulations		12, 13	Late Enrollment		8
"Cuts"		50	Law		40
D.			Leaving College		9
Dean of Men		7	Library Regulations		51
Dean of Women		7	Loan Fund		54
Degree Requirements		14, 17	Lost and Found		54
Degrees		14	M.		
Dentistry		38	"Education 99"		11
Departmental Advisers		9	Employment		51
Details of Curricula		19-42			
Director of Training Schools		7			
Dropping Subjects		8			
E.					

