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1949

## Bulletin: Summer Session Western Michigan College 1949

Western Michigan University

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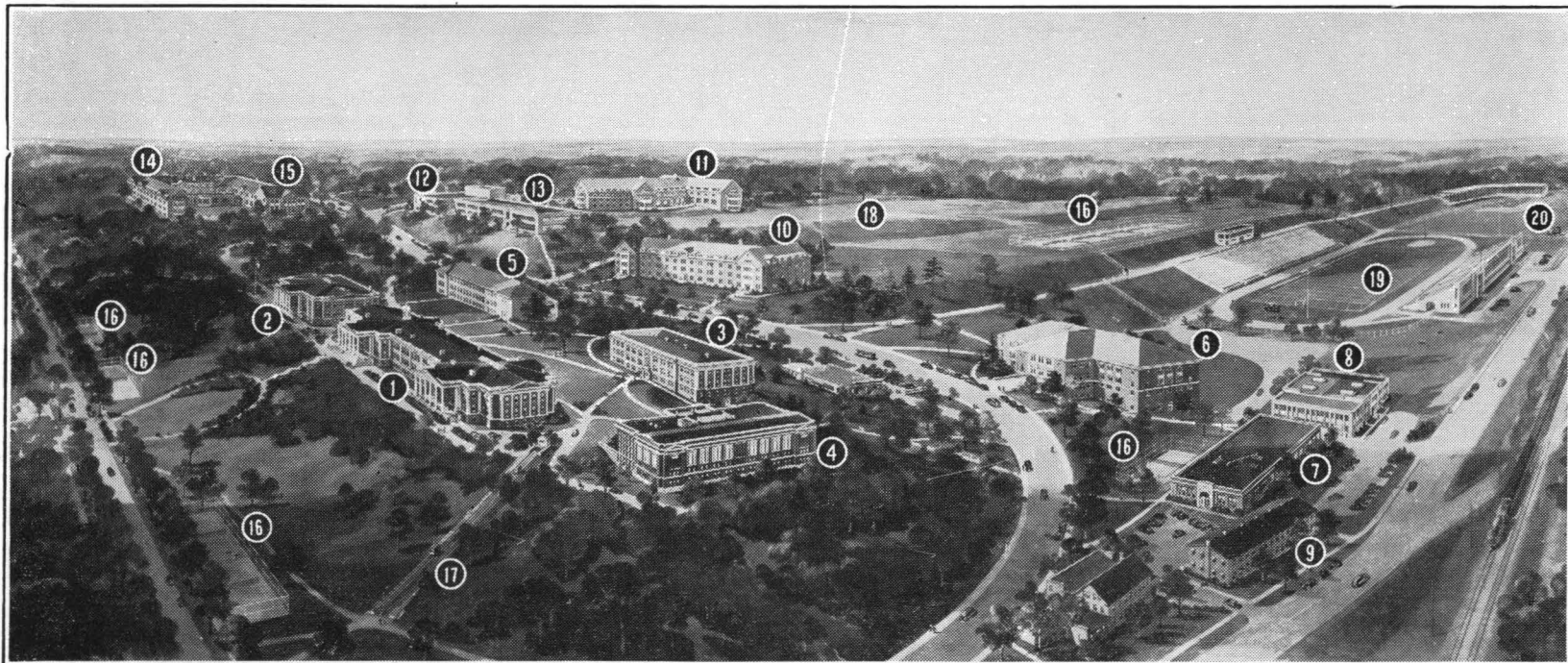
# Bulletin

1949 Summer Session

EASTERN MICHIGAN COLLEGE

# WESTERN MICHIGAN COLLEGE OF EDUCATION

## KALAMAZOO, MICHIGAN



- |                                  |                               |   |   |  |
|----------------------------------|-------------------------------|---|---|--|
| 1. Administration Building       | 6. Men's Gymnasium            | 10. Vandercook Residence Hall<br>for Men        | 14. Walwood Residence Hall<br>for Women | 18. Women's Physical Education<br>Playground |
| 2. Campus Training School        | 7. Industrial Arts Building   | 11. Lavina Spindler Residence<br>Hall for Women | 15. Union Building                      | 19. Waldo Stadium                            |
| 3. Science Building              | 8. Mechanical Trades Building | 12. The Theatre                                 | 16. Tennis Courts                       | 20. Hyames Baseball Field                    |
| 4. Library                       | 9. The Temporary Building     | 13. Fine Arts Building (Proposed)               | 17. Cable Cars                          |  |
| 5. Health and Personnel Building |                               |   |   |  |

# BULLETIN

Western Michigan College of Education  
KALAMAZOO, MICHIGAN

## THE FORTY-SIXTH SUMMER SESSION

MONDAY, JUNE 27, THROUGH FRIDAY, AUGUST 5



This College is a member of the American Association of Teachers Colleges.  
It is fully accredited by the North Central Association of Colleges and  
Secondary Schools and is on the approved list of the  
Association of American Universities

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Vol. 44

Issue of Winter Quarter, 1949

No. 3

Published Quarterly by Western Michigan College of Education

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



## DIRECTIONS FOR CORRESPONDENCE WITH WESTERN MICHIGAN COLLEGE OF EDUCATION

Correspondence with Western Michigan College of Education 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 life and education—*The Director of the Department of Rural Life and Education*.
- f) Concerning extension work and in-service education—*The Director of the Extension Division*.
- g) Concerning educational research—*The Director of the Bureau of Educational Measurements and Research*.
- h) Concerning graduate work—*The Director of the Graduate Division*.
- i) Concerning the summer session—*The Director of the Summer Session*.
- j) Concerning personnel and guidance matters—*The Director of Personnel and Guidance*.
- k) Concerning veterans' matters—*The Veterans' Counselor*.
- l) Concerning vocational education—*The Director of Vocational Education*.
- m) Other general inquiries—*The Registrar*.

## INFORMATION FOR NEW STUDENTS

A student applying for admission should

- a) If entering as a freshman, 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, college, or university, have mailed to the registrar complete official statements regarding the work for which credit is sought.
- c) If entering the graduate division, secure application-for-admission blank from the director of the graduate division.
- d) Have credits sent in at as early a date as possible.

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☆☆

1949

☆☆

## JANUARY

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## NOVEMBER

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## DECEMBER

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## COLLEGE CALENDAR

1949-1950

## Summer Session 1949

June 27, Monday	Registration for the Summer Session
June 28, Tuesday	Recitations Begin
July 4, Monday	Holiday
August 5, Friday	Session Closes

### Semester I, 1949-1950

September 19 through 22, Monday through Thursday	“Freshman Days”
September 19, Monday	“Testing Day” for Freshmen
	“Counseling Day” for Upperclassmen
September 20, Tuesday	Freshmen Activities as Scheduled
September 21 through 23, Wednesday through Friday	Enrollment
September 21, Wednesday	Freshmen Non-Veterans
September 22, Thursday	Veterans—All Classes
September 23, Friday	Upperclass Non-Veterans
September 26, Monday	Recitations Begin
October 29, Saturday	Homecoming Holiday
November 23, Wednesday (12:00 noon), to Monday, November 28	Thanksgiving Recess
December 16, Friday (4:00 P.M.), to Tuesday, January 3	Holiday Vacation
January 30, Monday, through February 3, Friday	Final Examinations
February 4, Saturday	Semester I Ends

### Semester II, 1949-1950

February 13 and 14, Monday and Tuesday . . . . .	Registration and Enrollment
February 15, Wednesday . . . . .	Recitations Begin
April 7, Friday (12:00 noon), to April 17, Monday . . . . .	Spring Vacation
(April 9 is Easter Sunday)	
May 30, Tuesday . . . . .	Memorial Day Holiday
June 12 through 16, Monday through Friday . . . . .	Final Examinations
June 17, Saturday . . . . .	Alumni Day
June 18, Sunday . . . . .	Baccalaureate Services
June 19, Monday . . . . .	Commencement Exercises
June 19, Monday . . . . .	Semester II Ends

## Summer Session 1950

June 26, Monday	Registration
June 27, Tuesday	Recitations Begin
July 4, Tuesday	Holiday
August 4, Friday	Session Closes



## **PROGRAM OF SPECIAL EVENTS**

### **Summer Session, 1949**

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#### **First Week, June 27-July 2**

Monday, June 27—Registration.

Monday, June 27—8:00 P.M. Opening Convocation. Dr. John A. Decker, Professor of International Relations, Stephens College, in an authoritative and forceful lecture, "Let's Educate for a New World." College Theatre.

Tuesday, June 28—Classes begin.

Thursday, June 30—8:00 P.M. Faculty Reception and Entertainment for Summer Session students. Music by Marshall and Bettymarie Grisham, "The Singing Sweethearts," a singing team of versatility and charm. Walwood Hall.

#### **Second Week, July 4-July 9**

##### **Annual Book Week**

Tuesday, July 5—Thursday, July 7—Exhibits by the leading book companies and school supply concerns. Women's Gymnasium.

Tuesday, July 5—8:00 P.M. General Assembly. Concert by the Faculty of the Music Department, Western Michigan College. College Theatre.

Wednesday, July 6—3:00-5:00 P.M. Annual Tea for Faculty Women and Faculty Dames. Arcadia Brook Club House.

Thursday, July 7—8:00 P.M. Feature Entertainment. Wadeha Atiyeh, the Modern Scheherazade, in a program of Oriental songs and song-stories in exotic Arabic costumes. Central High School Auditorium.

#### **Third Week, July 11-July 16**

Monday, July 11—8:00 P.M. General Assembly. Pegge Farmer, the brilliant young actress, presents a variety show of short sketches, written, acted, and produced by herself. College Theatre.

Wednesday, July 13—4:00 P.M. Summer School Faculty Picnic. Pine Lake Camp.

Thursday, July 14—8:00 P.M. Feature Entertainment. Curt Janssen, concert trumpeter and musicologist, in a unique lecture-concert, "The Romance of the Trumpet." Central High School Auditorium.

#### **Fourth Week, July 18-July 23**

Monday, July 18—8:00 P.M. General Assembly. Dr. Cleo Dawson, popular novelist and psychologist, in a dynamic inspirational lecture, "Let's Live and Like It." College Theatre.

Tuesday, July 19—9:00 A.M. Workshop Breakfast. Walwood Hall.

Thursday, July 21—8:00 P.M. Elena Imaz, young international sensation, in a program of colorful, exciting Spanish dances. Central High School Auditorium.

#### Fifth Week, July 25-July 30

Monday, July 25—8:00 P.M. General Assembly. Dr. Harry Wood, Dean of the College of Fine Arts, Bradley University, in an illustrated lecture, "The Comics, America's Foremost Folk Art." College Theatre.

Wednesday, July 27—Luncheon of the Faculty and Students of the Graduate Division. Walwood Hall.

Thursday, July 28—Feature Entertainment. C. Thomas Magrum, Master of Magic, presents a program of mysteries, illusions, and sleight-of-hand in a beautiful and elaborate stage setting. Central High School Auditorium.

#### Sixth Week, August 1-August 5

Monday, August 1—8:00 P.M. General Assembly. Program by Summer Session Musical Organizations. Women's Gymnasium.

Wednesday, August 3—7:00 P.M. Open Air Concert by Summer Band. College Quadrangle.

Thursday, August 4—8:00 P.M. Graduation Exercises for Summer Session Graduating Class. Address by Dr. Irving J. Lee, Chairman of the Department of Public Speaking, Northwestern University, "The Pursuit of Ignorance." College Theatre.

Friday, August 5—Summer Session Ends.

#### Summer Recreational Activities

Kalamazoo, located in Western Michigan, known as "The Summer Playground of America," offers numerous opportunities for recreation. Picnics in Milham Park or on the beaches of the numerous accessible lakes, swimming, and boating are popular pastimes. An outing on the shore of Lake Michigan is possible. A number of tennis courts are available on the campus. Five golf courses are within a mile of the campus, with special rates for summer students. A riding academy is nearby, where horses may be engaged at reasonable rates. Facilities on the campus are provided for students who desire to live in trailers.

#### Summer Session Newspaper

A weekly newspaper, *Summer Session Events*, is published each Saturday during the Summer Session to chronicle the events of the preceding and following week. Every student and faculty member is entitled to a free copy.

# ADMINISTRATION

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## STATE BOARD OF EDUCATION

STEPHEN S. NISBET	President
CHARLES G. BURNS	
LOUISA DURHAM MOHR	
LEE M. THURSTON	Secretary

## STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Lee M. Thurston

## EXECUTIVE COUNCIL OF PRESIDENTS

CHARLES L. ANSPACH	President
Central Michigan College of Education	
EUGENE B. ELLIOTT	
Michigan State Normal College	
PAUL V. SANGREN	
Western Michigan College of Education	
HENRY A. TAPE	
Northern Michigan College of Education	

## OFFICERS OF ADMINISTRATION

PAUL V. SANGREN, PH.D.	President
WYNAND WICHERS, LL.D.	Vice-President
JOHN C. HOEKJE, ED.M.	Dean of Administration—Registrar
ELMER H. WILDS, ED.D.	Director of Summer Session and Graduate Division
ELIZABETH E. LICHTY, PH.D.	Dean of Women
RAY C. PELLETT, A.M.	Dean of Men
CORNELIUS B. MACDONALD, A.M.	Comptroller ✓
JAMES H. GRIGGS, ED.D.	Director of Teacher Education
LOY NORRIX, PH.D.	Assistant Director of Teacher Education
DEYO B. FOX, PH.D.	Director of Vocational Education
GEORGE H. HILLIARD, PH.D.	Director of Student Personnel and Guidance
VERN E. MABIE	Director of Placement and Alumni Relations x

### MAINTENANCE OFFICIALS

JOHN A. GOLDSWORTH	Superintendent, Buildings and Grounds
IRVING BARBER	Supervisor, Grounds Service
LEROY W. MYERS	Supervisor, Supplies
RALPH WILLIS	Supervisor, Janitorial Service

### MANAGERIAL EXECUTIVES

DONALD N. SCOTT, A.M.	Manager, Union Building and Dormitories
JOHN M. THOMPSON	Manager, College Book Store

### ADMINISTRATIVE ASSISTANTS

HELEN H. BECK	Secretary, Dean of Administration
BLANCHE DRAPER	Publicity Secretary
HOMER M. DUNHAM, A.B.	Athletic Records and Publicity
EVA FALK, A.B.	Secretary, Dean of Women
MARGARET FEATHER, A.B.	Secretary, Dean of Men
LEONARD GERNANT, A.M.	Assistant Registrar
KENNETH R. HAWKINS, A.M.	Assistant Manager, College Book Store
LEONA D. HEFNER, A.M.	Housemother, Walwood Residence
BERNICE G. HESSELINK	Financial Secretary
EVELYN L. HICKMOTT, A.B.	Secretary, Adult Education
MARGARET L. HINDS	Housemother, Vandercook Residence
EDNE L. HIRSCH, B.S.	Secretary, Business Office
DOROTHY P. HOYT	Director, Women's Residences and Housemother, Spindler Residence
VIRGINIA M. JARMAN	Secretary, Campus Schools
LLOYD E. JESSON, A.B.	Secretary to the President
ELEANOR LINDEN, B.S.	Secretary, Teacher Education
HELEN A. MCKINLEY	Secretary, Graduate Division and Summer Session
JEAN C. MOORE	Secretary, Student Personnel and Guidance
H. DUANE PLOUGH, A.B.	Assistant Manager, Union Building
LUCILLE E. SANDERS, A.B.	Secretary, Rural Life and Education
ALICE SMITH	Placement Secretary
J. TOWNER SMITH, A.M.	Assistant Director, Student Personnel and Guidance
LEAH M. SMITH	Secretary, Extension
BENJAMIN H. WHEATLEY, A.M.	Associate Director, Student Personnel and Guidance

## ADMINISTRATIVE GROUPS

### THE ADMINISTRATIVE COUNCIL

The Council meets weekly to keep informed on college affairs, to fix general administrative policies, and to coordinate and unify administrative decisions, practices, and services designed to promote the educational program of the college.

PAUL V. SANGREN, President; WYNAND WICHERS, Vice-President; JOHN C. HOEKJE, Dean of Administration; CORNELIUS B. MACDONALD, Comptroller; ELMER H. WILDS, Director of the Graduate Division; JAMES H. GRIGGS, Director of the Teacher Education Division; DEYO B. FOX, Director of the Vocational Education Division; GEORGE H. HILLIARD, Director of Student Personnel and Guidance.

### THE FACULTY COUNCIL

The Council meets each month to deal with such problems as may be delegated to it; to receive and consider recommendations and suggestions proposed by members of the Faculty, and to recommend to the President or Faculty changes in policy and procedures.

Elected: ROXANA A. STEELE (Chairman), FRANK HOUSEHOLDER (Vice-Chairman), LEONARD GERNANT (Secretary), terms expiring 1949; FLOYD W. MOORE, GERALD OSBORN, RUSSELL SEIBERT, terms expiring 1950; CORA EBERT, MARGARET MACMILLAN, CHARLES STARRING, terms expiring 1951. Appointed: EDITH BEALS, JOSEPH GIACHINO, ELIZABETH LICHTY, terms expiring 1949; *Ex officio*: PAUL V. SANGREN, President; WYNAND WICHERS, Vice-President.

### THE ATHLETIC BOARD OF CONTROL

The Board has jurisdiction over all matters pertaining to Intercollegiate Athletics.

JOHN C. HOEKJE, Dean of Administration; JUDSON A. HYAMES, Director of Athletics; MITCHELL J. GARY, Associate Director of Athletics; WILLIAM J. BERRY, CORNELIUS B. MACDONALD, CHARLES A. SMITH, appointed by the President; LLOYD C. HARTMAN, President of the W. Club; RICHARD E. HUSTON, Sports Editor of the *Western Herald*; ARNOLD D. BROWN, President of the Student Council.

### FACULTY COMMITTEES

These committees are to study and develop policies relating to their field of interest and report their findings and recommendations to the administration. In each case the name of the chairman appears first.

ADMISSION AND SCHOLARSHIP—Gerald Osborn, Homer L. J. Carter, John Feirer, Pearl Ford, Mitchell J. Gary, John C. Hoekje, Mate Graye Hunt, Ralph N. Miller, Mathilde Steckelberg.

EDUCATIONAL POLICIES—Russell Seibert, Isabel Crane, James H. Griggs, Leonard C. Kercher, Robert M. Limpus, Vern E. Mabie, Gerald Osborn, Arnold E. Schneider, Romaine Smith, Bess L. Stinson, Katharine Stokes, Wynand Wichers, Elmer H. Wilds.

FACULTY INTERESTS—Roxana A. Steele, Howard F. Bigelow, Jane A. Blackburn, Charles H. Butler, Carl R. Cooper, Elizabeth E. Lichty, Minnie D. Loutzenhiser, Walter G. Marburger, Lillian H. Meyer, Esther Schroeder, Donald Scott.

INSTITUTIONAL SERVICES—Otto Yntema, Elwyn Carter, Deyo B. Fox, Wallace Garneau, John Gill, Vern E. Mabie, Arthur J. Manske, Floyd W. Moore, Wynand Wichers, Elmer H. Wilds.

PUBLIC RELATIONS—Wynand Wichers, William R. Brown, John C. Hoekje, Elizabeth E. Lichty, Vern E. Mabie, Winifred C. MacFee, Cornelius B. MacDonald, Katherine A. Mason, Lucille A. Nobbs, Ray C. Pellett, Wm. McKinley Robinson, Elmer H. Wilds.

RESEARCH AND PLANNING—Orie I. Frederick, Albert Becker, Violet Bierge, Roy C. Bryan, Charles H. Butler, Homer L. J. Carter, Deyo B. Fox, Leonard Gernant, James H. Griggs, William F. Holmes, Leonard C. Kercher, Margaret Macmillan.

STUDENT ACTIVITIES AND WELFARE—John C. Hoekje, Leona Hefner, Cornelius B. MacDonald, Cornelia Matthews, Esther Schroeder, Charles Starring, the Presidents of the Women's League, Off Campus Women, Student Association, Inter-Fraternity Council, Inter-Sorority Council, Men's Union.

# FACULTY

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## SUMMER SESSION, 1949

(This list includes only those who are in service during the Summer Session of 1949.)

### HEADS OF DEPARTMENTS

- |  |                            |
|--|----------------------------|
| ELWYN F. CARTER, ED.D.<br>A.B., Alma College; A.M., Ed.D., Teachers College, Columbia University.            | MUSIC                      |
| DEYO B. FOX, PH.D.<br>B.S., M.S., University of Michigan; Ph.D., University of Pittsburgh.                   | INDUSTRIAL EDUCATION       |
| ROBERT FRIEDMANN, PH.D.<br>A.B., Goshen College; Ph.D., University of Vienna, Austria.                       | PHILOSOPHY                 |
| JAMES H. GRIGGS, ED.D.<br>A.B., Harvard University; A.M., Ed.D., Columbia University.                        | EDUCATION                  |
| WILLIAM F. HOLMES, PH.D.<br>B.S., A.M., Ph.D., University of Michigan.                                       | PSYCHOLOGY                 |
| JUDSON A. HYAMES, A.M.<br>A.B., Western Michigan College of Education; A.M., University of Michigan.         | PHYSICAL EDUCATION FOR MEN |
| LEONARD C. KERCHER, PH.D.<br>A.B., A.M., Ph.D., University of Michigan.                                      | SOCIOLOGY                  |
| ALICE LOUISE LEFEVRE, M.S.<br>A.B., Wellesley College; M.S., School of Library Service, Columbia University. | LIBRARIANSHIP              |
| FLOYD W. MOORE, PH.D.<br>A.B., Albion College; A.M., University of Michigan; Ph.D., Northwestern University. | ECONOMICS                  |
| SOPHIA REED, A.M.<br>Ph.B., University of Chicago; A.M., Teachers College, Columbia University.              | HOME ECONOMICS             |
| WM. MCKINLEY ROBINSON, PH.D.<br>B.S., Hiram College; A.M., Ph.D., Teachers College, Columbia University.     | RURAL LIFE AND EDUCATION   |
| PAUL ROOD, PH.D.<br>A.B., Albion College; A.M., Ph.D., University of Michigan.                               | PHYSICS                    |

ARNOLD E. SCHNEIDER, PH.D. BUSINESS EDUCATION  
B.S., Iowa State Teachers College; A.M., State University of  
Iowa; Ph.D., University of Michigan.

CRYSTAL WORNER, A.M. PHYSICAL EDUCATION FOR WOMEN  
A.B., Michigan State Normal College; A.M., University of  
Michigan.

### PROFESSORS

CHARLES T. BROWN, PH.D. SPEECH  
A.B., Westminster College; M.A., Ph.D., University of Wis-  
consin.

HOMER L. J. CARTER, A.M. PSYCHOLOGY  
(Director of Psycho-Educational Clinic)  
B.S., Wayne University; A.M., Ohio State University.

JOHN L. FEIRER, ED.D. INDUSTRIAL EDUCATION  
(Associate Director—Industrial Arts Education)  
A.B., Stout Institute; A.M., University of Minnesota; Ed.D.,  
University of Oklahoma.

ORIE I. FREDERICK, PH.D. EDUCATION  
(Director of Educational Research)  
A.B., A.M., Findlay College; Ph.D., University of Michigan.

WALLACE L. GARNEAU, A.M. SPEECH  
A.B., Western Michigan College of Education; A.M., Univer-  
sity of Michigan.

ARTHUR J. MANSKE, PH.D. EDUCATION  
A.B., Wayne University; A.M., Ph.D., Teachers College, Colum-  
bia University.

WALTER G. MARBURGER, M.S. PHYSICS  
A.B., M.S., University of Michigan.

ALFRED H. NADELMAN, PH.D. CHEMISTRY  
Ph.D., University of Berlin.

CHARLES VAN RIPER, PH.D. SPEECH  
A.B., A.M., University of Michigan; Ph.D., University of Iowa.

WILLIAM V. WEBER, PH.D. POLITICAL SCIENCE  
A.B., A.M., Ph.D., University of Iowa.

MERRILL R. WISEMAN, M.S.P.H. BIOLOGY  
A.B., Ohio Northern University; M.S.P.H., University of  
Michigan.

### ASSOCIATE PROFESSORS

LAVERNE ARGABRIGHT, A.M. BIOLOGY  
Ph.B., University of Chicago; A.M., Columbia University.

- FRED A. BEELER, A.M. MATHEMATICS  
B.S., University of Alaska; A.M., University of Indiana.
- HOWARD F. BIGELOW, A.M. ECONOMICS  
A.B., Wesleyan University; A.M., Harvard University.
- JAMES W. BOYNTON, M.S. CHEMISTRY  
A.B., Western Michigan College of Education; M.S., University of Michigan.
- ROBERT J. ELDRIDGE, M.S. CHEMISTRY  
B.S., Kalamazoo College; M.S., University of Chicago.
- JOHN W. GILL, A.M. PHYSICAL EDUCATION FOR MEN  
A.B., Western Michigan College of Education; A.M., Teachers College, Columbia University.
- H. GLENN HENDERSON MUSIC
- FRANK J. HINDS, A.M. BIOLOGY  
A.B., Western Michigan College of Education; A.M., University of Michigan.
- ROBERT M. LIMPUS, PH.D. ENGLISH  
A.B., Northwestern University; A.M., Ph.D., University of Chicago.
- MARGARET B. MACMILLAN, PH.D. HISTORY  
A.B., A.M., University of Michigan; Ph.D., Columbia University.
- GEORGE G. MALLINSON, PH.D. EDUCATION  
A.B., A.M., New York State College for Teachers; Ph.D., University of Michigan.
- HOLON MATTHEWS, PH.D. MUSIC  
B.M., M.M., Cincinnati College of Music; Ph.D., University of Rochester.
- RALPH N. MILLER, PH.D. ENGLISH  
A.B., Wayne University; A.M., University of Michigan; Ph.D., Northwestern University.
- THOMAS W. NULL, A.M. BUSINESS EDUCATION  
A.B., Ottawa University; A.M., State University of Iowa.
- DON O. PULLIN, A.M. INDUSTRIAL EDUCATION  
B.S., Wayne University; A.M., Teachers College, Columbia University.
- GLEN C. RICE, B.S. BUSINESS EDUCATION  
B.S., Western Michigan College of Education.
- HERMANN E. ROTHFUSS, A.M. LANGUAGES  
B.S., A.M., University of Minnesota.

- THOMAS C. SLAUGHTER, A.M. PHYSICAL EDUCATION FOR MEN  
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- CHARLES R. STARRING, A.M. HISTORY  
A.B., A.M., Columbia University.
- CYRIL L. STOUT, PH.D. GEOGRAPHY  
B.S., Knox College; Ph.M., University of Wisconsin; Ph.D., George Peabody College for Teachers.
- JULIUS STULBERG, A.M. MUSIC  
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- ADRIAN TRIMPE, A.M. BUSINESS EDUCATION  
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- REVA VOLLE, A.M. HOME ECONOMICS  
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#### ASSISTANT PROFESSORS

- PAUL M. AMERPOHL, B.S. INDUSTRIAL EDUCATION  
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- AGNES E. ANDERSON, M.S. BUSINESS EDUCATION  
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- LEOTI C. BRITTON, M.S. MUSIC  
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- ELSWORTH P. WOODS, A.M. POLITICAL SCIENCE  
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- ANDREW C. LUFF, B.S. INDUSTRIAL EDUCATION  
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- MARY L. NELSON, B.S. OCCUPATIONAL THERAPY  
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- AMOS C. ANDERSON, PH.D. PSYCHOLOGY  
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- JAMES O. ANSEL, PH.D. RURAL LIFE AND EDUCATION  
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ogy and Education, Albion College.
- ROBERT F. CORNELL, J.D. POLITICAL SCIENCE  
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- HELEN M. GREEN, A.B. LIBRARIANSHIP  
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ers, Geneseo. Librarian, Campus Schools, Western Michigan  
College of Education.
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sity of Michigan. Consultant, Audio-Visual Services, Kala-  
mazoo Public Schools.
- LOY NORRIX, PH.D. EDUCATION  
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versity of Chicago. Superintendent of Schools, Kalamazoo.
- CARL B. SNOW, A.M. EDUCATION  
B.S., Western Michigan College of Education; A.M., Columbia  
University.

- ALFRED R. THEA, M.S. EDUCATION  
B.S., M.S., Washington University. Director, Constance Brown  
Society for Better Hearing, Kalamazoo.
- EUGENE S. THOMAS, A.M. EDUCATION  
A.B., Indiana University; A.M., University of Michigan. Prin-  
cipal, Central High School, Kalamazoo.
- WILLIAM J. B. TRUITT, Ed.D. EDUCATION  
A.B., Elon College; A.M., University of Chicago; Ed.D., New  
York University. Principal of Elementary Schools, Norfolk,  
Va.
- FLORENCE R. VAN HOESSEN, Ph.D. LIBRARIANSHIP  
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School; Ph.D., University of Chicago. Professor of Library  
Science, Syracuse University.
- EDWIN M. WILLIAMSON, M.D. PSYCHIATRY  
A.B., Kalamazoo College; M.S.W., Wayne University; M.D.,  
University of Michigan. Director, Kalamazoo Children's  
Center.

#### HEALTH SERVICE

- WALLACE BORGMAN, M.D., Medical Director  
A.B., Kalamazoo College; M.D., Northwestern University  
Medical School.
- ISABEL BEELER, R.N., Nurse  
Ford General Hospital, Detroit; B.S., University of Michigan.
- HELEN ELIZABETH GIBBENS, R.N., Nurse  
Borgess Hospital, Kalamazoo; B.S., Nazareth College.
- N. LOUISE ROZEBOOM, R.N., Nurse  
University of Michigan Hospital.
- ROMAINE SMITH, R.N., Nurse  
B.S., Teachers College, Columbia University.

#### LIBRARY SERVICE

##### The General Library

- KATHARINE M. STOKES, A.M.L.S., Librarian  
B.S., Simmons College; A.M.L.S., University of Michigan.
- ADA E. BERKEY, A.M., Reference Librarian  
A.B., Mount Holyoke; A.B.L.S., University of Michigan; A.M.,  
University of Iowa.
- EDITH E. CLARK, A.B.L.S., Circulation Librarian  
A.B., Western Michigan College of Education; A.B.L.S., Uni-  
versity of Michigan.

- HAZEL E. CLEVELAND, A.B.L.S., Circulation Librarian  
A.B., Western Michigan College of Education; A.B.L.S., University of Michigan.
- HAZEL M. DEMEYER, B.S., Order Librarian  
A.B., Western Michigan College of Education; B.S., School of Library Service, Columbia University.
- PHOEBE LUMAREE, M.S., Cataloging Librarian  
A.B., Western Michigan College of Education; B.S., School of Library Science, Simmons College; M.S., School of Library Service, Columbia University.
- GERTRUDE VAN ZEE, A.M.L.S., Cataloging Librarian  
A.B., Hope College; A.B.L.S., A.M.L.S., University of Michigan.

#### The Educational Service Library

- WINIFRED CONGDON MACFEE, A.M.  
B.S., Western Michigan College of Education; A.M., University of Michigan.

#### ADULT EDUCATION AND EXTENSION SERVICE

- OTTO YNTEMA, A.M., Director  
A.B., A.M., Hope College.

#### CAMPUS SCHOOL

- ROY C. BRYAN, PH.D., Director  
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- ELIZABETH H. DEUR, A.M.  
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- GRACE I. GISH, A.M.  
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- HELEN M. GREEN, B.S.L.S.  
B.A., Keuka College; B.S.L.S., Geneseo State Teachers College.
- CHARLOTTE L. HYDE, M.A.  
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- EMELINE J. MCCOWEN, A.M.  
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- LOUISE C. MYERS, A.M.  
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NEIL L. SCHOENHALS, B.S.

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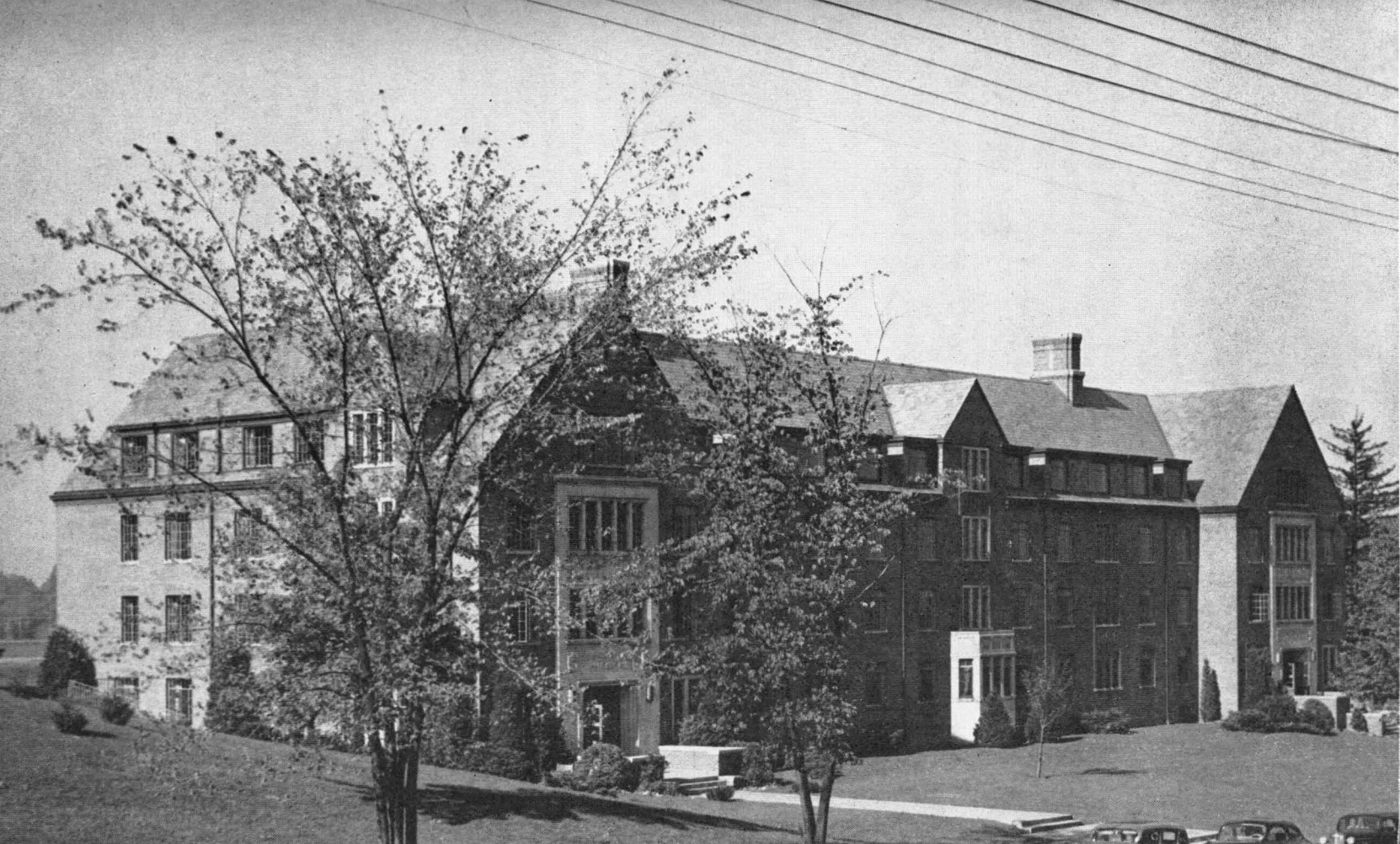
A.B., Western Michigan College of Education; A.M., Teachers College, Columbia University.

BESS L. STINSON, A.M.

B.S., A.M., George Peabody College for Teachers.

LOUISE F. STRUBLE, A.M.

B.S., Western Michigan College of Education; A.M., University of Chicago.



# GENERAL INFORMATION

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## THE FORTY-SIXTH SUMMER SESSION

The forty-sixth summer session of Western Michigan College of Education will open Monday, June 27, 1949, and continue for six weeks until Friday, August 5, 1949. This will be the only session offered in the summer of 1949. The majority of the instructors will be members of the regular staff. Courses will be offered at both the undergraduate and graduate levels. Departments so arrange their work that it is possible for students to pursue sequences from summer to summer.

### PURPOSE

Through its Summer Session, Western Michigan College of Education provides educational opportunities for each of various groups. An exceptional range of courses is offered in both teaching and non-teaching fields applicable to degrees and certificates at both the undergraduate and graduate levels. Although the summer session is of special value to teachers and those preparing to teach, those preparing for other occupations will find its courses adequate for their needs.

The summer session enables the experienced teacher to keep in touch with new developments in the educational world and to increase his own academic knowledge; it offers courses directly related to the particular problems of superintendents, principals, and others in supervisory positions; it makes possible the earning of a certificate or degree by a teacher who is not able to attend during the regular year; it permits students registered during the year to continue their studies in the summer.

To one engaged in teaching during the year, attendance at a summer session brings large returns. Friendships formed or renewed; recreational opportunities; and intellectual inspiration through classroom contacts, lectures, round-table conferences, and conducted excursions—all combine to give fresh enthusiasm for the next year's work.

### HISTORY

Summer sessions of six weeks' duration have been conducted at Western Michigan College of Education since its foundation in 1903. In recent years, because of the emergency, the regular six weeks' session has been supplemented with pre-summer and post-summer sessions. In the summer of 1947, 1465 undergraduates and 242 graduates were enrolled. At the close of the summer session 14 limited certificates were granted, and 45 degrees involving state provisional teaching certificates and 58 general degrees were conferred, with 3 state provisional teaching certificates granted to those with degrees previously conferred. Steadily increasing attendance indicates that these sessions have been found of distinct service both to prospective and experienced teachers and to those preparing for other fields of service as well.

## GROUNDS AND BUILDINGS

### LOCATION

Western Michigan College of Education is located at Kalamazoo, Michigan, a city of 60,000 people situated midway between Chicago and Detroit on the Michigan Central Railroad. Other railroads and three major highways make the College readily accessible from all points in the Middle West. The city offers students many cultural advantages such as strong churches, community concerts and lectures, a civic orchestra, and a civic theater.

### GROUNDS

The campus comprises more than two hundred acres. The site is rolling and beautiful. The grounds are spacious enough, not only for the present facilities, but also for the new classroom buildings and dormitories now under construction. One of the unusual features of the campus is a nine hole golf course available to students. Another is the Kleinstueck Wild Life Preserve deeded to the State Board of Education by the late Mrs. Caroline Hubbard Kleinstueck. This preserve of fifty acres is freely used by classes and student groups for instructional and recreational purposes. Camps at Clear Lake and Pine Lake have been leased from the W. K. Kellogg Foundation and used throughout the year for educational purposes.

### BUILDINGS

**THE ADMINISTRATION BUILDING**—This contains the administrative offices, the campus store, the Extension and the Graduate Divisions, the Departments of Music and of Rural Education, and Western State High School.

**THE LIBRARY BUILDING**—The main reading room is two stories high and accommodates 290 readers. In the building are several classrooms and the Laboratory of the Department of Librarianship. The Library Collection consists of 70,000 volumes classified according to the conventional system used by most libraries. Over 230 periodicals are currently bound, and the Library receives more than 450 periodicals regularly.

**THE SCIENCE BUILDING**—This houses the departments of Agriculture, Biology, Chemistry, Geography and Geology, and Physics. Adjoining is a commodious greenhouse stocked with more than 200 species of plants from all parts of the world. Students in Biology also have available the Kleinstueck Wild Life Preserve and the Kellogg Bird Sanctuary.

**STUDENT HEALTH AND PERSONNEL BUILDING**—This is a recently constructed three story building housing the Health Service and certain student personnel activities. The Health Service includes examining rooms, treatment rooms, and infirmary rooms. The building also contains offices for the Deans of Men and of Women, and the Director of the Division of Personnel and Guidance. In addition there are quarters for the Psycho-Educational and the Speech Correction Clinics as well as the Educational Service Library and the Radio Broadcasting Studio.

**THE THEATRE**—This building contains an auditorium with a seating capacity of 350, two classrooms, dressing rooms, and rehearsal rooms.

**THE INDUSTRIAL ARTS BUILDING**—This is a modern fireproof structure offering facilities for specialization in the various industrial arts.

**THE MECHANICAL TRADES BUILDING**—This building was constructed with funds donated by a local Foundation. Its total floor area of 20,000 square feet is utilized in the teaching of the metal trades and aviation mechanics.

**WALWOOD HALL UNION** is the campus social center. It has all the modern dining and recreational features usually found in Union Buildings, such as a soda bar, cafeteria, private dining rooms, ballroom, committee rooms, etc.

**THE DORMITORIES**—In recent years, the College has constructed several modern and beautiful dormitories.

**HENRY B. VANDERCOOK HALL FOR MEN** houses 200 residents.

**LAVINA SPINDLER HALL FOR WOMEN** houses 193 residents. Its exterior and interior design conform to the contour of the hill on which it is located. It has a most attractive lobby, three reception rooms, a large dining room and special facilities such as recreation rooms, music practice rooms, a laundry, three kitchenettes, two sunrooms, and an infirmary.

**WALWOOD HALL RESIDENCE FOR WOMEN** accommodates 115 girls. The rooms are double and the furniture is modern in style. Besides the beautiful lounge and a well-lighted dining room, there are reception rooms, a library, a sunroom and several recreation rooms.

**BURNHAM HALL FOR MEN**—This new dormitory for men is in two units located in the new campus area. It provides accommodation for 450 residents.

**NEW DORMITORY FOR WOMEN**—A new dormitory for women is being erected in the new campus area. It will be in two units, entirely separate but utilizing the same kitchen. It will provide accommodations for 500 students.

**THE TRAINING SCHOOLS**—The Training Schools of Western Michigan College of Education are unique in that they include a wide range of typical schools: a one-room rural school, a consolidated school, a large village school, a city graded school, and a high school—thus approximating the types of schools students may expect to work in after graduation. These schools give the student an opportunity for observation of and directed teaching in any subject and in any grade from kindergarten to the twelfth grade inclusive. Transportation to the outlying schools is afforded by the college busses.

**THE CAMPUS ELEMENTARY SCHOOL** includes a kindergarten; a room each for grades one to eight; a library; a gymnasium; and special rooms for art, music, and home economics.

THE CAMPUS HIGH SCHOOL serves a two-fold purpose in the field of secondary education. One major function of the school is to offer a broad curriculum in which teaching procedures designed by the leaders in the field of secondary education are put into practice. Another function is to offer an effective laboratory situation for training prospective teachers for secondary schools.

THE HURD ONE-TEACHER RURAL SCHOOL is housed in a modern building, equipped with electric lights, running water, an extra room for directed teaching, and a basement community room with a stage, which may be used for indoor play.

THE PAW PAW LARGE-VILLAGE SCHOOL, organized on the six-three-three plan, is one of the best of its kind. Western Michigan College of Education and the Paw Paw Board of Education unite to make this school a progressive one in every particular.

THE PORTAGE CENTER CONSOLIDATED SCHOOL, a twenty-three teacher school, organized on the eight-four plan, includes a kindergarten, all the elementary grades, and a high school.

THE ATHLETIC PLANT—The Athletic Plant comprises the following:

Hyames Baseball Field with concrete stands seating 2500 spectators.

The Men's Gymnasium has adequate facilities for all indoor sports and for the programs in Physical Education. About 4,000 can be seated around the basketball court.

For their work in physical education the women of the college have the exclusive use of a gymnasium with a floor space of 119 feet by 68 feet. In the basement are lockers, shower baths, and a swimming pool.

Ten tennis courts are available.

Around the football field runs an eight-lane quarter-mile cinder track. The straightaway is 220 yards.

Waldo Stadium has two concrete stands, each capable of seating 7,500 people and reaching from goal line to goal line. There are a modern pressbox, locker rooms, officials' rooms, and concession stands.

ARCADIA BROOK CLUBHOUSE AND DINING HALL—This recently remodelled building in the new campus area contains faculty club rooms and a cafeteria dining hall with a capacity for serving one hundred persons at a time.

MAINTENANCE BUILDING—This is a substantial two-story fireproof building containing offices of the maintenance staff, maintenance shops, and adequate storage space for maintenance equipment and supplies.

HILLSIDE APARTMENTS—These two buildings contain thirty-two modern faculty apartments. These vary in size from bachelor apartments to one and two bedroom apartments.

**NEW CLASSROOM BUILDING**—A new three-story, million-dollar classroom building will be completed this summer in the new campus area. This building will house the departments of Chemistry, Physics, Art, Home Economics, Occupational Therapy, and Pulp and Paper Technology.

**BUILDINGS UNDER CONSTRUCTION**—Two new buildings will be under construction the coming year, a \$500,000.00 music building, work on which is already started, and a new chapel.

**TEMPORARY BUILDINGS**—The Federal Government has provided six buildings for instructional purposes with 45,000 sq. ft. of floor space. These buildings provide facilities for:

- Freshmen English classes
- Business Education
- Music
- Speech and Dramatics
- Industrial and Vocational Training
- Intramural and Recreation

#### KLEINSTUECK WILD-LIFE PRESERVE

In 1922, the late Mrs. Caroline Hubbard Kleinstueck deeded to the State Board of Education nearly fifty acres, including woodland, grassland, and a lake, about one mile from the campus, to be used as a wild life preserve.

The preserve is freely used by classes and student groups for instructional and recreational purposes.

A seventeen-year-old stand of pines covers portions of the area, while other portions are occupied by hardwood forest, swamp, and lake.

The area abounds in land and water birds and includes many of the native plant species of southern Michigan.

#### MICHIGAN VETERANS VOCATIONAL SCHOOL

The Michigan Veterans Vocational School originated in 1944 through a lease drawn between the W. K. Kellogg Foundation, the State Office of Veterans' Affairs, and the State Board of Control for Vocational Education, whereby the Foundation's Pine Lake Camp was turned over to the state for the purpose of a rehabilitation center for veterans of World War II, providing physical and occupational therapy, medical care, and vocational training. It is located 10 miles north and east of Plainwell, on the north side of Pine Lake, 22 miles from Kalamazoo. Western Michigan College of Education assumed the responsibility of operating the school November 1, 1945.

Instruction is available in machine shop, watch and clock repair, machine and architectural drafting, radio service and electronics, office practice including business administration, typing, shorthand, office machines, book-keeping and accounting, typewriter servicing, printing and appliance

servicing. Recent completion of a new shop building makes possible classes in woodworking, pattern making, welding and inspection, etc. Other vocational training courses will be added as needed.

Enrollment is a very simple procedure. Prompt consideration is given to any World War II veteran who is interested in any of the rehabilitation opportunities available at the Michigan Veterans Vocational School. One of the local community Veterans' Counselors or Rehabilitation Field Agents will assist the interested veteran to secure admission. The veteran may also enter through direct application to the school, Michigan Veterans Vocational School, Pine Lake, Doster, Michigan.

# SUMMER WORKSHOPS AND CLINICS

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## AUDIO-VISUAL WORKSHOP

The workshop-laboratory in Audio-Visual Materials and Methods in Education will be conducted to meet the needs and interests of the classroom teacher, the director of the audio-visual program, and the school administrator. The workshop-laboratory will be concerned with the educational values of audio-visual education and the applications of the various audio-visual materials. There will be opportunity for members of the workshop-laboratory to pursue study of any of the following areas in reference to the audio-visual materials, the administration of the program, the sources and availability of the materials, the classroom utilization of the materials in terms of specific subject area, and the productions of audio-visual materials.

Various makes of all types of projection, recording, and playback equipment will enable the student to learn and develop skill in the operation of audio-visual equipment. The student may learn to make audio-visual materials such as filmstrips, different types of lantern slides, graphic materials, models, recordings, or other materials that will be of value in the teaching of a subject matter field. The student will have the opportunity to preview as many materials as he may desire by himself or in the regularly scheduled film preview program. Actual experience of participating in an audio-visual program may be arranged in terms of the summer session program or the audio-visual service available to each instructor in the summer session. The workshop-laboratory, therefore, will offer the individual participant a well-rounded program in the theory, the practical utilization, the development, and experience in Audio-Visual Materials and Methods in Education.

## CURRICULUM WORKSHOP

This workshop is designed to give elementary teachers the opportunity to work on curriculum problems of their own choice. Democratic teaching methods are developed and experienced by those participating in the course. Meetings will be held at Kalamazoo Central High School under favorable workshop conditions. A limited number of summer school pupils will be available to furnish the members of the workshop the opportunity to apply to classroom situations some of the teaching techniques that they have developed in the workshop. Several resource persons will be available from time to time to act as consultants on the problems being studied. Plans for improving classroom practices rather than term papers will be encouraged. Students will be given the opportunity to evaluate the accomplishments of the workshop upon its completion.

## RADIO WORKSHOP

The Radio Workshop is planned for both school administrators and teachers. More and more, superintendents and principals are getting ready for the great strides to be taken in education by radio and transcriptions.

Already plans are progressing to "cover" Michigan by means of a frequency modulation educational network. It is imperative that the school teachers of Michigan become familiar with radio techniques; there will be an increasing demand for teachers who know how to write and produce educational scripts, and who are trained to use radio and recording in the classroom.

Western Michigan College of Education is fully aware of the increasing emphasis placed on education by radio. For the third summer we are offering a radio workshop, covering the fields of educational script-writing, techniques of broadcasting and recording, and the use of radio as a supplementary aid in the classroom.

Western Michigan College is particularly fortunate in having developed a fine modern radio studio with equipment, not only for present needs, but anticipating the needs of the future. The room next to the studio has been adapted for radio instruction, and has a large sound-proof window connecting the two rooms, and a two-way public address system for class laboratory purposes. The institution has a fine professional recorder, which provides excellent facilities for producing programs for electrical transcription.

### READING CLINIC

For the second successive summer, Western Michigan College of Education is setting up a reading improvement program for both elementary and secondary teachers and administrators. This integrated program will emphasize all phases of the reading problem: the psychology of reading, reading readiness, developmental reading, remedial reading, and the detection and correction of reading disabilities. A class of pupils with various types of reading disabilities and handicaps will be in session daily for observation and demonstration purposes. The latest types of technical equipment for clinical purposes, and instructional reading materials of all kinds will be available. The program will be housed in the Ty House and will be in charge of an able staff of directors, instructors, and consultants.

### DISTRIBUTIVE EDUCATION WORKSHOP

Western Michigan College has been designated by the State Board of Control for Vocational Education as the teacher training institution for the state in the field of Distributive Education. The Division of Vocational Education is offering to those already engaged and others interested in entering this field of work an opportunity to participate in a workshop next summer on the campus at Kalamazoo. The workshop is one of the first steps taken by the College in satisfying the need of the related subject teachers, coordinators and administrators for training in the operation of school-work programs. The workshop will run for three weeks, from June 27-July 15.

The areas to be covered during the workshop will be operational techniques, factual information and its application to the related instruction

in fields of textiles and display. Experts, nationally known in these areas, will compose the administrative staff for the workshop. Individuals enrolled should profit considerably and leave with additional skills in the instructional and operational phases of cooperative training in Distributive Education.

#### **WORKSHOP FOR HOME ECONOMICS TEACHERS**

A special workshop for cooks and lunchroom managers will be held during the third week of the summer session, July 12-15. The students enrolled in the class in Home Economics Education will assist with this group.

Anyone interested in these workshops should write to the Director of the Summer Session for further information. Since enrollment in each of these workshops will be limited, applications for admission should be sent in as early as possible.



# STUDENT SERVICE FACILITIES

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## STUDENT WELFARE

Conduct in harmony with the ideals for which the institution stands is expected of each student. Effort is made to stimulate the student to earnest, honest endeavor, and to develop new and worthy interests. In order to foster his best impulses and ideals, the administration follows the policy of dealing with him as an individual. In the furtherance of this policy, a Dean of Women and a Dean of Men devote their time to matters pertaining to the welfare of the student body. They may be consulted freely on any matter in which they can be of assistance.

The college has never assumed an attitude of paternalism toward its students. On the assumption, however, that the student has entered the institution for the definite purpose of educational advancement, regularity of class attendance, reasonable evening hours, and a sane social program are required.

## STUDENT PERSONNEL AND GUIDANCE SERVICES

During the regular year both freshmen and upperclassmen are assigned to counselors for advice and counsel in planning their academic schedules. Such services are also available for students of the summer session upon application to the Director of Student Personnel and Guidance.

Departmental advisers give careful assistance to students on contents of majors and minors, on proper sequences of courses, and on other matters relating to the subjects taught in the various departments. Students are urged to avail themselves of the services of these departmental advisers whose names, locations, and office hours will be found listed in the Summer Session Schedule of Classes.

## EMPLOYMENT FOR MEN AND WOMEN

Students interested in earning money with which to pay in part their expenses will be given advice and detailed information upon application. Students whose point-hour ratio is less than .8 are not eligible for campus employment. Off-campus employment for students is handled through the offices of the Dean of Men and the Dean of Women.

## VETERANS COUNSELING SERVICES

A complete counseling service is maintained exclusively for veterans of World War II. Counselors assist veterans in enrolling and preparing the necessary papers for securing Veterans Administration subsistence.

The service is available throughout the school year and veterans avail themselves of the opportunity to secure information, gain assistance in preparing papers and reports demanded by the Veterans Administration, filing applications for loans, and checking on many other matters in which they are interested.

### OCCUPATIONAL COUNSELING CLINIC

The Occupational Counseling Clinic has as its primary objective the assistance of individuals in making suitable occupational choices. The Clinic serves both those who have not started a training program and those who desire a change to another course of training. Counseling covers all occupations and is not limited to those requiring degree training.

Any individuals desiring a complete discussion of their interests, aptitudes, and abilities as shown by education or work experiences and by scores on standard tests may seek help from this Clinic. Referrals are being made by college counselors, teachers, and employers who believe the person referred is not well placed occupationally. Individuals may also seek occupational counseling either general or for a specific objective.

It is also the plan of this Clinic to allow a few selected students the opportunity for observing and participating in the various phases of occupational counseling. Students who have not made specific vocational plans are urged to contact the Clinic early in their college careers. Trained counselors are available for helping students find themselves occupationally.

Those interested should contact Division of Student Personnel and Guidance, Room 118, Health and Personnel Building. Services are free to Western Michigan College students.

### HOUSING FOR WOMEN

Women students of the summer session are required to live in residences approved by the office of the Dean of Women.

Request for information and application for a dormitory reservation should be addressed to the Office of the Dean of Women. The application must be accompanied by a \$5.00 deposit.

#### Lavina Spindler Hall—Residence for Women

Room only

Double rooms (each person for six weeks session) .....	\$24.00
Double rooms rented as single for six weeks session .....	30.00

#### Walwood Hall—Residence for Women

Room only

Double rooms (each person for six weeks session) .....	\$24.00
Double rooms rented as single for six weeks session .....	30.00

For information and reservations for women, write to Dr. Elizabeth Lichty, Dean of Women.

### HOUSING FOR MEN

Men students of the summer session are required to live in residences approved by the office of the Dean of Men.

Vandercook Hall, Western's dormitory for men, is available for men students upon making application to Mr. Ray C. Pellett, Dean of Men.

**Henry B. Vandercook Hall—Residence for Men****Room only**

Two in room (each person for six weeks session) .....	\$24.00
Double rooms rented as single for six weeks session .....	30.00

For information and reservation for men, write to Mr. Ray C. Pellett, Dean of Men.

**THE COLLEGE CAFETERIA**

Walwood Hall Cafeteria is maintained for student and faculty use. Wholesome food is provided here at low cost.

The Cafeteria hours are:

Breakfast .....	7:00 A.M. to 8:30 A.M.
Lunch .....	11:00 A.M. to 1:15 P.M.
Dinner .....	5:00 P.M. to 6:30 P.M.
Sundays .....	12:15 P.M. to 1:45 P.M.

**CAMPUS STORE**

Western's Campus Store exerts every effort to keep adequate stocks of all supplies needed by students for class work, as well as many other items for their convenience.

**SERVICE TO FOREIGN STUDENTS**

Students from many countries give a cosmopolitan atmosphere to Western's campus. Thirty-two citizens from France, Luxembourg, Norway, China, Bolivia, Puerto Rico, Guatemala, Nigeria, Poland, Tunisia, Costa Rica, Honduras, and Canada were enrolled in 1947-1948, and the number of foreign students will steadily increase.

Many of these students live in the dormitories with American roommates. They participate actively in the life of the college and of the Kalamazoo community.

The Committee on Education for International Understanding serves as counselor for the group.

**STUDENT HEALTH SERVICE**

Health is fundamental to the enjoyment of a student's college life and indispensable to his success as a teacher, or in other professional and business careers. Health signifies the adjustment to living which comes from mental, emotional, and physical well-being.

The purpose of the student health service at Western Michigan College is to help students develop an appreciation of the essentials of healthful living and to assume the responsibility for intelligent self-direction and a knowledge of when to ask for expert advice.

The health fee, paid upon admission, entitles the student to the following services:

1. Medical examinations and conferences.
2. Dental examinations and conferences.
3. First-aid emergencies.
4. Care of minor ailments and followup treatments, as advised by the doctor during clinic hours.
5. Infirmary care at a moderate cost, if advised by the physician.
6. X-ray pictures, taken for a minimum fee.
7. Laboratory services and other clinical tests for diagnostic purposes.

The clinic is open for consultation and treatments from 8:00 A.M. until 4:30 P.M., Monday through Friday, and from 9:00 A.M. until 12:00 noon on Saturdays. The college physician is in the office for consultation from 9:00 until 11:00, Monday through Friday. The dentist is in the office on Tuesday and Thursday mornings each week.

Consultations and treatments given in the Health Service are free to the students, except for special medications and the materials used by the dentist; even these are purchased at wholesale rates, when possible, and the student is given the benefit of the lower cost.

### SERVICES OF THE GENERAL LIBRARY

The General Library's collections consist of around 70,000 volumes, fully catalogued and available. Over 450 periodicals are currently received, and of these more than 230 are bound for permanent retention. It must be noted, however, that a library should be judged not so much by the volume of its holdings as by the quality and usefulness of the material it houses. In this respect the Western Michigan College Library may be said to hold a high rank according to the customary standards of evaluation.

Three of the seven professional librarians on the Library's staff devote their time exclusively to public service. The reference librarian's desk is occupied at all times from 8:00 A.M. to 5:00 P.M. and from 7:00 P.M. to 10:00 P.M. During the day a professional librarian is also on duty at the other two service points in the Library, the Circulation Desk and the Periodical Desk, and at other times these desks are in the hands of competent assistants.

The bookstacks (except the Closed Reserve) are open to all faculty members and graduate students and to any undergraduate student who has a real need for going into the bookstacks and states that need to one of the librarians. Current numbers of periodicals, some bound periodicals, and a representative collection of reference books are on the shelves of the Reading Room where they are available to all patrons of the Library. Also in the Reading Room are special shelves containing selected religious books of current interest and recreational reading.

The Library staff frequently prepares bibliographies on matters of general interest and distributes them to students and faculty members. A mimeographed list of selected current accessions is distributed to all faculty members and to those students who may be interested. These lists are also sent to other libraries in Kalamazoo as a part of a general program of cooperation.

The Library serves not only resident students but also extension students, who enjoy the special privilege of a month-long period of loan. In addition, an attempt is made to extend the services of the Library to all areas of Southwestern Michigan, both rural and urban. The Library has encouraged such groups as ministerial alliances to use the collections intensively, and an aggressive interest is taken by the librarians in making these groups aware of the available services. Inter-library loans are made to all libraries.

### EDUCATIONAL SERVICE LIBRARY

The Educational Service Library, formerly the Textbook Library and Curriculum Bureau, Rooms 103 and 105, Health and Personnel Building, provides for students of teaching and education a representative collection of the latest editions of textbooks both in the elementary and secondary fields, texts for each of the common branches and special subjects, books in general education, professional books in the different subject areas, teaching and curriculum aids, source and reference material, a fine collection of elementary and secondary courses of study in all subject fields, children's literature, ephemeral materials in all subject fields, and current educational magazines. Loan service is provided and the open shelves aid in reference and research work.

The library serves not only the various departments on the campus, the undergraduate and graduate students in the various subject fields, but also students and teachers who desire help in the solving of problems in the workshop or in the field. In-service use is extended to conferences, visiting teachers, and correspondents.

### LIBRARIANSHIP LABORATORY

In addition to the general college library and other campus libraries, a departmental laboratory is maintained for the Department of Librarianship. The collection consists of an extensive professional library of books and periodicals in library science, bibliography, and related fields; a representative collection of books for children, young people, and adults for use in the reading guidance courses; and selected audio-visual materials including records, pamphlets, pictures, and slides illustrative of materials to be found in a library serving a modern school. This library serves the faculty and students of the Department of Librarianship and also serves as a reference library for others who are interested in the selection, organization, and use of books and other teaching aids of value in work with children and youth.

### CARNEGIE GIFT OF BOOKS AND PICTURES

A gift from the Carnegie Corporation of New York of books, photographic prints, color facsimiles, and etchings was presented to Western Michigan College of Education in the summer of 1939. This teaching and reference material has been carefully selected with a view to enriching a college library with books and illustrations not ordinarily afforded by colleges. The collection consists of 831 large, well-mounted photographs and 125 books, together with 30 colored reproductions, and portfolios containing illustrations of prints. This collection is housed in the Library.

### ART COLLECTION

Through the courtesy of the family of the late Hon. Albert M. Todd, an interesting collection of pictures and fine porcelains gathered by Mr. Todd through many years is on exhibition in the Library Building. Many of the ceramics in the Todd collection have been used in the furnishing of the dormitories.

### PSYCHO-EDUCATIONAL CLINIC

The purpose of the Psycho-Educational Clinic at Western Michigan College of Education is to provide psychological service for maladjusted children and adults, centering not only upon diagnosis but upon remedial measures as well. It is the plan of the clinic, whose laboratory is equipped with modern psychological apparatus, to train a number of competent students to deal with psycho-educational problems involving academic, social, and emotional maladjustment and with educational and vocational counseling. The personnel cooperating in these clinical studies consists of a director, associate director, and three assistants, members of the Health Service, members of the Speech Clinic, and local psychiatrists, pediatricians, and ophthalmologists. The average case load month has consisted of approximately fifty-two clinical, advisory, and vocational problems. Approximately 34 per cent of these cases are referred by social and relief agencies in Michigan, 35 per cent by school authorities, 18 per cent by parents and relatives, 10 per cent by other persons and organizations, and 3 per cent by private physicians.

### READING LABORATORY

Individuals wishing to improve their reading skill may spend from one to two hours in the Reading Laboratory on Tuesday and Thursday of each week. The personnel of the laboratory consists of the director and three technicians. Twenty-five basic assignments have been prepared, and each student is expected to proceed from assignment to assignment as his ability permits. There are no lectures or discussion periods. The facilities of the Psycho-Educational Clinic will be drawn upon to provide clinical service whenever the student's needs warrant.

### DIRECTED TEACHING FACILITIES

Opportunities for directed teaching will be available for a limited number of students during the morning hours of the summer session. The Campus Elementary School, with kindergarten and grades one through eight, will be open from 8:30 A.M. to 12:00 M. and some opportunities for directed teaching in selected secondary school subjects will be available at Central High School, Kalamazoo. Three semester hours of credit in directed teaching will be offered to students with experience who are unable to be in residence during the regular session. Application for enrollment for directed teaching in the elementary or secondary school should be made to the Director of Teacher Education well in advance of the opening of the session.

### PLACEMENT BUREAU

The Placement Bureau is an institutional service maintained, primarily, to aid graduating students and alumni of Western Michigan College of Education in securing suitable teaching positions. Assisting in the work of the bureau is the Placement Committee, which consists of the Director of Teacher Education and members of the faculty who are in a position to know intimately the records of students in class work, directed teaching, and general school activities.

The Bureau aims not only to place its new graduates, but also to afford equally satisfactory replacement service to former graduates qualified for better positions. For superintendents who desire to fill positions requiring a greater degree of maturity and experience, a complete file of alumni is kept, including records of current teaching experience and advanced study in other institutions. Copies of these records are available to superintendents at the time they decide to interview prospective candidates. These credentials are also sent to school administrators upon their request.

In addition to serving the teaching graduates of Western Michigan College of Education, the service is also extended to the General Degree people who prefer positions other than teaching. Each year presents a greater demand on the Bureau for well-trained people who desire non-teaching positions.

All undergraduates are urged to enroll with the Placement Bureau before graduation even though they do not desire help in securing a position at that time. In many cases students who have been out for two or more years find that they desire help in securing a position.

### ALUMNI ASSOCIATION

The Western Michigan College of Education Alumni Association was organized June 19, 1906, by the graduates of the first two classes of the college. Forty-three classes are now associated in the organization with a total membership of more than 18,000. The Alumni Secretary's office is in the Administration Building. In this office information regarding any alumnus or alumna may be obtained.

Although the number of Western's graduates has become very large, ways and means of cultivating closer and more friendly relations among them are being developed rapidly. Unit organizations are encouraged in localities where there are enough members of the alumni to warrant such organizations. The alumni secretary is glad to assist in any plans of this kind.

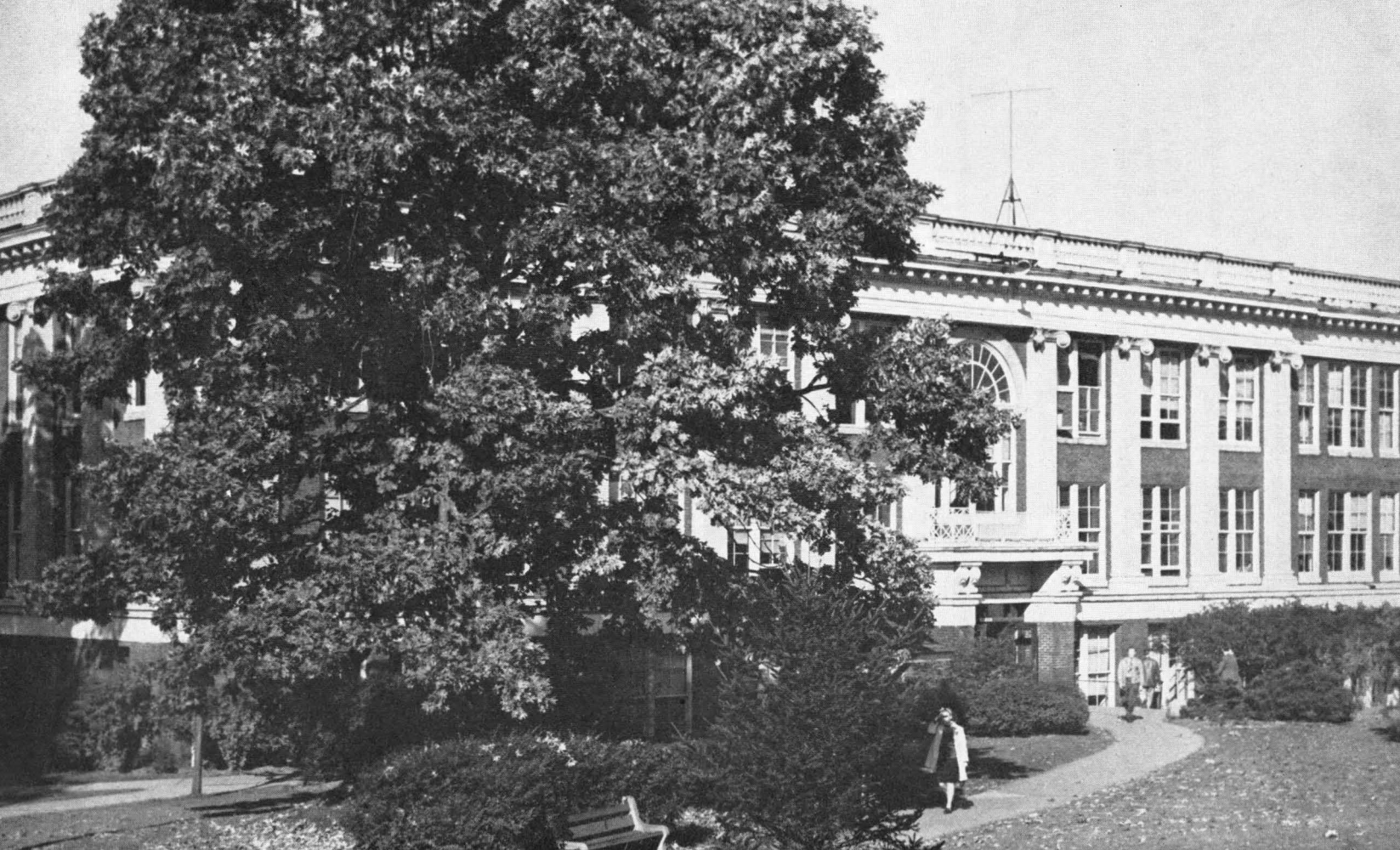
### EXTENSION DIVISION

Through the Extension Division, Western Michigan College of Education offers to capable students who are unable to be in residence opportunities to study for credit *in absentia*. Such credit, when combined with residence credit earned during the regular semester or a summer session, is accepted on certificate and degree-curriculum requirements. Non-credit enrollment is permissible for approved adults.

Special announcements bearing on the work of the Extension Division will be mailed to those interested if they address the Director of Extension, Western Michigan College of Education, Kalamazoo, Michigan.

### AVIATION TEACHER EDUCATION

Due to the importance of aviation and its effect on the social, economic and political structure of the world at large, all teachers should have some understanding of aviation. In order that prospective and in-service teachers may secure a basic knowledge of aviation and be prepared to infuse pertinent aviation materials in the courses which they expect to teach, a sequence of aviation courses has been arranged for this purpose. Those who are particularly interested in aviation may take a minor in this area. For many students, one or two aviation courses are recommended.



# UNDERGRADUATE DIVISION

## RULES AND REGULATIONS

### ADMISSION

Students may be admitted at the opening of any semester or summer session.

#### GENERAL QUALIFICATIONS

The college expects that those who enter will have shown intellectual capacity, and will be able to apply themselves to their studies and to work systematically. While definite evidence of intellectual capacity is indispensable, the college believes that, after such evidence is established, positive qualities of character and personality should operate as determining factors in admission. Each application will be carefully reviewed and much weight will be attached to character, personality, previous record, and promise, as well as to scholarly attainments. Satisfactory showing in scholarship alone is not of itself sufficient to guarantee admission. The college will arrange for personal interviews whenever possible.

Attendance at Western Michigan College of Education is considered a privilege and not a right. In order to safeguard its ideals of scholarship, character, and personality, the college reserves the right, and the student concedes to the college the right, to require the withdrawal of any student at any time for any reason deemed sufficient to the college.

#### CREDENTIALS SHOULD BE SENT IN ADVANCE

All students desiring admission to the college are urged to submit their problems of eligibility for entrance to the registrar, who will act upon each case individually.

High school credits should be sent to the registrar in advance, that there may be no delay when the student presents himself for registration and enrollment. A student who has not filed a copy of his high school credits in advance should present it at the time of registration.

A prospective student should confer with his high school principal regarding the filling out of an "Application for Admission" blank.

#### ENTRANCE FROM HIGH SCHOOLS

Approved by the Michigan State Board of Education, October 2, 1942.

##### 1. Admission on Certificate

A graduate of a four-year high school accredited by the University of Michigan, will be admitted to Western Michigan College of Education provided he is recommended\* by the principal of the high school and meets conditions indicated below.

\*It is expected that the principal will recommend not all graduates, but only those whose character, scholarship interests and attainments, seriousness of purpose, and intellectual promise are so clearly superior that the school is willing to stand sponsor for their success. The grade required for recommendation should be distinctly higher than that for graduation.

## I. General

## Prescribed Preparatory Work

A minimum of fifteen units is required for admission. Among these must be included certain major and minor sequences from the seven groups of subjects listed below, a major sequence consisting of three or more units, a minor sequence consisting of two or two and one-half units.

A minimum of four sequences must be presented, which must include a major sequence from Group A and at least one other major sequence. Not more than one of these required sequences will be accepted from any one group except Group B. Sequences may be presented from two languages.

## A. English

A major sequence of three or more units.

## B. Foreign Language Group

A major sequence consists of three or more units of a single language; a minor sequence consists of two or two and one-half units of a single language. The foreign languages acceptable for a sequence are Greek, Latin, French, German, and Spanish.

## C. Mathematics—Physics Group

A minor sequence in this group must include 1 unit of Algebra and 1 unit of Geometry. A major sequence is formed by adding to this minor sequence one or more from the following:

Advanced Algebra  $\frac{1}{2}$  or 1 unit, Solid Geometry  $\frac{1}{2}$  unit,  
Trigonometry  $\frac{1}{2}$  unit, <sup>1</sup>Physics 1 unit.

## D. Science Group

Any two units selected from the following constitute a minor sequence and any three or more units constitute a major sequence.

<sup>1</sup>Physics 1 unit

Zoology 1 unit

Chemistry 1 unit

Biology (Botany  $\frac{1}{2}$  unit and

Botany 1 unit

Zoology  $\frac{1}{2}$  unit) 1 unit

If biology is counted in these sequences neither botany nor zoology can be counted.

## E. Social Studies Group

A total of two or two and one-half units selected from the following constitutes a minor sequence; a total of three or more units constitutes a major sequence.

Ancient History 1 unit

<sup>2</sup>European History 1,  $1\frac{1}{2}$  units, or 2 units

<sup>3</sup>American History,  $\frac{1}{2}$  or 1 unit

<sup>3</sup>American Government  $\frac{1}{2}$  unit

<sup>3</sup>Economics  $\frac{1}{2}$  unit

<sup>1</sup> Physics may not be counted in both Groups C and D.

<sup>2</sup> English History may be included under European History.

<sup>3</sup> Half units in the social studies are acceptable as part of a sequence only if taken in the 11th or 12th grade.

## F. Vocational Studies

A total of two or two and one-half units selected from any one of the following constitutes a minor sequence; a total of three units of any one constitutes a major sequence.

Agriculture

<sup>4</sup>Commerce

Home Economics

Industrial Arts

## G. Fine Arts

A total of two or two and one-half units selected from any of the following constitutes a minor sequence; a total of three units of any one constitutes a major sequence.

<sup>5</sup>Music

<sup>6</sup>Art

The remaining units, required to make up the necessary fifteen units, are entirely elective from among the subjects listed above and from any others which are counted toward graduation by the accredited school, except that single half units in language and quarter units in any subject will not be accepted and *at least ten of the total units must be from Groups A to E inclusive.*

The registrar shall have the authority, with the consent and approval of the departments of instruction most immediately concerned, to accept other courses as substitutes for certain of the units listed in the various groups. Only courses well organized and competently taught will be considered, and any school desiring the privilege of such substitution for its graduates should furnish the registrar with detailed descriptions.

## II. Approved Vocational Curricula

Michigan Colleges of Education admit graduates of high schools, without regard to major or minor sequences, to approved vocational curricula not leading to a degree.

<sup>4</sup> Commercial subjects will be accepted as follows:

Typewriting,  $\frac{1}{2}$  or 1 unit.  
Elementary Business Training, 1 unit  
Bookkeeping, 1 or 2 units  
Shorthand, 1 or 2 units  
Commercial Arithmetic,  $\frac{1}{2}$  unit  
Commercial Law,  $\frac{1}{2}$  unit  
Office Practice,  $\frac{1}{2}$  unit  
Commercial Geography,  $\frac{1}{2}$  or 1 unit

<sup>5</sup> Music subjects will be accepted as follows:

Band, 1 unit  
Orchestra, 1 unit  
Choir, 1 unit  
Glee Club,  $\frac{1}{2}$  unit  
Theory Class, 1 unit  
History and Appreciation, 1 unit  
Vocal or Instrumental Class Instruction, 1 unit

<sup>6</sup> Art subjects will be accepted as follows:

General Art, 1 to 2 units  
School Art Activities,  $\frac{1}{2}$  unit  
Studio Art, 1 to 2 units

## **2. Admission by Examination**

The fifteen units required for admission by examination must all be chosen from the five groups listed above and must meet the prescribed sequence requirement.

## **3. Partial Certificate—Partial Examination Plan**

This plan is available only to a graduate of an accredited high school whose principal is willing to recommend him in a part of the required fifteen units. The candidate may, at the discretion of the registrar, be admitted on the basis of the principal's recommendation covering the units satisfactorily completed, plus examination covering the units in which he is deficient. For this purpose examinations will be provided only in the subjects listed in the five groups.

## **4. Admission Under the College Agreement Plan**

The College agrees to admit the graduates of accredited high schools who have accepted the College Agreement of April 8, 1947, between Michigan College Association and the Michigan Secondary School Association without reference to the pattern of subjects which they have pursued, provided they are recommended by the school from among the more able students in the graduating class.

## **ADMISSION AS A STUDENT NOT A CANDIDATE FOR A DEGREE**

Applicants who meet all the specific requirements for admission to this college, and who wish to pursue special studies not leading to one of the degrees of this college, may, with the consent of the registrar, be permitted to enroll. Such students may elect courses totaling not less than twelve hours during each semester, for which they have the proper prerequisites. These students are subject to all of the general regulations covering scholarship and conduct.

## **TRANSFERRED STUDENTS**

Western Michigan College of Education accepts students with advanced standing from other regularly accredited institutions. They are required to have mailed to the registrar, in advance, official transcripts of their credits, including statements of honorable dismissal. Students entering by transfer are required to maintain at least a "C" average while in residence, and, in addition, to remove any deficiency in honor points which may be involved.

The maximum amount of credit which may be accepted from a junior college is 60 semester hours. If a student has attended any college prior to his attendance at junior college, such hours earned will be deducted from the 60 hours he may present.

Students desiring to transfer to this college from other institutions of higher education must furnish complete official transcripts of their records, listing all credits earned by them up to the beginning of the session they

wish to attend. The student should request the registrar of each institution attended to submit the official transcript directly to the admission officer named above. These transcripts should include (1) a complete list of and the record obtained in the college courses pursued and (2) statements of honorable dismissal from the institutions attended. It is also necessary for the student to submit a personal application blank and to request his high school principal to submit an official statement of his preparatory record. Blanks for personal application and for the high school record may be secured from the admission officer named above. Consideration of admission on transfer is on the basis of the *entire* record of the student, both high school and collegiate. No part of the record may be disregarded.

There are no exceptions to this regulation. Students applying for admission for the summer session are urged to submit their credentials as early as possible.

Inquiries concerning admission from other institutions of higher education should be addressed to Mr. John C. Hoekje, Registrar, in charge of admissions on advanced standing.

Students with unsatisfactory scholarships or conduct records will not be admitted.

### TRANSIENT STUDENTS

A student from another institution who is not transferring permanently to this college is required to submit an official statement from his college to the effect that he is in good standing at that institution. Those transferring permanently are, of course, required to submit official transcripts of credits earned in other institutions.

### TRANSFER TO OTHER COLLEGES AND UNIVERSITIES

Graduates who have received the former five-year certificate or the new State Limited Certificate usually are granted junior standing in colleges and universities. They are able to fulfill the requirements for a degree by an additional two years of work. Senior standing usually is granted to graduates who have received life certificates. A student who desires to earn a provisional certificate in the college and then complete the work for a degree in some other college or university should plan his work with the requirements of the particular institution in mind.

Admission to graduate schools is granted to students completing a four-year curriculum who have made their elections of courses conform to the requirements of such schools. Western Michigan College of Education is fully accredited by the American Association of Teachers Colleges and by the North Central Association. The college is also on the approved list of the Association of American Universities.

### TRANSCRIPTS

A student desiring a transcript of his record in this college should write to the registrar, giving dates of attendance and, if a graduate, the date of

graduation. *He should give the full name under which he was enrolled.* Each student is entitled to one transcript of his record without charge, but all additional copies are charged for at the rate of one dollar a copy.

Schools and boards of education desiring transcripts of records of students of Western Michigan College of Education should furnish, together with their request, as much of the information indicated as possible.

### IDENTIFICATION PHOTOGRAPH

When a student enrolls for the first time, he is required to have taken an identification photograph of which three copies are made. One copy becomes part of the student's permanent record, another copy is given to the student to serve to identify him at college functions, while a third copy is filed in the Dean's Office.

### COLLEGE-ABILITY TESTS

Tests of ability to do college work acceptably are required of each student upon entrance. This applies not only to freshmen but to upperclassmen as well. The results of these tests are not used as a part of the entrance qualifications, but are of service in advising students regarding their scholastic work. Credits will be withheld from students for whom there is no record of such entrance tests taken at this institution.

These qualifying examinations are used to predict the student's ability to do satisfactory academic work. The tests are also a measure of the student's ability to read and interpret content material at the college level. The ability to use language is the criterion for the predictions and interpretations of the tests. These examinations do not deal with specific subject-matter areas and no intensive preparation should be made by the examinee.

### REGISTRATION, CLASSIFICATION, ETC.

All students are required, at the beginning of each semester or summer session to enroll with the registrar of the college, to pay their fees to the cashier of the college, and to file an election blank properly filled out, showing the courses they expect to pursue during the semester. The completion of the foregoing constitutes registration in this college.

### GENERAL INSTRUCTIONS FOR ENROLLMENT

Before the beginning of each semester or summer session the registrar prepares a special form, giving full information for enrollment. A copy of this form may be obtained at the information table.

Enrollment for the summer session will occur on Monday, June 27. A circular giving detailed information relative to registration may be obtained at the Information Desk in the Women's Gymnasium or at the Administration Office.

### STANDARD CLASS LOAD FOR SUMMER SESSIONS

The normal load for the six weeks session is six semester hours. Credit in excess of these amounts will not be granted unless permission to carry extra hours is obtained from the registrar prior to registration.

### EXTRA HOURS

No student may enroll for more than six semester hours in the summer session without the permission of the registrar.

It is deemed more desirable for a student to do work of a high grade of excellence with a normal class load than to take extra studies with mediocre success.

### SUB-MINIMUM LOAD

Students desiring to carry less than four semester hours during the summer session must make application on the regular blanks provided for that purpose. These can be secured from the registrar.

### CLASSIFICATION OF STUDENTS

Students at Western Michigan College of Education are classified officially as follows:

- Freshmen—Students credited with 0-30 semester hours inclusive.
- Sophomores—Students credited with 30-60 semester hours inclusive.
- Juniors—Students credited with 60-90 semester hours inclusive.
- Seniors—Students credited with more than 90 semester hours.

The above classification relates to eligibility for participation:

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

### WITHDRAWAL FROM COURSES

Necessary changes in enrollment must have been made by the end of the first week of the session.

The mark *W* will be given only when the registrar issues an Official Drop Slip. If a student withdraws from a class without the registrar's written permission, a mark of *E* (failure) will be given.

Permission to drop courses will not be given upperclassmen after the end of the third complete week of a semester. Freshmen will not be allowed to drop courses after the end of the fourth complete week of a semester.

### ABSENCES AND EXCUSES

The following constitutes the official rulings covering absences and excuses as authorized by the President, following discussion with the Faculty Council and the Scholarship Committee.

1. Students are responsible directly to their instructors for class and laboratory attendance as well as for petitions for excuses for absences.
2. Instructors must file weekly with the Deans detailed records of absences for a given week.
3. The Deans will maintain a cumulative record of absences, but will not issue excuses. These absences will be recorded also on the permanent record and in the placement bureau.

It is to be noted that students who anticipate being absent or who have had prolonged periods of absence should confer with the appropriate dean and give explanation concerning their cases. But such "explanations of absence" are not to be construed by instructors as constituting "excuses for absences."

### HONORS IN COURSE

Honors in Course are bestowed upon graduating students who have displayed special attainments in scholarship. Such honors are announced at a special convocation.

Recipients of honors receive their degrees:

<i>Cum laude</i>	When having a point-hour ratio of 2.5 to 2.69 inclusive
<i>Magna cum laude</i>	When having a point-hour ratio of 2.7 to 2.89 inclusive
<i>Summa cum laude</i>	When having a point-hour ratio of 2.9 to 3.0 inclusive

In figuring point-hour ratios the following method will be used:

For all students attending from the beginning of the freshman or the sophomore year, semesters 3 to 7 inclusive will be counted.

For all students a minimum of 150 honor points earned here will be required.

Credits earned in correspondence and extension classes and transferred credits will not be counted toward honors.

### REGULATIONS RELATING TO EXAMINATIONS

1. A final examination is given in every course in accordance with the schedule issued each semester. No examination may be held except as announced in this schedule, and no date of examination may be changed without special permission of the Examination Schedule Committee.

2. Students are required to take the examinations in all courses except such as they may have dropped with the consent of the registrar.

3. Students are in no case examined at any other time than that set for the examination of the class in which the work has been done. In case of unavoidable conflicts a special examination during examination week may be arranged by the instructor with the consent of the registrar.

4. A student desiring to take a second examination in a given subject must make formal application to the registrar at least ten days before the time for the second examination.

### MARKING SYSTEM

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

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

Grade	Significance	Honor Points (Per Hour of Credit)
A	Excellent	3
B	Good	2
C	Fair	1
D	Passing	0
*U	Unsatisfactory	Not to be counted
E	Failure	0
I	Incomplete	
W	Withdrawn	

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

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

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

Upon his entrance to the institution, after the acceptance of his entrance credentials a Student's Credit Book is made out for each student. It may be secured at the Records Office (Room 109, Administration Building). Freshman grades are mailed directly to parents by the registrar.

### ATTENDANCE AT COMMENCEMENT

All students who complete the requirements for graduation and are entitled to receive degrees in August are expected to be present at the commencement exercises.

### SCHOLARSHIP INDEX

The total number of honor points acquired divided by the total number of semester hours taken gives the scholarship index (courses repeated are counted each time taken).

### STANDARD FOR GRADUATION

No student will be graduated on any curriculum if his scholarship index based on the work of that curriculum is less than 1.0.

\*For Directed Teaching only.

### LOW SCHOLARSHIP LIST

1. Any freshman whose point-hour ratio for any semester or summer session falls below 1.0 shall be warned; if the ratio falls below 0.6, he shall be automatically placed on probation. If, during this first semester of probation, his point-hour ratio rises above the 0.6 but falls below 1.0 he may, at the discretion of the Dean of Administration, be continued on probation for one more semester.

2. Any student beyond freshman standing whose point-hour ratio for any semester or summer session falls below 0.8, shall be automatically placed on probation. If he fails to maintain a 1.0 ratio during the first semester of probation but achieves a ratio of 0.8 or higher, he may, at the discretion of the Dean of Administration, be granted one more semester of probation.

3. No student may be restored to good standing until the point-hour ratio for any probationary semester has been raised to a minimum of 1.0.

4. No student may be granted a third consecutive semester of probation.

5. Any student who receives *E* in 75 per cent of the work attempted during a semester shall be automatically dropped from college.

6. In the case of a student who is dropped, at least one full semester shall elapse before the student is eligible for consideration for re-admission.

7. In administering the above regulations, the Dean of Administration has authority to permit deviations in unusual circumstances. He will, each semester, report to the President the progress of students granted such special dispensation.

### HIGH SCHOLARSHIP LIST

To have his name placed on the High Scholarship List for a semester or summer session a student must have a point-hour ratio of 2.64 or more. No grade below *B* may be counted. Not more than eight semester hours in any one department may be counted. No more than five semester hours of *B* credit may be counted. Grades for non-credit courses (library methods, physical education, etc.) are not considered. The minimum number of hours to be taken must be fourteen semester hours.

### CREDIT FOR BAND, GLEE CLUB, AND ORCHESTRA WORK

1. A maximum of two semester hours of academic credit annually is given for one year's regular participation in each of the following activities: Band, Glee Club, Orchestra, and Auxiliary Choir.

2. Eight semester hours of academic credit is the maximum allowed for participation in any one of the four activities indicated.

3. A grand total of not to exceed twelve semester hours of academic credit is allowed for participation in the four activities noted.

4. Participation in Band may be substituted for physical education credit. In such cases participation in the Band for one semester is substituted for

two and one-half class hours in physical education. (A class hour is to be interpreted to mean one hour of class work each week for one semester.)

5. Official enrollment cards must bear notations of work in music the student wishes to carry. Semester hour values must be indicated.

### SIGNIFICANCE OF COURSE NUMBERS

#### I. Course numbering and availability

##### 1. Courses numbered

- a. 100-199, inclusive, are primarily for freshmen;
- b. 200-299, inclusive, are primarily for sophomores;
- c. 300-399, inclusive, are primarily for juniors and seniors;
- d. 400-499, inclusive, are for seniors and graduate students;
- e. 500-599, inclusive, are for graduate students.

2. In general, students will be permitted to carry only courses numbered to correspond with their official classification. But exceptions may be made, with the approval of curricula advisers, for such reasons as maturity, experience, necessity of meeting prerequisites to other courses, etc.

#### II. Explanation of numbering

1. All consecutive, coherent courses are numbered similarly and lettered sequentially.

2. All fundamental, consecutive, coherent courses are numbered as follows:

- a. The number 100 is reserved for fundamental courses having no high-school prerequisite.
- b. The number 101 is reserved for fundamental courses having as prerequisites one year (or fraction thereof) of high-school work.
- c. The number 102 is reserved for fundamental courses having as prerequisites two years of high-school work.
- d. The number 103 is reserved for fundamental courses having as prerequisites three years of high-school work.
- e. The number 104 is reserved for fundamental courses having as prerequisites four years of high-school work.

3. All other courses primarily intended for freshmen are numbered serially beginning with 105.

4. Prerequisites for all courses numbered 200-399, inclusive, may be found in the "Details of Department Courses" as printed in the current college catalog.

5. All consecutive courses are numbered sequentially.

6. Numbers 300-302 inclusive are reserved for courses which are offered in departments other than the Department of Education, the so-called "professional courses."

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Note.—The courses under d and e above give, within parentheses, the University of Michigan numbers.

7. Courses offered as subdivisions of a given department are designated by numbers grouped by decades.

8. A course offered off-campus for residence credit has the letters *R.Cl* added to the number.

9. To the number of a course available by class extension there is added *Cl*.

10. To the number of a course available by correspondence there is added *Co*.

### CREDIT IN SEMESTER HOURS

The unit of credit is the semester hour; the number of semester hours credit given for a course generally indicates the number of class periods a week.

Classes which meet one hour a week for one regular semester will be given 1 semester hour of credit.

Classes which meet two hours a week for one regular semester will be given 2 semester hours of credit.

Classes which meet three hours a week for one regular semester will be given 3 semester hours of credit.

Classes which meet four hours a week for one regular semester will be given 4 semester hours of credit.

A minimum of 60 semester hours of credit is required for a State Limited Certificate in the two-year Rural Elementary Curriculum, and 120 semester hours of credit for the A.B. or B.S. degree.

Six semester hours is the standard class load for a summer session.

*No credit will be given for a course (even if pursued successfully) for which the student is not officially registered.*

### CLASS PERIODS FOR SUMMER SESSIONS

First Period .....	7:40- 9:20	(100 minutes)
Second Period .....	9:30-10:20	( 50 minutes)
Third Period .....	10:30-12:20	(100 minutes)*
Fourth Period .....	12:30- 1:20	( 50 minutes)
Fifth Period .....	1:30- 3:20	(100 minutes)*
Sixth Period .....	3:30- 4:20	( 50 minutes)

\*Allows for a 10-minute intermission.

### PLAN FOR SCHEDULING CLASSES

1 hour credit.....	Three 50-minute periods weekly
2 hours credit.....	Five 50-minute periods weekly
3 hours credit.....	Four 100-minute periods weekly
4 hours credit.....	Five 100-minute periods weekly

## EXPENSES

### FEES FOR UNDERGRADUATES

#### Tuition Fees

Schedule of tuition fees for the Summer Session, 1948:

	Resident*	Non-Resident
1-3 semester hours .....	\$ 7.50	\$12.50
4-6 semester hours .....	15.00	25.00
7-9 semester hours .....	22.50	37.50
10 or more semester hours.....	25.00	42.50

#### \*RESIDENCE REQUIREMENTS

Residence in Michigan for the purpose of registration shall be determined according to the state constitutional provision governing the residence of electors (See Article III, Sections 1 and 2) ; that is, no one shall be deemed a resident of Michigan for the purpose of registration in the college unless he has resided in this state six months next preceding the date of his proposed enrollment, and no person shall be deemed to have gained or lost a residence in this state while a student in the college.

The residence of minors shall follow that of the legal guardians.

The residence of wives shall follow that of their husbands.

Persons of other countries who have taken out their first citizenship papers and who have otherwise met these requirements for residence shall be regarded as eligible for registration as residents of Michigan.

It shall be the duty of every student at registration, if there be any possible question as to his right to legal residence in Michigan under rules stated above, to raise the question with the registration officer and have such question passed upon and settled previous to registration.

#### Local Fees

Schedule of local fees for the Summer Session, 1949:

1-3 semester hours .....	\$20.00
4-9 semester hours .....	20.00
10 or more semester hours.....	20.00

These local fees are collected each session for the support of student activities, health service, student union, library purposes, departmental laboratories, identification photograph, cap and gown, diploma, etc.

There is a special departmental music fee for Applied Music of \$20.00. A \$5.00 deposit on all instruments used. This deposit is refunded upon return of the instrument.

#### Late Enrollment Fee

By action of the State Board of Education all students who enroll after the opening day of a session will be charged an additional fee of \$2.00.

#### Auditors Fees

Auditors (students who attend classes but do not desire credit) are governed by the same regulations as are students desiring credit.

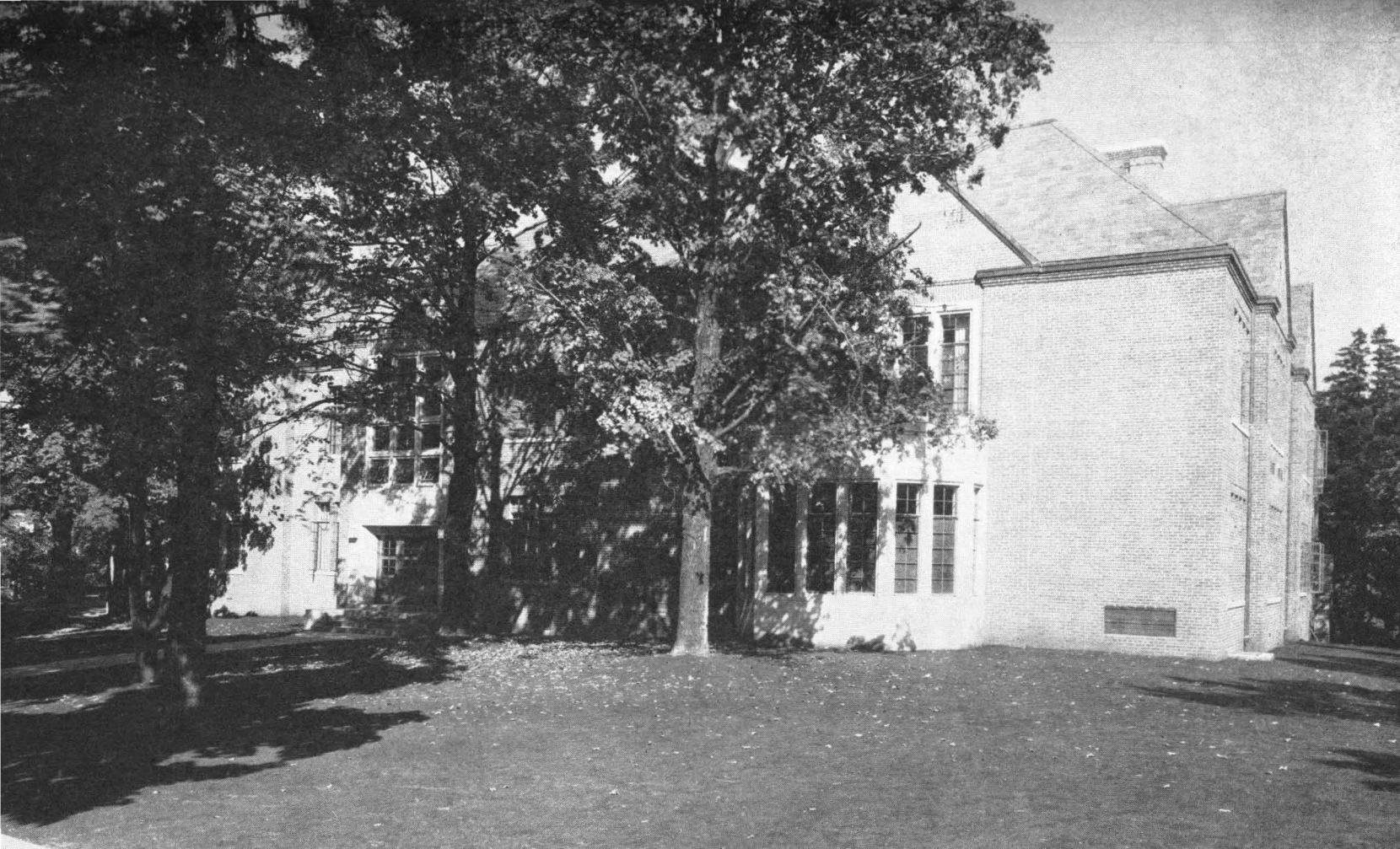
### Refunds

1. No refund of fees will be granted unless applied for within one month after withdrawal.
2. A student who withdraws not more than one week after registration will be entitled to a refund of the entire fee.
3. A student who withdraws more than a week and less than two weeks after the beginning of the session shall be entitled to a refund of one-half the fee.
4. A student who withdraws more than two weeks and not later than three weeks after the beginning of the session will be entitled to a refund of forty per cent of the fee.
5. No refunds will be made for withdrawal after the third week of a summer session.
6. No refund will be made to a student eligible for benefits under Act 245 of the Public Acts of 1935, as amended, unless request is made not more than one week after registration.

### ESTIMATE OF NECESSARY EXPENSES

An estimate of expenses for the summer session may be formed from the following table:

Room (one-half of a double room) .....	\$24.00 to \$30.00
Board .....	60.00 to 84.00
Laundry .....	0.00 to 15.00
Textbooks and supplies .....	15.00 to 25.00
Incidentals .....	12.00 to 24.00
Tuition and fees .....	27.50 to 45.00
<hr/>	
Total for 6 weeks .....	\$138.50 to \$223.00



# UNDERGRADUATE DIVISION CURRICULA

## REGULATIONS RELATING TO CURRICULA

### OBJECTIVES AND GENERAL SCOPE OF CURRICULA

The Constitution of the State of Michigan places the Michigan Colleges of Education under the authority of the State Board of Education.

From time to time the Legislature has defined the objectives and scope of work of the Colleges of Education. 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."

The Michigan Colleges of Education 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.

The program of study outlined for the first and second years in the curricula of the Michigan Colleges of Education 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 Colleges of Education or for more advanced work elsewhere.

This program represents sixty semester hours of work, at least half of which must fall in Groups I, II, III. The student must complete during the first year at least six semester hours of Rhetoric and at least fifteen semester 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 the fields of his special interest and which broaden his general education.

2. To pursue a curriculum designed to give him the knowledge and skills necessary for teaching in a specific field.

Admission to the program of the third and fourth years is based upon the satisfactory completion of the work outlined above or upon evidence

of equivalent work done satisfactorily elsewhere. In addition the student must satisfy such special tests or examinations as may be prescribed to determine his general intelligence, scholastic aptitude, and fitness for the teaching profession.

## SUBJECT GROUPINGS

The Instructional Departments of the Michigan Colleges of Education are classified in groups as follows:

Group I. Language and Literature

Ancient language and literature, English language and literature, modern language and literature, certain courses as indicated in the Departments of Librarianship and Speech.

Group II. Science

Anatomy, astronomy, biology, botany, chemistry, geography, geology, hygiene, mathematics, nature study, physics, physiology, psychology, zoology, certain courses as indicated in the Department of Agriculture.

Group III. Social Science

Economics, history, philosophy, political science, sociology, certain courses as indicated in the Department of Librarianship.

Group IV. Education

Education (includes methods courses and directed teaching), certain courses as indicated in the Department of Librarianship.

Group V. Fine Arts

Art, music, and certain courses in occupational therapy.

Group VI. Practical Arts.

Agriculture, business education, home economics, industrial arts, military science, certain courses as indicated in the Department of Librarianship, and certain courses in occupational therapy.

Group VII. Physical Education and Health

Health, physical education.

## DEGREES DEFINED

### BACHELOR OF ARTS (AND TEACHING CERTIFICATE)

The student who regularly completes a curriculum conforming to the degree requirements and embracing at least 90 semester hours from Groups I, II, and III, including at least 8 semester 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 (AND TEACHING CERTIFICATE)**

1. The student who regularly completes a curriculum conforming to the degree requirements and embracing more than 30 semester 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 54 semester hours in Group II and at his option receive either the degree of Bachelor of Science or the degree of Bachelor of Arts.

#### **BACHELOR OF MUSIC (AND TEACHING CERTIFICATE)**

The student who completes a curriculum as outlined by the Department of Music with a major in Public School Music is eligible for certification. A total of 128 semester hours is required for graduation. The student must include 20 semester hours in a single field of Applied Music, which will be offered as his first minor. The second minor must be in a non-music area.

#### **BACHELOR OF MUSIC (WITHOUT TEACHING CERTIFICATE)**

Students who indicate by their placement examination certain levels of proficiency will be accepted as majors in the various fields of Applied Music or Composition. A total of 128 semester hours is required for graduation and must include specific requirements as indicated in the curricular outline as well as major and minor requirements as approved by the Department of Music.

#### **GENERAL DEGREE (WITHOUT TEACHING CERTIFICATE)**

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 page 65 except the professional requirements in Group IV, the degree of Bachelor of Arts or Bachelor of Science may be granted *without the teaching certificate*.

#### **SECOND BACHELOR'S DEGREE**

A graduate of Western Michigan College of Education with the degree of Bachelor of Music or Bachelor of Science who subsequently becomes a candidate for the degree of Bachelor of Arts, or vice versa, is required, in addition to the credits he already has, to complete 30 semester hours of resident credit and to satisfy any other specific requirements for the degree.

## DEGREE REQUIREMENTS

Any curriculum leading to the Bachelor's degree and teacher's certificate consists of at least 120 semester hours of credit and must include

Group I .....	at least 12 semester hours
Group II .....	at least 12 semester hours
Group III .....	at least 12 semester hours
Group IV .....	at least 20 semester hours
Rhetoric .....	at least 6 semester hours

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

1. Not more than 40 semester hours may be taken in any one subject.
2. At least three-fourths 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 24 semester hours and at least two minor subjects of not less than 15 semester hours. (A candidate for the elementary provisional certificate may present, instead, 4 minors, 15 semester hours each.) Credits in the required English composition and credits in Education which are required in general on all curricula do not count toward majors or minors.
4. No candidate is eligible for the Bachelor's degree who has not done at least 30 semester hours of work in residence and who has not been in residence during the semester or summer session immediately preceding graduation. (An exception is made in the combined pre-professional curricula.)
5. Courses must be selected so that the requirements in some one of the provisional certificate curricula are fulfilled.
6. Students who wish to qualify for the Bachelor's degree without the teacher's certificate will not be required to take the work prescribed under Group IV but must satisfy all the other requirements.

## MAJOR AND MINOR REQUIREMENTS AND REGULATIONS

### REQUIREMENTS

A major is a sequence of courses totaling a minimum of 24 semester hours; a minor is a sequence of courses, totaling a minimum of 15 semester hours. Under certain conditions students may elect beyond this minimum up to a maximum of 40 hours offered by any department. In the Division of Science and Mathematics and in the Division of Social Sciences group majors and group minors are permitted. The maximum permitted in Groups IV-VII is 60 hours.

1. *General Degree (without Teaching Certificate).* The academic training shall include a major and two minors.

2. *Bachelor's Degree and State Elementary Provisional Certificate.* The academic training shall include four minors, or a major (may be a group major) and two minors. The equivalent of two minors must be in subjects or subject fields taught in the elementary grades.

3. *Bachelor's Degree and State Secondary Provisional Certificate.* The academic training shall include one major and two minors, in subjects or subject fields in which the applicant expects to teach.

### REGULATIONS AND SUGGESTIONS

1. In the latest *Annual Catalog* see the introductory statement for each department preceding its description of courses, for its approved major and minor course sequences. Students should consult the departmental advisers for approval of their major and minor programs.

2. All secondary students shall be known as "majors" in the fields of selected departments, e.g., Home Economics, Art, Mathematics, English, etc. If a student chooses to elect a major in each of two or more departments, he will be listed accordingly, e.g., Art and English; Industrial Arts Education and Mathematics, etc.

3. Decision concerning field of majors must always be made by students before the close of sophomore year or beginning of junior year.

4. Decision concerning pursuance of elementary or secondary curriculum must be made by the close of freshman year or beginning of sophomore year.

5. In certain cases, "group" majors totaling a minimum of 30 semester hours and "group" minors totaling a minimum of 20 semester hours are allowed. They usually consist of courses selected from the related departments of a division, (See the Division of Social Sciences and the Division of Science and Mathematics). Students should consult the chairmen of the divisions relative to these group majors and group minors.

6. Group requirements (Groups I, II, and III) of the several curricula may be satisfied through the use of major and minor sequences. Likewise short sequential requirements of some of the curricula may sometimes be included as parts of major or minor groupings.

7. Minors may often be related to majors, so as to recognize naturally or closely related fields; for example, mathematics and physics, history and geography, literature and history, etc.

8. Students who wish to major in any of the "special" fields (art, business education, home economics, industrial arts education, librarianship, music, occupational therapy, physical education, and special education) are advised to follow the same procedure as indicated in item 1.

Attention is called to the regulation of the State Board of Education as to the "special" fields which lead to certification in both elementary and secondary grades, when the candidate qualifies in both fields. In respect to this, Western Michigan College of Education at present prepares students in the fields of art, music, and physical education for women.

### RESTRICTIONS

1. It is usually not permissible to use education as a major or minor in any undergraduate curriculum.
2. The following courses are not to be counted as satisfying major and minor requirements:
  - a. Required courses in rhetoric (See Group I).
  - b. Uniformly required courses in education from Group IV: Human Growth and Development 251, Introduction to Directed Teaching 240 or 351, and Directed Teaching, Laboratory in Education, and General Education Problems 370 A, B, C.
  - c. Professional courses numbered 300 to 302. These are courses in teaching school subjects.
3. A combination of foreign languages, or of English or American literature with a foreign language, is not permissible. The major or minor must be in one language only.
4. Mathematics may not be combined with Science (physics, geography, chemistry, biology) for a major or minor sequence.

## REQUIREMENTS FOR GRADUATION

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

### I. BACHELOR'S DEGREES

1. Bachelor of Arts
2. Bachelor of Music
3. Bachelor of Science

For the degrees of Bachelor of Arts and Bachelor of Science, the candidate shall present:

1. Credits satisfying a prescribed curriculum for a total of 120 semester hours.
2. Thirty semester hours of satisfactory work in residence at this institution.
3. Residence at this institution during the semester or summer session immediately preceding graduation.

For the degree of Bachelor of Music, the candidate shall present the number of semester hours and course sequences as stipulated in the requirements of that curriculum.

## II. TEACHING CERTIFICATES

The following types of teaching certificates are granted:

1. State Elementary Provisional Certificate
2. State Secondary Provisional Certificate
3. State Limited Certificate.

### 1. State Elementary Provisional Certificate

- a. This 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.
- b. The candidate must meet the requirements for a degree as defined above.
- c. The holder of the State Elementary Provisional Certificate may be issued the State Elementary Permanent Certificate when the candidate shall have met the following conditions:
  - 1) Application must be made to the college within one year following the expiration of the State Elementary Provisional Certificate.
  - 2) 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.
  - 3) The holder of an Elementary Provisional Certificate issued after July 1, 1945, must have earned in addition 10 semester hours of acceptable college credit.
- d. For procedure for permanent certification see below.

### 2. State Secondary Provisional Certificate

- a. This certificate 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.
- b. The candidate must meet the requirements for a degree as defined above.
- c. 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:
  - 1) Application must be made to the college within one year following the expiration of the State Secondary Provisional Certificate.
  - 2) 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.
  - 3) The candidate must have earned in addition 10 semester hours of acceptable college credit.
- d. For procedure for permanent certification see below.

### 3. State Limited Certificate

- a. This certificate qualifies the holder to teach in the state of Michigan for a period of three years from the date of issue in any school district except a school district which maintains an approved high school. (See "Important Directions to Holders of Limited Certificates Based on the Michigan Teachers' Certification Code," below.)
- b. The candidate shall present credits satisfying a prescribed curriculum aggregating 60 semester hours.
- c. The candidate shall have satisfactorily completed in residence at this institution 15 semester hours.
- d. The candidate shall have been in residence at this institution the semester or summer session immediately preceding graduation.

## III. PROCEDURE FOR PERMANENT CERTIFICATION

The holder of an Elementary Provisional or Secondary Provisional Certificate, who has fully met the requirements, may be issued a Permanent Certificate. Below is outlined the procedure to be followed:

### 1. The candidate will

- a. obtain from Western Michigan College of Education an application blank. This may be done after three years of teaching under the Provisional Certificate, but it must be done within one year following the expiration of the Provisional Certificate;
- b. fill out the application as required and return it to the college;
- c. return with the application blank his Provisional Certificate with his Teacher's Oath attached.

### 2. The college will

- a. investigate the qualifications of the candidate to ascertain if he satisfies requirements for permanent certification;
- b. recommend the candidate to the State Board of Education for permanent certification if his qualifications are found satisfactory;
- c. deliver to the candidate the Permanent Certificate properly executed.

## IV. MISCELLANEOUS PROVISIONS REGARDING CERTIFICATES

1. 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, 25 semester hours;
  - b) Toward the State Limited Certificate, 25 semester hours.
2. 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 residence requirements.
3. No teacher's certificate will be granted to any person who is less than eighteen years of age.

4. 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.

### DIRECTIONS TO HOLDERS OF LIMITED CERTIFICATES

No person can be employed to teach in any school district unless he is legally qualified by holding a valid certificate. In order that the holder of any limited certificate may retain without interruption his status as a legally qualified teacher, he must make application for renewal to the State Board of Education between April 1 and September 1 of the year the certificate expires; if the candidate on the expiration of the certificate does not arrange for renewal as here stated, he will forfeit his status as a legally qualified teacher, and therefore will not be permitted to teach. He will, however, remain eligible to make application for renewal until June 30 of the year following expiration of his certificate after which date renewal privileges are canceled.

- A. To the holder of the State Limited Certificate or of the State Limited Renewal Certificate.
  1. 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) Subsequent to the date of issue of the last certificate held, the candidate must have acquired 10 semester hours of credit, of an average grade of "C" or better, earned in an institution or accepted by an institution approved by the State Board of Education. These credits must be applicable toward the requirements of the curriculum prescribed for the State Provisional Certificate eventually desired.
    - (b) In order to assure that the credits earned toward renewal will apply on the State Provisional Certificate curriculum at the institution where the candidate intends to qualify eventually for that certificate, *the candidate should arrange in advance in each case to have his course selections approved by that institution.* Also all credits wherever earned should be submitted to that institution for evaluation and by it transmitted to the State Board of Education with recommendations.
- B. To the holder of the County Limited Certificate or of the County Limited Renewal Certificate.
  1. The holder of a County Limited Certificate may be issued (two times) a County Limited Renewal Certificate, each valid for two years provided the candidate shall have met the following conditions:
    - (a) Subsequent to the date of issue of the last certificate held, the candidate must have acquired 10 semester hours of credit, of an average grade of "C" or better, earned in an institution or accepted by an institution approved by the State Board of

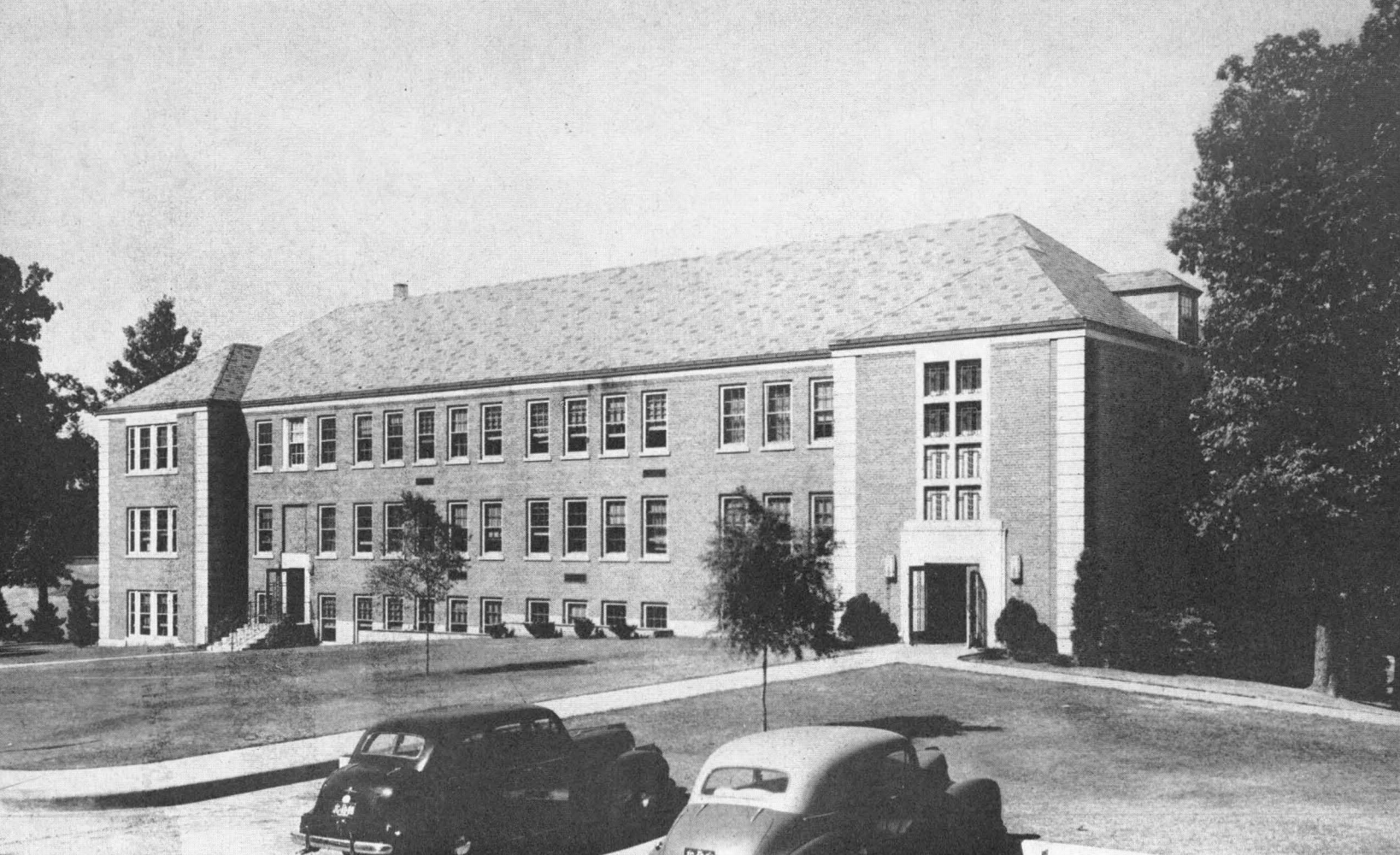
Education. These credits must be applicable toward the requirements of the curriculum prescribed for the State Limited Certificate and for the State Provisional Certificate.

- (b) In order to assure that the credits earned toward renewal will apply on the State Limited Certificate curriculum and on the State Provisional Certificate curriculum at the institution where the candidate intends to qualify for either certificate, *the candidate should arrange in advance in each case to have his course selections approved by that institution.* Also all credits wherever earned should be submitted to that institution for evaluation and by it transmitted to the State Board of Education with recommendatinos.

Note.—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. 1942 Revision.

### ADDITIONAL REGULATIONS

1. All freshmen must carry Rhetoric 106 A, B.
2. At the end of the sophomore year all students except those enrolled in the two-year curricula must have had at least 12 class hours of physical education.
3. In general, freshmen should not elect two courses in a single department in the same semester. No student should elect more than 8 semester hours in a single department in the same semester.
4. All students who expect to receive a degree must present at least 6 semester hours of credit in rhetoric.
5. Not more than a total of 60 semester 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. A total of 60 hours must be earned in Groups I, II, and III.
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 8 semester 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 expect to obtain a degree and teaching certificate are required to present credits in the following courses: Human Growth and Development 251, Introduction to Directed Teaching 240 or 351, and Directed Teaching, Laboratory in Education, and General Educational Problems 370 A, B, C.
9. A student will not be permitted to carry directed teaching unless his point-hour ratio is at least 1.0.
10. All students must take the equivalent of six hour lectures in political science. This is a legal requirement.



# LIST OF THE CURRICULA

Specific details and requirements in the various curricula are given in the *Annual Catalog* and in a separately published bulletin entitled *Description of Curricula*, which may be secured upon request.

## I. THE GENERAL DEGREE CURRICULUM

Students who do not have in mind preparation for teaching may elect 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, the degrees of Bachelor of Arts or Science may be granted *without a teaching certificate*.

Since Western Michigan College of Education is on the approved list of the Association of American Universities, students who complete the general degree curriculum satisfactorily should experience no difficulty in enrolling in the better graduate and professional schools of the United States.

## II. CURRICULA FOR TEACHERS

The original and primary function of Western Michigan College of Education is the training of teachers. To carry out this purpose several curricula for the training of teachers are offered. These curricula are designed to give prospective and in-service teachers a broad general education with a reasonable degree of specialization in the subject-matter fields through well-planned majors and minors, and to furnish an adequate background of professional study in the purposes and objectives of education, the nature of child growth and development, the modern methods of teaching, and the means of appraising instruction. For specific details of the teacher training curricula, consult the *Annual Catalog*, the *Description of Curricula Bulletin*, or curriculum advisers.

### ELEMENTARY CURRICULUM

This is a four-year curriculum leading to the A.B. or B.S. degree and the State Elementary Provisional Certificate. It is designed for the preparation of teachers in Kindergarten and Grades 1-8. A minimum of 24 semester hours of professional courses in Education is required, in addition to four minors, or a major and two minors in general or special subject-matter fields. The group requirement for the degree must also be satisfied.

### SECONDARY CURRICULUM

This is a four-year curriculum leading to the A.B. or B.S. degree and the State Secondary Provisional Certificate. It is designed for the preparation of teachers in Grades 7-12. A minimum of 21 semester hours of professional courses in Education is required, in addition to one major and

two minors in general or special subject-matter fields in which the student expects to teach. The group requirements for the degree must also be satisfied.

### **SPECIAL EDUCATION CURRICULA**

There are four curricula at Western Michigan College of Education in four different areas of Special Education. These curricula are for the preparation of teachers of (1) mentally retarded and backward children, (2) occupational therapy, (3) deaf and hard of hearing, and (4) Speech Correction. These are four-year curricula leading to the B.S. degree, the State Elementary Provisional Certificate, and Special Diplomas. In addition to the required courses in Education, majors and minors, and group requirements, certain course offerings and clinical facilities are provided and required in each of the curricula.

### **MUSIC CURRICULUM**

This is a four-year curriculum leading to the B.M. degree with a major in Public School Music and the State Elementary or Secondary Provisional Certificate. It is designed for the preparation of instrumental or vocal supervisors in the public schools.

### **LIBRARIANSHIP CURRICULUM**

This is a four-year curriculum leading to a B.S. degree with a major in Librarianship and the State Elementary or Secondary Provisional Certificate. It is designed for the preparation of school librarians.

### **VOCATIONAL BUSINESS COORDINATOR'S CURRICULUM**

This is a four-year curriculum leading to a B.S. degree, a State Secondary Provisional Certificate, and a State Temporary Vocational Coordinator's Certificate. It is designed for the preparation of teachers and coordinators of vocational business courses in the public schools.

### **VOCATIONAL INDUSTRIAL CURRICULUM**

This is a four-year curriculum leading to the B.S. degree, the State Secondary Provisional Certificate, and the State Trade and Industrial Certificate. It is designed for the preparation of trade and industrial teachers in the Secondary Schools.

### **RURAL ELEMENTARY CURRICULUM (Two Years)**

This is a two-year curriculum (60 semester hours) which satisfactorily completed meets requirements for the State Limited Certificate which is valid for three years "and qualifies holder to teach in any Primary School District, or in any Graded School District not maintaining grades above the eighth."

**ACCELERATED RURAL ELEMENTARY CURRICULUM****(Fifty Semester Hours)**

Because of the present shortage of rural teachers, an accelerated rural elementary curriculum is being offered. Special teaching permits are granted upon the completion of not less than fifty of the sixty semester hours in the two-year Rural Elementary Curriculum. Directed Teaching 271 and certain other subjects selected under the guidance of the departmental counselor must have been included.

The accelerated curriculum may be completed in three semesters or, possibly, in two semesters and two summer sessions. The special certificate is valid for one year only and is not subject to renewal. Following its expiration, the requirements for the State Limited or some other certificate must be met.

**RURAL LIFE AND EDUCATION CURRICULUM (Four Years)**

The Rural Elementary Curriculum (two year) includes foundation courses for the degree, and students are encouraged to complete one of the four-year curricula—elementary or secondary—at the earliest possible time. Additional courses, as well as counsel, are provided by the Department of Rural Life and Education for those wishing further professional specialization as teachers, principals, county commissioners, supervisors, or helping teachers in rural communities—open country, village, or town.

Students preparing to work in the elementary schools choose four minors (or a group major and two minors) and additional courses from among both group and general electives, with thought to individualization on the basis of personal and professional needs. They become familiar with the grades and subject areas of the entire elementary field.

Students preparing to work in the secondary schools choose majors, minors, and additional subject matter areas with thought to the variety of teaching and extra-curricular demands to be met in the smaller high schools.

Those preparing to serve rural people in the several professions and service occupations other than teaching will find considerable basic work in these curricula. For them, as well as for degree students preparing to work in either elementary or secondary school positions, advanced courses in rural education and rural life are offered.

**III. PRE-PROFESSIONAL, NON-TEACHING PROFESSIONAL, AND COMBINED CURRICULA**

Most of the professional schools of the country have prescribed more or less definitely the nature of the college work prerequisite to professional training. The amount of college training required by leading universities in preparation for the various professions has in late years been materially increased. A number of professions are now entirely on the graduate level; that is, a college degree must be presented before one may enter upon the study of these 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.

Pre-professional curricula have been developed in Business Administration, Dentistry, Engineering, Forestry, Journalism, Law, Medicine, and Social Work. In addition to the standard pre-professional curricula, *combined curricula* have been specially arranged with the various professional schools of certain colleges and universities. In these curricula, the student, after successfully completing the three-year curriculum as outlined, may apply for admission to the professional school or college of which he has met the requirements. If admitted, the student will, after a year of successful work in the professional school, be granted the A.B. or B.S. degree by Western Michigan College of Education, providing all requirements for the bachelor's degree have been satisfied.

The professional schools and colleges with which Western Michigan College of Education has agreements concerning combined curricula reserve the right to refuse admission for certain reasons. If the student contemplates entering some college or university other than those with which combined curricula have been arranged, 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 including the junior year is required for the bachelor's degree in the combined curricula. Combined curricula have been arranged with the Schools of Dentistry, Engineering, Business Administration, Forestry, and Law of the University of Michigan. There are also combined curricula with the College of Medicine, Wayne University; the Detroit College of Law; the College of Law, University of Illinois; the Schools of Commerce and Journalism of Northwestern University; the Divisions of Agriculture, Business Administration, and Engineering of Michigan State College; Nursing with Bronson Hospital; and Medical Technology with the Michigan Department of Health and Bronson Hospital.

For specific details of the preprofessional and combined curricula, consult the *Annual Catalog, Description of Curricula Bulletin*, or curriculum advisers.

### AGRICULTURE

The successful completion of this curriculum will permit the student to enter the junior year at Michigan State College for the bachelor's degree in Agricultural Science and the certificate for the teaching of vocational agriculture in the secondary schools of Michigan.

### BUSINESS ADMINISTRATION

The department of Business Education offers a differentiated program for students interested in preparing for a business career. While the department does not prescribe a definite curriculum leading to the professional degree of B.B.A., it does offer a major sequence of courses in accounting, business law, and related subjects in the General Degree curriculum.

Students interested in pursuing, during their freshman and sophomore years, the pre-professional curriculum given below and transferring their credits to the professional schools at the University of Michigan or Northwestern University should exercise care to see that specific requirements for admission have been met.

### DENTISTRY

Two programs of work are open to the student: The pre-professional college requirements for entrance to the study of dentistry and a combined curriculum in college and professional work by which a student taking three years at Western Michigan College of Education and the first year at the College of Dentistry of the University of Michigan can earn the bachelor's degree from the former institution.

### ENGINEERING

This college has arranged with the several branches of the Engineering School of the University of Michigan for a combined curriculum in letters and engineering. Each of the six or more special fields of engineering has basic courses in mathematics, physics, and chemistry. These may well become the basis for the degree of Bachelor of Science. By arrangement with the several schools of engineering at the University, a student who has 90 semester hours credit at Western and at least 30 semester hours in a school of engineering at the University may, if properly counselled, be given the degree of Bachelor of Science from this institution.

### FORESTRY AND CONSERVATION

This is highly technical, but there are basic courses in mathematics and the sciences which may be taken at Western and become a part of a combined academic and professional course. Three years of college and one year at the University of Michigan in the department of Forestry may lead to the degree of Bachelor of Science from this college.

### JOURNALISM

There are schools of journalism that require a bachelor's degree for entrance, others that admit undergraduates to their courses. Western Michigan College of Education has a curriculum which has been approved as meeting part of the requirements for a degree in journalism at the University of Michigan, Northwestern University, Michigan State College, and the University of Missouri.

### LAW

Western Michigan College of Education offers pre-professional course requirements for entrance to the study of Law and a combined college and law school curriculum planned to shorten preparation by one year. Such agreements for combined curricula exist with law schools of the University of Michigan, University of Illinois, and the Detroit College of Law.

### MEDICINE

The better schools of medicine require three years (90 semester hours) of college work for entrance to the study of medicine. The College has curricula which meet the requirements of entrance to the medical schools of Wayne University and the University of Michigan. Consult the curriculum advisers or the *Annual Catalog*.

### MEDICAL TECHNOLOGY

The first three years of this curriculum meet the scholastic requirements for admission to the laboratory training school of the Michigan Department of Health and of the Registry of the American Society of Clinical Pathologists. Upon successful completion of the fourth year, the student may be granted the degree of Bachelor of Science, if all requirements have been satisfied.

### NURSING

#### Bronson Methodist School of Nursing, Kalamazoo

A five-year curriculum leading to the B.S. Degree and the R.N. diploma. The first and fifth years are spent entirely in work at Western Michigan College of Education. The work of the third and fourth years is in the hospital. During the second year two-thirds of the work is at the college.

### OCCUPATIONAL THERAPY

A curriculum which, satisfactorily completed, meets the requirements of the Council on Medical Education and Hospitals of the American Medical Association and the American Occupational Therapy Association. Graduates of this course are entitled to take the examination for registration in the American Occupational Therapy Association. Those who satisfy the requirements may also receive the Bachelor of Science degree. For full details see the *Annual Catalog*.

Thirty semester hours of college credit is a prerequisite for admission to this curriculum.

### OCCUPATIONAL THERAPY

#### Diploma Course for Advanced Students

This course meets the requirements of the American Occupational Therapy Association and has been planned for college graduates who already have a major in some field allied to occupational therapy. Students accepted for this course must be approved by the Coordinating Committee and may be enrolled either in the fall or spring semester. The course consists of two semesters' work on campus and nine months of clinical training in various types of hospitals. The curriculum for this course must include: Theory A, B, and 310; Kinesiology A and B, and other courses from the occupational therapy curriculum as are needed to supplement previous training and to make a total of 30 semester hours. An additional 27 semester hours are

allowed for clinical training successfully completed. At the conclusion of this course the student is eligible to take the required examination for registration in the National Occupational Therapy Association.

### **SOCIAL WORK**

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 from 49 to 53 hours of recommended courses. 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 certificate in teaching is also desired, courses must be selected so that the requirements in one of the certificate curricula are fulfilled.

### **MUSIC**

The Department of Music offers curricula in applied music leading to the Bachelor of Music degree. The Bachelor of Music degree is very highly professional in its requirement aims and permits the student to do much more of his work in the field of music. It is strongly recommended that students who wish to major in voice, instruments, or composition aim for the Bachelor of Music degree. All candidates for the Bachelor of Music degree are required to study their applied music performance field, e.g., piano, voice, violin, etc., during their full four-year course. The Bachelor of Music degree requires a minimum of 128 semester hours of credit for graduation. For full details consult the head of the Department of Music.

## **IV. VOCATIONAL AND PRACTICAL ARTS EDUCATION CURRICULA**

Western Michigan College of Education accepts as one of its functions the training, on a pre-service as well as in-service basis, of teachers and other persons interested in acquiring technical instruction of a highly specialized character. At present there is a fairly wide range of instructional programs offered in Business Training, Home Economics, and Industrial Education. The primary objective of these curricula is training for vocational competency. Some of the courses of study are open to youths and adults whose academic background does not necessarily include subject matter sequences required for regular college admission. However, the student should present evidence of high school graduation.

Employees in offices, stores, and industries may be admitted as special students in the in-service vocational courses without reference to previous school experience, provided they are recommended for such training by a responsible official of the employing firm.

### **Business Training**

In the field of business, there are at present three programs available to the student interested in qualifying for selling, secretarial, or junior admin-

istrative positions. The two-year terminal curricula in retail selling and secretarial practice accommodate students who wish to secure comprehensive occupational training on a standard college basis but who do not choose to remain in college for the full four-year course. Both of these programs are on a cooperative work-and-study basis, thus assuring the student of every available opportunity to meet, on a practicable paid basis, the requirements of the full-time job for which he is preparing. For students interested in preparing for a career in business on a junior administrative level, the Department of Business Education makes available a four-year vocational training program in secretarial science and office management.

#### **Home Economics**

A two-year terminal course is offered to students who do not intend to graduate. This course is planned to help young women who wish to make homemaking a career.

The Department of Home Economics is working toward a four-year curriculum for training dietitians. It is planned to offer more courses in this curriculum each year.

#### **Industrial Arts Education**

This department offers a wide variety of opportunities for vocational training. The areas of instruction cover woodwork, drawing, printing, and metal shop. All the elementary courses are open to women.

#### **Industrial Education**

Courses are offered for aviation mechanics, air transportation, draftsmen, machine tool operators, machinists, tool and die makers, sheet metal workers, arc and oxy-acetylene welders, radio service and communications specialists. There are courses in air conditioning, refrigeration, radio, printing, shop maintenance, cabinet making, pattern making, shop mathematics, blueprint reading, trade science, and drafting. Courses are set up in units and vary in length.

Note.—Students can begin courses on the first day of any calendar week following proper enrollment and payment of tuition and fees.

For specific details of the Vocational and Practical Arts Curricula consult the *Annual Catalog*, *Description of Curricula Bulletin*, or curriculum advisers.

#### **BUSINESS ADMINISTRATION CURRICULUM (Four Years)**

The business administration curriculum is designed for students interested in business training as preparation for employment in business or for ownership of a small business establishment. While the program is eight semesters in length, an effort has been made to incorporate a broad business training in the first four semesters so that students may terminate their training at that time, if need be, with a feeling of definite vocational prep-

aration. The program permits degree candidates to concentrate in one of the following fields of business specialization: accounting, retailing, or general business.

Any high school graduate is eligible for admission to the first four semesters of the program. To be eligible to continue beyond the fourth semester as a degree candidate, regular college entrance requirements must be met.

A minimum of two years of approved work experience in the occupational field in which the student is majoring is required for graduation.

#### **SECRETARIAL SCIENCE AND OFFICE MANAGEMENT CURRICULUM (Four Years)**

The Secretarial Science and Office Management Curriculum is designed to provide the student with a professional preparatory background for the higher-level office occupations.

The degree program in this field recognizes and makes provision for the fact that during the last few years it has become increasingly clear that business and industry are looking to the college for their future management-level employees.

The Secretarial Science and Office Management Curriculum is designed to provide the students with the skills, knowledges, and understandings necessary for entrance into the business world and for future promotion to executive and management levels.

#### **COOPERATIVE PROGRAM IN RETAILING (Two Years)**

A two-year curriculum designed to prepare students for work in the field of retailing. This work is organized on the cooperative plan which combines classroom instruction at the college in the morning, and, with the cooperation of the merchants of Kalamazoo, employment for actual experience in the local stores during the afternoon and Saturday.

Entrance requirements: high-school graduation, recommendation of the high-school principal, aptitude for store work, and approval of the Department of Business Education.

Successful completion of the course leads to a diploma in retailing. If, at a later date, such students desire to secure a degree, credit obtained for work taken in the two-year program may be applied toward degree requirements, provided regular college entrance requirements are met.

Students enrolled in this course will have the opportunity, in addition to taking the specialized courses in retailing, to elect such other college courses fitting their needs as their schedules, abilities, and work programs will permit. Students should consult their faculty adviser before making a selection of electives.

#### **COOPERATIVE PROGRAM IN SECRETARIAL TRAINING (Two Years)**

This curriculum is intended primarily for those students who wish to qualify for various types of clerical and stenographic positions while enjoying the advantages of social and cultural contacts available to regular col-

lege students. The courses are so organized that the student may get basic training in fields other than vocational.

Entrance requirements: high-school graduation, recommendation of high school principal, and approval of Department of Business Education.

An important feature of this course is the requirement that the student accept part-time employment during the second year. The work experience is a definite part of the instructional plan of the program and is under the direction of a co-ordinator.

Graduates of this course receive the Secretarial Diploma and are assisted by the college and departmental placement offices in securing suitable full-time positions.

High-school graduates who are admitted to this curriculum without having the regular college entrance sequences may qualify for a degree by removing the deficiencies.

Enrollment in this curriculum is definitely limited. Therefore, students desiring to pursue this curriculum should make application at least thirty days before the date of actual matriculation.

#### **HOMEMAKING CURRICULUM (Two Years)**

This curriculum is for the student who does not wish to teach, but who is interested in obtaining some special instruction to make homemaking a career. The opportunity is provided for one to pursue some general education subjects in addition to the specific occupational training.

#### **AIR TRANSPORTATION CURRICULUM (Four Years)**

The Air Transportation Curriculum is a four-year course leading to a B.S. degree. It is designed to train students to manage and operate airports and for various administrative, supervisory, and sales positions in the business field of aviation. In addition to meeting the necessary requirements for a Bachelor of Science degree, the curriculum requires concentration in four areas—mechanics, pilot training, business administration, and airport operation. Sufficient work is given in mechanics to meet the requirements for a CAA airplane and engine mechanics license. A minimum of 35 hours of flight training leading to a private pilot's license is required of all students.

#### **AIRCRAFT MECHANICS CURRICULUM (Two Years)**

This two-year curriculum is offered to students who wish to enter the field of aviation for their life work. Special preparation is given for service and maintenance positions with the airlines, repair depots, and commercial and private owners of aircraft.

For those students who wish to work for airplane and for engine mechanics licenses issued by the Civil Aeronautics Administration. Upon completion of the course, a certificate is granted.

**AIRLINE HOSTESS CURRICULUM (Three Years)**

This is a three year program for women desiring a practical educational background to qualify for airline hostess employment with commercial airlines. In addition to being a high school graduate, a candidate for this curriculum must meet special airline physical requirements pertaining to height, weight, eyesight, voice, and appearance.

**LINOTYPE CURRICULUM (Two Years)**

This curriculum provides training, the specific objective for which is linotype operation. The student receives training in layout and design, proof-reading and maintenance, in addition to the several kinds of composition, namely—hand, linotype, newspaper, job, and book.

**AIR CONDITIONING AND REFRIGERATION CURRICULUM (Two Years)**

This curriculum offers basic training in all the elements governing conditioning of air, the theory and function of refrigeration, basic physical laws involved, and installation techniques. The work prepares specifically for the fields of installation and servicing.

**MACHINE SHOP CURRICULUM (Two Years)**

This two-year curriculum is offered to students who wish to enter the machinist's trade. The curriculum consists of a number of unit courses which are based upon the training needs of machine tool operators and tradesmen. With this arrangement, the special training needs of each individual can be met. The machinist elects machine shop and related subjects courses to complete two years of training as a machinist.

**RADIO CURRICULUM (Two Years)**

Basic training for the radio service mechanic, with related subjects that lead to Federal Communications Commission operators' permits and examinations, and knowledge and skill necessary to service and operate all forms of radio and electronics equipment.

**SHEET METAL CURRICULUM (One Year)**

The curriculum covers most phases of sheet metal layout and construction of small production parts, blowpipe fabrication, and cabinet sheet metal fabrication, accompanied by a comprehensive course in sheet metal drafting.

**TOOL AND DIE MAKING CURRICULUM (One Year)**

This course leads to the development of superior skills in the precision operation of machine tools. Special tools, jigs, fixtures, and dies to blank, bend, form, or mould duplicate parts, designed, fabricated, and tested on production runs in the machine shop. The two-year machine shop curriculum or its equivalent is a prerequisite.

**TRADE DRAFTING CURRICULUM (Two Years)**

Practical work assignments are given at the start, involving sketching of machine parts. Blueprints are examined and explained to acquaint the student rapidly with the conventions and symbols used in machine drafting. The machinery handbook is used for reference to familiarize the student with materials, specifications and tolerances, limits and standards common to production work. Detail design from assembly sketches of small machines, giving a consideration of production costs in overhead, labor, and materials.

**WELDING CURRICULUM (One Year)**

A combination course to train gas welding operators and arc welding operators leads to qualifying tests for certified welders.



# GRADUATE DIVISION

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An Extra-Mural Unit of the Horace H. Rackham School of Graduate Studies,  
University of Michigan

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Helen A. McKinley, Secretary of the Graduate Division

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## INFORMATION

### GENERAL STATEMENT

The Board of Regents of the University of Michigan at its meeting in July, 1938, passed a resolution approving a formal request from the State Board of Education that the University of Michigan cooperate with the four Michigan Colleges of Education in planning a graduate program of instruction. According to the action, a Graduate Division, organized and administered in cooperation with the University, has been set up at Western Michigan College of Education. All courses given in the Graduate Division are offered by instructors who have been given the status of graduate lecturer by the Executive Board of the Graduate School of the University. All courses given in the Graduate Division constitute a part of the regular program of instruction of the University and carry both course and residence credit toward the master's degree. Most courses are strictly of a graduate nature and do not give undergraduate credit. Some courses are open to well-qualified seniors, who are admitted on approval of the Director of the Graduate Division.

### ORGANIZATION

Graduate courses have been offered by the Graduate Division of Western Michigan College of Education since February, 1939. The graduate courses for which credit is given have been selected through cooperation of the Advisory Council of Western Michigan College of Education and the Adviser to the Colleges from the University, but these courses are under the control of the Executive Board of the Graduate School of the University of Michigan. The work is conducted as a part of the regular program of the University of Michigan Graduate School.

An attempt is made to keep the work balanced by offering a considerable proportion of the courses in cognate fields and by giving at the same time all courses in education for which there is a demand. Courses give two or three semester hours credit. The courses offered are open, not only to students just entering upon a program of advanced study, but also to those who have already completed some of the work for advanced degrees at the University. Such students should ascertain in advance whether the particular courses offered may be included as a part of their program for the master's or doctor's degree.

### ADMISSION

The privileges of admission are open to students who hold the bachelor's degree, or its equivalent, from schools of recognized standing and who are otherwise qualified to pursue with profit the work offered. Undergraduates within six hours of graduation, may enroll in the Graduate Division and take graduate courses while completing their undergraduate work.

In order to be admitted to the courses offered, the student must comply with regulations of the Graduate School, which are as follows:

1. Two complete official transcripts of scholastic records to date should be sent to the Graduate Division, Western Michigan College of Education,

in advance of registration. The transcript should specify degrees obtained, courses completed, scholarship grades attained, and the basis of grading. One copy of the transcript is kept permanently on file in the Graduate School Office at Ann Arbor and another in the Graduate Division Office at Western Michigan College of Education.

2. A student who wishes to become an applicant for an advanced degree must indicate in his request for admission to graduate study a field of specialization; a student who is not an applicant for a degree is held to no special requirements, but he must furnish evidence of graduation from a recognized college.

3. Application for admission blanks may be secured from the Graduate Division Office, Room 106, Administration Building.

Students may not enroll for the Summer Session unless they have been admitted before June 1. Students who plan to begin their graduate work in the Graduate Division of Western Michigan College of Education may make application on blanks provided for that purpose by the Director of the Graduate Division, and may have their transcripts sent directly to his office. Graduates of Western Michigan College of Education may have their transcripts automatically transferred by filling out these application blanks.

### COURSE REQUIREMENTS

Every student planning to work toward a degree is expected to acquire an intimate knowledge of his field of study and the methods employed in that field so that he will be able to approach his subject in an independent and critical spirit. A mere accumulation of credits is not advisable. A student should have in view a fairly complete program of studies before enrolling in the courses offered. The Director of the Graduate Division will assist the student in formulating such a program and recording it on the Schedule of Study blank which must be reviewed by the Graduate Adviser to the Colleges of Education and submitted by him to the Dean of the Graduate School for approval. Alterations in the program, resulting from the dropping or adding of courses, must receive approval in similar fashion.

### DEGREES

All degrees are awarded by the University of Michigan. Students taking work in the Graduate Division shall be permitted to complete such requirements for the master's degree as may be satisfied by courses offered in the division. Unless specifically stated otherwise, a minimum of one summer session of full-time work on the campus of the University is required of all applicants for the master's degree. Courses may be taken in the Graduate Division for credit toward the doctor's degree. All doctoral students must meet the admission requirements of the Graduate School of the University in full and should be approved by their department of specialization before proceeding very far with their work. Doctoral students are required to fill in the first two pages of the Schedule of Study form, but the actual out-

lining of their programs may wait until they can confer with their advisers. No student can have a doctoral committee appointed until the Schedule of Study form is on file.

### RESIDENCE REQUIREMENT

The minimum amount of credit which must be earned in residence is eighteen hours. The residence requirement may be met by attendance in any of the Graduate Residence Centers of the University of Michigan. The eighteen-hour minimum residence requirement must be supplemented by acceptable credit to the extent of six hours, which if not also taken in residence may be advanced credit for work taken in a recognized graduate school of another institution or University of Michigan Extension credit.

### TIME LIMITATION

A student enrolled after September, 1935, must complete the work for the master's degree within six consecutive years after his first enrollment in the Graduate School. The time limit for acquiring the degree will be extended in all cases when a student can present satisfactory evidence that he has been engaged in active government defense service which prevented him from continuing his graduate work.

### CREDIT REQUIREMENT

The minimum credit requirement for the master's degree (Master of Arts or Master of Science) is twenty-four hours. This minimum is sufficient, however, only if the student's undergraduate record is satisfactory both as to quality of work done and quantity in relation to the proposed program of graduate work. This minimum also presupposes the preparation of a master's thesis. In meeting the twenty-four-hour requirement for the master's degree, the following conditions must be met: (1) at least twelve hours must be earned while the student is carrying a full-time program of work during a term or during two summer sessions, with attendance during one of the summer sessions or its equivalent being on the campus at the University of Michigan; (2) at least twelve hours must be earned in courses in which enrollment is restricted to graduate students.

### SUBSTITUTION OF COURSE WORK FOR THESIS

After a student has completed twelve hours of his graduate work, he may exercise the option of taking six hours' work in lieu of the thesis, thus making the credit requirement thirty hours without a thesis. If a student desires to substitute six hours' work in lieu of a thesis, he will obtain a petition blank from the office of the Director.

The substitution of six hours of course work for the thesis does not remove the requirement of two seminars (or B192 or C192 and one seminar). An individual intending to go on for the doctorate must prepare a master's thesis or its equivalent. Usually the courses to be substituted consist of two courses in education and one cognate course.

### SEMINAR REQUIREMENT

In so far as possible, two types of seminars are provided: (a) for those students preparing a master's thesis, and (b) for those not preparing a thesis. Under most circumstances Education B192, or its equivalent, is prerequisite or must be taken simultaneously with either type of seminar. Those not preparing a master's thesis usually elect Education B192 or C192 and one seminar; those preparing a master's thesis, two seminars, although if they complete the thesis in one, some other course may be substituted for the second seminar. Most seminars are specifically designed to aid students in bringing the thesis to completion. It is permissible to begin the preparation of a thesis in any one of the nonseminar courses (consult instructors and advisers about this).

### SCHOLARSHIP REQUIREMENT

Students who desire credit must meet all the requirements set by the instructor with reference to attendance, supplementary reading, term reports, examinations, etc. The master's degree is awarded only to those students who maintain an average of *B* in all their work. An average grade of *B* is required for graduation. A grade lower than *B* for a given subject does not necessarily bar a student from obtaining credit for a graduate course, provided such a grade is balanced by other work of uniformly high character. Hours of *D* and *E* grades are used to determine the average grade of each student, but are not included in the number of hours required for the degree. A graduate student will not be allowed credit for a course unless it is completed and reported in the Office of the Graduate School within a year of the official termination of the course.

### PROGRAM OF WORK

For a student devoting full time to graduate study, the normal load during a term is twelve hours; the maximum program of work allowed during a six weeks summer session is six hours. During a term the program of work done by students devoting only part time to graduate study and paying the reduced schedule of fees varies from two to six hours, but no student in part-time attendance who is engaged in full-time teaching or other such employment shall be allowed to elect more than four hours of work during a term. During the summer session the program of work for such students will be determined by the Director of the Graduate Division according to the proportion of the student's time available for graduate study.

### THE PERMANENT TEACHER'S CERTIFICATE

The candidate for the permanent certificate must earn ten semester hours of credit, which the *Michigan Teachers' Certification Code* recommends to be obtained in *graduate courses* leading toward the master's degree. The required ten hours may be earned in either a subject-matter or a professional field; the program to be followed is determined in each case by the present and probable future needs of the individual. There are undoubted

advantages to be gained from taking graduate work during the provisional period. The Director of the Graduate Division of Western Michigan College of Education will advise students in regard to desirable graduate courses available for this purpose. Even though the candidate plans to secure his permanent certificate through the institution in which he completed the requirements for the provisional certificate, he may take the required ten hours at Western Michigan College of Education.

Probably the most satisfactory way to meet the requirements for the permanent certificate is to pursue work toward the master's degree. The attainment of the degree will not only insure meeting the credit requirements for the permanent certificate but will also improve the opportunities for advancement in the teaching profession. The Director of the Graduate Division will be glad to discuss with candidates the possibilities of satisfying the requirements for the permanent certificate while at the same time working toward the master's degree.

### REGISTRATION

Registration for the summer session of the Graduate Division will be on Saturday, June 25, from 8 to 12 A. M., and Monday, June 27, from 9 to 12 A. M. and from 1 to 4 P. M. All students who enroll later than June 27 must pay in addition to the regular fee a penalty of one dollar for each day of late registration until a maximum penalty of three dollars is incurred.

Registration will take place in the Graduate Division Offices, Room 106, Administration Building.

Classes for the summer session will begin on Tuesday, June 28, and will continue through Friday, August 5. All classes meet one hour a day, five days a week, Monday through Friday. Prerequisites for a course should be carefully determined by the student before enrolling in the course.

Generally speaking, prerequisites for courses offered in the graduate program are, in addition to graduation from a four-year curriculum in an accepted college or university, one year of work of college grade in the field of the subject elected. In some cases, however, courses may require specific prerequisites or an amount of prerequisite credit in excess of this general requirement.

### FEES

The fees must be paid in advance and no student can enter upon his work until after such payment. The fees are as follows:

Fee for summer session	Michigan students	Non-resident students
Six credits .....	\$35	\$90
Four credits .....	35	90
Two credits .....	20	50

In case of complete withdrawal, refunds are granted as follows: (1) at the end of the first week, the entire fee; (2) at the end of the second week, fifty per cent of the fee; (3) at the end of the third week, forty per cent of the fee; (4) after the third week, no refund.

Courses dropped after the fourth week will be recorded with the grade of *E*.

The above fees include health service and all other non-academic services of the summer session.

Students wishing to carry both graduate and undergraduate classes should confer with Dr. Elmer H. Wilds, Director of the Graduate Division, regarding enrollment in the Graduate Division. Enrolling for undergraduate credit should follow the regular plan for undergraduates.

Graduate students are subject to the rules of the Dean of Men and the Dean of Women and to other general regulations of this institution.

### OTHER INFORMATION

For details concerning other information, see the *Announcement* of the Graduate Division, Western Michigan College of Education; the *Announcements* of the Graduate School and of the School of Education, University of Michigan; and the booklet, *Advanced Study in Education*, prepared by the School of Education, University of Michigan.

Questions not answered by these sources should be addressed to Dr. Elmer H. Wilds, Director of the Graduate Division, Western Michigan College of Education, Kalamazoo, Michigan.

### COURSES OFFERED

#### Summer 1949

Biology	160*	Ornithology	Hinds
Economics	121*	Labor	Bowers
Education	B105	Elementary School Curriculum	Frederick
	B124	Secondary School Administration	Bryan
	B133*	Visual-Sensory Aids in Education	Mills
	B156	High School Supervision	Thomas
	B192	Methods of Research in Education	Mallinson
	B233	Seminar in Audio-Visual Aids	Mills
	B205	Curricular Studies in Elementary Education	Herrick
	B250	Principles of Educational Administration	Norrix
	B252	Elementary School Organization and Administration	Norrix
	C107b	Psychology of Elementary School Subjects	T. Carter
	C116b	Psychology of High School Subjects	T. Carter
	C119*	Educational Guidance and Adjustment	Manske
	C130*	Education of Exceptional Children	Thea
	C132	Clinical Study of Atypical Children	Truitt
	C177*	Education of Young Children	Griggs
	C220	Seminar in Guidance	Manske
	C330	Specialized Techniques in the Teaching of Deaf Children	Thea
	D260a	Problems in Teaching Industrial Arts	Feirer
	D265a	Methods of Teaching Non-Secretarial Business Subjects	Schneider

	E101*	Principles and Techniques of Vocational Guidance	Fox
	E103b	Instructional Aids in Distributive Education	Trimpe
	E201b	Seminar in Vocational Education	Trimpe, Fox
English	152*	Modern English Grammar	Limpus
	181*	American Literature	Miller
History	162*	The Era of the American Revolution	Macmillan
Pol. Sci.	141*	Municipal Government and Administration	Cornell
Psychology	122*	Occupational Analysis and Classification	Holmes
	142*	The Deviant Individual	Holmes
Social Work	270	Mental Hygiene in Social Work	Williamson
Sociology	159*	Juvenile Delinquency	Kercher
Speech	151*	Fundamentals of Broadcasting	Garneau
	152*	Radio Speaking	Garneau

\*Open to undergraduate seniors.

Full descriptions of these courses with hours of credit and time scheduled will be found under the various departments on pages 96-136.

## CURRICULA FOR THE MASTER'S DEGREE

The following Schedules of Study are drawn up with a view to bringing together those courses which have some degree of functional unity. Some of the courses listed may not be given in every semester or summer session, but will be offered at some time. Substitutions will be made whenever necessary. In some cases it may be wise to depart from a given schedule in order that the needs of a student may be more adequately met. This may be done with the approval of the Director of the Graduate Division, provided the general requirements for the Master's degree are satisfied.

### TEACHING IN THE ELEMENTARY SCHOOL

#### REQUIRED COURSES, 12 hours

- B105 Elementary School Curriculum
- C107a or C107b Psychology of Elementary School Subjects
- C175 Psychology of Child Development
- C177 Education of Young Children
- B192 Methods of Research in Education
- B225 Seminar

#### ELECTIVE COURSES IN EDUCATION, 6 hours

Any Education course counting for graduate credit may be elected. The following are suggested: A125, B151, B251, C102, C119, C120, C130, C132, F190, F191.

#### COGNATE COURSES, 8 hours

Political Science 141, 163, 184; Sociology 115, 158, 159, 160, 243; Economics 193; Health Practice 171; or any course in subject-matter fields taught in the elementary schools.

**TEACHING IN THE SECONDARY SCHOOL****REQUIRED COURSES, 10 hours**

- B120 Improving High School Teaching
- B156 High School Supervision
- C102 Educational Psychology, or
- C116b Psychology of High School Subjects
- C120 Mental Hygiene
- B192 Methods of Research in Education
- B227 Seminar

**ELECTIVE COURSES IN EDUCATION, 2 to 6 hours**

Any Education course counting for graduate credit may be elected. The following are suggested: A125, B122, B124, C102, C119, C120, C217, E101, F190, F191.

**COGNATE COURSES, 8 to 12 hours**

Economics 152, 193, 255; Political Science 141, 163, 184; Sociology 115, 118, 158, 159, 160; Health Practice 171; or any course in subject-matter fields taught in high schools.

**ADMINISTRATION AND SUPERVISION OF ELEMENTARY SCHOOLS****REQUIRED COURSES, 10 hours**

- B250 Principles of Educational Administration
- B151 Administration and Supervision of Elementary Schools
- B251 Supervision of Elementary School Instruction
- B192 Methods of Research in Education
- B225 Seminar

**ELECTIVE COURSES IN EDUCATION, 6 hours**

Any Education course counting for graduate credit may be elected. The following are suggested: A125, B105, C102, C119, C120, C130, C132, C165, C217, F190, F191.

**COGNATE COURSES, 8 hours**

Economics 152, 193, 255; Political Science 141, 163, 184; Sociology 115, 118, 158, 159, 160, 243; Health Practice 171; Geography 120, 130, 135, 145; Psychology 130; or any course in History, Geography, or English.

**ADMINISTRATION AND SUPERVISION OF SECONDARY SCHOOLS****REQUIRED COURSES, 10 hours**

- B250 Principles of Educational Administration
- B124 Secondary School Administration
- B156 High School Supervision
- B192 Methods of Research in Education
- B227 Seminar

**ELECTIVE COURSES IN EDUCATION, 6 hours**

Any Education course counting for graduate credit may be elected. The following are suggested: A125, B122, B255, B257, C115, C119, C120, C130, C165, C217, E100, S101, F190, F191.

**COGNATE COURSES, 8 hours**

Economics 152, 193, 255; Political Science 141, 163, 184; Sociology 115, 118, 158, 159, 160, 243; Psychology 130; Speech 151; History 182, 201; Geography 145.

**GENERAL EDUCATIONAL ADMINISTRATION****REQUIRED COURSES, 12 hours**

- B250 Principles of School Administration
- B124 Secondary School Administration
- B151 Elementary School Administration and Supervision
- B255 Social Interpretation
- B192 Methods of Research in Education
- B227 Seminar

**ELECTIVE COURSES IN EDUCATION, 4 hours**

Any Education course counting for graduate credit may be elected. The following are suggested: A125, B105, B122, B156, B257, C115, C119, C120, C130, C165, C217, E100, E101, F190, F191.

**COGNATE COURSES, 8 hours**

Economics 152, 193, 255; Political Science 141, 163, 184; Sociology 158, 159, 160; Psychology 130; Speech 151; History 182, 201; Geography 145.

**PUPIL GUIDANCE AND PERSONNEL****REQUIRED COURSES, 12 hours**

- C117 Vocational and Aptitude Tests
- C119 Educational Guidance and Adjustment
- C217 Techniques of Guidance
- C120 Mental Hygiene
- B192 Methods of Research in Education
- B220 Seminar in Guidance and Adjustment

**ELECTIVE COURSES IN EDUCATION, 4 hours**

Any Education course counting for graduate credit may be elected. The following are suggested: A125, B124, B182, C115, C130, C165.

**COGNATE COURSES, 8 hours**

Psychology 130; Health Practice 171; Sociology 158, 159, 160; Economics 193; History 182.

**INDUSTRIAL EDUCATION****REQUIRED COURSES, 12 hours**

- E100 Principles of Vocational Education
- E101 Principles and Techniques of Vocational Guidance
- E102 Legal and Industrial Relations Aspects of Vocational Education
- E106 Coordination in Vocational Education
- B192 Methods of Research in Education
- E201 Seminar in Vocational Education

**ELECTIVE COURSES IN EDUCATION, 4 hours**

Any Education course counting for graduate credit may be elected. The following are suggested: B124, B250, B255, C119, E103, E109, E113, E114.

**COGNATE COURSES, 8 hours**

Economics 121, 141, 152, 255; Psychology 131, 132; Political Science 184; Sociology 158, 160, 162.

**BUSINESS EDUCATION****REQUIRED COURSES, 12 hours**

- D265 The Teaching of Business Subjects
- E151 Principles of Business Education
- E157 The Curriculum of Business Education
- E106 Coordination of Vocational Education
- B192 Methods of Research in Education
- E201 Seminar in Vocational Education

**ELECTIVE COURSES IN EDUCATION, 4 hours**

Any Education course counting for graduate credit may be elected. The following are suggested: B124, B250, C117, C119, E101, E102, E103, E105, E109, E113.

**COGNATE COURSES, 8 hours**

Economics 121, 141, 152, 255; Psychology 130, 132; Political Science 141, 184; Geography 145; Sociology 158, 160, 162.

Many other curricula in additional fields are available. Schedules of Study for such curricula may be planned in consultation with the Director of the Graduate Division.



LAVINIA SPINDER  
HALL FOR WOMEN

## DESCRIPTION OF COURSES\*

	Pages
Art .....	97
Biology .....	109-110
Business Education .....	129-131
Chemistry .....	110-111
Economics .....	115-116
Education .....	121-124
English .....	100-102
Geography and Geology .....	111
History .....	116-117
Home Economics .....	131-132
Industrial Education .....	132-136
Languages .....	102-103
Librarianship .....	125-126
Mathematics .....	112
Music .....	98- 99
Occupational Therapy .....	99
Philosophy .....	117
Physical Education for Men .....	105-106
Physical Education for Women .....	107
Physics .....	113
Political Science .....	117-118
Psychology .....	113-114
Rural Life and Education .....	127-128
Sociology .....	118-119
Speech .....	103-104

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Note.—\* For information regarding the significance of course numbers and credit for courses see pages 55-56.

## DIVISION OF FINE ARTS

**Lydia Siedschlag, Chairman**

The Division includes the Departments of Art, Music, and Occupational Therapy. Its functions through a committee consisting of the respective heads of these departments. The heads of the departments and the departmental counselors will advise students relative to requirements for majors or minors in these departments and concerning any special requirements set up by the departments. In certain cases, where a group major or minor is possible and advisable, the chairman of the Division should be consulted. Major and minor requirements and special departmental requirements are listed under the individual departments in the *Annual Catalog*.

### ART

HARRY HEFNER

JOHN G. KEMPER

ELAINE L. STEVENSON

#### 105 Elementary Design

A fundamental course in art, developing design and color theory through problems in various media. M. Tu. W. F. 10:30-12:20; 1:30-3:20. Mr. Kemper. Three semester hours.

#### 106 Art Structure

A course giving drawing experience, lettering, figure, color, and design. M. Tu. Th. F. 10:30-12:20. Miss Stevenson. Three semester hours.

#### 107 Illustrative Handwork

An elementary craft course with manual problems related to interests in the primary grades. M. Tu. Th. F. 10:30-12:20; 1:30-3:20. Mr. Hefner. Three semester hours.

#### 110 Industrial Art

A studio course in crafts, designed to meet the needs of groups with varied interests. M. Tu. Th. F. 1:30-3:20. Miss Stevenson. Three semester hours.

#### 212 Handicraft

Advance craft problems in variety of materials. Wood, metal, plastics, glass, etc. Prerequisite: Art Structure 106 and Elementary Design 105 or consent of the instructor. M. Tu. Th. F. 7:40-9:20. Mr. Hefner. Three semester hours.

#### 213B History of Art

Study of the art of the Renaissance in Europe and of modern art in Europe and America. Prerequisite: History of Art 213A or consent of the instructor. M. Tu. W. F. 7:40-9:20. Mr. Kemper. Three semester hours.

## MUSIC

LEOTI C. BRITTON  
ELWYN F. CARTER  
H. GLENN HENDERSON

DANIEL A. KYSER  
HOLON MATTHEWS  
JULIUS STULBERG

### 107B Music Appreciation

This course, primarily a listening one, is designed for students wishing a general cultural course to increase their knowledge and discrimination of music. Various types of music from the folk song and dance to the symphony, oratorio, and opera are presented and discussed. Concerts and outstanding radio programs are related to the course. M. Tu. Th. F. 9:30-10:20. Mrs. Britton. Two semester hours.

### 109 Rural School Music Methods and Materials

This course consists of sight reading of unison songs, introduction of part singing, organization of music work in the school and the community. The importance and value of music in the life of school and community are emphasized; materials for the school music program, community singing, and recreation are considered. M. Tu. Th. F. 7:40-9:20. Mrs. Britton. Three semester hours.

### 132 String Orchestra

The orchestra is open to all students who have had a reasonable amount of orchestral experience. Many fine compositions will be studied and played during the year. The orchestra will present at least one public program during the summer. Many unusual instruments are available for the use of students. M. W. 4:30-6:00. Mr. Stulberg. One semester hour.

### 133 Summer School Band

This organization affords to the student who plays some instrument an opportunity for development in both marching and playing. Many of the instruments are furnished. (May be substituted for physical education credit.) Tu. Th. 4:30-6:00. Mr. Kyser. One semester hour.

### 134 Summer School Choir

A summer school choir, open to all students having had choral experience, will be organized. Material will be used that will be sung in the following spring at the High School Music Festivals. M. W. 4:30-6:00. Dr. Carter. One semester hour.

### 207A Music Literature

Designed to satisfy the needs of music majors and minors. Some formal analysis and historical background of the material studied are included. The larger musical forms are stressed in the selection of material. M. Tu. W. Th. 10:30-12:20. Dr. Matthews. Three semester hours.

### 209 Instrumental Methods and Materials

A discussion of the teaching methods for classes in strings and winds, and an evaluation of the materials suitable for these classes and small and large ensembles. M. Tu. W. Th. F. 9:30-10:20. Mr. Kyser and Mr. Stulberg. Two semester hours.

**301B Senior High School Methods and Materials**

This course involves a study of the place of music in the education of adolescent youth, the changing voice, voice testing and classification, singing and instrumental ensembles, the place of music in all types of integrating courses for secondary schools, and class instruction in voice and the various instruments. M. Tu. Th. F. 1:30-3:20. Mrs. Britton. Three semester hours.

**357A Music History**

Early development of rhythm, scale, and keynote; beginning harmony, growth of notation; development of instruments and instrumental music; growth of opera and oratorio; crystallizing of schools of composition and the place of various composers in this process; use of nationalism in music and its transition into the music of the twentieth century. M. Tu. W. Th. 1:30-3:20. Dr. Matthews. Three semester hours.

**360 Music Workshop**

Designed for students interested in some special field of music not formally listed for instruction. All special problems must be approved by the head of the Department of Music, but may be under the direct guidance of any of the members of the music faculty. This course may be elected as many as three times. M. Tu. W. Th. 10:30-12:20. Dr. Carter. Three semester hours.

**Individual Instruction**

Individual instruction in Orchestration, Advanced Conducting, Composition, Advanced Composition, and Counterpoint, and individual lessons in Applied Music, such as Woodwind Instrument Instruction, Brass Instrument Instruction, String Instruction, Small Ensemble Instruction, Piano Instruction, Organ Instruction, and Voice Instruction, can be elected for college credit by any student in the college. Such elected study is granted two semester hours credit in the summer session with the exception of Orchestration, Composition, and Counterpoint, which are granted three semester hours. Consult the head of the department concerning enrollment for individual instruction.

**OCCUPATIONAL THERAPY**

MARY NELSON

**224 Therapeutic Crafts**

Course covers techniques and equipment used in short-time crafts, including hand printing, carving, string and paper work. Emphasis is placed on the application of these techniques to occupational therapy treatment. M. Tu. W. Th. 7:40-9:20. Miss Nelson. Three semester hours.

**227 Leatherwork**

Fundamental processes and techniques of leatherwork as used in occupational therapy. Includes designing, cutting, stamping, tooling, and lacing of leather. M. Tu. W. 9:30-10:20. Miss Nelson. One semester hour.

# DIVISION OF LANGUAGES AND LITERATURE

William R. Brown, Chairman

The Division includes the Departments of English, Languages, and Speech. It functions through a committee consisting of the respective heads of these departments. The heads of the departments and the departmental counselors will advise students relative to requirements for majors and minors in these departments and concerning any special requirements set up by the departments. In certain cases, where a group major or minor is possible and advisable, the chairman of the Division should be consulted. Major and minor requirements and special departmental requirements are listed under the individual departments in the *Annual Catalog*.

## ENGLISH

THELMA E. ANTON  
JEAN L. HEINRICH  
ROBERT M. LIMPUS  
MINNIE D. LOUTZENHISER

HELEN E. MASTER  
CORNELIA D. MATTHEWS  
RALPH N. MILLER  
HELEN G. SELLERS

CHARLES A. SMITH

## LANGUAGE

### 106A Rhetoric

The course is planned to aid the student in developing greater facility in the use of language in the common human experiences of thinking, talking, reading and writing. M. Tu. Th. F. 10:30-12:20. Mrs. Matthews. M. Tu. Th. F. 1:30-3:20. Miss Sellers. Three semester hours.

### 106B Rhetoric

A continuation of 106A.

M. Tu. Th. F. 10:30-12:20. Mrs. Heinrich. M. Tu. Th. F. 1:30-3:20. Mrs. Heinrich. Three semester hours.

### 325 History of the English Language

A course in the development of the language, treating the historic and linguistic forces which have brought about changes in the form, grammar, and vocabulary of English. Required of all English majors and minors and elective for any other student in the college. M. Tu. W. Th. F. 9:30-10:20. Miss Master. M. Tu. W. Th. F. 12:30-1:20. Dr. Limpus. Two semester hours.

Open to Seniors and Graduates

### 425(152) Modern English Grammar

A study of the historical development of the English language with special attention to the evolution of modern syntax and the growth of new meanings of words. M. Tu. W. Th. F. 1:30-2:20. Dr. Limpus. Two semester hours.

**LITERATURE****121A American Literature**

A survey of American literature from the beginning to the Civil War with special reference to the development of literary movements and types. Open only to freshmen. M. Tu. Th. F. 7:40-9:20. Mrs. Matthews. Three semester hours.

**203 Literature for Children**

A general survey of the field of literature suited to the needs and tastes of children; the general principles which underlie the selection of literature for children under any given conditions. M. Tu. Th. F. 7:40-9:20. Miss Master. Three semester hours.

**207A Great English Writers**

Emphasis is placed on the study of Chaucer, Shakespeare's Henry IV, Part I, Twelfth Night, Milton's Paradise Lost, and Boswell's Johnson. Open only to sophomores. M. Tu. Th. F. 10:30-12:20. Miss Anton. Three semester hours.

**211 Lyric Poetry**

This course is a more thorough study of one form of literature. Its aim is to help the student to a fuller appreciation of good poetry, to know why a poem is good literature, and to suggest ways of using poetry with classes. M. Tu. Th. F. 7:40-9:20. Miss Sellers. Three semester hours.

**227 Seventeenth Century Poetry and Prose**

The poets read and discussed in this course are "metaphysicals"—Donne, Herbert, Crashaw, Vaughan—and the "neoclassicals"—Jonson, Kerrick, Lovelace, Suckling. The prose writers, who are studied for their style and for their views, are Bacon, Browne, Donne, Bunyan, and Taylor. Prerequisite: three hours of literature. M. Tu. Th. F. 10:30-12:20. Mr. Smith. Three semester hours.

**308A English Drama**

The chief aim of the course is to acquaint the students with both interesting and significant plays by Elizabethan and Jacobean playwrights. M. Tu. W. Th. F. 12:30-1:20. Mr. Smith. Two semester hours.

**311 Browning**

A study of the poetry of Robert Browning. M. Tu. W. Th. F. 9:30-10:20. Miss Loutzenhiser. Two semester hours.

**313 English Novel**

A study of the technique of the novel and its development in England from Defoe to Hardy. M. Tu. Th. F. 1:30-3:20. Miss Loutzenhiser. Three semester hours.

**314 The Contemporary Novel**

A study of the tendencies in English and American prose fiction since 1898, together with wide reading from the chief novelists of the period. M. Tu. W. Th. F. 9:30-10:20. Miss Anton. Two semester hours.

**322 American Literature**

This course is intended primarily for juniors and seniors who have had no other courses in American literature and who desire more intimate acquaintance with the subject. (This course cannot be counted for credit together with course 121A.) M. Tu. Th. F. 10:30-12:20. Dr. Miller. Three semester hours.

Open to Seniors and Graduates

**421(181) American Literature**

A survey of the literature of the colonial and early national period, including the writings of Freneau, Irving, Bryant, Emerson, Thoreau, Hawthorne, Poe, and Melville. M. Tu. W. Th. F. 9:30-10:20. Dr. Miller. Two semester hours.

## LANGUAGES

HERMANN E. ROTHFUSS

MYRTLE WINDSOR

**100A Elementary German**

This course is designed both for beginning German students who desire credit and for those who want to prepare for a graduate language examination but do not need credit. The course will offer grammar essentials and selected readings with the aim either of preparing students for German 100B or of laying the foundation for the facile reading of German. M. Tu. W. Th. F. 10:30-12:20. Mr. Rothfuss. Four semester hours.

**100B Elementary French**

This course is a continuation of work in aural comprehension, grammar, pronunciation, and reading begun in French 100A. Reading for the two semesters totals 100 pages. Prerequisite: one year of high school French or 100A. M. Tu. W. Th. F. 7:40-9:20. Miss Windsor. Four semester hours.

**100B Elementary Spanish**

This course is a continuation of the basic grammar, oral Spanish, pronunciation drill and reading begun in Spanish 100A. Prerequisite: one year of high school Spanish or 100A. M. Tu. W. Th. F. 10:30-12:20. Miss Windsor. Four semester hours.

**201A German Conversation**

The aim of this course is to supplement the practice in speaking and writing done in the reading courses. It is required of students majoring in German. Prerequisite: the equivalent of two years of college German. M. Tu. W. Th. F. 9:30-10:20. Mr. Rothfuss. Two semester hours.

**207 Germany, Past and Present**

This course will be given in English and aims to provide the students with an insight into the development of Germany and German life over the centuries to the present day. It will consist of readings and discussions on German cultural history, including German literature, art, geography, philosophy, and education. No prerequisite. M. Tu. W. Th. F. 12:30-1:20. Mr. Rothfuss. Two semester hours.

**SPEECH**

CHARLES T. BROWN  
CLARA N. BUSH

ELIZABETH L. CAUGHRAN  
WALLACE L. GARNEAU

CHARLES VAN RIPER

**105A Fundamentals of Speech**

The basic course for all work in the department. A study and application of the fundamental principles underlying the use of the voice and the body for effective communication. Credit will be given for this course alone, but it is strongly urged that 105A and 105B be taken as a unit. M. Tu. Th. F. 7:40-9:20. Miss Caughran. M. Tu. Th. F. 10:30-12:20. Miss Caughran. Three semester hours.

**105B Fundamentals of Speech**

Further study of principles, with additional opportunity for individual practice. Students interested in speech are advised to elect both 105A and 105B the first year. Prerequisite: Fundamentals of Speech 105A. M. Tu. W. F. 10:30-12:20. Miss Bush. Three semester hours.

**201 Parliamentary Usage**

Designed for upperclassmen who desire some knowledge of how to organize meetings and conduct business according to parliamentary procedure. Study of such matters as motions and their order of precedence, committees and their duties, and election of officers. Constant application in the classroom of the principals studied. M. W. F. 9:30-10:20. Dr. C. Brown. One semester hour.

**206 Public Speaking**

Introductory study of the rhetorical principles of public speech and audience psychology. The primary aim is to develop clear thinking and ease and effectiveness in speaking. Frequent opportunity for platform work is given. Designed for upperclassmen. Prerequisite: Fundamentals of Speech 105A, B, or consent of instructor. M. Tu. W. F. 10:30-12:20. Dr. C. Brown. Three semester hours.

**210 Interpretive Reading**

Analysis and oral interpretation of the more simple types of prose and poetry. Prerequisite: Fundamentals of Speech 105A, B. M. Tu. Th. F. 1:30-3:20. Miss Bush. Three semester hours.

**230 Introduction to Speech Correction**

A course designed to acquaint the student with the scope, history, and nature of speech correction. Topics considered are: the development of speech in the child, the psychology of the speech defective, the relationship of speech disorders to reading disabilities, and other psycho-educational problems. M. W. Th. F. 10:30-12:20. Dr. Van Riper. Three semester hours.

**305 Speech for the Classroom Teacher**

The course is designed to help the teacher become more effective in speaking and reading. The content of the course will be adjusted to meet the specific speech needs of the individual members of the class. M. Tu. W. F. 7:40-9:20. Dr. C. Brown. Three semester hours.

**318 Phonetics**

This course is designed to acquaint the student with the standards of pronunciation, with the methods of sound formation and phonetic transcription, and with the application of these methods to foreign language, dialect, interpretive reading, dramatics, and speech correction. M. W. Th. F. 1:30-3:20. Dr. Van Riper. Three semester hours.

**Open to Seniors and Graduates****440(151) Fundamentals of Broadcasting**

Instruction concerning every department of the broadcasting studio. Prerequisite: Fundamentals of Speech 105A, B, Public Speaking 206, or Interpretive Reading 210, or consent of instructor. M. Tu. W. Th. F. 2:30-3:20. Mr. Garneau. Two semester hours.

**441(152) Radio Speaking**

Training in all types of radio speech programs: extempore talks, round tables, announcing. Practical experience over commercial stations. M. Tu. W. Th. F. 9:30-10:20. Mr. Garneau. Two semester hours.

# DIVISION OF PHYSICAL EDUCATION AND HEALTH

Judson A. Hyames, Chairman

The Division includes the Department of Physical Education for Men and the Department of Physical Education for Women. It functions through a committee consisting of the respective heads of these departments. The heads of the departments and the departmental counselors will advise students relative to requirements for majors or minors in these departments and concerning any special requirements set up by the departments. Major and minor requirements and special departmental requirements are listed under the individual departments in the *Annual Catalog*.

## PHYSICAL EDUCATION FOR MEN

EDWARD A. GABEL  
JOHN W. GILL

JUDSON A. HYAMES  
THOMAS C. SLAUGHTER

ROY J. WIETZ

### 206 History and Principles of Physical Education

In this course the experience of past peoples in the physical development of youth are considered, principles are deduced therefrom and adapted to modern economic and political conditions. M. W. Th. F. 10:30-12:20. Mr. Wietz. Three semester hours.

### 207 Camping and Scouting

History, principles, and aims of the Boy Scout movement. Tests are passed and techniques mastered. General camping material is presented and tested in evening and overnight hikes. Good background for potential scoutmasters. M. Tu. W. Th. 10:30-12:20. Mr. Slaughter. Three semester hours.

### 208 Fundamentals and Technique of Football

Fundamentals of football coaching, with special emphasis on blocking, tackling, passing, kicking, and line and backfield maneuvers. Building an offense, principles of defensive formations, scouting and rules. M. Tu. W. Th. F. 12:30-1:20. Mr. Gill. Two semester hours.

### 209 Fundamentals and Technique of Basketball

This covers the theory and practice of basketball coaching. Foundation skills are stressed, with a study of offensive and defensive systems. A personal textbook involving all materials is created. M. Tu. W. Th. F. 9:30-10:20. Mr. Gill. Two semester hours.

### 210 Fundamentals and Technique of Baseball

Theory and practice in base running, fielding, batting, and pitching; detailed study of each position; offensive and defensive team play; officiating, scoring, study of rules. M. Tu. W. Th. F. 3:30-4:20. Mr. Gill. Two semester hours.

**211 Fundamentals and Technique of Track and Field**

The accepted forms of starting, hurdling, distance running, pole vaulting, discus and javelin throwing, and sprinting. Factors affecting speed, endurance, and fatigue. The selection and preparation of contestants for track and field events. Managing of meets. M. Tu. W. Th. F. 3:30-4:20. Mr. Wietz. Two semester hours.

**306 First Aid and Athletic Training**

Knowledge and skill in meeting emergencies. The use of massage, strap-pings, and training room techniques from the coach's point of view. Prerequisites: Anatomy 211A, Physiology 211B. M. Tu. W. Th. 7:40-9:20. Mr. Gabel. Three semester hours.

**310 Swimming**

This course for physical education majors and minors is basic. Instruction is given to beginners with emphasis on the various strokes. Competent swimmers may participate in qualification tests for Senior Life Saving. M. Tu. Th. 12:30-1:20. Mr. Gabel. One semester hour.

**312 Psychology of Coaching**

Considers principles of psychology and their application to athletics and athletic coaching. Phases considered are: preparation for coaching; practice sessions; presenting material effectively; planning the season's campaign; personality, and will power. M. Tu. W. Th. F. 9:30-10:20. Mr. Hyames. Two semester hours.

**320 Playground and Community Recreation**

Nature and function of play; age periods and adaptations of activities; social environment; needs and objectives; playground development, construction, management and supervision. Study of outstanding programs in operation. A survey of recreational material. M. W. Th. F. 1:30-3:20. Mr. Slaughter. Three semester hours.

**343 Organization and Administration of Physical Education**

The planning of physical education programs for city, village, and rural schools; the organization of health lessons, games, tests, meets, tournaments, and seasons of play; principles of supervision; construction and equipment of buildings, grounds, swimming pools, athletic fields, stadia. M. Tu. W. Th. 7:40-9:20. Mr. Hyames. Three semester hours.

**Intramural Athletics**

Intramural tournaments, covering such activities as tennis and golf, will be held during the summer. There will also be a soft ball league, playing a regular schedule of games. Consult Mr. Gabel or Mr. Wietz concerning such activities.

**PHYSICAL EDUCATION FOR WOMEN**

HELEN BROWN

DORIS A. HUSSEY

CRYSTAL WORNER

**101 Early American Dancing**

M. W. 6:30-7:45 P.M. Miss Worner. One class hour.

**108 Restricted Physical Education**

A course in modified sports and recreation activities for students with physical limitations. M. Tu. Th. 12:30-1:20. Miss Hussey. One class hour.

**110 Swimming**

Swimming, diving, and life-saving. Prerequisite: Physical Education 100. M. Tu. Th. 3:30-4:20. Mrs. Brown. Two class hours.

**113 Tennis**

Prerequisite: Physical Education 100. M. Tu. W. Th. F. 7:40-8:30. Miss Worner. One class hour.

**118 Archery**

Prerequisite: Physical Education 100. M. Tu. Th. 2:30-3:20. Mrs. Brown. One class hour.

**120 Badminton**

Prerequisite: Physical Education 100. M. Tu. Th. 1:30-2:20. Miss Hussey. Two class hours.

**122 Social Dancing**

Tu. Th. 6:30-7:45 P.M. Mrs. Brown. One class hour.

**285 Health Education**

In this course the fundamental scientific principles of healthful living are developed through a study of school health problems. An effort is made to make prospective teachers aware of modern methods and materials useful in helping school children solve their health problems. M. Tu. W. Th. F. 9:30-10:20. Miss Worner. Two semester hours.

**334 Public School Physical Education**

A survey of the needs and interests of children as to physical education and presentation of suitable activities. This course may be substituted for Physical Education courses 233, 330, 331, or 332, which appear in the catalog. M. Tu. W. Th. F. 3:30-4:20. Miss Hussey. Two class hours.



# DIVISION OF SCIENCE AND MATHEMATICS

Paul Rood, Chairman

The Division includes the Departments of Biology, Chemistry, Geography and Geology, Mathematics, Physics, and Psychology. It functions through a committee consisting of the respective heads of these departments. The heads of the departments and the departmental counselors will advise students relative to requirements for majors or minors in these departments and concerning any special requirements set up by the departments. In certain cases, where a group major or minor is possible and advisable, the chairman of the Division should be consulted. Major and minor requirements and special departmental requirements are listed under the individual departments in the *Annual Catalog*.

## BIOLOGY

LAVERNE ARGABRIGHT  
FRANK J. HINDS

ROY E. JOYCE  
MERRILL R. WISEMAN

### 100A General Biology

The course includes the general organization, structure, and physiology of plants and animals, and the study of type forms of the lower groups, with stress on their importance to man. M. Tu. W. Th. F. 7:40-10:20. Mr. Joyce. Four semester hours.

### 205 Field Biology

This course deals with the collection, care, preservation, culturing of, and techniques for studying both plant and animal forms of the Kalamazoo area. It will be found valuable for the high school teacher of biology, for the elementary teacher who wishes to develop skill in keeping plants and animals in the classroom, and for all who desire a better acquaintance with the life forms of this area. M. T. W. Th. F. 3:30-4:20. Mr. Wiseman. Two semester hours.

### 211A Anatomy

This course is designed to give the student a thorough knowledge of mammalian anatomy with special reference to man. Each system of organs is taken up in detail. In the laboratory the human skeleton is studied and the cat is dissected. Prerequisite: 100A, B, or equivalent. M. T. W. Th. F. 12:30-3:20. Mr. Wiseman. Four semester hours.

### 212B Community Hygiene

This course is a broad study of all forms and agencies of public health. The history of health work; the classification and prevention of disease; the purity of water, milk, and other foods; sewage disposal; housing; school health; and the functioning of organized health agencies are considered. Prerequisite: 100A, B, or equivalent. M. Tu. Th. F. 10:30-12:20. Mr. Joyce. Three semester hours.

**231A Nature Study**

The aims of this course are to develop an ability to interpret natural phenomena with scientific accuracy, and an understanding and appreciation of some of the laws of nature. Materials are flowers, seed dispersal, flowerless plants, insects, spiders, birds, heat, light, weather, and astronomy. Field trips are part of the scheduled work. M. Tu. W. Th. F. 7:40-10:20. Miss Argabright. Four semester hours.

**233 Nature Study Materials and Methods**

This course is planned to give the student additional techniques in collecting, classifying, and preserving biological and geological specimens. For this purpose and for learning how to care for living materials, some field excursions are made. The content of supplementary nature materials, such as museum exhibits, moving pictures, and nature literature is surveyed. Prerequisite: Biology 100A, B, or Nature Study 231A, B, or consent of instructor. M. Tu. W. Th. F. 12:30-1-20. Miss Argabright. Two semester hours.

**Open to Seniors and Graduates****441(160) Advanced Ornithology**

An introduction to the science of bird life. M. Tu. W. Th. F. 7:40-9:20. Mr. Hinds. Two semester hours.

**CHEMISTRY**

JAMES W. BOYNTON

ROBERT J. ELDRIDGE

ALFRED H. NADELMAN

**101A General Chemistry**

This is a more advanced course than 100A. The theory and fundamental principles of chemistry are emphasized. It is a foundation course. Prerequisite: one unit of high school chemistry and one unit of algebra. M. Tu. Th. F. 7:40-9:20. Lab. M. Tu. W. Th. F. 10:30-12:20. Dr. Nadelman. Four semester hours.

**101B General Chemistry**

A continuation of course 101A. Prerequisite: General Chemistry 101A. M. W. Th. F. 1:30-3:20. Lab. M. Tu. W. Th. F. 10:30-12:20. Dr. Nadelman. Four semester hours.

**201 Qualitative Analysis**

A lecture and laboratory course treating the theory and practice of separation and identification of both cations and anions. Prerequisite: General Chemistry 100A, B or 101A, B. A knowledge of common logarithms is essential. Lecture, M. Tu. W. Th. F. 9:30-10:20. Mr. Boynton. Laboratory, M. Tu. W. Th. F. 1:30-4:20. Mr. Eldridge. Four semester hours.

**202 Quantitative Analysis**

This course includes the theory and practice of volumetric and gravimetric analysis. Prerequisite: Qualitative Analysis 201. A knowledge of quadratic equations and common logarithms is essential. Lecture, M. Tu. W. Th. F. 12:30-1:20. Laboratory, M. Tu. W. Th. F. 7:40-11:30. Mr. Boynton. Four semester hours.

**306A Organic Chemistry**

Preparation and reactions of organic compounds, of both the aliphatic and the aromatic series, are studied. These courses are valuable, not only to those students who wish to teach chemistry, but also to those who may later study medicine, dentistry, or chemical engineering. Prerequisite: General Chemistry 100A, B or 101A, B. Open to qualified sophomores. Lecture, M. Tu. Th. F. 10:30-12:20. Laboratory, M. Tu. W. Th. F. 1:30-3:20. Mr. Eldridge. Four semester hours.

**GEOGRAPHY AND GEOLOGY**

MARGUERITE LOGAN

CYRIL L. STOUT

**208 South America**

Historical background for the division of the continent into many countries; distribution of racial and national groups and conditions to which related; economic, social, and political geography of the several countries. Prerequisite: Introductory Geography 105A, B or Geography 305. M. W. Th. F. 1:30-3:20. Dr. Stout. Three semester hours.

**303 Geographic Techniques**

Guidance is given in the selection, interpretation, and use of all major types of geographical materials such as texts, library materials, pictures, and maps. Special emphasis is placed upon the organization of geographic findings. Prerequisite: Introductory Geography 105A, B or Geography 305. M. W. Th. F. 10:30-12:20. Miss Logan. Three semester hours.

**307 Asia**

Interpretation of the major geographic regions of Asia. Special emphasis is given to the organization of materials into geographic units. Prerequisites: Introductory Geography 105A, B or Geography 305. M. W. Th. F. 7:40-9:20. Miss Logan. Three semester hours.

**312 Conservation of Natural Resources**

Critical evaluation of certain of the natural resources of the United States, such as minerals, soils, forests, water, and wild life; and study of the utilization of these resources so as to yield the greatest ultimate good. M. Tu. W. Th. F. 3:30-4:20. Dr. Stout. Two semester hours.

**325 Climatology**

Study of the distribution and character of the major climatic types of the earth. Fundamentals of air physics as applied to this distribution are discussed. Prerequisite: Introductory Geography 105A, B or Geography 305 or Meteorology 225. M. Tu. W. Th. F. 9:30-10:20. Dr. Stout. Two semester hours.

## MATHEMATICS

FRED A. BEELER

HERBERT H. HANNON

CONWAY C. SAMS

### 100A Intermediate Algebra

Designed for students who present for admission only one year of algebra. For such students it should precede all other college courses in mathematics. The course includes a review of the important topics of the first year's course, together with the work usually given in the third term of the high school course. Prerequisite: one year of high school algebra and one year of high school geometry. M. Tu. Th. F. 1:30-3:20. Mr. Beeler. Three semester hours.

### 100C Plane Trigonometry

Trigonometric ratios, identities and equations, inverse function, theory and use of logarithms, circular measure of angles, solution of triangles. Prerequisite: Intermediate Algebra 100A or a year and a half of high school algebra, and at least one year of Euclidean geometry. M. Tu. Th. F. 7:40-9:20. Mr. Hannon. Three semester hours.

### 101 Arithmetic

Lectures and discussions on the history and teaching of the subject, with assigned reading. Extended treatment of typical problems of applied arithmetic. This course gives credit in education. M. Tu. Th. F. 10:30-12:20. Mr. Hannon. Three semester hours.

### 115 College Algebra

A review of exponents, radicals, and quadratic equations, including systems of quadratic equations, progressions, the binomial theorem, complex numbers; theory of equation, including Horner's method, determinants, permutations and combinations. Prerequisite: one and one-half years of high school algebra and one and one-half years of high school geometry, or the equivalent. M. Tu. Th. F. 1:30-3:20. Mr. Sams. Three semester hours.

### 116 Analytic Geometry

Analytic geometry of the straight line, circle, and conic sections; change of axis; properties of conics, involving tangents, diameters, and asymptotes. Prerequisite: trigonometry and college algebra. M. Tu. W. Th. F. 10:30-12:20. Mr. Sams. Four semester hours.

### 205A Calculus

Functions, limits, continuity, the derivatives of algebraic, trigonometric, inverse, exponential, and logarithmic functions; applications of the derivatives, the differential, curvature, motion. Prerequisite: college algebra and analytic geometry. M. Tu. W. Th. F. 7:40-9:20. Mr. Beeler. Four semester hours.

**PHYSICS**

JOHN W. HORNBECK

WALTER G. MARBURGER

PAUL ROOD

**203A Mechanics, Sound, and Heat**

A general college course dealing with the laws of mechanics, of sound, of heat, and their application. Freshman may elect this course. Prerequisite: high school physics and trigonometry. Lecture, M. Tu. W. Th. 7:40-9:20. Laboratory, Tu. Th. 1:30-3:20. Dr. Hornbeck. Four semester hours.

**203B Electricity and Light**

This course follows Mechanics, Sound, and Heat 203A and consists of studies in electricity, magnetism, and light. Prerequisite: Mechanics, Sound, and Heat 203A. Lecture, M. Tu. W. Th. 10:30-12:20. Laboratory, M. W. 1:30-3:20. Mr. Marburger. Four semester hours.

**204A Problems**

A course in the solution of problems in mechanics, sound, and heat. It is designed to accompany 203A. Tu. W. Th. 9:30-10:20. Dr. Rood. One semester hour.

**204B Problems**

A course in problems in electricity and light designed to accompany 203B. Tu. Th. F. 3:30-4:20. Dr. Rood. One semester hour.

**210 Astronomy**

A course in descriptive astronomy including the study of the solar system, stars and constellations, and nebulae. Frequent use is made of a 9-foot planetarium and a 4½-inch refracting telescope. M. Tu. W. Th. 7:40-9:20. Dr. Rood. Three semester hours.

**PSYCHOLOGY**

AMOS C. ANDERSON

HOMER L. J. CARTER

WILLIAM F. HOLMES

**200 General Psychology**

An introductory course that affords a brief survey of the field of general psychology. M. Tu. Th. F. 10:30-12:20, 1:30-3:20. Dr. Anderson. Three semester hours.

**207 Psychology of Personality**

Attention is given to individual differences and abilities, traits, content, and synthesis of personality; modification of behavior, varieties of adjustive behavior and behavior deviations. M. Tu. Th. F. 7:40-9:20. Mr. Carter. Three semester hours.

**Open to Seniors and Graduates****404(122) Occupational Analysis and Classification**

Sources of occupational information; procedures and techniques of job analysis and job classification; applications in employment procedures, placement, and vocational counseling. M. Tu. W. Th. F. 8:30-9:20. Dr. Holmes. Two semester hours.

**405(142) The Deviant Individual**

Study of the gifted, mentally defective, neurotic, delinquent and criminal, and psychotic; with particular attention to factors in development and to distinctive manifestations of these deviations from the normal. M. Tu. W. Th. F. 10:30-11:20. Dr. Holmes. Two semester hours.

## DIVISION OF SOCIAL SCIENCES

Leonard C. Kercher, Chairman

The Division includes the Departments of Economics, History, Philosophy, Political Science, and Sociology. It functions through a committee consisting of the respective heads of these departments. The heads of the departments and the departmental counselors will advise students relative to requirements for majors or minors in these departments and concerning any special requirements set up by the departments. In certain cases, where a group major or minor is possible and advisable, the counselor of the Division should be consulted. Major and minor requirements and special departmental requirements are listed under the individual departments in the *Annual Catalog*.

### ECONOMICS

HOWARD F. BIGELOW

ROBERT S. BOWERS

FLOYD W. MOORE

#### 220A Principles of Economics

A study of the fundamental principles of economics and their application to some of our more important economic problems. M. Tu. W. F. 7:40-9:20. Dr. Moore. Three semester hours.

#### 220B Principles of Economics

A continuation of Principles of Economics 220A. Prerequisite: 220A. M. W. Th. F. 1:30-3:20. Mr. Bowers. Three semester hours.

#### 223 Economics of Consumption

A study of the problems the individual and family face in trying to satisfy their wants with the money income and other resources at their disposal. M. Tu. Th. F. 7:40-9:20. Mr. Bigelow. Three semester hours.

#### 320 Public Finance

A study of government expenditures, revenues, debts, and problems of fiscal administration. Prerequisite: Principles of Economics 220A, B. Work in government may be substituted in special cases by permission of the instructor. M. Tu. Th. F. 10:30-12:20. Mr. Bigelow. Three semester hours.

#### 321 Business Administration

This course deals with the elementary principles of internal organization and management of industrial enterprises. It includes a discussion of plant location and types of construction; material equipment and power; planning and routing; statistics and accounting; marketing methods and problems; production management; personnel administration; purchasing, traffic, credit, and collections. Prerequisite: Principles of Economics 220A, B. M. Tu. W. F. 1:30-3:20. Dr. Moore. Three semester hours.

**Open to Seniors and Graduates****421(121) Labor**

Introductory course dealing with background and development of the American Labor movement. Considers problems of workers and labor unrest, including insecurity, wages, collective bargaining. Appraises possible remedies by employers, unions, and the government. Prerequisite: Principles of Economics 220A, B. M. Tu. W. Th. F. 11:30-12:20. Mr. Bowers. Two semester hours.

**HISTORY**

ROBERT FRIEDMANN  
MARGARET B. MACMILLAN

CHARLES R. STARRING  
OTTO YNTEMA

**108B Modern European History**

The reactionary period after 1815; the industrial revolution; the liberal and national movements of the nineteenth century; the Near-Eastern question; the expansion of Europe in Asia and Africa; international relations; the World War I; the peace treaties; causes and results of World War II. M. Tu. Th. F. 7:40-9:20. Three semester hours.

**201A United States History**

A general survey of American history from the beginning of the Thirteen Colonies to the Civil War. M. Tu. W. F. 1:30-3:20. Dr. Macmillan. Three semester hours.

**201B United States History, 1860 to Present**

A general survey of United States history for the period. M. W. Th. F. 10:30-12:20. Mr. Yntema. Three semester hours.

**306A United States History, 1877-1901**

An intensive study of a short period. The course is conducted in a manner similar to that of 305A, B. Prerequisite: six semester hours of history. M. Tu. W. Th. F. 12:30-1:20. Mr. Starring. Two semester hours.

**309 Europe Since World War I**

A study of the problems growing out of the peace treaties; successive changes in Italy, Russia, and Germany; the Spanish War; political aspects of the economic tension; causes and outcomes of World War II; the United Nations. M. Tu. Th. F. 1:30-3:20. Three semester hours.

**313 History of Michigan**

A course designed to show the development of the contemporary political, social, and economic status of Michigan. The relation of the history of the state to that of the nation is stressed. M. W. Th. F. 7:40-9:20. Mr. Starring. Three semester hours.

**322 Renaissance and Reformation**

Italian Renaissance, the awakening of the modern mind. Humanism; Lutheranism; Calvinism; Anglicanism; Anabaptism. The Catholic Reformation. Resulting European civilization. M. Tu. W. F. 10:30-12:20. Dr. Friedmann. Three semester hours.

Open to Seniors and Graduates

**404(162) The Era of the American Revolution**

The causes, character, and consequences of the American Revolution. M. Tu. W. Th. F. 9:30-10:20. Dr. Macmillan. Two semester hours.

**PHILOSOPHY**

ROBERT FRIEDMANN

**390 Introduction to Philosophy**

A first acquaintance with the problems of philosophy; relationship between philosophy, science, and religion. Theoretical and practical philosophy. Problems of philosophy, universe, man, inner life, moral conduct, esthetics. Different schools of thought. M. Tu. W. Th. F. 12:30-1:20. Dr. Friedmann. Two semester hours.

**POLITICAL SCIENCE**

SAMUEL I. CLARK  
ROBERT F. CORNELL

WILLIAM V. WEBER  
ELSWORTH P. WOODS

**230 American National Government**

A study of the national government of the United States, including its structure, functions, and operations, with special stress on the last two. M. Tu. Th. F. 7:40-9:20. Mr. Clark. 1:30-3:20. Mr. Woods. Three semester hours.

**231 American State and Local Government**

An effort is made to acquaint the student with the organization, aims, and problems of state, county, and municipal government. Special emphasis on Michigan. M. Tu. Th. F. 7:40-9:20. Mr. Woods. 10:30-12:20. Mr. Clark. Three semester hours.

**339 World Politics and International Organization**

An examination is made of the psychological, economic, social, and political causes of wars and the needs for international cooperation. A critical study will be made of recent attempts in international organization. Prerequisite: Government 230 or consent of instructor. M. Tu. Th. F. 10:30-12:20. Dr. Weber. Three semester hours.

**Open to Seniors and Graduates****431(141) Municipal Government and Administration**

The main emphasis will be placed upon administration, studying such services as planning, zoning, police, welfare, utilities, and public works. Problems of metropolitan communities will be considered. Considerable source materials will be used. Prerequisite: Government 231. M. Tu. W. Th. F. 8:30-9:20. Dr. Cornell. Two semester hours.

**SOCIOLOGY**

PAUL B. HORTON

LEONARD C. KERCHER

NELLIE N. REID

EDWIN M. WILLIAMSON

**241 Principles of Sociology**

A study of man's social nature and of the social world in which he lives. The biological, social, and cultural factors underlying the development of human personality and the various forms and processes of group association are analyzed. M. Tu. Th. F. Mr. Horton. 7:40-9:20. Three semester hours.

**242 Modern Social Problems**

A general survey of some of the major social problems now confronting American society, such as inter-group conflict, physical and mental ill health, economic insecurity, juvenile delinquency and crime, population changes, and mass communication. Prerequisite: Principles of Sociology 241. M. Tu. Th. F. 1:30-3:20. Dr. Kercher. Three semester hours.

**247 Problems of Family Life**

A study of the social functions of the family with special emphasis on preparation for marriage through an analysis of the problems of interpersonal adjustment in family living. M. Tu. Th. F. 10:30-12:20. Mr. Horton. Three semester hours.

**358A Orientation to Field Work**

A course in agency observation and study, aiming to orient the student to a specific field work assignment. A minimum of 75 hours of on-the-spot study of the agency's organization, functions and methods are required. Course offered under special arrangements with off-campus, case-work and group-work agencies. Prerequisite: Consent of instructor. No on-campus sessions. Mrs. Reid. Two semester hours.

**358B Supervised Field Work**

A continuation of Orientation to Field Work 358A, with emphasis on supervised participation in the work of the agency. Each student is required to complete 150 hours of field work on specific assignments. Course is offered under special arrangements with off-campus agencies. Prerequisite: Consent of instructor. No on-campus sessions. Mrs. Reid. Three semester hours.

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**Open to Seniors and Graduates**

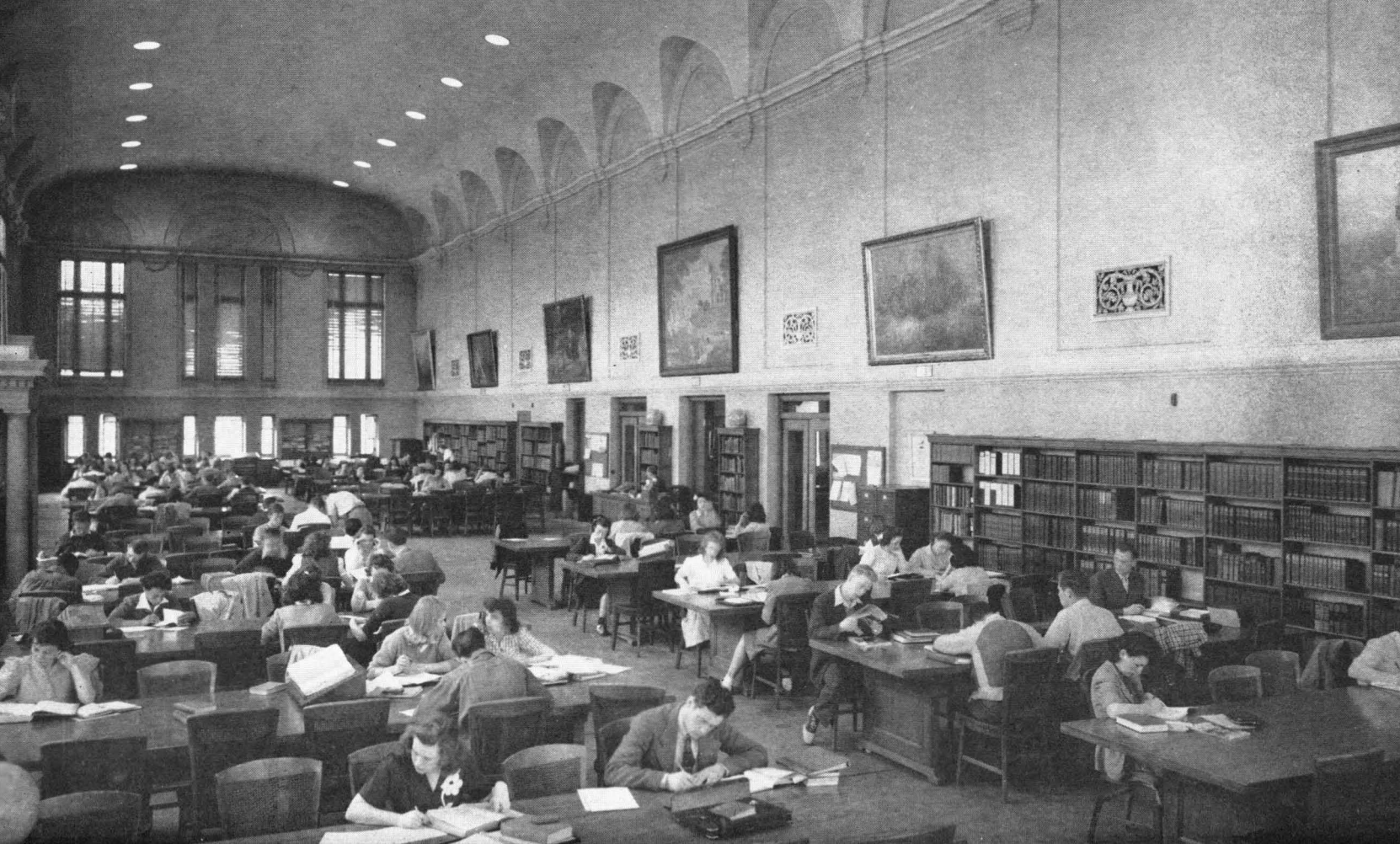
**446(159) Juvenile Delinquency**

Extent, causes, and methods of control of juvenile maladjustment. Prerequisite: Principles of Sociology 241 or equivalent. M. Tu. W. Th. F. 12:30-1:20. Dr. Kercher. Two semester hours.

**Open to Graduates**

**450(270) Mental Hygiene in Social Work**

Study of the fundamental biological, psychological, and social factors in childhood which later determine mechanisms of behavior in adult life. Required of all candidates. M. W. F. 7-9 P.M. Dr. Williamson. Two semester hours.



# DIVISION OF TEACHER EDUCATION

James H. Griggs, Chairman

The Division includes the Departments of Education and Librarianship. The heads of the departments and the departmental counselors will advise students relative to the requirements governing work taken in these departments. Major and minor requirements and special departmental requirements are listed under the individual departments in the *Annual Catalog* and the *Description of Curricula Bulletin*.

## EDUCATION

JANE A. BLACKBURN  
ROY C. BRYAN  
THOMAS M. CARTER  
MANLEY M. ELLIS  
ORIE I. FREDERICK  
JAMES H. GRIGGS  
THERAL T. HERRICK  
GEORGE G. MALLINSON

ARTHUR J. MANSKE  
GEORGE E. MILLS  
LOY NORRIX  
CARL B. SNOW  
ROXANA A. STEELE  
ALFRED R. THEA  
EUGENE S. THOMAS  
WILLIAM J. B. TRUITT

### 212 Psychology of Reading

A summary of the results of the scientific studies made in the field of reading, with suggestions as to the bearing of these studies upon the materials and methods of teaching. Prerequisite: as many honor points as hours of credit. M. Tu. Th. F. 7:40-9:20. Miss Blackburn. Three semester hours.

### 251 Human Growth and Development

Class will meet four periods a week. Course deals with physical, social, emotional, and intellectual growth and development of children and adolescents. Prerequisite: as many honor points as hours of credit. M. Tu. Th. F. 7:40-9:20. Dr. Mallinson. 10:30-12:20. Miss Blackburn. Three semester hours.

### 351 Introduction to Directed Teaching

The course is designed to prepare students for successful student teaching. Prerequisite: Human Growth and Development 251 or equivalent and as many honor points as hours of credit. M. Tu. Th. F. 7:40-9:20. Dr. Ellis. 10:30-12:20. Mr. Snow. Three semester hours.

### 353 Foundations of Modern Education

This course acquaints the prospective teacher with the historical and philosophical backgrounds of the institution in which he is to work, in order to prepare for intelligent participation in the interpretation of modern educational issues and the solution of present-day educational problems. Prerequisite: Human Growth and Development 251. M. Tu. Th. F. 10:30-12:20. Dr. Ellis. Three semester hours.

**378 Problems of Teaching in Elementary and Secondary Schools**

Consideration will be given to problems which teachers face in the classroom, school, and community. The major topics studied and discussed in the course include: working with other teachers, supervisors, administrators, homes, and community; guiding pupils and providing for their interests and needs; teaching procedures and aids to instruction; sponsoring special activities; adapting curriculum to present-day needs; and evaluation of the outcomes of instruction. M. Tu. Th. F. 1:30-3:20. Miss Steele. Three semester hours.

Open to Seniors and Graduates

**407(C177) Education of Young Children**

Primarily for teachers and supervisors of nursery school, kindergarten, and elementary school children. Reviews the planning of school programs and the scientific bases for innovating practices. M. Tu. W. Th. F. 10:30-11:20. Dr. Griggs. Three semester hours.

**423(C119) Educational Guidance and Adjustment of High School Pupils**

Deals with the personal, recreational, educational, and vocational guidance of youth. Methods of counseling and techniques of gathering pertinent personnel data will be presented. M. Tu. W. Th. F. 2:30-3:20. Dr. Manske. Two semester hours.

**431(C130) Education of Exceptional Children**

Deals with the problems and methods involved in the adjustment and training of exceptional children in the schools—the mentally retarded, the gifted, the crippled, the deaf, the blind, the emotionally unstable, and the delinquent. M. Tu. W. Th. F. 9:30-10:20. Mr. Thea. Two semester hours.

**438(B133) Visual-Sensory Aids in Education**

Acquaints school administrators and teachers with the values and uses of visual materials and auditory aids in education. M. Tu. W. Th. F. 12:30-1:20. Mr. Mills. Two semester hours.

Open to Graduates

**510B(C107b) Psychology of the Elementary School Subjects**

Deals with the psychological principles underlying present and projected practices in the teaching of arithmetic, spelling, and the social studies. M. Tu. W. Th. F. 9:30-10:20. Dr. T. Carter. Two semester hours.

**511(B105) Construction of the Elementary School Curriculum**

Acquaints students with theories, techniques, and practices utilized in curriculum building. M. Tu. W. Th. F. 12:30-1:20. Dr. Frederick. Two semester hours.

**514(B252) Elementary School Organization and Administration**

The work of the elementary school principal and assistant principal in organizing, administering, and supervising an elementary school. Presup-

poses training and experience in elementary education and at least a rudimentary knowledge of administration and the psychology of elementary school subjects. M. Tu. W. Th. F. 8:30-9:20. Dr. Norrix. Two semester hours.

#### **512(B205) Curricular Studies in Elementary Education**

Designed for students who desire to make an intensive study of some phase of instruction in elementary work. M. Tu. W. Th. F. 1:30-3:20. Dr. Herrick. Four semester hours.

#### **522(C116b) Psychology of High School Subjects**

Includes sensorimotor skills, conditioning, and problem solving. Students may select from the fields of physical education, languages, the natural or social sciences or the arts for special study. M. Tu. W. Th. F. 12:30-1:20. Dr. T. Carter. Two semester hours.

#### **524(B124) Administration of Secondary Schools**

Designed for superintendents, principals, and experienced teachers interested in administrative matters. Makes detailed study of the general problems of organization, supervision, and management of the high school. A Master's thesis may be begun. M. T. W. Th. F. 11:30-12:20. Dr. Bryan. Two semester hours.

#### **525(B156) High School Supervision**

Deals with the measure, aims, and principles of supervision of secondary subjects. M. Tu. W. Th. F. 8:30-9:20. Mr. Thomas. Two semester hours.

#### **530(C220) Seminar in Guidance**

Research in the field of guidance and adjustment. Restricted to advanced students who wish to prepare theses or engage in other research activities in the field. M. Tu. W. Th. F. 11:30-12:20. Dr. Manske. Two semester hours.

#### **531(C132) Clinical Study of Atypical Children**

This course is intended to illustrate methods of diagnosing and treating the problems of exceptional children. M. Tu. W. Th. F. 10:30-12:20. Dr. Truitt. Four semester hours.

#### **532(C330) Specialized Techniques in the Teaching of Deaf Children**

This course is designed to give prospective teachers and supervisors in the field of special education instruction and practice in the teaching of deaf children. A program of study will be arranged for each student according to his needs. M. Tu. W. Th. F. 10:30-11:20. Mr. Thea. Two semester hours.

#### **538(B233) Seminar in Audio-Visual Aids**

Designed for advanced study of audio-visual methods in teaching. Practical problems of utilization, administration, and production are considered. Pointed to the special needs of those who wish to qualify themselves for supervisory or administrative responsibilities with audio-visual aids. M. Tu. W. Th. F. 1:30-3:20. Mr. Mills. Two semester hours.

**560(B250) Principles of Educational Administration**

Deals with the philosophy underlying school administration. Required for the master's degree in general administration and of all students preparing for the preliminary examination for the doctorate in educational administration. Presupposes a rudimentary knowledge of administration and some practical field experience. M. Tu. W. Th. F. 10:30-11:20. Dr. Norrix. Two semester hours.

**562(B192) Methods of Research in Education**

Introduces students to the theories and techniques of educational research. Study is made of the selection of problems, preparation of bibliography, statistical treatment of educational data, and the writing of the thesis. M. Tu. W. Th. F. 9:30-10:20. Dr. Mallinson. Two semester hours.

**DIRECTED TEACHING**

The Campus Elementary School is open in the summer session from 8:30 A.M. to 12:00 M. Certain high school classes will be held in Central High School, Kalamazoo, during the morning hours. Courses in directed teaching are offered in both elementary and secondary work for a period of six weeks.

Directed teaching assignments are reserved for students who have not been in residence during the regular term, and for those who are completing the work for a certificate. Since the number of such opportunities is limited, application should be made to the Director of Teacher Education well in advance of the summer session enrollment day.

Pupil enrollment is by application. Children of students attending the summer session are among those accepted, but reservations must be made in advance. The work is designed to furnish profitable experience for the children and to provide opportunity for making up of grades or subjects by those who have failed promotion.

Students enroll for directed teaching at the office of the Director of Teacher Education, Room 107, Health and Personnel Building, on enrollment day. At this time assignment is made to a definite grade and supervisor. Critic meetings with the supervisors are held Mondays, Tuesdays, Thursdays, and Fridays, from 7:30 to 8:30 A.M., and at such other times as the supervisors may designate. All who enroll for directed teaching must reserve the hours from 8:00 A.M. to 12:00 M.

Students may not enroll for more than 3 semester hours of directed teaching in the summer session.

**371 Directed Teaching**

This work includes the teaching of classes in the elementary and secondary schools, the observation of lessons taught by the supervisors, the study and measurement of children as individuals and in groups, and meetings with the supervisors of directed teaching and with the principals of the summer schools. Dr. Griggs and supervisors. Three semester hours.

**372 Directed Teaching**

Open to those who have previously fulfilled a part of their requirements in directed teaching. Similar to description for 371. Dr. Griggs and supervisors. Three semester hours.

**LIBRARIANSHIP**

EDNA BALLARD  
HELEN M. GREEN

ALICE LOUISE LEFEVRE  
FLORENCE R. VAN HOESEN

**302 Reading Interests of Youth**

Study of the fields of literature of interest to youth. Students will read and evaluate, in association with young people, a wide range of books selected from both adult and juvenile levels. Emphasis is placed on the development of appreciation and methods of awakening interest in reading. Attention is given to sources for selection of such books. M. Tu. Th. F. 7:40-9:20. Miss LeFevre. Three semester hours.

**303 Selection of Reading Materials**

Building the book collection for the library, with emphasis on the needs of the school clientele and in relation to the community. Attention is given to the evaluation and effective use of sources for selection of books, periodicals, and other materials. M. Tu. Th. F. 10:30-12:20. Miss Ballard. Three semester hours.

**305 Curriculum Enrichment**

Study of books, pamphlets, periodicals, and audio-visual materials in relation to the elementary and secondary school curriculum. Stresses sources of selection and evaluation of content on the basis of values for various purposes and reading levels. Attention is also given to discussion and practice in methods of instruction in the use of books and other library materials. M. Tu. Th. F. 1:30-3:20. Miss Ballard. Three semester hours.

**311 Reference Service**

Students will have opportunity to examine, evaluate and use the kinds of books valuable for use in connection with the curriculum and with the varied needs and interests of children and youth. Includes study of the sources for selection of reference materials. Stresses responsibility of instructing pupils in the use of books and libraries. M. Tu. W. F. 10:30-12:20. Dr. Van Hoesen. Three semester hours.

**360 Organization of Library Materials**

Methods of organizing various types of materials such as books, periodicals, pamphlets, and audio-visual aids for effective use in relation to the demands of schools and of the community. Emphasis is placed upon practical methods of keeping essential business records, book buying, processing and distributing books with a minimum of routine in schools and in small public libraries. M. Tu. W. Th. F. 12:30-1:20. Dr. Van Hoesen. Two semester hours.

**361 Administration of School Libraries**

Consideration is given the functions of the library in the school, its objectives, contributions to the educational program and administrative procedures. Stresses the responsibility of the library in carrying out the aims

of the school program. Covers problems of support, housing and equipment, personnel, public relations, and standards of service. M. Tu. W. Th. F. 9:30-10:20. Miss LeFevre. Two semester hours.

### **370 Cataloging and Classification**

Introduction to the principles of cataloging and classifying the book collection. Includes principles involved in making the dictionary catalog, classifying according to the Dewey Decimal Classification scheme, assigning subject headings, and filing catalog cards. Students are taught to use the unit card system and are given practice in adapting Library of Congress and Wilson printed catalog cards to the needs of small libraries. M. Tu. Th. F. 1:30-3:20. Miss Green. Three semester hours.

### **380 Library Observation and Practice**

Opportunity will be given the student to observe various kinds of library service. Candidates in the county library program will elect this course to provide supervised practice periods in selected cooperating county libraries and candidates in the school library program who have previously completed practice teaching will need to elect this to provide a practice period under supervision in a school library. M. Tu. W. Th. F. Hours to be arranged. Miss LeFevre, Miss Green, Miss Van Hoesen. Three semester hours.

# DIVISION OF RURAL LIFE

Wm. McKinley Robinson, Chairman

The Division includes the Departments of Agriculture and Rural Life and Education. It functions through a committee consisting of the respective heads of these departments. The heads of the departments and the departmental counselors will advise students relative to requirements for majors or minors in these departments and concerning any special requirements set up by the departments. In certain cases, where a group major or minor is possible and advisable, the chairman of the Division should be consulted. Major and minor requirements and special departmental requirements are listed under the individual departments in the *Annual Catalog*.

## RURAL LIFE AND EDUCATION

JAMES O. ANSEL

WM. MCKINLEY ROBINSON

### 140 Curriculum

A study of the particular needs of rural children, the objectives of education relating to rural needs, and curriculum practices in carrying out accepted objectives. Students have a wide range of experience in observation and in the examination and development of materials suitable for rural schools. M. Tu. Th. F. 7:40-9:20. Dr. Ansel. Three semester hours.

### 220 Rural Sociology

Study of life in the rural environment—population trends, community, social institutions, health facilities, libraries, etc.—is the aim of this course. Current magazines and pamphlets supplement the textbooks. M. Tu. Th. F. 7:40-9:20. Dr. Robinson. Three semester hours.

### 240 Introduction to Directed Teaching

A functional study of the general principles underlying good teaching and management in the various types of rural schools. Group and individual observation and participation opportunities on and off campus are provided. M. Tu. Th. F. 9:30-11:20. Dr. Ansel. Three semester hours.

### 320 Rural Life Seminar\*

Critical study of recent advanced books in the field of rural social life with emphasis upon leadership, supplemented with references including research studies. Prerequisite: consent of instructor. M. Tu. W. Th. F. 3:30-4:20. Dr. Robinson. Two semester hours.

### 346 Rural School Supervision (Seminar)\*

Study of group and individual problems pertaining to supervision and the related administrative activities in rural areas. Field work is afforded. Prerequisite: consent of instructor. M. Tu. W. Th. F. 3:30-4:20. Dr. Ansel. Two semester hours.

**348 Special Problems of Village and Consolidated Schools (Seminar)\***

Supplementing 340, considers administrative topics confronting principals and superintendents in rural areas, such as aims and functions of the school in relation to the community, district surveys, location and planning of buildings, finance, transportation, selection, salary and tenure of teachers, extra-curricular activities, PTA. Includes trips to nearby schools. Prerequisite: consent of instructor. M. Tu. W. Th. F. 3:30-4:20. Dr. Robinson. Two semester hours.

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\*Consent of instructor must be secured before enrolling. Seminars to be given, not over two of the three listed, depending upon choice of students enrolling.

# **DIVISION OF VOCATIONAL AND PRACTICAL ARTS EDUCATION**

**Deyo B. Fox, Chairman**

The Division includes the Departments of Business Education, Distributive Education, Home Economics, and Industrial Education. It functions through a committee consisting of the respective heads of these departments. The heads of the departments and the departmental counselors will advise students relative to requirements for majors or minors in these departments and concerning any special requirements set up by the departments. In certain cases, where a group major or minor is possible and advisable, the chairman of the Division should be consulted.

## **BUSINESS EDUCATION**

AGNES E. ANDERSON  
THOMAS W. NULL  
GLEN C. RICE

ARNOLD E. SCHNEIDER  
ADRIAN TRIMPE  
FRANK P. VIXO

### **100 Coordinated Business Experience**

The requirement for credit will be (1) a minimum of 200 clock hours of approved store work, (2) a report from the employer, and (3) a term report by the student. M. Tu. W. F. 1:30-3:20. Mr. Rice. One semester hour.

### **101A Elementary Typewriting**

The mastery of the keyboard and the proper techniques of typewriting are developed in this course. Students are taught the various parts of the typewriter and the care of the machine. The form and content of business letters, addressing envelopes, centering, tabulation, and manifolded are emphasized. Remedial testing and drill form a part of this course. M. Tu. W. Th. F. 9:30-10:20. Mr. Null. Two semester hours.

### **150 Retail Salesmanship**

The accepted principles of good selling applied to the problems of the retailer in meeting the needs of consumers. What the sale is, customer reactions, how the seller can improve his practices, analysis of the steps in a sale. Sales demonstrations and practice. M. Tu. Th. F. 7:40-9:20. Mr. Rice. Three semester hours.

### **200A Coordinated Business Experience**

The enrollment in this course is limited to those students who are admitted to the cooperative office or retail training programs and who are currently enrolled in Secretarial Practice 230A or in Store Organization 251A. The requirements for college credit will be: (1) a minimum of 200 clock hours of approved office or store work, (2) monthly reports from the employer and the coordinator made in writing to the head of the department,

and (3) a term report by the student. M. Tu. W. F. 10:30-12:20. Mr. Null (Office); M. Tu. W. F. 10:30-12:20. Mr. Rice (Retail). One semester hour.

### **210B Accounting**

A continuation of course 210A, applying the principles developed in the preceding course to partnerships and corporations. Manufacturing accounts and statements, reserves and funds, the voucher system and the analysis and interpretation of simple financial statements are studied. Prerequisite: Accounting 210A. M. Tu. Th. F. 7:40-9:20. Mr. Vixo. Three semester hours.

### **339 Business Problems**

An opportunity to approach business from the case study viewpoint. Problems to be studied will be correlated with the students' major interest in their field of business. Wherever possible, actual business cases in the surrounding business area will be used. M. Tu. Th. F. 10:30-12:20. Dr. Schneider. Three semester hours.

### **230A Office Machines**

This course provides the student with the operating knowledge of office machines that are commonly used in the modern business office. M. Tu. W. F. 7:40-9:20. Mr. Null. Two semester hours.

### **232 Business Correspondence**

Provision is made in this course for an analysis of and practice in writing various types of business letters. A study is made of the principles of effective expression in all letters of business correspondence. M. Tu. W. F. 1:30-3:20. Miss Anderson. Three semester hours.

### **251A Store Organization**

A study of the basic principles and accepted practices of successful store organization, operation, and management. An opportunity is given to each student to make a study of some particular phase of retailing. M. Tu. W. Th. F. Mr. Rice. Two semester hours.

### **310A Advanced Accounting**

A study of evaluation assets; investments; depreciation, appraisal, and depletion of fixed assets; current, contingent, and fixed liabilities; capital stock; surplus and reserves. Prerequisite: Accounting 210A, B. M. Tu. W. F. 10:30-12:20. Mr. Vixo. Three semester hours.

## **Open to Graduates**

### **503A(D265a) Improvement of Instruction in Secretarial Business Subjects**

A study of the latest research findings, materials, teaching procedures, tests and measurements, and possible future developments in the business subject-matter fields. M. Tu. W. Th. F. 8:30-9:20. Dr. Schneider. Two semester hours.

**506B(E103b) Instructional Aids in Distributive Education**

A study of the various instructional aids used in the teaching of distributive subjects. It consists of examination of texts, pamphlets, bulletins, and trade journals. It also includes the use of films, demonstrations, exhibits, manuals, and any other available instructional materials. Three weeks, June 27-July 15. M. Tu. W. Th. F. 7:40-9:20. Mr. Trimpe. Two semester hours.

**512(E201b) Seminar in Vocational Education**

This course is planned especially for directors and teachers of federally aided programs, who wish to work toward a Master's degree. A thesis may be started in this course. Each student selects a problem, presents his plans, and reports his progress to the class for criticism and discussion. Three weeks, June 27-July 15. M. Tu. W. Th. F. 1:30-3:20. Mr. Trimpe. Two semester hours.

**HOME ECONOMICS**

SOPHIA REED

BETTY TAYLOR

REVA VOLLE

**205 Clothing**

This course is planned to develop technical skill. A foundation pattern is developed from which flat-pattern designing is taught. A further study of selection, textiles, and construction technique is developed through making garments of various kinds of materials. Comparisons of quality, cost, and workmanship are made with similar ready-made dresses. Prerequisite: Clothing Clinic and Textiles 103. M. Tu. W. Th. F. 10:30-12:20. Miss Volle. Three semester hours.

**218 Food for the Family**

Problems in the buying of foods and in the planning, preparing, and serving of family meals. Elective for non-majors. M. Tu. W. Th. F. 7:40-9:20. Miss Taylor. Two semester hours.

**222 Everyday Nutrition for Health**

The course offers information of value to everyone interested in building optimum health. The normal nutrition of the pre-school, elementary, high school student, and adults is studied. Signs of good and poor nutrition, diets for children of all ages, school lunches to promote health, and materials for teaching nutrition are included. The course is open to sophomores, juniors, and seniors not in the department of Home Economics. M. Tu. W. Th. F. 12:30-1:20. Miss Taylor. Two semester hours.

**300 Problems in Home Economics Education**

Major consideration is given to the problems which the student is meeting in teaching. The course also includes a study of vocational legislation and requirements; homemaking for adults and out-of-school youth; evalua-

tion of textbooks, magazines, and illustrative material; how to secure a position, and professional ethics; investigation of laboratory equipment; value of state and national associations. Prerequisite: Directed Teaching 371. (A non-credit workshop for Home Economics teachers will be conducted for four days, July 12-15, in connection with this course.) M. W. Th. F. 1:30-3:20. Miss Reed. Three semester hours.

### **304 Tailoring**

This course is planned to give experience in tailoring techniques, with emphasis on the making of coats and suits. Prerequisite: Clothing 205 or consent of instructor. M. Tu. W. Th. F. 7:40-9:20. Miss Volle. Two semester hours.

### **318 Food Demonstration**

Emphasis on the purposes and techniques of demonstrations in relation to food preparation, with application to teaching, business, and social service. Prerequisite: Advanced Foods 311. M. W. F. 10:30-12:20. Miss Taylor. One semester hour.

### **325 Marriage and Family Relationships**

This course is a study of the contributions and problems of the family in modern society. It includes a consideration of marital and personality adjustments in family living for changing age groups. It places emphasis on preparation for marriage and gives a perspective of the new tasks and obligations in urban and rural living as they affect social relationships, shared tasks, and legal problems. Prerequisite: General Psychology 200 or Principles of Sociology 241. Open to both men and women. M. Tu. W. Th. F. 9:30-10:20. Miss Reed. Two semester hours.

## **SPECIAL WORKSHOP**

A non-credit workshop for Home Economics teachers will be conducted for four days, July 12-15. The students enrolled in Problems in Home Economics Education 300 will help with this group.

## **INDUSTRIAL EDUCATION**

PAUL M. AMERPOHL  
HENRY J. BEUKEMA  
LAWRENCE J. BRINK  
LINDSEY G. FARNAN

JOHN L. FEIRER  
DEYO B. FOX  
JOHN H. PLOUGH  
NORMAN K. RUSSELL

### **102 Welding**

Practice in the safe use of oxy-acetylene welding equipment, welding of steel sheet, tubing, stainless steel, inconel, aluminum; electric welding, brazing and silver soldering, heat treatment of metals, replacing and repairing damaged steel tubing. M. Tu. W. Th. F. 9:30-10:20. Mr. Russell. Two semester hours.

**104 Rural Wood Shop**

A special course in woodwork and in related areas designed particularly for prospective rural school teachers. This course is limited to students enrolled in the rural education department. M. Tu. W. Th. F. 3:30-4:20. Mr. Farnan. Two semester hours.

**122 Mechanical Drawing**

A continuation of the principles emphasized in Mechanical Drawing 120. Lettering, sketching, drawing, tracing, and electric blueprinting of suitable shop projects. Tu. W. Th. F. 7:40-9:20. Mr. Beukema. Three semester hours.

**123 Mechanical Drawing**

More advanced problems in mechanical drawing, detailing, design, theory, and application, ranging from simple geometrical problems, through surface development of machine details, cams, gears, and some architectural drawing. Special emphasis on review of the fundamentals of drawing and discussions of problems. M. Tu. W. Th. F. 12:30-1:20. Mr. Beukema. Two semester hours.

**130 Metals**

A survey course in the field of metal work. Special emphasis will be given to hand work techniques in bench metal, sheet metal, and art metal. A survey of the use of common machines found in the metal shop will also be covered. M. Tu. W. Th. F. 9:30-10:20. Dr. Feirer. Two semester hours.

**130A Machine Shop**

A course in basic machine shop practice involving practical work on the following machines: lathe, milling machines, grinders, shapers, and drill presses. M. Tu. W. Th. 1:30-3:20. Mr. Plough. Three semester hours.

**130B Machine Shop**

A continuation of 130A. M. Tu. W. Th. 1:30-3:20. Mr. Plough. Three semester hours.

**140 Printing**

A survey course in the field of graphic arts. Special attention will be given to hand composition. In addition the student will have an opportunity to survey the total area of graphic arts. M. Tu. W. Th. F. 9:30-10:20. Mr. Brink. Two semester hours.

**140B Printing**

This course emphasizes proportion, balance, and the study of type faces. Practical work is given in the composition of more complicated printed matter which involves rule work, borders, and ornaments. Practical work is given in make-ready and presswork. Tu. W. Th. F. 10:30-12:20. Mr. Brink. Three semester hours.

**141 Presswork**

This is a beginning course in presswork, which includes simple lockup, make-ready, and feeding. M. Tu. W. Th. F. 9:30-10:20. Mr. Brink. Two semester hours.

**144 Occupational Therapy Printing**

This course is intended to acquaint students with the various tools and equipment of the print shop, and to acquaint them with fundamentals of planning type composition. Limited to students enrolled in the occupational therapy department. M. Tu. W. Th. 10:30-12:20. Mr. Brink. Three semester hours.

**205A Machine Woodwork**

An introductory course on the use of machine woodworking equipment. The student will receive experiences in setting-up, operating, and caring for the more commonly used machines such as circular saw, jointer, shaper, planer, etc. Parts for selected projects will be machined. M. Tu. W. Th. 10:30-12:20. Mr. Farnan. Three semester hours.

**205B General Woodwork**

This course provides experiences in several areas of woodwork: namely, wood turning, caning, upholstery, inlaying, and wood carving. The wood turning will include face plate and chuck turning. Tu. W. Th. F. 10:30-12:20. Mr. Farnan. Three semester hours.

**210 Model Airplane Construction**

A course planned to prepare prospective teachers to organize and conduct aviation club activities in junior and senior high schools. Actual practice is provided in designing and constructing scale and flying models. M. Tu. W. Th. 1:30-3:20. Mr. Russell. Three semester hours.

**221 Mechanical Drawing**

Special attention is given to orthographic projection, detailing assemblies, and other fundamentals of drafting. This course is the equivalent of Drawing I of the School of Engineering, University of Michigan, and satisfies the requirements of engineering students. M. Tu. W. Th. 7:40-9:20. Mr. Beukema. Three semester hours.

**225A Architectural Drawing**

Architectural details, plans, elevations, rendering, tracing, and blueprinting, and estimating of simple one- and two-story buildings. Outside reading for architectural appreciation. M. Tu. W. Th. F. 12:30-1:20. Mr. Beukema. Two semester hours.

**225B Architectural Drawing**

Plans, elevations, details, mechanical perspective, rendering, tracing, and prints of a modern house. Emphasis is placed on styles of architecture and architectural appreciation. M. Tu. W. Th. F. 12:30-1:20. Mr. Beukema. Two semester hours.

**234A Machine Shop**

A course in the fundamentals of machine tool operation, involving turning, milling, shaping, and grinding practices in machining parts of selected projects to be assembled at the bench. M. Tu. W. Th. 1:30-3:20. Mr. Plough. Three semester hours.

**234B Machine Shop**

Advanced practice in the operation of machine tools in finishing machine parts, making of jigs and fixtures for producing duplicate parts, tempering and heat treatment of steel. M. Tu. W. Th. 1:30-3:20. Mr. Plough. Three semester hours.

**262B Jewelry**

A beginning course dealing with the design and construction of items of jewelry and enameling. M. Tu. W. Th. F. 9:30-10:20. Dr. Feirer. Two semester hours.

**263 Art Metal**

An introductory course in copper work and other basic non-ferrous metals. The design and making of attractive and useful projects will be emphasized. Factors of cut, form, shape, soldering, and surface decoration will be covered. M. Tu. W. Th. F. 9:30-10:20. Dr. Feirer. Two semester hours.

**264A Farm Shop**

Experience in cement work, rope work, glazing, farm electrical work, machinery repair, and other activities limited to clock hours required for State certification as a farm shop teacher. M. Tu. W. Th. F. 7:40-9:20. Mr. Plough. Two semester hours.

**264B Farm Shop**

A continuation of 264A. To complete required hours in needed activities for State certification. M. Tu. W. Th. F. 7:40-9:20. Mr. Plough. Two semester hours.

**265-155 Auto Mechanics**

A survey course dealing with the study of the parts of the automobile and the servicing and repair of automobiles. Tu. W. Th. F. 7:40-9:20. Mr. Plough. Three semester hours.

**300 Aircraft Servicing**

The primary objective of this course is to provide practical experience in routine maintenance work at an airport such as gassing, cleaning, inspecting, storing, tying down aircraft, and handling numerous other hangar details. Required for all aircraft mechanics students. M. Tu. W. Th. F. 7:40-4:20. Mr. Amerpohl. Six semester hours.

**302 Meteorology and Navigation**

The first phase deals with a study of the weather elements, such as clouds, cloud formations, pressure systems, fronts, reading, weather maps, teletype,

and interpretation of forecasts. In the second phase, a study is made of the various radio and celestial aids used for aerial navigation and flight planning. Tu. W. Th. F. 10:30-12:20. Mr. Russell. Three semester hours.

**Open to Seniors and Graduates**

**571(E101) Principles and Techniques of Vocational Guidance**

Deals with vocational guidance as a form of conservation of the native capacities of youth and the education provided for them. Considers the relations of vocational guidance to other forms of guidance and to a liberal education. M. Tu. W. Th. F. 10:30-11:20. Dr. Fox. Two semester hours.

**Open to Graduates**

**573(D260a) Problems in the Teaching of Industrial Arts**

Analyzes some of the recently published investigation and researches in industrial arts and develops a detailed course of study in some branch of these subjects. M. Tu. W. Th. F. 11:30-12:20. Dr. Feirer. Two semester hours.

**512(E201b) Seminar in Vocational Education**

This course is planned especially for directors and teachers of federally aided programs, who wish to work toward a master's degree. A thesis may be started in this course. Each student selects a problem, presents his plans, and reports his progress to the class for criticism and discussion. Prerequisite: Students should have completed at least three courses in vocational education and have met one-half of the general requirements for a master's degree before enrolling in this course. M. Tu. W. Th. F. 1:30-3:20. Dr. Fox. Two semester hours.

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