1945

Bulletin: Western Michigan College of Education Details of Undergraduate Curricula and Other Information 1945-1946

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BULLETIN
Western Michigan College of Education

Details of
Undergraduate Curricula
and
Other Information

KALAMAZOO, MICHIGAN
DETAILS
OF
UNDER-GRADUATE CURRICULA
AND
OTHER INFORMATION

KALAMAZOO, MICHIGAN
1945-1946
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 student personnel and guidance matters—The Director of Student Personnel and Guidance.

i) Concerning graduate work—The Director of the Graduate Division.

j) Concerning veterans' matters—The Veterans' Counselor.

k) Concerning vocational education—The Director of Vocational Education.

l) Other general inquiries—The Registrar.

INFOMATION FOR NEW STUDENTS

A student applying for admission should

a) Have a certified copy of his high-school credits mailed to the registrar by the high school from which he graduated.

b) If entering with advanced standing from any county normal, normal school, college, or university, have mailed to the Registrar complete official statements regarding the work for which credit is sought.

c) Have credits sent in at as early a date as possible.
COLLEGE CALENDAR

I. SUMMER SESSIONS

July 1, 1946, Monday to August 9, Friday —
Regular Summer Session (6 weeks)

II. SEMESTER I

September 23, 1946, Monday to September 25, Wednesday — Freshman Days
September 24, Tuesday.........Registration and Enrollment of Freshmen
September 25, Wednesday —
Registration and Enrollment of Upperclassmen
September 26, Thursday..................................Recitations Begin
November 27, Wednesday, P.M., to December 2, Monday —
Thanksgiving Recess (Thanksgiving is the 4th Thursday)
December 20, Friday, P.M., to January 2, Thursday......Holiday Vacation
January 31, 1947, Friday..................................Semester I ends

III. SEMESTER II

February 5, 1947, Wednesday —
Registration and Enrollment of All Students
February 6, Thursday....................................Recitations Begin
April 4, Friday to April 14, Monday.........................Spring Vacation
(Easter Sunday is April 6)
May 30, Friday...........................................Memorial Day Recess
June 8, Sunday............................................Baccalaureate Services
June 14, Saturday..............Commencement Exercises (Semester II ends)

*IV. SUMMER SESSION, 1947

June 23, Monday.................................................Begins
August 1, Friday...............................................Ends
The original primary purpose of Western Michigan College of Education, as stated in the act establishing it in 1903, was to prepare teachers for the public schools. Western Michigan College of Education ever has held that purpose in mind. But as the years have come and gone the original purpose has been expanded and modified. While most of its students still are in training for the teaching profession, Western now counts significant numbers who are pursuing courses of a pre-professional and vocational nature. Liberal Arts work leading to the degree either of Bachelor of Arts or of Bachelor of Science, is available in every department.

The college seeks to attract young men and women of vigorous health, high mentality, thorough scholarship, strong professional spirit, broad culture in the amenities of life, winning personality, and proved character.

By encouraging the formation of habits which make for good health and by promoting the development of sound bodies through physical education, the college aims to send into the various professions those physically fit for their tasks. Courses of study are planned with the purpose of developing an appreciation of thorough scholarship, by introducing students to the best in thought and life, and, the same time, giving as thorough knowledge of the various branches of study as possible in the time devoted to the work. A high professional spirit is fostered in those expecting to teach through instruction in the principles underlying the teaching process and through the provision of ample opportunity for prospective teachers to become acquainted with children, to observe them in the classroom, and to teach them under supervision in the training schools connected with the college. Opportunity for the development of initiative, self-reliance, and community spirit is found in voluntary participation, according to the interests of the students, in a wide range of extra-curricular activities. A sane, wholesome social life is encouraged through membership in clubs and attendance at social functions of the college. In all these ways the college aims to develop in its students essential qualities and, as a consequence, to do its part in giving the State of Michigan a body of citizens thoroughly trained for every phase of their work. In a word, Western Michigan College of Education is progressive in educational policy and practice; it fosters a wholesome spirit of democracy; by every means at its command it seeks to keep constantly before its teachers and students the idea that character and service are the highest aims of education and the noblest ideals of life.

HISTORICAL SKETCH

Western Michigan College of Education was established by an act of the Legislature of 1903. The first school year was begun in June, 1904, under the presidency of Dwight B. Waldo. Rented quarters in the city high-school building and in the Kalamazoo College building housed the school for a year and two summer terms. In 1905 the Administration Building was completed, and in 1907 a gymnasium, the two buildings being connected by an intervening section of classrooms. The Training School Building was ready for occupancy in 1909, the Science Building in 1914, the Manual Arts Building in 1921, the $270,000 Library in 1924, and the $260,000 Men's Gymnasium in 1925. The Temporary Building, erected for the S. A. T. C. in 1918, has been used as a classroom building since 1923.

Walwood Hall, combined women's dormitory and Union Building, was opened in September, 1938. The Waldo Stadium and the new baseball field and stands were completed in 1939, and the Vandercook Hall for
Men and the Student Health and Personnel Building were ready in the fall of that year. Lavina Spindler Residence Hall for Women was opened in September, 1940. The Mechanical Trades Building became available in 1941 and the Theatre in 1942.

Successive land purchases have increased the original campus of 20 acres to one of 280 acres.

In the first academic year, 1904-1905, 116 students were enrolled. Ten full-time and three part-time instructors composed the faculty. In the year 1943-1944 there were 3,256 different undergraduate students enrolled and 197 graduate students. The faculty, including the teaching staffs of the affiliated training schools, totaled more than 200 persons.

Graduation from an approved high school has always been a prerequisite to admission.

In 1926 the curricula in art, music, commerce, manual arts, home economics, and physical education were lengthened to three years. The conferring of the degree of Bachelor of Arts upon the completion of a four-year curriculum was authorized in 1917. A curriculum for the degree of Bachelor of Science was formulated in 1925.

From June 30, 1932, to June 30, 1939, all life-certificate curricula required four years of training. The provisional certificate now replaces the life certificate.

The increase in enrollment has made necessary larger training-school facilities; these have been secured by affiliation with the Paw Paw village district, the Richland Township district, the Portage rural-agricultural district, and Rural District No. 9.

The two-semester plan was authorized by the State Board of Education in December, 1938, and the three-semester plan, in May, 1943.

In July, 1938, the State Board of Education and the University of Michigan Board of Regents agreed upon a plan for graduate study in the teachers colleges of Michigan which has operated successfully in this institution since that time.

In 1927, the North Central Association of Colleges and Secondary Schools placed the college on its approved list. In 1928, approval of the college was given by the American Association of Teachers Colleges. In 1941, the college was placed on the approved list of the Association of American Universities.

In the summer of 1939, the college was selected as one of the twenty colleges and universities in the United States to cooperate in the National Study of Teacher Education under the auspices of the American Council on Education. That study, designed to revise and improve the program of teacher preparation in this college and indirectly in other colleges throughout the country, has been energetically pursued.

On August 5, 1936, President Waldo tendered his resignation to the State Board of Education. His resignation was accepted by the Board, and President Waldo became President Emeritus, in which capacity he served until his death on October 29, 1939.

At the same meeting Dr. Paul V. Sangren, who had been serving in the capacity of Dean of Administration, was elected to the presidency. Formal inaugural exercises for Dr. Sangren as the second president of the institution were held on November 7, 1936.

LOCATION

The location of Western Michigan College of Education is particularly favorable. Several railways, including the Michigan Central, the New York Central, and the Pennsylvania, together with the major highways, U. S. 12, U. S. 131, and M. 43, pass through Kalamazoo, thus making the college readily accessible from most of southwestern Michigan.
and northern Indiana. Western Michigan College of Education, the only state-supported college in the southwestern part of Michigan, is privileged to serve a large and populous region, a fact that is of major importance both in service to students and also in the placement of teachers. The city of Kalamazoo, with its suburbs, has a population of approximately 60,000, and therefore offers numerous opportunities for students to secure part-time employment and to defray a portion of their expenses while in residence.

The site of the campus is one of unusual beauty. Five of the buildings stand upon a hill which rises sharply to a height of a hundred feet above the plain upon which the major part of the city is located. From the summit the view is far-reaching and impressive; near at hand is the residential district, forest-like in its appearance from the hill; farther on loom the tall office buildings of the business district; beyond these are numerous factories, and still farther may be seen the outlines of the distant hills. The region surrounding Kalamazoo contains considerable forest land, varied vegetation, representative glacial topography, and numerous lakes.

The access to the industrial plants of the city, the many types of specialized agriculture, the variety of topography and native vegetation, and the many water bodies afford opportunities and facilities for field courses and excursions of various kinds and also offer recreational opportunities during every season.

The city of Kalamazoo is generous in offering its unusual cultural advantages to students, often at a merely nominal cost. Kalamazoo has its own symphony orchestra, which may be heard with enjoyment on Sunday afternoons. Each season the Community Concert Series brings some of the world's foremost musical artists. There is an annual lecture course, which, in the past, has presented many outstanding persons. The drama is well produced from time to time by the Kalamazoo Civic Theatre group in their beautiful experimental theatre. Somewhat before Christmas of each year community choruses from southwestern Michigan join with the Kalamazoo and Western Michigan College of Education choruses under the direction of Mr. Harper Maybee in a festival performance of Handel's Messiah, with soloists and orchestra. The exhibits of the Kalamazoo Art Institute are always an attraction. And added to these opportunities there are those offered by the churches. The leadership in the various denominations is naturally rather strong in a city the size of Kalamazoo and has helped to produce a lively Christian consciousness.

**SUMMARY OF ENROLLMENT JULY 1, 1943—JUNE 30, 1944**

(Students of collegiate rank only.)

<table>
<thead>
<tr>
<th>A. Summer sessions, 1943</th>
<th>533</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Total: first, second, and third semesters (in residence)</td>
<td>2813</td>
</tr>
<tr>
<td>C. Grand total</td>
<td>3346</td>
</tr>
<tr>
<td>Names appearing twice</td>
<td>90</td>
</tr>
<tr>
<td>D. Total number of different undergraduate students</td>
<td>3256</td>
</tr>
<tr>
<td>E. Graduate enrollment</td>
<td>197</td>
</tr>
<tr>
<td>F. Grand total, resident enrollment</td>
<td>3453</td>
</tr>
</tbody>
</table>

**BUILDING AND MATERIAL EQUIPMENT**

1. The Administration Building contains the administrative offices, the alumni office, the publicity office, and the campus store. The Extension Division, the Graduate Division, the Department of Music, the Department of Rural Life and Education, and the State High School, as
well as several classrooms, are also located in this building.

2. The Athletic Plant. When the college reopened in the fall of 1939, a modern and adequate athletic plant was ready for use. It comprises the following features:

The Men's Gymnasium was erected in 1925. Its size and equipment make possible adequate training of varsity basketball and indoor-track teams, the preparation of physical directors and athletic coaches, and the carrying out of an intramural program of physical education and competitive sports during the winter. Between 3,500 and 4,000 people may be seated around the varsity court. There is a regulation basketball floor, with three cross courts for intramural purposes; a fourteen-lap running track; a vaulting and jumping pit; two handball courts; a dirt floor area for the training of hurdlers, shot putters, and vaulters and for the early work of the baseball battery men; exercise rooms; wrestling and boxing rooms; and equipment for calisthenic apparatus work. There are also offices, classrooms, and locker rooms.

Hyames Baseball Field. The baseball field has been completely rebuilt. The infield is newly graded and sodded. Concrete stands will seat 2,500 spectators. Dugouts, dressing-rooms, and storage space help to make the facilities for baseball second to those at no college in the Midwest.

Waldo Stadium. The stadium was dedicated November 4, 1939. Two concrete stands, each capable of seating 7,500 people and reaching from goal line to goal line, provide seating capacity for football enthusiasts, as well as for attendants at community functions. Surmounting the southeast stand is a modern press box, outfitted in the most approved manner. Beneath the northwest stand are locker rooms, officials' rooms, coaches' rooms, squad headquarters, training rooms, and concession stands. On each side of the field are twenty-six boxes, each capable of seating eight spectators.

Tennis Courts. There are now ten courts available for students. These furnish ample opportunity for personal, class instructional, and inter-class as well as inter-collegiate competition.

3. The Temporary Building. Housed in the building used as barracks during the S. A. T. C. days are the Department of Art, the Department of Home Economics, the Department of Occupational Therapy, and three classrooms.

4. The Industrial Arts Building is a fireproof structure of the modern factory type. It offers facilities for specialization in woodworking, metal working, and drafting. There are separate units for elementary woodworking, advanced woodworking, forging, sheet metal, machine shop, foundry, pattern making, and gas-engine and automobile repair work. The drafting-room receives north and west light. Washrooms and showerbaths adjoin the locker room.

5. The Library Building, which was completed in the summer of 1924, enables all the students of the college to do reading and reference work under comfortable conditions. One corner of the building, at the side of the wide entrance lobby, is occupied by a long delivery desk, behind which is the steel-constructed stack-well. At the other side of the lobby a corner of the building is devoted to staff workrooms and a faculty reading room. All the rest of this floor is given over to the main reading room, two stories high and 158 feet by 38 feet, accommodating 290 readers. On the second floor are one large lecture room and two classrooms. The basement provides more classrooms.

The library consists of 80,750 volumes, arranged according to the
decimal classification and indexed by a card catalog of the dictionary type. There are 81 complete files of periodicals; 369 periodicals and 8 newspapers were subscribed for during the current year.

(Upon the payment of a small fee students are also accorded the services of the efficient staff of the Kalamazoo Public Library and the use of its excellent book collection.)

The Department of Business Education occupies part of the basement of this building. A complete equipment of typewriters, filing cabinets, duplicating machines, etc., has been provided, so that students may have an opportunity to become familiar with modern mechanical office devices.

6. The Mechanical Trades Building, constructed largely with funds donated by a local foundation, was completed in 1941. This is a two-story building of brick and concrete construction and has a total floor space of some twenty thousand square feet. Housed in the building are the shops and classroom facilities utilized in teaching the metal trades and aviation mechanics. The shops are equipped with modern tools and machines and include a machine shop, sheet metal shop, welding and heat treat shop, radio service shop, instrument repair shop, and a materials testing laboratory. Shops for aircraft engine overhaul, airplane overhaul, and doping and spray painting are also included.

7. The Science Building adequately houses a number of departments.

The Department of Agriculture has its classrooms here. (The laboratory is a 150-acre farm of fertile silt loam, located in Portage Township. Here a pure-bred herd of Guernsey cattle is raised, feeder cattle are kept, pure seed is grown, and a fine flock of laying hens is housed in a modern poultry house. A young orchard of good varieties of fruit is available for observation. Alfalfa fields, cover-crop demonstrations, and modern machinery are maintained.)

The Department of Biology has laboratories for special work in physiology, hygiene, general biology, botany, zoology, and nature study. The department is thoroughly equipped with the instruments and apparatus necessary for work in the various phases of biological study. A commodious greenhouse was added to the equipment of the department in 1940. This is stocked with more than two hundred species of plants from all parts of the world, and affords excellent facilities for illustrating biographical principles as well as for preparing classroom material.

The Kleinsteck Wild Life Preserve and other interesting localities in the region, in addition to the campus itself, furnish abundant material for field studies in the biological sciences. The Kellogg Bird Sanctuary and the Wolf Lake Fish Hatchery are within easy driving distance.

The Department of Chemistry has laboratory supplies and equipment for four years of undergraduate work. These include some special equipment for lecture demonstrations and for courses in physical chemistry and advanced analysis; an automatic thermostat; and an electric combustion furnace.

(In the chemistry section of the general library are many of the current chemical journals, together with a large number of works of authoritative chemists.)

The Department of Geography and Geology. The equipment includes a file of the United States topographic maps; a collection of the United States Geological Survey folios; a collection of foreign topographic maps; rainfall, vegetation, physical, political, population, and economic maps; collections of rocks, minerals, and fossils; meteorological instruments; and a balopticon with several hundred slides.

The Department of Physics. This department has two lecture rooms, two well-equipped laboratories for general physics, a laboratory for electrical measurements and experimental work in radio, a dark room
for photometric, spectroscopic, and photographic work, a shop and stock rooms.

The laboratories are adequate for experimental work in all phases of general physics. Precision instruments and precision standards are available for use in the courses in electricity and electrical measurements. In these laboratories the student has ample opportunity to become familiar with the manipulation and operation of modern apparatus.

8. The Lavina Spindler Hall for Women, providing housing for one hundred and ninety-three students, was dedicated in 1940. It is situated on a hill, to the general contour of which the exterior and interior architectural design of the hall conforms.

Upon entering the building the visitor finds himself in a most attractive lobby, with a large mural on either side, and pillars and circular benches, all done in an effective green and coral color scheme. The terrace, which affords a view of the valley to the north and west, circles the curve of the entrance hall and may be approached from the dining room on the west and the living room on the east as well as from the lobby. There are three attractively and individual furnished reception rooms and the office adjacent to the main hall.

In the living room east of the lobby, the large mural above the fireplace, typifying strength and unity of the group, presents the circular theme, in harmony with which the furnishings of the room are arranged. Blue is the predominating color contrasted with coral and yellow green. To the west of the lobby is located the large dining room with windows on three sides, where seating accommodations are provided for residents and their guests. The dining room also contains a large circular table for special parties.

Special facilities available to the students include: a large, attractive recreation room furnish with piano, ping-pong table, and card tables and chairs; two music practice rooms; and a laundry equipped with stationary tubs, clothes dryers, ironing boards, shampoo basins, and hair dryers. Three kitchenettes and two sunrooms afford the opportunity for social gatherings and "spreads." On the ground floor, adjacent to the nurse's room, is located the infirmary providing accommodations for two persons.

Maple furniture, including single beds, dressers or dressing tables, shelves, a large desk, two straight chairs and an easy chair, is used in all student rooms. A lamp and harmonizing or contrasting draperies complete and add color to the room. Each girl is provided with one blanket, a pillow, a bedspread, sheets, and a pillow case. With the exception of seven singles, all rooms accommodate two girls.

9. The Student Health and Personnel Building, erected in 1939, is a three-story structure, 150 feet long and 42 to 50 feet wide, located on the east side of Oakland Drive, just north of the entrance driveway. Its primary purpose is to house the Health Service and certain student-personnel activities of the college. The Health Service department includes in its equipment offices, examining rooms, treatment rooms, and infirmary rooms. The building also contains offices for the Dean of Men, the Dean of Women, the Director of Student Personnel and Guidance, members of the Department of Education, the veterans' counselor, and the freshmen counselors; quarters for the psycho-educational clinic, the speech correction clinic, and the psychological laboratory; classrooms for instruction in health, education, and psychology; the educational service library; and the radio broadcasting station.

The Department of Psychology. All the instruments necessary for standard introductory and advanced courses in psychology are at the disposal of the student. Chronoscopes, kymographs, tachistoscopes, color mixers, and ergographs constitute a part of this equipment. The depart-
ment is also well supplied with excellent models of the brain and sensory organs.

(The general library of the college contains complete files of all the more important psychological journals, as well as a large list of the standard works of this and related fields.)

10. The Theatre was completed in the early part of 1942 as an original unit of a fine-arts building. This building contains an auditorium with a seating capacity of 350, a main lobby, two classrooms, dressing rooms, offices, a workshop, and rehearsal rooms. The building is of brick and stone exterior, two stories in height, with an over-all area 64 feet in width and 116 feet in length. In this building all play-production work, small concerts, lecture engagements, etc., connected with the college are held.

11. 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 township-unit 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 grade rooms center about an open lightwell, forming a rotunda, with a stage for assemblies. Enrollment is by application; new pupils are accepted from a waiting list when vacancies occur. Owing to the large demand for admission, only pupils of normal grade-age are accepted; no room for retarded pupils is maintained on the campus.

The Campus High School, the administrative offices of which are located on the second floor of the Administration Building, serves a twofold 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. (See separate catalog for High School.)

The Hurd One-Teacher Rural School on West Main Street 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. All elementary grades, junior-and senior-high schools, and special departments are included, and the best types of equipment are used. There are at present twenty-nine faculty members.

The Portage Center Consolidated School, an eighteen-teacher school, organized on the eight-four plan, includes a kindergarten, all the elementary grades, and a high school. The school building is especially constructed both to meet the needs of the local community and to extend the directed-teaching facilities of the college into this type of situation.

The Richland Township Unit School, a sixteen-teacher school, has a building and facilities similar to those of the Portage school above described. It is organized on the six-six plan.

For each of the off-campus training schools the buildings and mat-
atial equipment are supplied by the local community; but the faculties are employed and the schools are administered by the college.

In these teaching laboratories, students have an opportunity to test and apply previously studied theory under trained supervision. They experience the daily problems of the teacher and study children directly. They acquire the elementary habits and skills and some of the techniques of modern teaching. Each student is responsible for the progress of an assigned group of children.

12. The Henry B. Vandercook Hall for Men, located on the west side of Oakland Drive, just south of the Men's gymnasium, conforms architecturally to Walwood Hall. This modern dormitory houses 200 residents. Besides providing student rooms, equipped in modern style, the dormitory also contains general offices, private offices for staff members, reception rooms, an auditorium with a stage, guest rooms, lounge, book room, kitchenette, infirmary rooms, pressing room, barber shop, and telephone booths. This dormitory was ready for occupancy in September, 1939.

13. The Walwood Hall, a beautiful building erected in 1938, combines under one roof, but with separate entrances, two units.

One is the Union Building—a two-story structure which serves as a social center for the campus. On the first floor of this building, besides the offices and a check room, are a large general lounge, the Women's League room, a soda bar, a large cafeteria, and private room with adjoining recreation room, and offices and meeting places for student organizations. At the other end is a large ballroom in which are held most of the campus parties. This ballroom also serves as a lecture hall, theatre, and banquet hall as needed. Adjoining the ballroom are two well-planned reception or club rooms. The union building is supported by a small fee required of all students at the beginning of each semester.

The other unit is the Walwood Hall Residence for Women, which accommodates 115 girls. The building is of safe, fireproof construction. All rooms are double and so designed as to meet the needs of students. Individual closets, beds, dressers, and mirrors are provided. The furniture is modern in style, and the draperies and bed spreads are in color. Additional features, such as built-in book shelves, decorative lamps, provisions for hanging pictures, and especially designed desks for work give quality and individuality to the rooms.

A large attractive lounge serves for general gatherings. A beautiful, well-lighted dining room accommodates resident students for all meals. A reception room and a library are also provided. Each floor of this dormitory has a kitchenette, with conveniences for pressing, sewing, and cooking. On the ground floor is a large laundry with driers, ironing board, and shampooing facilities. Here also are two recreation rooms, in the smaller of which is a piano available for practice work. The larger room is equipped with ping-pong and shuffle board. At the intersection of the corridors on the second and third floors are sunrooms affording places for small social gatherings.

14. The Women's Gymnasium. 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. Sufficient apparatus is available for the needs of all physical-education activities, including both indoor and outdoor athletics. There is also a room equipped for remedial work. In the basement are lockers, showerbaths, and a swimming pool.
ADMISSION

Students may enroll 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.

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.

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.

TRANSFERRED STUDENTS

Western Michigan College of Education accepts students with advanced standing from other regularly accredited institutions. They are required to have had 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.

FROM INSTITUTIONS OF HIGHER EDUCATION

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

Students with unsatisfactory scholarship or conduct records will not be admitted.
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 first semester are urged to submit their credentials as early as possible.

REGISTRATION

All students are required, at the beginning of each semester of residence, 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.

All students entering this college for the first time must present their credentials to the office of the registrar whether they are transferring from another college or whether they are entering from high school.

ENTRANCE REQUIREMENTS

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.

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

* 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.
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
- 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.

- Physics 1 unit
- Chemistry 1 unit
- Botany 1 unit
- Zoology 1 unit
- Biology (Botany \( \frac{1}{2} \) unit and 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
- European History 1, \( 1 \frac{1}{2} \) units, or 2 units
- American History \( \frac{1}{2} \) or 1 unit
- American Government \( \frac{1}{2} \) unit
- Economics \( \frac{1}{2} \) unit

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
- Commerce
- Home Economics
- Industrial Arts

G. Fine Arts

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.

- Music
- Art

The remaining units, required to make up the necessary fifteen units, are entirely elective from among the subjects listed above and from any

---

1. Physics may not be counted in both Groups C and D.
2. English History may be included under European History.
3. Half units in the social studies are acceptable as part of a sequence only if taken in the 11th or 12th grade.
4. 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, \( \frac{1}{2} \) to 1 unit

5. 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

6. 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
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 and minor sequences to approved vocational curricula not leading to a degree.

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.

VOCATIONAL AVIATION MECHANICS' CURRICULUM

For entrance requirements for this curriculum see page 84.

FRESHMAN DAYS

A few days in advance of registration day for each semester (trimester), all entering freshmen assemble at Western Michigan College of Education in order that they may become familiar with their new environment and with their duties, responsibilities, and opportunities before regular work begins. Entering upon a college course is an event of large significance in the life of an individual, and the success of the new venture may depend upon a right beginning.

During these Freshman Days, lectures are given on how to study, how to use the library, healthful living, college traditions, scholastic ideals, and regulations. The requirements of the several curricula offered are explained, and provisions is made for consultation with a member of the faculty relative to the one best adapted to the interest and ability of the individual student. The opportunities for participation in extracurricular activities are announced. Under the guidance of conductors, various buildings on the campus are visited. Through a diversity of social functions, acquaintances are made, friendships begun, and a sense of class unity developed.

Each entering freshman, whose high-school credits are received sufficiently early, will receive written notice of the name of the Senior Brother or Senior Sister to whom he is being assigned for assistance during these difficult days of adjustment. Each freshman is urged to write to his Senior Brother or Senior Sister indicating plans for arrival and such other matters as may seem important.

Because Freshman Days have proved to be of such great value to
students beginning their collegiate work, every member of the incoming class is required to be present at all the scheduled exercises. The custom of making attendance required is becoming general in standard colleges.

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. The charge for the three is twenty-five cents.

COLLEGE-ABILITY TESTS

Tests of ability to do college work acceptable are required of each student upon entrance. This applies not only to freshmen but to upper classmen 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.

STUDENT PERSONNEL AND GUIDANCE SERVICES

Throughout the year, Freshman Counselors advise and help freshmen in planning and adjusting their academic programs. Each freshman works at his schedule semester by semester with the assistance of the counselor at definite conference periods assigned to him. The details of the curricula, the sequence of studies, and the type of work for which the student seems best adapted are all considered at these conferences.

Both freshmen and upper classmen must consult Departmental Advisers when help is needed to arrange the courses which will constitute majors and minors, and for any other pertinent advice on the courses offered by a given department. Locations of Departmental Advisers, together with their designated office hours, will be found in the schedule of classes for each semester and summer session.

Upper classmen are assigned to Upperclass Counselors who will work with the students in arranging schedules of studies. Upperclass Counselors also stand ready to assist assigned students in other ways in accordace with their needs.

CREDIT RELATIONS WITH OTHER COLLEGE AND UNIVERSITIES

Graduates who received the former five-year certificate or the 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 a life certificate. 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.
GENERAL INSTRUCTIONS FOR ENROLLMENT

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

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

CLASS LOAD

Number of Hours Allowed. Students are expected to carry the equivalent of fifteen semester hours of college work a week. For all students the maximum number of hours a week that may be elected without special permission is eighteen; the minimum, twelve.

The Committee on Scholarship regulates the maximum load for a given student on the basis of his apparent ability and other factors.

Requests for permission to carry a sub-minimum load (less than 12 semester hours) must be addressed to the registrar.

EXTRA HOURS

No student may enroll for more than eighteen semester hours of work without the permission of the Committee on Scholarship.

Students may make application for extra hours by securing an application blank from the chairman of the Committee on Scholarship, filling out the same, and filing the application with the chairman of the Committee. Only in exceptional cases is permission granted to carry extra studies during the first semester in residence. The registrar is chairman of this committee. 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 subjects with mediocre success.

WITHDRAWAL FROM COURSES

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

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 upper classmen 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.

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:

- Cum Laude When having a point-hour ratio of 2.5 to 2.69 inclusive
- Magna cum laude When having a point-hour ratio of 2.7 to 2.89 inclusive
Summa cum laude .............. When having a point-hour ratio of 2.9 to 3.0 inclusive  
In figuring point-hour ratios, only the last three years of work are counted. Two or more of these must have been in residence. A mark of E will disqualify.

RULES 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 consent of the Committee on Scholarship.
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 Chairman of the Scholarship Committee at least ten days before the time for the second examination.

MARKING SYSTEM AND EXAMINATIONS
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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Significance</th>
<th>Honor Points (Per hour of credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>2</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td>1</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>0</td>
</tr>
<tr>
<td>*U</td>
<td>Unsatisfactory</td>
<td>Not to be counted</td>
</tr>
<tr>
<td>E</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
</tr>
</tbody>
</table>

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 Record's Office (Room 109, Administration Building). Freshman grades are mailed directly to parents by the registrar.

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 one dollar a copy.

* For Directed Teaching only.
Schools and boards of education desiring transcripts of records of Western Michigan College of Education students should furnish, together with their request, as much of the above information as possible.

**Attendance at Commencement.** All students who complete the requirements for graduation and are entitled to receive degrees in June 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.

**HIGH SCHOLARSHIP LIST**

To have his name placed on the High Scholarship List for a semester a student must have a point-hour ratio of 2.64 or more. No grade below B may be counted. No more than eight semester hours in any one department may be counted. Not 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.

**LOW SCHOLARSHIP LIST**

The name of a student whose point-hour ratio during any semester is less than .6 will be placed on the Low Scholarship List. Such a student is liable to disciplinary action by the Committee on Scholarship. He may be "Warned", "Probated", or "Dismissed."

**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 the 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 Departmental 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, but which are given credit in education—the so-called “professional courses.” To these numbers the letter T is added.

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

8. A course offered only in the summer session has an S 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 the 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.
EXPENSES

Tuition Fees for Undergraduates

A. Regular Program

For residents of Michigan, $15.00 for each semester.
*For non-residents of Michigan, $30.00 for each semester.

B. Irregular Program Fees

Resident students carrying an irregular program for the semester pay tuition as follows: one, two, or three semester hours, $3.00; four, five, or six semester hours, $6.00; seven, eight, or nine semester hours, $9.00; more than nine semester hours, $15.00.

In determining the number of hours, any single non-credit course will be counted as equivalent to two semester hours of credit courses. This ruling applies only to students carrying irregular programs totaling nine hours or less.

It is understood that the student-activities fee is to be paid in full by all students, whether taking one subject or more.

Kalamazoo County students who enroll for work in the Department of Rural Life and Education may attend Western Michigan College of Education for one year without paying tuition fees, because counties having normals provide for one year of free tuition and because, by law, counties having state colleges of education may not have county normals.

Miscellaneous Fees

A fee of $21.00 is collected each semester for the support of student activities, health service, student union, library purposes, class dues, Brown and Gold, and subscription to the Western Michigan Herald.

A student for whom no identification photograph is on file pays an additional 25 cents, when photograph is taken.

A student carrying three semester hours of work or less will pay a supplementary fee of $12.00.

Auditors Fees

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

* 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 Western Michigan College of Education 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 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 questions 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.
Graduation Fees

<table>
<thead>
<tr>
<th>Curriculum Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Limited Certificate</td>
<td>$2.00</td>
</tr>
<tr>
<td>Provisional Certificate</td>
<td>3.00</td>
</tr>
<tr>
<td>Degree</td>
<td>3.00</td>
</tr>
<tr>
<td>Degree and Certificate</td>
<td>3.00</td>
</tr>
<tr>
<td>Alumni fee (paid by all graduates)</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Graduation fees must be paid and application for degrees and certificates must be filed with the registrar before the end of the third week of the semester in which it is desired that they be granted.

Late Enrollment Fee

By action of the State Board of Education an additional fee of $2.00 will be charged if a student does not pay his fees on the day officially designated for that purpose.

Regulations Governing Refund of Semester Fees

1. No refund of fees will be granted unless applied for within one month after the time of withdrawal.
2. A student who withdraws not more than two weeks after registration will be entitled to a refund of the entire semester fee.
3. A student who withdraws more than two weeks and less than four weeks after the beginning of the semester will be entitled to a refund of one-half the semester fee.
4. A student who withdraws more than four weeks and not later than eight weeks after the beginning of the semester will be entitled to a refund of forty per cent of the semester fee.
5. No refund will be made for withdrawal after the eighth week of a semester.

ESTIMATE OF EXPENSES

An estimate of the expenses for one semester may be formed from the following table:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room (one-half the rent of a double room)</td>
<td>$40.00 to $54.00</td>
</tr>
<tr>
<td>Board</td>
<td>81.00 to 108.00</td>
</tr>
<tr>
<td>Laundry</td>
<td>0.00 to 15.00</td>
</tr>
<tr>
<td>Textbooks and supplies</td>
<td>15.00 to 25.00</td>
</tr>
<tr>
<td>Incidentals</td>
<td>15.00 to 25.00</td>
</tr>
<tr>
<td>Tuition and fees (approximately)</td>
<td>35.00 to 35.00</td>
</tr>
</tbody>
</table>

Total for one semester of 16 weeks (approximately) $186.50 to $262.00

HOUSING FOR MEN

Men students are required to live in residences approved by the Office of the Dean of Men. A list of approved rooms is available in that Office and will be furnished upon request.

HENRY B. VANDERCOOK HALL FOR MEN

Request for reservation should be addressed to Mr. Ray C. Pellett, Dean of Men. Application must be accompanied by a five-dollar room deposit. This deposit does not apply on the rental charge but is held through the college year and is returned to the resident when he leaves, provided he has no outstanding account with the college. The last day for requesting deposit refunds, if application to live in the dormitory is cancelled, is September 1 for the first semester or February 1 for the second semester.
Most rooms are double. The rates for double or single rooms in Vandercook Hall are $3.25 per week. Room rent must be paid in advance, but may be paid in quarter semester installments. A 5% collection fee will be added to bills not paid within one week of payment date, and an additional 5% will be added on payments more than three weeks late.

(Students may purchase $5.50 meal tickets for $5.00 at the Walwood Hall Union Building Office.)

Note.—Due to the unsettled conditions of prices for food and labor, the College reserves the right to increase the charge during the year if, in its opinion, such increase is necessary.

WALWOOD HALL RESIDENCE

and

LAVINA SPINDLER HALL FOR WOMEN

Request for reservation should be addressed to Mrs. Bertha S. Davis, Dean of Women. Application must be accompanied by a five-dollar room deposit.

This deposit does not apply on the rental charge, but is held through the college year and is returned to the resident when she leaves, provided she has no outstanding account with the college. The last day for requesting deposit refunds, if application to live in the dormitory is cancelled, is September 1 for the first semester or February 1 for the second semester.

Most rooms are double. The rates for room and board in Walwood Hall Residence and Lavina Spindler Hall are $11.00 per week. Room and board payments must be made in advance, but may be paid in quarter semester installments. A 5% collection fee will be added to bills not paid within one week of payment date, and an additional 5% will be added on payments more than three weeks late.

HOUSING FOR WOMEN

All women students are required to live in residences approved by the office of the Dean of Women. A list of such rooms is available in that office and will be mailed upon request.

Both of the women's residence halls will be available for the regular college year. Room application (accompanied by a $5.00 deposit) and request for information relative to the residence halls should be addressed to the Office of the Dean of Women.

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 ratios fall below .8 are not eligible for campus employment.

WESTERN’S CAMPUS STORE

Western's Campus Store serves as a convenience to people on the campus. Service is the keynote of the store, and every effort is made to keep an adequate stock of all supplies needed by students for class work.
The Constitution of the State of Michigan (Act XI, Sec. 10), places the Michigan Colleges of Education under the authority of the State Board of Education subject to such regulations as may be prescribed by the Legislature. In 1903 (Public Act 203) the Legislature decreed: "The State Board of Education is hereby authorized and required to prescribe the courses of study for students, to grant such diplomas and degrees and issue such licenses and certificates to the graduates of the several normal schools of the state as said State Board of Education shall determine."

From time to time the Legislature has also defined the objectives and scope of work of the 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" (Act 139, P. A. 1850; Act 192, P. A. 1889; Act 51, P. A. 1889). In the course of a century the public school system has developed from the meager rudiments which satisfied a frontier society to the enlarged and complex organization which attempts to meet the needs of a day which faces the solution of social, political, and economic problems of fundamental significance. Only honest, intelligent, and well-informed citizens can cope with such problems, and such citizens it is the first duty of our public schools to produce. Only honest, intelligent, well-educated, and devoted teachers are adequate to meet these enlarged duties and responsibilities—the day of the mere school-keeper is gone. The problem of training such teachers has increased in scope and complexity, but to meet these problems the State Board of Education and the faculties of the Colleges of Education have constantly applied themselves, keeping in mind always the two purposes which, since the founding of the State, have been sustained not only by legislative authority, but which have the sanction of all educational experience as well. Hence the Michigan 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.

Objectives and General Scope of Curricula

A. 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 of more advanced work elsewhere.

B. 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 intensively and extensively 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 under (A) 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 Department 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 Department of 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

- **Group IV. Education**
  - Education (includes methods courses and directed teaching)

- **Group V. Fine Arts**
  - Art, music

- **Group VI. Practical Arts**
  - Agriculture, business education, home economics, industrial arts, library science, military science

- **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, and VII is eligible for the degree of Bachelor of Science.

The student who otherwise qualifies for the degree of Bachelor of Arts and who has earned at least 54 semester hours in Group II may at his option receive either the degree of Bachelor of Science or the degree of Bachelor of Arts.
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 pages 49-52 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 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 residence 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. See page 45.)
5. Courses must be selected so that the requirements in some one of the provisional certificate curricula are fulfilled. (This requirement does not apply to the General Degree curriculum, without teaching certificate. See page 27 (above.)
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. Students may, if conditions permit, elect beyond this minimum up to a maximum of 40 hours offered by any department. 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. (See page 45.)

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 “Details of Departmental Courses,” pages 34 to 61, 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 and Mathematics, etc.

3. Decision concerning field of majors must always be made by student 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. It is permissible to use as a “group” major a combination of courses from related departments, as in the several science departments and in the several social science departments, if and as approved by departmental advisers.

6. Group requirements (Group 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, 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 or 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 Educational Problems 370 A, B, C.
   c. Professional courses numbered 300T to 302T. These are courses in teaching school subjects, hence give credit in education.

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

Degrees and Certificates

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:

A. The degree of Bachelor of Arts and the degree of Bachelor of Science.

B. The State Elementary Provisional Certificate, which qualifies the holder to teach for a period of five years from date of issue in the elementary grades (kindergarten to eighth) in any public school in Michigan. (See Note 1.)

C. The State Secondary Provisional Certificate, which qualifies the holder to teach for a period of five years from date of issue in the secondary grades (seventh to twelfth) in any public school in Michigan, in subjects or subject fields indicated on the certificate. (See Note 2.)

D. The State Limited Certificate which qualifies the holder to teach in the State of Michigan for a period of three years from date of issue in any school district except a district which maintains an approved high school. (See Note 3.)

Academic and Residence Requirements for Degrees and Certificates

A. For the Bachelor's Degree the candidate shall—
   a. present credits satisfying a prescribed curriculum aggregating 120 semester hours;
   b. have satisfactorily completed in residence at this institution at least 30 semester hours;
   c. have been in residence at this institution the semester or summer session immediately preceding graduation;
   d. satisfy the requirements for the provisional certificate. (In certain cases this requirement may be waived.)

B. For the State Elementary Provisional Certificate the candidate shall—
a. present credits satisfying a prescribed curriculum aggregating 120 semester hours;
b. have satisfactorily completed in residence at this institution at least 30 semester hours;
c. have been in residence at this institution the semester or summer session immediately preceding graduation;
d. satisfy the requirements for the Bachelor's Degree.

C. For the **State Secondary Provisional Certificate** the candidate shall—
   a. present credits satisfying a prescribed curriculum aggregating 120 semester hours;
   b. have satisfactorily completed in residence at this institution at least 30 semester hours;
   c. have been in residence at this institution the semester or summer session immediately preceding graduation;
   d. satisfy the requirements for the Bachelor's Degree.

D. For the **State Limited Certificate** the candidate shall—
   a. present credits satisfying a prescribed curriculum aggregating 60 semester hours;
   b. have satisfactorily completed in residence at this institution 15 semester hours;
   c. have been in residence at this institution the semester or summer session immediately preceding graduation;

Note 1. 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:
   (a) Application must be made to the college within one year following the expiration of the State Elementary Provisional Certificate.
   (b) The candidate must submit satisfactory evidence that he has taught successfully during the life of the certificate for not less than three years in elementary schools in the state of Michigan.
   (c) The holder of an Elementary Provisional Certificate issued after July 1, 1945, must have earned in addition 10 semester hours of acceptable college credit.

Note 2. The holder of the State Secondary Provisional Certificate may be issued the State Elementary Permanent Certificate when the candidate shall have met the following conditions:
   (a) Application must be made to the college within one year following the expiration of the State Secondary Provisional Certificate.
   (b) The candidate must submit satisfactory evidence that he has taught successfully during the life of the certificate for not less than three years in secondary schools in the state of Michigan.
   (c) The candidate must have earned in addition ten semester hours of acceptable college credit.

Note 3. 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;
Note 4. 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.

Note 5. No teacher's certificate will be granted to any person who is less than eighteen years of age.

Note 6. 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.

Procedure for Permanent Certification

The holder of an Elementary Provisional or a Secondary Provisional Certificate, who has fully met the requirements (see notes pages 30 and 31), may be issued a Permanent Certificate. Below is outlined the procedure to be followed:

A. The Candidate will
   1. 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;
   2. fill out the application as required and return it to the College;
   3. return with the application blank his Provisional Certificate with his Teacher's Oath attached.

B. The College will
   1. investigate the qualifications of the candidate to ascertain if he satisfies requirements for permanent certification;
   2. recommend the candidate to the State Board of Education for permanent certification if his qualifications are found satisfactory;
   3. deliver to the candidate the Permanent Certificate properly executed.

Important Directions to Holders of Limited Certificates Based on the Michigan Teacher's Certification Code

Caution: 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 Certification or of the County 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 recommendations.

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 Governing Students at Western Michigan College of Education

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 six 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 10 semester hours in a single department in the same semester.

4. All students who expect to receive a degree must present at least 8 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.

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.
THE CURRICULA

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

Accelerated Programs of Study

As part of its adjustment to wartime conditions, Western Michigan College of Education is offering accelerated programs to undergraduate students who may wish to elect them. Students who elect the accelerated program may at the end of any semester or summer session drop back into the normal program, and the college may require a student to return to the normal program should it become clear that he cannot meet the scholastic requirements of the accelerated plan. It may also be possible that some students could not be permitted to go on the accelerated plan at the outset because of the difficulties for them in carrying such a heavy load.

If a student decides to enter on the accelerated program, his counselor will help him in his choice of courses in order to see that his curriculum requirements are met, and to see that his major and minor requirements are properly satisfied. For students who have not already done so, of course, it will be necessary to decide upon the departments for majoring and minoring earlier than under the normal circumstances. In not all cases will this choice be the final one.

Full information regarding accelerated programs may be secured from the registrar.
GENERAL DEGREE CURRICULUM
A.B. or B.S. Degree
(For liberal and pre-professional education)

Students who do not have in mind preparation for teaching may elect basic courses which provide a general education or which satisfy preliminary requirements for other professional curricula. When such a program of work is carried on for four years and conforms to the degree requirements stated on pages 27 to 29, except the professional requirements in Group IV and such other special requirements as concern professional training for teaching, the degree of Bachelor of Arts or Bachelor of Science may be granted without a teaching certificate.

Since Western Michigan College of Education is on the approved list of the Association of American Universities, students who complete their curricula with satisfactory records should experience no difficulty in enrolling in the better graduate and professional schools of the United States.

Group Requirements

Group I. Language and Literature .................................................. 12 semester hours
Ancient language and literature, English language and literature, modern language and literature, certain courses as indicated in the Department of Speech.
Rhetoric (in addition) ........................................................................ 8 semester hours

Group II. Science ........................................................................... 12 semester hours
Anatomy, astronomy, biology, botany, chemistry, geography, geology, hygiene, mathematics, nature study, physics, physiology, zoology, certain courses as indicated in the Department of Agriculture.

Group III. Social Science ............................................................... 12 semester hours
Economics, history, philosophy, political science, sociology. Must include two semester hours of political science.

Group VII. Physical Education and Health.
Physical education: Women are required to take ten class hours, including Physical Education 100 and one individual sport. Men are required to take ten class hours. (A class hour is to be interpreted to mean one hour of class work each week for one semester.)

Electives .......................................................................................... 76 semester hours

Note.—1. The total minimum requirement is 120 semester hours.
2. One major and two minor sequences must be included.
3. A course in library methods is required.
CURRICULA FOR TEACHERS

On the following pages are outlines of the various curricula for teachers offered by Western Michigan College of Education. They are designed to give prospective teachers a broad general education with a reasonable degree of specialization in the subject-matter fields through well-planned majors and minors. In addition, they furnish an adequate background in professional study for the graduate to enter teaching with a knowledge of the purposes and objectives of public education, the nature of child growth and development, the modern methods of teaching, and the means of appraising instruction.

Curricula for Elementary and Secondary Teachers

Students pursuing the elementary curriculum, page 37, are granted the state elementary provisional certificate which permits them to teach in the kindergarten and grades one to eight, inclusive. They also receive the A.B. or B.S. degree. The secondary curriculum, page 38, leads to the state secondary provisional certificate which permits holders to teach in grades seven to twelve, inclusive. They, too, receive either the A.B. or B.S. degree. Students who major in art, music, or physical education for women (subjects taught in both elementary and secondary grades) choose either the state elementary or state secondary provisional certificate. Either certificate will authorize the holder to teach the specified special subject in both elementary and the secondary grades when he qualifies in both fields. Students pursuing the vocational business curriculum are granted a state secondary provisional certificate. (See page 57).

Curricula for Rural Teachers

Both elementary and secondary curricula—with corresponding state provisional certificates—with major attention given to preparation for work in open country and in village or town communities having 2500 or less in population, are offered. (See page 43).

Students interested in a state limited certificate, which entitles them to teach in any primary school district or graded school district not maintaining grades above the eighth, may follow the program outlined on page 43. This is a two-year program and the student earns 60 semester hours credit. The state limited certificate is valid for three years. The curriculum has been arranged to assist students in attaining as broad and at the same time as specific and practical a preparation for working with children in farm and non-farm rural communities as is possible in a period of two years.

The foregoing paragraphs are descriptive of the minimum requirements for the professional education of teachers. However, a student who wishes to become well-rounded in personality as well as to become a good teacher will take advantage of the many extra-curricular and cultural opportunities available at Western Michigan College of Education. We mention social activities such as parties, receptions, and teas; musical organizations such as glee clubs, orchestra, and band; social dancing, plays, athletics, church relationships, and many other features found in the school and in the city of Kalamazoo.
ELEMENTARY CURRICULUM

A.B. or B.S. Degree

State Elementary Provisional Certificate

(For the preparation of teachers of Kindergarten and Grades 1, 2, 3, 4, 5, 6, 7, 8)

Group Requirements

(See page—for Subject Groupings)

Group I. Language and Literature .......................... 12 semester hours
Rhetoric (in addition) ........................................ 8 semester hours

Group II. Science ....................................... 12 semester hours

Group III. Social Science .................................. 12 semester hours
Including two semester hours of political science

Group IV. Education

Human Growth and Development 251 ...................... 3 semester hours
Psychology of Reading 212 .................................... 3 semester hours
Introduction to Directed Teaching 351 .................... 3 semester hours
Directed Teaching, Laboratory in Education, and
General Educational Problems 370 A, B, C ............. 15 semester hours

Group V. Fine Arts (Art, Music) .......................... 6 semester hours

Group VI. Practical Arts

Group VII. Physical Education and Health

Physical education: Women are required to take
ten class hours, including Physical Education 100,
one individual sport, and Physical Education 233,
330, or 331. Men are required to take ten class
hours. (A class hour is to be interpreted to
mean one hour of class work each week for one
semester.)
Electives ...................................................... 46 semester hours

Note.—1. The student, in conference with his counselor, should choose courses on the
basis of his special needs and interests, from among those especially adapted to
teaching in the elementary field as a whole, or in any of the following special
areas:

Early Elementary  
Later Elementary
Rural Elementary  
Special Education

2. The academic training shall include four minors, or a major (this may be
a group major) and two minors. The equivalent of two minors must be in sub-
jects or subject fields taught in the elementary grades.
It is possible for students to specialize by presenting minors not only in the
general subject-matter fields, but in the special fields as well, of art, home
economics, industrial arts, music, physical education, and special education.
3. Students majoring in art, music, or physical education for women may
choose either the State Elementary Provisional Certificate or the State Secondary
Provisional Certificate. Either certificate will authorize the candidate (student)
to teach his specified special subject in (both) the elementary and the secondary
grades when the candidate qualifies in both fields.

4. Certain courses in some departments may not be counted toward satisfying
the minimum group requirements. See course descriptions.

5. A course in library methods is required.

6. For further information regarding details of specialization in a department
or field, see introductory paragraphs for each department.
SECONDARY CURRICULUM
A.B. or B.S. Degree
State Secondary Provisional Certificate
(For preparation of teachers of Grades 7, 8, 9, 10, 11, 12)

Group Requirements
(See page—for Subject Groupings)

Group I. Language and Literature ..................................12 semester hours
Rhetoric (in addition) .................................................. 8 semester hours

Group II. Science ................................................................12 semester hours

Group III. Social Science .....................................................12 semester hours
Including two semester hours of political science

Group IV. Education
Human Growth and Development 251 ......................... 3 semester hours
Introduction to Directed Teaching 351 ......................... 3 semester hours
Directed Teaching, Laboratory in Education, and
General Educational Problems 370 A, B, C .............15 semester hours

Group VII. Physical Education and Health
Physical education: Women are required to take
ten class hours, including Physical Education 100,
one individual sport, and Physical Education 332.
Men are required to take ten class hours. (A
class hour is to be interpreted to mean one hour
of class work each week for one semester.)

Electives ................................................................. 55 semester hours

Note.—1. The student, in conference with his counselor, should choose courses on the
basis of his special needs and interests.
2. The academic training shall include one major and two minors in subjects
or subject fields in which the applicant expects to teach.
   It is possible for students to specialize by presenting minors not only in the
genral subject-matter fields, but in the special fields as well, of art, business
education, home economics, industrial arts, music, and physical education.
3. Students majoring in art, music, or physical education for women may
choose either the State Elementary Provisional Certificate or the State Secondary
Provisional Certificate. Either certificate will authorize the candidate (student)
to teach his specified special subject in (both) the elementary and the secondary
grades when the candidate qualifies in both fields.
4. Certain courses in some departments may not be counted toward satisfying
the minimum group requirements. See course descriptions.
5. A course in library methods is required.
6. For further information regarding details of specialization in a department
or field, see introductory paragraphs for each department.
SPECIAL EDUCATION CURRICULUM  
B.S. Degree  
State Elementary Provisional Certificate  

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

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<thead>
<tr>
<th>Group I. Language and Literature</th>
<th>12 semester hours</th>
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<tbody>
<tr>
<td>Rhetoric (in addition)</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>General Biology 101A, B</td>
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<td>Hygiene 112 (or Health Education 285)</td>
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<td>General Psychology 200</td>
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<td>Abnormal Psychology 305</td>
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<tr>
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</tr>
<tr>
<td>Modern Social Problems 242</td>
<td>3 semester hours</td>
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<tr>
<td>Political Science</td>
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<td>Elective</td>
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<td>Mental Testing 307</td>
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<td>Mental Deficiency 332</td>
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<tr>
<td>Introduction to Mental Hygiene 335</td>
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<td>Methods of Teaching Subnormal Children 337</td>
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<tr>
<td>Introduction to Directed Teaching 351</td>
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<td>Directed Teaching, Laboratory in Education, and General Educational Problems 370A, B, C</td>
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<tbody>
<tr>
<td>Physical education: Women are required to take ten class hours, including Physical Education 100, and one individual sport. Men are required to take ten class hours. (A class hour is to be interpreted to mean one hour of class work each week for one semester.)</td>
<td></td>
</tr>
</tbody>
</table>

| Electives                        | 37 semester hours |

Note.—1. The academic training shall include a major (this may be a group major) and two minors, or four minors. The equivalent of two minors must be in subjects or subject fields taught in the elementary grades or in special classes for mentally retarded children.
2. A course in library methods is required.
# Occupational Therapy Curriculum

**B.S. Degree and Diploma**

State Elementary Provisional Certificate

*(For the preparation of teachers of occupational therapy)*

## Group I. Language and Literature

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106A, B and 323</td>
<td>8</td>
</tr>
<tr>
<td>Fundamentals of Speech 105A</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

## Group II. Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Biology 100A, B</td>
<td>8</td>
</tr>
<tr>
<td>Anatomy and Physiology (for Occupational Therapists) 215</td>
<td>4</td>
</tr>
<tr>
<td>Applied Kinesiology 216</td>
<td>2</td>
</tr>
<tr>
<td>General Psychology 200</td>
<td>3</td>
</tr>
<tr>
<td>*Neurology and Psychiatry 330</td>
<td>3</td>
</tr>
<tr>
<td>*Clinical Subjects 332</td>
<td>4</td>
</tr>
<tr>
<td>*Clinical Observations 334</td>
<td>4</td>
</tr>
</tbody>
</table>

## Group III. Social Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Political Science</td>
<td>2-3</td>
</tr>
<tr>
<td>Sociology 241</td>
<td>3</td>
</tr>
<tr>
<td>*Social Service in Hospitals 351</td>
<td>3</td>
</tr>
<tr>
<td>*Hospital Case Studies 352</td>
<td>3-4</td>
</tr>
</tbody>
</table>

## Group IV. Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory of Occupational Therapy 210A, B and 310...</td>
<td>6</td>
</tr>
<tr>
<td>Human Growth and Development 251</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Directed Teaching 351</td>
<td>3</td>
</tr>
<tr>
<td>General Educational Problems 370C</td>
<td>3</td>
</tr>
<tr>
<td>Directed Teaching 374</td>
<td>5</td>
</tr>
</tbody>
</table>

## Group V. Fine Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Design 105</td>
<td>3</td>
</tr>
<tr>
<td>Modeling 111</td>
<td>3</td>
</tr>
<tr>
<td>Therapeutic Crafts 222A</td>
<td>2</td>
</tr>
<tr>
<td>Weaving 303</td>
<td>4</td>
</tr>
<tr>
<td>Bookbinding 304</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>2</td>
</tr>
</tbody>
</table>

## Group VI. Practical Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing 140A</td>
<td>3</td>
</tr>
<tr>
<td>Special Education Shop 208</td>
<td>3</td>
</tr>
<tr>
<td>Therapeutic Crafts 222B</td>
<td>2</td>
</tr>
<tr>
<td>Stitchery 223</td>
<td>4</td>
</tr>
<tr>
<td>Rug Making 224</td>
<td>1</td>
</tr>
<tr>
<td>Basketry 226</td>
<td>1</td>
</tr>
<tr>
<td>Leatherwork 227</td>
<td>1</td>
</tr>
</tbody>
</table>

## Group VII. Physical Education

All students are required to take four class hours of physical education, including Physical Education 100. (A class hour is to be interpreted to mean one hour of class work each week for one semester.)

*Clinical Training*

Ten calendar months at affiliating hospitals. This includes courses starred above, and undifferentiated credit totaling 9 semester hours.

**Note.**
1. Thirty semester hours of college credit (as listed in First Year, Occupational Therapy Curriculum for Diploma, page 106) must be earned before the student is admitted to the School of Occupational Therapy. This admittance is based on the approval of the applicant by the Coordinating Committee of the school, on the basis of general aptitude for the work and the scholastic record submitted with the special application blank.
2. The ten calendar months of clinical training shall be taken in two months between the second and third years, and in eight consecutive months during the second semester of the third year and the time remaining before the fourth year.
3. Granting of the Diploma of Occupational Therapy and registration in the American Occupational Therapy Association is conditional upon the student's passing a comprehensive examination over all required work.
4. A course in library methods is required.
5. A course in rehabilitation lectures is required.
6. This curriculum is open to women students only.
# Speech Correction Curriculum

**B.S. Degree**

(For the preparation of teachers of speech correction)

**Group I. Language and Literature**
- 8 semester hours

**Rhetoric (in addition)**
- 8 semester hours

**Fundamentals of Speech 105A, B**
- 6 semester hours

**Introduction to Speech Correction 230**
- 3 semester hours

**Principles of Speech Correction 231**
- 3 semester hours

**Phonetics 318**
- 3 semester hours

**Basic Voice and Speech Science 319**
- 3 semester hours

**Stuttering and Allied Disorders 331**
- 3 semester hours

**Group II. Science**

**General Biology 101A, B**
- 8 semester hours

**Hygiene 112**
- 2 semester hours

**Physical Science 100A, B**
- 6 semester hours

**General Psychology 200**
- 3 semester hours

**Abnormal Psychology 305**
- 3 semester hours

**Mental Testing 307**
- 2 semester hours

**Group III. Social Science**

**Principles of Sociology 241**
- 3 semester hours

**Modern Social Problems 241**
- 3 semester hours

**Political Science**
- 2 semester hours

**Electives**
- 4 semester hours

**Group IV. Education**

**Psychology of Reading 212**
- 3 semester hours

**Human Growth and Development 251**
- 3 semester hours

**Applied Speech Correction 300T**
- 3 semester hours

**Introduction to Speech Education 331**
- 2 semester hours

**Mental Hygiene 335**
- 2 semester hours

**Introduction to Directed Teaching 351**
- 3 semester hours

**Directed Teaching, Laboratory in Education, and General Educational Problems 370A, B, C**
- 15 semester hours

**Group VII. Physical Education and Health**

Physical education: Women are required to take ten class hours, including Physical Education 100, and one individual sport. Men are required to take ten class hours. (A class hour is to be interpreted to mean one hour of class work each week for one semester.)

**Electives**
- 24 semester hours


**Note.**
1. The student, in conference with his counselor, should choose courses on the basis of his special needs and interests.
2. The student must present a major in special education (speech correction). Two minors are also required and are usually in social science, science, languages, or psychology.
3. Certain courses in some departments may not be counted toward satisfying the minimum group requirements. See course descriptions.
4. A course in library methods is required.
5. For further information regarding details of specialization in a department or field, see introductory paragraphs for each department.
VOCATIONAL BUSINESS CURRICULUM

B.S. Degree

State Temporary Vocational Coordinators Certificate
State Secondary Provisional Certificate

(For preparation of teachers and coordinators of vocational business)

The prerequisites to admission to this curriculum are:

1. Junior year standing and completion of certain group requirements. (See page 26).
2. Completion of a minimum of 15 semester hours in Secretarial Training or Retail Training.
3. Satisfactory evidence of having had one year of work experience in a store or office.

Note.—Work Experience gained prior to matriculation in this curriculum must be evidenced by signed reports from the store or office in which the experience was gained.

A minimum of two years of approved work experience in the occupational field in which the student is majoring is required for graduation. Graduates meeting the specified requirements will be eligible for a temporary Vocational Coordinator's Certificate. This certificate is granted by the State Board of Control for Vocational Education.

Third Year

Advanced Rhetoric 323 ........................................ 2 semester hours
Business Administration 321 .................................. 3 semester hours
Labor Problems 325A, B ....................................... 4 semester hours
Survey of American Government 234 ....................... 2 semester hours
Secretarial or Retailing (Groups A or B) 2 .............. 9 semester hours
Electives (Group II) ........................................... 8 semester hours
Electives (Group I) ............................................ 2 semester hours

Fourth Year

Directed Teaching 370A ...................................... 8 semester hours
Laboratory in Education 370B ............................... 4 semester hours
Business Problems 339 ....................................... 3 semester hours
*Philosophy of Vocational Education 441 (E151) ....... 2 semester hours
Secretarial or Retailing (Groups S or D) 2 ............ 7 semester hours
Electives (Group III) .......................................... 7 semester hours

Post Graduate—Summer Session

*Analysis and Preparation of Instructional Materials 442 (E152) ........................................ 2 semester hours
*Methods of Teaching Vocational Education 443 (E153) .................................................. 2 semester hours
*Coordination in Vocational Education 572 (E106) .... 2 semester hours

Note.—1. *Starred courses carry graduate credit toward a Master's Degree.
2. Group A (Secretarial) includes Secretarial Science 150A, Secretarial Practice 250 A, B, and Filing Principles 256; Group B (Retailing) includes Fundamentals of Retailing 140, Merchandise and Job Analysis 151A, and Retail Salesmanship 150; Group C (Secretarial), includes Secretarial Accounting 211A, B or Accounting Principles 216A, B; and Group D (Retailing) includes Retail Publicity 240 or Retail Credits and Collections 241 and Store Organization 251 A, B.
RURAL ELEMENTARY CURRICULUM (Two Years)†

Two-year—60 semester hours—curriculum 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".*

Group I. English

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1</td>
<td>5</td>
</tr>
<tr>
<td>Rhetoric 106A (in addition)</td>
<td>3</td>
</tr>
</tbody>
</table>

Group II. Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Economics 240</td>
<td>3</td>
</tr>
<tr>
<td>Rural Sociology 240</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Group III. Social Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Economics 240</td>
<td>3</td>
</tr>
<tr>
<td>Rural Sociology 240</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Group IV. Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum 145</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Directed Teaching 240</td>
<td>3</td>
</tr>
<tr>
<td>Directed Teaching 271</td>
<td>3</td>
</tr>
<tr>
<td>Rural Education 340</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

Groups V. and VI. Fine and Practical Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal and Social Problems 120 or equivalent</td>
<td>1</td>
</tr>
<tr>
<td>Elective</td>
<td>5</td>
</tr>
</tbody>
</table>

Group VII. Physical Education and Health

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education and Health</td>
<td>5</td>
</tr>
<tr>
<td>Men: Elective</td>
<td></td>
</tr>
<tr>
<td>Women: Physical Education 100, Rural School Physical Education 233, and an elective</td>
<td></td>
</tr>
</tbody>
</table>

Library Methods .................................................. Non-Credit

Electives ‡ ......................................................... 13 Non-Credit semester hours

Note.—†This "limited-time" curriculum is necessary because of the acceptance of a double standard, despite the call for equal educational opportunity, in the professional preparation of teachers for rural and urban schools. It has been arranged to assist students in obtaining as broad and, at the same time, a specific and practical a professional preparation for working with children in farm and rural non-farm communities, as is possible in a period of two years.

At least one-half—30 semester hours—of this curriculum must be chosen from courses in Groups I, II, and III. Provision has been made for a flexibility of choice, under the guidance of the departmental counselor, among both group and general electives that will facilitate individualization on the basis of the personal and professional needs and interests of each student. In keeping with certification requirements "all courses must be appropriate to the education of elementary teachers." For most students the preferred choices would be made from among the courses in the different groups as listed below.

1. Fundamentals of Speech 105A; Chief American Poets 121; American Prose 122; Literature for Children 203.
2. Rural School Agriculture 105 or Nature Study 231A or Nature Study 231B; Introductory Geography 105A; Health Education 285 or Hygiene 112.
3. United States History 201A and "... a course of six one hour lectures or the equivalent shall be given in political science ..."—Michigan School Laws, Section 898; Revision of 1940
4. Arithmetic 101T; Psychology of Reading 212; Human Growth and Development 271. Those selected students permitted to do Directed Teaching 271 in the field while in residence there for six weeks receive 5 instead of 3 semester hours credit.
5. Art Structure 106; Rural School Music 109; Industrial Art 110; Auxiliary Choir 134; Home Nursing 220; Clothes and Personality 208; Nutrition 219.

6. A class hour is to be interpreted to mean one hour of class work each week for one semester. Men: Physical Education 102A; 102B; 103A; 103B; Early American Dancing 101; Social Dancing 122. Women: Early American Dancing 101; Social Dancing 122; Swimming 110; Tennis 113; Badminton 120.

7. These elections may well be chosen from among the preferred choices listed in the above notes (1 to 5) not used to meet minimum group requirements, supplemented if necessary from such courses as follow: Rhetoric 106B; Fundamentals of Speech 106B; Literary Interpretation 210; Lyric Poetry 211; The Familiar Essay 212; The English Bible 218A, 218B; Introductory Geography 105B; Physical Science 100A, 100B; United States History 201A; Introduction to Learning and Adjustment 100, Illustrative Handwork 107.

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 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, one calendar year, 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.

DEGREES IN RURAL EDUCATION

Elementary or Secondary Degree Curricula with major attention given to preparation for work in rural communities: 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 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.
It is no longer possible for a student to enter professional colleges and universities directly from high school. Pre-professional college training is now required. Most of the best 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, such as law, medicine, and dentistry, has in late years been materially increased. Dentistry, formerly requiring three years, now requires six; medicine, formerly a four-year course, now requires seven years; etc. A number of professions 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. Examples of the latter are work in mathematics basic to engineering, and the social sciences essential to law and social work. Western Michigan College of Education offers two and, in some cases, three or four years of work preparatory to professional study.

Pre-professional curricula have been developed in Business Administration, Dentistry, Engineering, Forestry, Journalism, Law, Library, Science, Medicine, and Social Work. In addition to the standard pre-professional curricula, combined curricula approved by the State Board of Education 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. It will be seen that this shortens by one year the time necessary for obtaining both degrees.

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. Because of this, Western Michigan College of Education cannot guarantee that a student successfully completing combined curricula will be admitted to the professional school of his choice. 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 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.

A course in library methods and five to ten class hours of physical education are required.
AGRICULTURE

The successful completion of the courses outlined below 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.

**First Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106A, B</td>
<td>6</td>
</tr>
<tr>
<td>General Biology 100A, B</td>
<td>8</td>
</tr>
<tr>
<td>Animal Husbandry 106, 107, 108</td>
<td>8</td>
</tr>
<tr>
<td>Electives (to be selected from United States History 210A, B; Trigonometry and College Algebra 103A; or Trigonometry 100C.)</td>
<td>9-10</td>
</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Chemistry 100A, B, or 101A, B</td>
<td>8</td>
</tr>
<tr>
<td>Farm Crops 202</td>
<td>3</td>
</tr>
<tr>
<td>Soils 201</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Speech 105A</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology 200</td>
<td>3</td>
</tr>
<tr>
<td>Horticulture 203</td>
<td>3</td>
</tr>
<tr>
<td>Electives (to be selected from Principles of Economics 220A, B; Bacteriology 212A; Surveying 210; or United States History 210A, B.)</td>
<td>8-10</td>
</tr>
</tbody>
</table>

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.

**First Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106A, B</td>
<td>6</td>
</tr>
<tr>
<td>Trigonometry and College Algebra 103A, College Algebra and Analytic Geometry 103B</td>
<td>10</td>
</tr>
<tr>
<td>or College Algebra and Analytic Geometry 104A, B</td>
<td>8</td>
</tr>
<tr>
<td>Language or Literature</td>
<td>6-8</td>
</tr>
<tr>
<td>Ancient and Medieval Civilization 105A, B</td>
<td>6</td>
</tr>
<tr>
<td>or Modern Europe 108A, B</td>
<td>6</td>
</tr>
<tr>
<td>English History 109A, B</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
<td>4-0</td>
</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 210A, B</td>
<td>6</td>
</tr>
<tr>
<td>Principles of Economics 220A, B</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics 211</td>
<td>2</td>
</tr>
<tr>
<td>Language or Literature</td>
<td>6</td>
</tr>
<tr>
<td>Secretarial Practice 230 A</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>8</td>
</tr>
</tbody>
</table>
## DENTISTRY
(Combined Curriculum in Letters and Dentistry)

### First Year
- **Rhetoric** 106A, B .................................................. 6 semester hours
- **General Biology** 100A, B .................................................. 8 semester hours
- Electives (see note below) ................................................ 16 semester hours

### Second Year
- **General Chemistry** 100A, B, or 101A, B .................. 8 semester hours
- **Mechanics, Heat, and Sound** 203A, **Electricity and Light** 203B .................................................. 8 semester hours
- Electives .................................................. 14 semester hours

### Third Year
- **Advanced Rhetoric** 323 .................................................. 2 semester hours
- **Organic Chemistry** 306A, B ............................................ 8 semester hours
- Electives .................................................. 20 semester hours

Note.—In the selection of electives the student should plan to meet the General Degree requirements in Groups I, II, and III. See page 35.

## ENGINEERING
(Combined Curriculum in Letters and Engineering)
University of Michigan

### First Year
- **Rhetoric** 106A, B .................................................. 6 semester hours
- **Trigonometry and College Algebra** 193A, **College Algebra and Analytic Geometry** 103B ........................................ 10 semester hours
  or
- **College Algebra and Analytic Geometry** 104A, B .................. 8 semester hours
- **General Chemistry** 100A, B, or 101A, B .................................................. 8 semester hours
- **Mechanical and Machine Drawing** 221 .................................................. 3 semester hours
- **Descriptive Geometry** 222 .................................................. 3 semester hours
- Electives .................................................. 2-4 semester hours

### Second Year
- **Chemical and Metallurgical Calculus** 205A, B .................................................. 8 semester hours
- **Mechanics, Heat, and Sound** 203A, **Electricity and Light** 203B .................................................. 8 semester hours
- **Problems** 204A, B .................................................. 2 semester hours
- **Engineering Materials** 210 .................................................. 3 semester hours
- **Qualitative Analysis** 201, **Quantitative Analysis** 202 .................................................. 8 semester hours
- **Metal Processing** 211 .................................................. 2 semester hours

### Third Year
- **Chemical and Metallurgical Principles of Economics** 220A, B .................................................. 6 semester hours
- **Organic Chemistry** 306A, B .................................................. 8 semester hours
  or
- **Language** (German preferred) .................................................. 8 semester hours
- **Statics** 320 .................................................. 3 semester hours
- **Advanced Rhetoric** 323 .................................................. 2 semester hours
- **Fundamentals of Speech** 105A .................................................. 3 semester hours
- **Social science electives** .................................................. 6 semester hours
- Electives .................................................. 2-4 semester hours
### Second Year

Aeronautical, Civil, Electrical, Marine, and Mechanical

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus 205A, B</td>
<td>8</td>
</tr>
<tr>
<td>Mechanics, Heat, and Sound 203A, Electricity and Light 203B</td>
<td>8</td>
</tr>
<tr>
<td>Problems 204A, B</td>
<td>2</td>
</tr>
<tr>
<td>Engineering Materials 210</td>
<td>3</td>
</tr>
<tr>
<td>Metal Processing 211</td>
<td>2</td>
</tr>
<tr>
<td>Fundamentals of Speech 105A</td>
<td>3</td>
</tr>
<tr>
<td>Group I electives</td>
<td>6-8</td>
</tr>
</tbody>
</table>

#### Third Year

Aeronautical, Civil, Electrical, Marine, and Mechanical

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Economics 220A, B</td>
<td>6</td>
</tr>
<tr>
<td>Foreign language</td>
<td>8</td>
</tr>
<tr>
<td>or Group III elective</td>
<td>6</td>
</tr>
<tr>
<td>Differential Equations 321 or elective</td>
<td>3</td>
</tr>
<tr>
<td>Statics 320 or elective</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Rhetoric 323</td>
<td>2</td>
</tr>
<tr>
<td>Theoretical Mechanics 425 or elective</td>
<td>3</td>
</tr>
<tr>
<td>Electives to total</td>
<td>32</td>
</tr>
</tbody>
</table>

**Note.**—1. Language requirement: One year of a foreign language is required unless two years of a single foreign language were presented for entrance.

2. All students must have 12 semester hours in Group III (Social Science), including two hours of political science.


### FORESTRY

(Combined Curriculum in Letters and Forestry)

University of Michigan

#### First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106A, B</td>
<td>6</td>
</tr>
<tr>
<td>General Biology 100A, B</td>
<td>8</td>
</tr>
<tr>
<td>Trigonometry and College Algebra 103A, B or College Algebra and Analytic Geometry 104A, B</td>
<td>8-10</td>
</tr>
<tr>
<td>General Mechanical Drawing 120</td>
<td>2</td>
</tr>
<tr>
<td>Electives (to be selected from literature or language)</td>
<td>4-6</td>
</tr>
</tbody>
</table>

#### Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Chemistry 100A, B or</td>
<td>8</td>
</tr>
<tr>
<td>Botany 221A, B</td>
<td>8</td>
</tr>
<tr>
<td>Principles of Economics 220A, B</td>
<td>6</td>
</tr>
<tr>
<td>Electives (to be selected from physics; Botany 222; Speech 105A, B; Sociology 241; literature or language)</td>
<td>8</td>
</tr>
</tbody>
</table>

#### Third Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Rhetoric 323</td>
<td>2</td>
</tr>
<tr>
<td>General Geology 230</td>
<td>3</td>
</tr>
<tr>
<td>Surveying 210</td>
<td>3</td>
</tr>
<tr>
<td>Electives (to be selected from American Government 230, American State and Local Government 231; Geology 230 A. B; Organic Chemistry 306A, B; Zoology 242; Botany 335; Geography 312 or 325)</td>
<td>22</td>
</tr>
</tbody>
</table>
### JOURNALISM

(Approved by the University of Michigan, Michigan State College, and Northwestern University as part of requirement toward degree in Journalism)

#### First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106A, B</td>
<td>6</td>
</tr>
<tr>
<td>General Biology 100A, B</td>
<td>8</td>
</tr>
<tr>
<td>General Chemistry 100A, B, or 101A, B</td>
<td>8</td>
</tr>
<tr>
<td>United States History 210A, B</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
<td>2-3</td>
</tr>
</tbody>
</table>

#### Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief American Poets 121 or American Prose 122</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology 200</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Sociology 241</td>
<td>3</td>
</tr>
<tr>
<td>Modern Social Problems 242</td>
<td>3</td>
</tr>
<tr>
<td>American National Government 230</td>
<td>3</td>
</tr>
<tr>
<td>American State and Local Government 231</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Economics 220A, B</td>
<td>6</td>
</tr>
<tr>
<td>Economic History of the United States 312</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Note 1. Since journalists are using the typewriter constantly, it is of great advantage to the student to acquire facility in typing. It is strongly recommended that the student who is not already a proficient typist take a course in typewriting.

Note 2. Northwestern University requires a reading knowledge of a modern language or two years of college work in one language.

### LAW

(Combined Curriculum in Letters and Law)

Detroit College of Law

#### First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106A,B</td>
<td>6</td>
</tr>
<tr>
<td>Trigonometry and College Algebra 103A, College Algebra and Analytic Geometry 103B</td>
<td>10</td>
</tr>
<tr>
<td>General Chemistry 100A, B, or 101A, B</td>
<td>8</td>
</tr>
<tr>
<td>College Algebra and Analytic Geometry 104A, B</td>
<td>8</td>
</tr>
<tr>
<td>Introduction to Physical Science 105A, B</td>
<td>6</td>
</tr>
<tr>
<td>General Biology 100A, B</td>
<td>8</td>
</tr>
<tr>
<td>English History 109A, B</td>
<td>6</td>
</tr>
<tr>
<td>Latin, French, German, or Spanish 100A, B (Latin preferred)</td>
<td>8</td>
</tr>
</tbody>
</table>

#### Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Literature 107A, B</td>
<td>6</td>
</tr>
<tr>
<td>Shakespeare 214A, B</td>
<td>6</td>
</tr>
<tr>
<td>United States History 201A, B</td>
<td>6</td>
</tr>
<tr>
<td>Principles of Economics 220A, B</td>
<td>6</td>
</tr>
<tr>
<td>Accounting 210A, B</td>
<td>6</td>
</tr>
<tr>
<td>General Psychology 200 (University of Michigan)</td>
<td>3</td>
</tr>
</tbody>
</table>
Third Year
Advanced Rhetoric 323 ........................................ 2 semester hours
American National Government 230 ......................... 3 semester hours
American State and Local Government 231 .................. 3 semester hours
Principles of Sociology 241 .................................... 3 semester hours
Modern Social Problems 242 .................................. 3 semester hours
Public Finance 320 .................................................. 3 semester hours
Electives (to be selected from Speech 105A, B; Money and Credit 221A, B; language or literature, or laboratory science) ........................................ 13 semester hours

Note.—1. An average scholarship of two honor points is required by the University of Michigan Law School.
2. The above requirements are those of the University of Michigan Law School. Those of the Detroit College of Law are the same except for Psychology 200 in the third year, Accounting 210A, B (6 semester hours) is substituted.

LIBRARY SCIENCE
(Combined Curriculum in Library Training)
The better schools for training in library science require the bachelor's degree for entrance. They also stipulate that certain courses must be taken. To avoid loss in the transference of credits to such schools, Western Michigan College of Education has provided this combined curriculum.

First Year
Rhetoric 106A, B ......................................................... 6 semester hours
French, German, or Spanish ....................................... 8 semester hours
History of Modern Europe 108A, B .............................. 6 semester hours
General Biology 100A, B .............................................. 8 semester hours
or
General Chemistry 100A, B, or 101A, B .......................... 8 semester hours
Electives 2-4 semester hours

Second Year
French, German, or Spanish ....................................... 8 semester hours
Second years foreign language ................................. 8 semester hours
English or American literature ................................. 6 semester hours
United States History 201A, B .................................... 6 semester hours
or
American National Government 230, American State and Local Government 231 ........................................ 6 semester hours
General Psychology 200 ............................................. 3 semester hours

Third Year
Foreign language ....................................................... 8 semester hours
Principles of Economics 220A, B .................................. 6 semester hours
or
Principles of Sociology 241, Modern Social Problems 242 .................................................. 6 semester hours
English or American literature .................................. 6 semester hours
Advanced Rhetoric 323 ............................................. 2 semester hours
Electives from mathematics or science .......................... 8 semester hours

Fourth Year
Language or literature .............................................. 6 semester hours
Principles of Sociology 241, Modern Social Problems 242 .................................................. 6 semester hours
or
Principles of Economics 220A, B .................................. 6 semester hours
Electives to complete a major and two minors 18 semester hours

Note.—The high school course should include two years of Latin, two years of French or German, as much Social Science as possible, and a mastery of Typewriting.
### UNDERGRADUATE CURRICULA

#### MEDICINE

**University of Michigan Medical School**

The Medical School requires 90 semester hours of pre-medical work from an accredited college. An average scholarship of one and three-quarters honor points is required. The college pre-medical requirements must include the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>6 semester</td>
</tr>
<tr>
<td>Chemistry</td>
<td>14 semester</td>
</tr>
<tr>
<td>Physics</td>
<td>8 semester</td>
</tr>
<tr>
<td>Biology</td>
<td>8 semester</td>
</tr>
<tr>
<td>French, German, or Spanish</td>
<td>12-16 semester</td>
</tr>
<tr>
<td>Electives to total</td>
<td>90 semester</td>
</tr>
</tbody>
</table>

**Wayne University College of Medicine**

*(Combined Curriculum in Letters and Medicine)*

The Medical School requires 90 semester hours of pre-medical work from an accredited college.*

#### First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106A, B</td>
<td>6</td>
</tr>
<tr>
<td>General Biology 100A, B</td>
<td>8</td>
</tr>
<tr>
<td>General Chemistry 100A, B, or 101A, B</td>
<td>8</td>
</tr>
<tr>
<td>French or German</td>
<td>8</td>
</tr>
</tbody>
</table>

#### Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Literature 107A</td>
<td>3</td>
</tr>
<tr>
<td>Mechanics, Sound, and Heat 203A</td>
<td>8</td>
</tr>
<tr>
<td>Light 203B</td>
<td>8</td>
</tr>
<tr>
<td>Qualitative Analysis 201, Quantitative Analysis 202</td>
<td>8</td>
</tr>
<tr>
<td>French or German</td>
<td>8</td>
</tr>
<tr>
<td>Electives</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Third Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Literature 107B</td>
<td>3</td>
</tr>
<tr>
<td>Organic Chemistry 306A, B</td>
<td>8</td>
</tr>
<tr>
<td>Principles of Economics 220A, B</td>
<td>6</td>
</tr>
<tr>
<td>Principles of Sociology 241</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology 200</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy 211A</td>
<td>4</td>
</tr>
<tr>
<td>Advanced Rhetoric 323</td>
<td>2</td>
</tr>
</tbody>
</table>

---

*Note.—1. Application for admission to a College of Medicine should be made by the middle of the school year preceding the year in which the student intends to enter the College of Medicine.

2. Credit in trigonometry must be presented before the student may begin the study of physics.

3. For the duration of the war, Wayne University will accept 60 semester hours for entrance. For details, see Wayne University catalog for 1943, pages 36-37.*
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 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.

First Year

Rhetoric 106A, B ........................................ 6 semester hours
Intermediate Algebra 100A, Solid Euclidean Geometry 100B ........................................ 5 semester hours
or
Trigonometry and College Algebra 103A, College Algebra and Analytic Geometry 103B ..................10 semester hours
or
College Algebra and Analytic Geometry 104A, B ........................................ 8 semester hours
General Chemistry 100A, B, or 101A, B ........................................ 8 semester hours
General Biology 100A, B ........................................ 8 semester hours
Group I electives ........................................ 4-6 semester hours

Second Year

Qualitative Analysis 201, Quantitative Analysis 202 ........................................ 8 semester hours
Bacteriology 212, Zoology 242B ........................................ 8 semester hours
Group I electives ........................................ 6-8 semester hours
Group III electives ........................................ 6 semester hours

Third Year

Mechanics, Sound, and Heat 203A, Electricity, and Light 203B ........................................ 8 semester hours
Organic Chemistry 306A ........................................ 4 semester hours
Bio-Chemistry 350, 351 ........................................ 3 semester hours
Physiology 211 ........................................ 4 semester hours
Group I electives ........................................ 3-4 semester hours
Group III electives ........................................ 6 semester hours
Electives ........................................ 2 semester hours

Fourth Year

Medical Technology 335 (400) ........................................ 30 semester hours

During the fourth year, the student registers for Medical Technology 335 (400), a twelve months course given in the laboratory training school of the Michigan Department of Health and/or approved hospital training schools.
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.

### First Year

- **Rhetoric** 106A, B ........................................ 6 semester hours
- **General Biology** 100A, B ............................... 8 semester hours
- **Modern European History** 108A, B ............... 6 semester hours
- **Electives*** ............................................... 10 semester hours

### Second Year

- **Anatomy and Physiology (for Nurses) 213** ........ 5 semester hours
- **Chemistry (for Nurses) 106** .......................... 4 semester hours
- **Bacteriology (for Nurses) 214** ....................... 4 semester hours
- **Sociology (for Nurses) 244** ............................ 2 semester hours
- **Nutrition 219** ........................................... 2 semester hours
- **General Psychology (for Nurses) 202** ............. 2 semester hours

### Third and Fourth Years at Bronson Hospital

### Fifth Year

- **English or foreign language** .......................... 12 semester hours
- **Advanced Rhetoric 323** ................................. 2 semester hours
- **Survey of American Government 234** ............... 3 semester hours
- **Modern Social Problems 242** .......................... 3 semester hours
- **Electives** .................................................. 11 semester hours

Note—1. General Chemistry 100 A, B is required unless high-school chemistry was presented for entrance.

2. In addition to the 80 semester hours of work outlined above, the student is credited with 40 semester hours for the work done in the hospital. This credit may be used only in the Nursing curriculum. Nursing may constitute a major in this curriculum.

3. Four class hours of physical education are required. (A class hour is to be interpreted to mean one hour of class work each week for one semester).

4. A course in library methods is required.
OCCUPATIONAL THERAPY

B.S. Degree and Diploma

First Year

- Rhetoric 106A, B ........................................... 6 semester hours
- Fundamentals of Speech 105A ......................... 3 semester hours
- General Biology 100A, B .............................. 8 semester hours
- Elementary Design 105 ................................ 3 semester hours
- Modeling 111 ............................................ 3 semester hours
- Printing 140A ........................................... 3 semester hours
- Electives from Group I ................................. 4 semester hours

Second Year

- Anatomy and Physiology (for Occupational Therapists) 215 .......... 4 semester hours
- Applied Kinesiology 216 .................................. 2 semester hours
- Theory of Occupational Therapy 210A, B ............. 4 semester hours
- General Psychology 200 ................................ 3 semester hours
- Special Education Shop 208 ............................. 3 semester hours
- Therapeutic Crafts 222A, B ............................. 4 semester hours
- Stitchery 223 ........................................... 4 semester hours
- Rug Making 224 ....................................... 1 semester hour
- Basketry 226 ........................................... 1 semester hour
- Leatherwork 227 ....................................... 1 semester hour
- Electives .................................................. 3 semester hours

Third Year (First Semester)

- Advanced Rhetoric 323 .................................... 2 semester hours
- Political science .......................................... 2-3 semester hours
- Sociology 241 ........................................... 3 semester hours
- Weaving 303 ............................................ 4 semester hours
- Electives from Group V .................................. 2 semester hours

Third Year (Second Semester and additional time to total ten calendar months.)

- Clinical Training (at affiliated hospitals) .......................... 3 semester hours
- Neurology and Psychiatry 330 ............................. 3 semester hours
- Clinical Subjects 332 .................................... 4 semester hours
- Clinical Observations 334 ................................ 4 semester hours
- Social Service in Hospitals 351 .......................... 3 semester hours
- Hospital Case Studies 352 ................................ 3-4 semester hours
- Undifferentiated Credit ..................................... 9 semester hours

Fourth Year (First Semester)

- Theory of Occupational Therapy 310 ....................... 2 semester hours
- Bookbinding 304 ......................................... 2 semester hours
- Electives from Group I .................................... 5 semester hours
- Electives .................................................. 9 semester hours

Note.—1. Thirty semester hours of college credit (as listed in first year above) must be earned before the student is admitted to the School of Occupational Therapy. This admittance is based on the approval of the applicant by the Coordinating Committee of the school, on the basis of general aptitude for the work and the scholastic record submitted with the special application blank.
2. The ten calendar months of clinical training shall be taken in two months between the second and third years, and in eight consecutive months during the second semester of the third year and the time remaining before the fourth year.
3. Granting of the Diploma of Occupational Therapy and registration in the American Occupational Therapy Association is conditional upon the student's passing a comprehensive examination over all required work.
4. A course in library methods is required.
5. A course in rehabilitation lectures is required.
6. This curriculum is open to women students only.
OCCUPATIONAL THERAPY
Diploma

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.

First Year

Rhetoric 106A, B ...................................................... 6 semester hours
General Biology 100A, B .............................................. 8 semester hours
Elementary Design 105 .................................................. 3 semester hours
Modeling 111 ................................................................. 3 semester hours
Printing 140A ............................................................... 3 semester hours
Electives .............................................................................. 7 semester hours

Second Year

Anatomy and Physiology (for Occupational Therapists) 215 ...................................................... 4 semester hours
Applied Kinesiology 216 ................................................... 2 semester hours
Theory of Occupational Therapy 210A, B ......................................................... 4 semester hours
Principles of Sociology 241 .................................................. 3 semester hours
General Psychology 200 .................................................... 3 semester hours
Special Education Shop 208 .................................................. 3 semester hours
Therapeutic Crafts 222A, B ................................................... 4 semester hours
Stitchery 223 ....................................................................... 4 semester hours
Rug Making 224 ............................................................... 1 semester hour
Basketry 226 ....................................................................... 1 semester hour
Leatherwork 227 .................................................................... 1 semester hour

Third Year (First Semester)

Theory of Occupational Therapy 310 ........................................... 2 semester hours
Weaving 303 ................................................................. 4 semester hours
Bookbinding 304 ............................................................... 2 semester hours
Electives under guidance ..................................................... 7 semester hours

Third Year (Second Semester and additional time to total ten calendar months.)

Clinical Training (at affiliating hospitals) ........................................... 3 semester hours
Neurology and Psychiatry 330 .................................................... 4 semester hours
Clinical Subjects 332 ............................................................. 4 semester hours
Clinical Observations 334 ....................................................... 4 semester hours
Social Service in Hospitals 351 .................................................. 3 semester hours
Hospital Case Studies 351 ...................................................... 3-4 semester hours
Undifferentiated Credit ................................................................ 9 semester hours

Note.—1. Thirty semester hours of college credit (as listed in the first year above) must be earned before the student is admitted to the School of Occupational Therapy. This admittance is based on the approval of the applicant by the Coordinating Committee of the school, on the basis of general aptitude for the work and the scholastic record submitted with the special application blank.

2. The student may take the required ten calendar months of clinical training in either of these two ways: (a) two months between the second and third years, and eight consecutive months following the first semester of the third year, or (b) ten consecutive months following the first semester of the third year.

3. Granting of the Diploma of Occupational Therapy and registration in the American Occupational Therapy Association is conditional upon the student’s passing a comprehensive examination over all required work. The student must return to the school following clinical training to take this examination and for graduation.

4. A course in library methods is required.

5. A course in rehabilitation lectures is required.

6. Four class hours of physical education are required. (A class hour is to be interpreted as meaning one hour of class work each week for one semester).

7. This curriculum is open to women students only.
SOCIAL WORK*

First Year

Rhetoric 106A, B .......................................................... 6 semester hours
General Biology 100A, B .................................................. 8 semester hours
Modern Europe 108A, B or Foundation of Western Civilization 100A, B (unless the student plans to take United States history in the sophomore year) 6 semester hours

Second Year

Principles of Sociology 241 ............................................. 3 semester hours
Modern Social Problems 242 ............................................. 3 semester hours
General Psychology 200 ................................................... 3 semester hours
Principles of Economics 220A, B ........................................... 6 semester hours
United States History 201A, B (unless the student has taken the history suggested for the freshman year) ................................................................. 6 semester hours

Third Year

Advanced Rhetoric 323 ..................................................... 2 semester hours
Any 2 or 3 of the following advanced sociology courses:
Social Psychology 243 ..................................................... 2 semester hours
Problems of Family Life 247 ............................................. 3 semester hours
Criminology 342 ............................................................... 3 semester hours
Mental Deficiency 332 ...................................................... 2 semester hours
Mental Hygiene 335 ........................................................... 3 semester hours
American National Government 230 .................................... 3 semester hours
American State and Local Government 231 ....................................................... 3 semester hours

Fourth Year

Any 1 or 2 of the following (to complete 4 required courses in advanced sociology):
Rural Sociology 245 ......................................................... 3 semester hours
Urban Community 340 ....................................................... 2 semester hours
Population 343 ................................................................. 3 semester hours
Social Control 441 (158) ..................................................... 3 semester hours
Cooperative Social Organization 445 (162) ..................................................... 2 semester hours
Principles of Social Work 348 ............................................. 4 semester hours
Social Work Practice 349 .................................................. 3 semester hours
Clinical Psychology 309 ................................................... 2 semester hours

Note.—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 electives, only recommended courses being indicated in the above outline. Therefore students pursuing it should plan to complete a curriculum conforming to the degree requirements. Social science should be the field of major sequences, while a minor sequence may be chosen from any field of special interest to the student. If a certificate in teaching is also desired, courses must be selected so that the requirements in one of the certificate curricula are fulfilled.
Western Michigan College of Education accepts as one of its functions the training, on a pre-service as well as in-service basis, of 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 Administration, Home Economics, Industrial Arts, and Trade 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. In most cases, however, the student should present evidence of high school graduation, or certain occupational experiences indicating that he could profit from the instruction. 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 Administration

In the field of business, there are at present three programs available to the student interested in qualifying for selling, secretarial, or junior administrative 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 co-operative 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 administrator level, the Department of Business Education makes available a four-year vocational training program in secretarial science and office management.

Home Economics

Short courses are offered to the adults of the community. These courses consist of various units in nutrition, clothing, home furnishings, consumer buying, etc., of interest to the group. College credit is not given.

The Home Economics Department does not at the present time offer a specific curriculum for the training of dietitians. As the program expands, courses will be added to qualify students for this field. At present students may take two years at Western and then transfer to another institution.

Industrial Arts

This department offers a wide variety of opportunities for vocational training. The areas of instruction cover woodworking, drawing, printing, and metal shop. All the elementary courses are open to women, especially in the field of printing. The student may pursue courses leading to a high degree of vocational competency and qualify for jobs in the printing trades.

Trade and Industrial Education

Courses are offered for aviation mechanics, machine tool operators, machinists, tool and die makers, sheet metal workers, arc and oxy-acetylene welders, radio service and communications specialists, shop maintenance, cabinet making, pattern making, shop mathematics, blueprint reading, and machine drafting. Courses are set up in units. Each unit can be completed in eighteen weeks.

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

B.S. Degree

In keeping with the increasing opportunities for young women in supervisory and junior administrative positions in business offices, the Department of Business Education announces the curriculum in Secretarial Administration, beginning in 1945-1946.

**First Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106A, B</td>
<td>6</td>
</tr>
<tr>
<td>Secretarial Science 130A, B</td>
<td>10</td>
</tr>
<tr>
<td>College Algebra and Analytic Geometry 104A, B</td>
<td>10</td>
</tr>
<tr>
<td>Introduction to Economics 120A, B</td>
<td>4</td>
</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Principles 211A, B</td>
<td>6</td>
</tr>
<tr>
<td>Principles of Economics 220A, B</td>
<td>6</td>
</tr>
<tr>
<td>Secretarial Practice 230A, B</td>
<td>4</td>
</tr>
<tr>
<td>Language or literature</td>
<td>6-8</td>
</tr>
<tr>
<td>Fundamentals of Speech 105A, B</td>
<td>6</td>
</tr>
<tr>
<td>Elective</td>
<td>2-0</td>
</tr>
</tbody>
</table>

**Third Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Organization and Management 239</td>
<td>3</td>
</tr>
<tr>
<td>Business Law 230A</td>
<td>3</td>
</tr>
<tr>
<td>Business Correspondence 330</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Rhetoric 323</td>
<td>2</td>
</tr>
<tr>
<td>General Psychology 200</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Statistics 211</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>14</td>
</tr>
</tbody>
</table>

**Fourth Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Administration 336</td>
<td>3</td>
</tr>
<tr>
<td>Business Problems 339</td>
<td>3</td>
</tr>
<tr>
<td>Psychology of Personality 207</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>22</td>
</tr>
</tbody>
</table>

Note.—1. *Courses required for a major sequence in this curriculum are starred.
2. Physical Education: Women are requested to take ten class hours, including Physical Education 100 and one individual sport. Men are required to take ten class hours. (A class hour is to be interpreted to mean one hour of class work each week for one semester.)
3. A course in library methods is required.
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, (see 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 as will fit their needs and their schedules, abilities, and work programs will permit. Students should consult their faculty advisor before making a selection of electives.

First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Records 111</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Retailing 140A, B</td>
<td>6</td>
</tr>
<tr>
<td>Retail Merchandising 141</td>
<td>3</td>
</tr>
<tr>
<td>Retail Salesmanship 150</td>
<td>3</td>
</tr>
<tr>
<td>Merchandise and Job Analysis 151A, B</td>
<td>6</td>
</tr>
<tr>
<td>Personal and Social Problems 120</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>8</td>
</tr>
</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior and Window Display 224</td>
<td>2</td>
</tr>
<tr>
<td>Retail Credit and Collections 241</td>
<td>3</td>
</tr>
<tr>
<td>Store Organization 251A, B</td>
<td>4</td>
</tr>
<tr>
<td>Retail Publicity 240</td>
<td>3</td>
</tr>
<tr>
<td>Coordinated Business Experience 200A, B</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>16</td>
</tr>
</tbody>
</table>

Note.—1. Physical Education: Women are required to take four class hours including Physical Education 100, and one individual sport (A class hour is to be interpreted to mean one hour of class work each week for one semester.)

2. A course in library methods is required.
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 college 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.

First Year

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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<td>6</td>
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<tr>
<td>Introduction to Economics 120A, B</td>
<td>4</td>
</tr>
<tr>
<td>Business Mathematics 120</td>
<td>2</td>
</tr>
<tr>
<td>*Secretarial Science 130A, B</td>
<td>10</td>
</tr>
<tr>
<td>Personal and Social Problems 120</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>7</td>
</tr>
<tr>
<td>Physical education</td>
<td></td>
</tr>
</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretarial Accounting 211A, B</td>
<td>6</td>
</tr>
<tr>
<td>Principles of Economics 220A, B</td>
<td>6</td>
</tr>
<tr>
<td>Secretarial Practice 230A, B</td>
<td>4</td>
</tr>
<tr>
<td>Filing Principles and Techniques 236</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>10</td>
</tr>
<tr>
<td>Physical education</td>
<td></td>
</tr>
</tbody>
</table>

Note.—1. *Students who have not had shorthand or typewriting in high school should register for Shorthand and Typewriting 100A.
2. Students should consult their faculty adviser before making their selections for electives.
3. Physical Education: Women are required to take four class hours including Physical Education 100, and one individual sport. Men are required to take four class hours. (A class hour is to be interpreted to mean one hour of class work each week for one semester).
4. A course in library methods is required.
TRADE AND INDUSTRIAL EDUCATION

Aviation 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.

Twenty-five to thirty hours per week in shop work and related subjects are offered in a modern, well-equipped, government-approved repair station located in the Mechanical Trades Building. All repair work on airplane engines and aircraft structures is supervised by licensed mechanic instructors. A major part of the instruction is given on aircraft to be re-licensed after repairs and the overhaul are completed. Facilities leased at the Municipal Airport provide inspection and service of licensed aircraft used in daily flight operations.

An accurate log book is kept by each student, listing repairs and service work completed. This log is retained by the student as evidence of practical experience. A student who is recommended may write the government-sponsored examinations for the airplane mechanic’s or the airplane-engine mechanic’s license. A diploma is granted upon successful completion of the course.

Specialist ratings can be acquired in machine shop, sheet metal, welding, hydraulics, propellers, instruments, and aircraft radio. These ratings are of interest to those preparing to enter the armed services as ground mechanics.

Ground School courses are offered in preparation for the private and commercial pilot certificate of aeronautical knowledge. These courses are adapted to teachers preparing to offer pre-flight aeronautic courses sponsored in many high schools. Flight training can be included for those actively interested as flight instruction is to be made available at nominal cost.

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. With this arrangement, the special training needs of each individual can be met. The machine tool operator need elect only one course covering a specific machine and include the related subjects applying, to complete training in a four-month period. The machinist elects a series of unit courses and related subjects courses to complete two years of training as a machinist.

RADIO CURRICULUM (One Year)

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.
TRADE DRAFTING CURRICULUM (One Year)

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.

TRANSPORTATION MAINTENANCE CURRICULUM (One Year)

Basic training for automobile service men involving theory and practices in automotive service and maintenance. Includes opportunity for specialization in the different service areas, as engine tune-up, brakes, metal finishing, etc.

WELDING CURRICULUM (Eight Months)

A combination course to train gas welding operators and arc welding operators leads to qualifying tests for certified welders.
WESTERN MICHIGAN COLLEGE OF EDUCATION
Kalamazoo, Michigan

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