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Western State Teachers College Bulletin v34 n1: Facts for Freshman and Information for New Students

Western Michigan University

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"Facts for Freshmen"

and

Information for New Students
“Facts for Freshmen”

and

Information for New Students

KALAMAZOO, MICHIGAN
1938 - 1939
FOREWORD

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

A student applying for admission should

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

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

c) Have credits sent in at as early a date as possible.
DIRECTIONS FOR CORRESPONDENCE WITH WESTERN STATE TEACHERS COLLEGE

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

a) Requests for catalogs, bulletins, blanks for recording high-school credits, and other literature—The Registrar.

b) Concerning the adjustment of credits—The Registrar.

c) Concerning board, rooms, and remunerative work for men—The Dean of Men.

d) Concerning board, rooms, and remunerative work for women—The Dean of Women.

e) Concerning rural education—the Director of the Department of Rural Education.

f) Concerning extension work—the Director of the Extension Department.

g) Concerning educational research—the Director of the Bureau of Educational Measurement and Research.

h) Other general inquiries—The Registrar.

i) Concerning Walwood Hall (the Women's Dormitory)—The Dean of Women.
WESTERN STATE TEACHERS COLLEGE CAMPUS

1. Administration Bldg.
2. Training School
4. Library
5. Men's Gymnasium
6. Industrial Arts Bldg.
7. Barracks
8. Play House
9. Tennis Courts
10. Temporary Bldg.
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I.A. CALENDAR ANNOUNCEMENTS
1938-1939
Approved by the State Board of Education

Summer Session—1938

Monday, June 27 ........................................ Registration of students
Tuesday, June 28 ........................................ Recitations begin
Friday noon, August 5 ................................ Summer session ends

Fall Term—1938

Thursday, September 15 ................................ Entrance Examinations
Monday, September 19, to Wednesday, September 21 .......... Freshman Days
Tuesday, September 20 ................................ Registration of freshmen
Wednesday, September 21 ................................ Registration of upper classmen
Thursday, September 22 ................................ Recitations begin
Wednesday noon, November 23, to Monday, November 28 . Thanksgiving recess
Wednesday noon, December 14 .......................... Fall term ends

Winter Term—1939

Monday, January 2 ........................................ Registration of students
Tuesday, January 3 ........................................ Recitations begin
Friday noon, March 24 ................................ Winter term ends

Spring Term—1939

Monday, April 3 ........................................ Registration of students
Tuesday, April 4 ........................................ Recitations begin
Friday afternoon, April 7 .............................. “Good Friday” Recess
Friday, June 16 .......................................... Spring term ends
Saturday, June 17 ........................................ Alumni Day
Sunday, June 18 ......................................... Baccalaureate address
Monday, June 19 .......................................... Commencement

Summer Session—1939

Monday, June 26 ........................................ Registration of students
Tuesday, June 27 ........................................ Recitations begin
Friday noon, August 4 ................................ Summer session ends

Fall Term—1939

Monday, September 18, to Wednesday, September 20 .......... Freshman Days
Tuesday, September 19 ................................ Registration of freshmen
Wednesday, September 20 ................................ Registration of upper classmen
Thursday, September 21 ................................ Recitations begin
Wednesday noon, November 29, to Monday, December 4 . Thanksgiving recess
Wednesday noon, December 13 .......................... Fall term ends
I.B. CALENDAR OF ESTABLISHED COLLEGE EVENTS
1938-1939

Fall 1938

September 23  Faculty Reception to Freshmen
September 24  All College Party
October 8  Homecoming
October 22  All College Party
October 28  Women's League Masquerade
November 5  All College Party
November 10  Principal-Freshman Conference
November 18  Faculty Reception to Seniors
November 19  All College Party
December 3  Men's Union Formal
December 6  Football Banquet
December 9  Fourth Annual Presentation of The Messiah

Winter 1939

January 2  All College Party
January 14  Conference on Guidance
January 14  Sophomore Reception to Freshmen
January 21  J-Hop
January 27  Freshman Party
February 4  All College Party
February 11  Women's League Formal
February 25  All College Party
March 11  All College Party

Spring 1939

April 3  All College Party
April 15  Freshman Reception to Sophomores
April 22  Junior-Senior Dinner Dance
April 29  All College Party
May 13  All College Party
May 15  Children's May Festival
May 16  Senior Swing-Out
May 19  Annual Music Festival
May 23  Honors Convocation
June 1  Spring Athletic Recognition Banquet
June 3  Senior Prom
June 6  Senior Class Day
June 10  June Breakfast
June 17  Alumni Day
June 17  Alumni Party
June 18  Baccalaureate
June 19  Commencement
II. Administrative Questions

1. Who are the Administrative Officers of the Institution?
   The President, the Registrar, the Dean of Men, the Dean of Women, and the Director of the Training Schools.

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

III. Enrollment Questions

1. To whom am I directly responsible for my program of studies during a given term?
   Each student is responsible to an Advisor AND to a Counsellor or an Enroller. Individual plans for courses of study are to be worked out with their approval.
   All Freshmen are directly responsible for details of programs to the Freshman Adviser.
   The applicant for admission (if his entrance and advanced credits have been filed early) may secure at The Records Office a “Student’s Credit Book” containing a list of credits acceptable. This book should be presented to his Adviser, Counsellor, or Enroller, AFTER HIS FEES HAVE BEEN PAID AND ENROLLMENT CARDS HAVE BEEN SECURED. N. B.—A special sheet of instructions regarding details of enrollment is available at the times of enrollment both at the Main Office, Room 103, Administration Building, and at the Information Desk in the Women’s Gymnasium. The Adviser, Counsellor, or Enroller will give added information relative to further details of enrollment.
   It is very important to note that a student NEVER should confer with his Adviser, Counsellor, or Enroller, without having with him his “STUDENT CREDIT BOOK.”
2. Am I obliged to carry the work recommended?
No; but experience has demonstrated the wisdom of doing so.

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

For the fall term the tests are given to the Freshmen during "Freshman Days."

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

4. When does advanced enrollment for a term take place?
Usually during the ninth or the tenth week of the Fall and Winter terms. There is no period of advanced enrollment either for the Fall Term or for the Summer Session.

5. If I wish to change my enrollment, what should I do?
Secure a blank for that purpose at the Main Office and follow the directions printed on it.

6. If I change my enrollment without securing the written consent of the Registrar, what is the penalty?
A mark of E (Failure) will be recorded for each subject changed without written permission. (To remove the effect of the E would involve the earning of an additional Honor Point.)

7. Is there a time limit within which a change of enrollment must be made?
Changes in enrollment should be made during the first week of a term.

8. If I wish to drop a subject, what must I do?
Secure a suitable blank at the Main office and follow the instructions printed on it.

9. Is there any penalty for dropping a subject without the Registrar's written sanction?
A mark of E (Failure) will be recorded for each subject dropped thus. (To remove the effect of an E would involve the earning of an additional Honor Point.)

10. Is there a time limit for dropping subjects?
Necessary changes in enrollment must have been made by the end of the first week of a term.

The mark of 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 term. Freshmen will not be allowed to "drop" courses after the end of the fifth complete week of a term.

11. For how many Term Hours of work should a student be enrolled?
Sixteen term hours of work granting academic credit is the standard class load for freshmen. Upper-classmen may carry seventeen hours of work granting academic credit without securing extra-study permission. (Physical education and library methods are not counted in term hours.)

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

12. If I wish to carry an extra study, what should I do?
No freshman may enroll for more than sixteen term hours of work without the permission of the Extra Studies Committee. Upper-classmen are restricted to a maximum of seventeen term hours without special permission.

Students may make application for an extra study by securing an application blank from the chairman of the Extra Studies Committee, 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 term in residence.

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.

13. Should a Freshman apply for permission to carry an extra study during his first term in residence?
   No. His petition probably would be denied.

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

15. If I enroll after the opening day of a term, where should I go for assistance?
   To the Registrar’s office.

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

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

18. What are the provinces of the Counsellors?
   During enrollment days
   (a) To confer relative to general problems of student’s programs
   (b) To aid in other details of enrollment

19. What are the duties of the Enroilers?
   The Enroilers assist the Advisers and Counsellors during officially designated enrollment periods, especially with details of routine involved.

IV. THE ADVISORY SYSTEM

All freshmen are advised and helped throughout the year, by the Freshman Adviser, in planning and adjusting their academic programs. Each freshman works out his schedule term by term with the assistance of the adviser, at definite conference periods assigned to him. The details of the curricula, the sequence of studies, the type of work for which the student seems best adapted, are all considered at these conferences.

Juniors and seniors who elect their major or minor in the Departments of Biology, Chemistry, Geography, History, Languages, Mathematics, and Physics are requested to confer with the department adviser concerning special courses to be pursued. For other upper classmen conferring with the adviser is optional but strongly recommended.

The Freshman Adviser

1. What is the province of the Freshman Adviser?
   To the Freshman Adviser have been assigned the following duties:
   (a) To assist in blocking out details of Terms’ Programs for Freshmen
   (b) To help rearrange programs of Freshmen, when necessary
   (c) To check on extra-curricular activities of Freshman students

2. What is the relationship of Freshmen to the Freshman Adviser?
   A. To confer as to the subjects to be taken each term of the Freshman year.
   B. To secure assistance in rearranging schedules, if necessary.
   C. To advise relative to Extra-Curricular activities.

3. Where may the Freshman Adviser be found?
In the Library Building, Room 204, second floor.

4. Where is the Freshman Adviser's bulletin board which should be closely watched by all Freshmen?
   At the left side of the entrance to the Main office, on the left side of the corridor directly opposite the faculty post office.

5. What are the Freshman Adviser's regular conference hours?
   10:00, 11:00, 2:00, and 3:00 o'clock hours each school day except Friday.

6. What are the duties of the Freshmen relative to co-operation with the Adviser?
   A. To watch the bulletin board closely throughout the year.
   B. To report at her office at the time scheduled.
   C. In case of impossibility to report for scheduled appointment, to make another appointment at her office.

V. Credits, Grades, Honor Points and Course Numbers

1. Do I receive a statement of credits earned during a given term?
   Upon entering the institution, after the acceptance of entrance credentials, a "Student's Credit Book" is made out for each student. These may be secured at the Records office (Room 109, Administration Building). If the credit books are left at the Records office at the end of a term, together with a large sized, self-addressed, stamped envelope, the Credit Books will be mailed just as soon as the term's grades have been recorded.
   Freshman grades are mailed directly to parents by the Registrar.

2. What grades and honor points are given for work done?
   Each course receives one grade, which combines the results of class work and tests.
   Grades are indicated by letters, to each of which is given a certain value in "honor points."
   The minimum number of honor points required of each student for graduation equals the number of four term hour subjects carried.

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<th>Grade</th>
<th>Significance</th>
<th>Honor Points (Per 4 term hours credit)</th>
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<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>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>0</td>
</tr>
</tbody>
</table>

* For marks for Directed Teaching only.

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

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

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

CREDIT IN TERM HOURS

The unit of credit is the term hour; the number of term 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 term will be given 1 term hour of credit.
Classes which meet two hours a week for one regular term will be given 2 term hours of credit.
Classes which meet three hours a week for one regular term will be given 3 term hours of credit.
Classes which meet four hours a week for one regular term will be given 4 term hours of credit.
A minimum of 96 term hours of credit is required for the Three-Year Certificate, and 192 term hours of credit for the A.B. or the B.S. degree.
Students who carry successfully four regular subjects which meet four times a week for a term will receive 16 term hours of credit.
Eight term hours (one-half of a full term's credit) is the standard class load for a summer session. Classes which meet one hour daily during the summer session ordinarily earn 2 term hours of credit while those reciting two hours each day earn 4 term hours of credit.
No credit will be given for a course (even if pursued successfully) for which the student is not officially registered.
The Committee on Student Personnel regulates the maximum load for a given student on the basis of apparent ability, etc.

CREDIT FOR BAND, GLEE CLUB, AND ORCHESTRA WORK
1. A maximum of three term 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. Twelve term 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 eighteen term 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 term is substituted for one class hour in physical education. (A class hour is to be interpreted to mean one hour of class work for one term.)

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

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

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

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

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

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

6. What is meant by the “High Scholarship List?”

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

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

To have his name placed on a term’s High Scholarship List a Freshman must have earned at least 10⅛ honor points, and an upper classman, at least 10½ honor points. No grade below B may be counted. Not more than five term hours of B credit may be counted. Grades for non-credit courses (Physical Education, etc.) are not to be considered.

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

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

9. How are students classified?
Students at Western State Teachers College are classified officially as follows:

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

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

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

**Seniors**—Students credited with more than 138 term hours.

The above classification relates to eligibility for participation:

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

The initial classification given for a current college year obtains throughout that year.

**VI. What Honors Are Granted?**

**a) 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** ...... “ “ “ “ “ “ 2.7 to 2.89 inclusive
- **Summa Cum Laude** ......... “ “ “ “ “ “ 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.

**b) THE HONORS PRIVILEGE**

In order to recognize the able student's capacity for independent achievement, Western State Teachers College has put into operation a plan whereby independent work, under certain conditions, may be rewarded with both recognition and scholastic credit. The plan, as approved by the Faculty and put into operation by the Administration, is explained in detail as follows:

The Western State Teachers College Plan for Student Honors Work

1. To the occasional junior or senior student who shows unusual intelligence and ability Western State Teachers College will grant the opportunity of following through a project of independent study or activity apart from, and in addition to, the regular courses of the curriculum. Such opportunity shall be known as an "Honors Privilege."

An Honors Privilege shall be defined as "any unit of study or activity carried on by a junior or senior student under the guidance of an instructor and with the administrative cognizance and approval of the Honors Privilege Committee."

2. The Honors Privilege Committee, in whose hands the administration of all Honors Privileges is to be placed, shall be composed of five members of the faculty, chosen by the President.

3. The request for an Honors Privilege may be made to the Honors Privilege Committee by any faculty member who has in mind a worthy student and an appropriate program of study or other activity for him to pursue. If the Honors Privilege is granted, the student's work will go forward under the teaching guidance of the instructor immediately involved.

4. At the time of the application for the Honors Privilege the faculty member and the student should present to the Honors Privilege Committee a statement of the program of study or other activity which it is proposed that the student shall follow. The Honors Privilege Committee will, at the time of its first examination of the suggested project,
consult with the instructor to determine the probable number of hours' credit which the College will feel justified in granting the student at the successful conclusion of the proposed task. The Committee will also attempt to determine, in conjunction with the instructor, the time the student should be expected to spend on the project, keeping in mind that one term's work under an Honors Privilege ought to earn four hours' credit, and no work under an Honors Privilege should require more than four hours' work a term or yield more than twelve hours' credit (three terms' work) altogether.

When the student has finished his task, the Committee acting with the instructor to review the student's accomplishment, may determine the worth of his work to deserve more or fewer hours of credit than were originally calculated. All credit earned under the Honors Privilege, whatever the department within which the work is done, shall be entered upon the student's record as "Honors Course 380 (381, 382) in Physics (or other department of instruction)" and the grade and the hours of credit recorded as for a regular course. Credit earned under an Honors Privilege will be counted as credit earned for an elective.

It is expected that the student will carry twelve hours of work in regular college courses each term while he is doing work under an Honors Privilege.

5. The types of study or other activity to be considered worthy of acceptance under an Honors Privilege are likely to be various and even unpredictable until they emerge. A student may be set to investigate some aspect of knowledge in detail, where a course could, of necessity, only touch upon it lightly. In some fields of knowledge there are unexplored corners that would offer the undergraduate opportunity for limited experimentation and research. Facts are always open to re-interpretation. Teaching techniques may be improved or new ones developed. Students with manual skills or verbal abilities might be given the chance to use their talents in some personal way—as artists or craftsmen. In any case the right of the student to receive credit for his activity shall be left to the instructor and the Honors Privilege Committee. It is expected that one of the advantages of the Honors plan will be the flexibility and lack of machinery with which, through its Committee, it may be made to operate.

6. Although what constitutes the successful culmination of a project under the Honors Privilege is to be determined by the instructor and the Committee, it is expected that the final test of the student's achievement shall be the presentation of a report summarizing his activity, its purposes, methods, and results. The focus provided by such a report is considered valuable in that it requires the student to analyze and point up his accomplishment for the satisfaction of himself and the edification of others.

7. It shall be the business of the Honors Privilege Committee to entertain a statement of progress at least every four weeks. This statement should reveal how nearly in conformity to outlined-plan each student's work, under the Privilege, is proceeding. This slight check-up is intended not only as a loosely-held administrative guide, but also as a way of making possible a change of plan, supposing the originally accepted program of student-activity should have shown itself to be taking an at-first-unsuspected course.

8. The purpose of the Honors Privilege is manifold: to help the able student attain to an added self-respect; to give him a sense of living in a world of larger dimensions than the college classroom; to prepare him somewhat for that independence and initiative which will be imposed upon him by study or by life; and to offer him some recognition from the institution for his special, personal promise.
Facts for Freshmen 19

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

A. Questions to ask yourself, before you begin to plan your program.
   a. What is my purpose in going to college? Do I desire to continue my general education, to prepare for teaching, or to meet the preliminary requirements for some professional course other than teaching?
   b. In what subjects of which well informed people usually have knowledge have I little or none?
   c. What subjects studied in high school do I like well enough to desire to continue in college?
   d. Are courses in the subjects named in my answers to questions a, b, c, given in the list of courses open to freshmen? (See pages 57-61).

B. Special attention should be paid to the following:
   Your answers to the above questions should guide you in the choice of electives and field of special interest.
   In as far as possible, courses should be pursued for an entire year.
   If you are sure in which curriculum you wish to enroll, be guided in your choice of electives by the requirements of that curriculum. Details of these curricula are given in the catalog for 1938-1939.

VIII. What are the requirements for Admission?

Students may enroll at the opening of any term.

CREDENTIALS SHOULD BE SENT IN ADVANCE

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

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

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

ENTRANCE WITH ADVANCED CREDITS

Advanced credit is allowed for work done in other schools and colleges to the extent to which the applicant's record shows that such work is the equivalent of courses offered in Western State Teachers College. Application for advanced standing, accompanied by credentials, should be made to the registrar.

Entrance Tests

Standard intelligence and achievement tests 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.

ENTRANCE REQUIREMENTS

Adopted by the State Board of Education, December 21, 1934

A graduate of a four-year high school, accredited by the University of Michigan, will be admitted to Western State Teachers College, provided that he is recommended by the principal of the high school, and that he meets conditions indicated below.
1. Prescribed Preparatory Work

A minimum of fifteen units is required for admission. Among these must be included certain major and minor sequences selected from the five groups of subjects 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, including a major sequence from Group I and at least one other major sequence. Not more than one of these required sequences will be accepted from any one group except Group II. Sequences may be presented from two languages.

I. English.
A major sequence of three or more units.

II. Foreign language.
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.

III. Mathematics—Physics.
A minor sequence in this group must include 1 unit of algebra and 1 unit of geometry.
A major sequence is formed by adding to this minor sequence one or more units from the following list:
Advanced algebra ½ unit, solid geometry ½ unit, trigonometry ½ unit, physics 1 unit.

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physics</td>
<td>1 unit</td>
</tr>
<tr>
<td>Chemistry</td>
<td>1 unit</td>
</tr>
<tr>
<td>Botany</td>
<td>1 unit</td>
</tr>
<tr>
<td>Zoology</td>
<td>1 unit</td>
</tr>
<tr>
<td>Biology</td>
<td>botany ½ unit</td>
</tr>
<tr>
<td></td>
<td>zoology ½ unit</td>
</tr>
</tbody>
</table>

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

Note.—1. Physics may not be counted in both Group III and Group IV.
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.

The remaining units, required to make up the necessary fifteen units, are entirely elective from among the subjects listed above and any others which are counted toward graduation by the accredited school.

V. Social studies.
A total of two or two and one-half units selected from the following courses constitutes a minor sequence, a total of three or more units a major sequence.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ancient history</td>
<td>1 unit</td>
</tr>
<tr>
<td>European history</td>
<td>1, 1½, or 2 units</td>
</tr>
<tr>
<td>American history</td>
<td>½ or 1 unit</td>
</tr>
<tr>
<td>American government</td>
<td>½ unit</td>
</tr>
<tr>
<td>Economics</td>
<td>½ unit</td>
</tr>
</tbody>
</table>

The registrar shall have the authority, with the consent and approval of the departments of instruction most intimately 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.
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 examination will be provided only in the subjects listed in the five groups.

IX. What General Regulations Govern the Curricula?

(Operative through June 30, 1939.)

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

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

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

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

PURPOSE AND CONTROL OF MICHIGAN STATE TEACHERS COLLEGES

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

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

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

1. A thorough grounding in such fields of study as may lead to the intellectual growth of the student.
2. A thorough grounding in the science and art of teaching attained by sufficient actual teaching under direction.

Objectives and General Scope of Curricula

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

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

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

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

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

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

SUBJECT GROUPINGS

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

Group I. Language and Literature
Ancient Language and Literature
English Language and Literature
Modern Language and Literature
Certain courses as indicated in the Department of Speech

Group II. Science
Agriculture; Astronomy; Anatomy; Biology; Botany; Chemistry; Geography; Geology; Hygiene; Mathematics; Nature Study; Physics; Physiology; Psychology; Zoology.
Group III. Social Science  
Economics; History; Philosophy; Political Science; Sociology

Group IV. Education  
Education (Includes methods courses and directed teaching)

Group V. Fine Arts  
Arts; Music

Group VI. Practical Arts  
Agriculture; Commerce; Home Economics; Industrial Arts

Group VII. Physical Education and Health  
Health; Physical Education

Degree Requirements

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

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

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

1. Not more than 64 term hours may be taken in any one subject.
2. At least two-thirds of the work beyond the second year must be in courses not open to first year students.
3. The student must complete a major subject of at least 36 term hours and at least one minor subject of not less than 24 term hours. (See pages 27, 28). Credits in the required English composition (Rhetoric) and credits in Education which are required in general on all curricula do not count toward majors and minors.
4. No candidate shall be eligible for the Bachelor's degree who has not done at least 48 term hours of work in residence and who has not been in residence during the term immediately preceding graduation. (An exception is made in the combined pre-professional curricula, pages 47 and 48.
5. Courses must be selected so that the requirements in some one of the life certificate curricula are fulfilled. (In certain cases this requirement may be waived.)"

X. REQUIREMENTS FOR GRADUATION

DEGREES AND CERTIFICATES

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

1. The degree of Bachelor of Arts and the degree of Bachelor of Science.
2. The State Elementary Provisional Certificate 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 Notes 1 and 2.)
3. 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 Notes 3 and 4.)

3. 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 primary school district or in any graded school district not maintaining grades above the eighth. (See Note 6.)

Note 1.—The holder of the State Elementary Provisional Certificate may be issued the State Elementary Permanent Certificate upon meeting the following conditions:

(a) Application must be made to the college within one year following the expiration of the State Elementary Provisional Certificate.

(b) The candidate must submit satisfactory evidence that he has taught successfully during the life of the certificate for not less than three years in elementary schools in the state of Michigan.

Note 2.—The holder of a State Elementary Provisional Certificate or a State Elementary Permanent Certificate may qualify for a State Secondary Provisional Certificate by meeting the following additional minimum requirements:

(a) Completion of at least six additional semester hours (eight term hours), specifically in the field of secondary education. These additional hours must be completed after the date of issue of the elementary provisional certificate. (Applicants who have completed a program leading to a Master's degree, and who have met the specific requirements for the State Elementary Provisional Certificate and the State Secondary Provisional Certificate may be granted both certificates.)

(b) Completion of one major of 24 semester hours (36 term hours).

(c) The training institution shall appraise the credentials of the candidate, recommend specific subjects, and obtain the approval of the Director of Teacher Training and Certification before the candidate enrolls.

Note 3.—The holder of the State Secondary Provisional Certificate may be issued the State Secondary Permanent Certificate provided the candidate shall have met the following conditions:

(a) Application must be made to the college within one year following the expiration of the State Secondary Provisional Certificate.

(b) The candidate must submit satisfactory evidence that he has taught successfully during the life of the certificate for not less than three years in secondary schools in the state of Michigan.

(c) The candidate must have earned in addition fifteen term hours of acceptable resident college credit.

Note 4.—The holder of a State Secondary Provisional Certificate or a State Secondary Permanent Certificate may qualify for a State Elementary Provisional Certificate by meeting the following minimum requirements:

(a) Completion of at least six additional semester hours (8 term hours), specifically in the field of elementary education. These additional hours must be completed after the date of issue of the State Secondary Provisional Certificate. (Ap-
plicants who have completed a program leading to a Master's degree, and who have met the specific requirements for the State Elementary Provisional Certificate and the State Secondary Provisional Certificate may be granted both certificates.)

(b) The academic training shall include four minors, or a major (may be a group major) and two minors, and the equivalent of two minors must be in subjects or subject fields taught in the elementary grades.

(c) The training institution shall appraise the credentials of the candidate, recommend specific subjects, and obtain the approval of the Director of Teacher Training and Certification before the candidate enrolls.

Note 5.— Special Curricula Leading to Both Elementary and Secondary Certificates.
Applicants who graduate from specific four-year curricula, such as fine art, industrial art, library science, music, physical education, public health, etc., shall be granted certificates to teach in elementary and secondary grades when the candidate qualifies in both fields.

Note 6.— The holder of a State Limited Certificate may be issued (five times) a State Limited Renewal Certificate, provided the candidate shall have met the following conditions:

(a) Application must be made to the college within one year following the expiration of the State Limited Certificate.

(b) The candidate must have earned in addition sixteen term hours of acceptable college credit since the date of issue of the last certificate held. Not less than eight term hours must be earned in residence; not to exceed four term hours may be in correspondence credit. All credits submitted must satisfy the requirements of the curriculum for the State Provisional Certificate.

(c) If the candidate for the State Limited Certificate shall have entered from a Michigan state teachers college or from the College of Education, Wayne University, Detroit, with at least twenty-four term hours of acceptable residence credit there earned, twenty-four term hours shall satisfy the residence requirement at this institution.

(d) If the candidate for the State Limited Certificate shall have entered as a graduate from a Michigan county normal school, he shall complete in residence in this institution at least 48 term hours.

Note 7.— A candidate presenting credits as a graduate of a Michigan county normal school and who in addition thereto presents entrance credits satisfying the requirements of this institution shall be granted:

(a) Toward the Provisional Certificate, 40 term hours;

(b) Toward the State Limited Certificate, 40 term hours.

COUNTY NORMAL CREDITS ORDINARILY ACCEPTED
(Effective July 1, 1937)

<table>
<thead>
<tr>
<th>Course</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition</td>
<td>4</td>
</tr>
<tr>
<td>Literature for Children</td>
<td>4</td>
</tr>
<tr>
<td>Introductory Science (Nature Study)</td>
<td>4</td>
</tr>
<tr>
<td>Geography</td>
<td>4</td>
</tr>
<tr>
<td>General Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>
Academic and Residence Requirements for Degrees and Certificates

1. For the Bachelor's Degree the candidate shall—
   a. present credits satisfying a prescribed curriculum aggregating 192 term hours;
   b. have satisfactorily completed in residence at this institution at least 48 term hours;
   c. have been in residence at this institution the term immediately preceding graduation;
   d. satisfy the requirements for the provisional certificate. (In certain cases this requirement may be waived.)

2. For the State Elementary Provisional Certificate the candidate shall—
   a. present credits satisfying a prescribed curriculum aggregating 192 term hours;
   b. have satisfactorily completed in residence at this institution at least 48 term hours;
   c. have been in residence at this institution the term immediately preceding graduation;
   d. satisfy the requirements for the Bachelor's Degree.

3. For the State Secondary Provisional Certificate the candidate shall—
   a. present credits satisfying a prescribed curriculum aggregating 192 term hours;
   b. have satisfactorily completed in residence at this institution at least 48 term hours;
   c. have been in residence at this institution the term immediately preceding graduation;
   d. satisfy the requirements for the Bachelor's Degree.

4. For the State Limited Certificate the candidate shall—
   a. present credits satisfying a prescribed curriculum aggregating 96 term hours;
   b. have satisfactorily completed in residence in this institution 32 term hours;
   c. have been in residence in this institution the term immediately preceding graduation.
IMPORTANT REGULATIONS GOVERNING CERTIFICATION

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

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

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

Degrees Defined

BACHELOR OF ARTS

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

BACHELOR OF SCIENCE

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

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

SPECIAL NOTE

Students, who do not have in mind preparation for teaching, may elect basic courses which provide a general education or which satisfy preliminary requirements for other professional curricula. When such a program of work is carried on for four years and conforms to the degree requirements stated on pages 23 to 26 except the professional requirement in Group IV, the degree of Bachelor of Arts or Bachelor of Science may be granted without the life certificate.

Additional Regulations Governing Students at Western State Teachers College

1. All freshmen must carry Rhetoric 106 A, B, C.

2. At the end of the sophomore year women students must have had at least three terms of physical education and men students must have had at least eight class hours of physical education. All candidates for a degree must have obtained a credit in library methods and must have had five terms of physical education or its equivalent. (For men, a minimum of fourteen class hours). In their five terms of physical education, women must include one individual sport and one team sport.

3. In general, freshmen should not elect two courses in a single department in the same term. Upperclassmen should not elect more than nine term hours in a single department in the same term.

4. All students who expect to receive a degree must present at least 12 term hours of credit in rhetoric.

5. Not more than a total of 96 term hours of credit from Groups, IV, V, VI, and VII may be accepted for either the Bachelor of Arts or the Bachelor of Science degree.

6. Before being admitted to the regular program of work of the third year, a candidate for a teaching certificate shall have earned at least 12 term hours
in each of the Groups I, II, and III. He shall have maintained at least a C average for work already completed and shall give evidence of his fitness for teaching.

7. To satisfy the minimum requirements in Groups I, II, and III, the student shall not present a series of isolated courses.

8. All students who are planning to pursue the program of work of the third and fourth years leading to certification are required to present a credit in General Psychology 200 or its equivalent. This course is not required in the General Degree curriculum. (See Special Note above.)

9. All students who expect to obtain a degree and teaching certificate are required to present credits in the following courses: Educational Psychology 250, A, B; Principles of Teaching 240 or 251; Foundations of Modern Education 353; Directed Teaching 371, 372.

10. A student will not be permitted to carry directed teaching, if he is deficient in honor points.
XI. What Curricula are Offered?

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

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

1. Degree and Life Certificate Curricula

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>30</td>
</tr>
<tr>
<td>Commerce</td>
<td>31</td>
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<tr>
<td>Early Elementary</td>
<td>32</td>
</tr>
<tr>
<td>Home Economics</td>
<td>33</td>
</tr>
<tr>
<td>Industrial Arts</td>
<td>34</td>
</tr>
<tr>
<td>Junior High School</td>
<td>35</td>
</tr>
<tr>
<td>Later Elementary</td>
<td>36</td>
</tr>
<tr>
<td>Music</td>
<td>37</td>
</tr>
<tr>
<td>Physical Education for Men</td>
<td>38</td>
</tr>
<tr>
<td>Physical Education for Women</td>
<td>39</td>
</tr>
<tr>
<td>Rural Elementary</td>
<td>40</td>
</tr>
<tr>
<td>Rural High School</td>
<td>42</td>
</tr>
<tr>
<td>Senior High School</td>
<td>43</td>
</tr>
<tr>
<td>Special Education</td>
<td>44, 45, 46</td>
</tr>
</tbody>
</table>

2. Specific details for the two-year curriculum leading to a Three-Year Certificate in Rural Elementary Education are outlined on page 41.
ART CURRICULUM

B.S. Degree

(For the preparation of teachers and supervisors of art)

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

Group II. Science ................................................................. 20 term hours
General Psychology 200 (in addition) ....................................... 5 term hours

Group III. Social Science ........................................................ 20 term hours
Including four term hours of political science

Group IV. Education
Educational Psychology 250 A, B .............................................. 6 term hours
Principles of Teaching 251 ...................................................... 8 term hours
Foundations of Modern Education 353 ....................................... 4 term hours
Art Observation 300 T ............................................................ 4 term hours
Art Supervision 302 T ............................................................. 4 term hours
Directed Teaching 371, 372, 373 .............................................. 12 term hours

Group V. Fine Arts
Art Structure 106 ................................................................. 4 term hours
Industrial Art 110 ................................................................. 4 term hours
Elementary Design 105 ........................................................... 4 term hours
Figure Drawing 205 ............................................................... 4 term hours
Art Composition 208 ............................................................. 4 term hours
History of Art 213 A, B .......................................................... 8 term hours
Demonstration Drawing 301 T .................................................. 4 term hours
Commercial Art 214 ............................................................... 4 term hours
Advanced Design 309 ............................................................. 4 term hours
Advanced Figure Drawing 305 .................................................. 4 term hours
Advanced Art Composition 308 ................................................. 4 term hours
Art electives........................................................................... 16 term hours

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

Electives (not in art) ............................................................... 18 term hours

Note.—A course in library methods is required.
COMMERCE CURRICULUM

B. S. Degree

(For the preparation of teachers of commerce and economics. Students interested in general business administration are advised to consult the General Degree curriculum, page 47, and the Pre-Professional Business Administration suggestions on page 47).

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

Group II. Science
Biology, botany, chemistry, geology, physics, zoology ........... 12 term hours
Mathematics 100A, B, C; or 103A, B, C; or 104A, B, C .......... 12-15 term hours
General Psychology 200 .................................................. 5 term hours

Group III. Social Science
Principles of Economics 220A, B ........................................ 8 term hours
Electives in Economics ..................................................... 16 term hours
Survey of American Government 334 ............................. 4 term hours

Group IV. Education
Educational Psychology 250A, B ....................................... 6 term hours
Principles of Teaching 251 .............................................. 3 term hours
Foundations of Modern Education 353 .............................. 4 term hours
Principles of Commercial Education 303T .......................... 3 term hours
Directed Teaching 371, 372, 373 ..................................... 12 term hours
Teaching of Shorthand and Typewriting 300T ................... 2 term hours
Teaching of Bookkeeping and Office Machines 301T ........ 2 term hours
Teaching of Social-Business Subjects 302T ...................... 2 term hours

Group VI. Practical Arts
Introduction to Business 110 ........................................... 3 term hours
Retail Selling and Store Service 330 ............................... 3 term hours
A combination of 1, 2, and 4 or a combination of 2, 3, and 4 from the following:

(1) Shorthand and Typewriting 100A, B, C ......................... 12 term hours
(2) Accounting 210 A, B, C, and 312 .............................. 15 term hours
(3) Accounting 310, 311 .................................................. 8 term hours
(4) Business Law 320 A, B, C ........................................... 9 term hours

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

Electives ................................................................. 24-31 term hours

Note.—A course in library methods is required.
EARLY ELEMENTARY CURRICULUM

B.S. Degree

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

Group I. Language and Literature ..................................... 20 term hours
Rhetoric (in addition) .................................................. 12 term hours
Fundamentals of Speech 105A, B (in addition) ...................... 8 term hours

Group II. Science ......................................................... 20 term hours
Nature Study 231 (in addition) ...................................... 4 term hours
General Psychology 200 (in addition) ................................ 5 term hours

Group III. Social Science ................................................ 20 term hours
Including four term hours of political science

Group IV. Education
Educational Psychology 250A, B ........................................ 6 term hours
Principles of Teaching 251 ............................................. 3 term hours
Psychology of Reading 212 ............................................ 4 term hours
Foundations of Modern Education 353 ............................... 4 term hours
Early Elementary Education 200, 305A, B ............................ 11 term hours
Stories for Childhood 208 ............................................. 4 term hours
Psychology of Childhood 306 .......................................... 4 term hours
Teaching of Handwriting 100 .......................................... 2 term hours
Directed Teaching 371, 372, 373 ..................................... 12 term hours
One of the following:
  Early Elementary School Problems 307
  Parent Education 308
  Nursery School Education 309
  } ................................................................. 3 term hours

Group V. Fine Arts
Art Structure 106 ..................................................... 4 term hours
Illustrative Handwork 107 .............................................. 4 term hours
Early Elementary Music 104 .......................................... 4 term hours

Group VII. Physical Education and Health
Physical education: Women are required to take five terms,
including one individual sport, one team sport, and Early
Elementary Physical Education 330.

Electives ................................................................. 38 term hours

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

2. The academic training shall include four minors, or a major (which 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.
## HOME ECONOMICS CURRICULUM
### B.S. Degree

(For the preparation of students for home living and of teachers of vocational home economics.)

<table>
<thead>
<tr>
<th>Group I. Language and Literature</th>
<th>20 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric (in addition)</td>
<td>12 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group II. Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 100A</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Chemistry 105A, B, C</td>
<td>12 term hours</td>
</tr>
<tr>
<td>Hygiene 112</td>
<td>4 term hours</td>
</tr>
<tr>
<td>General Psychology 200</td>
<td>5 term hours</td>
</tr>
<tr>
<td>Household Physics 202</td>
<td>4 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group III. Social Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics of Consumption 223</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Principles of Sociology 241A</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Electives, including four term hours of political science</td>
<td>12 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group IV. Education</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Psychology 250A, B</td>
<td>6 term hours</td>
</tr>
<tr>
<td>Principles of Teaching 251</td>
<td>3 term hours</td>
</tr>
<tr>
<td>Teaching of Home Economics 300T</td>
<td>3 term hours</td>
</tr>
<tr>
<td>Problems in Home Economics Education 301T</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Foundations of Modern Education 333</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Directed Teaching 371, 372</td>
<td>8 term hours</td>
</tr>
<tr>
<td>Elective</td>
<td>2 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group V. Fine Arts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Design 105</td>
<td>3 term hours</td>
</tr>
<tr>
<td>Costume Design 209</td>
<td>3 term hours</td>
</tr>
<tr>
<td>Home Furnishings 221</td>
<td>4 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group VI. Home Economics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Problems in Home Living for Young Women 100</td>
<td>2 term hours</td>
</tr>
<tr>
<td>Textiles 103</td>
<td>2 term hours</td>
</tr>
<tr>
<td>Clothing Clinic 105</td>
<td>3 term hours</td>
</tr>
<tr>
<td>Foods 111</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Clothing 205</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Nutrition 211</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Family Clothing 305</td>
<td>3 term hours</td>
</tr>
<tr>
<td>Clothing, Modeling 306</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Advanced Foods 311</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Quantity Food Management 312</td>
<td>3 term hours</td>
</tr>
<tr>
<td>Home Management 322</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Home Nursing and Family Health 323</td>
<td>3 term hours</td>
</tr>
<tr>
<td>Home Management Practice 324</td>
<td>3 term hours</td>
</tr>
<tr>
<td>Family and Its Relationships 325</td>
<td>3 term hours</td>
</tr>
<tr>
<td>Child Development 326</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Electives in Home Economics or related subjects</td>
<td>4 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group VII. Physical Education and Health</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Women are required to take five terms, including one individual sport and one team sport.</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>16 term hours</td>
</tr>
</tbody>
</table>

Note.—A course in library methods is required. One minor subject of 24 term hours is required besides the major in home economics and the minor in science listed above.
INDUSTRIAL ARTS CURRICULUM

B.S. Degree

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

<table>
<thead>
<tr>
<th>Group I. Language and Literature</th>
<th>20 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric (in addition)</td>
<td>12 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group II. Science</th>
<th>20 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Psychology 200 (in addition)</td>
<td>5 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group III. Social Science</th>
<th>20 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Including four term hours of political science</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group IV. Education</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Psychology 250A, B</td>
<td>6 term hours</td>
</tr>
<tr>
<td>Principles of Teaching 251</td>
<td>3 term hours</td>
</tr>
<tr>
<td>Foundations of Modern Education 353</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Teaching of Industrial Arts 301T</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Vocational Education 230A</td>
<td>3 term hours</td>
</tr>
<tr>
<td>Directed Teaching 371, 372, 373</td>
<td>12 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group V. Fine Arts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Structure 106</td>
<td>4 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group VI. Practical Arts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing 140A</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Mechanical Drawing 121A, B</td>
<td>8 term hours</td>
</tr>
<tr>
<td>General Shop 212</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Advanced Benchwork 106</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Woodfinishing 207</td>
<td>4 term hours</td>
</tr>
<tr>
<td>General Metal 130A, Machine Shop 234A, or Auto Mechanics 235A</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Shop Organization 300T</td>
<td>2 term hours</td>
</tr>
<tr>
<td>Electives in industrial arts</td>
<td>34 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group VII. Physical Education and Health</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education: Men are required to take a minimum of fourteen class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)</td>
<td></td>
</tr>
</tbody>
</table>

| Electives (not in industrial arts)      | 15 term hours |

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

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

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

A.B. or B.S. Degree

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

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

Group II. Science ............................................................ 20 term hours
General Psychology 200 (in addition) ................................. 5 term hours

Group III. Social Science .................................................. 20 term hours
Including four term hours of political science

Group IV. Education
Educational Psychology 250A, B .......................................... 6 term hours
Principles of Teaching 251 ............................................... 3 term hours
Foundations of Modern Education 353 ................................. 4 term hours
Principles of Secondary Education 320 ............................... 4 term hours
Special Methods (e.g., Teaching of Geography 300T) ............. 4 term hours
Directed Teaching 371, 372, 373 ......................................... 12 term hours
Teaching of Handwriting 100 .............................................. 2 term hours

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

Electives ............................................................................. 80 term hours

Note.—1. A course in library methods is required.
2. One major sequence, consisting of 36 term hours, is required.
3. One minor sequence, consisting of 24 term hours, in another subject, is required.
4. The major and the minor must involve subjects regularly taught in the junior-high-school grades.
5. Students must also present at least two sequences other than the major and the minor, consisting of twelve hours each.
LATER ELEMENTARY CURRICULUM

A.B. or B.S. Degree

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

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

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

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

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

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

Electives .............................................................................. 60 term hours

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

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

Group V
Later Elementary Music 107
Art Structure 106

2. A course in library methods is required.

3. The academic training shall include four minors, or a major (which 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.
FACTS FOR FRESHMEN 37

MUSIC CURRICULUM

B.S. Degree

(For the preparation of teachers and supervisors of music)

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

Group II. Science .................................................................... 20 term hours
General Psychology 200 (in addition) ........................................ 5 term hours

Group III. Social Science ....................................................... 20 term hours
Including four term hours of political science.

Group IV. Education
Educational Psychology 250A, B .................................................. 6 term hours
Principles of Teaching 251 .......................................................... 3 term hours
Foundations of Modern Education 353 ........................................ 4 term hours
Music Education 300T, 301T, 302T .............................................. 9 term hours
Directed Teaching 371, 372, 373 ................................................ 12 term hours

Group V. Fine Arts
Fundamentals of Music 105A, B, C .............................................. 9 term hours
Voice Culture 116A, B, C, 216A, B, C ......................................... 12 term hours
Harmony 209A, B, C ................................................................. 12 term hours
Ancient and Medieval Music 212A ............................................. 4 term hours
Modern Composers 212B ........................................................... 4 term hours
Music Appreciation 212C .......................................................... 4 term hours
Musical Composition and Analysis 320A, B, C (An elective in music may be substituted) .............................................. 12 term hours
Orchestration 321A ...................................................................... 4 term hours
Elective in Music ......................................................................... 3 term hours

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

Electives (not in music) .............................................................. 17 term hours

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

2. Membership in the orchestra, vocal ensemble, or band is required of all students during the entire four-year course.
PHYSICAL EDUCATION FOR MEN CURRICULUM

B.S. Degree

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

**Group I. Language and Literature**
- Rhetoric (in addition) ........................................... 12 term hours
- Fundamentals of Speech 105A (in addition) .................. 4 term hours

**Group II. Science**
- General Biology 100 A, B ........................................ 8 term hours
- Hygiene 112 ..................................................... 4 term hours
- Anatomy 211 A, B ................................................ 8 term hours
- Physiology 211 C ............................................... 4 term hours
- General Psychology 200 ......................................... 5 term hours

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

**Group IV. Education**
- Educational Psychology 250 A, B ............................... 6 term hours
- Principles of Teaching 251 ..................................... 3 term hours
- Psychology of Coaching 301T .................................. 3 term hours
- Foundations of Modern Education 353 ......................... 4 term hours
- Organization and Administration of Physical Education 302T 4 term hours
- Principles of Physical Education 300T ....................... 3 term hours
- Directed Teaching 371, 372, 373 (in physical education, in coaching, and in minor field.) ......................... 12 term hours

**Group VII. Physical Education and Health**
- History of Physical Education 206 .......................... 3 term hours
- First Aid and Athletic Training 306 .......................... 4 term hours
- Principles and Technique of Gymnastic Teaching 305 .... 3 term hours
- Kinesiology 308 .................................................. 4 term hours
- Fundamentals and Technique of Football 208 ............... 3 term hours
- Fundamentals and Technique of Basketball 209 ............ 3 term hours
- Physiology of Exercise 307 ..................................... 3 term hours
- Fundamentals and Technique of Baseball 210 ............... 3 term hours
- Fundamentals and Technique of Track and Field 211 .... 3 term hours
- Anthropometry 309 .............................................. 4 term hours
- General Athletics 105 A, B, C ................................ 3 term hours
- Swimming 310 .................................................... 1 term hour
- Camping and Scouting 207 ..................................... 4 term hours
- Advanced Athletics 205 A, B, C ............................... 3 term hours
- Playground and Community Recreation 320 .................. 4 term hours

**Electives (not in physical education)** ..................... 24 term hours

*Note.—A course in library methods is required.*
PHYSICAL EDUCATION FOR WOMEN CURRICULUM

B.S. Degree

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

Group I. Language and Literature ........................................... 20 term hours
Rhetoric (in addition) ...................................................... 12 term hours
Fundamentals of Speech 105A (in addition) ................................ 4 term hours

Group II. Science
Biology 100 A, B ............................................................... 8 term hours
Hygiene 112 ........................................................................ 4 term hours
Anatomy 211 A, B ............................................................... 8 term hours
Physiology 211C .................................................................. 4 term hours
General Psychology 200 ....................................................... 5 term hours

Group III. Social Science ........................................................... 20 term hours
Including four term hours of political science

Group IV. Education
Educational Psychology 250 A, B .............................................. 6 term hours
Principles of Teaching 251 ...................................................... 3 term hours
Foundations of Modern Education 353 ..................................... 4 term hours
Methods in Physical Education 300T ...................................... 4 term hours
Administration and Organization of Physical Education 301T .......... 2 term hours
Principles of Physical Education 302T ................................... 3 term hours
Directed Teaching 371, 372, 373 ........................................... 12 term hours

Group V. Fine Arts
Musical Construction 110 ....................................................... 4 term hours

Group VII. Physical Education and Health
Introduction to Physical Education 170 .................................... 2 term hours
History of Physical Education 171 .......................................... 2 term hours
Massage 271 ........................................................................ 2 term hours
Playground Organization 270 .................................................. 4 term hours
Applied Anatomy 273 ............................................................ 4 term hours
Theory of Athletics 274 .......................................................... 3 term hours
Theory of Swimming 275 ......................................................... 2 term hours
Rhythmic Plays and Singing Games 371 ................................... 2 term hours
Theory of the Dance 370 .......................................................... 1 term hour
Theory of Games 372 ............................................................. 2 term hours
Individual Gymnastics 373 ....................................................... 4 term hours
Advanced Technique in Coaching Athletics and Sports 374 .......... 3 term hours
Modern Problems in Physical Education 375 ............................ 4 term hours
Community Recreation, Scouting, Camp Fire 376 ...................... 4 term hours
Health Education 185 ............................................................. 4 term hours

Required in addition from Group VII:
Physical Education 151 A, B, C; 251 A, B, C; 351 A, B, C; 361 A, B, C.

Electives (not in physical education) ........................................... 26 term hours

Note.—A course in library methods is required.
RURAL ELEMENTARY CURRICULUM (Four Years)

A.B. or B.S. Degree

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

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

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

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

Group IV. Education
Educational Psychology 250 A, B ......................................... 6 term hours
Principles of Teaching 240 ................................................. 3 term hours
Foundations of Modern Education 353 .................................... 4 term hours
Rural Education 340 ......................................................... 4 term hours
Rural Education (advanced courses) ...................................... 6 term hours
Curriculum 145 ............................................................... 4 term hours
Teaching of Handwriting 100 ............................................... 2 term hours
Directed Teaching 371, 372, 373 ......................................... 12 term hours

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

Electives ............................................................................... 74 term hours

Note.—1. Permission may be granted students desiring to gain some insight into the field of geography to take Introductory Geography 305 and one course in regional geography, instead of Introductory Geography 105A and 105B.

2. Students will choose among the following according to suggestion of departmental adviser:

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

Group IV
Arithmetic 101T
Teaching of Geography 300T
Teaching of the Social Studies 300T
Psychology of Reading 212
Stories for Childhood 208
School Supervision 301

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

Group VI
Home Economics 120 or equivalent

Group VII
Health Education 185

3. The academic training shall include four minors, or a major (which 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.

4. A course in library methods is required.
RURAL ELEMENTARY CURRICULUM (Two Years)

96 term hours

(Leaving to a three-year certificate for teachers "in schools not having grades above the eighth")

Group I. English\(^2\) .................................................. 11 term hours
  Rhetoric (in addition) ............................................. 0 term hours

Group II. Science
  Nature Study 231, 232, 233 or Agriculture 105 .................. 4 term hours
  Introductory Geography 105 A or 305\(^3\) ......................... 4 term hours
  Elective\(^4\) ............................................................... 4 term hours

Group III. Social Science\(^5\)
  Rural Economics 240 .................................................. 4 term hours
  Rural Sociology 240 .................................................. 4 term hours
  Elective ........................................................................ 4 term hours

Group IV. Education
  Teaching of Handwriting 100 ......................................... 2 term hours
  Arithmetic 101T ......................................................... 4 term hours
  Curriculum 145 .......................................................... 4 term hours
  Principles of Teaching 240 ............................................. 3 term hours
  Directed Teaching 271 .................................................. 4 term hours
  Rural Education 340 .................................................... 4 term hours

Group V. Fine Arts
  Art Structure 106 ...................................................... 4 term hours
  Music 109 ................................................................. 4 term hours

Group VI. Practical Arts
  Home Economics 120 .................................................... 2 term hours

Physical Education\(^6\)—3 terms
  Library Methods—1 term.

Electives ........................................................................ 21 term hours

Note.—1. "... qualifies the holder to teach in any Primary School District, or in any graded school district not maintaining grades above the eighth."—Teachers' Certification Code, Bulletin No. 601, 1936, page 10.

2. Fundamentals of Speech 106 A, B may be included in this group.

3. Permission may be granted students desiring to gain some insight into the field of geography to take Introductory Geography 305, instead of 105A which would need to be followed by 105 B, as a prerequisite to courses in regional geography.

4. Hygiene 112 or Health Education 185 is advised as elective in this group.

5. "... a course of six one hour lectures or the equivalent shall be given in political science ..."—Michigan School Laws, Section 742; Revision, 1936.

6. Men are required to complete a minimum of 8 class hours. Women must include Physical Education 101A, Rural School Physical Education 233, and either an individual or a team sport. (A class hour is to be interpreted to mean one hour of class work for one term.)
# RURAL HIGH SCHOOL CURRICULUM

**A.B. or B.S. Degree**

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

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

## Group II. Science
- General Psychology 200 (in addition) ............. 5 term hours

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

## Group IV. Education
- Educational Psychology 250 A, B .................. 6 term hours
- Principles of Teaching 240 ......................... 3 term hours
- Foundations of Modern Education 353 .............. 4 term hours
- Rural Education 340 ................................ 4 term hours
- Rural Education (advanced courses) ............... 6 term hours
- Directed Teaching 371, 372 ......................... 8 term hours

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

## Electives
- 84 term hours

**Note.—**
1. A course in library methods is required.
2. One major sequence consisting of 36 term hours is required.
3. One minor sequence consisting of 24 term hours is required.
4. The major and the minor must involve subjects regularly taught in the high-school grades.
5. Students must elect a methods course in either the major or the minor field.
6. Students must also present two sequences, other than the major and the minor, consisting of 12 term hours each.
7. The remaining units are to be taken in groups of three or miscellaneously with the consent of the adviser.

**Rural Agricultural High School Curriculum:** Students desiring to complete their degrees and receive Smith-Hughes vocational agricultural teaching certificates from Michigan State College may meet the requirements by completing the first two years of this curriculum. As sequences they should elect 20 hours from Animal Husbandry 106, 107, 108; Soils 201; Farm Crops 202; Horticulture 203; also, if desired, Rural School Shop 203 A, B, C. The remaining sequences should be chosen with the consent of the adviser.
SENIOR HIGH SCHOOL CURRICULUM
A.B. or B.S. Degree
(For the preparation of teachers of Grades 9, 10, 11, 12)

<table>
<thead>
<tr>
<th>Group I. Language and Literature</th>
<th>20 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric (in addition)</td>
<td>12 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group II. Science</th>
<th>20 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Psychology 200 (in addition)</td>
<td>5 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group III. Social Science</th>
<th>20 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Including four term hours of political science.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group IV. Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Psychology 250 A, B</td>
</tr>
<tr>
<td>Principles of Teaching 251</td>
</tr>
<tr>
<td>Special Methods (e.g., Teaching of Social Studies 300T)</td>
</tr>
<tr>
<td>Foundations of Modern Education 353</td>
</tr>
<tr>
<td>Principles of Secondary Education 320</td>
</tr>
<tr>
<td>Directed Teaching 371, 372</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group VII. Physical Education and Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical education: Women are required to take five terms, including one individual sport, one team sport, and Junior- and Senior High-School Physical Education 332. Men are required to take a minimum of fourteen class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)</td>
</tr>
</tbody>
</table>

| Electives | 86 term hours |

Note.—1. A course in library methods is required.
2. One major sequence consisting of 36 term hours is required.
3. One minor sequence of 24 term hours in another subject is required.
4. The major and the minor must involve subjects regularly taught in the senior-high-school grades.
5. Students must also present a sequence, other than the major and the minor, consisting of at least 12 term hours.
## SPECIAL EDUCATION CURRICULUM—1

### B.S. Degree

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

### Group I. Language and Literature
- 20 term hours

- Rhetoric (in addition) 12 term hours

### Group II. Science

- General Biology 101 A, B, C 12 term hours
- Hygiene 112 (or Health Education 185) 4 term hours
- General Psychology 200 5 term hours
- Abnormal Psychology 305 4 term hours

### Group III. Social Science

- Principles of Sociology 241 A, B; Modern Social Problems 242 12 term hours
- Political science 4 term hours
- Elective 4 term hours

### Group IV. Education

- Educational Psychology 250 A, B 6 term hours
- Principles of Teaching 251 3 term hours
- Education of Exceptional Children 331 4 term hours
- Mental Tests 307 4 term hours
- Mental Deficiency 332 4 term hours
- Mental Hygiene 335 A, B, C 6 term hours
- Methods of Teaching Subnormal Children 337 2 term hours
- Foundations of Modern Education 353 4 term hours
- Teaching of Handwriting 100 2 term hours
- Directed Teaching 371, 372, 373 12 term hours

### Group V. Fine Arts

- Illustrative Handwork 107 4 term hours

### Group VI. Practical Arts

- Special Education Shop 208 2 or 4 term hours

### Group VII. Physical Education and Health

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

- Electives 58 or 60 term hours

### Note.

1. A course in library methods is required.

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

3. The degree and the life certificate are conferred on the successful completion of the above curriculum. The Special Education Credential is awarded to those who maintain a high average of scholarship and who, in addition, have had at least one year of successful teaching experience.
SPECIAL EDUCATION CURRICULUM—2

(B.S. Degree)

(For the preparation of teachers of occupational therapy)

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

Group II. Science
Science or mathematics ......................................................... 8 term hours
General Biology 101 A, B, C ................................................. 12 term hours
General Psychology 200 ......................................................... 5 term hours
Abnormal Psychology 305 ....................................................... 4 term hours

Group III. Social Science ......................................................... 20 term hours
Including four term hours of political science.

Group IV. Education.
Educational Psychology 250 A, B .............................................. 6 term hours
Principles of Teaching 251 ..................................................... 3 term hours
Education of Exceptional Children 331 ................................... 4 term hours
Mental Deficiency 332 ............................................................ 4 term hours
Foundations of Modern Education 353 .................................... 4 term hours
Directed Teaching 373 ........................................................... 4 term hours

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

Electives ................................................................. 20 term hours

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

Group I. Language and Literature ........................................ 12 term hours
Rhetoric (in addition) ........................................ 12 term hours
Fundamentals of Speech 105 A, B ........................................ 8 term hours
Introduction to Speech Correction 230 ................................ 4 term hours
Principles of Speech Correction 231 .................................... 4 term hours
Phonetics 318 .................................................. 4 term hours
Basic Voice and Speech Science 319 .................................... 4 term hours

Group II. Science
General Biology 101 A, B, C ........................................ 12 term hours
Hygiene 112 .................................................. 4 term hours
General Psychology 200 ........................................ 5 term hours
Abnormal Psychology 305 ........................................ 4 term hours
Elective .................................................. 4 term hours

Group III. Social Science
Principles of Sociology 241 A, B ........................................ 8 term hours
Modern Social Problems 242 ........................................ 4 term hours
Electives .................................................. 8 term hours

Group IV. Education
Educational Psychology 250 A, B ........................................ 6 term hours
Principles of Teaching 251 ........................................ 3 term hours
Applied Speech Correction 300T ........................................ 4 term hours
Mental Tests 307 .................................................. 4 term hours
Mental Hygiene 330 A, B ........................................ 4 term hours
Foundations of Modern Education 353 ................................ 4 term hours
Directed Teaching 371, 372, 373 .................................... 12 term hours

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

Electives .................................................. 58 term hours

Suggested electives: Anatomy 211 A, B; Physiology 211 C; Psychology of Reading 212; Principles of Social Work 348; Social Practice Work 349; Psycho-Educational Problems 309; Education of Exceptional Children 331; Mental Hygiene 335 C.

Note.—1. A course in library methods is required.
2. A minor in speech correction may be taken by students in other curricula. It consists of the following sequence: Fundamentals of Speech 105 A, B; Introduction to Speech Correction 230; Principles of Speech Correction 231; Applied Speech Correction 300T; Phonetics 318; or Basic Voice and Speech Science 319. See Department of Speech announcements in the current catalog.
FACTS FOR FRESHMEN

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 page 23, except the professional requirements in Group IV and such other special requirements as concern professional training for teaching, the degree of Bachelor of Arts or Bachelor of Science may be granted without a teaching certificate.

Group Requirements

Group I. Language and Literature ........................................ 20 term hours
Ancient language and literature, modern language and literature, English language and literature, certain courses as indicated in the Department of Speech.

Rhetoric (in addition) ............................................... 12 term hours

Group II. Science .................................................. 20 term hours
Anatomy, astronomy, biology, botany, chemistry, geography, geology, mathematics, nature study, physics, physiology, hygiene, psychology, zoology, certain courses as indicated in the Department of Agriculture.

Group III. Social Science ........................................ 20 term hours
History, political science, philosophy, economics, sociology.

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

Electives ..................................................... 120 term hours

Note.—1. A course in library methods is required.
2. The total minimum requirement is 192 term hours.

Pre-Professional Courses

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

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

The combined curricula approved by the State Board of Education are 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 in this catalog may apply for admission to the professional school or college whose requirements he has met. 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 State Teachers College, providing all General Degree requirements for the Bachelor's Degree have been satisfied. The professional schools and colleges with which Western State Teachers College has combined curricula reserve the right to refuse admission for certain reasons. Because of this, Western State Teachers College 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 whom 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 is required for the Bachelor's Degree in the combined curricula.
BUSINESS ADMINISTRATION

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

**First Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106, A, B, C</td>
<td>9</td>
</tr>
<tr>
<td>Trigonometry and Algebra 103 A, College Algebra and Analytic Geometry 103 B, C</td>
<td>15</td>
</tr>
<tr>
<td>or College Algebra and Analytic Geometry 104 A, B, C</td>
<td>12</td>
</tr>
<tr>
<td>General Biology 100 A, B, C</td>
<td>12</td>
</tr>
<tr>
<td>or General Chemistry 100 A, B, C</td>
<td>15</td>
</tr>
<tr>
<td>Modern Europe 108 A, B, C</td>
<td>12</td>
</tr>
<tr>
<td>Fundamentals of Speech 105 A, B</td>
<td>8</td>
</tr>
<tr>
<td>French, German, or Spanish 100 A, B, C</td>
<td>12</td>
</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Economics 220 A, B</td>
<td>8</td>
</tr>
<tr>
<td>Introduction to Statistics 211, Mathematics of Finance 227</td>
<td>8</td>
</tr>
<tr>
<td>Accounting 210 A, B, C</td>
<td>12</td>
</tr>
<tr>
<td>General Psychology 200</td>
<td>5</td>
</tr>
<tr>
<td>Political Science 230 A, B, C</td>
<td>12</td>
</tr>
<tr>
<td>French, German, or Spanish 102 A, B, C</td>
<td>12</td>
</tr>
</tbody>
</table>

**Third and Fourth Years**

I. Essential courses listed above which the student desires but has been unable to fit into his program during his first two years of college.

II. Additional selections from:
1. Advanced courses in economics.
2. Advanced courses in rhetoric and literature.
3. Advanced courses in speech.
4. Advanced courses in science and mathematics.
5. Economic history and economic geography.
6. Other electives.

Note.—1. A course in library methods is required.
2. Women are required to take five terms of physical education, including one individual sport and one team sport. Men are required to take fourteen class hours of physical education. (A class hour is to be interpreted to mean one hour of class work for one term.)
DENTISTRY
(Combined Curriculum in Letters and Dentistry)

First Year
Rhetoric 106 A, B, C ...................................................... 9 term hours
General Biology 100 A, B, C ............................................. 12 term hours
Elective (see notes below) ................................................ 27 term hours

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

Third Year
Organic Chemistry 306 A, B, C ............................................. 15 term hours
Elective .............................................................................. 33 term hours

Note.—1. A course in library methods is required.
2. Women are required to take three terms of physical education. Men are required to take a minimum of twelve class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)
3. If ½ unit of plane trigonometry is not presented by a student, the deficiency must be made up (Trigonometry 100 C, 4 hours college credit) before the study of physics is begun in the second year.
4. In the selection of electives the student should plan to meet the general degree requirements in Groups I, II, III, and IV. See page 47.

ENGINEERING

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

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

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

First Year
Rhetoric 106 A, B, C ........................................ 9 term hours
General Biology 100 A, B, C .................................. 12 term hours
Elective 4 (see notes below) .................................. 27 term hours

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

Third Year
Organic Chemistry 306 A, B, C ............................ 15 term hours
Elective 4 ..................................................... 33 term hours

Note.—1. A course in library methods is required.
2. Women are required to take three terms of physical education. Men are required to take a minimum of twelve class hours. (A class hour is to be interpreted to mean one hour of class work for one term).
3. If \( \frac{1}{2} \) unit of plane trigonometry is not presented by a student, the deficiency must be made up (Trigonometry 100 C, 4 hours college credit), before the study of physics is begun in the second year.
4. Electives should be so selected that the requirements of Groups I and III are met. The required work meets the requirements of Group II.
5. In the selection of electives the student should plan to meet the general degree requirements in Groups I, II, III, and IV. See page 47.

JOURNALISM

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

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

Note.—1. A course in library methods is required.
2. Women are required to take three terms of physical education. Men are required to take a minimum of eight class hours. (A class hour is to be interpreted to mean one hour of class work for one term.)
3. Since journalists are using the typewriter constantly, it is of great advantage to the student to acquire facility in typing. It is strongly recommended that the student who is not already a proficient typist take Personal Typewriting 99 (without college credit.)
LAW
(Combined Curriculum in Letters and Law)
University of Michigan Law School
Detroit College of Law

First Year

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

Second Year

English Literature 107A, B, C .................................... 12 term hours
or
Shakespeare 214A, B, C ........................................... 9 term hours
United States History 201A, B, C .............................. 12 term hours
Principles of Economics 220A, B, and Financial Organization
221 ................................................................. 12 term hours
Physics 203A, B, C .................................................. 15 term hours

Third Year

National Government 230A, State and Local Government 230B,
and Practical Politics 230C .................................... 12 term hours
Principles of Sociology 240A, B, and Modern Social Problems
242 ................................................................. 12 term hours
General Psychology 200 ........................................... 5 term hours
Fundamentals of Speech 105A, B ............................... 8 term hours
Electives—Sufficient to make total of .................. 144 term hours

Note.—1. A course in library methods is required.
2. Women are required to take three terms of physical education. Men are
required to take a minimum of eight class hours. (A class hour is to be inter-
preted to mean one hour of class work for one term.)
3. An average scholarship of one and three-quarters honor points is required
by the University of Michigan Law School.
4. Credit in Trigonometry must be presented before the student may begin
the study of Physics.
5. The above requirements are those of the University of Michigan Law
School. Those of the Detroit College of Law are the same except that for
Psychology 200 in the third year, Accounting 210A, B, C (12 term hours) is
substituted.
MEDICINE

UNIVERSITY OF MICHIGAN
Medical School

The Medical School requires 90 semester hours (135 term hours) of premedical work of college level preceded by graduation from an approved high school. An average scholarship of one and three-quarters honor points is required. The college premedical requirements must include the following:

- English .................................................. 9 term hours
- Chemistry ................................................. 21 term hours
- Physics ................................................... 12 term hours
- Biology ................................................. 12 term hours
- French or German ................................. 24 term hours

Electives to total ........................................ 135 term hours

WAYNE UNIVERSITY
College of Medicine
(Combined Curriculum in Letters and Medicine)

First Year

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

Second Year

- English Literature 107 A, B, C .................. 12 term hours
- Physics 203 A, B, C ................................... 15 term hours
- Chemistry 201A, B ...................................... 8 term hours
- French of German .................................. 12 term hours

Third Year

- Volumetric Analysis 307A ......................... 4 term hours
- Organic Chemistry 306A, B ....................... 10 term hours
- Principles of Economics 220A, B ........... 8 term hours
- Principles of Sociology 241A, B ........... 8 term hours
- Psychology 200 ......................................... 5 term hours
- Anatomy 211A, B ...................................... 8 term hours
- Advanced Rhetoric 323 .............................. 4 term hours
- Elective .............................................. 12 term hours

Note.—1. A course in Library Methods is required.
2. Women are required to take three terms of physical education. Men are required to take a minimum of eight class hours. (A class hour is to be interpreted to mean one hour of class work for one term).
3. Application for admission to the 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.
4. Credit in Trigonometry must be presented before the student may begin the study of Physics.
SOCIAL WORK

*First Year

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

Second Year

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

Third Year

Advanced Rhetoric 323 ........................................ 4 term hours
Any 2 or 3 of the following advanced sociology courses:
Modern Social Problems 242 ................................. 4 term hours
Urban Sociology 340 ........................................ 4 term hours
The Family 341 ................................................ 4 term hours
Criminology 342 ............................................. 4 term hours
Mental Deficiency 332 ........................................ 4 term hours
Mental Hygiene 335 A, B, C .................................. 6 term hours
National Government 230A, State and Local Government 230B 8 term hours

Fourth Year

Any one of the following (if needed to complete 3 required
courses in advanced sociology):
Rural Sociology 245 ......................................... 4 term hours
Population 343 ................................................ 4 term hours
Principles of Social Work 348 ............................... 4 term hours

Any two of the following:
Social Work Practice 349A ................................. 4 term hours
Social Work Practice 349B .................................. 4 term hours
Psycho-Educational Problems 309 ......................... 3 term hours

*Professional training for social work is today largely restricted to the graduate
level by the leading schools of social work. This pre-professional curriculum per-
mits 88 or 89 hours of electives, only recommended courses being indicated in the
above outline. Therefore students pursuing it should plan to complete a curriculum
conforming to the degree requirements. Social science should be the field of major
sequences, while a minor sequence may be chosen from any field of special interest
to the student. If a life certificate in teaching is also desired, courses must be selected
so that the requirements in some one of the life certificate curricula are fulfilled.

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

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

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

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

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

2. As a rule it is preferable not to use education as a major in any undergraduate curriculum. The student may choose work in education according to his interests but should attempt to satisfy his major and minor requirements in the fields having content for teaching. Special methods courses in the teaching of certain subjects and directed teaching should not be counted as satisfying a part of the requirements for majors and minors in fields such as history, art, and home economics. Uniformly required courses in education; i.e., Educational Psychology 250 A, B, Principles of Teaching 240 or 251, Foundations of Modern Education 353, and Directed Teaching 371, 372 may not be applied toward a major or minor in education.

3. Two or more courses are “consecutive, coherent courses” when they involve direct or logical relationships with each other, either because of essential prerequisites or because of obvious supplementation or for both reasons. Thus College Algebra and Analytic Geometry 104 A, B, C, and Calculus 205 A, B, C are “consecutive, coherent courses” because a knowledge of college algebra and analytic geometry is an essential prerequisite to Calculus, and Calculus 205A is essential to successful work in Calculus 205B, etc. Similarly, Comparative Government 333 A, B, constitute “consecutive, coherent courses” with a series of courses in modern European history, because of the obvious way in which an understanding of the latter is supplemented by a knowledge of the former.

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

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

6. So-called "isolated courses" need not necessarily be excluded from a student's major, minor or group sequences. For example, French literature might easily combine with English in certain instances; the short story might make a fine combination with previous courses in French; or business and government might be a valuable combination with political science. In other words, the fact that a certain course does not fit into a particular sequence in terms of specific prerequisites does not mean that it is "isolated" in relation to the previous work of the student or in its contribution to a more complete understanding of a subject in which the student is interested.

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

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

### History Major

<table>
<thead>
<tr>
<th>History Major</th>
<th>History Major</th>
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</thead>
<tbody>
<tr>
<td>12 Greek - Roman - Medieval or 12 English history</td>
<td>24 or 12 European history</td>
</tr>
<tr>
<td>12 Modern Europe</td>
<td>12 or 24 United States history</td>
</tr>
<tr>
<td>12 United States (elementary or advanced)</td>
<td>(12 first year)</td>
</tr>
<tr>
<td></td>
<td>(12 advanced, or economics)</td>
</tr>
</tbody>
</table>

### Related Social Science Minor

<table>
<thead>
<tr>
<th>Related Social Science Minor</th>
<th>Related Minor</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Political Science</td>
<td>8 Political Science</td>
</tr>
<tr>
<td>12 Economics</td>
<td>8 Economics</td>
</tr>
<tr>
<td></td>
<td>8 Sociology</td>
</tr>
</tbody>
</table>

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

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

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

1. United States history—12
   Sociology—8
2. Economics—12
   Economic development of United States—6
   Industrial relations—3
3. Mathematics—12
   Physics—8
4. Biology—12
   Biological nature study—8
5. Chemistry—12
   Bacteriology—8
6. Political science—12
   United States history—8
7. Spanish—12
   English—8
XIII. Courses Open to Freshmen
1938-1939

Agriculture

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

Art

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

Biology

100A, B, C General Biology

Anatomy, Physiology, and Sanitary Science

112 Hygiene

Zoology

141 Elementary Zoology

Chemistry

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

Commerce

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

Education and Psychology

99 Introduction to Learning and Adjustment

Rural Education

145 Curriculum
Health Education

185 Health Education

English

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

Literature

107A, B, C English Literature
120 History of American Literature
121 Chief American Poets
122 American Prose
124A, B, C General Literature

Geography and Geology

Geography

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

Handwriting

100 Teaching of Handwriting

Home Economics

Clothing and Textiles

103 Textiles
105 Elementary Design
105 Clothing Clinic

Foods

111 Foods

Home Economics Education

120 Home Economics

Industrial Arts

Wood

100 Woodshop
106 Advanced Benchwork

Drawing

120 General Mechanical Drawing
121A, B Mechanical Drawing

Metal

130A, B, C General Metal
Printing

140A, B, C Printing

Latin

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

Mathematics

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

Modern Languages

French

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

German

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

Spanish

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

Music

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>105A, B, C</td>
<td>Fundamentals of Music</td>
</tr>
<tr>
<td>116A, B, C</td>
<td>Voice Culture</td>
</tr>
<tr>
<td>130</td>
<td>Women's Glee Club</td>
</tr>
<tr>
<td>131</td>
<td>Men's Glee Club</td>
</tr>
<tr>
<td>132</td>
<td>Orchestra</td>
</tr>
<tr>
<td>133</td>
<td>Band</td>
</tr>
<tr>
<td>134</td>
<td>Auxiliary Choir</td>
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**Physical Education for Men**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>102A, B, C</td>
<td>Physical Education</td>
</tr>
<tr>
<td>103A, B, C</td>
<td>Physical Education</td>
</tr>
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</table>

For Specializing Students

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>105A</td>
<td>General Athletics</td>
</tr>
<tr>
<td>105B</td>
<td>Elementary School Gymnastics</td>
</tr>
<tr>
<td>105C</td>
<td>Outdoor Games</td>
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**Physical Education for Women**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>99</td>
<td>Social Dancing</td>
</tr>
<tr>
<td>100</td>
<td>Physical Education</td>
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<tr>
<td>105</td>
<td>Physical Education</td>
</tr>
<tr>
<td>106</td>
<td>Physical Education</td>
</tr>
<tr>
<td>107</td>
<td>Physical Education</td>
</tr>
<tr>
<td>108A, B, C</td>
<td>Restricted Exercise</td>
</tr>
<tr>
<td>109</td>
<td>Individual Gymnastics</td>
</tr>
<tr>
<td>110</td>
<td>Swimming</td>
</tr>
<tr>
<td>111</td>
<td>Basket Ball</td>
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<tr>
<td>112</td>
<td>Baseball</td>
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<tr>
<td>113</td>
<td>Tennis</td>
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<tr>
<td>114</td>
<td>Golf</td>
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<tr>
<td>115</td>
<td>Folk Dancing</td>
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<tr>
<td>116</td>
<td>Advanced Swimming</td>
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<tr>
<td>117</td>
<td>Hiking and Skiing</td>
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<tr>
<td>118</td>
<td>Archery</td>
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<tr>
<td>119</td>
<td>Tap Dancing</td>
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<tr>
<td>120</td>
<td>Badminton</td>
</tr>
<tr>
<td>121</td>
<td>Interpretive Dancing</td>
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For Specializing Students

**Physical Education Practice**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>151A, B, C</td>
<td>Physical Education</td>
</tr>
</tbody>
</table>

**Physical Education Theory**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>170</td>
<td>Introduction to Physical Education</td>
</tr>
<tr>
<td>171</td>
<td>History of Physical Education</td>
</tr>
</tbody>
</table>
Physics
105A, B Introduction to Physical Science
160 Electricity
166 Practical Radio

Rural Education
145 Curriculum

The Social Sciences
Economics
125 Description of Industry

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

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

XIV. Absences, Cuts, and Excuses

1. How many absences is a student allowed from class or assembly? He is not free to take any without possibility of penalty.

(The "cut system" has been abolished both as regards attendance at Assembly and at classes.)

2. What are considered legitimate excuses for absences? Illness of the individual or of members of the family or death in the family or in that of friends.

3. How do unexcused absences from class penalize? Through poorer quality of work and consequent reduction in grades.

4. What procedure should be followed to have an absence excused? Report to the dean concerned and follow instructions received.

5. What standing rules govern absences and tardiness?
   a) Regular attendance in classes is expected of each student. Student attendance is compulsory at required assemblies. Students irregular in attendance will be subject to disciplinary action by the Committee on Student Personnel.
   b) Explanations of absences should be made by students to the Dean concerned, preferably before returning to classes. When thought desirable, the Dean will refer the student to the Health Service for report. Students are expected to take the initiative in making application to instructors concerned for permission to make up work missed.
   c) Instructors will report to the Deans weekly on Friday all absences from classes for that week.
   d) Whenever possible the Dean will notify instructors that a student is ill or is compelled to be out of class for any other reason. Students are requested to notify Deans of anticipated absences and of reasons for prolonged absences.
e) A student may be dropped from a class by action of the Committee on Student Personnel upon recommendation of a Dean or the instructor concerned.

f) Reports of the scholarship of students doing less than "C" work are made to the Deans at the end of the seventh week of each regular term.

XV. Rooms and Board

1. Where should students room?
At houses approved by the deans or at Walwood Hall, in the Women’s Dormitory.

Residence for Women

Walwood Hall. One unit of Walwood Hall is a residence for women. This building will be ready for occupancy in the fall term of 1938. It will accommodate 116 women. 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 covers are in color. Additional features such as built-in book shelves, decorative lamps, provisions for hanging pictures, and well-lighted space for work give quality and individuality to the rooms.

A large lounge serves for general gatherings. A beautiful, well-lighted dining room accommodates students for all meals. A reception room, a library, and a conference room are also provided. Every floor of this dormitory has a kitchenette where provisions are made for pressing, sewing, and cooking. A large laundry with driers, ironing board, and shampooing facilities are found on the ground floor. A room has also been set aside on the ground floor for recreation and social gatherings. Sun rooms are found at the intersection of each corridor on the second and third floors, providing convenience and comfort for the women.

Board and room are provided at Walwood Hall at $7.50 per week. Requests for reservation should be sent to Mrs. Bertha S. Davis, Dean of Women.

2. How are these houses designated?
By "Approved Rooms for Men" and "Women" cards displayed in the windows.

3. Where may a list of approved rooms be obtained?
At the offices of the deans.

4. Under what conditions may a student change his rooming house?
By securing consent of the dean in advance.

5. Under what conditions may students room in other than approved houses?
By securing permission from the dean.

6. Where may students secure information concerning board?
While the college does not officially inspect boarding places, a list of places may be secured at the offices of the deans.

7. Can I secure meals on the campus?
Yes. The College Cafeteria is located in the Union Building and provides an excellent variety of wholesome food at reasonable rates.

Union Building

A second unit of Walwood Hall is the union building. This is a two-story structure which serves as a social center for all activities of the campus. This, too, will be ready for use in the fall term of 1938. Here students, alumni, and faculty will gather for all major social activities of the campus. The first floor of this building provides a large general lounge, a women’s league room, offices, a check room, a soda fountain room, a large cafeteria seating 350 people, and private dining rooms. The second floor of the union building
provides the men's union room, their recreation room, as well as offices and meeting places for certain student organizations. There is also a large ballroom which will accommodate practically all college parties. This ballroom will also serve as a lecture hall, theater, and banquet hall as needed. Adjoining the ballroom are two well-planned reception or clubrooms. The union building is supported by a fee required of all students which is collected at the beginning of each term.

**XVI. Employment (Work)**

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

**XVII. Student Health Service**

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

**XVIII. Social Activities**

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

**XIX. Library Regulations**

Regulations concerning the use of books, library hours, and other items relating to the Library service may be found in a booklet available at the Library.
XX. Extra-Curricular (Student) Activities

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

REGULATIONS GOVERNING PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

(Adopted by the Scholarship Committee June 3, 1937)

Effective July 1, 1937

I. Definition
Extra-curricular activities at Western State Teachers College include

a) Membership in or pledgeship to:
   1. An officially chartered social fraternity or sorority, such as Theta Chi Delta and Phi Sigma Rho
   2. An officially authorized student organization, such as class groups, departmental organizations, Honorary Societies, religious organizations, and special activities.

b) Membership on the staff of a student publication, such as The Herald, The Brown and Gold, The Student Handbook, etc.

c) Participant in planning and staging established college functions, such as
   1. The J-Hop
   2. The Senior Prom
   3. The Women's Breakfast, etc.

d) Participant in public presentations, such as
   1. Assembly Programs, etc.

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

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

N.B. 1 "Officially enrolled" is to be interpreted to mean:
   a) For Upper-classmen
      1. Payment in full of tuition, fees and dues
      2. Enrollment in classes involving a minimum of twelve (12) term hours of work for college credit
b) For Freshmen
1. Payment in full of tuition, fees and dues
2. Enrollment in classes involving a minimum of eleven (11) term hours of work for college credit.

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

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

2. No student whose point-hour ratio is less than 1 shall be eligible to membership in any group as defined in I above.
Exception: A student may, in spite of ineligibility, hold membership only in any one extra-curricular activity as defined in I above.
*(This is not to be construed to mean that organizations or groups may not make higher scholastic requirements for membership or offices.)

C. No student shall hold office of president in more than one organization in any one college year.
D. No student may "participate" in any extra-curricular activity, as defined in I above, until he has been assured of eligibility by the Dean concerned.

IV. Ineligibility
A. Upper-classmen
An upper-classman is ineligible to participate in extra-curricular activities as defined in I above
1. If he did not carry a minimum of twelve (12) term hours during the previous regular term.
Exception: Seniors, for whom less than twelve (12) term hours will satisfy requirements for graduation.
2. If he did not receive credit for each course he carried during the previous regular term.
3. If he did not earn a minimum of three (3) honor points during the previous regular term (See exception under Note 1.)
4. If he is on probation
5. If he ceases to comply with any of the various conditions enumerated under the heading "Eligibility" (III).

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

B. Freshmen
A Freshman is ineligible to participate in officially-rated extra-curricular activities.
a) During his first regular term of residence
1. If he is not enrolled in and in regular attendance at classes carrying a minimum of eleven (11) term hours of academic credit
2. If he is on probation

b) During subsequent regular terms in residence
1. If he did not carry a minimum of eleven (11) term hours of work for college credit during the previous regular term
2. If he did not receive credit for each course for college credit he carried during the previous regular term
3. If he did not earn a minimum of two and three-fourths (2\(\frac{3}{4}\)) honor points the previous regular term
4. If he is on probation
5. If he ceases to comply with any of the various conditions enumerated under the heading “Eligibility” (III)

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

V. Special Dispensation
The Committee on Student Personnel reserves the right to make such special adjustments in individual cases as may appear desirable or necessary.

XXI. Miscellaneous Questions

1. Where should I have my mail addressed? Where may student mail be secured?
   A student’s mail should be addressed to the house where he stays. In case mail has been addressed in care of the college, it may be secured at the dean’s office. A list of mail received is posted each day on the bulletin boards outside the dean’s offices.
2. Where can I purchase books and other supplies?
   The College conducts a Co-operative Book Store which carries all needed supplies at moderate prices. The Book Store is located in the Administration Building.
3. Are “Student Tickets” transferable?
   No. A student ticket presented by anyone but the individual to whom it was issued will be taken up and may not be returned. Student Tickets and Identification Photos should be presented simultaneously.
4. If I wish to borrow money from the Student Loan Fund, to whom should I apply?
   To the Registrar.
5. Is assembly attendance optional?
   Because of limited seating capacity it has been found necessary to rotate assembly attendance. A notice on the Registrar’s Official Bulletin Board advises which classes are expected to attend a given weekly assembly.
6. If I lose an article or find one, what should I do?
   Report to the Information Desk at the Main Office.
7. Are final examinations given?
   Yes. An official final examination schedule is prepared for each term.
8. Must I have an identification photo taken?
   When a student enrolls for the first time, he is required to have an identification photo taken. One copy of the photo becomes part of the student’s permanent record, another copy is given to the student to serve to identify him at college functions, a third copy is filed in the Dean’s Office, and a fourth copy with the Alumni Secretary. The charge for the photos is 25c.
9. Are omit days observed during the first week of a term?
   Follow the schedule of recitations as printed.
10. Are second hand books bought and sold?
    The Co-operative Store handles a very limited amount of such materials.
11. Are office telephones available for student use?
    No. But public booths are located conveniently in the main halls of various college buildings.
12. Will the college cash checks for students?
    The college has no adequate facilities for the cashing of checks. Students are urged to establish banking connections with one of the Kalamazoo Banks.
13. If we wish to use a table in the hall, what should we do?
Consult the Registrar.

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

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

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

17. If I am in doubt on any important matter, where should I go for advice?
To the Information Desk in the Main Office. There you will receive detailed instructions as to how to proceed further.
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