"Facts for Freshmen"

and

Information for New Students
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Information for New Students

KALAMAZOO, MICHIGAN
1939 - 1940
FOREWORD

This booklet is intended, primarily, for those about to enter Western State Teachers College, either as Freshmen or as Transfer Students. 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.
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 the Men's Dormitory—*The Dean of Men.*
e) Concerning board, rooms, and remunerative work for women—*The Dean of Women.*
f) Concerning Walwood Hall (Women's Dormitory)—*The Dean of Women.*
g) Concerning rural education—*The Director of the Department of Rural Education.*
h) Concerning extension work—*The Director of the Extension Department.*
i) Concerning educational research—*The Director of the Bureau of Educational Measurement and Research.*
j) Other general inquiries—*The Registrar.*

INFORMATION FOR NEW STUDENTS

A student applying for admission should

a) Have a certified copy of his high-school credits mailed to the registrar by the high school from which he graduated.
b) If entering with advanced standing from any county normal, normal school, college, or university, have mailed to the registrar complete official statements regarding the work for which credit is sought.
c) Have credits sent in at as early a date as possible.
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CALENDAR ANNOUNCEMENTS
1939-1940
September 1939–June 1940

First Semester
Monday, September 25, to Wednesday, September 27 .......... Freshman Days
Tuesday, September 26 ..................................... Registration of Freshmen
Wednesday, September 27 ................................ Registration of Upper classmen
Thursday, September 28 ..................................... Recitations begin
Wednesday noon, November 29, to Monday, December 4 . Thanksgiving recess
Friday noon, December 15, to Wednesday, January 3 ...... Holiday vacation
Friday noon, February 9 ..................................... First semester ends

Second Semester
Monday, February 12 ..................................... Registration of students
Tuesday, February 13 ..................................... Recitations begin
Friday afternoon, March 22 ..................................... "Good Friday" recess
Friday noon, April 5, to Monday, April 15 ..................... Spring vacation
Saturday, June 15 ..................................... Second semester ends
Sunday, June 16 ..................................... Baccalaureate address
Monday, June 17 ..................................... Commencement exercises

Summer Session 1940
Monday, June 24 ..................................... Registration of students
Tuesday, June 25 ..................................... Recitations begin
Friday noon, August 2 ..................................... Summer session ends

September 1940–June 1941

First Semester
Monday, September 30, to Wednesday, October 2 .......... Freshman Days
Tuesday, October 1 ..................................... Registration of Freshmen
Wednesday, October 2 ................................ Registration of Upper classmen
Thursday, October 3 ..................................... Recitations begin
Wednesday noon, November 27, to Monday, December 2 . Thanksgiving recess
Friday noon, December 20, to Monday, January 6 .......... Holiday vacation
Friday noon, February 14 ..................................... First semester ends

Second Semester
Monday, February 17 ..................................... Registration of students
Tuesday, February 18 ..................................... Recitations begin
Friday noon, April 11, to Monday, April 21 ..................... Spring vacation
Saturday, June 21 ..................................... Second semester ends
Sunday, June 22 ..................................... Baccalaureate address
Monday, June 23 ..................................... Commencement exercises

Summer Session 1941
Monday, June 30 ..................................... Registration of students
Tuesday, July 1 ..................................... Recitations begin
Thursday, August 8 ..................................... Summer session ends
## CALENDAR OF ESTABLISHED COLLEGE EVENTS
### 1939-1940

### First Semester

<table>
<thead>
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<td>January 13</td>
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### Second Semester

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<td>May 11</td>
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<td>Children's May Festival</td>
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I. Administrative Questions

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

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

II. Enrollment Questions

1. To whom am I directly responsible for my program of studies during a given term?
   Each student is responsible to an Adviser. 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 two Freshman Advisers.
   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, 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 106, Administration Building, and at the Information Desk in the Women’s Gymnasium. The Adviser, 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 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 the second semester occur?

Usually during the fifteenth or sixteenth week of the first semester. There is no period of advanced enrollment either for the first semester 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 semester.

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 semester. 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 semester. Freshmen will not be allowed to “drop” courses after the end of the fourth complete week of a semester.

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

Fifteen semester hours of work granting academic credit is the standard class load. For all students the maximum number of hours a week that may be carried is 16: the minimum, twelve. (Physical education and library methods are not counted in semester 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 student should enroll for more than sixteen semester hours of work without the permission of the Committee on Student Personnel.

Students may make application for an extra study by securing an application blank from the chairman of the Committee on Student Personnel, 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 semester 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 Semester's Schedule of Classes will advise you where you may secure needed "starred slips."
15. If I enroll after the opening day of a semester, where should I go for assistance?
To the Registrar's office.
16. If I must leave college before the close of a semester, 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 Advisers, Curricular Advisers, Departmental Advisers, and Adviser to Transfer Students. The titles indicate the nature of the responsibilities involved.
18. What are the duties of the Enrollers?
The Enrollers assist the Advisers during officially designated enrollment periods, especially with details of routine involved.

III. THE ADVISERY SYSTEM

All freshmen are advised and helped throughout the year, by the Freshman Advisers, in planning and adjusting their academic programs. Each freshman works out his schedule semester by semester, with the assistance of an adviser, at definite conference periods assigned by her. 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.
Transfer students become immediately responsible to the Adviser to transfer students. Her office is in Room 112 Student Health and Personnel Building. Juniors and seniors who elect their majors or minors 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 Advisers

1. What is the province of the Freshman Advisers?
To the Freshman Advisers have been assigned the following duties:
(a) To assist in blocking out details of Semesters' 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 Advisers?
A. To confer as to the subjects to be taken each semester 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 Advisers be found?
In the Student Health and Personnel Building.
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 duties of the Freshmen relative to co-operation with the Advisers?
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.

IV. ADMISSION

Students may enroll at the opening of any semester.

GENERAL QUALIFICATIONS

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

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

ADMISSION AS A STUDENT NOT A CANDIDATE FOR A DEGREE

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

CREDENTIALS SHOULD BE SENT IN ADVANCE

All students desiring admission to the college are urged to submit their problem 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.

Junior-college graduates will receive credit up to 60 semester hours, provided all of the work has been done in junior colleges and provided further that none has been done at junior colleges after a total of 60 semester hours of college credit has been completed.
INFORMATION FOR NEW STUDENTS

FROM INSTITUTIONS OF HIGHER EDUCATION

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

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

Students desiring to transfer to this college from other institutions of higher education must furnish complete official transcripts of their records, listing all credits earned by them up to the beginning of the session they wish to attend. The student should request the registrar of each institution attended to submit the official transcript directly to the admission officer named above. These transcripts should include (1) a complete list of and the record obtained in the college courses pursued, and (2) statements of honorable dismissal from the institutions attended. It is also necessary for the student to submit a personal application blank and to request his high-school principal to submit an official statement of his preparatory record. Blanks for personal application and for the high-school record may be secured from the admission officer named above. Consideration of admission on transfer is on the basis of the entire record of the student, both high school and collegiate. No part of the record may be disregarded. There are no exceptions to this regulation. Students applying for admission for the first semester are urged to submit their credentials as early as possible, preferably in July or August.

REGISTRATION

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

All students entering this college for the first time must present their credentials to the office of the registrar, whether they are transferring from another college or whether they are entering from high school. It is necessary to secure an admission card from the proper admission officer before enrolling. This should be done preferably by mail, at least one month prior to the date when admission is desired.

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 or 1 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.

- Physics 1 unit
- Chemistry 1 unit
- Botany 1 unit
- Zoology 1 unit
- Biology (botany ½ unit and zoology ½ unit) 1 unit

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.
4. 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.

- Ancient history 1 unit
- European history 1, 1½, or 2 units
- American history ½ or 1 unit
- American government ½ unit
- Economics ½ unit

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.

FRESHMAN DAYS, 1939

(Monday, September 25, to Wednesday, September 27)

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

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

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

IDENTIFICATION PHOTOGRAPH

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

CREDIT RELATIONS WITH OTHER COLLEGES AND UNIVERSITIES

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

Admission to graduate schools is granted to students completing a four-year curriculum who have made their elections of courses conform to the requirements of such schools. Western State Teachers College is a member of the American Association of Teachers Colleges and of the North Central Association.
GENERAL INSTRUCTIONS FOR ENROLLMENT

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

CLASSIFICATION OF STUDENTS

Students at Western State Teachers College are classified officially as follows:
- **Freshmen**—Students credited with 0—30 semester hours inclusive.
- **Sophomores**—Students credited with 30—60 semester hours inclusive.
- **Juniors**—Students credited with 60—90 semester hours inclusive.
- **Seniors**—Students credited with more than 90 semester hours.

The above classification relates to eligibility for participation:

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

V. 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.

THE HONORS PRIVILEGE

In order to recognize the capacity of the able student 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 effect 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 seven members of the faculty chosen by the president of the college.

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 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 semester's work under an honors privilege ought to earn three hours' credit, and no student working under an honors privilege may do more than three hours' work a semester or gain more than six hours' (two semesters') credit altogether for activities pursued under honors privileges. A student may, however, undertake more than one privilege, within the six-hours' credit limit.

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 was 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.

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 the 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 may 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 from each honors student at least every four weeks. This statement should reveal how nearly in conformity to the 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-unexpected course.

8. The purposes of the honors privilege are manifold: to help the able student to attain an added self-respect; to give him a sense of living in a world of larger dimensions than those of 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 college for his special personal promise.

**Suggestions to Students Interested in Doing Honors Work**

Although, as explained in 3 above, the application for an honors privilege must come to the Honors Privilege Committee from a member of the faculty, there is no reason why a student interested in carrying through an honors privilege should not personally suggest such a possibility to whatever faculty member he may wish to work with. It is not supposed that the privilege is to be treated lightly, but an honest interest would justify any junior or senior student of proved ability in approaching a faculty member with a project he would like to attempt. Application for an honors privilege should be in the hands of the chairman of the Honors Privilege Committee, however, as early as possible before the beginning of the work of any college semester. The meetings of the committee are regularly held on the second and fourth Mondays of every month.

**VI. RULES RELATING TO EXAMINATIONS, THE MARKING SYSTEM, ETC.**

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

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

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

**MARKS**

Each course receives one grade, which combines the results of class work, tests, and examinations. Grades are indicated by letters, to each of which is given a certain value in "honor points."

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

The mark of I means that the student has not finished the work of the course, because of illness, unsatisfactory work, or for some other cause, and that he may be given opportunity to complete it. I's must be removed during the next succeeding semester (except when the student does not return, and then within one year) or they automatically become E's.

*For Directed Teaching only.
†For additional information regarding grades see page 72.
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.

Upon his entrance to the institution, after the acceptance of his entrance credentials, a "Student's Credit Book" is made out for each student. It may be secured at the Records Office (Room 109, Administration Building). If the credit book is left at the Records Office at the end of a semester, together with a large sized, self-addressed, stamped envelope, the Credit Book will be mailed as soon as the grades for the semester have been recorded. Freshmen grades are mailed directly to parents by the registrar.

Transcripts. A student desiring a transcript of his record in this college should write to the registrar, giving dates of attendance and, if a graduate, the date of graduation. He should give the full name under which he was enrolled. Each student is entitled to one transcript of his record without charge, but all additional copies are charged for at one dollar a copy.

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

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

SCHOLARSHIP INDEX

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

STANDARD FOR GRADUATION

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

HIGH SCHOLARSHIP LIST

To have his name placed on the High Scholarship List for a semester a student must have a point-hour ratio of 2.7 or more. No grade below B may be counted. Not more than five semester hours of B credit may be counted. Grades for non-credit courses (library methods, physical education, etc.) are not considered.

LOW SCHOLARSHIP LIST

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

CREDIT FOR BAND, GLEE CLUB, AND ORCHESTRA WORK

1. A maximum of two semester hours of academic credit annually is given for one year's regular participation in each of the following activities: Band, Glee Club, Orchestra, and Auxiliary Choir.
2. Eight semester hours of academic credit is the maximum allowed for participation in any one of the four activities indicated.
3. A grand total of not to exceed twelve semester hours of academic credit is allowed for participation in the four activities noted.
4. Participation in Band may be substituted for physical-education credit. In such cases participation in the Band for one semester is substituted for one class hour in physical education. (A class hour is to be interpreted to mean one hour of class work for one semester.)
5. Official enrollment cards must bear notations of the work in music the student wishes to carry. Semester hour values must be indicated.
SIGNIFICANCE OF COURSE NUMBERS

I. Course numbering and availability

1. Courses numbered
   a. 100-199, inclusive, are primarily for freshmen:
   b. 200-299, inclusive, are primarily for sophomores;
   c. 300-399, inclusive, are primarily for juniors and seniors.

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

II. Explanation of numbering

1. All consecutive, coherent courses are numbered similarly and lettered sequentially.
2. All fundamental, consecutive, coherent courses are numbered as follows:
   a. The number 100 is reserved for fundamental courses having no high school prerequisite.
   b. The number 101 is reserved for fundamental courses having as prerequisites one year (or fraction thereof) of high school work.
   c. The number 102 is reserved for fundamental courses having as prerequisites two years of high school work.
   d. The number 103 is reserved for fundamental courses having as prerequisites three years of high school work.
   e. The number 104 is reserved for fundamental courses having as prerequisites four years of high school work.
3. All other courses primarily intended for freshmen are numbered serially beginning with 105.
4. Prerequisites for all courses numbered 200-399, inclusive, may be found in the “Details of Departmental Courses” as printed in the current college catalog.
5. All consecutive courses are numbered sequentially.
6. Numbers 300-304 inclusive are reserved for courses which are offered in departments other than the Department of Education, but which are given credit in education—the so-called “professional courses.” To these numbers the letter “T” is added.
7. Courses offered as subdivisions of a given department are designated by numbers grouped by decades.
8. To the number of a course available by class extension there is added “Cl.”
9. To the number of a course available by correspondence there is added “Co.”

CREDIT IN SEMESTER HOURS

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

Classes which meet one hour a week for one regular semester will be given 1 semester hour of credit.
Classes which meet two hours a week for one regular semester will be given 2 semester hours of credit.
Classes which meet three hours a week for one regular semester will be given 3 semester hours of credit.
Classes which meet four hours a week for one regular semester will be given 4 semester hours of credit.
A minimum of 60 semester hours of credit is required for a State Limited Certificate in the two-year curriculum, and 120 semester hours of credit for the A. B. or B. S. degree.

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

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

**VII. EXPENSES**

**Tuition Fees**

For residents of Michigan, $15.00 for each semester.

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

In determining the number of subjects, any single non-credit course will be counted as equivalent to 2 semester hours of credit. This ruling applies only to students carrying irregular programs.

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

Kalamazoo County students who enroll for rural education work may attend Western State Teachers College for one year without paying tuition fees, because counties having county normals provide for one year of free tuition and because, by law, counties having state teachers colleges may not have county normals.

**Miscellaneous Fees**

A fee of $19.25 is collected each semester for the support of student activities, health service, student union, library purposes, and subscription to the *Teachers College Herald*.

"Class Dues" of 50 cents are collected from all students at the time of each annual initial registration.

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

**Auditors' Fees**

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

**Irregular Program Fees**

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

**RESIDENT REQUIREMENTS**

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

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

The residence of wives shall follow that of their husbands.

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

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

Graduation Fees

State Limited Certificate Curriculum .......................... $2.00
Provisional Certificate Curricula ............................ 3.00
Degree Curricula ............................................. 3.00
Degree and Certificate ........................................ 3.00
Alumni fee (paid by all graduates) ........................... 1.00

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

Late Enrollment Fee

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

Refund

No refund of fees will be made after the second week of a semester.

ESTIMATE OF EXPENSES

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

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room (one-half the rent of a double room)</td>
<td>$40.50 to $54.00</td>
</tr>
<tr>
<td>Board</td>
<td>81.00 to 108.00</td>
</tr>
<tr>
<td>Laundry</td>
<td>0.00 to 15.00</td>
</tr>
<tr>
<td>Textbooks and supplies</td>
<td>15.00 to 25.00</td>
</tr>
<tr>
<td>Incidentals</td>
<td>15.00 to 25.00</td>
</tr>
<tr>
<td>Tuition and fees (approximately)</td>
<td>33.50 to 35.00</td>
</tr>
</tbody>
</table>

Total for one semester (18 weeks) ................................ $185.00 to $282.00

THE MEN'S DORMITORY

Requests for reservations should be sent to Mr. Ray C. Pellett, Dean of Men. All rooms are double.

DATES OF PAYMENT FOR MEN'S DORMITORY ROOM

First Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, September 25, 1939.</td>
<td>$13.25</td>
</tr>
<tr>
<td>Wednesday, October 25, 1939.</td>
<td>13.00</td>
</tr>
<tr>
<td>Monday, November 27, 1939.</td>
<td>13.00</td>
</tr>
<tr>
<td>Wednesday, January 3, 1940.</td>
<td>13.00</td>
</tr>
</tbody>
</table>

$52.25

Second Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 12, 1940.</td>
<td>$12.75</td>
</tr>
<tr>
<td>Wednesday, March 13, 1940.</td>
<td>12.75</td>
</tr>
<tr>
<td>Monday, April 15, 1940.</td>
<td>12.75</td>
</tr>
<tr>
<td>Wednesday, May 15, 1940.</td>
<td>12.75</td>
</tr>
</tbody>
</table>

$51.00
INFORMATION FOR NEW STUDENTS

DATES OF PAYMENT FOR MEN'S DORMITORY, ROOM AND BOARD

**First Semester**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, September 25, 1939</td>
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<tr>
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<tr>
<td>Monday, November 27, 1939</td>
<td>34.50</td>
</tr>
<tr>
<td>Wednesday, January 3, 1940</td>
<td>34.25</td>
</tr>
</tbody>
</table>

Total: $137.75

**Second Semester**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 12, 1940</td>
<td>$34.50</td>
</tr>
<tr>
<td>Wednesday, March 13, 1940</td>
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<tr>
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<td>34.00</td>
</tr>
<tr>
<td>Wednesday, May 15, 1940</td>
<td>34.00</td>
</tr>
</tbody>
</table>

Total: $136.50

DATES OF PAYMENT FOR WALWOOD HALL RESIDENCE ROOM AND BOARD

(Women's Dormitory)

**First Semester**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, September 25, 1939</td>
<td>$34.50</td>
</tr>
<tr>
<td>Wednesday, October 25, 1939</td>
<td>34.50</td>
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<tr>
<td>Monday, November 27, 1939</td>
<td>34.50</td>
</tr>
<tr>
<td>Wednesday, January 3, 1940</td>
<td>34.50</td>
</tr>
</tbody>
</table>

Total: $138.00

**Second Semester**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 12, 1940</td>
<td>$34.50</td>
</tr>
<tr>
<td>Wednesday, March 13, 1940</td>
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</tr>
<tr>
<td>Monday, April 15, 1940</td>
<td>34.00</td>
</tr>
<tr>
<td>Wednesday, May 15, 1940</td>
<td>34.00</td>
</tr>
</tbody>
</table>

Total: $136.50

THE CO-OPERATIVE STORE

The Co-operative Store not only serves as a convenience to people on the campus, but also furnishes employment for a number of worthy students. Service is the keynote of the store, and every effort is made to keep an adequate stock of all supplies needed by students for class work.

EMPLOYMENT

Kalamazoo offers some opportunities for students who wish to support themselves in part during residence at the college. There are openings in a number of lines, including the care of lawns and furnaces, waiting table, care of children, assisting in housework, etc.

A woman student working in a private home for room and board is expected to give in ordinary housework a maximum of 30 hours a week. If she works for room only, she is expected to give 10 hours a week; if for board only, she is expected to give 20 hours a week. The rates paid for miscellaneous work by the hour vary with the ability and speed of the worker and the type of work done.

Women should address applications for remunerative work to the Dean of Women; men, to the Dean of Men.
The Walwood Hall cafeteria offers employment to several students. Miss Grace E. Moore is in general charge of the cafeteria. To her all applications for work should be made.

Upon entrance a student should have available sufficient funds to finance himself for at least one semester.

VIII. AWARDS, PRIZES AND SCHOLARSHIPS

The following awards and prizes are available.

Institutional

Athletic Medal
A prize to the outstanding athlete
The award is based on scholarship and participation

Debate
Standardized Awards
Election to Tau Kappa Alpha

Music (Instrumental and Vocal)
Standardized Awards

Student Council
Standardized Awards

Departments

Biology
The Harold Cook Memorial Prize
An annual prize of $15.00 is given at the time of Commencement in June to the student judged most proficient during that year in the subjects in which the late Professor Cook (Department of Biology) was most interested. The award is made by the Committee on Student Personnel, in cooperation with the president of the Faculty Science Club.

Industrial Arts
A plaque to the outstanding student in that department

Education
Election to membership in Kappa Delta Pi

Science
Election to membership in Kappa Rho Sigma

Organizations

Kappa Delta Pi
A prize to the outstanding student

Men's Union
A prize to the outstanding man student

Pi Kappa Rho
Scholarship cup to the outstanding women's organization
Awarded annually by the Committee on Student Personnel

Theta Chi Delta
Scholarship cup to the outstanding men's organization
Awarded annually by the Committee on Student Personnel

"W" Club
Election to membership

Women's League
A prize to the outstanding woman student

Women's Physical Education Association
A prize to the outstanding student in that department

GRADUATE SCHOLARSHIPS AND FELLOWSHIPS

Every capable student who is looking forward to administrative, supervisory, or other special types of educational work should be aware of the fact that graduate study is essential for adequate preparation. Western State Teachers College not only encourages its best students to continue in graduate work but also recommends outstanding students for graduate scholarships and fellowships in the leading universities of the country. Although it is not possible to promise every applicant that he will be able to secure such a fellowship or scholarship, it is true that a student who has made an excellent record and shows promise of an exceptional educational future will have the support of the institution in attempting to secure such assistance. In this connection the particular interests of the student need not be confined to the field of education alone, but may concern any field of academic or vocational study in which he has had ample opportunity to demonstrate his ability in undergraduate work.
The Graduate School of the University of Michigan grants to one of our graduates each year a fellowship carrying a stipend of $450. The student receiving this fellowship is recommended by Western State Teachers College as having met the qualifications described in the preceding paragraph. Graduate fellowships and scholarships are available at many other leading universities; applicants for scholarships recommended by Western State Teachers College will receive consideration by the Scholarship Councils of such universities. Interested students should confer with the Committee on Scholarships, of which the registrar is chairman.

UNDERGRADUATE SCHOLARSHIPS

By action of the Michigan State Board of Education there become available for allocation annually a limited number of scholarships for undergraduates. Scholarships falling within Group I cover tuition charges and the major portion of fees. Applications for these scholarships should be addressed to the registrar.

Scholarships falling within Group II cover tuition charges and are available only for students who enroll in the two-year Rural Elementary Curriculum. Applications for these scholarships should be addressed to the County Commissioner concerned.

SCHOLARSHIP AND MEMORIAL FUNDS

The Ernest Burnham Rural Life Fund. Commemorating the twenty-fifth anniversary of Dr. Ernest Burnham's work at Western State Teachers College as the pioneer in rural education in teachers colleges in America, his students, colleagues, and friends established the Burnham Rural Life Fund. A part of this fund has been used to supplement the collection of books on rural life and education in the college library; the remainder has been invested to yield an annual income which may be used for the purchase of additional books, for scholarships in the Department of Rural Education, or for such services in behalf of rural life as the committee in charge shall consider of most value.

The Fannie Ballou Memorial Fund, founded in 1921, in honor of Fannie Ballou, who was for seven years supervisor of the second grade of the Training School, is administered as a loan fund. Loans are awarded to persons of superior ability in the field of elementary education. Preference is given to students in the Department of Early Elementary Education who have completed at least one year of resident work in this college. The administration of this fund is in charge of the Student Loan Fund Committee.

The Debate Scholarship and Loan Fund. In the Fall of 1920, the four debating organizations on the campus, the Senate, the Academy, the Forum, and the Tribunal, combined to start a fund which should be available for loans to worthy debaters and which should eventually be used to award scholarships to debaters. The fund has now passed the two-thousand-dollar mark and has been instrumental in making it possible for several debaters to remain in college. The money is administered as a trust fund and is under the management of the Forensic Board of Control.

The Goldsworthy Scholarship, founded by Amelia Goldsworthy, former head of the Department of Art, provides funds to aid worthy students who give promise in art.

The Harvey Memorial Loan Fund was established in 1925 by the Student Science Club to honor the memory of Dr. LeRoy H. Harvey who was, until his death, the active and inspiring head of the Department of Biology. The fund is administered by the Student Loan Fund Committee. Loans are made to students whose major interest is in the field of science.
The Katherine Mulry Johnson Scholarships were founded in 1926 by Mrs. Johnson, for some time supervisor of the sixth grade in the Training School and later a member of the Department of History of Western State Teachers College, in honor of her mother. These scholarships are awarded annually by a committee from the Department of History to two upper-class women students of superior ability who plan to become teachers of history.

The Matie Lee Jones Memorial Loan Fund, founded in 1929 in honor of Matie Lee Jones, who organized the Department of Physical Education for Women, is available to women students. The fund is administered through a committee consisting of the officers and the faculty advisers of the Women's League.

The Oscar S. Trumble Exchange Club Scholarships. These scholarships, one for a man and one for a woman, are sponsored by the Kalamazoo Exchange Club, in memory of Oscar S. Trumble who, from 1925 to 1936, was Professor of History at Western State Teachers College. They are full tuition scholarships and are limited to students from Kalamazoo County.

The State D. A. R. Scholarship Loan Fund, founded in 1934, has grown to a fund of $500 through gifts made by the State Committee of the Daughters of the American Revolution. The administration of this fund is in charge of the Student Loan Fund Committee.

The Stone D. A. R. Student Loan Fund was established in 1932 through gifts from the Lucinda Hinsdale Stone Chapter of the Daughters of the American Revolution. The fund is administered by the Student Loan Fund Committee.

The Student Health Loan Fund was established in the spring of 1933 with contributions from the Senior Class of that year and the Student Association, amounting to approximately $450.00. Short term loans for medical and dental services are made from this fund, which is administered by the Health Service.

The W. S. T. C. Student Loan Fund. In September, 1912, the nucleus of a student loan fund was established by the gift of $200 from Miss Blanche Hull. This fund has been increased to a total of several thousand dollars. Money is loaned to deserving students on the recommendation of a faculty committee. An interest rate of five per cent is charged and notes are accepted for not to exceed one year. Applications for loans should be made to the Student Loan Fund Committee, of which the registrar is chairman.

IX. HEALTH SERVICE

The aim of the Health Service is two fold: health education (an appreciation of maximal health with an understanding of the measures which help to maintain it) and a cooperative effort to guard the health of the students.

Prefacing this cooperation each student should enter college physically as well equipped for it as possible; with all obvious remedial defects corrected: teeth in good repair; eyes fitted with glasses, if glasses are needed; menacing tonsils removed or under observation, etc. Further, the budget to meet college needs should include a fund available for unexpected illness or accident which might threaten college success.

A health fee of $2.25 a semester, paid upon enrollment, entitles the student to the following services:

1. Medical examinations and conferences
2. Dental examinations and conferences
3. Consideration (and often care) of emergencies
4. Consultatory service for student problems
5. Scheduled skin clinics
6. Hospitalization at rates especially advantageous
7. Laboratory services and clinical tests to determine disease
8. Reports to home physicians and dentists
It is most important that each student completing college be in as perfect health as possible. The position to which he goes expects it.

X. DETAILS OF CURRICULA

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 the Legislature. In 1903 [Public Act 203] the Legislature decreed: “The State Board of Education is hereby authorized and required to prescribe the courses of study for students, to grant such diplomas and degrees and issue such licenses and certificates to the graduates of the several normal schools of the state as said State Board of Education shall determine.”

From time to time the Legislature has also defined the objectives and scope of work of the 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 meagre 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

A. “The program of study outlined for the first and second 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.

B. “This program represents sixty semester hours of work, at least half of which must fall in Groups I, II, III. The student must complete during the first year at least six semester hours of Rhetoric and at least fifteen semester hours from Groups I, II, III.
“The program for the third and fourth years is designed to enable the student

1. To pursue more extensively and intensively courses which acquaint him with the fields of his special interest and which broaden his general education.

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

“Admission to the program of the third and fourth years is based upon the satisfactory completion of the work outlined under (A) above or upon evidence of equivalent work done satisfactorily elsewhere. In addition the student must satisfy such special tests or examinations as may be prescribed to determine his general intelligence, scholastic aptitude, and fitness for the teaching profession.”

SUBJECT GROUPINGS

The 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 consists of at least 120 semester hours of credit and must include:

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

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

1. Not more than 40 semester 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 24 semester hours and at least two minor subjects of not less than 15 semester hours each. Credits in the required Rhetoric and credits in Education which are required in general on all curricula do not count toward majors or minors.
4. No candidate is eligible for the Bachelor's degree who has not done at least 30 semester hours of work in residence and who has not been in residence during the semester or summer session immediately preceding graduation. (An exception is made in the combined pre-professional curricula, page 56.)
5. Courses must be selected so that the requirements in some one of the provisional certificate curricula are fulfilled. (In certain cases this requirement may be waived.)

Major, Minor, and Group Requirements

Regulations and Suggestions

1. In all cases the student should have faculty advice before making his elections.
2. Group requirements I, II, and III, may be satisfied through the use of major and minor sequences.
3. The following courses are not to be counted as satisfying major and minor requirements:
   a. Required courses in rhetoric (See Group I).
   b. Uniformly required courses in education listed under Group IV: Educational Psychology 250, Principles of Teaching 240 or 251, Foundations of Modern Education 353, and Directed Teaching 371, 372.
   c. Courses in the teaching of school subjects or "professional" courses, numbered 300T to 302T. (These give credit in education.)
4. It is preferable not to use education as a major or minor in any undergraduate curriculum.
5. Students and faculty advisers in planning programs to fulfill major, minor, and group requirements, should be guided by the following:
   a. Previous courses in the field pursued by the student, both in high school and college.
   b. The student's special interests and abilities.
   c. The value of courses for cultural development.
   d. The usefulness of courses for teaching or professional preparation.
   e. The applicability of courses toward graduate study.
   f. The curriculum to be pursued.
6. A student who desires recommendation for a position in teaching of a special subject should present at least a minor of 15 semester hours in that field.
   A major and three minors would constitute desirable preparation for a secondary-school teacher.
   A major and two minors, or four minors, are to be included in the preparation of the elementary-school teacher. (See footnotes pages 40 and 44 of Early and Later Elementary Curricula.)
7. In so far as possible major and minor programs should include year-sequences of consecutive courses or consecutive-coherent courses. The former are numbered sequentially, the latter are lettered sequentially. (See p. 22.) Such groupings are made because of essential prerequisites, logical relationships, or obvious supplementation. Programs may be completed with other isolated courses.

8. Isolated or short-sequential requirements of particular curricula need not necessarily be excluded from major or minor groupings, except those listed in 3 above. Examples of such that could be applied to major or minor groupings are:

- Home Economics requirement of 8 semester hours of chemistry could be counted toward a chemistry minor. The Early Elementary requirement of two courses in art could be applied to an art minor. The curriculum in Physical Education for Men requires in Group II, biology, hygiene, anatomy, and physiology, which could be included as part of a minor fulfillment.

9. Valuable correlations or integrations may be secured by noting relationships between fields, such as the literature and history of the same country or period, or history and government, geography and history, science and the fields in which it functions, etc. Minors may on such a basis be related to majors.

10. Illustrations of major, minor, and year groupings are usually listed in the introductory paragraphs of the “Details of Departmental Courses,” pages 90 to 163 and/or in the footnotes of curricula. (Year Book)

**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.)

4. 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, 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 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 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.

(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 ten semester hours of acceptable resident college credit.

Note 4. The holder of a State Secondary Provisional Certificate or a State Secondary Provisional Certificate by meeting the following minimum requirements:

(a) Completion of at least six additional semester 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. (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) The academic training shall include four minors, or a major (may be a group major) and two minors; the equivalent of two minors must be in subjects or subject fields taught in the elementary grades.

(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 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, or the State Limited Renewal Certificate.

(b) The candidate must have earned in addition ten semester hours of acceptable college credit since the date of issue of the last certificate held. Not less than five semester hours must be earned in residence; not to exceed three semester 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 as a graduate from a Michigan County Normal School, he shall complete in residence in this institution at least 30 semester 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, 25 semester hours;
(b) Toward the State Limited Certificate, 25 semester hours.

Note 8. Not more than one-fourth of the number of hours necessary for any certificate or degree may be taken in extension or by correspondence or both. Such credit, however, cannot be applied to modify the minimum or final residence requirements.

Note 9. No teacher's certificate will be granted to any person who is less than eighteen years of age.

Note 10. No teacher's certificate will be granted to any person who is not a citizen of the United States or who has not declared his intention of becoming a citizen.

Academic and Resident Requirements for Degrees and Certificates

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

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

3. For the State Secondary Provisional Certificate the candidate shall—
   a. present credits satisfying a prescribed curriculum aggregating 120 semester hours;
b. have satisfactorily completed in residence at this institution at least 30 semester hours;

c. have been in residence at this institution the semester or summer session immediately preceding graduation;

d. satisfy the requirements for the Bachelor's Degree.

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

**Degrees Defined**

**BACHELOR OF ARTS**

The student who regularly completes a curriculum conforming to the degree requirements and embracing at least 90 semester hours from Groups I, II, and III, including at least 8 semester hours in one foreign language, is eligible for the degree of Bachelor of Arts. If two or more units of one foreign language are presented for entrance, the requirements for foreign language may be waived.

**BACHELOR OF SCIENCE**

1. The student who regularly completes a curriculum conforming to the degree requirements and embracing more than 30 semester hours from Groups IV, V, VI, and VII, is eligible for the degree of Bachelor of Science.

2. The student who otherwise qualifies for the degree of Bachelor of Arts and who has earned at least 54 semester hours in Group II 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 32 to 35 except the professional requirement in Group IV, the degree of Bachelor of Arts or Bachelor of Science may be granted *without the teaching certificate*.

**Additional Regulations Governing Students at Western State Teachers College**

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

2. At the end of the sophomore year all students must have had at least six class hours of physical education.

3. In general, freshmen should not elect two courses in a single department in the same semester. No student should elect more than seven semester hours in a single department in the same semester.

4. All students who expect to receive a degree must present at least 8 semester hours of credit in rhetoric.
5. Not more than a total of 60 semester hours of credit from Groups IV, V, VI, and VII may be accepted for either the Bachelor of Arts or the Bachelor of Science degree.

6. Before being admitted to the regular program of work of the third year, a candidate for a teaching certificate shall have earned at least 8 semester hours in each of the Groups I, II, and III. He shall have maintained at least a C average for work already completed and shall give evidence of his fitness for teaching.

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

8. All students who 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; 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, unless his point-hour ratio is at least 1.0.

XI. DIVISIONS OF GRADUATE STUDY AT TEACHERS COLLEGES

in cooperation with

THE UNIVERSITY OF MICHIGAN

"The Board of Regents of the University of Michigan at their meeting in July, 1938, passed a resolution approving a formal request from the State Board of Education that the University of Michigan cooperate with the four Michigan Teachers Colleges in planning graduate programs of instruction. According to the action taken, a Graduate Division organized and administered in cooperation with the University of Michigan may be set up at each of the Teachers Colleges.

The arrangement provides that all courses offered in the Graduate Division of a Teachers College shall be given by staff members of the University of Michigan who have been approved as graduate instructors, and by such staff members of the Teachers Colleges as have been given status of graduate lecturer of the Graduate School of the University. Students enrolled in a Graduate Division of a Teachers College shall be permitted to complete such requirements for the master's degree as may be satisfied by the courses offered in a Graduate Division of a Teachers College. In some cases it may be possible for a student to complete all of the work for the master's degree on the campus of a Teachers College. In the event that a student completes as much as three-fourths of the requirements for a master's degree through courses offered in a Graduate Division of a Teachers College, this fact shall be indicated on the diploma awarded by the University. All courses are given on the semester basis the same as in the University and the credits earned are counted as credits in the Graduate School of the University. All degrees are granted by the University. The fees charged are the same as are charged for graduate instruction at the University. These fees are:

<table>
<thead>
<tr>
<th>Michigan Student</th>
<th>Non-resident Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees for each semester $55</td>
<td>$75</td>
</tr>
<tr>
<td>Four to six credit hours per semester 25</td>
<td>25</td>
</tr>
<tr>
<td>Three or less credit hours per semester 15</td>
<td>15</td>
</tr>
<tr>
<td>Summer session (six or eight weeks period) 35</td>
<td>35</td>
</tr>
</tbody>
</table>
It is understood that the portion of the fee charged for the University Health Service and other special privileges given University students paying the full semester or summer session fee will be returned to the Graduate Division of the Teachers College in order that that institution may provide such similar service.

The admission requirements for graduate study in a Graduate Division of a Teachers College are the same as for entrance to the Graduate School at the University of Michigan. All students desiring to enroll in such Graduate Divisions must submit credentials of undergraduate work to the Dean of the Horace H. Rackham School of Graduate Studies at the University of Michigan for his approval for admission to graduate study. The student, after receiving such approval, will enroll in the same fashion as regular students in the Graduate School of the University, although the place of enrollment will be at the Teachers College at which the Graduate Division is located.”

XII. THE CURRICULA

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 to students who are preparing to teach an 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 Provisional Certificate Curricula

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>38</td>
</tr>
<tr>
<td>Commerce</td>
<td>39</td>
</tr>
<tr>
<td>Early Elementary</td>
<td>40</td>
</tr>
<tr>
<td>General Degree</td>
<td>55</td>
</tr>
<tr>
<td>Home Economics</td>
<td>41</td>
</tr>
<tr>
<td>Industrial Arts</td>
<td>42</td>
</tr>
<tr>
<td>Junior High School</td>
<td>43</td>
</tr>
<tr>
<td>Later Elementary</td>
<td>44</td>
</tr>
<tr>
<td>Music</td>
<td>45</td>
</tr>
<tr>
<td>Physical Education for Men</td>
<td>46</td>
</tr>
<tr>
<td>Physical Education for Women</td>
<td>47</td>
</tr>
<tr>
<td>Pre-Professional</td>
<td>56-61</td>
</tr>
<tr>
<td>Rural Elementary</td>
<td>48-49</td>
</tr>
<tr>
<td>Rural High School</td>
<td>50</td>
</tr>
<tr>
<td>Senior High School</td>
<td>51</td>
</tr>
<tr>
<td>Special Education</td>
<td>52-54</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 49.
### ART CURRICULUM

**B.S. Degree**

*(For the preparation of teachers and supervisors of art)*

<table>
<thead>
<tr>
<th>Group I. Language and Literature</th>
<th>12 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric (in addition)</td>
<td>8 semester hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group II. Science</th>
<th>12 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Psychology 200 (in addition)</td>
<td>3 semester hours</td>
</tr>
</tbody>
</table>

**Group III. Social Science**

<table>
<thead>
<tr>
<th>Including two semester hours of political science</th>
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</thead>
</table>

**Group IV. Education**

<table>
<thead>
<tr>
<th>Educational Psychology 250</th>
<th>3 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Teaching 251</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Foundations of Modern Education 353</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Art Observation 300T</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Art Supervision 302T</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Directed Teaching 371, 372</td>
<td>8 semester hours</td>
</tr>
</tbody>
</table>

**Group V. Fine Arts**

<table>
<thead>
<tr>
<th>Art Structure 106</th>
<th>3 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial Art 110</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Elementary Design 105</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Figure Drawing 205</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Art Composition 208</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>History of Art 213A, B</td>
<td>6 semester hours</td>
</tr>
<tr>
<td>Commercial Art 214</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Demonstration Drawing 306</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Advanced Design 309</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Advanced Figure Drawing 305</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Advanced Art Composition 308</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Art electives</td>
<td>4-9 semester hours</td>
</tr>
</tbody>
</table>

**Group VII. Physical Education and Health**

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

**Electives (not in art)**

| 13-18 semester hours |

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

2. The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
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 55 and the Pre-Professional suggestions on page 56.)

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

Group II. Science

Biology, botany, chemistry, geology, physics, zoology .................. 6-8 semester hours
Mathematics 100A, B, C; or 103A, B; or 104A, B ......................... 8-10 semester hours
General Psychology 200 .................................................................. 3 semester hours

Group III. Social Science

Principles of Economics 220A, B .................................................. 6 semester hours
Electives in economics ................................................................. 6 semester hours
Survey of American Government 334 ........................................... 2 semester hours

Group IV. Education

Educational Psychology 250 ....................................................... 3 semester hours
Principles of Teaching 251 ......................................................... 2 semester hours
Foundations of Modern Education 353 ......................................... 2 semester hours
Directed Teaching 371, 372 ........................................................ 8 semester hours
Teaching of Vocational Business Subjects 300T ......................... 2 semester hours
Teaching of Social Business Subjects 301T ................................... 2 semester hours
Elective ....................................................................................... 2 semester hours

Group VI. Practical Arts

Introduction to Business 110 ....................................................... 3 semester hours
Retail Selling and Store Service 330 ............................................ 3 semester 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 ...................................... 8 semester hours
(2) Accounting 210A, B and 311 .............................................. 9 semester hours
(3) Cost Accounting 310A, B ................................................. 6 semester hours
(4) Business Law 320A, B ....................................................... 6 semester hours

Group VII. Physical Education and Health

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

Electives ................................................................. 15-21 semester hours

Note.—1. A course in library methods is required.
2. The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
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 ................................................... 12 semester hours
  Rhetoric (in addition) ............................................................ 8 semester hours
  Fundamentals of Speech 105A (in addition) .................................. 3 semester hours

Group II. Science .............................................................................. 12 semester hours
  Nature Study 231A or 231B (in addition) ....................................... 4 semester hours
  General Psychology 200 (in addition) ........................................... 3 semester hours

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

Group IV. Education
  Educational Psychology 250 ............................................................ 3 semester hours
  Principles of Teaching 251 ............................................................. 2 semester hours
  Psychology of Reading 212 ............................................................ 3 semester hours
  Foundations of Modern Education 353 ............................................ 2 semester hours
  Early Elementary Education 200, 305A, B ..................................... 9 semester hours
  Psychology of Childhood 306 .......................................................... 3 semester hours
  Teaching of Handwriting 100T ......................................................... 2 semester hours
  Directed Teaching 371, 372 ............................................................. 8 semester hours

Group V. Fine Arts
  Art Structure 106 ............................................................................ 3 semester hours
  Illustrative Handwork 107 ............................................................... 3 semester hours
  Early Elementary Music 104 ............................................................ 3 semester hours

Group VII. Physical Education and Health
  Physical education: Women are required to take ten class hours, including Physical Education 100, one individual sport, and Early Elementary Physical Education 330. (A class hour is to be interpreted to mean one hour of class work for one semester.)

Electives ................................................................................................ 25 semester hours

Note.—1. A course in library methods is required.
  2. The academic training shall include four minors, or a major (this may be a group major) and two minors. The equivalent of two minors must be in 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.)

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

Group II. Science
- Biology 100A ................................................................. 4 semester hours
- Chemistry 105A, B ....................................................... 8 semester hours
- Hygiene 112 ................................................................. 2 semester terms
- General Psychology 200 .................................................. 3 semester hours
- Household Physics 202 ................................................... 2 semester hours

Group III. Social Science
- Economics of Consumption 223 ...................................... 3 semester hours
- Principles of Sociology 241 ........................................... 3 semester hours
- Electives, including two semester hours of political science 6 semester hours

Group IV. Education
- Educational Psychology 250 .......................................... 3 semester hours
- Principles of Teaching 251 ............................................. 2 semester hours
- Problems in Home Economics Education 300T ..................... 3 semester hours
- Foundations of Modern Education 353 ............................. 2 semester hours
- Directed Teaching 371, 372 .......................................... 8 semester hours
- Elective ................................................................. 2 semester hours

Group V. Fine Arts
- Elementary Design 105 ................................................... 2 semester hours
- Costume Design 209 ...................................................... 2 semester hours
- Home Furnishings 221 ..................................................... 2 semester hours

Group VI. Home Economics
- Problems in Home Living for Young Women 100 ............... 1 semester hour
- Clothing Clinic and Textiles 103 .................................... 3 semester hours
- Foods 111 ................................................................. 3 semester hours
- Clothing 205 .............................................................. 3 semester hours
- Nutrition 211 .............................................................. 3 semester hours
- Family Clothing 305 .................................................... 3 semester hours
- Advanced Foods 311 .................................................... 3 semester hours
- Quantity Food Management 312 .................................... 2 semester hours
- Home Management 322 ................................................ 2 semester hours
- Home Nursing and Family Health 323 ............................ 2 semester hours
- Home Management Practice 324 ................................... 3 semester hours
- Marriage and Family Relationships 325 ......................... 2 semester hours
- Child Development 326 .................................................. 3 semester hours

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

Electives ................................................................. 10 semester hours

Note.—1. A course in library methods is required.
2. One minor subject of 15 semester 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)

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

Group II. Science .......................................................................... 12 semester hours
General Psychology 200 (in addition) .......................................... 3 semester hours

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

Group IV. Education
Educational Psychology 250 ......................................................... 3 semester hours
Principles of Teaching 251 ............................................................ 2 semester hours
Foundations of Modern Education 353 .......................................... 2 semester hours
Shop Organization 300T ............................................................... 1 semester hour
Teaching of Industrial Arts 301T .................................................. 3 semester hours
Directed Teaching 371, 372 ........................................................... 8 semester hours
Elective ......................................................................................... 2 semester hours

Group V. Fine Arts
Art Structure 106 ........................................................................... 3 semester hours

Group VI. Practical Arts
Printing 140A ................................................................................ 3 semester hours
Mechanical Drawing 121A, B ......................................................... 5 semester hours
Advanced Benchwork 106 ............................................................... 3 semester hours
General Shop 202 ........................................................................... 3 semester hours
Woodfinishing 207 .......................................................................... 3 semester hours
General Metal 130A ........................................................................ 3 semester hours
Electives in industrial arts .............................................................. 14-17 semester hours

Group VII. Physical Education and Health
Physical education: Men are required to take ten class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)

Electives (not in industrial arts) ...................................................... 12-15 semester hours

Note.—1. A course in library methods is required.
2. Students who enter without high-school physics must elect Introduction to Physics 105A, 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.
4. The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
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 ......................... 12 semester hours
    Rhetoric (in addition) .................................. 8 semester hours

Group II. Science ............................................ 12 semester hours
    General Psychology 200 (in addition) .................... 3 semester hours

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

Group IV. Education

Educational Psychology 250 ................................ 3 semester hours
Principles of Teaching 251 ................................ 2 semester hours
Foundations of Modern Education 353 ...................... 2 semester hours
Principles of Secondary Education 320 ..................... 3 semester hours
Special Methods (e.g. Teaching of English 300T) ............ 2 semester hours
Directed Teaching 371, 372 ................................ 8 semester hours
Teaching of Handwriting 100T ................................ 2 semester hours

Group VII. Physical Education and Health

Physical education: Women are required to take ten class hours, including Physical Education 100, one individual sport, and Junior- and Senior-High-School Physical Education 332. Men are required to take ten class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)

Electives ..................................................... 51 semester hours

Note.—1. A course in library methods is required.
    2. The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
    3. The major and minors must involve subjects regularly taught in the junior-high-school grades.
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 ........................................ 12 semester hours
Rhetoric (in addition) ...................................................... 8 semester hours
Literature for Children 203 (in addition) ............................... 3 semester hours

Group II. Science
Biology, chemistry, geology, mathematics, physics .................. 8 semester hours
Geography ........................................................................... 8 semester hours
Nature Study 231A or 231B .................................................... 4 semester hours
Hygiene 112 ........................................................................... 2 semester hours
General Psychology 200 ....................................................... 3 semester hours

Group III. Social Science ......................................................... 16 semester hours
Including two semester hours of political science

Group IV. Education
Educational Psychology 250 .................................................. 3 semester hours
Principles of Teaching 251 ..................................................... 2 semester hours
Psychology of Reading 212 .................................................... 3 semester hours
Later Elementary Education 312 ............................................. 3 semester hours
Teaching of Handwriting 100T .............................................. 2 semester hours
Foundations of Modern Education 353 .................................... 2 semester hours
Directed Teaching 371, 372 .................................................... 8 semester hours

Group VII. Physical Education and Health
Physical education: Women are required to take ten class hours, including Physical Education 100, one individual sport, and Later-Elementary Physical Education 331. (A class hour is to be interpreted to mean one hour of class work for one semester.)

Electives ................................................................................. 33 semester hours

Note.—1. A course in library methods is required.
   2. 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 Social Studies 300T
      Group V
      Later Elementary Music 107
      Art Structure 106
   3. The academic training shall include four minors, or a major (this may be a group major) and two minors. The equivalent of two minors must be in subjects or subject fields taught in the elementary grades.
MUSIC CURRICULUM

B.S. Degree

(For the preparation of teachers and supervisors of music)

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

Group II. Science ............................................................. 12 semester hours
General Psychology 200 (in addition) ................................... 3 semester hours

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

Group IV. Education
Educational Psychology 250 ................................................ 3 semester hours
Principles of Teaching 251 .................................................. 2 semester hours
Foundations of Modern Education 353 .................................. 2 semester hours
Music Education 300T, 301T, 302T ....................................... 6 semester hours
Directed Teaching 371, 372 ................................................ 8 semester hours

Group V. Fine Arts
Fundamentals of Music 105A, B .......................................... 6 semester hours
Voice Culture 116A, B, 216A, B .......................................... 8 semester hours
Harmony 209A, B .............................................................. 8 semester hours
History of Music 212A ........................................................ 4 semester hours
Music Appreciation 212B .................................................... 4 semester hours
Advanced Harmony and Musical Analysis 320A, B .................. 6 semester hours
(An elective in music may be substituted)
Orchestration 321A ............................................................ 2 semester hours
Elective in Music .............................................................. 2 semester hours

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

Electives (not in music) .................................................... 12 semester 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.
3. The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
# 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) ........................................... 8 semester hours
- Fundamentals of Speech 105A (in addition) ................. 3 semester hours

### Group II. Science
- General Biology 100A ........................................... 4 semester hours
- Hygiene 112 ...................................................... 2 semester hours
- Anatomy 211A .................................................... 4 semester hours
- Physiology 211B ................................................. 4 semester hours
- General Psychology 200 ...................................... 3 semester hours

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

### Group IV. Education
- Educational Psychology 250 .................................. 3 semester hours
- Principles of Teaching 251 .................................... 2 semester hours
- Psychology of Coaching 301T ................................. 2 semester hours
- Foundations of Modern Education 353 ......................... 2 semester hours
- Organization and Administration of Physical Education 302T 3 semester hours
- Directed Teaching 371, 372 .................................... 8 semester hours

### Group VII. Physical Education and Health
- History and Principles of Physical Education 206 ........... 3 semester hours
- First Aid and Athletic Training 306 .......................... 3 semester hours
- Principles and Technique of Gymnastic Teaching 305 ....... 2 semester hours
- Kinesiology 308 .................................................. 2 semester hours
- Fundamentals and Technique of Football 208 ............... 2 semester hours
- Fundamentals and Technique of Basketball 209 .............. 2 semester hours
- Physiology of Exercise 307 .................................... 2 semester hours
- Fundamentals and Technique of Baseball 210 ............... 2 semester hours
- Fundamentals and Technique of Track and Field 211 ....... 2 semester hours
- Tests and Measurements in Physical Education 309 ......... 3 semester hours
- General Athletics 105A, B .................................. 2 semester hours
- Swimming 310 ............................................... 1 semester hour
- Camping and Scouting 207 .................................... 3 semester hours
- Advanced Athletics 205A, B .................................. 2 semester hours
- Playground and Community Recreation 320 .................... 3 semester hours

## Electives (not in physical education) .......................... 14 semester hours

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

**2.** The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
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 .......... 12 semester hours
Rhetoric (in addition) ......................... 8 semester hours
Fundamentals of Speech 105A (in addition) 3 semester hours

Group II. Science
Biology 100A, B .................................. 8 semester hours
Hygiene 112 ..................................... 2 semester hours
Anatomy 211A ................................... 4 semester hours
Physiology 211B .................................. 4 semester hours
General Psychology 200 .......................... 3 semester hours

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

Group IV. Education
Educational Psychology 250 .................... 3 semester hours
Principles of Teaching 251 ...................... 2 semester hours
Foundations of Modern Education 353 ........ 2 semester hours
Methods in Physical Education 300T .......... 3 semester hours
Administration and Organization of Physical Education 301T 2 semester hours
Directed Teaching 371, 372 ..................... 8 semester hours

Group V. Fine Arts
Music Construction 110 ........................ 2 semester hours

Group VII. Physical Education and Health
Introduction to Physical Education 170 .......... 2 semester hours
First Aid 271 ..................................... 1 semester hour
Playground Organization 270A, B .............. 4 semester hours
Applied Anatomy 273 ............................ 3 semester hours
Theory of Athletics 274A, B, C ................. 6 semester hours
Theory of Swimming 275 ........................ 1 semester hour
Theory of the Dance 370 .......................... 1 semester hour
Individual Gymnastics 373 ....................... 3 semester hours
Principles of Physical Education 374 .......... 2 semester hours
Modern Problems in Physical Education 375 .... 2 semester hours
Community Recreation, Scouting, Camp Fire 376 2 semester hours
Health Education 185 ............................ 2 semester hours

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

Electives (not in physical education) ............. 13 semester hours

Note.—1. A course in library methods is required.
2. The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
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\(^2\) .......................... 12 semester hours
Rhetoric (in addition) ........................................ 8 semester hours

Group II. Science
Biology, chemistry, geology, mathematics, physics ........ 8 semester hours
Introductory Geography 105A, B ............................ 5 semester hours
General Psychology 200 ....................................... 3 semester hours

Group III. Social Science (including two semester hours of political science)
Rural Economics 240 (in addition) .......................... 6 semester hours
Rural Sociology 240 (in addition) .......................... 3 semester hours

Group IV. Education
Educational Psychology 250 .................................. 3 semester hours
Principles of Teaching 240 .................................. 2 semester hours
Foundations of Modern Education 353 ...................... 2 semester hours
Rural Education 340 .......................................... 2 semester hours
Rural Education (advanced courses) ......................... 4 semester hours
Curriculum 145 ............................................... 3 semester hours
Directed Teaching 371, 372 .................................. 8 semester hours

Group V. Fine Arts
Art Structure 106 .............................................. 3 semester hours
Rural School Music 109 ....................................... 3 semester hours

Group VI. Practical Arts
Personal and Social Problems 120 or equivalent ........... 1 semester hour

Group VII. Physical Education and Health
Physical education: Women are required to take ten class hours, including Physical Education 100, one individual sport, and Rural School Physical Education 233. Men are required to take ten class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)

Electives .......................................................... 41 semester hours

Note.—1. A course in library methods is required.
2. Fundamentals of Speech 105A, B may be included in this group.
3. Students will choose among the following according to the suggestion of the departmental adviser:
   - Group II
     - Rural School Agriculture 105
     - Hygiene 112
     - Nature Study 231A or 231B
   - Group IV
     - Arithmetic 101T
     - Psychology of Reading 212
     - Stories for Childhood 208
     - Teaching of Geography 300T
     - Teaching of Handwriting 100T
     - Teaching of Social Studies 300T
   - Group V
     - Industrial Art 110
   - Group VII
     - Health Education 185
4. The academic training shall include four minors, or a major (this may be a group major) and two minors. The equivalent of two minors must be in subjects or subject fields taught in the elementary grades.
INFORMATION FOR NEW STUDENTS

RURAL ELEMENTARY CURRICULUM (Two Years)
(60 semester hours)

(Leading to a three-year certificate for teachers “in schools not having grades above the eighth”)

Group I. English 6 semester hours
Rhetoric (in addition) 3 semester hours

Group II. Science 8 semester hours

Group III. Social Sciences 3 semester hours
Rural Economics 240
Rural Sociology 240
Elective

Group IV. Education 3 semester hours
Curriculum 145
Principles of Teaching 240
Directed Teaching 271
Rural Education 340
Elective

Group V. Fine Arts
Art Structure 106 or Rural School Music 109 3 semester hours

Group VI. Practical Arts
Personal and Social Problems or equivalent 1 semester hour

Group VII. Physical Education and Health
Physical education: Women must take Physical Education 100 and Rural School Physical Education 233. Men are required to complete a minimum of six class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)

Electives 17-18 semester hours

Note.—1. A course in library methods is required.
2. “... 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 8.
3. Fundamentals of Speech 105A may be included in this group.
4. Rural School Agriculture 105 or Nature Study 231A or Nature Study 231B; Introductory Geography 105A; and Health Education 185 or Hygiene 112 are among the courses advised 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. Arithmetic 101T and Teaching of Handwriting 100T are electives in this group.
7. Provision has been made in this “limited time” curriculum for a flexibility of choice among both group and general electives, under the guidance of the departmental adviser, that will facilitate the supplementation of the most obviously needed subject matter and personal background of the individual student.
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* ........................................ 12 semester hours
Rhetoric (in addition) .................................................... 8 semester hours

Group II. Science .......................................................... 12 semester hours
General Psychology 200 (in addition) .................................... 3 semester hours

Group III. Social Science (including two semester hours of political science) .................. 6 semester hours
Rural Economics 240 (in addition) ....................................... 3 semester hours
Rural Sociology 240 (in addition) ....................................... 3 semester hours

Group IV. Education
Educational Psychology 250 ............................................... 3 semester hours
Principles of Teaching 240 ............................................... 2 semester hours
Foundations of Modern Education 353 ................................... 2 semester hours
Rural Education 340 ......................................................... 2 semester hours
Rural Education (advanced courses) ..................................... 4 semester hours
Directed Teaching 371, 372 ................................................. 8 semester hours

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

Electives ................................................................. 52 semester hours

Note.—1. A course in library methods is required.
2. Fundamentals of Speech 102A, B may be included in Group I.
3. The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
4. Students must elect a methods course in either the major or the minor field.
5. The remaining units are to be taken in groups of 3 or miscellaneous with the consent of the adviser.

Rural Agricultural High School Curriculum: Students desiring to complete their degrees and receive Smith-Hughes vocational agricultural teaching certificates from Michigan State College may meet the requirements by completing the first two years of this curriculum. As sequences they should elect 14 semester hours from Animal Husbandry 106, 107, 108; Soils 201 (this course should be preceded by one year of college chemistry); Farm Crops 202; Horticulture 203; also, if desired, General Shop 202 and Rural School Shop 203. The remaining sequences should be chosen with the consent of the adviser.
INFORMATION FOR NEW STUDENTS

SENIOR HIGH SCHOOL CURRICULUM
A.B. or B.S. Degree
(For the preparation of teachers of Grades 9, 10, 11, 12)

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

Group II. Science ............................................................... 12 semester hours
General Psychology 200 (in addition) .................................... 3 semester hours

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

Group IV. Education
Educational Psychology 250 .................................................. 3 semester hours
Principles of Teaching 251 ................................................... 2 semester hours
Special methods (e.g., Teaching of Social Studies 300T) .............. 2 semester hours
Foundations of Modern Education 353 ................................... 2 semester hours
Principles of Secondary Education 320 ................................... 3 semester hours
Directed Teaching 371, 372 ................................................... 8 semester hours

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

Electives ............................................................... 53 semester hours

Note.—1. A course in library methods is required.
2. The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
SPECIAL EDUCATION CURRICULUM—1

B.S. Degree

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

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

Group II. Science
   General Biology 101A, B ........................................ 8 semester hours
   Hygiene 112 (or Health Education 185) ......................... 2 semester hours
   General Psychology 200 ......................................... 3 semester hours
   Abnormal Psychology 305 ....................................... 2 semester hours

Group III. Social Science
   Principles of Sociology 241, Modern Social Problems 242. . 6 semester hours
   Political science .............................................. 2 semester hours
   Elective ......................................................... 4 semester hours

Group IV. Education
   Educational Psychology 250 .................................. 3 semester hours
   Principles of Teaching 251 ...................................... 2 semester hours
   Education of Exceptional Children 331 ......................... 2 semester hours
   Mental Tests 307 ............................................... 2 semester hours
   Mental Deficiency 332 ......................................... 2 semester hours
   Mental Hygiene 335A, B ......................................... 4 semester hours
   Methods of Teaching Subnormal Children 337 ................... 1 semester hour
   Foundations of Modern Education 353 ......................... 2 semester hours
   Directed Teaching 371, 372 ................................... 8 semester hours

Group V. Fine Arts
   Illustrative Handwork 107 ...................................... 3 semester hours

Group VI. Practical Arts
   Special Education Shop 208 .................................... 2 semester hours

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

   Electives ....................................................... 42 semester 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 academic training shall include a major (this may be a group major) and two minors, or four minors. The equivalent of two minors must be in subjects or subject fields taught in the elementary grades.
SPECIAL EDUCATION CURRICULUM—2

B.S. Degree
(For the preparation of teachers of occupational therapy)

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

Group II. Science
Science or mathematics ................................................. 5 semester hours
General Biology 101A, B .................................................. 8 semester hours
General Psychology 200 .................................................. 3 semester hours
Abnormal Psychology 305 ............................................... 2 semester hours

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

Group IV. Education
Educational Psychology 250 .......................................... 3 semester hours
Principles of Teaching 251 ............................................ 2 semester hours
Education of Exceptional Children 331 ......................... 2 semester hours
Mental Deficiency 352 ................................................. 2 semester hours
Foundations of Modern Education 353 ......................... 2 semester hours
Directed Teaching 373 ............................................... 4 semester hours

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

Electives ................................................................. 13 semester hours

Note.—1. A course in library methods and two semester hours of physical education are required.
2. In addition to the above 80 semester hours of college work, the student must spend 27 months at the Kalamazoo State Hospital and affiliated hospitals for which 40 semester hours of college credit is allowed on this curriculum only.
3. Sixty semester hours of college credit must be earned before the student is admitted to the study of Occupational Therapy at the Kalamazoo State Hospital. Twenty additional semester 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)

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</tr>
<tr>
<td>Educational Psychology 250</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Principles of Teaching 251</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Applied Speech Correction 300T</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Mental Tests 307</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Mental Hygiene 335A</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Foundations of Modern Education 353</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Directed Teaching 371, 372</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td><strong>Group VII.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education and Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education: Women are required to take ten class hours, including Physical Education 100 and one individual sport. Men are required to take ten class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>40</td>
</tr>
</tbody>
</table>


**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 105A, 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, p. 159.
3. The academic training shall include a major and two minors in subjects or subject fields in which the applicant expects to teach.
GENERAL DEGREE CURRICULUM
A.B. or B.S. Degree

(For liberal and pre-professional education)

Students who do not have in mind preparation for teaching may elect basic courses which provide a general education or which satisfy preliminary requirements for other professional curricula. When such a program of work is carried on for four years and conforms to the degree requirements stated on pages 31 and 35, 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.........................12 semester 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) ........................................8 semester hours

Group II. Science ...............................................12 semester 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.................................12 semester hours
History, political science, philosophy, economics, sociology.

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

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

Note.—1. A course in library methods is required.
2. The total minimum requirement is 120 semester hours.
XIII. PRE-PROFESSIONAL CURRICULA

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

Rhetoric 106 A, B ........................................ 6 semester hours
Trigonometry and College Algebra 103 A, College Algebra
and Analytic Geometry 103 B ............................... 10 semester hours
or
College Algebra and Analytic Geometry 104 A, B ........... 8 semester hours
General Biology 100 A, B .................................. 8 semester hours
or
General Chemistry 100 A, B or 101 A, B .................. 8 semester hours
Description of Industry (Economics) 125 ................... 3 semester hours
History 105 A, B or 108 A, B or 109A, B .................. 6 or 8 semester hours
Fundamentals of Speech 105 A, B ......................... 5 semester hours
French or German or Spanish 100 A, B or 102 A, B ........ 8 semester hours

Second Year

English (selected in the field of literature) ............... 2 to 8 semester hours
Principles of Economics 220 A, B .......................... 6 semester hours
Mathematics 200, or 205 A, B, or 211, or 227, or 228 2 to 9 semester hours
Accounting (Commerce) 210 A, B .......................... 6 semester hours
General Psychology 200 .................................... 3 semester hours
Political Science 230 A, B .................................. 6 semester hours
Sociology 241, 242 ......................................... 6 semester hours
French or German or Spanish 100 A, B or 102 A, B ........ 8 semester hours

Third and Fourth Years

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

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

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

First Year
Rhetoric 106 A, B .............................................. 6 semester hours
General Biology 100 A, B ........................................ 8 semester hours
Elective (see notes below) ........................................ 16 term hours

Second Year
General Chemistry 100 A, B or 101 A, B ......................... 8 semester hours
Physics 203 A, B .................................................. 10 semester hours
Elective ............................................................ 12 semester hours

Third Year
Organic Chemistry 306 A, B ...................................... 10 semester hours
Elective ............................................................ 20 semester hours

Note.—1. A course in library methods is required.
2. Women are required to take two semesters of physical education. Men are required to take a minimum of six class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)
3. If ½ unit of plane trigonometry is not presented by a student, the deficiency must be made up (Trigonometry 100 C, 3 semester 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 30.

ENGINEERING

First Year
Rhetoric 106 A, B .............................................. 6 semester hours
Trigonometry and College Algebra 103 A, College Algebra
and Analytic Geometry 103 B .................................... 10 semester hours
or
College Algebra and Analytic Geometry 104 A, B ................ 8 semester hours
General Chemistry 100 A, B, or 101 A, B ....................... 8 semester hours
Fundamentals of Speech 105 A .................................. 3 semester hours
Descriptive Geometry 222 ........................................ 3 semester hours
Mechanical and Machine Drawing 221 ............................ 3 semester hours

Second Year
Calculus 205 A, B ............................................... 8 semester hours
Physics 203 A, B .................................................. 10 semester hours
Principles of Economics 220 A, B ................................ 6 semester hours
Labor Problems 325 A, B ......................................... 4 semester hours
Elective ............................................................ 2 semester hours

Note.—A course in library methods and a minimum of six class hours of physical education are required. (A class hour is to be interpreted to mean one hour of class work for one semester.)
INFORMATION FOR NEW STUDENTS

FORESTRY
(Combined Curriculum in Letters and Forestry)

First Year

Rhetoric 106 A, B ........................................ 6 semester hours
General Biology 100 A, B ................................ 8 semester hours
Elective (see notes below) ................................ 16 semester hours

Second Year

General Chemistry 100 A, B or
General Chemistry 101 A, B ............................. 8 semester hours
Physics 203 A, B ............................................. 10 semester hours
Elective ....................................................... 12 semester hours

Third Year

Organic Chemistry 306 A, B .............................. 10 semester hours
Elective ...................................................... 20 semester hours

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

2. Women are required to take two semesters 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 semester.)

3. If ½ unit of plane trigonometry is not presented by a student, the deficiency must be made up (Trigonometry 100 C, 3 semester 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 30.

JOURNALISM

First Year

Rhetoric 106 A, B ........................................ 6 semester hours
General Biology 100 A, B ................................ 8 semester hours
or
General Chemistry 100 A, B ................................ 8 semester hours
United States History 201 A, B ............................ 6 semester hours
French, German, or Spanish 100 A, B .................... 8 semester hours

Second Year

Chief American Poets 121 or American Prose 122 ............. 3 semester hours
General Psychology 200 .................................... 3 semester hours
Principles of Sociology 241; Modern Social Problems 242 .... 6 semester hours
American Government 230 A, B ............................ 6 semester hours
Principles of Economics 220 A, B ........................... 6 semester hours
Economic History of the United States 312 ..................... 3 semester hours
Electives ..................................................... 3 semester hours

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

2. Women are required to take two semester hours of physical education. Men are required to take a minimum of six class hours. (A class hour is to be interpreted to mean one hour of class work for one semester.)

3. Since journalists are using the typewriter constantly, it is of great advantage to the student to acquire facility in typing. It is strongly recommended that the student who is not already a proficient typist should take a course in Typewriting.
LAW
(Combined Curriculum in Letters and Law)
University of Michigan Law School
Detroit College of Law

First Year

Rhetoric 106 A, B .................................................. 6 semester hours
Trigonometry and College Algebra 103 A, College Algebra
and Analytic Geometry 103 B ........................... 10 semester hours
or
General Chemistry 100 A, B .............................. 8 semester hours
or
General Biology 100 A, B .............................. 8 semester hours
English History 109 A, B ...................................... 6 semester hours
Latin, French, German, or Spanish 100 A, B .............. 8 semester hours

Second Year

English Literature 107 A, B .................................. 6 semester hours
or
Shakespeare 214, A, B ...................................... 6 semester hours
United States History 201 A, B ............................ 6 semester hours
Principles of Economics 220 A, B ....................... 8 semester hours
Physics 203 A, B .................................................. 10 semester hours

Third Year

American Government 230 A, B .............................. 6 semester hours
Principles of Sociology 241 and Modern Social
Problems 242 ....................................................... 6 semester hours
General Psychology 200 ....................................... 3 semester hours
Fundamentals of Speech 105 A, B ........................ 6 semester hours
Electives—Sufficient to make total of ........... 90 semester hours

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

2. Women are required to take two semesters 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 semester.)

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 210 A, B (6 semester hours) is substituted.
# MEDICINE

University of Michigan

Medical School

The Medical School requires 90 semester hours of pre-medical 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:

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

# WAYNE UNIVERSITY

College of Medicine

(Combined Curriculum in Letters and Medicine)

**First Year**

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

**Second Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Literature 107 A, B</td>
<td>6</td>
</tr>
<tr>
<td>Physics 203 A, B</td>
<td>10</td>
</tr>
<tr>
<td>Chemistry 201</td>
<td>5</td>
</tr>
<tr>
<td>French or German</td>
<td>8</td>
</tr>
</tbody>
</table>

**Third Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantitative Analysis 202</td>
<td>5</td>
</tr>
<tr>
<td>Organic Chemistry 306 A, B</td>
<td>10</td>
</tr>
<tr>
<td>Principles of Economics 220 A, B</td>
<td>6</td>
</tr>
<tr>
<td>Principles of Sociology 241</td>
<td>8</td>
</tr>
<tr>
<td>Psychology 200</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy 211 A</td>
<td>4</td>
</tr>
<tr>
<td>Advanced Rhetoric 323</td>
<td>2</td>
</tr>
</tbody>
</table>

Note:—1. A course in library methods is required.
2. Women are required to take two semesters 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 semester.)
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*

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106 A, B</td>
<td>6 semester hours</td>
</tr>
<tr>
<td>General Biology 100 A, B</td>
<td>8 semester hours</td>
</tr>
<tr>
<td>Modern Europe 108 A, B</td>
<td>8 semester hours</td>
</tr>
<tr>
<td>United States History in the sophomore year</td>
<td>8 semester hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Sociology 241</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Social Psychology 243</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>General Psychology 200</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Principles of Economics 220 A, B</td>
<td>6 semester hours</td>
</tr>
<tr>
<td>United States History 201 A, B</td>
<td>6 semester hours</td>
</tr>
</tbody>
</table>

*Second Year*

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Rhetoric 323</td>
<td>2 semester hours</td>
</tr>
</tbody>
</table>

*Third Year*

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any 2 or 3 of the following advanced sociology courses:</td>
<td></td>
</tr>
<tr>
<td>Modern Social Problems 242</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>The Family 341</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Criminology 342</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Mental Deficiency 332</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Mental Hygiene 335 A, B</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>American Government 230 A, B</td>
<td>6 semester hours</td>
</tr>
</tbody>
</table>

*Fourth Year*

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any 1 or 2 of the following (to complete 4 required courses in advanced sociology):</td>
<td></td>
</tr>
<tr>
<td>Rural Sociology 245</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Urban Sociology 340</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Population 343</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Principles of Social Work 348</td>
<td>4 semester hours</td>
</tr>
<tr>
<td>Social Work Practice 349</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Psycho-Educational Problems 309</td>
<td>2 semester hours</td>
</tr>
</tbody>
</table>

*Professional training for social work is today largely restricted to the graduate level by the leading schools of social work. This pre-professional curriculum permits from 49 to 53 hours of electives, only recommended courses being indicated in the above outline. Therefore students pursuing it should plan to complete a curriculum conforming to the degree requirements. Social science should be the field of major sequences, while a minor sequence may be chosen from any field of special interest to the student. If a certificate in teaching is also desired, courses must be selected so that the requirements in some one of the certificate curricula are fulfilled. Note.—A course in library methods is required.
XIV. COURSES OPEN TO FRESHMEN

1939-1940

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 Art Appreciation

Biology

100A, B General Biology

Anatomy, Physiology, and Sanitary Science

112 Hygiene

Chemistry

100A, B General Chemistry (If you have had no Chemistry in High School)
101A, B General Chemistry (If you have had High School Chemistry)
105A, B General Chemistry (If interested in Home Economics)

Commerce

100A, B Shorthand and Typewriting
110 Introduction to Business

Education and Psychology

100 Introduction to Learning and Adjustment

Rural Education

145 Curriculum

Health Education

185 Health Education

English

99 Grammar Drill
106A, B Rhetoric

Literature

107A, B English Literature
121 Chief American Poets
122 American Prose
124A, B General Literature
**Geography and Geology**

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

**Handwriting**
- 100T: Teaching of Handwriting

**Home Economics**
**Orientation Course for Freshmen**
- 100: Problems in Home Living for Young Women

**Clothing and Textiles**
- 103: Clothing Clinic and Textiles
- 105: Elementary Design

**Foods and Nutrition**
- 111: Foods

**Home Management, Child Development, and Family Relationships**
- 120: Personal and Social Problems

**Industrial Arts**
**Wood**
- 100: Woodshop
- 106: Advanced Benchwork

**Drawing**
- 120: General Mechanical Drawing
- 121A, B: Mechanical Drawing

**Metal**
- 130A, B: General Metal

**Printing**
- 140A, B: Printing
- 141: Printing

**Languages**
**French**
- 100A, B: Elementary French (if you are a beginner)
- 102A, B: Intermediate French (if you have had two years of French in High School)

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

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

Spanish

100A, B  Elementary Spanish (if you are a beginner)
102A, B  Intermediate Spanish (if you have had two years of Spanish 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 College Algebra
103B  College Algebra and Analytic Geometry (if you did not have Trigonometry in High School)
104A, B  College Algebra and Analytic Geometry (if you had Trigonometry in High School)
112  Applied Mathematics
115  College Algebra
116  Analytic Geometry

Music

100A, B  Foundations of Music
104  Early Elementary Music
107  Later Elementary Music
109  Rural School Music
108S  Music Appreciation for Rural Schools
110  Music Construction

For Specializing Students

105A, B  Fundamentals of Music
116A, B  Voice Culture
130  Women's Glee Club
131  Men's Glee Club
132  Orchestra
133  Band
134  Auxiliary Choir

Physical Education for Men

102A, B  Physical Education
105A  General Athletics and Elementary Gymnastics
105B  Elementary Gymnastics and Outdoor Games
Physical Education for Women

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

For Specializing Students
Physical Education Practice

151A, B  Physical Education

Physical Education Theory

170  Introduction to Physical Education

Physics

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

Rural Education

145  Curriculum

The Social Sciences

Economics

125  Description of Industry

History

105A, B  Development of European Civilization
108A, B  Modern Europe
109A, B  English History

Speech

99  Special Speech Problems
105A, B  Fundamentals of Speech
106  Informal Speaking
XV. 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.

XVI. ROOMS AND BOARD

1. Where should students room? A list of approved rooms is available in the offices of the Dean of Women and the Dean of Men. Students may not live in rooms other than those on the list without special permission. It is well to make arrangements for a room before the opening of the school year.

Students are expected to stay the full college year in the rooms first engaged, changes being made only with the approval of the deans.

The period for which students pay full rent is from the day they arrive until the day after college officially closes for the semester. One-half the rent should be paid for the Christmas and spring vacations, unless the room is being vacated.

A deposit of the first week’s rent is required of a student taking a room. Payment of rent should be made weekly in advance.

If a student is allowed to move at the end of a semester, two weeks’ notice should be given the matron.

Women students interested in living in Walwood Hall Residence for Women should make application to Mrs. Bertha S. Davis, Dean of Women. Men students desiring accommodations in the new Men’s Dormitory should address Mr. Ray C. Pellett, Dean of Men.

2. 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.
3. 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.

**XVII. 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.

**XVIII. 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.

**XIX. 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.

**XX. 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.

**XXI. 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) semester 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 twelve (12) semester 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.

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) semester hours during the previous regular semester.

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

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

3. If he did not earn a minimum of nine (9) honor points the previous regular semester (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 semester of residence
1. If he is not enrolled in and in regular attendance at classes carrying a minimum of twelve (12) semester hours of academic credit
2. If he is on probation

b) During subsequent regular semesters in residence
1. If he did not carry a minimum of eleven (11) term hours of work for college credit during the previous regular semester
2. If he did not receive credit for each course for college credit he carried during the previous regular semester
3. If he did not earn a minimum of nine (9) honor points the previous semester
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.

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

XXII. 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 semester.

8. Must I have an identification photo taken?
When a student enrolls for the first time, he is required to have an identi-
fication 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 con-
sult?
The Registrar.

16. If we wish to make reservations for a meeting of any nature, whom
should we consult?
The Registrar.
17. 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.

18. 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.

19. 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.

20. For whom is “Education 100.” (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.

21. 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 63-66).

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 1939-1940.

22. 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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