1943

Details of Curricula 1943-1944

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DETAILS
of
CURRICULA

KALAMAZOO, MICHIGAN
1943 - 1944
DETAILS OF CURRICULA

PURPOSE AND CONTROL OF MICHIGAN COLLEGES OF EDUCATION

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

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

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

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

Objectives and General Scope of Curricula

A. The program of study outlined for the first and second years in the curricula of the Michigan Colleges of Education is organized to serve, among others, the following purposes:

1. To provide the student with essential factual information; to give him an introduction to methods of thought and work and to provide such opportunities for study and growth as may lead to a well-rounded general education.

2. To prepare the student for undertaking the more advanced and specialized work embraced in the curricula of the third and fourth years of the Colleges of Education or 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 Instructional Departments of the Michigan Colleges of Education are classified in groups as follows:

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

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

Group III. Social Science
- Economics, history, philosophy, political science, sociology

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

Group V. Fine Arts
- Art, music

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

Group VII. Physical Education and Health
- Health, physical education

DEGREES DEFINED

BACHELOR OF ARTS (AND TEACHING CERTIFICATE)

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

BACHELOR OF SCIENCE (AND TEACHING CERTIFICATE)

1. The student who regularly completes a curriculum conforming to the degree requirements and embracing more than 30 semester hours from Groups IV, V, 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 either the degree of Bachelor of Science or the degree of Bachelor of Arts.

**GENERAL DEGREE (WITHOUT TEACHING CERTIFICATE)**

Students, who do not have in mind preparation for teaching, may elect basic courses which provide a general education or which satisfy preliminary requirements for other professional curricula. When such a program of work is carried on for four years and conforms to the degree requirements stated on pages 5 to 7, except the professional requirements in Group IV, the degree of Bachelor of Arts or Bachelor of Science may be granted without the teaching certificate.

**SECOND BACHELOR’S DEGREE**

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

**DEGREE REQUIREMENTS**

Any curriculum leading to the Bachelor’s Degree and Teacher’s Certificate consists of at least 120 semester hours of credit and must include:

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

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

1. Not more than 40 semester hours may be taken in any one subject.

2. At least three-fourths of the work beyond the second year must be in courses not open to first year students.

3. The student must complete a major subject of at least 24 semester hours and at least two minor subjects of not less than 15 semester hours. (A candidate for the elementary provisional certificate may present, instead, 4 minors, 15 semester hours each.) Credits in the required English composition and credits in Education which are required in general on all curricula do not count toward majors or minors.

4. No candidate is eligible for the Bachelor’s degree who has not done at least 30 semester hours of work in residence and who has not been in residence during the semester or summer session immediately preceding graduation. (An exception is made in the combined pre-professional curricula. See page 24).

5. Courses must be selected so that the requirements in some one of the provisional certificate curricula are fulfilled.

6. Students who wish to qualify for the Bachelor’s Degree without the teacher’s certificate will not be required to take the work prescribed under Group IV but must satisfy all the other requirements.
MAJOR AND MINOR REQUIREMENTS AND REGULATIONS

Requirements

(A major is a sequence of courses totaling a minimum of 24 semester hours; a minor is a sequence of courses totaling a minimum of 15 semester hours. Students may, if conditions permit, elect beyond this minimum up to a maximum of 40 hours offered by any department. The maximum permitted in Groups IV-VII is 60 hours.)

1. General Degree (without Teaching Certificate.) The academic training shall include a major and two minors. (See page 91 of 1943-1944 Yearbook.

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

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

Regulations and Suggestions

1. In the “Details of Departmental Courses,” pages 105 to 206, see the introductory statement for each department preceding its description of courses, for its approved major and minor course sequences. Students should consult the departmental advisers for approval of their major and minor programs.

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

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

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

5. It is permissible to use as a “group” major a combination of courses from related departments, as in the several science departments and in the several social science departments, if and as approved by departmental advisers.

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

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

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

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

*Note.—See State Certification Code, page 18, paragraph 5.
Restrictions

1. It is usually not permissible to use education as a major or minor in any undergraduate curriculum.

2. The following courses are not to be counted as satisfying major and minor requirements:
   a. Required courses in rhetoric (See Group I).
   b. Uniformly required courses in education from Group IV: Human Growth and Development 251, Introduction to Directed Teaching 240 or 351, and Directed Teaching, Laboratory in Education, and General Educational Problems 370 A, B, C.
   c. Professional courses numbered 300T to 302T. These are courses in teaching school subjects, hence give credit in education.

3. A combination of foreign languages, or of English or American literature with a foreign language, is not permissible. The major or minor must be in one language only.

4. Mathematics may not be combined with Science (physics, geography, chemistry, biology) for a major or minor sequence.

REQUIREMENTS FOR GRADUATION

Degrees and Certificates

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

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

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

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

D. The State Limited Certificate. Qualifies the holder to teach in the State of Michigan for a period of three years from date of issue in any school district except a school district which maintains an approved high school. (See Note 3; also “Important Directions to Holders of Limited Certificates Based on the Michigan Teachers' Certification Code” on succeeding pages.)

Academic and Residence Requirements for Degrees and Certificates

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

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

C. For the *State Secondary Provisional Certificate* the candidate shall—

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

D. For the *State Limited Certificate* the candidate shall—

a. present credits satisfying a prescribed curriculum aggregating 60 semester hours;
b. have satisfactorily completed in residence in this institution 15 semester hours;
c. have been in residence in this institution the semester or summer session immediately preceding graduation;

Note 1. The holder of the State Elementary Provisional Certificate may be issued the State Elementary Permanent Certificate when the candidate shall have met the following conditions:

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

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

Note 2. The holder of the State Secondary Provisional Certificate may be issued the State Secondary Permanent Certificate provided the candidate shall have met the following conditions:

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

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

(c) The candidate must have earned in addition ten semester hours of acceptable college credit.

Note 3. A candidate presenting credits as a graduate of a Michigan County Normal School and who in addition thereto presents entrance credits satisfying the requirements of this institution shall be granted:

(a) Toward the Provisional Certificate, 25 semester hours;

(b) Toward the State Limited Certificate, 25 semester hours;

Note 4. Not more than one-fourth of the number of hours necessary for any certificate or degree may be taken in extension or by correspondence or both. Such credit, however, cannot be applied to modify the minimum or final residence requirements.
Note 5. No teacher's certificate will be granted to any person who is less than eighteen years of age.

Note 6. No teacher's certificate will be granted to any person who is not a citizen of the United States or who has not declared his intention of becoming a citizen.

"Important Directions to Holders of Limited Certificates Based on the Michigan Teachers' Certification Code

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

A. To the holder of the State Limited Certificate or of the State Limited Renewal Certificate.

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

(a) Subsequent to the date of issue of the last certificate held, the candidate must have acquired 10 semester hours of credit, of an average grade of "C" or better, earned in an institution or accepted by an institution approved by the State Board of Education. These credits must be applicable toward the requirements of the curriculum prescribed for the State Provisional Certificate eventually desired.

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

B. To the holder of the County Limited Certificate or of the County Limited Renewal Certificate.

1. The holder of a County Limited Certificate may be issued (two times) a County Limited Renewal Certificate each valid for two years provided the candidate shall have met the following conditions:

(a) Subsequent to the date of issue of the last certificate held, the candidate must have acquired 10 semester hours of credit, of an average grade of "C" or better, earned in an institution or accepted by an institution approved by the State Board of Education. These credits must be applicable toward the requirements of the curriculum prescribed for the State Limited Certificate and for the State Provisional Certificate.

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

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

Additional Regulations Governing Students at Western Michigan College of Education

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

2. At the end of the sophomore year all students except those enrolled in the two-year curricula must have had at least six class hours of physical education.

3. In general, freshmen should not elect two courses in a single department in the same semester. No student should elect more than 10 semester hours in a single department in the same semester.

4. All students who expect to receive a degree must present at least 8 semester hours of credit in rhetoric.

5. Not more than a total of 60 semester hours of credit from Groups IV, V, VI, and VII may be accepted for either the Bachelor of Arts or the Bachelor of Science degree.

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

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

8. All students who expect to obtain a degree and teaching certificate are required to present credits in the following courses: Human Growth and Development 251, Introduction to Directed Teaching 240 or 351, and Directed Teaching, Laboratory in Education, and General Educational Problems 370 A, B, C.

9. A student will not be permitted to carry directed teaching, unless his point-hour ratio is at least 1.0.

10. All students must take the equivalent of six hour lectures in political science. This is a legal requirement.
GRADUATE DIVISION
in cooperation with
The Horace H. Rackham School of Graduate Studies
University of Michigan

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

Graduate courses have been offered by the Graduate Division of Western Michigan College of Education since February, 1939. An attempt is made to keep the work balanced by offering a considerable proportion of the courses in cognate fields, and at the same time by giving all courses in education for which there is a demand. The courses offered are open, not only to students just entering upon a program of advanced study, but also to those who have already completed some of the work for the master's degree at the University. Such students should ascertain in advance whether the particular courses offered may be included as a part of their master's program.

All degrees are awarded by the University of Michigan. Students taking work in the Graduate Division shall be permitted to complete such requirements for the master's degree as may be satisfied by courses offered in the division. Unless specifically stated otherwise, a minimum of one summer session of full-time work on the campus of the University is required of all applicants for the master's degree.

Registration for the first semester of the Graduate Division will be on Saturday, September 25, 1943, from 9 to 12 A. M., and from 1 to 4 P. M. Registration for the second semester will be on Saturday, February 5, 1944, at the same hours. All students who enroll later than these dates must pay in addition to the regular fee a penalty of one dollar for each day of late registration until a maximum penalty of three dollars is incurred. Registration will take place in the Graduate Division office, Room 106, Administration Building.

All classes for the first semester will begin on Saturday, October 2, and will continue through Saturday, January 29. All classes for the second semester will begin on Saturday, February 12, and continue through Saturday, May 21, 1944. All classes meet two class hours each Saturday during the semester. In general, courses give two semester hours credit. (Consult Schedule of Classes for instructors, hours, and places of meeting.) Prerequisites for a course should be carefully determined by the student before enrolling in the course. Generally speaking, prerequisites for courses are, in addition to graduation from a four-year curriculum in an accepted college or university, one year of work of college grade in the field of the subject elected. In some cases, courses may require specific prerequisites or an amount of prerequisite credit in excess of the general requirement.

The normal program of work during a semester for a student devoting full time to graduate work is twelve hours. The program of work done by students devoting only part time to graduate study and paying the reduced-
program fee varies from two to six hours, but no student in part-time attendance who is engaged in full-time teaching or other such employment shall be allowed to elect more than four hours of work during a semester.

The semester fees must be paid in advance and no student can enter upon his work until after such payment. These fees are payable at the beginning of the first semester in September and at the beginning of the second semester in February. The fees are as follows:

<table>
<thead>
<tr>
<th>Fee for each semester</th>
<th>Michigan Students</th>
<th>Nonresident Students</th>
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</thead>
<tbody>
<tr>
<td>Reduced-program fees:</td>
<td></td>
<td></td>
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<tr>
<td>Two hours credit</td>
<td>$60</td>
<td>$100</td>
</tr>
<tr>
<td>Four hours credit</td>
<td>16</td>
<td>26</td>
</tr>
<tr>
<td>Six hours credit</td>
<td>32</td>
<td>42</td>
</tr>
</tbody>
</table>

In case of complete voluntary withdrawals after the beginning of any one semester, refunds are made as follows:

- 100 per cent—up to two weeks
- 50 per cent—more than two weeks and less than four weeks
- 40 per cent—more than four weeks and not later than eight weeks

Undergraduates who, at the beginning of a given semester, are within six semester hours of graduation or, at the beginning of a summer session, within four hours of graduation are permitted to register in the Graduate Division. Such students must complete the undergraduate requirements and receive the bachelor's degree while doing work in the Graduate Division during the first semester or summer session there. These students must register for such work at the Graduate Division Office.

Undergraduate students who wish to carry graduate courses for undergraduate credit (numbered in the 400 group) must secure written permission from Dr. Elmer H. Wilds, Director of the Graduate Division, but enrollment should follow the regular plan for undergraduates.

For students who are within six hours of graduation and who enroll in a combination program of graduate and undergraduate work, the fees are as follows:

1. Undergraduate students who elect five or more hours in the Graduate Division shall pay the announced fee of $60.00 for Michigan students and $100.00 for nonresident students for full-time enrollment in the Graduate School; but no additional fees will be charged for undergraduate work. This fee of $60.00 is paid in the Graduate Office but covers both graduate and undergraduate enrollment.

Undergraduate students who elect less than five hours in the Graduate Division shall pay the usual part-time undergraduate enrollment fees and the part-time graduate fees covering the work they elect.

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

The graduate courses for which credit will be given have been selected through cooperation of the Advisory Council of the College and the Graduate Adviser to the Colleges from the Graduate School of the University of Michigan.

The privileges of admission are open to students who hold the bachelor's degree, or its equivalent, from schools of recognized standing and who are otherwise qualified to pursue with profit the work offered.

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

1. Two complete official transcripts of scholastic records to date must be sent to the Graduate School Office in advance of registration. These transcripts should specify degrees obtained, courses completed, scholarship grades attained, and the basis of grading. One copy will be retained in the office of
the Graduate School at the University; the other copy will be filed in the office of the Graduate Division.

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

Students who fail to make previous arrangements for admission may submit their credentials to the director of the Graduate Division and be given tentative admission, pending review by the Dean of the Graduate School.

A student should have in view a fairly complete program of studies before enrolling in the courses offered. The director of the Graduate Division will assist the student in formulating such a program and recording it on the Schedule of Study blank which must be reviewed by the Graduate Adviser to the Colleges and submitted by him to the Dean of the Graduate School for approval. Alterations in the program, resulting from the dropping or adding of courses, must receive approval in similar fashion.

Twenty-four semester hours of graduate credit chosen with the advice and approval of the Graduate Adviser to the Colleges, Dr. Clifford Woody, plus a master's thesis, are required for graduation. Eighteen hours of this graduate credit must be residence credit, earned either at the University or at a Graduate Division. In certain cases students may apply for the privilege of taking six extra hours of credit instead of writing a thesis. However, this application may be made only after twelve hours of credit have been earned. Of the twenty-four hours regularly required for the master's degree, at least twelve hours must be earned in full-time attendance during a semester or during two summer sessions. A student must complete his work for the master's degree within six years after his first enrollment in the Graduate School.

Students who desire credit must meet all the requirements set by the instructor. These include attendance, collateral reading reports, term papers, examinations, etc. An average grade of B is required for graduation. A grade lower than B for a given subject does not necessarily bar a student from obtaining credit for a graduate course, provided such a grade is balanced by other work of uniformly high character.

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

Questions not answered by these sources should be addressed to Dr. C. S. Yoakum, Dean of the Horace H. Rackham School of Graduate Studies, University of Michigan, Ann Arbor; Dr. Clifford Woody, Graduate Adviser to the Colleges of Education, University of Michigan, Ann Arbor; or Dr. Elmer H. Wilds, Director of the Graduate Division, Western Michigan College of Education, Kalamazoo, Michigan.
HEALTH EDUCATION

An off-campus course in health education, Health Education 301, is offered throughout the year. It is a laboratory course in which the teacher, children, and others cooperate in developing healthful living in school, home, and community. The school officials of a county in cooperation with the institution organizing the course will arrange the time and the centers for meetings. Class meetings will cover 24 hours divided into eight three-hour periods and will be spent in developing a guiding point of view for the work, in broadening the teachers' and others' awareness of healthful living, and in discussion of reports on problems being developed. In addition to class work the instructor will visit each class member in his working situation, conferences will be held with groups, and a report of accomplishments will be required.

Anyone may enroll for the course who is eligible to earn college level credits, who has a group with which to work, and who is recommended by the county school commissioner or superintendent. A background in hygiene, health education, or science is expected. Due to the type of work being done, it is desirable to set a minimum of 20 students to a group and a maximum of 30.

Credit may be earned as follows: 2 semester hours of graduate extension credit applying toward the master's degree or 3 semester hours of undergraduate extension credit applying toward the bachelor's degree. Fees are $8.00 a point, or $16.00, for graduate credit and $5.00 a semester hour, or $15.00, for undergraduate credit.

A loan library service has been developed, and with the cooperation of the University of Michigan Library Extension reference materials may be obtained for use in developing problem solving experiences.
THE CURRICULA

Programs of study in Western Michigan College of Education 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 needs, his interests, and his 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

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<td>Pre-Professional</td>
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<td>Secondary</td>
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<tr>
<td>Special Education</td>
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2. Specific details for the two-year curriculum leading to a State Limited Certificate in rural elementary education are outlined on page 22.

3. Details concerning the Accelerated Rural Elementary curriculum (Fifty semester hours) are given on page 23.

4. Courses for the two-year curriculum in Vocational Aviation Mechanics, and the Pilot Training Ground School are listed on page 34.

5. Two two-year curricula are offered in Business Education, Cooperative Program in Retailing, pages 33 and Secretarial Training, pages 33, 34.

6. Accelerated Programs of Study.

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

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

Full information regarding accelerated programs may be secured from the registrar.
ELEMENTARY CURRICULUM
A.B. or B.S. Degree

State Elementary Provisional Certificate

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

Group Requirements

(See page 4 for Subject Groupings)

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

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

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

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

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

Group VI. Practical Arts

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

Electives ............................................................................. 46 semester hours

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

<table>
<thead>
<tr>
<th>Early Elementary</th>
<th>Rural Elementary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Later Elementary</td>
<td>Special Education</td>
</tr>
</tbody>
</table>

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

It is possible for students to specialize by presenting minors not only in the
general subject-matter fields, but in the special fields as well, of art, home eco-
nomics, industrial arts, music, physical education, and special education.

3. Students majoring in art, music, or physical education for women may
choose either the State Elementary Provisional Certificate or the State Secondary
Provisional Certificate. Either certificate will authorize the candidate (student)
to teach his specified special subject in (both) the elementary and the secondary
grades when the candidate qualifies in both fields.

4. Certain courses in some departments may not be counted toward satisfying
the minimum group requirements. See course descriptions, pages 74 to 113.
(1943-1944 Yearbook).

5. A course in library methods is required.

6. For further information regarding details of specialization in a department
or field, see introductory paragraphs for each department, pages 74 to 113.
(1943-1944 Yearbook).
SECONDARY CURRICULUM
A.B. or B.S. Degree
State Secondary Provisional Certificate
(For preparation of teachers of Grades 7, 8, 9, 10, 11, 12)

Group Requirements
(See page 4 for Subject Groupings)

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

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

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

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

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

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

Note.—1. The student, in conference with his counselor, should choose courses on the
basis of his special needs and interests.

2. The academic training shall include one major and two minors in subjects
or subject fields in which the applicant expects to teach.

It is possible for students to specialize by presenting minors not only in the
general subject-matter fields, but in the special fields as well, of art, business
education, home economics, industrial arts, music, and physical education.

3. Students majoring in art, music, or physical education for women may
choose either the State Elementary Provisional Certificate or the State Secondary
Provisional Certificate. Either certificate will authorize the candidate (student)
to teach his specified special subject in (both) the elementary and the secondary
grades when the candidate qualifies in both fields.

4. Certain courses in some departments may not be counted toward satisfying
the minimum group requirements. See course descriptions, pages 74 to 113.
(1943-1944 Yearbook).

5. A course in library methods is required.

6. For further information regarding details of specialization in a department
or field, see introductory paragraphs for each department, pages 74 to 113. (1943-
1944 yearbook).
SPECIAL EDUCATION CURRICULUM

B.S. Degree

State Elementary Provisional Certificate

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

<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></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Biology 101A, B</td>
<td>8 semester hours</td>
</tr>
<tr>
<td>Hygiene 112 (or Health Education 285)</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>General Psychology 200</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Abnormal Psychology 305</td>
<td>3 semester hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group III. Social Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Sociology 241</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Modern Social Problems 242</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Political science</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Elective</td>
<td>4 semester hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group IV. Education</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Growth and Development 251</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Mental Testing 307</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Mental Deficiency 332</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Introduction to Mental Hygiene 335</td>
<td>3 semester hours</td>
</tr>
<tr>
<td>Methods of Teaching Subnormal Children 337</td>
<td>2 semester hours</td>
</tr>
<tr>
<td>Directed Teaching, Laboratory in Education, and General Educational Problems 370A, B, C</td>
<td>15 semester hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group V. Fine Arts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Illustrative Handwork 107</td>
<td>3 semester hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group VI. Practical Arts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Education Shop 208</td>
<td>2 semester hours</td>
</tr>
</tbody>
</table>

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

| Electives                         | 37 semester hours |

Note.—1. One of the courses in directed teaching must be with normal children, and the other two with subnormal children.

2. The academic training shall include a major (this may be a group major) and two minors, or four minors. The equivalent of two minors must be in subjects or subject fields taught in the elementary grades or in special classes for mentally retarded children.

3. A course in library methods is required.
OCCUPATIONAL THERAPY CURRICULUM

B.S. Degree

State Elementary Provisional Certificate

(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 ...................................... 3 semester hours

Group III. Social Science ...................................... 12 semester hours

Including two semester hours of political science

Group IV. Education

Human Growth and Development 251 .......................... 3 semester hours

Introduction to Special Education 331 ...................... 2 semester hours

Introduction to Directed Teaching 351 ...................... 3 semester hours

Foundations of Modern Education 353 ....................... 3 semester hours

Methods of Teaching Arts and Crafts (Kalamazoo State Hospital) ......................... 2 semester hours

Directed Teaching 374 ......................................... 5 semester hours

Group V. Art ...................................................... 4 semester hours

Occupational Therapy .......................................... 20 semester hours

Undifferentiated credit (Kalamazoo State Hospital) ....... 18 semester hours

Electives ....................................................... 9 semester hours

Note.—1. In addition to the above 80 semester hours of college work, the student must spend 25 months at the Kalamazoo State Hospital and affiliated hospitals for which 40 semester hours of college credit is allowed on this curriculum only. Two semester hours of the 40 allowed is credited in education, and 20 semester hours is credited toward a major in occupational therapy.

2. Thirty semester hours of college credit must be earned before the student is admitted to the study of occupational therapy at the Kalamazoo State Hospital. Fifty additional hours of credit must be earned by the student during the 27 months of training in occupational therapy.

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

4. A course in library methods is required.

5. This course is open to women students only.
# SPEECH CORRECTION CURRICULUM

**B.S. Degree**

State Elementary Provisional Certificate

*(For the preparation of teachers of speech correction)*

**Group I. Language and Literature**
- Rhetoric (in addition) ........ 8 semester hours
- Fundamentals of Speech 105A, B .... 5 semester hours
- Introduction to Speech Correction 230 .......... 3 semester hours
- Principles of Speech Correction 251 .......... 3 semester hours
- Phonetics 31S ..................... 3 semester hours
- Basic Voice and Speech Science 319 .......... 3 semester hours

**Group II. Science**
- General Biology 101A, B ............... 8 semester hours
- Hygiene 112 ................................ 2 semester hours
- Physical Science 100A, B ................. 6 semester hours
- General Psychology 200 .................. 3 semester hours
- Abnormal Psychology 305 ................. 3 semester hours
- Mental Testing 307 ...................... 2 semester hours

**Group III. Social Science**
- Principles of Sociology 241 ............. 3 semester hours
- Modern Social Problems 242 ............... 3 semester hours
- Political science ........................ 2 semester hours
- Electives ................................ 4 semester hours

**Group IV. Education**
- Psychology of Reading 212 .............. 3 semester hours
- Human Growth and Development 251 ........ 3 semester hours
- Applied Speech Correction 300T ............ 3 semester hours
- Introduction to Special Education 331 .... 2 semester hours
- Mental Hygiene 335 ...................... 2 semester hours
- Introduction to Directed Teaching 351 ..... 3 semester hours
- Directed Teaching, Laboratory in Education, and General Educational Problems 370A, B, C ... 15 semester hours

**Group VII. Physical Education and Health**

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

Electives .................................. 28 semester hours


**Note.**
1. The student, in conference with his counselor, should choose courses on the basis of his special needs and interests.
2. The student must present a major in Special Education (speech correction). Two minors are also required and are usually in Social Science, Science, Languages, or Psychology.
3. Certain courses in some departments may not be counted toward satisfying the minimum group requirements. See course descriptions, pages 105 to 206, (1943-1944 Yearbook).
4. A course in library methods is required.
5. For further information regarding details of specialization in a department or field, see introductory paragraphs for each department, pages 105 to 206, (1943-1944 Yearbook).
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 5 to 7, except the professional requirements in Group IV and such other special requirements as concern professional training for teaching, the degree of Bachelor of Arts or Bachelor of Science may be granted without a teaching certificate.

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

Group Requirements

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

Rhetoric (in addition) .................................................. 8 semester hours

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

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

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

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

Note.—1. The total minimum requirement is 120 semester hours.
2. One major and two minor sequences must be included.
3. A course in library methods is required.
RURAL ELEMENTARY CURRICULUM (Two Years)

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

Group I.† English† 6 semester hours
     Rhetoric 106A (in addition) 3 semester hours

Group II.  Science† 8 semester hours

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

Group IV.  Education†
     Curriculum 145 3 semester hours
     Introduction to Directed Teaching 240 3 semester hours
     Directed Teaching 271 3 semester hours
     Rural Education 340 2 semester hours
     Elective 4 semester hours

Group V. and VI.  Fine and Practical Arts†
     Personal and Social Problems 120 or equivalent 1 semester hour
     Elective 5 semester hours

Group VII.  Physical Education and Health†
     Women: Physical Education 100 and Rural School Physical Education 283 5 class hours

Library Methods Non-credit

Electives† 13 semester hours

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

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

1. Fundamentals of Speech 105A; Chief American Poets 121; American Prose 122; Literature for Children 203.
2. Rural School Agriculture 105 or Nature Study 231A or Nature Study 231B; Introductory Geography 105A; Health Education 285 or Hygiene 112.
3. United States History 201B and "A course of six one hour lectures or the equivalent shall be given in political science."—Michigan School Laws, Section 898; Revision of 1940.
4. Arithmetic 101T; Teaching of Handwriting 100T; Psychology of Reading 212; Human Growth and Development 251. Those selected students permitted to do Directed Teaching 271 in the field while in residence there for six weeks receive 5 instead of 3 semester hours credit.
5. Art Structure 106; Rural School Music 109; Industrial Art 110; Auxiliary Choral 134.
6. A class hour is to be interpreted to mean one hour of class work each week for one semester. Men: Physical Education 102A; 102B; 103A; 103B; Early American Dancing 101; Social Dancing 122. Women: Early American Dancing 101; Social Dancing 122; Swimming 110; Tennis 113.

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

ACCELERATED RURAL ELEMENTARY CURRICULUM
(Fifty Semester Hours)

In order to help meet the present emergency an accelerated program is being offered. Special permits to teach in rural schools will be granted students completing not less than fifty of the required sixty semester hours in the RURAL ELEMENTARY CURRICULUM. The course must include Directed Teaching 271 and other provisions in the sixty semester hour curriculum.

The accelerated curriculum selected under the guidance of the departmental counselor may be completed in one year plus two nine-weeks summer sessions or one year plus one semester.

The special certificate granted upon the satisfactory completion of the accelerated curriculum is valid for one year only. In order to qualify to teach after the expiration of this certificate the candidate must have met the requirements for the State Limited or higher certificate.

DEGREES IN RURAL EDUCATION

Elementary or Secondary Degree Curriculum with major attention given to preparation for work in rural communities: The Rural Elementary Curriculum (Two Years) includes foundation courses for the degree, and students are encouraged to complete one of the four-year curricula—elementary or secondary—at the earliest possible time. Counsel and additional courses are provided by the Department of Rural Education for those students having as their major interest further professional specialization to prepare them more adequately for the many exacting demands upon those working as teachers, principals, superintendents, county commissioners, supervisors or helping teachers in rural communities, be they open country, village, or town. Students preparing to work in the elementary field will choose their four minors and additional courses from among both group and general electives that will facilitate individualization on the basis of personal and professional needs. They will seek especially to prepare for the grades and subject areas of the entire elementary field.

Students preparing to work in the secondary school will choose their majors, minors, and additional subject-matter fields in several areas, mindful of the variety of teaching and extra-curricula demands to be met in the smaller high schools.

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

It is no longer possible for a student to enter professional colleges and universities directly from high school. Pre-professional college training is now required. Most of the best professional schools of the country have prescribed more or less definitely the nature of the college work prerequisite to professional training. The amount of college training required by leading universities in preparation for the various professions, such as law, medicine, and dentistry, has in late years been materially increased. Dentistry, formerly requiring three years, now requires six; medicine, formerly a four-year course, now requires seven years; etc. A number of professions, 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 these professions.

For the most part, the additional college work now required is of a cultural nature, or is definitely preparatory to professional courses to be taken later. Examples of the latter are work in mathematics basic to engineering, and the social sciences essential to law and social work. Western Michigan College of Education offers two and, in some cases, three or four years of work preparatory to professional study.

Pre-professional curricula have been developed in Business Administration, Dentistry, Engineering, Forestry, Journalism, Law, Medicine, and Social Work. In addition to the standard pre-professional curricula, combined curricula approved by the State Board of Education have been specially arranged with the various professional schools of certain colleges and universities. In these curricula, the student, after successfully completing the three-year curriculum as outlined, may apply for admission to the professional school or college of which he has met the requirements. If admitted, the student will, after a year of successful work in the professional school be granted the A.B. or B.S. degree by Western Michigan College of Education, providing all General Degree requirements for the Bachelor's Degree have been satisfied. (See page 5). It will be seen that this shortens by one year the time necessary for obtaining both degrees.

The professional schools and colleges with which Western Michigan College of Education has agreements concerning combined curricula reserve the right to refuse admission for certain reasons. Because of this, Western Michigan College of Education cannot guarantee that a student successfully completing combined curricula will be admitted to the professional school of his choice. If the student contemplates entering some college or university other than those with which combined curricula have been arranged, he should procure a catalog of the institution he plans to attend, to assist the advisers in mapping out his course. A minimum of two years in residence including the junior year is required for the Bachelor's Degree in the combined curricula. Combined curricula have been arranged with the Schools of Dentistry, Engineering, Forestry, and Law of the University of Michigan. There are also combined curricula with the College of Medicine, Wayne University; the Detroit College of Law; the Schools of Commerce and Journalism of Northwestern University; and the Kalamazoo State Hospital.

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

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

First Year

Rhetoric 106A, B .................................................. 6 semester hours
General Biology 100A, B ......................................... 8 semester hours
Animal Husbandry 106, 107, 108 ................................ 8 semester hours
Electives (to be selected from United States History 201A, B; Trigonometry and College Algebra 103A; or Trigonometry 100C) .................................................. 9-10 semester hours

Second Year

General Chemistry 100A, B, or 101A, B .......................... 8 semester hours
Farm Crops 202 ..................................................... 3 semester hours
Soils 201 .................................................................... 3 semester hours
Fundamentals of Speech 105A ..................................... 3 semester hours
General Psychology 200 ............................................. 3 semester hours
Horticulture 203 ....................................................... 2 semester hours
Electives (to be selected from Principles of Economics 220A, B; Bacteriology 212A; Surveying 210; or United States History 210A, B.) .......................... 8-10 semester hours

BUSINESS ADMINISTRATION

The University of Michigan and Michigan State College now give the degree of Bachelor of Business Administration. The work of the first two years consists of liberal arts subjects which may be taken at Western Michigan College and transferred to these institutions. The course outlined below meets these requirements. The same agreement exists with the School of Commerce, Northwestern University.

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 or
General Biology 100 A, B ............................................ 8 semester hours or
General Chemistry 100 A, B, or 101 A, B ........................ 8 semester hours
History 105 A, B, or 108 A, B, or 109 A, B ..................... 6-8 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) .................... 2-8 semester hours
Principles of Economics 220 A, B ................................ 6 semester hours
Mathematics 200, or 205 A, B, or 211, or 227, or 228 ....... 2-9 semester hours
Accounting (Business Education) 210 A, B .................... 6 semester hours
General Psychology 200 .......................................... 3 semester hours
Political Science 230 A, B ......................................... 6 semester hours
Principles of Sociology 241 ....................................... 3 semester hours
Modern Social Problems 242 ...................................... 3 semester hours
French or German or Spanish 100 A, B, or 102 A, B ......... 8 semester hours
## DENTISTRY
(Combined Curriculum in Letters and Dentistry)

### First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester 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>Electives (see note below)</td>
<td>16</td>
</tr>
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</table>

### Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Chemistry 100 A, B, or 101 A, B</td>
<td>8</td>
</tr>
<tr>
<td>Physics 203 A, B</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>12</td>
</tr>
</tbody>
</table>

### Third Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
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</thead>
<tbody>
<tr>
<td>Organic Chemistry 306 A, B</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>20</td>
</tr>
</tbody>
</table>

Note.—In the selection of electives the student should plan to meet the General Degree requirements in Groups I, II, and III. See page 59.

## ENGINEERING
(Combined Curriculum in Letters and Engineering)

### First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
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<tbody>
<tr>
<td>Rhetoric 106A, B</td>
<td>6</td>
</tr>
<tr>
<td>Trigonometry and College Algebra 103A, College Algebra and Analytic Geometry 103B</td>
<td>10</td>
</tr>
<tr>
<td>or College Algebra and Analytic Geometry 104 A, B</td>
<td>8</td>
</tr>
<tr>
<td>General Chemistry 101A, B</td>
<td>8</td>
</tr>
<tr>
<td>Mechanical and Machine Drawing 221</td>
<td>3</td>
</tr>
<tr>
<td>Descriptive Geometry 222</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>2-4</td>
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### Second Year

#### Chemical and Metallurgical

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td>Calculus 205A, B</td>
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</tr>
<tr>
<td>Mechanics, Heat, and Sound 203A, Electricity and Light 203B</td>
<td>10</td>
</tr>
<tr>
<td>Engineering Materials 210</td>
<td>3</td>
</tr>
<tr>
<td>Qualitative Analysis 201, 202</td>
<td>10</td>
</tr>
<tr>
<td>Metal Processing 211</td>
<td>2</td>
</tr>
</tbody>
</table>

### Third Year

#### Chemical and Metallurgical

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Economics 220A, B</td>
<td>6</td>
</tr>
<tr>
<td>Organic Chemistry 306A, B</td>
<td>10</td>
</tr>
<tr>
<td>or Language (German preferred)</td>
<td>8</td>
</tr>
<tr>
<td>Statics 320</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Rhetoric 323</td>
<td>2</td>
</tr>
<tr>
<td>Fundamentals of Speech 105A</td>
<td>3</td>
</tr>
<tr>
<td>Social Science electives</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
<td>2-4</td>
</tr>
</tbody>
</table>
### Second Year

**Aeronautical, Civil, Electrical, Marine, and Mechanical**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus 205A, B</td>
<td>8</td>
</tr>
<tr>
<td>Mechanics, Heat, and Sound 203A, Electricity and Light 203B</td>
<td>10</td>
</tr>
<tr>
<td>Engineering Materials 210</td>
<td>3</td>
</tr>
<tr>
<td>Metal Processing 211</td>
<td>2</td>
</tr>
<tr>
<td>Fundamentals of Speech 105A</td>
<td>3</td>
</tr>
<tr>
<td>Group I electives</td>
<td>6-8</td>
</tr>
</tbody>
</table>

### Third Year

**Aeronautical, Civil, Electrical, Marine, and Mechanical**

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

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

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


---

### FORESTRY

*(Combined Curriculum in Letters and Forestry)*

**First Year**

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

**Second Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Chemistry 100 A, B, or General Chemistry 101 A, B</td>
<td>8</td>
</tr>
<tr>
<td>Botany 221 A, B</td>
<td>8</td>
</tr>
<tr>
<td>Principles of Economics 220 A, B</td>
<td>6</td>
</tr>
<tr>
<td>Electives (to be selected from physics; Botany 222; Speech 105 A, B; Sociology 241, 242; literature or language)</td>
<td>8</td>
</tr>
</tbody>
</table>

**Third Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Geology 230</td>
<td>3</td>
</tr>
<tr>
<td>Surveying 210</td>
<td>3</td>
</tr>
<tr>
<td>Electives (to be selected from American Government 230, American State and Local Government 231; Geology 230 A, B; Organic Chemistry 306 A, B; Zoology 242; Botany 335; Geography 312 or 325)</td>
<td>24</td>
</tr>
</tbody>
</table>

**Note.**—In the selection of electives the student should plan to meet the General Degree requirements in Groups I, II, and III. See page 21.
JOURNALISM
(Approved by the University of Michigan and Northwestern University as part of requirement toward degree in Journalism.)

First Year
Rhetoric 106A, B ........................................ 6 semester hours
General Biology 100A, B ................................ 8 semester hours
or
General Chemistry 100A, B ................................ 8 semester hours
United States History 201A, B .......................... 6 semester hours
French, German, or Spanish 100A, B .................. 8 semester hours
Electives .................................................... 2 or 3 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 ................................ 3 semester hours
Modern Social Problems 242 ............................... 3 semester hours
American National Government 230 ....................... 3 semester hours
American State and Local Government 231 ............... 3 semester hours
Principles of Economics 220A, B .......................... 6 semester hours
Economic History of the United States 312 ............... 3 semester hours
Electives ..................................................... 3 or 4 semester hours

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

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

LAW
(Combined Curriculum in Letters and Law)
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 100A, B ................................ 8 semester hours
College Algebra and Analytic Geometry 104A, B ................ 8 semester hours
or
Introduction to Physical Science 105A, B ................ 6 semester hours
or
General Biology 100A, B .................................... 8 semester hours
English History 109A, B .................................... 6 semester hours
Latin, French, German, or Spanish 100A, B (Latin preferred) ......................................................... 8 semester hours

Second Year
English Literature 107A, B ................................ 6 semester hours
or
Shakespeare 214A, B ........................................ 6 semester hours
United States History 201A, B ............................. 6 semester hours
Principles of Economics 220A, B .......................... 6 semester hours
Accounting 210A, B ......................................... 6 semester hours
General Psychology 200 (University of Michigan) ........ 3 semester hours
### Third Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits (Semester Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>American National Government 230</td>
<td>3</td>
</tr>
<tr>
<td>American State and Local Government 231</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Sociology 241</td>
<td>3</td>
</tr>
<tr>
<td>Modern Social Problems 242</td>
<td>3</td>
</tr>
<tr>
<td>Public Finance 320</td>
<td>3</td>
</tr>
<tr>
<td>Electives (to be selected from Speech 105A, B; Money and Credit 221A, B; language or literature, or laboratory science)</td>
<td>15</td>
</tr>
</tbody>
</table>

**Note.**—1. An average scholarship of two honor points is required by the University of Michigan Law School.

2. The above requirements are those of the University of Michigan Law School. Those of the Detroit College of Law are the same except 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 pre-medical requirements must include the following:

- **English** ........................................... 6 semester hours
- **Chemistry** ......................................... 14 semester hours
- **Physics** ............................................ 8 semester hours
- **Biology** ............................................ 8 semester hours
- **French, German, or Spanish** .................. 12-16 semester hours
- **Electives to total** ............................. 90 semester hours

### Wayne University College of Medicine

(Combined Curriculum in Letters and Medicine.)

The Medical School requires 90 semester hours of pre-medical work of college level, preceded by graduation from an approved high school.

#### First Year

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

#### Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits (Semester Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Literature 107A</td>
<td>3</td>
</tr>
<tr>
<td>Physics 203A, B</td>
<td>10</td>
</tr>
<tr>
<td>Chemistry 201, 202</td>
<td>10</td>
</tr>
<tr>
<td>French or German</td>
<td>8</td>
</tr>
</tbody>
</table>

#### Third Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits (Semester Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Literature 107B</td>
<td>3</td>
</tr>
<tr>
<td>Organic Chemistry 306A, B</td>
<td>10</td>
</tr>
<tr>
<td>Principles of Economics 229A, B</td>
<td>6</td>
</tr>
<tr>
<td>Principles of Sociology 241</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 230</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy 211A</td>
<td>4</td>
</tr>
<tr>
<td>Advanced Rhetoric 223</td>
<td>2</td>
</tr>
</tbody>
</table>

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

2. Credit in trigonometry must be presented before the student may begin the study of physics.
NURSING
(Combined Curriculum in Letters and Nursing)
Bronson Hospital, Kalamazoo

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

First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric</td>
<td>6</td>
</tr>
<tr>
<td>General Biology</td>
<td>8</td>
</tr>
<tr>
<td>Modern European History</td>
<td>6</td>
</tr>
<tr>
<td>Electives*</td>
<td>10</td>
</tr>
</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy and Physiology (for Nurses) 213</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry (for Nurses) 106</td>
<td>4</td>
</tr>
<tr>
<td>Hygiene and Bacteriology (for Nurses) 214</td>
<td>4</td>
</tr>
<tr>
<td>Sociology (for Nurses) 244</td>
<td>2</td>
</tr>
<tr>
<td>Nutrition 219</td>
<td>2</td>
</tr>
<tr>
<td>General Psychology 200</td>
<td>3</td>
</tr>
</tbody>
</table>

Third and Fourth Years at Bronson Hospital

Fifth Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English or Foreign Language</td>
<td>12</td>
</tr>
<tr>
<td>Advanced Rhetoric 323</td>
<td>2</td>
</tr>
<tr>
<td>Survey of American Government 334</td>
<td>2</td>
</tr>
<tr>
<td>Modern Social Problems 242</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>11</td>
</tr>
</tbody>
</table>

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

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

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

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

(Combined Curriculum in Letters and Occupational Therapy)

Kalamazoo State Hospital

First Year

Rhetoric 106A, B ........................................ 6 semester hours
Biology 101A, B ........................................ 8 semester hours
Art ...................................................... 4 semester hours
Electives under guidance ............................. 12 semester hours

Second Year (First Semester)

General Psychology 200 .................................. 3 semester hours
Introduction to Special Education 331 .................. 2 semester hours
Anatomy and Physiology (for nurses) 213 .............. 4 semester hours
Electives under guidance ................................. 4-6 semester hours
(Three afternoons per week are spent at the Kalamazoo State Hospital.)

Second Year (Second Semester) and Third Year

Student spends full time at Kalamazoo State Hospital for eleven months during which time she completes the courses in arts and crafts required under Occupational Therapy in the teacher preparation curriculum (page 19). After this, she goes on affiliation to other hospitals for nine months, all of which will occupy her time until the first month of her fourth year when she returns to Kalamazoo.

Fourth Year

Advanced Rhetoric 323 .................................. 2 semester hours
Abnormal Psychology 305 ................................ 2 semester hours
or
Mental Hygiene 335 ...................................... 3 semester hours
Electives sufficient to satisfy requirements for graduation.
(Three afternoons per week during the first semester are spent at the Kalamazoo State Hospital.)

Note.—1. Forty semester hours of college credit applicable to this curriculum only are allowed for the work done at the Kalamazoo State Hospital and affiliated hospitals. Twenty semester hours of the 40 allowed may be credited toward a major in occupational therapy. The remaining 30 hours is undifferentiated credit which may not be counted on minors or group requirements.

2. A student may transfer credit earned at other colleges acceptable to the registrar of Western Michigan College of Education, but in no case may a student receive a degree who has earned less than 30 semester hours of credit from this institution beyond the 40 semester hours allowed for the work at the Kalamazoo State Hospital. Credits earned must satisfy group requirements and also that of a major and two minors.

3. The student may accelerate her program by attending the summer session of her first year and by taking correspondence or extension courses while she is away from the campus. It is possible in this way to graduate with the degree in three and one-half years.

4. A student who elects not to take the degree may spend one month at the Kalamazoo State Hospital immediately following her last affiliation. She may then be graduated by the Kalamazoo State Hospital with a diploma allowing her to work one year in the field after which she becomes eligible for certification as a Registered Occupational Therapist. To be, graduated with the Occupational Therapy diploma, a student must fulfill all the requirements specified in the first, second, and third years above plus the one month of residence at the Kalamazoo State Hospital mentioned in this note.

5. Four class hours of physical education are required.

6. A course in library methods is required.

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

First Year

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

Second Year

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

Third Year

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

Fourth Year

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

*Professional training for social work is today largely restricted to the graduate level by the leading schools of social work. This pre-professional curriculum permits from 49 to 53 hours of electives, only recommended courses being indicated in the above outline. Therefore students pursuing it should plan to complete a curriculum conforming to the degree requirements. Social science should be the field of major sequences, while a minor sequence may be chosen from any field of special interest to the student. If a certificate in teaching is also desired, courses must be selected so that the requirements in one of the certificate curricula are fulfilled.
COOPERATIVE PROGRAM IN RETAILING (Two Years)

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

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

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

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

First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Records 111</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Retailing 140A, B</td>
<td>6</td>
</tr>
<tr>
<td>Retail Merchandising 141</td>
<td>3</td>
</tr>
<tr>
<td>Retail Salesmanship 150</td>
<td>3</td>
</tr>
<tr>
<td>Merchandise and Job Analysis 151A, B</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Accounting 211</td>
<td>3</td>
</tr>
<tr>
<td>Retail Credit and Collections 241</td>
<td>3</td>
</tr>
<tr>
<td>Store Organization 251A, B</td>
<td>4</td>
</tr>
<tr>
<td>Retail Publicity 240</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>17</td>
</tr>
</tbody>
</table>

SECRETARIAL TRAINING (Two Years)

This curriculum is designed for students who do not plan to remain in college for four years and who desire training for stenographic and secretarial office positions. The curriculum is organized so as to provide as broad a general education as time permits, as well as sufficient knowledge and skill to meet successfully business requirements.

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

Graduates of this two-year course will receive a two-year secretarial diploma and the cooperation of the department and college in securing placement in an office position. If, at a later date, such students desire to secure a degree, credit obtained for work taken in the two-year program may be applied toward degree requirements (see degree requirements, pages 5 to 7) provided regular college entrance requirements are met.

Enrollment in this curriculum will be limited. Students desiring to take this course should make early application to the Department of Business Education.
**First Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106A, B</td>
<td>6</td>
</tr>
<tr>
<td>Introduction to Economics 120A, B</td>
<td>4</td>
</tr>
<tr>
<td>Business Mathematics 120</td>
<td>2</td>
</tr>
<tr>
<td>*Secretarial Science 130 A, B</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>8</td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretarial Accounting 211A, B</td>
<td>6</td>
</tr>
<tr>
<td>Principles of Economics 220A, B</td>
<td>6</td>
</tr>
<tr>
<td>Secretarial Practice 230A, B</td>
<td>8</td>
</tr>
<tr>
<td>Electives</td>
<td>10</td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
</tr>
</tbody>
</table>

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

**VOCATIONAL AVIATION MECHANICS (Two Years)**

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

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

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

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

Ground school courses are offered in preparation for the private and commercial pilot certificate of aeronautical knowledge. These courses are adapted to teachers preparing to offer pre-flight aeronautical courses sponsored in many high schools. Actual flight training can be included for those actively interested; either glider, sail-plane, or ground-flight instruction is to be made available at nominal cost.

Pilot training sponsored by the Civil Aeronautics Administration for enlisted men in the Naval Cadet Reserve will be continued for the duration.

Note.—For course descriptions see pages 93, 112, and 113. (1943-1944 Yearbook).
1. Administration Building
2. Campus Training School
3. Science Building
4. Library
5. Health and Personnel Building
6. Men's Gymnasium
7. Industrial Arts Building
8. Mechanical Trades Building
9. The "Barracks"
10. Vandercook Residence Hall
11. Lavina Spindler Residence Hall for Women
12. The Theatre
13. Fine Arts Building (Proposed)
14. Walwood Residence Hall for Women
15. Union Building
16. Tennis Courts
17. Cable Cars
18. Women's Physical Education Playground
19. Waldo Stadium
20. Hyames Baseball Field