1947

Bulletin: Western Michigan College Summer Session 1947

Western Michigan University

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BULLETIN
Western Michigan College of Education
KALAMAZOO, MICHIGAN

THE FORTY-FOURTH
SUMMER SESSION

MONDAY, JUNE 23 THROUGH FRIDAY, AUGUST 1

This College is a member of the American Association of Teachers Colleges. It is fully accredited by the North Central Association of Colleges and Secondary Schools and is on the approved list of the Association of American Universities.
DIRECTIONS FOR CORRESPONDENCE WITH WESTERN MICHIGAN COLLEGE OF EDUCATION

Correspondence with Western Michigan College of Education should be addressed as indicated below:

a) Requests for catalogs, bulletins, blanks for recording high-school credits, and other literature—The Registrar.
b) Concerning the adjustment of credits—The Registrar.
c) Concerning board, rooms, and remunerative work for men—The Dean of Men.
d) Concerning board, rooms, and remunerative work for women—The Dean of Women.
e) Concerning rural life and education—The Director of the Department of Rural Life and Education.
f) Concerning extension work and in-service education—The Director of the Extension Division.
g) Concerning educational research—The Director of the Bureau of Educational Measurements and Research.
h) Concerning graduate work—The Director of the Graduate Division.
i) Concerning the summer session—The Director of the Summer Session.
j) Concerning personnel and guidance matters—The Director of Personnel and Guidance.
k) Concerning veterans' matters—The Veterans' Counselor.
l) Concerning vocational education—The Director of Vocational Education.
m) Other general inquiries—The Registrar.

INFORMATION FOR NEW STUDENTS

A student applying for admission should

a) Have a certified copy of his high-school credits mailed to the registrar by the high school from which he graduated.
b) If entering with advanced standing from any county normal, college, or university, have mailed to the registrar complete official statements regarding the work for which credit is sought.
c) If entering the graduate division, secure application-for-admission blank from the director of the graduate division.
d) Have credits sent in at as early a date as possible.
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COLLEGE CALENDAR
1947 - 1948

I. 1947 Summer Session (6 weeks)

June 23, Monday .......................... Begins
July 4, Friday ............................... Holiday
August 1, Friday ............................ Ends

II. Semester I (18 weeks)

September 15, Monday, to September 17, Wednesday... Freshman Days
September 16, Tuesday ....... Registration and Enrollment of Freshmen
September 17, Wednesday.... Registration and Enrollment of Upper-classmen
September 18, Thursday .................... Recitations Begin
November 26, Wednesday (12:00 noon) to Monday, December 1, Thanksgiving Recess
December 19, Friday (4:00 p.m.) to Monday, January 5 ...... Holiday Vacation
January 31, Saturday ........................ Semester I Ends

III. Semester II (18 weeks)

February 9 and 10, Monday and Tuesday.... Registration and Enrollment
February 11, Wednesday ..................... Recitations Begin
March 26, Friday (noon) to April 5, Monday .... Spring Vacation
(March 28 is Easter Sunday)
May 31, Monday ............................. Memorial Day Holiday
June 13, Sunday ............................ Baccalaureate Services
June 19, Saturday ........................... Commencement Exercises
June 19, Saturday .......................... Semester II Ends

IV. 1948 Summer Session (6 weeks)

June 28, Monday .............................. Begins
August 6, Friday .............................. Ends
PROGRAM OF SPECIAL EVENTS  
Summer Session, 1947  

First Week, June 23—June 28

Monday, June 23—Registration.
Tuesday, June 24—Classes Begin.
Tuesday, June 24—10:00 A.M. Opening Convocation. Address by Dr. Harold Cooper, Lecturer, Traveler, and Educator, "Mysterious India." College Theatre.
Thursday, June 26—8:00 P.M. Faculty Reception and Entertainment for Summer Session Students. Edward A. Wright, Director of Drama, Denison University, "Pot-Shots at Humanity." Walwood Hall.

Second Week, June 30—July 5

Tuesday, July 1—10:00 A.M.—3:30 P.M. County School Commissioners’ Summer Conference. Walwood Hall.
Tuesday, July 1—10:00 A.M. General Assembly. Illustrated Lecture by Dean Ralph A. Sawyer, Horace H. Rackham School of Graduate Studies, University of Michigan, "Bikini and the Atomic Bomb." College Theatre.
Tuesday, July 1—12:00 Noon. Dinner of the Faculty and Students of the Graduate Division. Walwood Hall.
Thursday, July 3—8:00 P.M. Artist’s Recital. John Anglin, Young Negro Tenor, "one of the great vocal talents of the present time." Central High School Auditorium.

Third Week, July 7—July 12

Annual Book Week

Monday, July 7—Thursday, July 10—Exhibits by the leading book companies and school supply concerns. Women’s Gymnasium.
Tuesday, July 8—10:00 A.M. General Assembly. Address by Charles B. Shaw, Librarian of Swarthmore College, "Our Typographic Heritage." College Theatre.
Wednesday, July 9—4:00 P.M. Summer School Faculty Picnic. Clear Lake Camp.
Thursday, July 10—8:00 P.M. Feature Entertainment. Dorita and Valero, Sensational new Spanish dancing and singing team. Central High School Auditorium.

Fourth Week, July 14—July 19

Tuesday, July 15—9:00 A.M. Workshop Breakfast, Walwood Hall.
Tuesday, July 15—10:00 A.M. General Assembly. Address by Dr. J. L. Rosenstein, clinical psychologist, on "Understanding Human Nature in the Classroom." College Theatre.

Thursday, July 17—8:00 P.M. Feature Entertainment. Mary Hutchinson, Gifted young American actress presenting "Dramatic Portraits". Central High School Auditorium.

Fifth Week, July 21-July 26

Tuesday, July 22—10:00 A.M. General Assembly. Program by Eleanor Sikes Peters, Recreator of Plays, presenting "Wagner and Mathelde" with musical accompaniment. College Theatre.

Wednesday, July 23—7:00 P.M. Open Air Concert by the Summer Session Band, Leonard V. Meretta, director. College Quadrangle.

Thursday, July 24—8:00 P.M. Feature Entertainment. L. Raymond Cox, America's Ace Magician and His Company of Wonder Workers. Central High School Auditorium.

Sixth Week, July 28-August 1

Tuesday, July 29—10:00 A.M. General Assembly. Program by College Musical Organization. Women's Gymnasium.

Wednesday, July 30—8:15 P.M. Graduation Exercises for Summer Graduating Class. Address by Dr. Edward Howard Griggs. College Theatre.

Thursday, July 31—8:00 P.M. Feature Entertainment. Theater of the Open Road. Complete production of Shakespeare's "Romeo and Juliet." Central High School Auditorium.

Friday, August 1—Summer Session Ends.

Summer Recreational Activities

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

Summer Session Newspaper

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

SUMMER SESSION, 1947

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MATHEMATICS  
A.B., Dublin College, Trinity College, Platteville State Teachers College; Ph.D., Indiana University.

PAUL B. HORTON, A.B.  
SOCIOLOGY  
A.B., Kent State University; Duke University; Ohio State University.

THOMAS E. JONES  
TRADE AND INDUSTRIAL EDUCATION  

ROY E. JOYCE, A.M.  
BIOLOGY  
A.B., Ohio Wesleyan University; M.S., Ohio State University; A.M., University of Michigan.
JOHN G. KEMPER, A.M.  
ART  
B.F.A., Ohio State University; A.M., Teachers College, Columbia University; The Chicago Academy of Fine Arts.

EUNICE E. KRAFT, A.M.  
LANGUAGES  
A.B., A.M., University of Michigan; American Academy at Rome; Teachers College, Columbia University; Cornell University.

HOMER G. KUIPER,  
TRADE AND INDUSTRIAL EDUCATION  

EDWIN M. LEMERT, Ph.D.  
SOCIOCY  
A.B., Miami University; Ph.D., Ohio State University.

ANNA E. LINDBLOM, A.M.  
SPEECH  
A.B., A.M., Iowa State University; University of Minnesota; School of Speech, Oxford, England.

MARGUERITE LOGAN, S.M.  
GEOGRAPHY AND GEOLOGY  
A.B., Iowa State Teachers College; S.M., The University of Chicago.

MINNIE D. LOUTZENHISER, A.M.  
ENGLISH  
B.S., Northwestern State Teachers College; Maryville, Missouri; A.M., University of Washington; University of Iowa; Columbia University.

HELEN E. MASTER, A.M.  
ENGLISH  
A.B., A.M., University of Michigan; University College of Wales.

CORNELIA D. MATTHEWS, A.M.  
ENGLISH  
A.B., Kalamazoo College; A.M., University of Michigan; Colorado State College; Northwestern University.

CLAYTON J. MAUS, M.S.  
PHYSICAL EDUCATION FOR MEN  
B.S., Ashland College; M.S., University of Wisconsin; University of Colorado.

SARAH H. McROBERTS, A.M.  
PHYSICAL EDUCATION FOR WOMEN  
B.S., State University of Iowa; A.M., New York University; North Dakota State College of Agriculture and Mechanical Arts; University of Wisconsin; Hanya Holm School of Dance.

GEORGE R. MILLER  
TRADE AND INDUSTRIAL EDUCATION  
Western Michigan College of Education.

MARY E. MOORE, B.S.  
HOME ECONOMICS  
B.S., Western Michigan College of Education; Kalamazoo College; Teachers College, Columbia University; Cornell University.

FRANCES E. NOBLE, Ph.D.  
LANGUAGES  
A.B., A.M., Ph.D., Northwestern University; University of Wisconsin; Sorbonne, Paris; Middlebury College.
Hazel I. Paden, A.M.  
**Art**  
B.S., Massachusetts School of Arts; A.M., University of Syracuse; Massachusetts Normal Art School; Boston University; Cornish School of Art; University of Oregon.

Effie B. Phillips, A.M.  
**Education**  
B.S., University of Minnesota; A.M., Teachers College, Columbia University; St. Paul Normal School; Washington State Normal School; University of Southern California.

Norman K. Russell, B.S.  
**Trade and Industrial Education**  
B.S., Western Michigan College of Education.

Neil L. Schoenhals, B.S.  
**Trade and Industrial Education**  
B.S., Western Michigan College of Education.

Raymond J. Schofield, B.S.  
**Trade and Industrial Education**  
B.S., Armour Institute of Technology.

Dorothea S. Snyder, A.M.  
**Music**  
A.B., Western Michigan College of Education; A.M., University of Michigan; Chicago Musical College; Columbia University.

Opal Stamm, A.M.  
**Home Economics**  
A.B., Berea College; A.M., Teachers College, Columbia University; University of California; Michigan State College; University of Minnesota; University of Tennessee.

Elaine L. Stevenson, A.M.  
**Art**  
B.A.E., The Art Institute of Chicago; A.M., Ohio State University; Quint Studio of Pottery; Church School of Art; Columbus School of Art.

Dorothy Vestal, B.S.  
**Physical Education for Women**  
B.S., University of Michigan; Sargent School for Physical Education; Butler College; University of Minnesota; Northwestern University.

Louise J. Walker, A.M.  
**English**  
A.B., Albion College; A.M., Teachers College, Columbia University; Central Michigan College; University of Colorado; University of Miami; University of Michigan.

Myrtle Windsor, A.M.  
**Languages**  
A.B., A.M., University of Michigan; Western Reserve University; The University of Chicago.

**INSTRUCTORS**

Herbert E. Ellinger  
**Trade and Industrial Education**  
Western Michigan College of Education.

Karl Gasslander, A.M.  
**Art**  
B.S., Northwestern University; A.M., Teachers College, Columbia University.
DOROTHY J. McGINNIS, B.S.  PSYCHOLOGY  
B.S., Western Michigan College of Education; Ohio State University.

JOHN H. YZENBAARD, A.M.  HISTORY  
A.B., Western Michigan College of Education; A.M., University of Michigan.

VISITING PROFESSORS

AMOS C. ANDERSON, PH.D.  PSYCHOLOGY  
A.B., A.M., University of Michigan; Ph.D., Yale University; Professor of Psychology, Ohio University.

ROY C. BRYAN, PH.D.  EDUCATION  
A.B., Monmouth College; A.M., Teachers College, Columbia University; B. Ed., Teachers College, University of Cincinnati; Ph.D., Teachers College, Columbia University. Principal, State High School, Kalamazoo.

KATHARINE DUKETTE, A.M.  ENGLISH  
A.B., Kalamazoo College; A.M., Columbia University; University of Michigan; Western Michigan College of Education.

PAUL M. HALVERSON, A.M.  EDUCATION  
A.B., Luther College; A.M., University of Minnesota. Principal, Battle Creek High School.

LOY NORRIX, Ph.D.  EDUCATION  

GERTRUDE P. O'CONNOR, A.M.  LIBRARIANSHIP  
A.B., Ohio State University; A.M., Northwestern University; B.S., in L.S., University of Illinois.

JOHN P. SIBILIO, Ed.B.  EDUCATION  
Ed.B., Boston University; Ed.M., Harvard University; Temple University. Assistant Director, Kalamazoo Children's Center.

MILDRED E. SOMMERS, A.M.  EDUCATION  
B.S., Northern State Teachers College; A.M., University of Iowa. Director of Elementary Education, Jackson, Michigan.

ALFRED R. THEA, M.S.  EDUCATION  

FLORENCE R. VAN HOESSEN, B.L.S.  LIBRARIANSHIP  
A.B., University of Rochester; B.L.S., New York State Library School; University of Chicago.

HEALTH SERVICE

GAYLE POND, R.N., Director  
Presbyterian Hospital of Chicago; B.S., Northwestern University; M.A., Columbia University.
WALLACE BORGMAN, M.D., Medical Director  
A.B., Kalamazoo College; M.D., Northwestern University  
Medical School; Butterworth Hospital.

THOMAS W. HOWSON, D.D.S., Dental Specialist  
B.S., Western Michigan College of Education; D.D.S., Uni-  
versity of Michigan.

ISBEL BEELE, R.N., Nurse  
Ford General Hospital, Detroit; B.S., University of Michigan.

EVELYN BUERGER, R.N., Nurse  
Deaconess Hospital, Milwaukee, Wisconsin; B.S., Western  
Michigan College of Education.

MARY CASE, R.N., Nurse  
Bronson Hospital, Kalamazoo.

HELEN ELIZABETH GIBBENS, R.N., Nurse  
Borgess Hospital, Kalamazoo; B.S., Nazareth College, Kala-  
mazoo.

MINNIE OOSTING, R.N., Nurse  
Massachusetts General Hospital, Boston, Massachusetts.

KATHLEEN RICHMOND, R.N., Nurse  
Vancouver General Hospital, British Columbia.

GLADYS SHEPHERD, R.N., Nurse  
Hackley Hospital, Muskegon, Michigan.

THE MICHIGAN VETERANS VOCATIONAL SCHOOL  
(Pine Lake Camp)

COMDR. HARRY W. LAWSON, B.S., Director  
B.S., Massachusetts Institute of Technology, Boston Univer-  
sity; Western Michigan College of Education.

WILLIAM A. ALBER  
Western Michigan College of Education.

LLOYD G. CHAPMAN, A.M.  
B.S., Hope College; A.M., University of Michigan.

ANN W. DOBBYN, R.N.  
University of Michigan; Wayne University.

BERNARD H. GILLILAND  
Western Michigan College of Education.

G. AUBREY HANSEN, B.S.  
B.S., Central State Teachers College; University of Chicago;  
Western Michigan College of Education.

CLAUDE A. HARRINGTON  
Grand Rapids Union & Davis Tech.; Western Michigan Col-  
lege of Education.
Robert C. Heydenberk, B.S.  
B.S., Western Michigan College of Education.

William J. McIlquham  
Western Michigan College of Education.

R. J. Selkirk  
Cass Technical School; Western Michigan College of Education.

Dorothea Sonquist  
New York University, Penland School, North Carolina Women's College.

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

Albert R. Walcott, B.S.  
B.S., Michigan State College, Western Michigan College of Education.

THE CLEAR LAKE CAMP

Wilbur D. West, Ph.D., Director  
B.P.E., M.P.E., International Y.M.C.A. College; Ph.D., University of Michigan.

Isabel Crane, A.M., Assistant Director  
B.S., Battle Creek College; A.M., Teachers College, Columbia University; Eau Claire State Teachers College; University of Wisconsin.

Lansing Gilbert, A.B.  
A.B., Michigan State Normal College; Michigan State College.

Meredith Karnemaat, B.S.  
B.S., Western Michigan College of Education.

John Van Cott, A.B.  
A.B., Cornell University.

THE ALUMNI SECRETARY

Carl R. Cooper, A.M.  
A.B., Western Michigan College of Education; A.M., Teachers College, Columbia University; University of Michigan; University of Chicago.

THE CAMPUS TRAINING SCHOOL

Lofton V. Burge, Ph.D., Director  
B.S., University of Kentucky; A.M., Ph.D., University of Michigan.

Helen M. Barton, A.M.  
A.B., Michigan State Normal College; A.M., Teachers College, Columbia University; University of California; University of Munich.
ELSIE L. BENDER, A.M.
B.S., A.M., Iowa State University; Iowa State Teachers College; Drake University; American University, Cairo, Egypt; Teachers College, Columbia University; University of Michigan.

MARY P. DOTY, A.M.
B.M., University of Michigan; A.M., Teachers College, Columbia University.

CORA EBERT, A.M.
A.B., Iowa State Teachers College; A.M., Columbia University; University of Akron; University of Iowa; University of California; University of Munich; The University of Chicago.

GRACE I. GISH, A.M.
B.S., Kansas State College; A.M., The University of Chicago; Columbia University; University of Southern California.

FRANCES GUZWIJAK, A.M.
A.B., Western Michigan College of Education; A.M., Ohio State University; University of Michigan; University of Colorado.

ANNA C. LUBKE, A.M.
Ph.B., The University of Chicago; A.M., George Peabody College for Teachers.

FLORENCE E. McLOUTH, A.M.
B.S., Teachers College, Columbia University; A.M., University of Michigan; Michigan State Normal College; University of Pittsburgh; The University of Chicago; University of Southern California.

ETHEL SHIMMEL, A.M.
A.B., Western Michigan College of Education; A.M., Teachers College, Columbia University; Olivet College; Michigan State Normal College; Cleary Business College; University of Minnesota.

LOUISE STEINWAY, A.M.
B.S., A.M., Columbia University; University of Southern California.

BESS L. STINSON, A.M.
B.S., A.M., George Peabody College for Teachers; University of Colorado; The University of Chicago; University of Michigan.

LOUISE F. STRUBLE, A.M.
B.S., Western Michigan College of Education; A.M., The University of Chicago; Chicago School of Applied Arts; Michigan State Normal College; Pennsylvania State College; Art Institute of Chicago.
THE LIBRARY

LAWRENCE S. THOMPSON, Ph.D., Librarian
A.B., University of North Carolina; A.M., University of Chicago; Ph.D., University of North Carolina; A.B.L.S., University of North Carolina; A.B.L.S., University of Michigan.

EDITH E. CLARK, A.B., Periodicals
A.B., Western Michigan College of Education; A.B.L.S., University of Michigan; Duke University.

HAZEL E. CLEVELAND, A.B., Circulation and Training School Library
A.B., Western Michigan College of Education; A.B.L.S., University of Michigan.

HAZEL M. DEMEYER, Orders and Accessions, B.S.
A.B., Western Michigan College of Education; B.S., School of Library Service, Columbia University.

MARION L. LOWER, A.B., Circulation
A.B., Western Michigan College of Education.

PHOEBE LUMAREE, M.S., Catalog
A.B., Western Michigan College of Education; B.S., Simmons College School of Library Science; M.S., School of Library Service, Columbia University; Lake Forest College.

PAUL L. RANDALL, B.S., Reference
A.B., Western Michigan College of Education; B.S., in Library Science, University of Illinois.

ROBERT H. SPINDLER, A.M., Reference
A.B., Michigan State College; A.M.L.S., University of Illinois.

THE EDUCATIONAL SERVICE LIBRARY

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

WALWOOD HALL UNION BUILDING

CORNELIUS B. MACDONALD  MANAGER
H. DUANE PLOUGH  ASSISTANT MANAGER
AMY L. WISKOCIL  DIETITIAN
LOIS M. NELSON  BOOKKEEPER
DORIS A. HOYT  CLERK

THE OFFICES, ETC.

C. Grey Austin  Asst. Manager, Campus Store
Katherine L. Belden  Clerk, Health Service
Irene M. Boers  Clerk, Records Office
Margaret Bonjour  Clerk, Records Office
Edith H. Conway  Secretary, Personnel and Guidance
Jacqueline Anderson Davis  Postmistress
Mildred R. DeBoer  Clerk, Records Office
Nina DeKoning  Secretary, State High
Clarence DeMann  Account Clerk, Pine Lake
Doris V. Eddy  Registrar's Office
Eva Falk  Secretary, Dean of Women
Margaret E. Feather  Clerk, Records Office
Barbara Gladys Hall  Clerk, Business Office
Jane Marburger Hershon  Financial Secretary
Bernice G. Hesselink  Secretary, Adult Education Office
Evelyn L. Hickmott  Clerk, Business Office
Edna L. Hirsch  Secretary, Union Building
Doris A. Hoyt  Secretary, State High
Virginia Jarman  President's Office
Lloyd E. Jesson  Camp Secretary, Clear Lake
Meredith Karnemaat  Secretary, Paw Paw
Ola Killefer  Bookkeeper
Betty N. Knapp  Clerk, Records Office
Ethel Luella Kurtz  Clerk, Library
Evelyn Lawson  Secretary, Training School
Eleanore Linden  Student Personnel
Mary Louise Ann Luth  Secretary, Vice-President
Louise Marfia  Secretary, Graduate Division and Summer School
Helen A. McKinley  Clerk, Records Office
Nelda Louise Mills  Clerk, Supply Dept.
LeRoy W. Myers  Bookkeeper, Union Bldg.
Lois Nelson  Secretary, Pine Lake
Winifred A. Otto  Mimeograph Operator
Maud E. Payne  Secretary, Dean of Administration
Hester M. Pellegrin  Speech and Psych. Clinic
Gertrude Rau  Secretary, Dept. of Rural Life and Education
Lucille E. Sanders  Secretary, Div. of Voc. and Practical Arts Education
Joyce E. Skedgell  Placement Secretary
Alice Smith  Secretary, Extension Div.
Leah M. Smith  Clerk, Records Office
Sally North Stilson  Stenographer-Clerk, Pine Lake
Pauline Teed  Manager, Western's Campus Store
John M. Thompson  Secretary, Phys. Ed.
Glenadine B. Vanderberg  Clerk, Records Office
Editha D. Wallace
THE FACULTY COUNCIL

Carolyn Vittur Clerk, Records Office
Ruth M. Webster Clerk, Records Office
Lois E. Wicks Clerk, Records Office
Julia Jeanne Wilson Office Work, Personnel and Guidance

THE FACULTY COUNCIL

1. Members Elected

Terms expire 1949
Leonard Gernant
Frank Householder
Roxana A. Steele

Terms expire 1948
Charles H. Butler
Frank J. Hinds
Otto Yntema

Terms expire 1947
Wallace L. Garneau
Leslie A. Kenoyer
Charles R. Starring

2. Members Appointed

Terms expire 1947
Elwyn F. Carter
Russell H. Seibert
Mary Elizabeth Smutz

3. Members Ex-Officio

President Paul V. Sangren
Vice-President Wynand Wichers

FACULTY COMMITTEES

Summer 1947

In each case the name of the chairman appears first.

ADULT EDUCATION AND LEISURE-TIME ACTIVITIES—Hoekje, Feirer, D. Fox, Gernant, Loutzenhiser, Manske.

ASSEMBLIES—Seibert, Garneau, L. Gary, MacFee, Meretta, Wichers, three students named by the Student Council.

ALUMNI RELATIONS—Wichers, Burge, Cooper, Dunham, MacDonald, MacFee, Weber.

ATHLETIC BOARD—Hoekje, Berry, C. Smith, Hyames, MacDonald, two students ex officio.

BULLETINS—Wilds, Brink, Cleveland, Hoekje, Kemper, Wichers.

CLEAR LAKE CAMP—West, Beirge, Burge, Crane, Hilliard, Hyames, MacDonald, Reed, Wilds, Worner.


CONSULTATIVE AND FIELD SERVICE—Hoekje, Blyton, H. Carter, Ellis, Joyce, Van Riper, Wilds.

CURRICULA—Wichers, Burge, Ellis, D. Fox, M. Gary, Gernant, Osborn, Shilling, Wilds.

FACULTY MEETINGS—Wichers, Eicher, Hilliard, Rood, Smith, Volle.
**Final Examinations**—Hoekje, Steckelberg.

**Friendship**—Cooper, Boynton, Butler, Master, Stinson.

**Graduate Council**—Wilds, Baumann, Berry, Osborn, Rood, Sangren, Steckelberg.

**Health Education**—Joyce, Buerger, Crane, Hyames, Pond, Volle.

**Honorary Degree**—Hoekje, Wichers.


**Placement**—Burge, Argabright, Bryan, Davis, D. Fox, Hilliard, Hussey, Pellett, Rice, Wichers.

**Pine Lake Camp**—Wichers, D. Fox, Lawson, Weaver.

**Public Relations**—Wichers, Cooper, Dunham, D. Fox, Garneau, Hyames, MacDonald, Seibert, Shilling.

**Social Life (Faculty Functions)**—Davis, Hoekje, Hoyt, MacDonald, MacFee, M. Moore, Pellett.


**Student Loan Funds**—Hoekje, Davis, Pellett.

**Student Activities and Welfare**—Hoekje, Baumann, E. Deur, Hoyt, MacDonald, Osborn, and six students chosen by the Student Council by ballot.

**Summer Session**—Wilds, Crane, D. Fox, Hoekje, Kraft, Meretta, Robinson, Wichers.

**Curriculum Enrollers**

| Art | Paden, Stevenson |
| Business Education | Rice |
| Elementary School | Phillips |
| General Degree | H. Carter |
| Home Economics | Reed, Volle |
| Industrial Arts Education | Pullin |
| Music | E. Carter, Britton |
| Occupational Therapy | Spear |
| Physical Education—Men | Hyames |
| Physical Education—Women | Worner, Hussey |
| Pre-Professional | Shilling, Kercher |
| Rural Life and Education | Robinson, Sanders |
| Secondary School | Tamin |
| Special Education | Ellis |
| Trade and Industrial Education | Weaver |
| Unclassified (Including holders of degrees who wish to enroll for undergraduate courses.) | Steen |
DEPARTMENTAL ADVISERS

Agriculture
Art
Biology
Business Education
Chemistry
Economics
Education
English
Geography and Geology
History
Home Economics
Industrial Arts
Languages
Librarianship
Mathematics
Music
Occupational Therapy
Physical Education—Men
Physical Education—Women
Physics
Political Science
Psychology
Rural Life and Education
Sociology
Speech
Trade and Industrial Education

Corbus
Kemper
Wiseman
Kirby
Osborn
Bigelow
Ellis
Eicher
Berry
Knauss
Reed
Feirer
Kraft
Le Fevre
Cain
E. Carter
Gower
M. Gary
Warner
Rood
Shilling
H. Carter
Robinson
Horton
Shaw
Feirer

FRESHMEN COUNSELORS

Argabright, Buerger, E. Carter, Halnon, Null, Reed, Rice, Robinson, C. Smith.
GENERAL INFORMATION

THE FORTY-FOURTH SUMMER SESSION

The forty-fourth summer session of Western Michigan College of Education will open Monday, June 23, 1947, and continue for six weeks until Friday, August 1, 1947. This will be the only session offered in the summer of 1947. The majority of the instructors will be members of the regular staff. Courses will be offered at both the undergraduate and graduate levels. Departments so arrange their work that it is possible for students to pursue sequences from summer to summer.

PURPOSE

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

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

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

HISTORY

Summer sessions of six weeks’ duration have been conducted at Western Michigan College of Education since its foundation in 1903. In recent years, because of the emergency, the regular six weeks’ session has been supplemented with pre-summer and post-summer sessions. In the summer of 1946, the regular six weeks’ session and a four weeks’ post-summer session were held. In the regular session 1376 undergraduates and 181 graduates were enrolled; in the four weeks’ post-summer session 596 undergraduates and 9 graduates were enrolled. At the close of the summer session 9 limited certificates were granted, and 45 degrees involving state provisional teaching certificates and 45 general degrees were conferred, with 5 state provisional teaching certificates granted to those with degrees previously conferred. Steadily increasing attendance indicates that those sessions have been found of distinct service both to prospective and experienced teachers and to those preparing for other fields of service as well.
GROUNDS AND BUILDINGS

LOCATION

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

GROUNDS

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

BUILDINGS

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

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

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

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

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

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

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

THE DORMORIES
In recent years, the College has constructed a Union Building and three modern and beautiful dormitories.

HENRY B. VANDERCOOK HALL FOR MEN houses 200 residents.

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

WALWOOD HALL UNION is one unit of dual-purpose Walwood Hall, the unit which is the campus social center. It has all the modern dining and recreational features usually found in Union Buildings, such as a soda bar, cafeteria, private dining rooms, ballroom, committee rooms, etc.

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

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

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

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

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

The Paw Paw Large-Village School, organized on the six-three-three plan, is one of the best of its kind. Western Michigan College of Education and the Paw Paw Board of Education unite to make this school a progressive one in every particular.

The Portage Center Consolidated School, a twenty-three teacher school, organized on the eight-four plan, includes a kindergarten, all the elementary grades, and a high school.

The Athletic Plant—The Athletic Plant comprises the following:
1. Hyames Baseball Field—The concrete stands seat 2500 spectators.
2. The Men's Gymnasium has adequate facilities for all indoor sports and for the programs in Physical Education. About 4,000 can be seated around the basketball court.
3. The Women's Gymnasium—For their work in physical education the women of the college have the exclusive use of a gymnasium with a floor space of 119 feet by 68 feet. In the basement are lockers, shower baths, and a swimming pool.
4. Ten tennis courts are available.
5. Track—Around the football field runs an eight lane quarter mile cinder track. The straightaway is 220 yards.
6. Waldo Stadium—There are two concrete stands, each capable of seating 7,500 people and reaching from goal line to goal line. There are a modern pressbox, locker rooms, officials' rooms, and concession stands.

New Buildings

The College is now engaged in a large building program. Under construction are the following:
An office unit connecting the Administration and Training School Buildings.
A substantial two story addition to the Industrial Arts Building.
A classroom building to house the departments of Chemistry, Physics, Art, Home Economics, and Occupational Therapy. The State of Michigan has appropriated $1,000,000 for this purpose.
Thirty-two modern faculty apartments to cost $300,000.
Plans are also complete for the erection of a dormitory to house 450 residents.

Kleinstueck Wild-Life Preserve

In 1922, the late Mrs. Caroline Hubbard Kleinstueck deeded to the State Board of Education nearly fifty acres, including woodland, grassland, and a lake, about one mile from the campus, to be used as a wild life preserve. The preserve is freely used by classes and student groups for instructional and recreational purposes.
A seventeen-year-old stand of pines covers portions of the area, while other portions are occupied by hardwood forest, swamp, and lake.

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

CLEAR LAKE CAMP

Clear Lake Camp has been leased from the W. K. Kellogg Foundation for the purpose of conducting a five-year experiment to determine the feasibility and worthwhileness of school camping and outdoor education as an extension of the public school curriculum and for the training of teachers. The Kellogg Foundation is assisting in the financial support of the project.

Senior students, as a part of their Directed Teaching, spend one or two weeks in the School Camping program living with and supervising the activities of campers. Students enrolled in Education 251: Human Growth and Development are participant observers in the program for two full days. A two weeks' two-semester hour credit course in Camping and Outdoor Education has been introduced for Majors and Minors in Physical Education. The camp provides an ideal situation for summer workshops in school camping and outdoor education, intercultural relations, nature study and conservation, and the various applied studies in the field of psychology and sociology, such as: group work methods, individual guidance, case study techniques and observation of children. The facilities are available throughout the year for conferences and institutes sponsored by college departments.

Schools in Allegan, Barry, and Kalamazoo Counties have the privilege of requesting school camping periods. Two classroom groups, accompanied by their teachers are enrolled for two-week periods. A nominal fee, sufficient to cover the cost of food, is paid by each camper. A Laboratory Camp is operated during the Summer Workshops to give students actual experience in living twenty-four hours a day with children.

Clear Lake Camp is located on M-37, sixteen miles north of Battle Creek and ten miles south of Hastings. It comprises an area of twenty-nine acres of wooded land with a shore line of about one-third of a mile on the east side of the lake. The Kellogg Foundation has recently purchased a strip of land on the west side of the lake with a shore line of about four-fifths of a mile and including twenty-four acres of pasture land. This acquisition will protect the lake from becoming a summer resort and provide space for conservation projects and sites for outpost camping.

The lodge, director's residence, and house for the maintenance man are equipped for all-year living. There are twenty-three cabins and two washhouses for summer use. The ultimate acquisition of this camp, which represents an outlay of $250,000.00 in buildings and equipment, will add materially to the physical assets of Western Michigan College of Education.
Many returning veterans need assistance to prepare them to return to the employment which will make the best use of their abilities, interests, and resources. Some of these men need to find and prepare for a type of work in which due consideration may be given to a disability. Preparation for suitable employment includes guidance, examination services, rest, diet, recreation, medical care, training, and selective placement.

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

Instruction is available in machine shop, watch and clock repair, machine and architectural drafting, radio service and electronics, office practice including business administration, typing, shorthand, office machines, bookkeeping and accounting, typewriter servicing, printing and appliance servicing. Recent completion of a new shop building makes possible classes in woodworking, pattern making, welding and inspection, etc. Other vocational training courses will be added as needed.

The staff includes a director, approved teachers, nurses, rehabilitation counselor, recreational director, occupational therapist and general service personnel. Psychiatric assistance when needed is available through specialists located in Kalamazoo and Ann Arbor. All of the services of the Office of Veterans' Affairs and the Western Michigan College of Education are available. Just before the veteran has completed his preparation for a job the school, in cooperation with the United States Employment Service, makes a concerted effort to find the best opening for the veteran's vocational skills. Follow-up on the job secured is a regular practice and thus the veteran is insured a maximum opportunity to succeed in his new field of work.

The physical facilities of the school consists of 500 lake acres and 31 land acres. The waterfront is equipped with a wooden dock, a diving raft, and a sandy beach. There are boats, canoes, and game equipment such as archery, ping pong, and pool. Athletic teams represent the school in softball, basketball, and ice hockey. The library consists of a wide variety of books and periodicals. Veterans live in cabins near the administration building and shop. There are twenty-six log cabins, each oil-heated, well lighted and ventilated. The maximum sleeping capacity, exclusive of staff, is approximately 200. The administration building houses the dining room, kitchen, lounge, library, recreation room, facilities for arts, crafts, and occupational therapy, first aid, and a counseling center. On the second floor, sleeping accommodations for members of the staff are located.
The rules of eligibility are:

1. Only World War II veterans who may benefit by the vocational program may attend.

2. Enrollment is restricted to male veterans because of the nature of the facilities.

3. Citizens of the United States who have served in the military forces of other allied countries are eligible.

4. Veterans may be enrolled under Federal Public Laws 113, 16, or 346 if approved by the proper authorities.

5. A veteran may have his program sponsored by private or other sources.

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

STUDENT WELFARE

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

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

STUDENT PERSONNEL AND GUIDANCE SERVICES

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

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

EMPLOYMENT FOR MEN AND WOMEN

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

VETERANS COUNSELING SERVICES

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

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

OCCUPATION COUNSELING CLINIC

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

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

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

Those interested should contact Division of Student Personnel and Guidance, Room 118, Health and Personnel Building. Services are free to W.M.C. students.

HOUSING FOR WOMEN

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

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

Lavina Spindler Hall—Residence for Women

Room only
Double rooms (each person for six weeks session) ................. $21.00
Double rooms rented as single for six weeks session .............. 30.00

Walwood Hall—Residence for Women

Room only
Double rooms (each person for six weeks session) ................. $21.00
Double rooms rented as single for six weeks session .............. 30.00

For information and reservations for women, write to Mrs. Bertha S. Davis, Dean of Women.

HOUSING FOR MEN

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

Vandercook Hall, Western's dormitory for men, is available for men students upon making application to the Dean of Men.
Henry B. Vandercook Hall—Residence for Men

Room only
Three in room (each person for six weeks session) ............ $18.00
Double rooms rented as single for six weeks session ............ 30.00
For information and reservation for men, write to Mr. Ray C. Pellett, Dean of Men.

THE COLLEGE CAFETERIA

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

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

CAMPUS STORE

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

SERVICE TO FOREIGN STUDENTS

Students from many countries give a cosmopolitan atmosphere to Western’s campus. Twenty-five citizens from France, Luxembourg, Norway, China, Bolivia, Haiti, Colombia, Puerto Rico, Guatemala, Nicaragua, and Canada were enrolled in 1946-1947, and the number of foreign students will steadily increase.

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

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

STUDENT HEALTH SERVICE

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

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

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

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

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

SERVICES OF THE GENERAL LIBRARY

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

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

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

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

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

EDUCATIONAL SERVICE LIBRARY

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

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

LIBRARIANSHIP LABORATORY

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

CARNEGIE GIFT OF BOOKS AND PICTURES

A gift from the Carnegie Corporation of New York of books, photographic prints, color facsimilies, and etchings was presented to Western Michigan College of Education in the summer of 1939. This teaching and reference material has been carefully selected with a view to enriching a college
ART COLLECTION

library with books and illustrations not ordinarily afforded by colleges. The collection consists of 831 large, well-mounted photographs and 125 books, together with 30 colored reproductions, and portfolios containing illustrations of prints. This collection is housed in the Library.

ART COLLECTION

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

BUREAU OF EDUCATIONAL MEASUREMENT AND RESEARCH

The Bureau of Educational Measurement and Research of Western Michigan College of Education has been established for a three-fold purpose: (1) to direct and coordinate the measurement and research activities of the training schools and the college; (2) to aid in the more adequate preparation of teachers for participation in measurement work; (3) to aid schools and school systems of the state in carrying forward testing programs and experimental work. The Bureau has on hand a large number of intelligence and educational tests to serve as sample and informational material. It answers questions relative to measurement and research activities; it carries on statistical work necessary to answer questions relative to educational problems; it edits bulletins of information concerning educational problems; it conducts the intelligence examinations of students of the college; it sends representatives to visit schools and school systems that wish to begin testing work to instruct the teachers, to demonstrate the methods of testing, and actually to conduct mental-educational surveys.

PSYCHO-EDUCATIONAL CLINIC

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

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

PLACEMENT BUREAU

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

Each semester graduating students enroll with the Placement Bureau, filling out appropriate blanks and receiving information and instructions relative to securing positions. Full records are kept on file in the Placement Office. These data consist of (1) the student's academic record, (2) the recommendation of at least three faculty members who are familiar with the student's work, (3) a departmental recommendation, (4) the report from the supervisor of the student's directed teaching, (5) a record of his previous teaching experience, if any, and (6) the general rating of the Placement Committee. The records also include ability and personality ratings, and photographs.

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

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

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

The Campus Training School will be in operation for the summer session. The kindergarten and grades, one to eight inclusive, will be open from 8:30 to 12:00 A.M. in charge of regular grade and special supervisors. Three semester hours credit in directed teaching will be offered for students with teaching experience who are unable to be in residence during a regular semester. Application for enrollment for directed-teaching should be made to the Director of Teacher Education well in advance of the opening of the summer session.

Alumni Association

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

Each year headquarters are maintained at the Michigan Education Association meetings. Alumni of Western Michigan College of Education are urged to register and make use of the rooms reserved for this purpose. An annual invitation goes to graduates of Western Michigan College of Education to return to the campus for Homecoming Day. A reception for the alumni is held annually at Commencement time.

Graduates of Western Michigan College of Education receive frequent mail from the campus informing them of various matters of interest. Letters of inquiry concerning graduates, who are placed in all parts of the United States and in foreign countries, are given prompt attention. Once each year the members of the alumni are asked to return a postal-card which is prepared and sent to them, to verify the records and secure additional facts in regard to schooling, degrees, marriage, children, books and magazine articles published, business records, etc. The returned cards are filed with the Kardex entry and replaced annually, when the most recent card arrives. Alumni giving annually to the Alumni Loyalty Fund are entitled to the Western Michigan College News Magazine, which is published four times a year.

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

Extension Division

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

All instruction is given by members of the regular faculty in classes which meet at frequent intervals at centers within range of the college, or by means of carefully organized courses offered by correspondence. Courses are equivalent to corresponding residence courses. The facilities of the College Library are available to all extension students. Residents of Kalamazoo will be supplied with books upon application at the Library. Non-residents should mail requests to the Extension Division. The period of loan for all extension students is one month.

Residence and extension work are not to be carried simultaneously.

A person is not to enroll for extension work with Western Michigan College of Education if he is carrying work with any other educational institution.

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

RURAL LIFE AND EDUCATION

The educational, social, and economic aspects of rural life—life in the open country and centers of less than 2,500 in population—are the primary concerns of the Department of Rural Life and Education.

To those who enjoy teaching in a community small enough that they may know intimately the family and community influences bearing upon their pupils; to those who prefer positions in which they are left to their own initiative with a minimum of restriction from administration, supervision, and tradition; to those who enjoy working cooperatively in a potentially flexible organization, rather than as cogs in the impersonal set-up which a large system necessitates; and to those who would capitalize upon their rural home and community backgrounds, rural education is a challenge. All too many are aware of the handicaps under which rural schools work, but these conditions are not unchangeable. All too few are aware of the progress rural schools have made and of the natural advantages, both physical and social which rural schools enjoy.

A service, essential in times of war and in times of peace, is in jeopardy. For the one-half of the nation's children—over one-third of Michigan's—residing in rural communities, there is an acute shortage of teachers with adequate professional preparation. Not only is the present school generation suffering, but rural schools bid fair to lose much of the gain made slowly and against great odds since World War I. The more critical the conditions, the less can the rural schools afford to serve as the proving ground of the profession. Professionally prepared superintendents, principals, county school commissioners, supervisors, and helping teachers, as well as teachers, are in demand.

The state has shown its concern by offering scholarships covering tuition for the two-year rural curricula of the state teachers colleges. In keeping with its charter, from the beginning Western Michigan College of Educa-
tion has offered specialized professional education for rural teachers. A two-year elementary curriculum leads to a three-year certificate which permits the holder to teach "in schools not having grades above the eighth." By means of correspondence courses, extension courses, on-campus Saturday classes, and summer sessions, the two-year graduate is given every opportunity and encouragement to complete his degree at the earliest possible time, the more adequately to prepare himself for an exacting and challenging profession. The two-year curriculum may be completed without penalty for the student wishing later to complete one of the other curricula. Either the four-year elementary or the four-year secondary curricula may be followed, under the guidance of the Director of the Department of Rural Life and Education, with major attention given to preparation for work in rural communities.

The better to acquaint the student professionally with actual school conditions and the relation of school and community, selected rural students are permitted to do practice teaching while in residence for six weeks in one-teacher school districts in the several counties in the service area of the college. Other rural students do their practice teaching in the Hurd one-teacher or the Portage consolidated school—both of which are affiliated with the college as training schools. For advanced students, either as members of a seminar or the Country Life Club, frequent opportunities arise to do field work in rural education or community programs. The Country Life Club affords students social life and experiences in organized activities related to college and community life.

Those looking forward to service in rural communities as ministers, doctors, public health workers, veterinarians, librarians, social workers, editors, county extension agents, managers of co-operatives, recreational and cultural leaders in music, art, and the drama, as well as in the several other governmental and service occupations, will find helpful courses and guidance offered in the Department of Rural Life and Education.

OPPORTUNITIES IN AGRICULTURAL HIGH SCHOOLS

To meet the growing demand for teachers of the combination of agriculture, shop, and science in rural-agricultural and other small rural schools, related courses have been organized which will fulfill the requirements for these positions. Courses in agriculture have been supplemented by related courses in other departments.

Special attention is being given to the content of other courses so that they will meet the requirements of rural and small-town high-school teachers. Selections are possible so that credits earned in Western Michigan College of Education may be transferred to Michigan State College and still give a maximum amount of training to teachers in the subjects they may be asked to teach.

For the most able prospective teachers, there is a certain demand and opportunity for unlimited service and leadership in the rural schools of Michigan.
There are curricula at Western Michigan College of Education in four areas of Special Education. These curricula are for the preparation of teachers of (1) mentally retarded and backward children, (2) occupational therapy, (3) speech correction, and (4) deaf and hard of hearing. Adequate course offerings and clinical facilities are provided in all of the curricula attempted, plus numerous other courses in collateral fields which are necessary or recommended for special-education students. The curriculum in speech correction is conducted in connection with the Speech Clinic of Western Michigan College of Education.
Students may be admitted at the opening of any semester or summer session.

GENERAL QUALIFICATIONS

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

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

CREDENTIALS SHOULD BE SENT IN ADVANCE

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

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

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

ENTRANCE FROM HIGH SCHOOLS

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

1. Admission on Certificate

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

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

Prescribed Preparatory Work

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

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

A. English
   A major sequence of three or more units

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

C. Mathematics—Physics Group
   A minor sequence in this group must include 1 unit of Algebra and 1 unit of Geometry. A major sequence is formed by adding to this minor sequence one or more from the following:
      Advanced Algebra $\frac{1}{2}$ or 1 unit, Solid Geometry $\frac{1}{2}$ unit, Trigonometry $\frac{1}{2}$ unit, $^1$Physics 1 unit.

D. Science Group
   Any two units selected from the following constitute a minor sequence and any three or more units constitute a major sequence.
      $^1$Physics 1 unit                          Zoology 1 unit
      Chemistry 1 unit                           Biology (Botany $\frac{1}{2}$ unit and
      Botany 1 unit                               Zoology $\frac{1}{2}$ unit) 1 unit
   If biology is counted in these sequences neither botany nor zoology can be counted.

E. Social Studies Group
   A total of two or two and one-half units selected from the following constitutes a minor sequence; a total of three or more units constitutes a major sequence.
      Ancient History 1 unit
      $^2$European History 1, 1$\frac{1}{2}$ units, or 2 units
      $^3$American History, $\frac{1}{2}$ or 1 unit
      $^3$American Government $\frac{1}{2}$ unit
      $^3$Economics $\frac{1}{2}$ unit

$^1$ Physics may not be counted in both Groups C and D.
$^2$ English History may be included under European History.
$^3$ Half units in the social studies are acceptable as part of a sequence only if taken in the 11th or 12th grade.
F. Vocational Studies
A total of two or two and one-half units selected from any one of the following constitutes a minor sequence; a total of three units of any one constitutes a major sequence.
- Agriculture
- Commerce
- Home Economics
- Industrial Arts

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

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

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

II. Approved Vocational Curricula
Michigan Colleges of Education admit graduates of high schools, without regard to major and minor sequences, to approved vocational curricula not leading to a degree.

Commercial subjects will be accepted as follows:
- Typewriting, 1/2 or 1 unit
- Elementary Business Training, 1 unit
- Bookkeeping, 1 or 2 units
- Shorthand, 1 or 2 units
- Commercial Arithmetic, 1/2 unit
- Commercial Law, 1/2 unit
- Office Practice, 1/2 unit
- Commercial Geography, 1/2 to 1 unit

Music subjects will be accepted as follows:
- Band, 1 unit
- Orchestral, 1 unit
- Choir, 1 unit
- Glee Club, 1/2 unit
- Theory Class, 1 unit
- History and Appreciation, 1 unit
- Vocal or Instrumental Class Instruction, 1 unit

Art subjects will be accepted as follows:
- General Art, 1 to 2 units
- School Art Activities, 1/2 unit
- Studio Art, 1 to 2 units
2. Admission by Examination

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

3. Partial Certificate—Partial Examination Plan

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

ADMISSION AS A STUDENT NOT A CANDIDATE FOR A DEGREE

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

TRANSFERRED STUDENTS

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

The maximum amount of credit which may be accepted from a junior college is 60 semester hours.

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

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

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

**TRANSIENT STUDENTS**

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

**TRANSFER TO OTHER COLLEGES AND UNIVERSITIES**

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

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

**TRANSCRIPTS**

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

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

**IDENTIFICATION PHOTOGRAPH**

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

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

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

REGISTRATION, CLASSIFICATION, ETC.

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

GENERAL INSTRUCTIONS FOR ENROLLMENT

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

Enrollment for the summer session will occur on Monday, June 23. A circular giving detailed information relative to registration may be obtained at the Information Desk in the Women's Gymnasium or at the Administration Office.

STANDARD CLASS LOAD FOR SUMMER SESSIONS

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

EXTRA HOURS

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

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

SUB-MINIMUM LOAD

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

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

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

The above classification relates to eligibility for participation:

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

WITHDRAWAL FROM COURSES

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

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

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

ABSENCES AND EXCUSES

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

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

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

HONORS IN COURSE

Honors in Course are bestowed upon graduating students who have displayed special attainments in scholarship. Such honors are announced at a special convocation.
Recipients of honors receive their degrees:

**Cum laude** When having a point-hour ratio of 2.5 to 2.69 inclusive

**Magna Cum laude** When having a point-hour ratio of 2.7 to 2.89 inclusive

**Summa cum laude** When having a point-hour ratio of 2.9 to 3.0 inclusive

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

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

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

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

**REGULATIONS RELATING TO EXAMINATIONS**

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

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

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

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

**MARKING SYSTEM**

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

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

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

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

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

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

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

**ATTENDANCE AT COMMENCEMENT**

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

**SCHOLARSHIP INDEX**

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

**STANDARD FOR GRADUATION**

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

**HIGH SCHOLARSHIP LIST**

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

**LOW SCHOLARSHIP LIST**

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

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

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

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

4. Participation in Band may be substituted for physical-education credit. In such cases participation in the Band for one semester is substituted for two and one-half class hours in physical education. (A class hour is to be interpreted to mean one hour of class work each week for one semester.)

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

SIGNIFICANCE OF COURSE NUMBERS

I. Course numbering and availability

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

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

II. Explanation of numbering

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

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

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

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

Note.—The courses under d and e above give, within parentheses, the University of Michigan numbers.
5. All consecutive courses are numbered sequentially.

6. Numbers 300-302 inclusive are reserved for courses which are offered in departments other than the Department of Education, but which are given credit in education—the so-called "professional courses." To these numbers the letter T is added.

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

8. A course offered only in the summer session has an S added to the number.

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

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

11. The term in which a course is given is indicated as follows: the letter S following the name of a course indicates that the course is to be offered in the summer session; Roman I after the name indicates the course is to be offered in the first semester, and Roman II, in the second semester; Romans I and II, indicate it is to be offered both semesters.

**CREDIT IN SEMESTER HOURS**

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

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

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

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

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

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

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

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

**CLASS PERIODS FOR SUMMER SESSIONS**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Period</td>
<td>7:40-9:20</td>
<td>(100 minutes)</td>
</tr>
<tr>
<td>Second Period</td>
<td>9:30-10:20</td>
<td>(50 minutes)</td>
</tr>
<tr>
<td>Third Period</td>
<td>10:30-12:20</td>
<td>(100 minutes)*</td>
</tr>
<tr>
<td>Fourth Period</td>
<td>12:30-1:20</td>
<td>(50 minutes)</td>
</tr>
<tr>
<td>Fifth Period</td>
<td>1:30-3:20</td>
<td>(100 minutes)*</td>
</tr>
<tr>
<td>Sixth Period</td>
<td>3:30-4:20</td>
<td>(50 minutes)</td>
</tr>
</tbody>
</table>

*Allows for a 10 minute intermission*
EXPENSES

PLAN FOR SCHEDULING CLASSES

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

EXPENSES

TUITION FEES FOR UNDERGRADUATES

Schedule of tuition fees for the Summer Session, 1947:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Resident*</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3 semester hours</td>
<td>$6.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>4-6 semester hours</td>
<td>12.00</td>
<td>20.00</td>
</tr>
<tr>
<td>7-9 semester hours</td>
<td>18.00</td>
<td>30.00</td>
</tr>
<tr>
<td>10 or more semester hours</td>
<td>30.00</td>
<td>40.00</td>
</tr>
</tbody>
</table>

*RESIDENCE REQUIREMENTS

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

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

The residence of wives shall follow that of their husbands.

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

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

Miscellaneous Fees

Schedule of local fees for the Summer Session, 1947:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3 semester hours</td>
<td>$15.00</td>
</tr>
<tr>
<td>4-9 semester hours</td>
<td>15.00</td>
</tr>
<tr>
<td>10 or more semester hours</td>
<td>15.00</td>
</tr>
</tbody>
</table>

These local fees are collected each semester for the support of student activities, health, service, student union, library purposes, class dues, Brown and Gold, and subscription to the Western Michigan Herald.

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

Graduation Fees

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

Late Enrollment Fee

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

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

Refunds

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

ESTIMATE OF NECESSARY EXPENSES

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

<table>
<thead>
<tr>
<th>Expense</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room (one-half of a double room)</td>
<td>$18.00 to $27.00</td>
</tr>
<tr>
<td>Board</td>
<td>$36.00 to $45.00</td>
</tr>
<tr>
<td>Laundry</td>
<td>$0.00 to $12.00</td>
</tr>
<tr>
<td>Textbooks and supplies</td>
<td>$15.00 to $20.00</td>
</tr>
<tr>
<td>Incidentals</td>
<td>$10.00 to $20.00</td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>$21.00 to $45.00</td>
</tr>
</tbody>
</table>

Total for 6 weeks $100.00 to $169.00
The Constitution of the State of Michigan places the Michigan Colleges of Education under the authority of the State Board of Education. From time to time the Legislature has defined the objectives and scope of work of the Colleges of Education. It has repeatedly declared that the purpose of these institutions "shall be the instruction of persons in the art of teaching and in all the various branches pertaining to the public schools of the state of Michigan".

The Michigan Colleges of Education have always stood and do now stand for two things paramount and inseparable in an institution for the training of teachers:

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

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

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

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

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

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

Admission to the program of the third and fourth years is based upon the satisfactory completion of the work outlined 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 Departments of Librarianship and Speech.

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

**Group III. Social Science**
Economics, history, philosophy, political science, sociology, certain courses as indicated in the Department of Librarianship.

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

**Group V. Fine Arts**
Art, music, and certain courses in occupational therapy.

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

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

**DEGREES DEFINED**

**BACHELOR OF ARTS (AND TEACHING CERTIFICATE)**

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

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

2. The student who otherwise qualifies for the degree of Bachelor of Arts and who has earned at least 54 semester hours in Group II may at his option receive either the degree of Bachelor of Science or the degree of Bachelor of Arts.

BACHELOR OF MUSIC (AND TEACHING CERTIFICATE)

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

BACHELOR OF MUSIC (WITHOUT TEACHING CERTIFICATE)

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

GENERAL DEGREE (WITHOUT TEACHING CERTIFICATE)

Students who do not have in mind preparation for teaching may elect basic courses which provide a general education or which satisfy preliminary requirements for other professional curricula. When such a program of work is carried on for four years and conforms to the degree requirements stated on page 75 except the professional requirements in Group IV, the degree of Bachelor of Arts or Bachelor of Science may be granted without the teaching certificate.

SECOND BACHELOR'S DEGREE

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

DEGREE REQUIREMENTS

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

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

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

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

MAJOR AND MINOR REQUIREMENTS AND REGULATIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

RESTRICTIONS

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

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

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

I. BACHELOR’S DEGREES

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

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

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

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

II. TEACHING CERTIFICATES

The following types of teaching certificates are granted:

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

1. State Elementary Provisional Certificate
   a. This certificate qualifies the holder to teach for a period of five years from date of issue in the elementary grades (kindergarten to eighth) in any public school in Michigan.
   b. The candidate must meet the requirements for a degree as defined above.
   c. The holder of the State Elementary Provisional Certificate may be issued the State Elementary Permanent Certificate when the candidate shall have met the following conditions:
1) Application must be made to the college within one year following the expiration of the State Elementary Provisional Certificate.

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

3) The holder of an Elementary Provisional Certificate issued after July 1, 1945, must have earned in addition 10 semester hours of acceptable college credit.

d. For procedure for permanent certification see below.

2. State Secondary Provisional Certificate

a. This certificate qualifies the holder to teach for a period of five years from date of issue in the secondary grades (seventh to twelfth) in any public school in Michigan, in subjects or subject fields indicated on the certificate.

b. The candidate must meet the requirements for a degree as defined above.

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

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

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

3) The candidate must have earned in addition 10 semester hours of acceptable college credit.

d. For procedure for permanent certification see below.

3. State Limited Certificate

a. This certificate qualifies the holder to teach in the State of Michigan for a period of three years from date of issue in any school district except a school district which maintains an approved high school. (See "Important Directions to Holders of Limited Certificates Based on the Michigan Teachers' Certification Code", below.)

b. The candidate shall present credits satisfying a prescribed curriculum aggregating 60 semester hours.

c. The candidate shall have satisfactorily completed in residence at this institution 15 semester hours.

d. The candidate shall have been in residence at this institution the semester or summer session immediately preceding graduation.
III. PROCEDURE FOR PERMANENT CERTIFICATION

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

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

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

IV. MISCELLANEOUS PROVISIONS REGARDING CERTIFICATES

1. A candidate presenting credits as a graduate of a Michigan County Normal School and who in addition thereto presents entrance credits satisfying the requirements of this institution shall be granted:
   a) Toward the Provisional Certificate, 25 semester hours;
   b) Toward the State Limited Certificate, 25 semester hours;

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

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

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

DIRECTIONS TO HOLDERS OF LIMITED CERTIFICATES

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

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

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

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

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

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

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

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

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

Note.—More complete information concerning the several teachers' certificates may be obtained from Bulletin No. 601, Teachers' Certification Code, published by the Superintendent of Public Instruction, Lansing, Michigan. 1942 Revision.

ADDITIONAL REGULATIONS

1. All freshmen must carry Rhetoric 106 A, B.
2. At the end of the sophomore year all students except those enrolled in the two-year curricula must have had at least 12 class hours of physical education.
3. In general, freshmen should not elect two courses in a single department in the same semester. No student should elect more than 8 semester hours in a single department in the same semester.
4. All students who expect to receive a degree must present at least 6 semester hours of credit in rhetoric.
5. Not more than a total of 60 semester hours of credit from Groups IV, V, VI, and VII may be accepted for either the Bachelor of Arts or the Bachelor of Science degree. A total of 60 hours must be earned in Groups I, II, and III.
6. Before being admitted to the regular program of work of the third year, a candidate for a teaching certificate shall have earned at least 8 semester hours in each of the Groups I, II, and III. He shall have maintained at least a "C" average for work already completed and shall give evidence of his fitness for teaching.
7. To satisfy the minimum requirements in Groups I, II, and III, the student shall not present a series of isolated courses.
8. All students who expect to obtain a degree and teaching certificate are required to present credits in the following courses: Human Growth and Development 251, Introduction to Directed Teaching 240 or 351, and Directed Teaching, Laboratory in Education, and General Educational Problems 370 A, B, C.
9. A student will not be permitted to carry directed teaching unless his point-hour ratio is at least 1.0.
10. All students must take the equivalent of six hour lectures in political science. This is a legal requirement.
LIST OF THE CURRICULA

The following curricula have been set up and are described in the following pages as indicated.

I. General Degree Curriculum .............................................. 75
II. Curricula for Teachers .............................................................. 76–87
   Elementary Curriculum ............................................................ 76
   Secondary Curriculum .............................................................. 77
   Special Education Curricula .................................................... 78–82
      Deaf and Hard of Hearing ....................................................... 78
      Mentally Retarded .................................................................. 79
      Occupational Therapy ............................................................... 80
      Speech Correction .................................................................... 81
   Music Curriculum ....................................................................... 82
   Rural Elementary Curriculum ................................................... 85
III. Pre-Professional, Non-Teaching
    Professional, and Combined Curricula ..................................... 89–105
    Agriculture ............................................................................. 89
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Specific details and requirements in the various fields of specialization are outlined on the following pages. All of the curricula detailed conform to the general regulations set forth in the preceding pages and indicate the courses that should be pursued by students.

I. THE GENERAL DEGREE CURRICULUM

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, 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.

GENERAL DEGREE CURRICULUM

A.B. or B.S. Degree

(For liberal and pre-professional education)

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) ............................. 6 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 18 class hours. (A class hour is to be interpreted to mean one hour of class work each week for one semester.)

Elective ............................................. 78 semester hours
II. CURRICULA FOR TEACHERS

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

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

Group I. Language and Literature .................................. 12 semester hours
Rhetoric (in addition) .................................................. 6 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 18 class hours. (A class hour is to be interpreted to mean one hour of class work each week for one semester.)

Elective ................................................................. 48 semester hours

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

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

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

5. A course in library methods is required.

6. For further information regarding details of specialization in a department or field, see introductory paragraphs for each department.

SECONDARY CURRICULUM

A.B. or B.S. Degree

State Secondary Provisional Certificate

(For preparation of teachers of Grades 7, 8, 9, 10, 11, 12)

Group Requirements

Group I. Language and Literature .......................... 12 semester hours
Rhetoric (in addition) ........................................... 6 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 Special Education 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 18 class hours. (A class hour is to be interpreted to mean one hour of class work each week for one semester.)

Elective ............................................................. 57 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. Furthermore, a methods course in the major or in one of the minor fields must be taken.

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 education, librarianship, 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.

5. A course in library methods is required.

6. For further information regarding details of specialization in a department or field, see introductory paragraphs for each department.
SPECIAL EDUCATION CURRICULUM—DEAF AND HARD OF HEARING

B.S. Degree

State Elementary Provisional Certificate

(For the preparation of teachers of the deaf and hard of hearing)

Group I.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Language and Literature</td>
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</tr>
<tr>
<td>Rhetoric (in addition)</td>
<td>6</td>
</tr>
<tr>
<td>Fundamentals of Speech 105 A, B</td>
<td>6</td>
</tr>
<tr>
<td>Principles of Speech Correction 231</td>
<td>3</td>
</tr>
<tr>
<td>Phonetics 318</td>
<td>3</td>
</tr>
<tr>
<td>Basic Voice and Speech Science 319</td>
<td>3</td>
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Group II. Science

<table>
<thead>
<tr>
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<td>General Biology 101, A, B</td>
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</tr>
<tr>
<td>General Psychology 200</td>
<td>3</td>
</tr>
<tr>
<td>Abnormal Psychology 305</td>
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</tr>
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<td>Mental Testing 307</td>
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Group III. Social Science

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Principles of Sociology 241</td>
<td>3</td>
</tr>
<tr>
<td>Modern Social Problems 242</td>
<td>3</td>
</tr>
<tr>
<td>Political science</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
<td>4</td>
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Group IV. Education

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>Problems of the Deaf and Hard of Hearing 234</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Lip Reading 235</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Lipreading 236</td>
<td>3</td>
</tr>
<tr>
<td>Audiometry and Hearing Aids 237</td>
<td>2</td>
</tr>
<tr>
<td>Human Growth and Development 251</td>
<td>3</td>
</tr>
<tr>
<td>Applied Speech Correction 300 T</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Special Education 331</td>
<td>2</td>
</tr>
<tr>
<td>Mental Hygiene 335</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Directed Teaching 351</td>
<td>3</td>
</tr>
<tr>
<td>Directed Teaching, Laboratory in Education, and General Educational Problems 370 A, B, C</td>
<td>15</td>
</tr>
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</table>

Group VII. Physical Education and Health

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</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 18 class hours. (A class hour is to be interpreted to mean one hour of class work each week for one semester.)</td>
<td>26</td>
</tr>
<tr>
<td>Elective</td>
<td>26</td>
</tr>
</tbody>
</table>

SPECIAL EDUCATION CURRICULUM—MENTALLY RETARDED

B.S. Degree

State Elementary Provisional Certificate

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

Group I. Language and Literature ........................................ 12 semester hours
Rhetoric (in addition) ...................................................... 6 semester hours

Group II. Science
- General Biology 101A, B ........................................ 8 semester hours
- Hygiene 112 (or Health Education 285) ..................... 2 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
- Elective ................................................................. 4 semester hours

Group IV. Education
- Human Growth and Development 251 ......................... 3 semester hours
- Introduction to Special Education 331 ...................... 2 semester hours
- Mental Deficiency 332 ......................................... 2 semester hours
- Introduction to Mental Hygiene 335 ......................... 3 semester hours
- Methods of Teaching Subnormal Children 337 ........... 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 V. Fine Arts
- Illustrative Handwork 107 ........................................ 3 semester hours

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

Group VII. Physical Education and Health
- Physical education: Women are required to take ten class hours, including Physical Education 100 and one individual sport. Men are required to take 18 class hours. (A class hour is to be interpreted to mean one hour of class work each week for one semester.)
- Elective ................................................................. 39 semester hours

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

B.S. Degree and Diploma

State Elementary Provisional Certificate

(For the preparation of teachers of occupational therapy)

Group I. Language and Literature
Rhetoric 106A, B .......................... 6 semester hours
Fundamentals of Speech 105A .................. 3 semester hours
Elective .................................. 11 semester hours

Group II. Science
General Biology 100A, B ................... 8 semester hours
Anatomy and Physiology (for Occupational Therapists) 215 .......... 4 semester hours
Kinesiology 216A, B ......................... 4 semester hours
General Psychology 200 ..................... 3 semester hours
*Neurology and Psychiatry 330 ........ 3 semester hours
*Clinical Subjects 332 ..................... 4 semester hours
*Clinical Observations 334 ................ 4 semester hours

Group III. Social Science
Political Science .......................... 2-3 semester hours
Sociology 241 ............................ 3 semester hours
*Social Service in Hospitals 351 ........ 3 semester hours
*Hospital Case Studies 352 ............... 3-4 semester hours

Group IV. Education
Theory of Occupational Therapy 210A, B and 310 .... 6 semester hours
Human Growth and Development 251 ........ 3 semester hours
Introduction to Directed Teaching 351 .... 3 semester hours
General Educational Problems 370C ...... 3 semester hours
Directed Teaching 374 ..................... 5 semester hours

Group V. Fine Arts
Elementary Design 105 ..................... 3 semester hours
Modeling 111 ............................. 3 semester hours
Weaving 303 .............................. 4 semester hours
Bookbinding 304 .......................... 2 semester hours
Elective .................................. 2 semester hours

Group VI. Practical Arts
Printing 140A .............................. 3 semester hours
Special Education Shop 208 ................ 3 semester hours
Therapeutic Crafts 220 or 221 or 222 .... 2 semester hours
Stitchery 223 .............................. 4 semester hours
Rug Making 224 ............................ 1 semester hour
Basketry 226 .............................. 1 semester hour
Leatherwork 227 ........................... 1 semester hour
Group VII. Physical Education
All students are required to take four class hours of physical education, including Physical Education 100. (A class hour is to be interpreted to mean one hour of class work each week for one semester.)

Clinical Training
Nine calendar months at affiliating hospitals. This includes courses starred above and undifferentiated credit totaling 9 semester hours

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

2. Nine calendar months of clinical training shall be taken in two months between the second and third years, and in 7 consecutive months during the second semester of the third year and the time remaining before the fourth year.

3. Granting of the Diploma of Occupational Therapy and registration in the American Occupational Therapy Association is conditional upon the student’s passing a comprehensive examination over all required work.

4. These courses are taught at the Kalamazoo State Hospital.

5. A course in library methods is required.

SPECIAL EDUCATION CURRICULUM—SPEECH CORRECTION

B.S. Degree

State Elementary Provisional Certificate
(For the preparation of teachers of speech correction)

Group I. Language and Literature .......... 8 semester hours
Rhetoric (in addition) .......................... 6 semester hours
Fundamentals of Speech 105A, B .............. 6 semester hours
Introduction to Speech Correction 230 ......... 3 semester hours
Principles of Speech Correction 231 .......... 3 semester hours
Phonetics 318 .................................. 3 semester hours
Basic Voice and Speech Science 319 .......... 3 semester hours
Stuttering and Allied Disorders 331 .......... 3 semester hours

Group II. Science
General Biology 101A, B .......................... 8 semester hours
or
Hygiene 112 .................................... 2 semester hours
and
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
Elective ........................................... 4 semester hours
Group IV. Education

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

Group VII. Physical Education and Health

Physical education: Women are required to take ten class hours, including Physical Education 100 and one individual sport. Men are required to take 18 class hours. (A class hour is to be interpreted to mean one hour of class work each week for one semester.)
Elective ........................................................... 26 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.
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.

MUSIC CURRICULUM

B.M. Degree with a major in Public School Music
State Elementary or Secondary Provisional Certificate
(For Instrumental or Vocal Supervisor)

First Year

Rhetoric 106 A, B. .................................................. 6 semester hours
Major Performance .................................................. 4 semester hours
English Diction and Song Literature 122 A, B .................. 0 semester hours
Fundamentals of Music 105A ...................................... 3 semester hours
Freshman Theory 106A, B .......................................... 6 semester hours
Music Appreciation 107A, B ...................................... 4 semester hours
Elementary Acoustics 110 ......................................... 2 semester hours
String Class 118 A, B ............................................... 2 semester hours
Elective (non-music)** ............................................. 5 semester hours
Library Methods
Physical education or Band
### Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td>Major Performance</td>
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<tr>
<td>Italian Diction and Song Literature, 222A, B</td>
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<tr>
<td>Advanced Sight-Singing and Ear-Training 205A, B</td>
<td>4</td>
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<tr>
<td>Advanced Harmony 206A, B</td>
<td>6</td>
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<tr>
<td>Elementary School Methods and Materials 208A, BT</td>
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<tr>
<td>Woodwind Class 219A, B</td>
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<td>Human Growth and Development 251</td>
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### Third Year

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<td>French Diction and Song Literature 322A, B</td>
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<td>Junior and Senior High School Methods and Materials 301A, BT</td>
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<td>Style and Structure 310A*</td>
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<td>Contemporary Music 310B*</td>
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<tr>
<td>Music Literature 207B</td>
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<td>Instrumental Conducting 311A</td>
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<td>Choral Conducting 311B</td>
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<tr>
<td>Brass Class 320A, B</td>
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<tr>
<td>Percussion Class 321</td>
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<tr>
<td>Introduction to Directed Teaching 351</td>
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<tr>
<td>American National Government 230</td>
<td>3</td>
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### Fourth Year

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<tr>
<td>Major Performance Literature 323*</td>
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<tr>
<td>German Diction and Song Literature 324A, B</td>
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<tr>
<td>Methods in Major Performance Medium*</td>
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<tr>
<td>History of Music 407A, B</td>
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<td>Integrated Professional Education 370A, B, C</td>
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Note.—1. *Courses not required for students who will become vocal supervisors.

2. **For vocal supervisors, 6 semester hours of non-music electives are required in first year.
**MUSIC CURRICULUM**

B.M. Degree with a major in Public School Music

State Elementary or Secondary Provisional Certificate

*(For General Supervisor)*

**First Year**

<table>
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<tr>
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<tbody>
<tr>
<td>Rhetoric 106A, B</td>
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<td>Music Appreciation 107A, B</td>
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<tr>
<td>Elementary Acoustics 110</td>
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<td>String Class 118A, B</td>
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<tr>
<td>English Diction and Song Literature 122A, B**</td>
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<td>Library Methods</td>
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**Second Year**

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<td>Style and Structure 310A</td>
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<td>Instrumental Conducting 311A</td>
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<td>Introduction to Directed Teaching 351</td>
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<tr>
<td>American National Government 230</td>
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Fourth Year

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</table>

Note.—1.*General supervisors are required to study voice two years and a single instrument two years. If the student’s major performance medium is an instrument, it is suggested that he meet the voice requirements by enrolling in voice courses 116A, B and 216A, B.

2.**The student is required to enroll for this course only if his performance medium is voice.

3.***The non-music electives should be used to complete the non-music minor.

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**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**¹  
Rhetoric 106A (in addition) .................................. 3 semester hours

**Group II. Science**²  
Rural Economics 240 ........................................... 3 semester hours
Rural Sociology 240 ............................................ 3 semester hours
Elective .......................................................... 3 semester hours

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

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

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

**Group VII. Physical Education and Health**⁶  
Men: Elective  
Women: Physical Education 100, Rural School Physical Education 233, and an elective

Library Methods ...................................................... Non-credit
Elective⁷ ........................................................... 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.

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; Introductory Geography for Juniors and Seniors 305; 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; 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 4 semester hours credit.

5. Art Structure 106; Rural School Music 109; Industrial Art 110; Auxiliary Choir 134; Home Nursing 220; Clothes and Personality 203; Nutrition 219; Consumer Buying 339.

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; Swimming 110; Tennis 113; Archery 118; Badminton 120; Social Dancing 122.

7. These elections may well be chosen for among the preferred choices listed in the above notes (1 to 5) not used to meet minimum group requirements, supplemented if necessary from such courses as follow: Rhetoric 106B; Fundamentals of Speech 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)

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

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

DEGREES IN RURAL LIFE AND EDUCATION

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

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

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

Those preparing to serve rural people in the several professions and service occupations other than teaching will find considerable basic work in these curricula. For them, as well as for degree students preparing to work in either elementary or secondary school positions, advanced courses in rural education and rural life are offered.
Most of the professional schools of the country have prescribed more or less definitely the nature of the college work prerequisite to professional training. The amount of college training required by leading universities in preparation for the various professions has in late years been materially increased. A number of professions are now entirely on the graduate level; that is, a college degree must be presented before one may enter upon the study of these professions.

For the most part, the additional college work now required is of a cultural nature, or is definitely preparatory to professional courses to be taken later.

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

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

A course in library methods and certain 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.
BIOLOGICAL SCIENCES

UNDERGRADUATE DIVISION—CURRICULA

First Year

Rhetoric 106A, B ........................................... 6 semester hours
General Biology, 100A, B ................................ 8 semester hours
Animal Husbandry, 106, 107, 108 ....................... 8 semester hours
Elective (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
Elective (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 department of Business Education offers a differentiated program for students interested in preparing for a business career. While the department does not prescribe a definite curriculum leading to the professional degree of B.B.A., it does offer a major sequence of courses in accounting, business law, and related subjects in the General Degree curriculum.

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

First Year

Rhetoric 106A, B ........................................... 6 semester hours
Trigonometry and College Algebra 103A, College Algebra and Analytic Geometry 103B .................. 10 semester hours
or
College Algebra and Analytic Geometry 104A, B ....... 8 semester hours
Language or literature .................................... 6-8 semester hours
Ancient and Medieval Civilization 105A, B .......... 6 semester hours
or
Modern Europe 108A, B .................................. 6 semester hours
or
English History 109A, B .................................. 6 semester hours
Elective ..................................................... 4-0 semester hours
DENTISTRY

Second Year

Accounting 210A, B ........................................ 6 semester hours
Principles of Economics 220A, B ............................. 6 semester hours
Introduction to Statistics 211 ............................... 2 semester hours
Language or literature ......................................... 6 semester hours
Secretarial Practice 230A .................................... 2 semester hours
Elective ......................................................... 8 semester hours

DENTISTRY

(Combined Curriculum in Letters and Dentistry)

First Year

Rhetoric 106A, B ........................................ 6 semester hours
General Biology 100A, B ..................................... 8 semester hours
Elective* ..................................................... 16 semester hours

Second Year

General Chemistry 100A, B, or 101A, B ....................... 8 semester hours
Mechanics, Heat, and Sound 203A, Electricity and Light
203B ............................................................. 8 semester hours
Elective ......................................................... 14 semester hours

Third Year

Organic Chemistry 306A, B .................................. 8 semester hours
Elective ......................................................... 22 semester hours

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

ENGINEERING

(Combined Curriculum in Letters and Engineering)

University of Michigan

First Year

Rhetoric 106A, B ........................................ 6 semester hours
Trigonometry and College Algebra 103A, College Algebra
and Analytic Geometry 103B .................................. 10 semester hours
or
College Algebra and Analytic Geometry 104A, B ........... 8 semester hours
General Chemistry 100A, B, or 101A, B ..................... 8 semester hours
Mechanical and Machine Drawing 221 ...................... 2 semester hours
Descriptive Geometry 222 .................................... 3 semester hours
Elective ......................................................... 2-4 semester hours
Second Year
Chemical and Metallurgical
Calculus 205A, B ........................................... 8 semester hours
Mechanics, Heat, and Sound 203A, Electricity and Light
203B ...................................................... 8 semester hours
Problems 204A, B ........................................ 2 semester hours
Engineering Materials 210 ................................... 3 semester hours
Qualitative Analysis 201, Quantitative Analysis 202 .. 8 semester hours
Metal Processing 211 ..................................... 2 semester hours

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

Second Year
Aeronautical, Civil, Electrical, Marine, and Mechanical
Calculus 205A, B ........................................... 8 semester hours
Mechanics, Heat, and Sound 203A, Electricity and Light
203B ...................................................... 8 semester hours
Problems 204A, B ........................................ 2 semester hours
Engineering Materials 210 ................................... 3 semester hours
Metal Processing 211 ..................................... 2 semester hours
Fundamentals of Speech 105A ............................. 3 semester hours
Group I elective ........................................... 6-8 semester hours

Third Year
Aeronautical, Civil, Electrical, Marine, and Mechanical
Principles of Economics 220A, B ......................... 6 semester hours
Foreign language ............................................ 8 semester hours
or
Group III elective .......................................... 6 semester hours
Differential Equations 321 or elective ..................... 3 semester hours
Statics 320 or elective .................................... 3 semester hours
Theoretical Mechanics 425 or elective .................... 3 semester hours
Elective to total .......................................... 34 semester hours

Note.—1. Language requirement; one year of a foreign language is required unless two years of a single foreign language were presented for entrance.
2. All students must have 12 semester hours in Group III (Social Science), including two hours of political science.
FORESTRY
(Combined Curriculum in Letters and Forestry)
University of Michigan

First Year

Rhetoric 106A, B ................................................. 6 semester hours
General Biology 100A, B .......................................... 8 semester hours
Trigonometry and College Algebra 103A, B, or College Algebra and Analytic Geometry 104A, B .............. 8-10 semester hours
General Mechanical Drawing 120 .................................... 2 semester hours
Elective (to be selected from literature or language) ........ 4-6 semester hours

Second Year

General Chemistry 100A, B, or 101A, B ................................ 8 semester hours
Botany 221A, B .................................................................. 8 semester hours
Principles of Economics 220A, B ........................................... 6 semester hours
Elective (to be selected from physics; Botany 222; Speech 105A, B; Sociology 241, 242; literature or language) .... 8 semester hours

Third Year

General Geology 230 ......................................................... 3 semester hours
Surveying 210 .................................................................. 3 semester hours
Elective (to be selected from American Government 230, American State and Local Government 231; Geology 230A, B; Organic Chemistry 306A, B; Zoology 242; Botany 335; Geography 312 or 325) ........................................ 24 semester hours

JOURNALISM
(Approved by the University of Michigan, Michigan State College, 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, or 101A, B ................................ 8 semester hours
United States History 201A, B ........................................... 6 semester hours
French, German, or Spanish 100A, B ................................. 8 semester hours
Elective ............................................................................ 2-3 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
Elective ................................................................................. 3-4 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
College of Law, University of Illinois
Detroit College of Law

First Year
Rhetoric 106A, B .................................................................. 6 semester hours
Trigonometry and College Algebra 103A, College Algebra
and Analytic Geometry 103B ............................................... 10 semester hours
or
College Algebra and Analytic Geometry 104A, B .................. 8 semester hours
General Chemistry 100A, B, or 101A, B ............................... 8 semester hours
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
American National Government 230 ..................................... 3 semester hours
American State and Local Government 231 ......................... 3 semester hours
Principles of Sociology 241 3 semester hours
Modern Social Problems 242 3 semester hours
Public Finance 320 3 semester hours
Elective (to be selected from Speech 105A, B; Money and
Credit 221A, B; language or literature, or laboratory
science) 15 semester hours

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

MEDICINE

University of Michigan Medical School

The Medical School requires 90 semester hours of pre-medical work from
an accredited college. An average scholarship of one and three-quarters
honor points is required. The college pre-medical requirements must in-
clude 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
Elective 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 from
an accredited college.*

**First Year**

Rhetoric 106A, B 6 semester hours
General Biology 100A, B 8 semester hours
General Chemistry 100A, B, or 101A, B 8 semester hours
French or German 8 semester hours

**Second Year**

English Literature 107A 3 semester hours
Mechanics, Sound, and Heat 203A, Electricity and Light
203B 8 semester hours
Qualitative Analysis 201, Quantitative Analysis 202 8 semester hours
French or German 8 semester hours
Elective 2 semester hours

**Third Year**

English Literature 107B 3 semester hours
Organic Chemistry 306A, B 8 semester hours
Principles of Economics 220A, B 6 semester hours
Principles of Sociology 241 .................. 3 semester hours
General Psychology 200 .................. 3 semester hours
Anatomy 211A .............................. 4 semester hours

Note.—1. Application for admission to a College of Medicine should be made by the middle of the school year preceding the year in which the student intends to enter the College of Medicine.
2. Credit in trigonometry must be presented before the student may begin the study of physics.
3. *For the present, Wayne University will accept 60 semester hours for entrance. For details, see Wayne University catalog.

MEDICAL TECHNOLOGY

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

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

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

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

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

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

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

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

Second Year

Anatomy and Physiology (for Nurses) 213 ......................... 4 semester hours
Chemistry (for Nurses) 106 .......................................... 3 semester hours
Bacteriology (for Nurses) 214 ...................................... 3 semester hours
Sociology (for Nurses) 244 .......................................... 2 semester hours
Nutrition 219 .................................................................. 2 semester hours
General Psychology (for Nurses) 202 .............................. 2 semester hours

Third and Fourth Years at Bronson Hospital

Fifth Year

English or foreign language ........................................... 12 semester hours
Survey of American Government 234 ............................... 2 semester hours
Modern Social Problems 242 .......................................... 3 semester hours
Elective ........................................................................ 13 semester hours

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

2. In addition to the 76 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 to be taken some time in the first and/or fifth years.

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

**B.S. Degree and Diploma**

#### First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Rhetoric 106A, B</td>
<td>6</td>
</tr>
<tr>
<td>Fundamentals of Speech 105A</td>
<td>3</td>
</tr>
<tr>
<td>General Biology 100A, B</td>
<td>8</td>
</tr>
<tr>
<td>Elementary Design 105</td>
<td>3</td>
</tr>
<tr>
<td>Modeling 111</td>
<td>3</td>
</tr>
<tr>
<td>Printing 140A</td>
<td>3</td>
</tr>
<tr>
<td>Elective from Group I</td>
<td>4</td>
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#### Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy and Physiology (for Occupational Therapists) 215</td>
<td>4</td>
</tr>
<tr>
<td>Kinesiology 216A</td>
<td>2</td>
</tr>
<tr>
<td>Theory of Occupational Therapy 210A, B</td>
<td>4</td>
</tr>
<tr>
<td>General Psychology 200</td>
<td>3</td>
</tr>
<tr>
<td>Special Education Shop 208</td>
<td>3</td>
</tr>
<tr>
<td>Therapeutic Crafts 220, 221 or 222</td>
<td>4</td>
</tr>
<tr>
<td>Stitchery 223</td>
<td>4</td>
</tr>
<tr>
<td>Rug Making 224</td>
<td>1</td>
</tr>
<tr>
<td>Basketry 226</td>
<td>1</td>
</tr>
<tr>
<td>Leatherwork 227</td>
<td>1</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
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</table>

#### Third Year (First Semester)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Kinesiology 216B</td>
<td>2</td>
</tr>
<tr>
<td>Political Science</td>
<td>2-3</td>
</tr>
<tr>
<td>Sociology 241</td>
<td>3</td>
</tr>
<tr>
<td>Weaving 303</td>
<td>4</td>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Clinical Training (at affiliating hospitals)</td>
<td></td>
</tr>
<tr>
<td>Neurology and Psychiatry 330</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Subjects 332</td>
<td>4</td>
</tr>
<tr>
<td>Clinical Observations 334</td>
<td>4</td>
</tr>
<tr>
<td>Social Service in Hospitals 351</td>
<td>3</td>
</tr>
<tr>
<td>Hospital Case Studies 352</td>
<td>3-4</td>
</tr>
<tr>
<td>Undifferentiated Credit</td>
<td>9</td>
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</tbody>
</table>

#### Fourth Year (First Semester)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory of Occupational Therapy 310</td>
<td>2</td>
</tr>
<tr>
<td>Bookbinding 304</td>
<td>2</td>
</tr>
<tr>
<td>Elective from Group I</td>
<td>5</td>
</tr>
<tr>
<td>Elective</td>
<td>9</td>
</tr>
</tbody>
</table>
Note.—1. Thirty semester hours of college credit (as listed in first year above) must be earned before the student is admitted to the School of Occupational Therapy. This admittance is based on the approval of the applicant by the Coordinating Committee of the school, on the basis of general aptitude for the work and the scholastic record submitted with the special application blank.

2. Nine calendar months of clinical training shall be taken in two months between the second and third years, and in 7 consecutive months during the second semester of the third year and the time remaining before the fourth year.

3. Granting of the Diploma of Occupational Therapy and registration in the American Occupational Therapy Association is conditional upon the student's passing a comprehensive examination over all required work.

4. A course in library methods is required.

OCCUPATIONAL THERAPY

Diploma

A curriculum which, satisfactorily completed, meets the requirements of the Council on Medical Education and Hospitals of the American Medical Association and the American Occupational Therapy Association. Graduates of this course are entitled to take the examination for registration in the American Occupational Therapy Association.

First Year

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

Second Year

Anatomy and Physiology (for Occupational Therapists) 215 .......................... 4 semester hours
Kinesiology 216A ....................................... 2 semester hours
Theory of Occupational Therapy 210A, B ........................................... 4 semester hours
Principles of Sociology 241 .................................................. 3 semester hours
General Psychology 200 ............................................... 3 semester hours
Special Education Shop 208 ............................................... 3 semester hours
Therapeutic Crafts 220, 221 or 222 ........................................... 4 semester hours
Stitchery 223 ............................................... 4 semester hours
Rug Making 224 ............................................... 1 semester hour
Basketry 226 ............................................... 1 semester hour
Leatherwork 227 ............................................... 1 semester hour

Third Year (First Semester)

Kinesiology 216B ............................................... 2 semester hours
Theory of Occupational Therapy 310 ........................................... 2 semester hours
Weaving 303 ............................................... 4 semester hours
Bookbinding 304 ............................................... 2 semester hours
Elective under guidance ............................................ 5 semester hours
Clinical Training (at affiliating hospitals)
- Neurology and Psychiatry 330 .......... 3 semester hours
- Clinical Subjects 332 ................. 4 semester hours
- Clinical Observations 334 ............. 4 semester hours
- Social Service in Hospitals 351 ........ 3 semester hours
- Hospital Case Studies 352 ............. 3-4 semester hours
- Undifferentiated Credit .................. 9 semester hours

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

2. The student may take the required 9 calendar months of clinical training in either of these two ways; (a) two months between the second and third years and 7 consecutive months following the first semester of the third year, or (b) ten consecutive months following the first semester of the third year.

3. Granting of the Diploma of Occupational Therapy and registration in the American Occupational Therapy Association is conditional upon the student’s passing a comprehensive examination over all required work.

4. A course in library methods is required.

5. 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.)

OCCUPATIONAL THERAPY
Diploma Course for Advanced Standing Students

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

SOCIAL WORK®

First Year

Rhetoric 106A, B ................................. 6 semester hours
General Biology 100A, B ............................. 8 semester hours
Modern Europe 108A, 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
Any 2 or 3 of the following advanced sociology courses:
Social Psychology 243 ........................................... 2 semester hours
Problems of Family Life 247 ........................................... 3 semester hours
Criminology 342 ........................................... 3 semester hours
Mental Deficiency 332 ........................................... 2 semester hours
Mental Hygiene 335 ........................................... 3 semester hours
American National Government 230 ........................................... 3 semester hours
American State and Local Government 231 ........................................... 3 semester hours

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

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

MUSIC
B.M. Degree with a major in Voice®

First Year
Rhetoric, 106A, B ........................................... 6 semester hours
Voice 45A, B ........................................... 4 semester hours
Fundamentals of Music 105A, B ........................................... 6 semester hours
Freshman Theory 106A, B ........................................... 6 semester hours
Elementary Acoustics 110 ........................................... 2 semester hours
Piano Class 117A, B ........................................... 2 semester hours
English Diction and Song Literature 122A, B ........................................... 0 semester hour
Elective ........................................... 6 semester hours
Library Methods
SECOND YEAR

Voice 46A, B .............................................................. 4 semester hours
Advanced Sight-Singing and Ear-Training 205A, B .................. 4 semester hours
Advanced Harmony 206A, B ............................................. 6 semester hours
Music Literature 207A, B ............................................... 6 semester hours
Italian Diction and Song Literature 222A, B ....................... 0 semester hour
English Literature 107A, B ............................................. 6 semester hours

or

General Literature 124A, B ............................................. 6 semester hours

or

Nineteenth Century Prose 205A, B ................................. 4 semester hours
Elective ........................................................................ 6 semester hours

THIRD YEAR

Voice 47A, B .............................................................. 6 semester hours
Counterpoint 305A, B ..................................................... 6 semester hours
Composition 306A, B ...................................................... 6 semester hours
Style and Structure 310A ............................................... 3 semester hours
Contemporary Music 310B .............................................. 3 semester hours
Choral Conducting 311B ................................................. 1 semester hour
French Diction and Song Literature 322A, B ................... 0 semester hour
Elective ........................................................................ 7 semester hours

FOURTH YEAR

Voice 48A, B .............................................................. 6 semester hours
Orchestration 405A, B ..................................................... 6 semester hours
History of Music 407A, B ............................................... 6 semester hours
Advanced Conducting 411A, B ........................................ 2 semester hours
German Diction and Song Literature 324A, B ................... 0 semester hour
Elective ........................................................................ 12 semester hours

Note.—* A minimum of 12 and a maximum of 18 additional semester hours in subjects of academic and cultural value are required. The balance of credits offered toward the Bachelor of Music degree must be music credits, and should be determined with the major professor's assistance. The Bachelor of Music degree with a voice major requires of the student the ability to pass a piano examination on level 4.

MUSIC

B.M. Degree with an Instrumental major*

FIRST YEAR

Rhetoric, 106A, B ........................................................ 6 semester hours
Major Performance, level 5, A, B ..................................... 4 semester hours
Fundamentals of Music 105A, B ...................................... 6 semester hours
Freshman Theory 106A, B .............................................. 6 semester hours
Elementary Acoustics 110 ............................................... 2 semester hours
Elective ........................................................................ 8 semester hours
Library Methods
## Second Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Performance, level 6, A, B</td>
<td>4</td>
</tr>
<tr>
<td>Advanced Sight-Singing and Ear-Training 205A, B</td>
<td>4</td>
</tr>
<tr>
<td>Advanced Harmony 206A, B</td>
<td>6</td>
</tr>
<tr>
<td>Music Literature 207A, B</td>
<td>6</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12</td>
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</table>

## Third Year

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Major Performance, level 7, A, B</td>
<td>6</td>
</tr>
<tr>
<td>Counterpoint 305A, B</td>
<td>6</td>
</tr>
<tr>
<td>Composition 306A, B</td>
<td>6</td>
</tr>
<tr>
<td>Style and Structure 310A</td>
<td>3</td>
</tr>
<tr>
<td>Contemporary Music 310B</td>
<td>3</td>
</tr>
<tr>
<td>Instrumental Conducting 311A</td>
<td>1</td>
</tr>
<tr>
<td>Choral Conducting 311B</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
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## Fourth Year

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Major Performance, level 8, A, B</td>
<td>6</td>
</tr>
<tr>
<td>Major Performance Literature</td>
<td>2</td>
</tr>
<tr>
<td>Orchestration 405A, B</td>
<td>6</td>
</tr>
<tr>
<td>History of Music 407A, B</td>
<td>6</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Note.— *A minimum of 12 and a maximum of 24 additional semester hours in subjects of a general and cultural value are required. The balance of the credits offered toward the Bachelor of Music degree must be music credits and should be determined with the major professor’s assistance. The Bachelor of Music degree with an instrumental major requires of the student the ability to pass a piano examination on level 4. See page 130 for specific number of courses indicating the various levels.

## B.M. Degree with a major in Composition*

### First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric, 106A, B</td>
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</tr>
<tr>
<td>Applied Music**</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Music 105A, B</td>
<td>6</td>
</tr>
<tr>
<td>Freshman Theory 106A, B</td>
<td>6</td>
</tr>
<tr>
<td>String Class 118A, B</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>Library Methods</td>
<td>8</td>
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### Second Year

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Applied Music</td>
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</tr>
<tr>
<td>Advanced Sight-Singing and Ear-Training 205A, B</td>
<td>4</td>
</tr>
<tr>
<td>Advanced Harmony 206A, B</td>
<td>6</td>
</tr>
<tr>
<td>Music Literature 207A, B</td>
<td>6</td>
</tr>
<tr>
<td>Course</td>
<td>Hours</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Woodwind Class 219A, B</td>
<td>2</td>
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<tr>
<td>Style and Structure 310A</td>
<td>3</td>
</tr>
<tr>
<td>Contemporary Music 310B</td>
<td>3</td>
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<tr>
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**Third Year**

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>Applied Music</td>
<td>6</td>
</tr>
<tr>
<td>Counterpoint 305A, B</td>
<td>6</td>
</tr>
<tr>
<td>Composition 306A, B</td>
<td>6</td>
</tr>
<tr>
<td>Instrumental Conducting 311A</td>
<td>1</td>
</tr>
<tr>
<td>Choral Conducting 311B</td>
<td>1</td>
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<tr>
<td>Brass Class 320A, B</td>
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<td>Elective</td>
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**Fourth Year**

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<tbody>
<tr>
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<td>6</td>
</tr>
<tr>
<td>Orchestration 405A, B</td>
<td>6</td>
</tr>
<tr>
<td>Advanced Composition 406A, B</td>
<td>6</td>
</tr>
<tr>
<td>Elective</td>
<td>14</td>
</tr>
</tbody>
</table>

Note—1. * The student will study applied music throughout his four-year course. He must study enough piano to pass an examination on level 4. A minimum of 12 and a maximum of 24 additional semester hours in subjects of a general cultural value are required. The balance of credits offered must be music credits and should be determined with the major professor's assistance.

2. ** The student will be advised what course number to enroll for after he has taken his placement examination at the time of his original registration.
IV. VOCATIONAL AND PRACTICAL ARTS EDUCATION CURRICULA

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

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

BUSINESS TRAINING

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

HOME ECONOMICS

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

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

INDUSTRIAL ARTS EDUCATION

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

INDUSTRIAL EDUCATION

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

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

BUSINESS ADMINISTRATION

B.S. Degree

The following business administration curriculum is designed for students interested in business training as preparation for employment in business or for ownership of a small business establishment. While the program is eight semesters in length, an effort has been made to incorporate a broad business training in the first four semesters so that students may terminate their training at that time, if need be, with a feeling of definite vocational preparation. The program permits degree candidates to concentrate in one of the following fields of business specialization: accounting, retailing, or general business.

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

First and Second Years

Rhetoric 106A, B .................................................. 6 semester hours
Statistical and Financial Ratios 112 .................................. 3 semester hours
Description of Industry 120A, B ..................................... 4 semester hours
Accounting Principles 210A, B ....................................... 6 semester hours
Principles of Economics 220A, B ..................................... 6 semester hours
Business Insurance and Taxes 222 .................................. 3 semester hours
Business Correspondence 232 ....................................... 3 semester hours
Business Problems 239* ........................................... 3 semester hours
Electives** .................................................. 26-29 semester hours

Third and Fourth Years

Introduction to Commercial Geography 218 .................. 3 semester hours
or
Advanced Commercial Geography 318 .................. 3 semester hours
General Psychology 200 ........................................ 3 semester hours
Introduction to Statistics 211 ................................... 2 semester hours
Mathematics of Finance 227 ...................................... 3 semester hours
Mathematics of Insurance 228 .................................... 3 semester hours
American National Government 230 .......................... 3 semester hours
American State and Local Government 231 ................... 3 semester hours
Economic History of the United States 312 .................. 3 semester hours
Business Law 330A, B ........................................... 6 semester hours
In addition to the preceding requirements all degree candidates are required to specialize in one of three fields: (1) accounting, (2) retailing, or (3) general business. For specialization in these fields the following courses are required:

**For specialization in accounting:**

Accounting Principles 210A, B ........................................ 6 semester hours
Advanced Accounting 310A, B .......................................... 6 semester hours
Cost Accounting 311 ...................................................... 3 semester hours
Tax Accounting 312 ....................................................... 3 semester hours

**For specialization in retailing**—a minimum of 12 semester hours from the following:

Fundamentals of Retailing 140A, B ..................................... 6 semester hours
Retail Publicity 240 ...................................................... 3 semester hours
Retail Credit and Collections 241 ..................................... 3 semester hours
Store Organization 251A, B ............................................ 4 semester hours

**For specialization in general business**—a minimum of 12 semester hours from the following:

Money and Credit 221A, B ............................................... 4 semester hours
Business Administration 321 ......................................... 3 semester hours
Corporations 322 ......................................................... 3 semester hours
Marketing 323 ............................................................ 3 semester hours
Transportation 324 ...................................................... 3 semester hours
Labor Problems 325A, B ................................................. 4 semester hours
Business and Government 326 ........................................ 3 semester hours

Note.—1. * Class enrollment is limited to business administration students terminating their training at the end of the fourth semester.

2. ** As prerequisite for continuing training in the third and fourth years, the following courses are required and are to be taken as elective courses:

* Trigonometry and College Algebra 103A, B
* or
* College Algebra and Analytic Geometry 104A, B
* Fundamentals of Speech 105A, B
* Language or literature (minimum of 6 semester hours)

3. Physical education: Women are requested to take ten class hours, including Physical Education 100 and one individual sport. Men are required to take 18 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.

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**VOCATIONAL BUSINESS CURRICULUM**

**B.S. Degree**

* State Temporary Vocational Coordinators Certificate
* State Secondary Provisional Certificate

*(For preparation of teachers and coordinators of vocational business)*

The prerequisites to admission to this curriculum are:

1. Junior year standing and completion of certain group requirements.
2. Completion of a minimum of 15 semester hours in Secretarial Training or Retail Training.

3. Satisfactory evidence of having had one year of work experience in a store or office.

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

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

**Third Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration 321</td>
<td>3</td>
</tr>
<tr>
<td>Labor Problems 325A, B</td>
<td>4</td>
</tr>
<tr>
<td>Survey of American Government 234</td>
<td>2</td>
</tr>
<tr>
<td>Secretarial or Retailing (Groups A or B)²</td>
<td>9</td>
</tr>
<tr>
<td>Elective (Group II)</td>
<td>8</td>
</tr>
<tr>
<td>Elective (Group I)</td>
<td>2</td>
</tr>
</tbody>
</table>

**Fourth Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directed Teaching 370A</td>
<td>8</td>
</tr>
<tr>
<td>Laboratory in Education 370B</td>
<td>4</td>
</tr>
<tr>
<td>Business Problems 339</td>
<td>3</td>
</tr>
<tr>
<td>*Principles of Vocational Education 570 (E100)</td>
<td>2</td>
</tr>
<tr>
<td>Secretarial or Retailing (Groups C or D)²</td>
<td>7</td>
</tr>
<tr>
<td>Elective (Group III)</td>
<td>7</td>
</tr>
</tbody>
</table>

**Post Graduate—Summer Session**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Analysis and Preparation of Industrial Materials 502 (E152)</td>
<td>2</td>
</tr>
<tr>
<td>*Methods of Teaching Vocational Education 503 (E153)</td>
<td>2</td>
</tr>
<tr>
<td>*Coordination in Vocational Education 575 (E106)</td>
<td>2</td>
</tr>
</tbody>
</table>

Note.—1. * Starred courses carry graduate credit toward a Master's Degree.

2. Group A (Secretarial) includes Secretarial Science 130A, Secretarial Practice 230 A, B, and Filing Principles 236; Group B (Retailing) includes Fundamentals of Retailing 140, Merchandise and Job Analysis 151A, and Retail Salesmanship 150; Group C (Secretarial) includes Secretarial Accounting 211A, B or Accounting Principles 210A, B; and Group D (Retailing) includes Retail Publicity 240 or Retail Credits and Collections 241 and Store Organization 251 A, B.

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**SECRETARIAL SCIENCE AND OFFICE MANAGEMENT**

**B.S. Degree**

**First Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric 106A, B</td>
<td>6</td>
</tr>
<tr>
<td>*Secretarial Science 130A, B</td>
<td>10</td>
</tr>
<tr>
<td>College Algebra and Analytic Geometry 104A, B</td>
<td>10</td>
</tr>
<tr>
<td>*Description of Industry 120A, B</td>
<td>4</td>
</tr>
</tbody>
</table>
### Second Year

- Accounting Principles 211A, B .................................. 6 semester hours
- Principles of Economics 220A, B ................................. 6 semester hours
- Secretarial Practice 230A, B ...................................... 4 semester hours
- Language or literature ........................................... 6-8 semester hours
- Fundamentals of Speech 105A, B ................................. 6 semester hours
- Elective ..................................................................... 2-0 semester hours

### Third Year

- Business Correspondence 232 ..................................... 3 semester hours
- Office Organization and Management 239 ...................... 3 semester hours
- Business Law 320A .................................................. 3 semester hours
- General Psychology 200 ............................................ 3 semester hours
- Introduction to Statistics 211 .................................... 2 semester hours
- Elective ..................................................................... 14 semester hours

### Fourth Year

- Personnel Administration 336 ..................................... 3 semester hours
- Business Problems 339 .............................................. 3 semester hours
- Psychology of Personality 207 ..................................... 2 semester hours
- Elective ..................................................................... 22 semester hours

Note.—1. *Courses required for a major sequence in this curriculum are starred.

2. Physical education: Women are requested to take ten class hours, including Physical Education 100 and one individual sport. Men are required to take 18 class hours. (A class hour is to be interpreted to mean one hour of class work each week for one semester.)

3. A course in library methods is required.

### COOPERATIVE PROGRAM IN RETAILING (Two Years)

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

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

Successful completion of the course leads to a diploma in retailing. If, at a later date, such students desire to secure a degree, credit obtained for work taken in the two-year program may be applied toward degree requirements, 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.
COOPERATIVE PROGRAM IN SECRETARIAL TRAINING

First Year

Retail Records 111 ........................................ 3 semester hours
Fundamentals of Retailing 140A, B ....................... 6 semester hours
Retail Salesmanship 150 .................................. 3 semester hours
Merchandise and Job Analysis 151A, B .................. 6 semester hours
Personal and Social Problems 120 ....................... 1 semester hour
Elective ................................................... 11 semester hours

Second Year

Interior and Window Display 224 ......................... 2 semester hours
Retail Credit and Collections 241 ...................... 3 semester hours
Store Organization 251A, B .............................. 4 semester hours
Retail Publicity 240 ...................................... 3 semester hours
Coordinated Business Experience 200A, B ............. 2 semester hours
Elective ................................................... 16 semester hours

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

COOPERATIVE PROGRAM IN SECRETARIAL TRAINING (Two Years)

This curriculum is intended primarily for those students who wish to qualify for various types of clerical and stenographic positions while enjoying the advantages of social and cultural contacts available to regular college students. The courses are so organized that the student may get basic training in fields other than vocational.

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

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

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

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

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

First Year

Rhetoric 106A, B ........................................ 6 semester hours
Description of Industry 120A, B ....................... 4 semester hours
Business Mathematics 120 ............................... 2 semester hours
SECRETARIAL SCIENCE

First Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretarial Science 130A, B</td>
<td>10</td>
</tr>
<tr>
<td>Personal and Social Problems 120</td>
<td>1</td>
</tr>
<tr>
<td>Elective</td>
<td>7</td>
</tr>
<tr>
<td>Physical education</td>
<td></td>
</tr>
</tbody>
</table>

Second Year

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

HOMEMAKING (Two Years)*

(For students who do not plan to get a degree)

First Year

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problems in Home Living 100</td>
<td>1</td>
</tr>
<tr>
<td>Clothing Clinic and Textiles 103</td>
<td>3</td>
</tr>
<tr>
<td>Elementary Design 105</td>
<td>2</td>
</tr>
<tr>
<td>or Foods 111</td>
<td>3</td>
</tr>
<tr>
<td>and Hygiene 112</td>
<td>2</td>
</tr>
<tr>
<td>Rhetoric 106A</td>
<td>3</td>
</tr>
<tr>
<td>General Biology 100A</td>
<td>4</td>
</tr>
<tr>
<td>Elective (to be selected from history, English, or speech)</td>
<td>3</td>
</tr>
</tbody>
</table>

Library Methods

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing Clinic and Textiles 103</td>
<td>3</td>
</tr>
<tr>
<td>Elementary Design 105</td>
<td>2</td>
</tr>
<tr>
<td>or Foods 111</td>
<td>3</td>
</tr>
<tr>
<td>and Hygiene 112</td>
<td>2</td>
</tr>
</tbody>
</table>
Rhetoric 106B ........................................3 semester hours
Elective (to be selected from history, English, or speech) 7 semester hours
Physical education

Second Year

First Semester

Clothing 205 ........................................3 semester hours
or
Nutrition 211 ........................................3 semester hours
Costume Design 209 ................................2 semester hours
or
Home Furnishings 221 ................................2 semester hours
American State and Local Government 231 ............3 semester hours
Elective (to be selected from economics or sociology) ....3 semester hours
Elective (to be selected from English, speech, history, or science) .........................5 semester hours
Physical education

Second Semester

Clothing 205 ........................................3 semester hours
or
Nutrition 211 ........................................3 semester hours
Costume Design 209 ................................2 semester hours
or
Home Furnishings 221 ................................2 semester hours
Human Growth and Development 251 .................3 semester hours
Household Physics 202 ...............................2 semester hours
Elective (to be selected from economics or sociology) ....3 semester hours
Elective (to be selected from English, speech, history, or science) .........................3 semester hours
Physical education

AIR CONDITIONING AND REFRIGERATION (Two Years)

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

AVIATION MECHANICS CURRICULUM (Two Years)

This two-year curriculum is offered to students who wish to enter the field of aviation for their life work. Special preparation is given for service and maintenance positions with the airlines, repair depots, and commercial and private owners of aircraft.
Twenty-five to thirty hours per week in shop work and related subjects are offered in a modern, well-equipped, government-approved repair station located in the Mechanical Trades Building. All repair work on airplane engines and aircraft structures is supervised by licensed mechanic instructors. A major part of the instruction is given on aircraft to be re-licensed after repairs and the overhaul are completed. Facilities leased at the Municipal Airport provide inspection and service of licensed aircraft used in daily flight operations.

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

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

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

MACHINE SHOP CURRICULUM (Two Years)

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

RADIO CURRICULUM (Two Years)

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

SHEET METAL CURRICULUM (One Year)

The curriculum covers most phases of sheet metal layout and construction of small production parts, blowpipe fabrication, and cabinet sheet metal fabrication accompanied by a comprehensive course in sheet metal drafting.
TOOL AND DIE MAKING CURRICULUM (One Year)

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

TRADE DRAFTING CURRICULUM (Two Years)

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

WELDING CURRICULUM (One Year)

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

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

ADMINISTRATIVE OFFICERS

Elmer H. Wilds, Ed.D., Director of the Graduate Division
Helen A. McKinley, Secretary of the Graduate Division

ADVISORY COUNCIL

Elda O. Baumann
William J. Berry
Deyo B. Fox
Leonard C. Kercher

Gerald Osborn
Paul Rood
Mathilde Steckelberg

Elmer H. Wilds, Chairman
Helen A. McKinley, Secretary
Paul V. Sangren, Ex officio

FACULTY

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cation; A.B., Allegheny College; A.M., The University of Chicago;
Ed.M., Ed.D., Harvard University; Teachers College, Columbia Uni-
versity.

VIOLET BEIRGE, Professor of Education; A.B., Western Union College; A.M.,
Ed.D., New York University.

WILLIAM J. BERRY, Professor of Geography; A.B., Iowa State Teachers
College; S.M., Ph.D., The University of Chicago.

ROBERT S. BOWERS, Professor of Economics; A.B., Kansas Wesleyan Uni-
versity; A.M., American University; Northwestern University; Uni-
versity of Southern California; The University of Chicago; University
of Wisconsin.

WHIT BROGAN, Professor of Education; B.S., Kansas State Teachers Col-
lege; M.A., Ph.D., Columbia University.

ROY C. BRYAN, Professor of Education; A.B., Monmouth College; A.M.,
Teachers College, Columbia University; B.Ed., Teachers College, Uni-
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MANLEY M. ELLIS, Professor of Education; A.B., A.M., Ph.D., University
of Michigan; Michigan State Normal College.

JOHN L. FEIRER, Professor of Industrial Arts Education; A.B., Stout Insti-
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WALLACE L. GARNEAU, Professor of Speech; A.B., Western Michigan College of Education; A.M., University of Michigan; School of Radio Technique, Radio City, New York.

CHARLES C. GIBBONS, Professor of Psychology; B.S., in Education; A.M., Ohio University; Ph.D., Ohio State University.

FRANK J. HINDS, Professor of Zoology; A.B., Western Michigan College of Education; A.M., University of Michigan.

EDWIN M. LEMERT, Professor of Sociology; A.B., Miami University; Ph.D., Ohio State University; Harvard University; University of Cincinnati; University of Mexico.

ARTHUR J. MANSKE, Professor of Education; A.B., Wayne University; A.M., Ph.D., Teachers College, Columbia University.

RALPH N. MILLER, Professor of English; A.B., Wayne University; A.M., University of Michigan; Ph.D., Northwestern University.

LOY NORRIX, Professor of Education; B. Ed., Southern Illinois Teachers College; A.M., Ph.D., University of Chicago.

RUSSELL H. SEIBERT, Professor of History; A.B., College of Wooster; A.M., The University of Chicago; Ph.D., Ohio State University; Bowling Green State College.

D. C. SHILLING, Professor of Political Science; Pd.B., Ohio Northern University; A.B., Miami University; A.M., University of Wisconsin; Pd.D., Ohio Northern University.

JOHN P. SIBILIO, Professor of Educational Psychology; Ed.B., Boston University; Ed.M., Harvard University; Temple University.

ALFRED THEA, Professor of Special Education; B.S., M.S., Washington University.

CECELIA E. UNZICKER, Professor of Elementary Education, B.S., Miami University; A.M., Ph.D., Columbia University.

WILBUR D. WEST, Professor of Camping Education; M.P.S., International Y.M.C.A. College; Ph.D., University of Michigan.

EDWIN M. WILLIAMSON, Professor of Psychiatry; A.B., Kalamazoo College; M.S.W., Wayne University; M.D., University of Michigan.

INFORMATION

GENERAL STATEMENT

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

ORGANIZATION

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

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

ADMISSION

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

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

1. Two complete official transcripts of scholastic records to date should be sent to the Graduate Division, Western Michigan College of Education, in advance of registration. The transcript should specify degrees obtained, courses completed, scholarship grades attained, and the basis of grading. One copy of the transcript is kept permanently on file in the Graduate School Office at Ann Arbor and another in the Graduate Division Office at Western Michigan College of Education.

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

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

Students 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. Students who plan to begin their graduate work in the Graduate Division of Western Michigan College of Education may make application on blanks provided for that purpose by the Director of the Graduate Division, and may have their transcripts sent directly to his office. Graduates of Western Michigan College of Education may have their transcripts automatically transferred by filling out these application blanks.

**COURSE REQUIREMENTS**

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

**DEGREES**

All degrees are awarded by the University of Michigan. Students taking work in the Graduate Division shall be permitted to complete such requirements for the master's degree as may be satisfied by courses offered in the division. Unless specifically stated otherwise, a minimum of one summer session of full-time work on the campus of the University is required of all applicants for the master's degree. Courses may be taken in the Graduate Division for credit toward the doctor's degree. All doctoral students must meet the admission requirements of the Graduate School of the University in full and should be approved by their department of specialization before proceeding very far with their work. Doctoral students are required to fill in the first two pages of the Schedule of Study form, but the actual outlining of their programs may wait until they can confer with their advisers. No students can have a doctoral committee appointed until the Schedule of Study form is on file.

**RESIDENCE REQUIREMENT**

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

**TIME LIMITATION**

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

**CREDIT REQUIREMENT**

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

**SUBSTITUTION OF COURSE WORK FOR THESIS**

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

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

**SEMINAR REQUIREMENT**

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

SCHOLARSHIP REQUIREMENT

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

PROGRAM OF WORK

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

THE PERMANENT TEACHER'S CERTIFICATE

The candidate for the permanent certificate must earn ten semester hours of credit, which the Michigan Teachers' Certification Code recommends to be obtained in graduate courses leading toward the master's degree. The required ten hours may be earned in either a subject-matter or a professional field; the program to be followed is determined in each case by the present and probable future needs of the individual. There are undoubted advantages to be gained from taking graduate work during the provisional period. The Director of the Graduate Division of Western Michigan College of Education will advise students in regard to desirable graduate courses available for this purpose. Even though the candidate plans to secure his permanent certificate through the institution in which he completed the requirements for the provisional certificate, he may take the required ten hours at Western Michigan College of Education.

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

REGISTRATION

Registration for the summer session of the Graduate Division will be on Saturday, June 28, from 8 to 12 A. M., and Monday, June 30 from 9 to 12 A. M. and from 1 to 4 P. M. All students who enroll later than June 30 must pay in addition to the regular fee a penalty of one dollar for each day of late registration until a maximum penalty of three dollars is incurred.

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

Classes for the summer session will begin on Tuesday, July 1, and will continue through Friday, August 8. All classes meet one hour a day, five days a week, Monday through Friday. Prerequisites for a course should be carefully determined by the student before enrolling in the course.

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

FEES

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

<table>
<thead>
<tr>
<th>Fee for summer session</th>
<th>Michigan students</th>
<th>Non-resident students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six credits</td>
<td>$35</td>
<td>$75</td>
</tr>
<tr>
<td>Four credits</td>
<td>35</td>
<td>75</td>
</tr>
<tr>
<td>Two credits</td>
<td>20</td>
<td>40</td>
</tr>
</tbody>
</table>

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

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

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

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

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

OTHER INFORMATION

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

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

COURSES OFFERED

Summer 1947

<table>
<thead>
<tr>
<th>Department</th>
<th>Course No.</th>
<th>Title</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics</td>
<td>121*</td>
<td>Labor</td>
<td>Bowers</td>
</tr>
<tr>
<td>Education</td>
<td>B124</td>
<td>Secondary School Administration</td>
<td>Bryan</td>
</tr>
<tr>
<td></td>
<td>B156</td>
<td>High School Supervision</td>
<td>Bryan</td>
</tr>
<tr>
<td></td>
<td>B227</td>
<td>Seminar</td>
<td>Wilds and Others</td>
</tr>
<tr>
<td></td>
<td>B250</td>
<td>Principles of Educational Administration</td>
<td>Norrix</td>
</tr>
<tr>
<td></td>
<td>B251</td>
<td>Supervision of Elementary Instruction</td>
<td>Hilliard</td>
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<tr>
<td></td>
<td>B257</td>
<td>Public School Finance</td>
<td>Norrix</td>
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<tr>
<td></td>
<td>C107a</td>
<td>Psychology of Elementary-School subjects</td>
<td>Unzicker</td>
</tr>
<tr>
<td></td>
<td>C119</td>
<td>Educational Guidance and Adjustment</td>
<td>Manske</td>
</tr>
<tr>
<td></td>
<td>C120</td>
<td>Mental Hygiene of Childhood and Adolescence</td>
<td>Ellis</td>
</tr>
<tr>
<td></td>
<td>C130*</td>
<td>Education of Exceptional Children</td>
<td>Thea</td>
</tr>
<tr>
<td></td>
<td>C132</td>
<td>Clinical Study of Exceptional Children</td>
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<tr>
<td></td>
<td></td>
<td>Section I: Physical Disabilities</td>
<td>Thea</td>
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<tr>
<td></td>
<td></td>
<td>Section II: Reading Disabilities</td>
<td>Unzicker</td>
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<tr>
<td></td>
<td>C165</td>
<td>Administration of a Testing Program</td>
<td>Manske and H. Carter</td>
</tr>
<tr>
<td></td>
<td>C175*</td>
<td>Psychology of Child Development</td>
<td>Sibilio</td>
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<tr>
<td></td>
<td>E100</td>
<td>Principles of Vocational Education</td>
<td>Feirer</td>
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<tr>
<td></td>
<td>F190</td>
<td>The Camp as an Educational Agency</td>
<td>West</td>
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<tr>
<td></td>
<td>F191</td>
<td>Principles and Practices of Out-of-Door</td>
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<tr>
<td></td>
<td></td>
<td>Education</td>
<td>West</td>
</tr>
<tr>
<td>English</td>
<td>181*</td>
<td>American Literature, 1830-1870</td>
<td>Miller</td>
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<tr>
<td>History</td>
<td>285</td>
<td>Studies in Western Europe</td>
<td>Seibert</td>
</tr>
<tr>
<td>Geography</td>
<td>145*</td>
<td>Economic Geography</td>
<td>Berry</td>
</tr>
<tr>
<td>Pol. Sci.</td>
<td>141*</td>
<td>Municipal Government and Administration</td>
<td>Shilling</td>
</tr>
<tr>
<td>Psychology</td>
<td>124*</td>
<td>Psychology of Personnel Methods</td>
<td>Gibbons</td>
</tr>
<tr>
<td>Sociology</td>
<td>158*</td>
<td>Social Control</td>
<td>Lemert</td>
</tr>
<tr>
<td>Speech</td>
<td>151*</td>
<td>Fundamentals of Broadcasting</td>
<td>Garneau</td>
</tr>
</tbody>
</table>

* Open to undergraduate seniors.

Full descriptions of these courses with hours of credit and time scheduled will be found under the various departments on pages 127-197.
CURRICULA FOR THE MASTER'S DEGREE

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

TEACHING IN THE ELEMENTARY SCHOOL

REQUIRED COURSES, 10 hours
- B105 Elementary School Curriculum
- C107a or C107b Psychology of Elementary School Subjects
- C175 Psychology of Child Development
- B192 Methods of Research in Education
- B227 Seminar

ELECTIVE COURSES IN EDUCATION, 6 hours
Any Education course counting for graduate credit may be elected. The following are suggested: A125, B151, B251, C102, C119, C120, C130, C132, F190, F191.

COGNATE COURSES, 8 hours
Political Science 141, 163, 184; Sociology 115, 158, 159, 160, 243; Economics 193; Health Practice 171; or any course in subject-matter fields taught in the elementary schools.

TEACHING IN THE SECONDARY SCHOOL

REQUIRED COURSES, 10 hours
- B120 Improving High School Teaching
- B156 High School Supervision
- C102 Educational Psychology, or
- C120 Mental Hygiene
- B192 Methods of Research in Education
- B227 Seminar

ELECTIVE COURSES IN EDUCATION, 2 to 6 hours
Any Education course counting for graduate credit may be elected. The following are suggested: A125, B122, B124, C102, C119, C120, C217, E101, F190, F191.

COGNATE COURSES, 8 to 12 hours
Economics 152, 193, 255; Political Science 141, 163, 184; Sociology 115, 118, 158, 159, 160; Health Practice 171; or any course in subject-matter fields taught in high schools.
ADMINISTRATION AND SUPERVISION OF ELEMENTARY SCHOOLS

REQUIRED COURSES, 10 hours
B250  Principles of Educational Administration
B151  Administration and Supervision of Elementary Schools
B251  Supervision of Elementary School Instruction
B192  Methods of Research in Education
B227  Seminar

ELECTIVE COURSES IN EDUCATION, 6 hours
Any Education course counting for graduate credit may be elected. The following are suggested: A125, B105, C102, C119, C120, C130, C132, C165, C217, F190, F191.

COGNATE COURSES, 8 hours
Economics 152, 193, 255; Political Science 141, 163, 184; Sociology 115, 118, 158, 159, 160, 243; Health Practice 171; Geography 120, 130, 135, 145; Psychology 130; or any course in History, Geography, or English.

ADMINISTRATION AND SUPERVISION OF SECONDARY SCHOOLS

REQUIRED COURSES, 10 hours
B250  Principles of Educational Administration
B124  Secondary School Administration
B156  High School Supervision
B192  Methods of Research in Education
B227  Seminar

ELECTIVE COURSES IN EDUCATION, 6 hours
Any Education course counting for graduate credit may be elected. The following are suggested: A125, B122, B255, B257, C115, C119, C120, C130, C165, C217, E100, E101, F190, F191.

COGNATE COURSES, 8 hours
Economics 152, 193, 255; Political Science 141, 163, 184; Sociology 115, 118, 158, 159, 160, 243; Psychology 130; Speech 151; History 182, 201; Geography 145.

GENERAL EDUCATIONAL ADMINISTRATION

REQUIRED COURSES, 12 hours
B250  Principles of School Administration
B124  Secondary School Administration
B151  Elementary School Administration and Supervision
B255  Social Interpretation
B192  Methods of Research in Education
B227  Seminar

ELECTIVE COURSES IN EDUCATION, 4 hours
Any Education course counting for graduate credit may be elected. The following are suggested: A125, B105, B122, B156, B257, C115, C119, C120, C130, C165, C217, E100, E101, F190, F191.
Cognate Courses, 8 hours
Economics 152, 193, 255; Political Science 141, 163; 184; Sociology 158, 159, 160; Psychology 130; Speech 151; History 182, 201; Geography 145.

Pupil Guidance and Personnel

Required Courses, 12 hours
C119 Educational Guidance and Adjustment
C217 Techniques of Guidance
C120 Mental Hygiene
E101 Vocational Guidance
B192 Methods of Research in Education
B227 Seminar

Elective Courses in Education, 4 hours
Any Education course counting for graduate credit may be elected. The following are suggested: A125, B124, B182, C115, C130, C165.

Cognate Courses, 8 hours
Psychology 130; Health Practice 171; Sociology 158, 159, 160; Economics 193; History 182.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>151–152</td>
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<td>Art</td>
<td>129–130</td>
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<tr>
<td>Biology</td>
<td>152–156</td>
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<tr>
<td>Business Education</td>
<td>184–186</td>
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<tr>
<td>Chemistry</td>
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<tr>
<td>Economics</td>
<td>165–166</td>
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<tr>
<td>Education</td>
<td>173–178</td>
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<tr>
<td>English</td>
<td>137–141</td>
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<tr>
<td>Geography and Geology</td>
<td>158–159</td>
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<tr>
<td>History</td>
<td>166–170</td>
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<tr>
<td>Home Economics</td>
<td>186–189</td>
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<tr>
<td>Industrial Arts Education</td>
<td>189–194</td>
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<tr>
<td>Languages</td>
<td>141–143</td>
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<tr>
<td>Librarianship</td>
<td>178–181</td>
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<tr>
<td>Mathematics</td>
<td>159–162</td>
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<td>Music</td>
<td>130–135</td>
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<tr>
<td>Occupational Therapy</td>
<td>135–136</td>
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<td>Physical Education for Men</td>
<td>145–147</td>
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<tr>
<td>Physical Education for Women</td>
<td>147–150</td>
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<tr>
<td>Physics</td>
<td>162–163</td>
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<tr>
<td>Political Science</td>
<td>170–171</td>
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<tr>
<td>Psychology</td>
<td>163–164</td>
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<tr>
<td>Rural Life and Education</td>
<td>181–182</td>
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<tr>
<td>Sociology</td>
<td>171–172</td>
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<tr>
<td>Speech</td>
<td>143–144</td>
</tr>
<tr>
<td>Teaching, Directed</td>
<td>182–183</td>
</tr>
<tr>
<td>Trade and Industrial Education</td>
<td>194–197</td>
</tr>
</tbody>
</table>

Note.—* For information regarding the significance of course numbers and credit for courses see pages 59 and 60.
Many courses in the Department of Art are designed for students not particularly talented in art, but interested in finding a field of art in which they may do well. Suggested courses which require no prerequisite other than a marked desire to participate in art experiences are:

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

Any one of the following groups of courses constitutes a year's sequence in art:

- (a) Art Structure 106 and Industrial Art 110
- (b) Art Structure 106 and Illustrative Handwork 107
- (c) Art Structure 106 and Figure Drawing 205
- (d) Art Structure 106 and Demonstration Drawing 301T
- (e) Art Structure 106 and Lettering and Poster Making 108
- (f) History of Art 213A and History of Art 213B
- (g) Art Appreciation 113A and Art Appreciation 113B

A minor in art consists of: Art Structure 106, Elementary Design 105, Art Appreciation 113A, B or History of Art 213A, B, and art electives to complete 15 semester hours of credit.

A major in art consists of:

- Elementary Design 105 .......................... 3 semester hours
- Art Structure 106 ................................. 3 semester hours
- Industrial Art 110 ................................. 2 semester hours
- Figure Drawing 205 ................................ 3 semester hours
- Art Composition 208 ................................ 3 semester hours
- Commercial Art 214 ................................ 3 semester hours
- History of Art 213A ................................ 3 semester hours
- History of Art 213B ................................ 3 semester hours
- Demonstration Drawing 306 ....................... 2 semester hours

Art Observation 300T and Supervision 302T are offered as required educational courses for art majors.

105 Elementary Design

106 Art Structure

This course is especially arranged to help the student to direct art activities in the grades. The work includes lettering, design, color theory, drawing, cut-paper problems, and holiday projects, together with methods of presenting problems and developing a greater appreciation of art among children. Section I—W.W.Th.F. 7:40-9:20. Section II—M.W.Th.F. 10:30-12:20. Miss Stevenson. Three semester hours.

111 Modeling

A general course offered to students in all departments. The course includes the designing, building, and casting of pottery; and the use of the potter's wheel and kiln for modeling with clay, firing, and glazing. M. Tu. W. Th. F. 10:30-12:20. Mr. Gasslander. Two semester hours.

205 Figure Drawing

Anatomy of the human figure is studied. Rapid sketches, line drawings and memory sketches are made, after which the work progresses from gesture lines, shadow edges, planing and contour drawing to finished drawing. Prerequisite: Art Structure 106 or consent of instructor. M.W.Th.F. 7:40-9:20. Mr. Kemper. Three semester hours.

208 Art Composition

A study of composing within a given space figures, landscapes, flowers, birds, and animals, emphasizing unity, spacing, distribution of dark and light; study of tone relationship and color harmony. Mediums used are show-card paints, charcoal, pen and ink, and linoleum cuts. Christmas cards for the annual sale are designed in this class. Prerequisite: Art Structure 106, Elementary Design 105. M.W.Th.F. 10:30-12:20. Miss Paden. Three semester hours.

214 Commercial Art

This course is designed to offer special work in the study of advertising art. Posters for school and business activities, lettering, typography, package design, and other related problems are studied. Various techniques and media, as well as technical methods used in the reproduction of art work, are discussed. Prerequisite: Art Structure 106 or Elementary Design 105. M.W.Th.F. 10:30-12:20. Mr. Kemper. Three semester hours.

MUSIC

ELWYN F. CARTER
SAM B. ADAMS
LEOTI C. BRITTON

ETHEL M. GREEN
LEONARD V. MERETTA
DOROTHEA SNYDER

The Department of Music offers courses designed to satisfy the needs and interests of the following groups:
1. Students seeking certification as supervisors of public school music (general, vocal, or instrumental).
2. Students majoring or minoring in some field of music, either theoretical or applied.
3. Students majoring in elementary or secondary education who desire some training in music to aid them in their work.
4. Any student in the college who wishes to broaden his background, either by means of music classes, study of applied music, or participation in a music ensemble.

The Department of Music offers courses leading to the Bachelor of Music, Bachelor of Science, and Bachelor of Arts degrees. The Bachelor of Arts and the Bachelor of Science degrees are defined on pages 64 and 66, both as to purposes and requirements. The Bachelor of Music degree is different in that it is very highly professional in its requirement aims and permits the student to do much more of his work in the field of music. It is strongly recommended that students who wish to major in music aim for the Bachelor of Music degree. All candidates for the Bachelor of Music degree are required to study their applied music performance field, e.g., piano, voice, violin, etc., during their full four-year course. Music majors working toward the Bachelor of Arts or the Bachelor of Science degree and offering a group major in music are advised to complete 20 semester hours in a single field of applied music. The Bachelor of Music degree requires a minimum of 128 semester hours of credit for graduation. All students who wish to major in music will be given a placement examination in theory and applied music at the time of their original registration. Students who plan to major in Composition should present evidence of their ability to the Department of Music, and will be accepted as composition majors only upon the recommendation of the theory staff.

**Bachelor of Science (and Teaching Certificate) Music Major**

Those students who want a music major with teaching certificate and two non-music minors should work for the Bachelor of Science degree. In addition to the general and education requirements listed on pages 76 to 77 the candidate for the above degree must complete the following music requirements:

**Applied Music (Major performance field) 12 semester hours maximum, 4 years**

- Music 105A, B ........................................ 6 semester hours
- Music 106A, B ........................................ 6 semester hours
- Music 205A, B ........................................ 4 semester hours
- Music 207A, B ........................................ 6 semester hours
- Music 257A, B ........................................ 6 semester hours
- Music Ensemble ..................................... 4 semester hours

The credit hours for the following two courses are to be submitted as Education credits:
Music 208A, BT ........................................ 6 semester hours
Music 301A, BT ........................................ 6 semester hours

Bachelor of Arts Music Major

Western Michigan College of Education will accept a group major in music toward the Bachelor of Arts degree. The two minors must be in non-music subjects. Courses leading to a major in Public School Music are of a strictly professional character; therefore, a major in Public School Music is not granted with the Bachelor of Arts degree. The following music requirements must be satisfied to offer a major in music toward the Bachelor of Arts degree:

Applied Music (Major performance field) ........................................ 20 semester hours
Music 105A, B ........................................ 6 semester hours
Music 106A, B
Music 357A, B
Music Ensemble ........................................ 4 semester hours

The balance of the college work must be selected from non-music subjects. A total of 126 semester hours is required for graduation with the Bachelor of Arts degree with a music major.

Music Minors

Minors in music must complete Freshman Theory 106A, B or Fundamentals of Music 105A, B; Advanced Sight-Singing and Ear Training 205A, B; Elementary School Methods and Materials 208A, BT or Junior and Senior High School Methods and Materials 301A, BT. The courses having numbers followed by “T” may be used to fulfill either Education requirements or music requirements, but not both.

Most positions for teachers of music involve part-time teaching of some other subject outside the field of music. Therefore, in order to be well prepared to teach a second subject, the student should plan to remain in school at least nine semesters.

Areas of concentration in the field of Applied Music:

<table>
<thead>
<tr>
<th>Piano</th>
<th>Violin</th>
<th>Clarinet</th>
<th>Cornet or Trumpet</th>
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</thead>
<tbody>
<tr>
<td>Organ</td>
<td>Viola</td>
<td>Flute</td>
<td>Trombone</td>
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<tr>
<td>Voice</td>
<td>Cello</td>
<td>Oboe</td>
<td>French Horn</td>
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<tr>
<td>Harp</td>
<td>Bass</td>
<td>Bassoon</td>
<td>Tuba</td>
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<tr>
<td>Percussion</td>
<td></td>
<td>Saxophone</td>
<td>Baritone</td>
</tr>
</tbody>
</table>

Policy Points

Credit from another institution in any branch of theory will be accepted only upon satisfactory completion of an examination covering the field for which the student desires transferred credit. All transferred credit is tentative, and conditioned upon the successful completion of a semester's work at Western Michigan College of Education. No credit hours exceed-
ing the number granted for parallel work at Western Michigan College of Education will be accepted for transfer from another institution.

No student will be admitted as a candidate for a degree unless the admission requirements are satisfied.

Candidates for the Bachelor of Music degree who are deficient in some part of their entrance requirements are admitted under the following provision: the deficiency must be made up in one year, and without college credit.

Applied Music

Individual lessons in applied music can be elected for college credit by any student in the college. Such elected study is granted 2 semester hours credit in the summer session. Individual lessons in applied music are not given during examination periods at the end of each semester and summer session. If individual lessons are missed due to official holidays, they may be made up by mutual agreement between the student and his instructor if the student so requests. Individual lessons will not be made up unless satisfactory notice is given to the instructor 24 hours in advance.

All music majors are required to have 60 minutes a week of individual instruction in their major performance field of concentration through the entire four-year course. Students of applied music who receive credit for full-time study are required to practice ten hours per week in their field of concentration; five hours per week in secondary and part-time applied music courses, e.g., class lessons.

Students should write the head of the Department of Music well in advance of registration and state their first and second choices of instructor. He will assign the instructor, making every effort to honor the student's choice. This assignment cannot be changed except by permission of the head of the Department of Music.

Final examinations are required in all fields of applied music, and will be heard and graded by a panel composed of members of the music faculty. The schedule for applied music examinations will be posted in advance of final examination week.

The special music fee for applied music during the summer session is $20.00.

Applied Music Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Numbers of Courses</th>
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</thead>
<tbody>
<tr>
<td>Harp</td>
<td>11 through 18</td>
</tr>
<tr>
<td>Piano</td>
<td>21 through 28</td>
</tr>
<tr>
<td>Organ</td>
<td>31 through 38</td>
</tr>
<tr>
<td>Voice</td>
<td>41 through 48</td>
</tr>
<tr>
<td>Stringed Instruments</td>
<td>51 through 58</td>
</tr>
<tr>
<td>Brass Instruments</td>
<td>61 through 68</td>
</tr>
<tr>
<td>Woodwind Instruments</td>
<td>71 through 78</td>
</tr>
<tr>
<td>Percussion Instruments</td>
<td>81 through 88</td>
</tr>
</tbody>
</table>

Eight levels of study in the various areas of applied music appear in the Music Supplement Catalogue. At the time of registration the student will be told what course number to enroll for in his performance field. The first
of the digits indicates the field of applied music and the second indicates the level of the specific course for which the student is enrolled.

Note: New and more highly specialized courses of study can be started upon request from a sufficient number of students.

100A Music for Classroom Teachers

Designed for the classroom teacher in schools where music instruction is a responsibility, with or without supervision. This course deals with the foundation of music, some work in sight-singing, place of music in the education of children, relationship of music to other subject areas, classroom problems in music education, e.g., listening, singing activities, place of performance, use of radio and music of the movies. The song materials studied will later be used in directed teaching M.W.Th.F. 1:30-3:20. Mrs. Snyder. Three semester hours.

107A Music Appreciation

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

109S Rural School Music Methods and Materials

This course is an abridgment of Course 109 which consists of sight reading of unison songs, introduction of part singing, organization of music work in the school and the community. The importance and value of music in the life of school and community are emphasized; materials for the school music program, community singing, and recreation are considered. M.Tu.W.Th.F. 12:30-1:20. Mrs. Britton. Two semester hours.

116A Voice Class

This basic course deals with the fundamental processes of breath control and tone production, provides some individual instruction and an opportunity to study standard song literature. Recommended to voice majors to gain a knowledge of voice class procedure and to candidates for certification as a general supervisor to pass the basic achievement examinations. M.W.F. 3:30-4:20. Mrs. Snyder. One semester hour.

133 Band

This organization affords to the student who plays some instrument an opportunity for development in both marching and playing. Many of the instruments are furnished. Tu.Th. 4:30-6:00. Mr. Meretta. One semester hour. (May be substituted for physical education credit.)
134S Summer School Choir

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

207A Music Literature

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

301AT Junior High School Methods and Materials

This course involves a study of the place of music in the education of adolescent youth, the changing voice, voice testing and classification, singing and instrumental ensembles, the place of music in all types of integrating courses for secondary schools, class instruction in voice and the various instruments. Prerequisite: 208A & BT or permission. M. Tu. Th. F. 7:40-9:20. Mrs. Britton. Three semester hours.

309S Instrumental Organization and Administration in Public Schools

Techniques of marching band, small and large instrumental ensembles. The organization of equipment, classes, schedules, and library management and materials. The development of the elementary and secondary school instrumental programs. M. Tu W. Th. F. 9:30-10:20. Mr. Meretta. Two semester hours.

310B Contemporary Music


360 Seminar in Special Problems

Designed for students interested in some special field of music not formally listed for instruction. All special problems must be approved by the head of the Department of Music, but may be under the direct guidance of any of the members of the music faculty. Hours per week to be arranged with major professor. Dr. Carter. One to three semester hours.

Note—A student may elect this course as many as three times.

OCCUPATIONAL THERAPY

Karl Gasslander

In order to meet the increasing demands of both civil hospitals and those of the armed forces, the following courses are given in occupational therapy.

Dora Gower
They may be taken in any one of the following curricula: B.S. Degree with or without Teacher's Certificate and Diploma in Occupational Therapy; the Diploma course for undergraduates; or the Diploma course for college graduates. These curricula are approved by the American Medical Association and graduates are qualified for registration in the American Occupational Therapy Association.

Students enrolling in this department will take their major in occupational therapy and their minors in biology and practical arts. It is expected that students will, as far as possible, choose the electives allowed in the curricula they are following from allied fields such as music, fine arts, or psychology.

For full details of Occupational Therapy course, see regular catalog.

During the student's first term only, a supplementary fee of $5.00 is charged for special lectures, field trips, memberships in State and National Occupational Therapy Associations, and delegates to these meetings.

216B Kinesiology

An application of kinesiology in the treatment of orthopedic conditions; joint motion and muscle function; joint measurement; introduction to muscle testing; and significance of the above in treatment of joint limitation and loss of muscle power. M. Tu. W. Th. F. 9:30-10:20. Miss Gower. Two semester hours.

222B Therapeutic Crafts

Course consists of various short-term projects, such as articles constructed of waste materials, candle dipping and molding, chip carving, square knotting, puppetry and marionettes, making or recovering lamp shades, and others. M. Tu. W. Th. F. 7:40-9:20. Mr. Gasslander. Two semester hours.

303 Weaving

Designed to give a working knowledge of hand looms. Includes the history of textiles, assembling looms, functional adaptations of them for special treatments, reading and drafting patterns, warping and threading looms, and types of weaving. M. Tu. W. Th. F. 10:30-12:20. Miss Gower. Four semester hours.
Majors and minors: Students who intend to make a major or minor in English in any of the curricula leading to a certificate to teach should confer with the adviser of the department as early as possible in their freshman year. Insofar as possible an attempt will be made to select and arrange the work of each student in accord with his personal needs and the other requirements of his program of study. However, the following general outlines may be of service, as tentative guides in planning programs of study:

Students who major or minor in English for the State Elementary Provisional Certificate should plan to take Literature for Children 203; 3 to 6 semester hours in courses in poetry; 3 or 4 hours in courses in non-fiction prose; 3 hours in fiction; 3 or 6 hours in drama and sufficient electives to meet the requirement for a major or a minor.

Students who major or minor in English for the State Secondary Provisional Certificate should have a fundamental acquaintance with Latin, and a reading knowledge of some modern language, preferably French or German. They should take Anglo-Saxon 390 and Chaucer 391, Shakespeare 214A, B, The English Novel 313, some course in non-fiction prose, some course in American literature, and some course in poetry. For a minor, of course, the student will elect 15 semester hours most suited to his needs. In all cases the student's general program of study from year to year should be considered in making his elections in English.

All students who major or minor in English must take Advanced Rhetoric 323 or its equivalent.

Rhetoric

The first two semesters of rhetoric are planned to aid the student in developing greater facility in the use of language in common human experiences: thinking, talking, reading, and writing.

106A Rhetoric

In this first half of the course the procedure has to do specifically with the ordinary uses of the mother-tongue and with such mechanics as the student will have occasion to practice in his college work. The principles of English grammar and punctuation are reviewed in their application to reading, speaking, and writing. This is done by means of practice exer-

106B Rhetoric

In this second half of the course, the general forms of discourse are introduced with particular attention to description and narration. Some attention is given to figures of speech and to those traits of style that give character to writing. English prosody in its more elementary aspects is considered in connection with the study of a small group of poems. Usually some masterpiece of English prose is studied in detail as an example of narrative writing. Sec. I—M. Tu. Th. F. 7:40-9-20, Sec. II—M. Tu. Th. F. 10:30-12:20, Sec. III—M. Tu. Th. F. 1:30-3:20. Miss Anton, Miss Walker. Three semester hours.

323 Advanced Rhetoric

In this course some attention is given to the historical background and method of development of the language. Such subjects as point of view, fashions in language, euphemism, poetic imagery, and shifting meanings of words are studied, with a view to illuminating much that lies back of literary expression, and to sharpening and vivifying the student's appreciation of literature. It is taken for granted that those who enroll in this course have had considerable work in English or in foreign language. Sec. I—M. Tu. W. Th. F 12:30-1:20, Sec. II—M. Tu. W. Th. F. 3:30-4:20. Dr. Baumann, Miss Master. Two semester hours.

Literature

121 Chief American Poets

The work of this course consists of wide reading in the poetry of Bryant, Poe, Longfellow, Emerson, Whittier, Lowell, Holmes, Whitman, and Lanier. This is supplemented by intensive study of some of their chief poems and by some consideration of their significance in American Literature. M. Tu. Th. F. 1:30-3:20. Miss Gary. Three semester hours.

122 American Prose

The work of this course consists of wide reading in the prose of Irving, Emerson, Hawthorne, Melville, Thoreau, and Mark Twain. This is supplemented by individual study of other prose writers as recent as Henry James and William Dean Howells. M. Tu. Th. F. 10:30-12:20. Miss Walker. Three semester hours.
202S Mythology

This is a survey of the principal myths and legends of Greece and Rome. It is accompanied by a study of their representations in painting and sculpture, and by appropriate readings in English literature. Credit from this course may be applied on Group I or on an English major and minor. M. Tu. W. Th. F. 12:30-1:20. Miss Kraft. Two semester hours.

207AS Representative English Poetry

The aim of this course is to help the student become more familiar with representative poets of England and the relation of each to the period and movement in which he worked. Selections are read and discussed in class. M. Tu. Th. F. 7:40-9:20. Miss Eicher. Three semester hours.

216 Contemporary Literature

It is the aim of this course to give the student some acquaintance with the better things in the literature of the last thirty years and to help him choose his reading with more critical discrimination. The classroom work consists of reading and interpreting representative selections, and of lectures upon interesting subjects connected with the literature of today. The course is primarily a reading course; much library work is required. M. Tu. W. Th. F. 12:30-1:20. Miss Dukette. Two semester hours.

218B The English Bible

This course aims to create an intelligent interpretation of the New Testament. Biographical material, forms of presentation, figurative language and stylistic devices are studied as a means toward the appreciation of the literary excellence of the Bible. Students who enroll in this course for credit are required to read a few selections from the Old Testament and the entire New Testament. M. Tu. W. Th. F. 12:30-1:20. Miss Gary. Two semester hours.

226B Masterpieces

The masterpieces studied are as follows: Sartor Resartus, The Ring and the Book, Jude the Obscure. M. Tu. W. Th. F. 9:30-10:20. Miss Loutzenhisier. Two semester hours.

228 Milton

Milton is approached in this course both as a great literary artist and as one of the most significant liberal thinkers of modern times. Comus, Paradise Lost, Paradise Regained, Samson Agonistes, and a selection of Milton's prose are read and discussed. M. Tu. Th. F. 1:30-3:20. Mr. Smith. Three semester hours.

312S Wordsworth

313 The English Novel

The first aim of the course is to acquaint the student with the method of studying and teaching prose fiction. For this purpose some short, well-constructed novel is analyzed in the classroom. After some study of the picaresque tale of the Elizabethan times, the class traces the development of the novel in DeFoe, Richardson, Fielding, Sterne, and Smollett, the Gothic romance, and the novels related to the French Revolution. Later, the leading English novelists from Jane Austen to the present date are studied. Each member of the class is required to make a detailed study of some novelist or some phase of the novel, and to report upon it to the class. M. Tu. W. F. 7:40-9:20. Miss Loutzenhiser. Three semester hours.

322 American Literature

This course is intended primarily for juniors and seniors who have had no other courses in American literature and who desire more intimate acquaintance with the subject. The work consists of lectures, discussions, and as wide reading as the time will permit. M. Tu. W. F. 10:30-12:20. Dr. Miller. Three semester hours.

Note—This course cannot be counted for credit together with the courses American Poets 121 and American Prose 122.

324 The European Epic

A study of the epic as a literary form, illustrated by the reading in translation of classical, Indian, Germanic and Renaissance examples selected from epics not originally written in English. M. Tu. W. F. 10:30-12:20. Miss Master. Three semester hours.

Note.—This course cannot be counted for credit by students who elect General Literature 124S.

337 European Drama to 1890

A study of great plays in translation from the Greek drama to Ibsen, with particular reference to their literary significance and to their influence upon the trends of English drama. M. Tu. W. Th. F. 9:30-10:20. Miss Eicher. Two semester hours.

Note—This course cannot be counted for credit by students who elect General Literature 124A.

391 Chaucer

In Chaucer 391, as much as possible of Chaucer's poetry is read in the original, with special attention to pronunciation, grammar, and meter. The life and time of Chaucer are carefully studied as an aid to the interpretation of his poetry. A generous amount of reading in the literature of the middle English period is required. M. Tu. Th. F. 1:30-3:20. Dr. Baumann. Three semester hours.
Open to Seniors and Graduates

421 (181) American Literature, 1830 to 1870

European Languages

EUNICE E. KRAFT
FRANCES E. NOBLE

Twenty-four semester hours are required for a major in foreign languages and fifteen for a minor. This minimum requirement does not include the first year of a language, if taken as a part of a curriculum leading to a secondary teaching certificate.

Students desiring to do directed teaching in foreign languages must have completed a minimum of fifteen semester hours and must be approved by the head of the department. Teaching of Latin 300T is prerequisite to directed teaching in Latin and Teaching of Modern Foreign Languages 301T is prerequisite to directed teaching in French, German, or Spanish. Phonetics 305 is required of students majoring or minoring in French; France and the French 207A, B is required of those majoring in French. Latin Writing 305 is required of all students majoring in Latin.

A course in modern European history is desirable for students majoring or minoring in a modern foreign language.

No credit will be given for less than eight semester hours of a beginning language.

Students are urged to take the advanced courses as full year units, although credit may be obtained for one semester upon consultation with the instructor.

French

100A Elementary French
The rudiments of grammar, drill in pronunciation, reading of about 50 pages of a selected text, writing French from dictation, and memorizing of French songs and poems. The course aims, from the outset, to give training in understanding spoken French. M. Tu. W. Th. F. 1:30-3:20. Dr. Noble. Four semester hours.

202S Reading from Modern French Novels and Stories
This course is intended for students beyond the first-year French level, and is suited to the average ability of the class, yet takes into account, through individual work, differences in preparation. The course consists of reading of novels, short stories and other material meant to broaden the culture of the students while increasing their speaking and reading ability by careful study of functional grammar and vocabulary. M. Tu. W. Th. F. 12:30-1:20. Dr. Noble. Two semester hours.
100B Elementary German

This course is the second semester of Elementary German and must be completed if the student wishes credit for 100A. The study of additional principles of grammar is correlated with the reading of approximately 100 pages of prose to increase the ability to read, write, and speak simple idiomatic German. Prerequisite: German 100A. M. Tu. W. Th. F. 7:40-9:20. Mr. Rothfuss. Four semester hours.

102A or B Intermediate German

The work of this course covers half of the first or the second semester of the second year of German. It includes a review of grammar, the reading of simple modern German texts, composition based upon them, and the study of songs and poems. M. Tu. W. Th. F. 9:30-10:20. Mr. Rothfuss. Two semester hours.

Latin

99 Refresher Course in Latin

This course is designed to meet the needs of those who wish to review Latin as a preparation for teaching the subject, or for advanced work in the courses of the department. It will be adapted to fit the needs of those enrolled. M. W. Th. F. 9:30-10:20. Miss Kraft. Only attendance credit is given.

202S Mythology

This is a survey of the principal myths and legends of Greece and Rome. It is accompanied by a study of their representations in painting and sculpture, and by appropriate readings in English literature. Credit from this course may be applied on Group I or on an English major and minor. M. Tu. W. Th. F. 12:30-1:20. Miss Kraft. Two semester hours.

306 Roman Life

The distinctive features of Roman private and public life are presented with a view to the needs of the high-school teacher. Since a knowledge of Latin is not required, the enrollment is not limited to students of the department. M. Tu. Th. F. 7:40-9:20. Miss Kraft. Three semester hours.

Spanish

100B Elementary Spanish

The course offers a continuation of the study of grammar and pronunciation begun in the first semester. It provides for reading of Spanish texts and for the practice of oral Spanish. Prerequisite: Spanish 100A or one year of high-school Spanish. M. Tu. W. Th. F. 10:30-12:20. Miss Windsor. Four semester hours.
102A or B Intermediate Spanish

The study of grammar is continued. A short novel is read in each course and the work in composition is based upon the text. Prerequisite: two years of high-school Spanish or Elementary Spanish 100A, B. M. Tu. W. Th. F. 9:30-10:20. Miss Windsor. Two semester hours.

SPEECH

LAURA V. SHAW WALLACE GARNEAU
ALBERT B. BECKER ANNA E. LINDBLOM
GIFFORD BLYTON CHARLES VAN RIPER

A major sequence in speech consists of courses 105A, B, 206, 210, 215, 225, 231, 320, and one other course.

A minor sequence in speech consists of courses 105A, B, 206, 210, and other courses totaling 6 semester hours.

A minor sequence in speech correction consists of courses 105A, 230, 231, 318, 319.

For students specializing in English, courses 105A, B, 210, 310, 315, and 316 are recommended.

Students majoring in speech are strongly urged to minor in English.

105A Fundamentals of Speech

The basic course for all work in the department. A study and application of the fundamental principles underlying the use of the voice and the body for effective communication. Credit will be given for this course alone, but it is strongly urged that 105A and 105B be taken as a unit. Sec. I—M. W. Th. F. 7:40-9:20, Miss Lindblom; Sec. II—M. Tu. Th. F. 7:40-9:20, Dr. Blyton; Sec. I—M. Tu. W. F. 10:30-12:20, Mr. Becker; Sec. II—M. W. Th. F. 10:30-12:20, Dr. Blyton; Sec. I—M. Tu. W. F. 1:30-3:20, Mr. Becker. Three semester hours.

105B Fundamentals of Speech

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

206 Public Speaking

Introductory study of the rhetorical principles of public speech and audience psychology. The primary aim is to develop clear thinking and ease and effectiveness in speaking. Frequent opportunity for platform work is given. Designed for upperclassmen. Prerequisite: Fundamentals of Speech 105A, B. M. Tu. W. Th. F. 9:30-10:20. Miss Lindblom. Two semester hours.
210 Interpretive Reading


231 Principles of Speech Correction

A course intended especially for students in speech, speech correction, special education, and elementary education. The course is designed to acquaint the student with the general principles of speech correction as they relate to the types, causes, and development of the various speech disorders. M. W. Th. F.—10:30-12:20. Dr. Van Riper. Three semester hours.

300T Applied Speech Correction

This course is for students interested in the actual practice of speech correction. The course will involve training in the remedial treatment of speech defects in the college clinic and schools associated with the college, service in a traveling speech clinic, and the study of the principles of clinical practice. Prerequisite: Fundamentals of Speech 105A, B., Principles of Speech Correction 231, and consent of instructor. M. W. Th. F. 1:30-3:20. Dr. Van Riper. Three semester hours.

340S Radio Workshop

An extensive six weeks course designed primarily for three groups of people: (1) for college students who have had the equivalent of three semesters of college speech work and who desire an extensive survey of the field of educational radio; (2) for teachers in elementary and secondary schools who wish to establish radio as an activity in their classes, or to plan and produce educational programs in cooperation with their local stations; (3) for those who wish a survey of the radio speaking field or practice in script preparation. The entire group will meet together mornings, daily five days a week, covering the field of educational script writing and simple techniques of broadcasting and recording. Afternoons will be devoted to consultation with the director, to work on individual problems, and to group rehearsals. Special emphasis will be placed on the use of radio and recording as a motivating device in the classroom. M. Tu. W. Th. F. Mr. Garneau and others. Four to six semester hours.

Open to Graduates

540S. (151) Fundamentals of Broadcasting

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

PHYSICAL EDUCATION FOR MEN

JUDSON A. HYAMES
MITCHELL J. GARY
JOHN W. GILL
CLAYTON J. MAUS

HERBERT W. READ
DONALD N. SCOTT
J. TOWNER SMITH
CRYSTAL WORNER

A student may qualify for a major in physical education and coaching with a minimum of 24 semester hours, but he must check with the head of Department of Physical Education for Men to make sure that he has included the required subjects.

Intramural tournaments, covering such activities as tennis and golf, will be held during the summer. There will also be a soft ball league, playing a regular schedule from 4:30-6:00. Mr. Maus.

All students taking courses in this department are required to pay $3.00 for laundry fee and towel and lock deposits. At the close of the summer session there is a refund of $1.75.

101 Early American Dancing
M. W. 7:00-8:15 P. M. Miss Worner.

206 History and Principles of Physical Education

Courses formerly taught separately as History of Physical Education and Principles of Physical Education are combined in this course. Cycles in types of physical education practices are seen as related to political and economic cycles, while at the same time underlying principles common to all epochs have due consideration. The final effort is to arrive at guidance in setting up a sound program of physical education for the secondary schools. Lectures, assigned reading, discussions, and reports. M. Tu. W. Th. 10:30-12:20. Mr. Hyames. Three semester hours.

207 Camping and Scouting

Managing and planning of summer camps, including such topics as housing, sanitation, commissary, program, activities; administration of canoeing, hiking, swimming, and various other camp interests.

History, aims, and principles of the Boy Scout movement. Methods of the patrol and troop are studied. Students are given the opportunity of practical experience in the various phases of scouting and woodcraft. Particular emphasis is placed on the value of the scout program in supplementing the influences of the home, church, and school life of the adolescent boy. Those completing the course satisfactorily are awarded the standard leader’s diploma issued by the Boy Scouts of America. M. Tu. W. Th. 7:40-9:20. Mr. Read. Three semester hours.
208 Fundamentals and Technique of Football


209 Fundamentals and Technique of Basketball


210 Fundamentals and Technique of Baseball

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

211 Fundamentals and Technique of Track and Field

The accepted forms of starting, hurdling, distance running, pole vaulting, discus and javelin throwing, and sprinting. Study of physical conditions affecting speed, endurance, and fatigue. The selection and preparation of contestants for the various track and field events. Managing and officiating of games and meets. Study of rules. Practice on the track. M. Tu. W. Th. F. 3:30-4:20. Mr. Smith. Two semester hours.

302T Organization and Administration of Physical Education

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

306 First Aid and Athletic Training

Knowledge and skill in meeting emergencies, use of massage in treatment of sprains and bruises, use of hot and cold applications. M. W. Th. F. 1:30-3:20. Mr. Scott. Three semester hours.

312 Psychology of Coaching

This course is designed primarily for those who are planning to make coaching a profession, although playground leaders will find the course helpful in working out their problems. The first part of the semester is given over to the discussion of certain principles of educational psychology
and their application to athletics, along with a physiological analysis of the principal sports. The latter part of the semester is confined to athletic coaching. Some of the topics discussed are the following: getting ready to coach, planning the practice sessions, presenting material effectively, planning the season's campaign, playing the game, the "jinx" and how to handle it, the element of fear and how to conquer it, morale, personality, and will power; the personal touch in coaching. M. Tu. W. Th. F. 9:30-10:20. Mr. Gill. Two semester hours.

320 Playground and Community Recreation

Nature and function of play; age periods and adaptation of activities; social environment; playground development, construction, management, and supervision. Practice in class instruction in games, story plays, handicraft, and other physical activities. A survey of recreational material, athletic and field meets. Laboratory work with children required. M. W. Th. F. 10:30-12:20. Mr. Scott. Three semester hours.

PHYSICAL EDUCATION FOR WOMEN

CRYSTAL WORNER    SARAH H. McROBERTS

DOROTHY VESTAL

The Department of Physical Education for Women aims to provide an interesting and beneficial program of physical activity for each student. Physical fitness of the individual for participation is determined by medical and physical examinations. No student is excused from physical education, but program adjustments are arranged to take care of those with physical handicaps.

Appropriate uniforms, obtainable at the Campus Store, are required for the various activities.

Students other than those majoring in physical education may not earn more than three class hours of physical-education credit in one semester. (A class hour is to be interpreted to mean one hour of class work each week for one semester.)

It is advisable for any student who wishes to be recommended by the department for the teaching of physical education to take as electives Methods in Physical Education 300T, 2 semester hours, and Directed Teaching in Physical Education, 4 semester hours. These courses may not be included in the 24 semester hours required for the major nor in the 15 semester hours required for the minor.

All students will be charged seventy-five cents per term for locker fees, of which twenty-five cents will be refunded.
Physical Education Major

Requirements in science and in physical education for students who wish to make physical education their major field are:

Group II. Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Biology 100A, B</td>
<td>8</td>
</tr>
<tr>
<td>Hygiene 112</td>
<td>2</td>
</tr>
<tr>
<td>Anatomy 211A</td>
<td>4</td>
</tr>
<tr>
<td>Physiology 211B</td>
<td>4</td>
</tr>
</tbody>
</table>

Group VII. Physical Education and Health

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education Theory and Practice 151A, B</td>
<td>4</td>
</tr>
<tr>
<td>Camping and Outdoor Education 175</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education Theory and Practice 251A, B</td>
<td>4</td>
</tr>
<tr>
<td>Elementary School Physical Education 270A, B</td>
<td>4</td>
</tr>
<tr>
<td>First Aid 271</td>
<td>1</td>
</tr>
<tr>
<td>Applied Anatomy 273</td>
<td>2</td>
</tr>
<tr>
<td>Secondary School Physical Education 274A, B</td>
<td>3</td>
</tr>
<tr>
<td>History and Principles of Physical Education 275</td>
<td>3</td>
</tr>
<tr>
<td>Community Recreation, Scouting, and Camp Fire 276</td>
<td>2</td>
</tr>
<tr>
<td>Health Education 285</td>
<td>2</td>
</tr>
<tr>
<td>Methods in Physical Education 300T</td>
<td>2</td>
</tr>
<tr>
<td>Administration and Organization 301T</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education Theory and Practice 351A, B</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education Theory and Practice 361A, B</td>
<td>2</td>
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<tr>
<td>Individual Gymnastics 373</td>
<td></td>
</tr>
</tbody>
</table>

Twenty-four Hour Major

(This is not to be confused with the requirements for students who are specializing in this field.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education Theory and Practice</td>
<td>12</td>
</tr>
<tr>
<td>Camping and Outdoor Education 175</td>
<td>2</td>
</tr>
<tr>
<td>Elementary School Physical Education 270A, B</td>
<td>4</td>
</tr>
<tr>
<td>First Aid 271</td>
<td>1</td>
</tr>
<tr>
<td>Community Recreation, Scouting, and Camp Fire 276</td>
<td>2</td>
</tr>
<tr>
<td>Secondary School Physical Education 274A, B</td>
<td>3</td>
</tr>
<tr>
<td>History and Principles of Physical Education 275</td>
<td>3</td>
</tr>
<tr>
<td>Health Education 285</td>
<td>2</td>
</tr>
</tbody>
</table>

Physical Education Minor

Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education Theory and Practice</td>
<td>6</td>
</tr>
<tr>
<td>(This is the equivalent of 18 class hours of physical education practice.)</td>
<td></td>
</tr>
<tr>
<td>Elementary School Physical Education 270A, B</td>
<td>4</td>
</tr>
<tr>
<td>or Secondary School Physical Education 274A, B</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective:
The remaining five or six hours may be selected from the following courses:

- Camping and Outdoor Education 175 .................................. 2 semester hours
- First Aid 271 ................................................................. 1 semester hour
- History and Principles of Physical Education 275 ............. 3 semester hours
- Community Recreation, Scouting, and Camp Fire 276 2 semester hours
- Health Education 285 .................................................... 2 semester hours

101 Early American Dancing

M. W. 7:00-8:15 P. M. Miss Worner. One class hour.

110 Swimming

Sec. I—M. Tu. Th. 3:30-4:20, Sec. II—M. Tu. Th. 4:30-5:20. Miss McRoberts. One class hour.

113 Tennis


118 Archery


120 Badminton


122 Social Dancing

Tu. Th. 7:00-8:15 P. M. Miss McRoberts. One class hour.

285 Health Education

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

334S Public School Physical Education

A survey of the needs and interests of children as to physical education and presentation of suitable activities. This course may be substituted for Physical Education courses 233, 330, 331, or 332, which appear in the catalog. M. Tu. W. Th. F. 3:30-4:20. Miss Vestal. Two class hours.
The Division includes the Departments of Agriculture, Biology, Chemistry, Geography and Geology, Mathematics, Physics, and Psychology. It functions through a committee consisting of the respective heads of these departments.

Major and minor requirements are listed under the individual departments. The heads of the respective departments will advise students relative to their chosen majors and minors.

In certain cases, where a group major or minor in science seems advisable, the Chairman of the Division should be consulted. Acting in conjunction with the heads of the involved departments (Biology, Chemistry, Geography and Geology, Mathematics, Physics, and Psychology), the Chairman will advise students relative to such majors or minors. In such cases the following rules will be observed:

A. For a group science major
   1. Thirty or more semester hours are required in the division;
   2. The subjects selected must be taken from no more than two departments;
   3. Fifteen semester hours must be in subjects above the freshman level.

B. For a science minor
   1. Twenty or more semester hours are required in the division;
   2. The subjects selected must be taken from no more than two departments;
   3. At least eight semester hours of the work must be in courses above the freshman level.

AGRICULTURE
Howard D. Corbus

The Department of Agriculture has added a series of short courses for veterans who might want instruction in practical agriculture without college credit as such. These courses are described in a special bulletin that may be obtained from the Registrar's office, or from the Department of Agriculture, Western Michigan College of Education.

Regular college courses carrying college credit have been organized to serve three and possibly four groups or classes of students enrolling in the college. Students in one of these groups are preparing to teach either in one-teacher rural schools or in consolidated rural schools with elementary grades in which the pupils come from rural homes. The teacher in such a position should be well informed about the environment and means of support of people in a rural district.

A second group of students includes those who enroll in a pre-professional
curriculum with the intention of finishing their work in a college of agriculture, forestry, or veterinary science, to which their credits may be transferred.

A third group consists of those who are preparing to teach courses in agriculture and science, and perhaps shop courses, in consolidated rural high schools or agricultural schools.

Still other students, in whatever curriculum enrolled, who wish to know more about the general field of agriculture as an important national industry, may constitute a fourth group. A group of agriculture courses may be combined with other science courses, such as biology or geography or chemistry, to form "group" or "combination science" majors. A good selection of related minors is also desirable, such as manual arts, geography, etc.

Special effort has been made to fit courses into the rural life and education curriculum, and combinations have been arranged to fit the needs of small high schools. Those preparing to teach courses in agriculture in secondary schools should choose Animal Husbandry 106, 107, 108; Soils 201; Farm Crops 202; Horticulture 203. Rural School Agriculture 105 is planned to assist rural elementary teachers to understand the agricultural problems in connection with their school work in districts where farming is the main source of income. A well-stocked, fertile, demonstration farm provides opportunity for first-hand observation and for participation in actual farm experiences.

105 Rural School Agriculture

This course is planned to assist teachers who are going into rural schools in districts where farming provides the main source of cash income. Attention is given to the sources and amounts of cash likely to be derived from farm enterprises in such districts, to the environment that surrounds the rural pupil during the time he is not in school, to the major problems confronting patrons of the rural school, to adaptation of elementary science work to the nature of the pupils' experiences, and to intelligent counsel with pupils regarding their personal problems. M. W. Th. F. 10:30-12:20. Mr. Corbus. Three semester hours.

203 Horticulture

This is the regular course offered during the year with a special adaptation in gardening to aid teachers who will be asked to organize and supervise home gardens. Organization, locations, and care of school and backyard gardens will be included in this course. The summer session will offer fine opportunities for visitation of commercial truck farms and also of community garden projects, which are being promoted by towns and cities. M. Tu. W. Th. F. 12:30-1:20. Mr. Corbus. Two semester hours.

BIOLOGY

La Verne Argabright
Raymond C. Deur
Frank J. Hinds

Roy E. Joyce
Edwin B. Steen
Merrill R. Wiseman
To serve as the biological foundation for a cultural education, General Biology 100A, B is recommended.

For students taking the secondary-school curriculum, a major sequence consists of Group (a) below and any two of the other groups; a minor consists of Group (a) and any one of the other groups, provided such election will give the required number of hours.

(a) General Biology 100A, B
(b) Botany 221A, B
(c) Zoology 242A, B
(d) Anatomy 211A and Physiology 211B
(e) Bacteriology 212A and Community Hygiene 212B
(f) Hygiene 112, Evolution and Genetics 305, and Human Genetics 306.
(g) Cytology and Histology 341 and Vertebrate Embryology 342.

For students anticipating medicine or dentistry, a major consists of Groups (a) and (c) required, and either (d), (e), or (g) recommended. The latter three, however, will not be recognized by medical schools as filling the requirements in these subjects nor will they be accepted as a part of the 90 semester hours required by most medical schools.

For students anticipating forestry, horticulture, or landscape architecture, a major consists of Groups (a), (b), and (c).

For special-education students and students interested primarily in social sciences, a recommended major consists of Groups (a), (e), and (f) above.

For physical-education students, required work consists of General Biology 100A, B, Hygiene 112, and Group (d) above. This will be the minimum requirement for a minor in biology.

For occupational therapy students, a minor consists of Group (a), Anatomy and Physiology 215, and Neurology and Psychiatry 330.

For special nature-study students the required major in science consists of the following courses:

1. General Biology 100A, B
2. Nature Study 231A, B
3. Any one of the groups below:
   (a) Physical Science 100A, B and enough more from the physical-science departments to make up the required hours.
   (b) Botany or zoology, any two from 221A, B, or 242A, B
   (c) Geology 230A, B
   (d) General Chemistry 100A, B, or 101A, B

A minor for elementary teachers may consist of the following courses:

1. General Biology 100A, B
2. Nature Study 231A, B

There is a laboratory fee of fifty cents for materials used in biology courses.
100A General Biology

This course gives a general survey of the principles of plant and animal life and may serve as part of the foundation for a cultural education or as the basis for advanced courses in biology. It covers the structural organization and general physiology of plants and animals and the study of the lower groups of organisms with special stress upon their importance to man. Lectures and laboratory work are included in the course. M. Tu. W. Th. F. 7:40-10:20. Mr. Wiseman. Four semester hours.

100B General Biology

This is a continuation of 100A, which should precede it, and deals with the structure and classification of the higher groups of animals and plants, and the larger aspects of genetics, embryology, evolution, and ecology. M. Tu. W. Th. F. 12:30-3:20. Dr. Steen. Four semester hours.

112 Hygiene

This course deals with the fundamental principles of health promotion and disease prevention and control, guiding the student toward a more satisfactory adjustment to his environment. The functional rather than the anatomical phases of hygiene are emphasized, and some attention is given to mental and social hygiene. M. Tu. W. Th. F. 3:30-4:20. Dr. Steen and Mr. Wiseman. Two semester hours.

212B Community Hygiene

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

223S Botany of Flowering Plants

The rich flora of the Higgins Lake region will be studied from the taxonomic and ecological standpoints. Mornings will be spent in the field, and afternoons in laboratory and discussions. A pocket magnifier, a dissecting set, Gray’s manual and other works on classification will be found useful. For fees, transportation, and clothing, see course 235S. Residence or extension credit. Higgins Lake, June 15-21, 1947. Dr. Kenoyer and others. One semester hour.

231A Nature Study

The aims of this course are to develop an ability to interpret natural phenomena with scientific accuracy, to develop an understanding of some of the laws of nature, and to help the student enjoy and appreciate the wonders of nature. The materials of this course are: autumn flowers,
seed dispersal, flowerless plants, insects, spiders, winter birds, heat, light, weather, and astronomy. Field trips are a part of the scheduled work. M. Tu. W. Th. F. 7:40-10:20 and a weekly trip 4:20-6:50. Miss Argabright. Four semester hours.

235S General Conservation

The aim of this course is to develop an appreciation of the necessity of conserving our natural resources. It consists of lectures and field trips in botany, forestry, geology, and zoology.

The course will be given at the Conservation Camp at Higgins Lake. This camp is situated on the lake front, with surrounding woods rich in plant and bird life. There is also an excellent bathing beach.

Field and lecture notebooks will be kept and materials will be gathered for school collections. Students should provide themselves with clothing and materials suitable for field trips: walking shoes, sweater or coat, cloth bags for rock specimens, bird or field glasses, and magnifying glass.

The cost of the course is $24.00 for extension credit or $25.00 for residence credit. The same fees are charged for 223S and 236S, but the student may select one course only for a session. The fee covers tuition, and the expense of six days in camp, including field trips, board, bed, bedding, and towels. Students will provide their own transportation to and from Higgins Lake.

Those who can provide transportation, those who need transportation, and those who desire further information address Mr. John C. Hoekje, Director of Extension, Western Michigan College of Education, Kalamazoo, Michigan.


236S Game Bird Ornithology

A study of birds, both land and water, of the lower Peninsula of Michigan as represented in the Higgins Lake area. Field trips, lectures, and laboratory study of bird skins. For fees, transportation, and clothing see course 235S. Residence or extension credit. Higgins Lake, June 15-21, 1947. One semester hour.

241S Insect Study

Designed to offer systematic study and classification of insects, as well as their structural adaptations, life histories, habits, economic importance and means of control. Laboratory and field studies are included. Prerequisite: General Biology 100A, B, or equivalent. M. W. Th. F. 1:30-3:20. Mr. Joyce. Two semester hours.

331S Field Course in Natural Science

The purpose of this course is to give students an opportunity to study natural phenomena in an outdoor situation. A student will be given an
opportunity to work on an individual problem in the field of natural science. Good library facilities are available for reference work. Several resource people are invited to camp to help students with their problems. This course should be of practical value to elementary teachers.

Students should provide themselves with clothing and equipment suitable for field trips: walking shoes, sweater or coat, field glasses, etc.

The cost of the course is $21.00 for tuition and $30.00 for room and board for two weeks at camp. Bedding and towels will be furnished. Students are to provide their own transportation to and from camp. Two weeks Undergraduate Course, July 21 to August 1, 1947. Offered at Clear Lake Camp, near Dowling, Michigan. Mr. Deur, Mr. Hinds, and others. Two semester hours.

Open to Graduates

441S (160) Advanced Ornithology

This course affords the student an opportunity for a review of introductory ornithology. Special attention is given to details of song, habitat, habits, and identification of shore and marsh birds in their native haunts. Skins of birds both resident and migrant in Michigan are provided for identification in the laboratory. Students enrolling are expected to have their own field glasses. Early morning field trips will be a part of the scheduled class work. For room, board, and equipment see 331S. Prerequisite: 8 semester hours in college laboratory courses in biology or zoology and permission of instructor. Offered at Clear Lake Camp, July 21 to August 1, 1947. Mr. Hinds. Two semester hours.

CHEMISTRY

Students who wish to teach chemistry must have a minimum of 15 semester hours in chemistry. A major in chemistry consists of 24 semester hours, and a minor consists of 15 semester hours. Through arrangements with the Department of Physics, a major in physical science may be made by taking 15 semester hours of chemistry and 10 semester hours of physics.

If there is sufficient demand for summer courses not included in this bulletin, we will try to provide such courses.

In General Chemistry 100A, a deposit of $2.00 per summer session for lock and supplementary supplies is required; in advanced laboratory courses a deposit of $5.00 per summer session is required. These deposits are made in the main office and numbered receipts are given students. Students must present these receipts before admission to the laboratory. At the close of the summer session these deposits will be refunded, less a flat laboratory fee of fifty cents and any charges caused by breakage of materials or loss of lock.

101A General Chemistry

This is a more advanced course than 100A. The theory and fundamental principles of chemistry are emphasized. It is a foundation course. Class-
room, 8 hours a week; laboratory, 12 hours a week. Prerequisite: one unit of high-school chemistry and one unit of algebra. M.T.Th.F. 7:40-9:20. Mr. Eldridge. Four semester hours.

101B General Chemistry

A continuation of course 101A. Classroom, 8 hours a week; laboratory, 12 hours a week. Prerequisite: General Chemistry 101A. M.W.Th.F. 10:30-12:20. Mr. Boynton. Four semester hours.

201 Qualitative Analysis

The work includes the detection of both basic and acidic radicals. Classroom, 5 hours a week; laboratory, 16 hours a week. Prerequisite: General Chemistry 100A, B, or 101A, B. M.Tu.W.Th.F. 9:30-10:20. Dr. Osborn. Four semester hours.

202 Quantitative Analysis

This course includes the theory and practice of volumetric and gravimetric analysis, and gravimetric separations. Classroom, 5 hours a week; laboratory, 16 hours a week. Prerequisite: General Chemistry 100A, B, or 101A, B, and Qualitative Analysis 201. A knowledge of quadratic equations and of common logarithms is essential. M.Tu.W.Th.F. 3:30-4:20. Mr. Boynton. Four or five semester hours.

206S Chemistry and the Modern World

Some knowledge of chemistry is indispensable to the understanding of the world today. This course is designed for those students who have never studied chemistry and who do not wish to devote a year to the course, yet who desire to gain an insight into the role that chemistry plays in our everyday life. Considerable use will be made of the lecture-demonstration method. This course should be valuable for the grade teacher. M.W.F. 7:40-9:20. Dr. Osborn. Two semester hours.

Note—This course may not be counted toward fulfillment of a minimum requirement in Group II.

306A Organic Chemistry

Preparation and reactions of organic compounds, with special emphasis on the aliphatic series, are studied. The following topics are included: ketones, carbohydrates, amines, fatty acids, esters, dyes, drugs, amino acids, peptides, and proteins. This course is valuable not only to those students who wish to teach chemistry, but also to those who may later study medicine, dentistry, or chemical engineering. Classroom, 8 hours a week; laboratory, 16 hours a week. Prerequisite: General Chemistry 100A, B, or 101A, B. Open to qualified sophomores. M.W.Th.F. 1:30-3:20. Mr. Eldridge. Four semester hours.
A major in earth science consists of Geology 230A, B and 16 semester hours additional in geography and geology. Two of the six semester hours earned in Physical Science 100A, B may be counted toward a major or a minor in earth science.

A minor in geography consists of 15 semester hours, including Field Geography 340 or an approved equivalent. Students majoring in geography are advised to elect Economics 220A, B and modern American and European history, and to acquire the ability to read German, French, or Spanish.

Some recommended sequences to meet particular interests are the following:

1. If major is history: 105A, B or 305, 310, 316, and the regional geography of the continent of special interest.
2. If major is business administration or business education: 105A, B or 305, and 318.
3. If major is general science: 105A, B or 305, 325, 340, and Geology 230S or 230A, B.

Introductory Geography, either 105A, B or 305, must precede all undergraduate geography courses except Conservation of Natural Resources 312. Introduction to Commercial Geography 218, and Meteorology 225. There is no required sequence in the courses in regional geography.

Successful completion of Geographic Techniques 303 is prerequisite to receiving departmental recommendation for directed teaching or for a teaching position in geography.

A major in geography consists of 24 semester hours:

- Introductory Geography 105A, B .................. 6 semester hours
- Dynamic Geology 230A ................................. 4 semester hours
  (General Geology 230S may be substituted)
- Climatology 325 ........................................... 2 semester hours
- Field Geography 340 ...................................... 3 semester hours
- Geographic Techniques 303 or equivalent .......... 3 semester hours
- Regional Geography ....................................... 3 semester hours
- Elective .................................................. 3 semester hours

207 Europe

Course discusses the ways man has adjusted his economic, political, and social life to the natural environmental conditions within the regions of the continent. Prerequisite: Introductory Geography 105A, B or Geography 305. M.W. Th. F. 7:40-9:20. Miss Logan. Three semester hours.

208 South America

Historical background for the division of the continent into many countries; distribution of racial and national groups and conditions to which related; economic, social, and political geography of the several countries
with special emphasis upon the geography of Argentina, Brazil, Chile, an
Andean country, and a Caribbean country. Prerequisite: Introductory
Geography 105A, B or Geography 305. M. Tu. Th. F. 10:30-12:20. Dr.
Berry. Three semester hours.

303 Geographic Techniques

Guidance is given in the selection, interpretation, and use of the major
types of geographical materials such as texts, library materials, pictures,
maps, and the like. Special emphasis is placed on the organization of
geographic findings. Prerequisite: Introductory Geography 105A, B or 305.

341 Advanced Field Geography

The course is planned for students who desire to do independent field
work in geography. The amount of credit will depend on the size of the
project and the intensity with which the work is done. A complete report
written in scientific style is required. This is not a residence course but
one that offers opportunity for teachers to continue collegiate work. En-
rollment must be made with the Extension Division and fees paid at that
office. Residence credit is given. Prerequisite: Field Geography 340 or
an approved equivalent and consent of instructor. Independent field in-
vestigation. Hours as arranged. The staff. One, two, three semester
hours.

Open to Seniors and Graduates

478 (145) Pro-seminar in Economic Geography

Each member of the class carries on an individual investigation of some
problem in economic geography. Theory and technique of research in
economic geography, recent significant contributions to the literature of
the field, and the treatment of graphic forms as applied to geography are
covered. Prerequisite: Introductory Geography 105A, B or Geography 305
and Commercial Geography 218 or 318, or consent of the instructor.
M. Tu. W. Th. F. 9:30-10:20. Dr. Berry. Two semester hours.

MATHEMATICS

Fred A. Beeler
Charles Butler

William H. Cain
Pearl L. Ford

William Halnon

Courses in the Department of Mathematics are designed to meet the
needs of students presenting three types of preparation in the high school.
A freshman electing work in mathematics for the first time should be care-
ful to select from courses 100A, 103A, and 104A the one best adapted to the
amount of high-school mathematics for which he has credit.

The department offers four sequences leading to calculus. Sequence A
is designed for students who present trigonometry as part of their high-
school preparation. Sequence B is designed for students who present one and a half years of algebra, but no trigonometry, as part of their preparation. Sequences C and D are for students who have completed but one year of algebra in the high school: Sequence D, the one regularly pursued by such students, requires two years to reach calculus; for exceptional cases in which students having but one year of high-school algebra desire to enter calculus in the second year of their college course, sequence C is offered; this requires the student to make up deficiencies in his high-school course by taking two courses (115 and 116) in the summer session following his freshman year. Note that the four sequences are mutually exclusive.

Elementary Sequences in Mathematics

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tbody>
<tr>
<td>104A</td>
<td>103A</td>
<td>100A</td>
<td>100A</td>
<td></td>
</tr>
<tr>
<td>104B</td>
<td>103B</td>
<td>100B*</td>
<td>100B*</td>
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<td>115</td>
<td>104A</td>
<td></td>
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<td></td>
<td></td>
<td>116</td>
<td>104B</td>
<td></td>
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*Solid Euclidian Geometry 100B may be taken in combination with course 100A or course 100C, either the first or the second semester.

* * * * *

205A
205B

Following course 205B, a student has the privilege of electing several courses for which calculus is a prerequisite. A junior might elect Advanced Calculus 331, Theory of Equations 322, Differential Equations 321, Solid Analytic Geometry 323, or Theoretical Mechanics 325. The hours at which these advanced courses are offered will be arranged to suit the convenience of the situation.

For all students, including those not majoring in mathematics, there is offered by the department a group of subjects consisting of the following courses: Mathematics of Finance 227, Mathematics of Insurance 228, Introduction to Statistics 211, College Geometry 230. One or more of these courses will be offered each semester at eleven o'clock.

Opportunity is offered for more varied work in mathematics, but the courses should be chosen with some regard for the particular interests and objectives of the student. Members of the department will be glad to confer with students concerning the arrangement of their courses.

Students expecting to teach mathematics are advised to elect the professional courses in the teaching of mathematics best suited to their particular requirements. It should be noted, however, that adequate appreciation of, and acquaintance with, subject matter is the first and inevitable step in the acquisition of professional skill in teaching. Professional preparation for teaching mathematics demands both academic accomplishments and training in proficiency of method, but in general the relative impor-
tance of these two types of education is in the order in which they are mentioned here.

A major in mathematics comprises not less than eight semester hours of work completed subsequent to a year's course in calculus and elected with the approval of the departmental adviser.

A minor in mathematics comprises not less than eight semester hours of work completed subsequent to any one of courses 103B, 104B, or 116 and elected with the approval of the departmental adviser.

Students desiring to do directed teaching in mathematics must have completed a major or minor in this subject and have included in this preparation Teaching of Secondary Mathematics 401T. The History of Mathematics 315A, B is also recommended. Applications for directed teaching in mathematics must be approved by the head of this department. Solid Euclidean geometry is a prerequisite to directed teaching in either algebra or geometry.

100A Intermediate Algebra

Designed for students who present for admission only one year of algebra. For such students it should precede all other college courses in mathematics. The course includes a review of the important topics of the first year's course, together with the work usually given in the third term of the high-school course: numerical and literal quadratic equations; problems; fractional, negative, and literal exponents; radicals; imaginaries; functions and graphs. Prerequisite: one year of high-school algebra and one year of high-school geometry. Sec. I—M. Tu. W. F. 7:40-9:20, Sec. II—10:30-12:20, M. Tu. Th. F. Mr. Beeler, Mr. Cain. Three semester hours.

100C Plane Trigonometry

Trigonometric ratios, identities and equations, inverse functions, theory and use of logarithms, circular measure of angles, solution of triangles. Prerequisite: Intermediate Algebra 100A or a year and a half of high-school algebra, and at least one year of Euclidean geometry. Sec. I—M. Tu. W. F. 7:40-9:20, Sec. II—M. Tu. W. F. 10:30-12:20. Mr. Cain, Miss Ford. Three semester hours.

101T Arithmetic

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

115 College Algebra

A review of exponents, radicals, and quadratic equations, including systems of quadratic equations, progressions, and binomial theorem, complex numbers; theory of equations, including Horner's method, determinants, permutations and combinations. Prerequisite: one and one-half years of high-school algebra and one or one and one-half years of high-
school geometry, or the equivalent. M. Tu. Th. F. 10:30-12:20. Dr. Halnon. Three semester hours.

116 Analytic Geometry

Analytic geometry of the straight line, circle, and conic sections; change of axes; properties of conics, involving tangents, diameters, and asymptotes. Prerequisite: trigonometry and college algebra. Sec. I—M. Tu. W. Th. F. 10:30-12:20, Sec. II—M. Tu. Th. F. 1:30-3:20. Dr. Butler, Dr. Halnon. Three semester hours.

201 Field Work in Mathematics

Designed to familiarize the student with the nature and use of common mathematical instruments. Classroom discussion will be supplemented by practical field work. This course will be highly useful to teachers of mathematics or science, and to persons interested in scouting. It supplements the teaching of Mathematics 401T, the two courses being offered in alternate years. With the approval of the head of the department course 201 may be offered in place of course 401T in fulfilling the requirements for student teaching. Prerequisite: high-school algebra and geometry and plane trigonometry. M. Tu. Th. F. 1:30-3:20. Dr. Butler. Three semester hours.

205B Calculus

Elementary indefinite and definite integrals, trigonometric integrals, substitution, rational fractions, applications of the definite integral, indeterminate forms, curve tracing, infinite series, functions of several variables, multiple integrals. Prerequisite: Calculus 205A. M. Tu. W. Th. F. 7:40-9:20. Mr. Beeler. Four semester hours.

PHYSICS

EDWIN S. FOX
PAUL ROOD
WALTER G. MARBURGER

A major in physics consists of 24 semester hours; a minor, 15 semester hours. Information concerning interdepartmental majors and minors may be obtained from the head of the department.

203A Mechanics, Sound, and Heat

A general course in mechanics of solids and fluids, together with a study of heat and sound. Demonstrations, lectures, and recitations. Classroom, 8 hours a week; laboratory 4 hours a week. Prerequisite: high-school physics and trigonometry. M. Tu. W. Th. F. 7:40-9:20. Mr. Marburger. Four semester hours.

204A Problems

A course in the solution of problems in Mechanics, Sound, and Heat. It is designed to supplement course 203A. It must be elected by all engineering students. M. W. F. 9:30-10:20. Mr. Marburger. One semester hour.
203B Electricity and Light

Same general plan of presentation as in 203A. Classroom 8 hours a week; laboratory 4 hours a week. Prerequisite: Mechanics, Sound, and Heat 203A. M. Tu. W. Th. F. 10:30-12:20. Mr. Fox. Four semester hours.

204B Problems

A course in problems in Electricity and Light designed to supplement course 203B. It must be elected by all engineering students. M. W. F. 3:30-4:20. Mr. Fox. One semester hour.

210 Astronomy

A non-mathematical course in astronomy, including the study of the solar system, meteors, comets, stars, nebulae. Full use is made of a 9-foot planetarium in learning to recognize the common stars and constellations. M. W. Th. F. 7:40-9:20. Dr. Rood. Three semester hours.

340 Atomic Physics

A study is made of the electron, electron waves, x-rays, artificial and natural radio-activity, nuclear structure, photoelectricity, quantum theory, and cosmic rays.


PSYCHOLOGY

AMOS C. ANDERSON
HOMER L. J. CARTER
CHARLES C. GIBBONS
DOROTHY J. McGINNIS

A minor in psychology consists of fifteen hours of work. Twelve hours of work in this department will satisfy the minimum requirements in Group II. General Psychology 200 is prerequisite to all other courses in psychology.

200 General Psychology

This course affords a brief survey of the field of general psychology. M. W. Th. F. 10:20-12:20. Dr. Anderson. Three semester hours.

302 Laboratory in Psychological Testing

A broad basic course for teachers and others interested in the field of psychology, clinical work, or sociology. The course will consider selection, administration, and interpretation of tests used for elementary and secondary schools; the use of tests in classification, diagnosis, prognosis, and educational and vocational guidance; the principles of teacher-made tests, and the effect of testing on marking systems. A competency in minimal
statistics will be developed. M. Tu. Th. F. 7:40-9:20. Mr. Carter and Miss McGinnis. Three semester hours.

305 Abnormal Psychology

A discussion of the causes, nature, and forms of mental abnormality. M. W. Th. F. 1:30-3:20 Dr. Anderson. Three semester hours.

Open to Seniors and Graduates

407 (130) Psychology of Personnel Methods

A survey of the methods in use for personnel selection; application blanks, tests, ratings, and interviews. Special emphasis will be placed on the interview. M. W. F. 12:30-2:20. Dr. Gibbons. Two semester hours.
DIVISION OF SOCIAL SCIENCES

FLOYD W. MOORE, Chairman

The Division of Social Sciences includes the Departments of Economics, History, Political Science, and Sociology.

Major and Minor requirements and suggestions are listed below under the respective departments. Heads of departments will advise students relative to their chosen majors and minors. It is frequently desirable that students majoring in one department of the division should minor in one of the other departments of the division. Candidates for the A.B. degree who major in any department of the division are advised to take a minimum of six semester hours in at least two of the other departments of the division. In certain cases, “mixed” or “group” social science majors and minors are allowed. The chairman of the division advises students relative to such social science majors and minors. The following requirements are observed:

A. For a social science major:
   1. Thirty or more semester hours in the division.
   2. Acceptable courses in at least three of the four departments of the division.
   3. Ten or more semester hours in at least one of the four departments of the division.
   4. At least one minor in a field of study not included in the four departments of the division.

B. For a social science minor:
   1. Twenty or more semester hours in the division.
   2. Acceptable courses in at least three of the four departments of the division.
   3. Eight or more semester hours in at least one of the four departments of the division.
   4. At least a major or a minor in a field of study not included in the four departments of the division.

ECONOMICS

HOWARD F. BIGELOW

Courses in economics are designed (1) to contribute to general education by attempting to make students more familiar with the ways and means by which men make their living in modern times; (2) to fulfill the requirements for the training of teachers in certain professional groups, such as commerce and business administration; and (3) to furnish courses and explore areas of economic thought which are prerequisite to graduate study and are recommended as pre-professional in business administration, engineering, journalism, law, medicine, and social work.
All majors and minors in economics must include Principles of Economics 220A, B. These two courses are prerequisite to all other courses offered in the Department of Economics except Economics of Consumption 223.

220A Principles of Economics

A study of the fundamental principles of economics and their application to some of the more important of our economic problems. Special emphasis is placed on the laws of price, the fundamental principles involved in production, and the principles underlying our monetary and banking systems. A few problems, such as those presented by the business cycle, inter-regional trade, business organization, and marketing are frequently included. M. Tu. Th. F. 1:30-3:20. Mr. Bowers. Three semester hours.

Note—Principles of Economics 220A and 220B form a single course, which is prerequisite to advanced work in the field. A student planning to take only a single semester's work in economics should consult with the instructor before electing Principles of Economics 220A.

220B Principles of Economics

Primary emphasis is placed upon the principles involved in what is technically known as distribution of wealth. The list of problems studied includes railroad regulation, the control of industrial monopolies, risk bearing, insurance, speculation, public finance, taxation, employment relations, and proposed form of our economic system. Prerequisite: Principles of Economics 220A. M. Tu. W. F. 7:40-9:20. Mr. Bigelow. Three semester hours.

322 Corporations

A study of the place of the corporation in modern business life. Consideration is given to the problems of organization, direction, finance, and control, from the point of view of the promoter, the manager, the creditor, the investor, and the public. Prerequisite: Principles of Economics 220A, B. M. Tu. W. F. 10:30-12:20. Mr. Bigelow. Three semester hours.

Open to Seniors and Graduates

425A (121) Labor Problems


HISTORY

James O. Knauss
Robert Friedmann
John H. Yzenbaard
Margaret B. Macmillan
Russell H. Seibert
The Department of History offers two sequences of courses designed to give a survey of the history of Europe, namely (1) Foundations of Western Civilization 100A, B, 6 semester hours, and (2) Ancient and Medieval Civilization 105A, B, and Modern Europe 108A, B, 12 semester hours. Credit is not given for both Foundations of Western Civilization 100A and Ancient and Medieval Civilization 105A, B; nor is credit given for both Foundations of Western Civilization 100B and Modern Europe 108A, B.

Students who are preparing to teach history in high school are advised to take the longer sequence in European history, 105A, B and 108A, B, rather than the shorter sequence, 100A, B. Courses 100A, B, are offered to meet the needs of students who can take only one year of European history but who wish to gain a general knowledge of the origins and development of our Western Civilization.

Students preparing to teach in the later-elementary grades are advised to take one of the sequences in European history and a sequence of courses in United States history.

Students who have had a thorough course in United States history in high school and have made good grades in the subject should not take United States History 201A, B but should instead select advanced courses in the field—305A, B; 306A, B; 312; 313; 317; 406B; 418.

Students are advised not to take both English History 109A, B, and 100A, B, 105A, B, or 108A, B, except in special cases. English history is offered primarily to meet the needs of students who are pursuing the pre-law curriculum, and students who are specializing in English literature.

A major in history should include at least 12 semester hours in courses numbered above the one hundreds; and at least part of the higher-number courses must be selected from those that deal intensively with a short period, and, therefore, afford students a better opportunity to become acquainted with methods of advanced historical study—305A, B; 306A, B; 308; 309; 315; 316; 319; 406B; 418.

A minor in history should include at least 3 semester hours in courses numbered above the one-hundreds.

Since a reading knowledge of French or German, or both is helpful in advanced courses in history and essential in graduate work in the field, students majoring in history are urged to elect at least two years of French or German.

Students who desire to major or minor in history should confer with the departmental adviser for history as early in their college careers as possible; and those majoring or minoring in history are required to confer with the departmental adviser before enrolling in courses in their junior and senior years.

108A Modern Europe, 1500-1815

A study of the reformation and the religious wars which followed it; the struggle between Spain and England; the rise of the Dutch Republic; the growth of absolutism in France; the establishment of parliamentary supremacy in England; the rise of Russia and Prussia; the world-wide colonial conflict between France and Great Britain; social and political
ideas of the eighteenth century; the French Revolution; and the era of Napoleon. This course should not be taken by students who have had Foundations of Western Civilization 100B. Sec. I—7:40-9:20, M. W. Th. F., Sec. II—1:30-3:20, M. Tu. Th. F. Dr. Friedmann, Mr. Yzenbaard. Three semester hours.

108B Modern Europe, 1815 to the Present Time

The reactionary period after 1815; the industrial revolution; the liberal and national movements of the nineteenth century; the Near-Eastern question; the expansion of Europe in Asia and Africa; international relations; the World War; the problems of reconstruction and causes of World War II. This course should not be taken by students who have had Foundations of Western Civilization 100B. M. Tu. Th. F. 10:30-12:20. Dr. Friedmann. Three semester hours.

201A United States History to 1860

This course begins with the European background of American history, traces the origin and growth of the colonies, considers their relations to the mother country, gives special attention to the causes and course of the Revolution and to the beginnings of state and national government. A study is made of the first seventy-five years of national existence, showing the country's territorial, social, political, and economic changes. M. Tu. W. F. 1:30-3:20. Dr. Macmillan. Three semester hours.

201B United States History, 1860 to the Present Time

The course of the Civil War and its results are discussed. The development of the nation from an agricultural country to an industrial world power is studied, together with the simultaneous social, cultural, and political changes. M. W. Th. F. 10:30-12:20. Mr. Yzenbaard. Three semester hours.

305A United States History, 1783-1815

An intensive study of selected topics dealing with the making of the Constitution of the United States, the launching of the new federal government, and the problems of the young republic. The course is conducted as a pro-seminar. A principal object is to acquaint students with the various classes of historical materials and to introduce them to methods of advanced historical study. Prerequisite: six semester hours of history. M. Tu. W. Th. F. 12:30-1:20. Dr. Macmillan. Two semester hours.

313 History of Michigan

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

A course designed to show in outline the development of civilization in the two countries. A study is made of their chief present-day problems. M. Tu. W. Th. F. 3:30-4:20. Dr. Knauss. Two semester hours.

316 French Republic and Napoleon, 1792-1815

A study of the First French Republic; the effect of war upon the revolutionary movement in France; the Directory, the Consulate, and the Napoleonic Empire; and the spread of revolutionary principles throughout Europe. M. Tu. W. Th. F. 9:30-10:20. Dr. Seibert. Two semester hours.

Open to Graduates

515 (285) Studies in Western Europe: Eighteenth Century Enlightenment

Lectures and reading on the background and character of the eighteenth century enlightenment, with special attention to France and the critical use of historical materials in the preparation of papers on significant philosophes. M. Tu. W. Th. F. 12:30-1:20. Dr. Seibert. Two semester hours.

POLITICAL SCIENCE

D. C. SHILLING

In this department of the social sciences the student has an opportunity to further his acquaintance with the theory and workings of government at various levels, the nature of political processes and organization, and the privileges and obligations of a citizen. The significance of such knowledge is recognized by the fact that many of the states require that some instruction in this field be given in all tax-supported institutions of higher learning. The Michigan requirement may be met by any one of the following courses: American National Government 230, American State and Local Government 231, or Survey of American Government 234.

Majors and minors in the social sciences should include, if possible, American National Government 230 and American State and Local Government 231.

230 American National Government

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

231 American State and Local Government

Since the citizen has many contacts with the state, city, and county government, an effort is made to acquaint the student with the organization, aims, and problems of state, county, and municipal government. Special emphasis on Michigan. M. W. Th. F. 7:40-10:20. Dr. Shilling. Three semester hours.
234 Survey of American Government

This course covers national, state, and local governments and is intended for those who do not find time for the more extensive study in American Government 230 and American State and Local Government 231. M. Tu. W. Th. F. 9:30-10:20. Dr. Weber. Two semester hours.

Open to Seniors and Graduates

431 (141) Municipal Government and Administration

The first part of this course consists of an analysis of the political, legal, and sociological aspects in the development of American cities. The main emphasis, however, will be placed upon administration, studying such services as planning, zoning, police, welfare, utilities, and public works. Problems of metropolitan communities will be considered. Considerable source materials will be used. Prerequisite: American National Government 230 and American State and Local Government 231, or equivalent. M. Tu. W. Th. F. 10:30-11:20. Dr. Shilling. Two semester hours.

SOCIOMETRY

PAUL B. HORTON

EDWIN M. LEMERT

Courses in sociology are designed (1) to give students in general a better understanding of the significant social factors and processes of modern life; (2) to meet the needs of students preparing to teach in the social-science field; (3) to prepare students to do graduate work in the field of sociology; and (4) to stimulate interest in and provide some prerequisite study for the profession of social work.

Students who desire to major or minor in sociology should plan their work with an instructor in the department as early in their college career as possible. Twenty-four semester hours credit is necessary for a major and fifteen for a minor in the field. Courses 241 and 242 are intended to give the student a general knowledge of human relationships and of the more outstanding social problems. They are required of all students majoring or minoring in sociology and should constitute a minimum selection for students.

241 Principles of Sociology

A study of man's social nature and of the social world in which he lives. The biological, social, and cultural factors underlying the development of human personality are considered. Chief emphasis, however, is placed upon an analysis of various forms of processes of group association, including such topics as the forms of collective behavior, the structure and functions of community organization, the nature of social interaction, and the character of social change. M. Tu. Th. F. 1:30-3:20. Mr. Horton. Three semester hours.
242 Modern Social Problems

A general survey of some of the major social problems now confronting American society, such as family disorganization, physical and mental ill health, economic insecurity, juvenile delinquency and crime, population changes, and industrial hazards. Special consideration is given to the cultural background and the social significance of these problems as well as to the various public and private proposals for their alleviation. Prerequisite: Principles of Sociology 241. M. Tu. Th. F. 10:30-12:20. Dr. Lemert. Three semester hours.

243 Social Psychology

A study of the social and cultural aspects of individual personality, together with an analysis of the problems of personal adjustment that arise from the interaction of personalities and from the relation of the individual to the social environment in general. The major divisions of the course include the nature of the individual and society, the processes of socialization, the character of human personality and its problems of adjustment, and the meaning of social situations in personal behavior. Prerequisite: Principles of Sociology 241. M. Tu. W. Th. F. 3:30-4:20. Mr. Horton. Two semester hours.

Open to Seniors and Graduates

441 (158) Social Control

A consideration of the agencies and means of social control from the standpoint of their relation to different socio-economic systems. Treatment of ridicule, gossip, rewards, coercion, propaganda, and censorship. Term projects in special areas of control. Prerequisite: Principles of Sociology 241 or equivalent. M. Tu. W. Th. F. 9:30-10:20. Dr. Lemert. Two semester hours.

Open to Graduates

549 (243) Child Psychiatry

Discussion of causation, symptomatology, prognosis, and treatment of mental and emotional adjustments of childhood. M. W. F. evenings 7:00-9:00. Dr. Williamson. Two semester hours credit.
Courses in the Department of Education are designed primarily to meet the professional needs of the student preparing to teach. All such students are affected by certain regulations with respect to certification and graduation.

Students in all provisional certificate curricula are required to take Introduction to Directed Teaching 240 or 351.

All students pursuing a curriculum for a provisional certificate and a degree are required to take as a minimum, 21 semester hours of professional work in education. The following, or their equivalent, are required: Human Growth and Development 251, 3 semester hours; Introduction to Directed Teaching 240 or 351, 3 semester hours; and Directed Teaching, Laboratory in Education and General Educational Problems 370A, B, C, 15 semester hours. Since the latter are not offered during the summer session, students may substitute such courses as Foundations of Modern Education 353, 3 semester hours; Directed Teaching 371S, 372 S, 3 semester hours each; and other equivalents offered by the department to total 15 semester hours. The specific curricula, however, usually prescribe one course in special methods (such as The Teaching of Secondary Mathematics 401T, for students majoring in mathematics), and one course involving a survey of the student's particular field in education (such as Later Elementary Education 312 for students preparing to teach in the elementary school). Students with irregularities in their professional work should confer with the departmental adviser at the earliest possible date.

Elective courses are available in education in the following fields: early-elementary education, later-elementary education, secondary education, special education, theory and principles of education, educational measurements, administration and supervision, rural education, and health education. Certain special-methods courses giving education credit are available in other departments of the institution, such courses being labeled T.

In accordance with the major and minor requirements and regulations it is usually not permissible to use education as a major or minor in any undergraduate curriculum. Undergraduate students are not encouraged to specialize in the field of education. The department takes the
position that, except in the case of very mature students who have had experience in teaching, specialization in the field of education should be reserved for graduate study. Students should feel free to take such electives in education as will give them better professional preparation for teaching and serve their individual interests. Specialization in undergraduate study should as a general rule be confined to the school-subject fields, such as history, mathematics, commerce, and industrial arts.

208 Stories for Childhood


212 Psychology of Reading

A summary of the results of the scientific studies made in the field of reading, with suggestions as to the bearing of these studies upon the materials and methods of teaching. M. Tu. Th. F. 10:30-12:20. Miss Sommers. Three semester hours.

251 Human Growth and Development

This class will meet four periods each week, one of which will be devoted to the presentation of illustrative materials and lectures from the fields of sociology, biology, psychology, and other fields of interest which contribute to the objectives in this course.

This course is designed to help the student understand efficient guidance through appreciating the varied problems of the developing human being on each and every growth level from conception to maturity. Prerequisite: as many honor points as semester hours of credit acquired. M. Tu. W. Th. F. 1:30-3:20. Dr. Ellis. Three semester hours.

305 Early Elementary Education

A study of curriculum practices in the early-elementary grades. Students will have an opportunity to work with large centers of interest, be introduced to newer courses of study, and be afforded the opportunity of actual participation. M. T. W. Th. F. 9:30-10:20.* Miss Sommers. Three semester hours.

321 Secondary School Curriculum

A study of the principles underlying the revision and reorganization of junior- and senior-high school curricula and a survey of current practices in adapting the high-school offering to modern social conditions and adolescent needs. M. Tu. W. Th. F. 9:30-10:20. Mr. Halverson. Two semester hours.

*Plus three observation periods to be arranged.
336 Character Education

Character outcomes of education are emphasized in this course. The theories of character education are considered, the objectives of character education are studied and cataloged, and bibliography of references to methods and materials is collected. Consideration of the individual and respect for personality are stressed. Life-situations are the center of interest, with classroom management, group cooperation, and problem solving in the foreground. Socialized discussion, case discussions, child guidance, pupil participation, and the significance of the teacher's influence receive attention, together with the influences of the community and the home upon character. M. Tu. W. Th. F. 12:30-1:20. Mr. Cooper. Two semester hours.

351 Introduction to Directed Teaching

The immediate aim of this course is to prepare students for successful student-teaching. It deals with the particular problems of organization and management of the school, and with the selection, organization, adaptation, and presentation of materials of instruction that function in teaching-learning situations. Prerequisite: Human Growth and Development 251, or equivalent. M. Tu. Th. F. 10:30-12:20. Mrs. Phillips. Three semester hours.

352 The Theory and Practice of Creative Education

This course is especially designed for leaders in any field who are interested in the creative way of living and learning. An attempt will be made to discover creative procedures which are more productive of results in setting up learning situations for those groups, in or out of school, who are interested in self-development and community achievement. M. Tu. W. Th. F. 9:30-10:20. Dr. Beirge. Two semester hours.

353 Foundations of Modern Education

This course acquaints the prospective teacher with the historical and philosophical backgrounds of the institution in which he is to work, in order to prepare for intelligent participation in the interpretation of modern educational issues and the solution of present-day educational problems. The aims, types, content, agencies, organization, and methods of education are studied from their origins down to the present time, in order to provide a sound basis for the understanding, interpretation, and evaluation of the current theories and practices in the public school system of Michigan. Prerequisite: Human Growth and Development 251. M. Tu. Th. F. 7:40-9:20. Mr. Halverson. Three semester hours.

378S Problems of Teaching in Elementary and Secondary Schools

Consideration will be given to problems which teachers face in the classroom, school, and community. The major topics studied and discussed in the course include: working with other teachers, supervisors, administrators, homes, and community; guiding pupils and providing for their interests and needs; teaching procedures and aids to instruction; sponsoring special activities; adapting curriculum to present-day needs; and evalua-
tion of the outcomes of instruction. M. Tu. Th. F. 1:30-3:20. Mrs. Deur. Three semester hours. (In lieu of Laboratory in Education 370B for students not enrolled during the regular school year.)

380S The Camp as an Educational Agency: Workshop in School Camping and Outdoor Education

This workshop has been planned to meet the needs of those who are interested in school camping and outdoor education. It will provide opportunity to explore the educational possibilities of camping, or to prepare for teaching positions in school systems making use of the school camp. It will afford preparation for those teachers working in school systems in which school camping is a part of the curriculum. The work includes an intensive study of the literature on camping, group discussions of camping problems, and actual participation in the various camp activities. A laboratory camp presents problems in organization, offers opportunity for counseling experiences, and provides situations in which guidance and group work techniques may be studied. Each student admitted to the workshop will devote a major portion of his time to a specific problem. Those with similar problems will be encouraged to work together in small, informal groups. The workshop will be directed by the Clear Lake Camp staff. Dr. West, Director. Six semester hours.

Open to Seniors and Graduates

431 (C130) The Education of Exceptional Children

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

450S (B227sp) Workshop in Intercultural Education.

The Workshop in Intercultural Education is designed primarily to assist elementary and secondary school teachers and administrators to devise and improve methods and programs for dealing with problems of intergroup relations in their own schools and communities. Held at Clear Lake Camp for three weeks, June 16-July 5, in cooperation with the Bureau of Intercultural Education, N. Y. Dr. Brogan, director. Three semester hours.

Open to Graduates

506 (C175) Psychology of Child Development

Gives a systematic knowledge of the facts and generalizations concerning the growth of children from birth to maturity. The emphasis will be on the child as a whole, while major divisions of the course will deal with physical, mental, social, and emotional development. M. Tu. W. Th. F. 8:30-9:20. Mr. Sibilio. Two semester hours.
510A (C107a) Psychology of Elementary School Subjects: Language and Reading with Special Emphasis on Remedial Reading

Involves a consideration of the laws of learning with special emphasis on the psychological principles in specific learning situations in the school subjects stressed in this course. Units of instruction, courses of study, and textbooks will be reviewed in terms of the results of experimental studies of the learning process. M. Tu. W. Th. F. 9:30-10:20. Dr. Unzicker. Two semester hours.

513 (B251) Supervision of Elementary-School Instruction

Primarily for elementary-school supervisors and administrators. Required of students majoring in elementary-school supervision for the master's degree and of students preparing for the preliminary examination for the doctorate in elementary education. Presupposes training and experience in elementary education and at least a rudimentary knowledge of public school administration. M. Tu. W. Th. F. 10:30-11:20. Dr. Beirge. Two semester hours.

523 (C119) Educational Guidance and Adjustment of High School Pupils

Deals with the personal, recreational, educational, and vocational guidance of youth. Methods of counseling and techniques of gathering pertinent personnel data will be presented. M. Tu. W. Th. F. 10:30-11:20. Dr. Manske. Two semester hours.

524 (B124) Administration of Secondary Schools


525 (B156) Supervision of High School Subjects

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

527 (B227) Seminar in the Secondary School Curriculum

Designed for students prepared to do curriculum research work in secondary education. Prerequisite: Education B122 and B192 or equivalents, and one or more other courses in secondary education. M. Tu. W. Th. F. 2:30-3:20. Dr. Wilds. Two semester hours.

531S (C132) Clinical Study of Exceptional Children

This course is intended to illustrate methods of diagnosing and treating the problems of exceptional children. Sec. I—Physical Disabilities, M. Tu. W. Th. F. 10:30-11:20; Sec. II—Reading Disabilities, M. Tu. W. Th. F. 10:30-11:20. Mr. Thea, Dr. Unzicker. Two semester hours.
DESCRIPTION OF COURSES

560 (B250) Principles of Educational Administration

Deals with the philosophy and principles underlying school administration. Required for the master's degree in general administration and of all students preparing for the preliminary examination for the doctorate in educational administration. Presupposes a rudimentary knowledge of administration and some practical field experience. M. Tu. W. Th. F. 9:30-10:20. Dr. Norrix. Two semester hours.

563 (C165) Administration of a Testing Program

Designed to give superintendents, supervisors, and teachers the information needed for conducting testing programs within a school system and to provide for actual participation in the administration of a testing program in a small school unit. M. Tu. W. Th. F. 1:30-2:20. Dr. Manske, Mr. Carter. Two semester hours.

564 (B257) Public-School Finance

Designed for graduate students preparing for the principalship and the superintendency. Considers the entire problem of educational financial theory, practice, and control including methods of financing, budgeting, cost-accounting costs, school-plant operation schedules, and service of supplies. M. Tu. W. Th. F. 11:30-12:20. Dr. Norrix. Two semester hours.

580S (F190) The Camp as an Educational Agency

A course designed primarily for graduate students who are interested in exploring the educational possibilities of school camping. The work includes an intensive study of the literature on camping, a comparison of the philosophies of education and those of camping, group discussions of camping problems, investigation of the opportunities for guidance and group work in camp living, actual participation in various camp activities and when feasible, visitation of neighboring camps. M. Tu. W. Th. F. 8:30-9:20. Dr. West. Two semester hours.

582S (F191) Principles and Practices of Out-of-doors Education

A general course intended to give teachers, supervisors, and administrators an understanding of the principles and practices of outdoor education. Consideration will be given to the content of the outdoor curriculum, integration with the in-school work, selection of outdoor teaching areas, methods of working, and problems of organization and administration. M. Tu. W. Th. F. 9:30-10:20. Dr. West. Two semester hours.

LIBRARIA NTSHIP

ALICE LOUISE LEFEVRE
MATE GRAYE HUNT

A program for the preparation of librarians has been established at Western Michigan College of Education. The curriculum aims to develop skill in the selection, organization, and use of books and teaching materials
and in stimulating in others an interest in books and reading. The instruc-
tional program places special emphasis upon the school library's opportunity
to enrich the pupil's background and to serve as a cooperating agency with
city and county public libraries. The curriculum is planned to serve the
needs of (1) students who wish to qualify for positions as librarians in ele-
mentary or secondary schools under the requirements of the Teachers' Cer-
tification Code, Bulletin No. 601, 1942; (2) students who wish to prepare for
library service in small communities and rural areas; (3) teachers and
prospective teachers who feel the need of wider acquaintance with books
and other library materials in work with children and youth.

With the exception of the course, Reading Interests of Children 202, for
which students of sophomore standing are eligible, the courses are open to
juniors and seniors who meet the general college requirements specified in
the introductory sections of the college catalog. Candidates for the A.B. or
B.S. degrees may present a major of 24 semester hours in library science.
Provision is also made for students to present a minor of 15 semester hours
in prescribed courses in library science, in preparation for part-time school
library service. Those students who wish to qualify for school library cer-
tification must also meet the requirements for the provisional teaching cer-
tificate. Since the librarian needs a broad general background to meet the
varied demands of a school program, students preparing to major in library
science are advised to devote their first two college years to the liberal arts
program, including a foreign language and a laboratory science. During
the third and fourth years, in addition to completing the library science
major, they should meet the college requirements in Education, including
Psychology of Reading 212, which is required of all those majoring in li-
brary science with teaching certificate. It is also suggested that courses
in sociology and economics be elected.

The courses in the Department of Librarianship count in the following
subject groupings:

Group I  Language and Literature
  Reading Interest of Children 202
  Reading Interests of Youth 302
  Reading Interests of Adults 304
  Selection of Reading Materials 303
  Reference Service 311

Group III  Social Science
  The Library in the Modern Community 362

Group IV  Education
  Administration of School Libraries 361
  Administration of County Libraries 363
  Curriculum Enrichment 305

Group VI  Practical Arts
  Organization of Library Materials 360
  Classification and Cataloging 370
  Library Observation and Practice 380
The following prescribed courses constitute the minor in library science acceptable for part-time school library service in small schools:

Reading Interests of Children 202 or Reading Interests of Youth 302 .................................................. 3 semester hours
Curriculum Enrichment 305 .................................................. 3 semester hours
Selection of Reading Materials 303 .................................................. 3 semester hours
Reference Service 311 .................................................. 3 semester hours
Organization of Library Materials 360 .................................................. 2 semester hours
Library Observation and Practice 380 .................................................. 1 semester hour

In planning the courses to be offered during the summer session, provision is made for completion of a library science major of 24 semester hours in consecutive summers.

202 Reading Interests of Children

In association with children, the class will read and evaluate a wide range of books on varying reading levels as a basis for consideration of present day children's interests in the light of the development of children's reading. There will be opportunity to examine, evaluate, and use printed aids for the selection of books for children. M. W. Th. F. 7:40-9:20. Miss Hunt. Three semester hours.

302 Reading Interests of Youth

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

311 Reference Service

Students will have opportunity to examine, evaluate, and use the kinds of books valuable for use in connection with the curriculum and with the varied needs and interests of children and youth. Includes study of the sources for selection of reference materials. Stresses responsibility of instructing pupils in the use of books and libraries. M. Tu. Th. F. 1:30-3:20. Miss Van Hoesen. Three semester hours.

360 Organization of Library Materials

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

Consideration is given the functions of the library in the school, its objectives, contributions to the educational program and administrative procedures. Stresses the responsibility of the library in carrying out the aims of the school program. Covers problems of support, housing and equipment, personnel, public relations, and standards of service. M. Tu. W. Th. F. 9:30-10:20. Miss Hunt. Two semester hours.

370 Classification and Cataloging

Introduction to the principles of cataloging and classifying the book collection. Includes principles involved in making the dictionary catalog, classifying according to the Dewey Decimal Classification scheme, assigning subjects headings, and filing catalog cards. Students are taught to use the unit card system and are given practice in adapting Library of Congress and Wilson printed catalog cards to the needs of small libraries. M. W. Th. F. 10:30-12:20. Mrs. O'Connor. Three semester hours.

RURAL LIFE AND EDUCATION

Wm. McKinley Robinson  Esther D. Schroeder

Additional information relating to the work of the Department of Rural Life and Education may be found on the following pages:

Facilities for training for work in rural life and rural education available at Western Michigan College of Education, pages 46 and 47.

Certificates granted, pages 70 to 72.

Curricula offered, pages 85 and 87.

Advanced courses in the field of Rural Life and Education are those numbered 345 to 348.

Courses 345 and 346 may be used in satisfying Group III requirements.

145 Curriculum

A study of the elementary-school child as a background for the examination of the various areas of the elementary-school curriculum; a survey of these areas, together with some reference to the research in the several fields and the present-day classroom practices in each; a detailed study of the Michigan Department of Public Instruction bulletins dealing with the curriculum; and a brief examination of the courses of study of other states. M. Tu. W. Th. 1:30-3:20. Miss Schroeder. Three semester hours.

240 Introduction to Directed Teaching

A study of the general principles of teaching, with particular application to rural-school situations. Textbook discussions, supplementary reading, and observations in the training school are required. Prerequisite to directed teaching. M. W. Th. F. 10:30-12:20. Miss Schroeder. Three semester hours.
340 Rural Education

This course deals with school administration topics, particularly insofar as they are peculiar to rural schools; such as the community-centered school, public relations, support and control of schools, the county commissioner of schools, the state department of public instruction, compulsory attendance, consolidation and transportation, the school plant, school supplies and equipment, integration and articulation of the school system, professional relationships, and school law. M. Tu. W. Th. F. 9:30-10:20. Dr. Robinson. Two semester hours.

345, 346 Rural Education (Seminar)

This seminar course is for advanced students. Problems related to the curriculum, teaching, supervision, and administration of all types of rural schools and to pre-service and in-service education of teachers are studied. An abundance of resource material is utilized. In 345, reports by individual members on minor problems will be given; in 346, reports on major problems will be given. Prerequisite: consent of instructor. M. Tu. W. Th. F. 3:30—Dr. Robinson, Miss Schroeder. Two or four semester hours.

345, 346 Rural Life (Seminar)

In course 345, critical study of a recent advanced textbook in rural sociology is supplemented with references including research studies presenting primarily the essentials in social life. In course 346, social research, such as local, county, or regional planning of various services and agencies, is the subject of class discussion, members of the class devising forms and schedules for a rural community study. A minor study within the scope of available time is undertaken. Prerequisite: consent of instructor. M. Tu. W. Th. F. 3:30—Dr. Robinson. Two or four semester hours.

348 Special Problems of Village and Consolidated Schools (Seminar)

Discussion of the following and other topics as related to village and consolidated schools; aims and functions of the school in relation to the community; school law; location and planning of buildings; transportation; selection of teachers; salaries; tenure; supervision; in-service education; classification of pupils; records and reports; the junior high school; curriculum; extra-curricular activities; publicity; and the Parent-Teacher Association. Prerequisite: consent of instructor. M. Tu. W. Th. F. 3:30—Dr. Robinson. Two or three semester hours, depending on amount of field work done.

DIRECTED TEACHING

The Campus Training School is open in the summer session from 8:30 A. M. to 12:00 M. Courses in observation and directed teaching are offered for a period of six weeks.

Directed teaching assignments are reserved for students who have not been in residence during the other terms, and for those who can complete
the work for a certificate. Since the number of such opportunities is limited, application should be made to the Director of the Training School well in advance of the summer-session enrollment day.

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

Students enroll for teaching at the Training School office on enrollment day. At this time assignment is made to a definite grade and supervisor.

Critic meetings with the supervisors are held Mondays, Tuesdays, Thursdays, and Fridays, 7:30-8:30 A.M. All who enroll for teaching must reserve the hours from 8:00 to 12:00.

Students enrolled for directed teaching are advised not to take extra studies the same term.

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

371S, 372S. Directed Teaching. 3 semester hours each. Prerequisite: Human growth and Development 251 and Introduction to Directed Teaching 240 or 351, or equivalent; adequate academic and professional training in the subject or subjects to be taught; and as many honor points as semester hours of credit earned. Grade and special supervisors.

This work includes the teaching of classes in the training school, the observation of lessons taught by the supervisors, the study and measurement of children as individuals and in groups, and meetings with the supervisors of directed teaching and with the Director of the Training School.

375S. Problems in Elementary Education. 3 semester hours. Prerequisite: teaching experience, observations, and general conferences. Dr. Burge and grade supervisors.

This course is open only to experienced people who wish to observe present-day practices in teaching and to study intensively a problem in elementary education. The work will consist of three hours of observation and one hour of conference five days per week. The conference period provides for both a discussion of the observations of the previous days and guidance of individuals in problems in which they are interested.
DIVISION OF VOCATIONAL AND PRACTICAL ARTS EDUCATION

DEYO B. FOX, Chairman

The Division includes the Departments of Business Education, Home Economics, Industrial Arts Education, and Trade and Industrial Education.

Major and minor requirements are stated under the individual departments. The heads of the respective departments will advise students relative to their majors and minors.

BUSINESS EDUCATION

GEORGE A. KIRBY

THOMAS W. NULL

GLEN C. RICE

Twenty-four semester hours are required for a major in business education. The following courses are required:

- Coordinated Business Experience 200A
- Secretarial Science 130A, B
- Accounting 210A, B, or 211A, B
- Secretarial Practice 230A,
- Business Correspondence and Report Writing 232
- Filing Principles and Techniques 236

All students majoring in business education are required to obtain a minor in economics.

Students who plan to teach and desire a minor in the field of business education should take the following courses:

- Coordinated Business Experience 200A
- Secretarial Science 130A
- Accounting 210A, B
- Business Correspondence and Report Writing 232

Teaching of Business Subjects 300T is prerequisite to directed teaching in business education.

101A Elementary Typewriting

The mastery of the keyboard and the proper techniques of typewriting are developed in this course. Students are taught the various parts of the typewriter and the care of the machine. The form and content of business letters, addressing envelopes, centering, tabulation, and manifolding are emphasized. Remedial testing and drill form a part of this course. Class meets five 100 minute periods a week.

A fee of $1.50 will be charged for materials supplied in this course. Not open to students with one year high school typewriting credit, but may be taken by other students in all curricula as an elective. M. Tu. W. Th. F. 9:30-10:20 and 3:30-4:20. This class meets for two 50-minute periods each day. Mr. Null. Two semester hours.
150 Retail Salesmanship

The accepted principles of good selling applied to the problems of the retailer in meeting the needs of consumers. What the sale is, customer reactions, how the seller can improve his practices, analysis of the steps in a sale. Sales demonstrations and practice. M. Tu. Th. F. 7:40-9:20. Mr. Rice. Three semester hours.

200B Coordinated Business Experience

A continuation of course 200A open to students currently enrolled in Secretarial Practice 230B or Store Organization 251B. The requirements for credit are the same as for course 200A. Three 50-minute periods each week. Hour to be arranged. Mr. Null and Mr. Rice. One semester hour.

210A Accounting

This course deals with the elementary principles of accounting and considers the more common technical devices for recording business transactions according to those principles. Particular attention is given to the effect of transactions on balance-sheet accounts and to the theory and practice of recording temporary changes of proprietorship in expense and revenue accounts. The importance of properly reporting from the records significant financial facts for the purpose of control is emphasized. Problems and sets to be worked under the direct supervision of the instructor are assigned. M. Tu. Th. F. 10:30-12:20. Mr. Kirby. Three semester hours.

210B Accounting

A continuation of course 210A, applying the principles developed in the preceding course to partnerships and corporations. Manufacturing accounts and statements, reserves and funds, the voucher system, and the analysis and interpretation of simple financial statements are among the topics considered. Prerequisite: Accounting 210A, M. Tu. Th. F. 7:40-9:20. Mr. Kirby. Three semester hours.

230A Secretarial Practice

A course for the secretarial and business education student and, also, for the prospective teacher of office practice in the secondary school. The content of this course provides opportunity for acquiring an operating knowledge of such office machines as the adding-listing machines, comptometer, duplicating machines and techniques, rotary calculating machines, dictaphone, and other office appliances. This class will meet five 100-minute periods a week. A fee of $2.50 will be charged. Prerequisite: Typing speed of 40 words per minute. M. Tu. W. Th. F. 7:40-9:20. Mr. Null. Two semester hours.

230B Secretarial Practice

A continuation of Secretarial Practice 230A. This course is intended primarily for the student preparing for office occupations. It is the aim
of the course to equip the student with the necessary operating skills on the computing machines, transcribing machines, posting machines, and duplicating machines necessary for vocational competency. This class will meet five 100-minute periods a week. A fee of $2.50 will be charged. Prerequisite: Secretarial Practice 230A. M. Tu. W. Th. F. 7:40-9:20. Mr. Null. Two semester hours.

251A Store Organization

Opportunity is given to each student to make a study of some particular phase of retailing in which he is especially interested. This may be further and more detailed investigation of something already studied or work along a line not as yet studied. M. Tu. W. Th. F. 9:30-10:20. Mr. Rice. Two semester hours.

HOME ECONOMICS

Western Michigan College of Education prepares students to qualify as teachers of Vocational Home Economics in Michigan under the provisions of the State and Federal acts on vocational education.

Courses are planned in the Department of Home Economics for a major or a minor in home economics. Plans are also made for meeting the requirements for a vocational certificate in Michigan.

Major:

The major consists of twenty-four or more semester hours in home economics. To be eligible for the advanced foods courses it will be necessary for the student to have had General Chemistry 105A, B. To be eligible for the advanced courses in clothing it will be necessary for the student to have taken Elementary Design 105, or equivalent, and Costume Design 209. A student who has a major in home economics and meets the requirements of the Department of Education for a certificate may teach home economics only in the non-vocational home-economics departments of Michigan.

Minor:

The minor consists of fifteen semester hours in home economics. It is planned for students of other curricula who wish to take home economics for personal or homemaking purposes.

Vocational Certificate:

Only persons who meet the requirements for a vocational certificate can teach in the vocational home-economics departments in Michigan. The required courses are listed below:

Social Science—At least one course each in economics and sociology.

Fine Arts—Elementary Design 105, Costume Design 209, Home Furnishings 221.

Home Economics—Problems in Home Living 100, Clothing Clinic and Textiles 103, Foods 111, Clothing 205, Nutrition 211, Home Nursing and Family Health 223, Family Clothing 305, Advanced Foods 311, Quantity Food Management 312, Home Management 322, Home Management Practice 324, Marriage and Family Relationships 325, and elective, two or more semester hours.

Education—Problems in Home Economics Education 300T, Human Growth and Development 251, and other courses in the Department of Education to fulfill the requirement for a secondary provisional certificate.

Dietetics:

The Department of Home Economics is working toward a four year course for dietitians. If a student wishes to enter the department it is suggested that she take two years of chemistry (one year of inorganic; one semester of organic; one semester of biochemistry), one semester each of biology, bacteriology, physiology, and general psychology, and courses in sociology besides courses in foods and nutrition.

Note.—The following courses are open to students not majoring or minoring in home economics: Home Economics 100, 103, 111, 120, 209, 218, 219, 222, 226, 321, 325, 329. Students may enter other courses with the consent of the instructor.

In all one semester hour courses in home economics, a fee of fifty cents for illustrative materials and books will be charged; in all two and three semester hour courses, a fee of seventy-five cents for these purposes will be charged.

111 Foods

A study of foods and the principles of cookery. The course includes planning, preparing, and serving of meals to family groups. Emphasis is placed on the cost of meals. M. W. Th. F. 7:40-9:20. Miss Moore. Three semester hours.

203 Clothes and Personality

This course is to help the student who is interested in spending her clothing dollars more wisely. Factors affecting the choice of satisfactory clothes from the standpoint of becomingness, current fashion, and economy are studied. Laboratory work consists of making garments to develop a knowledge of construction. Emphasis is placed on selection of clothes to suit personality types. M. W. Th. F. 10:30-12:20. Miss Stamm. Two semester hours.

300T Problems in Home Economics Education

Major consideration is given to the problems which the student is meeting in teaching. The course also includes a study of vocational legislation and requirements; homemaking for adults and out-of-school youth;
evaluation of textbooks, magazines, and illustrative material; how to secure a position, and professional ethics; investigation of laboratory equipment; value of state and national associations. Prerequisite: Directed Teaching 371. M. W. Th. F. 1:30-3:20. Miss Reed. Three semester hours.

312 Quantity Food Management

This course includes a study of the buying, preparing, and serving of large amounts of food; the management of school lunches; the management of people, supplies, time, and equipment in large quantity cookery and serving. Some practical work is done in the college cafeteria and in the preparing and serving of teas, banquets, luncheons, and dinners. M. W. F. 10:30-12:20. Miss Moore. Two semester hours.

325 Marriage and Family Relationships

This course is a study of the contributions and problems of the family in modern society. It includes a consideration of marital and personality adjustments in family living for changing age groups. It places emphasis on preparation for marriage and gives a perspective of the new tasks and obligations in urban and rural living as they affect social relationships, shared tasks, and legal problems. Prerequisite: General Psychology 200 or Principles of Sociology 241. Open to both men and women. M. Tu. W. Th. F. 12:30-1:20. Miss Reed and others. Two semester hours.

339 Consumer Buying

A study of the consumer-education movement; sources of information for the consumer; laws affecting the consumer; the labeling, grading, and standardization of consumer goods; the theory of buying; and an analysis of factors involved in prices. M. Tu. W. Th. F. 9:30-10:20. Miss Stamm. Two semester hours.

Special Workshop

A workshop for cooks and lunchroom managers will be held the third week of summer school, July 7-11. The students enrolled in 312 Quantity Food Management will help with this group.

INDUSTRIAL ARTS EDUCATION

JOHN L. FEIRER
HENRY J. BEUKEMA
LAWRENCE J. BRINK

CHARLES S. NICHOLS
DON O. PULLIN
NORMAN K. RUSSELL

NEIL L. SCHOENHALS

All students pursuing an industrial arts major should decide which type or phase of the work they wish to emphasize and then plan a suitable sequence of courses, with the help of their adviser to prepare them for participation in their chosen specialty.
Suggested Course Sequences

WOOD
Woodshop 100
Fundamentals of Shopwork 106
General Shop 202
Farm Shop 203A
Farm Shop 203B
General Woodshop 205A
General Woodshop 205B

PRINTING
Printing 140A
Printing 140B
Presswork 141
Printing 240
Advanced Presswork and Lockup 241
Printing 242
Layout and Design 243
Linotype Composition 245A
Linotype Composition 245B
Linotype Mechanism 345A
Linotype Mechanism 345B

DRAWING
Drawing 120
Drawing 121A
Drawing 121B
Drawing 221
Drawing 222
Architecture 225A
Architecture 225B

METAL
General Metal 130A
General Metal 130B
Machine Shop 234A
Machine Shop 234B

Students who enter without high-school physics must elect Physical Science 100A, B.
Ordinarily students will be required to take Applied Mathematics 112 and Electricity 160. Those who elect a year of college physics are not required to take either Applied Mathematics 112 or Electricity 160. Those who elect a year of college mathematics are not required to take Applied Mathematics 112.
The first courses in wood, drawing, printing, and metal should be taken as soon as possible. None of these should be taken later than the sophomore year.
All elementary courses are open to women. Those who show sufficient ability will be accepted in the advanced courses and may earn a minor in industrial arts.

121A Mechanical Drawing
A continuation of the principles emphasized in Mechanical Drawing 120. Lettering, sketching, drawing, tracing and electric blueprinting of suitable shop projects. Prerequisite: General Mechanical Drawing or equivalent. M. Tu. W. Th. F. 7:40-9:20. Mr. Beukema. Three semester hours.

121B Mechanical Drawing
More advanced problems in mechanical drawing, detailing, design, theory and application, ranging from simple geometrical problems, through surface development to machine details, cams, gears, and some architectural drawing. Special emphasis on review of the fundamentals of drawing and discussions of practical problems. Prerequisite: Mechanical Drawing 121A. M. Tu. W. Th. F. 7:40-9:20. Mr. Beukema. Two semester hours.
221 Mechanical and Machine Drawing

Special attention is given to orthographic projection, detailing assemblies, and other fundamentals of drafting. This course is the equivalent of Drawing I of the College of Engineering, University of Michigan, and satisfies the requirements of engineering students. Prerequisite: General Mechanical Drawing 120 or equivalent. M. Tu. W. Th. F. 10:30-12:20. Mr. Beukema. Two semester hours.

225A Architecture


225B Architecture


212 Electricity


ELECTRICITY

130A General Metal

A survey course presenting proper procedures and practices in handling and shaping metals in a series of units. Basic experiences are offered in sheet metal, art metal, cold metal, forging, welding, and heat treating. Processes are demonstrated and applied in making a variety of projects. M. Tu. W. Th. F. 1:30-3:20. Mr. Schoenhals. Two semester hours.

130B General Metal

A continuation of course 130A in which the student has an opportunity to emphasis work in any particular unit. Advanced practices in sheet metal, art metal, forging, and welding are offered. No machine shop experience is available in this course. M. Tu. W. Th. F. 1:30-3:20. Mr. Schoenhals. Two semester hours.

202 Plastics

Problems and processes in plastics for industrial arts in general and crafts shops. M. Tu. W. Th. F. 10:30-12:20. Mr. Schoenhals. Two semester hours.
234A Machine Shop

A course in the fundamentals of machine tool operation, involving turning, milling, shaping, and grinding practices in machining parts of selected projects to be assembled at the bench. M. Tu. W. Th. F. 1:30-3:20. Mr. Russell. Two semester hours.

234B Machine Shop


PRINTING

140A Printing

This course is for beginners and is intended to acquaint the student with the various tools and materials of a print shop and to teach him the fundamentals of plain type composition. Simple jobs are carried through the various stages, from composition to make-ready and presswork. Practical work is given in setting straight composition. This course is open to both men and women. M. Tu. W. Th. F. 7:40-9:20. Mr. Pullin. Two or three semester hours.

140B Printing

This course emphasizes proportion, balance, and the study of type faces. Practical work is given in the composition of more complicated printed matter which involves rule work, borders, and ornaments. Practical work is given in make-ready and presswork. Prerequisite: Printing 140A. M. Tu. W. Th. F. 10:30-12:20. Mr. Pullin. Two or three semester hours.

245A Linotype Composition

This course deals primarily with the operation of the linotype keyboard. Straight composition is emphasized. Prerequisite: Printing 140A, B. M. Tu. W. Th. F. 1:30-3:20. Mr. Brink. Two semester hours.

SHEET METAL

182A Sheet Metal

An introduction to the application of hand and machine processes in cutting, forming, seaming, burring, crimping, notching, and wiring as applied to the making of household utensils, spouts, gutters, and large containers. M. Tu. W. Th. F. 10:30-12:20. Mr. Russell. Two semester hours.
WELDING

180 Oxy-Acetylene Welding


181 Arc Welding


WOOD

100 Woodshop (Rural)

A comprehensive course covering a variety of mediums used in the industrial arts field, with introductory laboratory experiences. The course is particularly helpful to those preparing for administrative positions and those interested in the unspecialized phases of industrial arts work. M. Tu. W. Th. F. 1:30-3:20. Mr. Nichols. Two semester hours.

205A General Woodshop

An introductory course in the use of woodworking machinery; elementary spindle and face-plate turning, skeleton furniture design. M. Tu. W. Th. F. 7:40-9:20. Mr. Nichols. Two semester hours.

Note—This course is strongly recommended for all students following a wood-working sequence or for students who have a hobby in woodworking.

205B General Woodshop

To develop the skills and techniques of spindle turning; types of furniture; upholstery; care, buying, and installation of woodworking machines, with cost estimating. Prerequisite: General Woodshop 205A. M. Tu. W. Th. F. 10:30-12:20. Mr. Nichols. Two semester hours.

Note—This course is strongly recommended for industrial arts majors following a woodworking sequence.

Open to Graduates

570 (E100) Principles of Vocational Education

A general course intended to aid teachers, supervisors, and administrators to see the field of vocational education in its entirety. Among the factors considered will be the philosophy, organization, and kinds of shops and laboratories, teacher education and certification, teaching situations, and students. This course offers a basis for understanding the place of vocational training in the total program of education. Open to seniors with consent of head of department. M. Tu. W. Th. F. 11:30-12:20. Dr. Feirer. Two semester hours.
TRADE AND INDUSTRIAL EDUCATION

Paul M. Amerpohl
Henry J. Beukema
Devere B. Curran
Herbert E. Ellinger

Raymond J. Schofield

The following courses are being offered for those students who wish to pursue a terminal curriculum in industrial education. Most of these curriculums are two years in length. The objective for all such courses is training for occupational competency. At the completion of a curriculum, a certificate of achievement is granted.

If a limited number of teachers wish to add to their training by pursuing work in any of the industrial education curricula, special permission may be granted for these persons.

AIR CONDITIONING

Laboratory Fee: In addition to the regular tuition and fees required of all students, a laboratory fee of $12.00 is charged for the summer session.

158A Air Conditioning

This course offers basic training in all the elements governing conditioning of air for healthful living, air purification, humidity control, temperature control, solar radiation, filtration, and the other factors involved. M Tu. W. Th. F. 7:40-10:20, 12:30-3:20. Mr. Curran. Four semester hours.

177S Related Science

This course is specifically for those students who are pursuing work in the air conditioning and refrigeration curriculum. It stresses scientific principles, some of the basic science, and employer-employee relations, with which one is confronted in the occupations represented in air conditioning and refrigeration. M. Tu. W. Th. F. 9:30-10:20, 1:30-3:20. Mr. Schofield. Two semester hours.

179S Related English

This course is specifically for those students who are pursuing work in the air conditioning and refrigeration curriculum. It is pointed toward aiding the student who plans on establishing his own business, and therefore stresses the subject from the business point of view. M. Tu. W. Th. F. 7:40-9:20, 1:30-3:20. Mr. Schofield. Two semester hours.

AIRCRAFT MECHANICS

Laboratory Fee: In addition to the regular tuition and fees required of all students, a laboratory fee of $12.00 is charged for the summer session.
155 Ignition & Accessories

Theory of operation and practical experience in the removal, inspection, servicing, testing and installation of aircraft parts such as starters, generators, magnetos, ignition systems, etc. M. Tu. W. Th. F. 10:30-12:20. Mr. Amerpohl. Two semester hours.

156 Aircraft Welding


194 Flight Ground Theory

This course is designed to qualify public school teachers to teach CAA ground school flight subjects such as navigation, civil air regulations, meteorology and general service of aircraft which are a part of the requirements for a private pilot’s license. The course is also open to students taking flight training who wish to prepare for the written part of the private pilot’s examination. M. Tu. W. Th. F. 9:20-10:20. Mr. Amerpohl. Two semester hours.

254 Aircraft Sheetmetal


255 Engine Operation

Installation of engine in aircraft, test stand operation, trouble shooting, servicing and inspection of different types of operating aircraft engines. M. Tu. W. Th. F. 10:30-12:20, 1:30-4:20. Mr. Ellinger. Two semester hours.

355 Link Operation

Actual flight instruction in a Link Trainer covering basic flight maneuvers, radio range orientation, navigation, and airway traffic control procedure. M. Tu. W. Th. F. 1:30-3:20. Mr. Amerpohl. Two semester hours.

DRAFTING

Laboratory Fee: In addition to the regular tuition and fees required of all students, a laboratory fee of $12.00 is charged for the summer session.

174S Drafting

This course is specifically for those students who wish to pursue mechanical and architectural drawing towards attaining occupational competency. M. Tu. W. Th. F. 1:30-3:20. Mr. Beukema. Two semester hours.
**DESCRIPTION OF COURSES**

**177S Related Science**

This course is specifically for those students who are pursuing work in the drafting curriculum. It stresses strengths, and strains of materials as used by the draftsman in the drawing room. M. Tu. W. Th. F. 10:30-12:20. Mr. Schofield. Two semester hours.

**MACHINE SHOP**

Laboratory Fee: In addition to the regular tuition and fees required of all students, a laboratory fee of $12.00 is charged for the summer session.

A three-year curriculum giving training for machine tool operators, machinists, tool and die makers. The curriculum consists of a number of unit courses which are based upon the training needs of machine tool operators. With this arrangement, the special training needs of each individual can be met. The machine tool operator need elect only one course covering a specific machine and include the related subjects applying to complete training. The machinist elects a series of unit and related subjects courses to complete two years of training as a “machinist.”

The tool and die-making curriculum follows the two-year machinist’s course which is a prerequisite.

**163S Machine Shop**

A course in the fundamentals of machine tool operation, involving turning, milling, shaping, and grinding practices in machining parts of selected projects to be assembled at the bench. M. Tu. W. Th. F. 7:40-10:20. Mr. Miller. Two semester hours.

**177S Related Science**

This course is specifically for those students who are pursuing work in the machinist and tool and die-making curriculums. The work is related to the machine shop. M. Tu. W. Th. F. 10:30-12:20. Mr. Miller. Two semester hours.

**178S Related Mathematics**

This course is specifically for those students who are pursuing work in the machinist and tool and die-making curriculums. The work is related to the machine shop. M. Tu. W. Th. F. 12:30-1:20. Mr. Miller. Two semester hours.

**RADIO**

Laboratory Fee: In addition to the regular tuition and fees required of all students, a laboratory fee of $12.00 is charged for the summer session.

**188 Introductory Radio**

Primarily designed to assist new students expecting to enroll in the regular fall term and to aid such first year radio students who desire a review of fundamentals of radio. This course will treat the basic functions

288 Radio Servicing

An intensive course in the technique and method of satisfactorily repairing radio receivers offered to all radio students with at least one year of radio instruction or equivalent experience. This course covers practical service methods and use of modern testing equipment. M. Tu. W. Th. F. 7:40-10:20, 12:30-3:20. Mr. Kuiper and Mr. Jones. Six semester hours.

**SHEET METAL**

Laboratory Fee: In addition to the regular tuition and fees required of all students, a laboratory fee of $12.00 is charged for the summer session.

182A Sheet Metal

An introduction to the application of hand and machine processes in cutting, forming, seaming, burring, crimping, notching, and wiring as applied to the making of tinware, spouts, gutters, and large containers. M. Tu. W. Th. F. 10:30-12:20. Mr. Russell. Two semester hours.

**WELDING**

Laboratory Fee: In addition to the regular tuition and fees required of all students, a laboratory fee of $12.00 is charged for the summer session.

180 Oxy-Acetylene Welding


181 Arc Welding

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