1935

Facts for Freshmen with Information for New Students and Details of Curricula

Western Michigan University
Facts for Freshmen

with

Information for New Students

and

Details of Curricula

1935-1936

KALAMAZOO, MICHIGAN
DIRECTIONS FOR CORRESPONDENCE WITH WESTERN STATE TEACHERS COLLEGE

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

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

b) Concerning the adjustment of credits—The Registrar.

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

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

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

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

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

h) Other general inquiries—The Registrar.

INFORMATION FOR NEW STUDENTS

A student applying for admission should

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

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

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

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

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

2. What is the distribution of the provinces of these various officers?
   A. The President is the Executive Head of the institution. To him should be referred all inquiries and matters not specifically delegated to others.
   B. The Dean of Administration is delegated by the President to aid in the formulation and execution of general policies and practices affecting the welfare of the faculty and the students. To him should be referred all matters involving such problems.
   C. To the Registrar should be referred the following:
      (a) Business matters
      (b) Changes in enrollment requests
      (c) Curriculum problems
      (d) Dropping studies requests
      (e) Evaluation of credits—both high school and advanced
      (f) Extra studies petitions
      (g) Fees and Tuition payments
      (h) Graduation requirements
      (i) Problems of credits
      (j) Requests for meetings, trips, etc.
      (k) Whatever affects a permanent grade
   D. To the Deans should be referred questions relating to the following:
      (a) Employment
      (b) Excuses and absences
      (c) Rooms and board
      (d) Scholarship (General)
      (e) Social advice
      (f) Student mail
      (g) Whatever affects a temporary grade
   E. The Director of the Training Schools should be consulted relative to matters concerning Practice Teaching and placement following graduation.

II. Enrollment Questions

1. To whom am I directly responsible for my program of studies during a given term?
   Each student is responsible to an Adviser AND to a Counsellor or an Enrollel'. Individual plans for courses of study are to be worked out with their approval.
   All Freshmen are directly responsible for details of programs to the Freshman Adviser.
   The applicant for admission (if his entrance and advanced credits have been filed early) may secure at The Records Office a "STUDENT'S CREDIT BOOK" containing a list of credits acceptable. This book should be presented to his Adviser, Counsellor, or Enrollell' AFTER HIS FEES HAVE BEEN PAID AND ENROLLMENT CARDS HAVE BEEN SECURED. N. B.—A special sheet of instructions regarding details of enrollment is available at the times of enrollment both at the Main Office, Room 103, Administration Building, and at the Information Desk in the Women's Gymnasium. The Adviser, Counsellor, or Enrollell' will give added information relative to further details of enrollment.
   It is very important to note that a student NEVER should confer with his Adviser, Counsellor, or Enrollell', without having with him his "STUDENT CREDIT BOOK."
2. Am I obliged to carry the work recommended?
   No; but experience has demonstrated the wisdom of doing so.
3. Are "Entrance Tests" Required?
   Standard intelligence and achievement tests are required of each student upon first entrance. The results of these tests are of service in advising students relative to their scholastic work. Grades earned in residence will be withheld, until the intelligence and achievement tests have been taken.
   During the fall term the tests are given to the Freshmen soon after "Freshman Days."
   (Consult with the Research department for information regarding dates and places for the administration of the tests).
4. When does advanced enrollment for a term take place?
   Usually during the ninth or the tenth week of the Fall and Winter terms. There is no period of advanced enrollment either for the Fall Term or for the Summer Session.
5. If I wish to change my enrollment, what should I do?
   Secure a blank request for that purpose at the Main Office and follow the directions printed on it.
6. If I change my enrollment without securing the written consent of the Registrar, what is the penalty?
   A mark of E (Failure) will be recorded for each subject changed without written permission. (To remove the effect of the E would involve the earning of an additional Honor Point.)
7. Is there a time limit within which a change of enrollment must be made?
   Changes in enrollment should be made during the first week of a term.
8. If I wish to drop a subject, what must I do?
   Secure a suitable blank at the Main office and follow the instructions printed on it.
9. Is there any penalty for dropping a subject without the Registrar's written sanction?
   A mark of E (Failure) will be recorded for each subject dropped thus. (To remove the effect of an E would involve the earning of an additional Honor Point.)
10. Is there a time limit for dropping subjects?
    Students are not allowed to drop subjects later than the eighth (8th) week of a regular term or the fourth (4th) week of a Summer Session.
11. For how many Term Hours of work should a student be enrolled?
    Students regularly carry 16 term hours of work during a regular term and 8 term hours during a summer session. Students may carry 18 term hours of work during a regular term and 10 term hours of work during a summer session without securing special permission.
12. If I wish to carry an extra study, what should I do?
    Secure an application blank at the Records Office (Room 108, Administration Building) and follow printed directions.
13. Should a Freshman apply for permission to carry an extra study during his first term in residence?
    No. His petition probably would be denied.
14. How is the size of classes regulated?
    Because more than one section of certain courses is offered simultaneously, and because room sizes automatically restrict the size of some classes, it is necessary to star (*) certain sections on the printed schedule of recitations. Entrance to a starred section (*) may be gained only by presenting to the instructor on the first day of recitations a "starred slip" admitting to that section. Reference to the printed instructions on the Term's Schedule of Classes will advise you where you may secure needed "starred slips."
15. If I enroll after the opening day of a term, where should I go for assistance?
   To the Registrar's office.
16. If I must leave college before the close of a term, what should I do? 
Go to the dean concerned and state the cause for withdrawing. The dean 
will notify the Registrar.

17. What are Advisers responsible? 
Advisers are available for conference, by appointment at any time, whether 
during a specified period for enrollment or otherwise. Advisers are design-
nated as follows: The Freshman Adviser, Curricular Advisers, and Depart-
mental Advisers. The titles indicate the nature of the responsibilities in-
volved.

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

19. What are the duties of the Enrollers?
The Enrollers assist the Advisers and Counsellors during officially design-
nated enrollment periods, especially with details of routine involved.

III. The Freshman Adviser

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

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

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

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

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

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

IV. Upperclass Advisery System

1. What is the relationship of upperclassmen to advisers?
Experience has demonstrated that college students, especially beginners,
need to be advised. Immediately upon registration each freshman is assigned 
to a Faculty Adviser with whom he consults relative to the details of the 
curriculum he wishes to pursue, sequences of studies, etc., etc. The adviser 
plans with him his daily program for the following term. Being advised is 
required of all freshmen. With upper classmen being advised is optional, 
though opportunity for it is provided and students are urged strongly to avail 
themselves of this service.

Effective with the opening of the Fall Term, 1933, a Departmental Advisory 
System for upper Classmen was instituted.

Students of Senior or Junior Classification who have chosen their majors 
in Biology, Chemistry, Geography, History, Languages, Mathematics, or
Physics, will not be enrolled, unless they present to their enrollers written statements indicating courses approved by the Departmental Advisers.
Conference with Departmental Advisers is by appointment only.

V. Credits, Grades and Honor Points

1. Do I receive a statement of credits earned during a given term?
Upon entering the institution, after the acceptance of entrance credentials, a “Student's Credit Book” is made out for each student. These may be secured at the Records office (Room 108, Administration Building). If the credit books are left at the Records office at the end of a term, together with a large sized, self-addressed, stamped (6c postage) envelope, the Credit Books will be mailed just as soon as the term’s grades have been recorded.

2. What grades and honor points are given for work done?
Each course receives one grade, which combines the results of class work and tests.
Grades are indicated by letters, to each of which is given a certain value in "honor points."
The minimum number of honor points required of each student for graduation equals the number of four term hour subjects carried. (Normally a student in a four-year curriculum carries 48 subjects. He should earn at least 48 honor points. If he should fail in one subject, he would need to earn 49 honor points; if he should fail in three subjects, he would need to earn 51 honor points.)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Significance</th>
<th>Honor Points (Per 4 term hours 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>E</td>
<td>Failure</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
</tr>
</tbody>
</table>

The mark of I means that the student has not finished the work of the course, through illness, unsatisfactory work, or some other cause, and may be given opportunity to complete it.
I's must be removed during the next succeeding term (except when the student does not return, and then within one year) or they automatically become E's.
The mark of E means that the student has failed. E's and W's can be removed only by taking again all the work involved.

3. Will repeating a subject with a mark of C for which a grade of E was received satisfy the deficiency in honor points resulting from the grade E?
No, because a student must earn at least as many honor points as four term hour subjects carried. A mark of B is the lowest mark that would counteract deficiency in honor points caused by receiving a mark of E.

4. May I change a grade received for a subject by re-enrolling for the same work?
Yes, but the student will be expected to carry the complete course and receive a grade of B or better.

5. May I remove a D or an E by taking a second examination?
Western State does not follow this plan for removal of marks indicating failure. Students who fail in subjects are expected to repeat all of the work involved in regular manner.

6. What is meant by the “High Scholarship List?”
Each term the Registrar tabulates the names of students securing superior grades during a given term. This list is known officially as the High Scholarship List.

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

To have his name placed on a term’s High Scholarship List a Freshman must have earned at least 10\(\frac{1}{2}\) honor points, and an upper classman, at least 10\(\frac{3}{2}\) honor points. No grade below B may be counted. Not more than five term hours of B credit may be counted. Grades for non-credit courses (Physical Education, etc.) are not to be considered.

8. For whom is “Education 99” intended?

Many students have difficulty in doing satisfactory college work because of their inability to read and study effectively. Individuals who have these disabilities are urged to enroll in Education 99 for one term or longer. The work of the course consists of lectures and individual instruction. Attempts are made to increase the reading vocabularies in certain educational areas and to develop reading skill. Opportunity is given the students to develop ability in note-taking, outlining, and knowledge of how to study for reviews and examinations. Aid in the different subjects in which the students are enrolled is provided. Students on probation, because of deficiency in honor points, are required by the scholarship committee to do the work of this course.

9. How are students classified?

Students at Western State Teachers College are classified officially as follows:

First Year—Students credited with 0-45 term hours incl.
Second Year—Students credited with 45-90 term hours incl.
Third Year—Students credited with 90-138 term hours incl.
Fourth Year—Students credited with more than 138 term hours.

The above classification relates to eligibility for participation:

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

The classification made for a student for any term of a given year will govern during the balance of that year.

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

I. Questions to ask yourself, before you begin to plan your program.

a. What is my purpose in going to college? Do I desire to continue my general education, to prepare for teaching, or to meet the preliminary requirements for some professional course other than teaching?
b. In what subjects of which well informed people usually have knowledge have I little or none?
c. What subjects studied in high school do I like well enough to desire to continue in college?
d. Are courses in the subjects named in my answers to questions a, b, c, given in the list of courses open to freshmen? (See pages 43-46).

II. Special attention should be paid to the following:

Your answers to the above questions should guide you in the choice of electives and field of special interest.

In as far as possible, courses should be pursued for an entire year.

If you are sure in which curriculum you wish to enroll, be guided in your choice of electives by the requirements of that curriculum. Details of these curricula are given in the catalog for 1935-1936.

III. The Curricula

Programs of study in Western State Teachers College are planned in such a way as: (1) to provide general higher educational opportunities, (2) to present basic pre-professional courses, and especially, (3) to prepare teachers
for different departments in various phases of public school work, and also
to give students who are preparing to teach opportunity for general higher
education. Recognizing that the prospective teacher should have some oppor-
tunity to adapt his education to his peculiar ability or personal ambition, the
faculty, in outlining curricula sufficiently flexible to prepare teachers for both
general and special school work, has made provision for students to exercise
individual preference in elective work. A prospective student should study
carefully the details of the various programs of study as outlined so that he
may understand clearly the purposes of each. He should choose that program
which seems best to fit his interests and abilities.
Details and requirements in the various fields of specialization are outlined
in the catalog. These requirements should be met by those candidates for
degrees and certificates who would specialize in the fields concerned.
1. Special curricula four years in length lead to the Bachelor's degree and
Life Certificate in Art, Art and Music, Business Administration, Com-
merce, Early Elementary, Home Economics, Junior High School, Later
Elementary, Manual Arts, Manual Arts and Physical Education, Music,
Physical Education for Men, Physical Education for Women, Rural Ele-
mentary, Rural High School, Senior High School, Special Education.
2. Specific details for the two year curriculum leading to a Five-Year Cer-
tificate in rural elementary education are outlined in the annual catalog.
3. Special curricula designed to give students a general higher education
and to meet preliminary requirements for professional curricula other
than teaching are offered also.

DEGREES AND CERTIFICATES

Although a student may enter Western State Teachers College before he
is eighteen years of age, all applicants for a certificate to teach must be at
least eighteen years of age and must be citizens of the United States, or have
signified their intention of becoming citizens by having taken out the first
papers.
Applications for degrees and certificates must be filed with the registrar
early in the term in which it is desired that they be granted.
"The State Board of Education for the State of Michigan, through Western
State Teachers College, confers degrees and grants teachers' certificates as
follows:
1. The Degree of Bachelor of Arts.
   The Degree of Bachelor of Science.
3. The Five-Year Certificate, valid for five years in the Public Schools
   of Michigan (See Note 1, page 11.)

ACADEMIC AND RESIDENT REQUIREMENTS

1. "For the Bachelor's Degree the candidate shall—
   a. present credits satisfying a prescribed curriculum and aggregating
      192 term hours or four years;
   b. have satisfactorily completed in residence at this institution at least
      48 term hours;
   c. have been in residence at this institution the term immediately pre-
      ceding graduation;
   d. satisfy the requirements for the life certificate. (In certain cases
      this requirement may be waived).
2. "For the Life Certificate the candidate shall—
   a. present credits satisfying a prescribed curriculum and aggregating
      192 term hours or four years;
   b. have satisfactorily completed in residence at this institution at least
      48 term hours;
   c. have been in residence at this institution the term immediately pre-
      ceding graduation."
IMPORTANT NOTICE

(By action of the State Board of Education in November, 1931).

"After June 20, 1932, no entrant to (any State Teachers College) can earn credits to apply on any life certificate curriculum requiring less than 192 term hours, provided, however, that students who enter by transfer, presenting at least 8 term hours of acceptable resident credit earned before June 20, 1932, will be allowed to complete a three-year life certificate course, if the work shall be accomplished before September 1, 1936. Provided further, that after September 1, 1936, no person shall be eligible for a life certificate on any curriculum requiring less than 192 term hours (4 years).

3. "For the Five Year Certificate (See Note 1) the candidate shall—
   a. present credits satisfying a prescribed curriculum and aggregating 96 term hours or two years;
   b. have satisfactorily completed in residence at this institution at least 32 term hours; (See Note 2)
   c. have been in residence at this institution the term immediately preceding graduation."

"Note 1. The Five Year Certificate may be extended for one period of three years provided the holder shall
   (a) make application to the college for such extension before the expiration of the certificate;
   (b) submit satisfactory evidence that he has taught successfully during the life of the certificate for not less than three years;
   (c) submit evidence that he has during the life of the certificate completed work aggregating not less than 16 term hours of acceptable credit.

"Note 2. (a) If the candidate for the Five Year Certificate shall have entered from a Michigan State Teachers College or from the Detroit Teachers College with at least 16 term hours of acceptable resident credit there earned, 16 term hours shall satisfy the resident requirement at this institution.
   (b) If the candidate for the Five Year Certificate shall have entered as a graduate from a Michigan County Normal School, he shall complete in residence at this institution 48 term hours.

"Note 3. A candidate presenting credits as a graduate of a Michigan County Normal School and who in addition thereto presents entrance credits satisfying the requirements of this institution shall be granted—
   1. For the Life Certificate, 40 term hours;
   2. For the Five Year Certificate, 40 term hours.

CREDITS ORDINARILY ACCEPTED FROM COUNTY NORMAL

<table>
<thead>
<tr>
<th>Credit</th>
<th>Term Hours</th>
</tr>
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<tbody>
<tr>
<td>Introductory Psychology</td>
<td>4</td>
</tr>
<tr>
<td>Practice Teaching</td>
<td>4</td>
</tr>
<tr>
<td>Teachers' Art</td>
<td>4</td>
</tr>
<tr>
<td>Music</td>
<td>4</td>
</tr>
<tr>
<td>Arithmetic</td>
<td>4</td>
</tr>
<tr>
<td>Agriculture</td>
<td>4</td>
</tr>
<tr>
<td>Psychology of Reading</td>
<td>4</td>
</tr>
<tr>
<td>Grammar (English elective)</td>
<td>4</td>
</tr>
<tr>
<td>U. S. History</td>
<td>4</td>
</tr>
<tr>
<td>Geography (elective)</td>
<td>4</td>
</tr>
</tbody>
</table>

40 term hours

"Note 4. Not more than one-fourth of the number of hours necessary for any certificate or degree may be taken in extension or by correspondence. Such credit, however, cannot be applied to modify the minimum or final resident requirements."
Details of Curricula

GENERAL REGULATIONS

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

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

2. The four-year requirements for the life certificate are not retroactive; that is, a student who has begun his work for a life certificate on the three-year basis will be able to complete his work for the life certificate on that basis, provided he shall have accomplished this work before September 1, 1936. Such students should refer to the 1931-1932 catalogue for requirements.

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

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

PURPOSE AND CONTROL OF MICHIGAN STATE TEACHERS COLLEGES

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

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

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

Objectives and General Scope of Curricula

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

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

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

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

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

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

Subject Groupings

"The Instructional Departments of the State Teachers Colleges of Michigan shall be classified in groups as follows:

Group I. Ancient Language and Literature; Modern Language and Literature; English Language and Literature; Certain courses as indicated in Department of Speech.
Group II. Astronomy; Anatomy; Biology; Botany; Chemistry; Geography; Geology; Mathematics; Nature Study; Physics; Physiology; Hygiene; Psychology; Zoology; Certain courses as indicated in Agriculture.
Group III. History; Political Science; Philosophy; Economics; Sociology.
Group IV. Education (includes methods courses and practice teaching).
Group V. Art; Music.
Group VI. Agriculture; Commerce; Home Economics; Industrial Arts.
Group VII. Physical Education; Health.

Degree Requirements

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

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

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

1. Not more than 64 term hours may be taken in any one subject.
2. At least two-thirds of the work beyond the second year must be in courses not open to first-year students.
3. The student must complete a major subject of at least 36 term hours and at least one minor subject of not less than 24 term hours. (See pages 17 and 18). Credits in the required English composition and credits in Education which are required in general on all curricula do not count toward majors and minors.
4. No candidate shall be eligible for the Bachelor's degree who has not done at least 48 term hours of work in residence and who has not been in residence during the term immediately preceding graduation.
5. Courses must be selected so that the requirements in some one of the life certificate curricula are fulfilled. (In certain cases this requirement may be waived).

Degrees

BACHELOR OF ARTS

"The student who regularly completes a curriculum conforming to the degree requirements and embracing at least 144 term hours from Groups I, II, and III, is eligible for the degree of Bachelor of Arts.

BACHELOR OF SCIENCE

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

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

SPECIAL NOTE

Students, who do not have in mind preparation for teaching, may elect basic courses which provide a general education or which satisfy preliminary requirements for other professional curricula. When such a program of work is carried on for four years and conforms to the degree requirements stated on pages 54 to 56 except the professional requirement in Group IV, the degree of Bachelor of Arts or Bachelor of Science may be granted without the life certificate.

Additional Regulations Governing Students at Western State Teachers College

1. Before being admitted to the regular program of work of the third year, the student shall have earned at least 12 term hours in each of the Groups I, II, and III. He shall have maintained at least a C average for work already completed and shall give evidence of his fitness for teaching.
2. All freshmen must carry Rhetoric 104 A, B, C.
3. All students who expect to receive a degree and life certificate must present at least 12 term hours of credit in rhetoric.
4. To satisfy the minimum requirements in Groups I, II, and III, the student shall not present a series of isolated courses. In satisfying these minimum requirements in Groups II and III, the student shall not present more than 12 term hours in any one subject.
5. Not more than a total of 96 term hours of credit from Groups IV, V, VI, and VII may be accepted for either the Bachelor of Arts or the Bachelor of Science degree.

6. All students who are planning to pursue the regular program of work of the third and fourth years are required to present a credit in General Psychology 200 or its equivalent. This course should be elected by students in residence during the sophomore year.

7. All students who expect to obtain a degree and life certificate are required to present credits in the following courses: Educational Psychology 203 A, B; Principles of Teaching 230; History of Educational Thought 433; Practice Teaching 301, 302.

8. A student will not be permitted to carry practice teaching if he is deficient in honor points.

9. Freshmen must carry physical education for at least two terms. At least three credits in physical education must have been earned by the end of the sophomore year. All candidates for a degree and life certificate must have obtained a credit in library methods and five credits in physical education. In their five terms of physical education, women must include one individual sport and one team sport.

10. All candidates for the degree and life certificate must have spent at least thirty-six weeks in residence at the college.

11. The law of Michigan requires every candidate for a certificate or degree to take "a course of six one-hour lectures on the form and functions of our federal and state governments, and of counties, cities, and villages."

INTERPRETATION OF MAJOR, MINOR, AND GROUP REQUIREMENTS

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

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

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

2. As a rule it is preferable not to use education as a major in any undergraduate curriculum. The student may choose work in education according to his interests but should attempt to satisfy his major and minor requirements in the fields having content for teaching. Special methods courses in the teaching of certain subjects and practice teaching should not be counted as satisfying a part of the requirements for majors or minors in fields such as history, art, and home economics. Uniformly required courses in education; i.e., Educational Psychology 203 A, B, Principles of Teaching 230, History of Educational Thought 433, and Practice Teaching 301, 302, may not be applied toward a major or a minor in education.

3. Two or more courses are "consecutive, coherent courses" when they involve direct or logical relationships with each other, either because of essential
prerequisites or because of obvious supplementation or for both reasons. Thus Calculus 205 A, B, C are "consecutive, coherent courses" because a knowledge of college algebra and analytic geometry is an essential prerequisite to calculus, and Calculus 205A is essential to successful work in Calculus 205B, etc. Similarly, Comparative Government 301 A, B would constitute "consecutive, coherent courses" with a series of courses in modern European history, because of the very obvious way in which an understanding of the latter is supplemented by a knowledge of the former.

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

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

6. So-called "isolated courses" need not necessarily be excluded from a student's major, minor, or group sequences. For example, French literature might easily combine with English in certain instances; the short story might make a fine combination with previous courses in French; or business and government might be a valuable combination with political science. In other words, the fact that a certain course does not fit into a particular sequence in terms of specific prerequisites does not mean that it is "isolated" in relation to the previous work of the student nor in its contribution to a more complete understanding of a subject in which the student is interested.

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

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

### History Major

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

### Related Social Science Minor

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Political science</td>
<td>12</td>
</tr>
<tr>
<td>Economics</td>
<td>12</td>
</tr>
</tbody>
</table>

### History Major

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Political science</td>
<td></td>
</tr>
<tr>
<td>8 Economics</td>
<td></td>
</tr>
<tr>
<td>8 Sociology</td>
<td></td>
</tr>
</tbody>
</table>

Many different combinations depend upon (1) the student's high-school courses and (2) his chosen field of specialization.
1. Physics, chemistry, or biology—36 hours
2. Biology—24 hours
   Hygiene and Physiology—12 hours, or chemistry—12 hours
3. Physics—24 hours
   Mathematics—12 hours
4. Chemistry—24 hours
   Physics—12 hours
5. Physiology and hygiene—24 hours
   Chemistry—12 hours

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

1. United States history—12
   Sociology—8
2. Economics—12
   Economic development of United States—6
   Industrial relations—3
3. Mathematics—12
   Physics—8
4. Biology—12
   Biological nature study—8
5. Chemistry—12
   Bacteriology—8
6. Political science—12
   United States history—8
7. Spanish—12
   English—8
Programs of study in Western State Teachers College are planned in such a way as to prepare teachers for different departments in various phases of public-school work, and also to give students who are preparing to teach opportunity for general higher education. Recognizing that the prospective teacher should have some opportunity to adapt his education to his peculiar ability or personal ambition, the faculty, in outlining curricula sufficiently flexible to prepare teachers for both general and special school work, has made provision for students to exercise individual preference in elective work. A prospective student should study carefully the details of the various programs of study as outlined, so that he may understand clearly the purpose of each. He should choose that program which seems best to fit his interests and abilities.

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

(For the preparation of teachers and supervisors of art)

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Rhetoric (in addition)</td>
<td>20</td>
</tr>
<tr>
<td>II</td>
<td>General Psychology 200 (in addition)</td>
<td>20</td>
</tr>
<tr>
<td>III</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>IV</td>
<td>Educational Psychology 203 A, B</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Principles of Teaching 230</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History of Educational Thought 433</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Art Observation 206</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Art Supervision 313</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Practice Teaching 301, 302, 303</td>
<td>12</td>
</tr>
<tr>
<td>V</td>
<td>Teachers Art 102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Industrial Art 103</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Elementary Design 109</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Figure Drawing 205</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Art Composition 208</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>History of Art 211 A, B</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Demonstration Drawing 207</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Commercial Art 214</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Advanced Design 309</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Advanced Figure Drawing 304</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Advanced Art Composition 308</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Art Electives</td>
<td>16</td>
</tr>
<tr>
<td>VII</td>
<td>Physical education: 5 terms. Women must include one individual sport and one team sport.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electives (not in art)</td>
<td>18</td>
</tr>
</tbody>
</table>

Note: A course in library methods is required.
ART AND MUSIC CURRICULUM
(For the preparation of teachers of art and music)

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

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

Group III .............................................................. 20 term hours

Group IV
Educational Psychology 203 A, B .......................... 6 term hours
Principles of Teaching 230 .................................. 3 term hours
History of Educational Thought 433 .................... 4 term hours
Art Observation 206 ............................................. 4 term hours
Art Supervision 313 ............................................. 4 term hours
Music Education 206 A, B, C ............................ 9 term hours
Practice Teaching 301, 302, 303 ......................... 12 term hours

Group V
Teachers' Art 102 ................................................ 4 term hours
Industrial Art 103 ............................................... 4 term hours
Elementary Design 109 ....................................... 4 term hours
Figure Drawing 205 ........................................... 4 term hours
Demonstration Drawing 207 ............................... 4 term hours
Art Composition 208 ........................................... 4 term hours
History of Art 211B ............................................. 4 term hours
Advanced Art Composition 308 ............................ 4 term hours
Fundamentals of Music 101A, B, C ....................... 12 term hours
Voice Culture 116A, B ........................................ 4 term hours
Harmony 209 A, B ............................................... 8 term hours
Modern Composers 212B or Music Appreciation 212C 4 term hours

Group VII
Physical education: 5 terms: Women must include one individual sport and one team sport.
Electives (not in art or music) ................................... 13 term hours

Note: A course in library methods is required.
### BUSINESS ADMINISTRATION CURRICULUM

(For the preparation of teachers of economics and for general business education)

**Group I**
- Rhetoric (in addition) ........................................... 20 term hours

**Group II**
- Chemistry, physics, geology, botany, biology, zoology ........... 12 term hours
- Mathematics 100 A, B, C; or 103 A, B, C; or 104 A, B, C .... 12-15 term hours
- Introduction to Statistics 251 .................................. 4 term hours
- General Psychology 200 .......................................... 5 term hours

**Group III**
- Principles of Economics 201 A, B .................................. 8 term hours
- Financial Organization 202 ....................................... 4 term hours
- General Business Administration 302 ............................ 4 term hours
- Corporations 303 ................................................... 4 term hours
- Marketing 304 A, B ................................................. 6 term hours
- Transportation 305 A, B, C ....................................... 6 term hours
- Business and Government 306 .................................... 4 term hours
- United States History 201C (201 A, B elective) ................. 4 term hours
- Economic Development of the United States 303 ................. 4 term hours
- Political Science 201 A, B, C .................................... 12 term hours

**Group IV**
- Educational Psychology 203 A, B .................................. 6 term hours
- Principles of Teaching 230 ....................................... 3 term hours
- Principles of Secondary Education 320 ........................... 4 term hours
- Practice Teaching 301, 302 ..................................... 8 term hours
- History of Educational Thought 433 .............................. 4 term hours

**Group VI**
- Accounting 201 A, B, C ........................................... 12 term hours
- Business Law 304 A, B, C ........................................ 9 term hours

**Group VII**
- Physical Education: 5 terms
- Electives ...................................................... 19-22 term hours

**Note:** A course in library methods is required.
## COMMERCE CURRICULUM

*(For the preparation of teachers of commerce)*

### Group I
- Rhetoric (in addition) ........................................... 20 term hours
- .......................... 12 term hours

### Group II
- Year sequence in biology, chemistry, geology, geography, mathematics, physics ........................................ 12 term hours
- Elective ........................................................................ 8 term hours
- General Psychology 200 ............................................. 5 term hours

### Group III
- Principles of Economics 201 A, B .................................. 8 term hours
- Financial Organization 202 ........................................ 4 term hours
- Electives from third-or fourth-year courses ................. 12 term hours

### Group IV
- Educational Psychology 203 A, B ................................ 6 term hours
- Principles of Teaching 230 ........................................ 3 term hours
- History of Educational Thought 433 ......................... 4 term hours
- Principles of Secondary Commercial Education 305 ........ 3 term hours
- Practice Teaching 301, 302, 303 ................................. 12 term hours
- Teaching of Shorthand and Typewriting 202 ............ 2 term hours
- Teaching of Handwriting 100 .................................... 2 term hours
- Teaching of Bookkeeping 204 ................................... 2 term hours
- Teaching of Junior Business Science 205 ................. 2 term hours

### Group VI
- Shorthand and Typewriting 102 A, B, C ................. 12 term hours
- Accounting 201 A, B, C ............................................. 12 term hours
- Accounting 301, 302, or 303 ................................... 4 term hours
- Business Law 304 A, B, C ........................................ 9 term hours

### Group VII
- Physical education: 5 terms. Women must include one individual sport and one team sport.
- Electives ................................................................. 38 term hours

**Note:** A course in library methods is required.
EARLY ELEMENTARY CURRICULUM
(For the preparation of teachers of the Kindergarten and of Grades 1 and 2)

Group I
Rhetoric (in addition) ...................................... 20 term hours
Speech 101 A, B (in addition) ................................. 8 term hours

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

Group III .......................................................... 20 term hours

Group IV
Educational Psychology 203 A, B .............................. 6 term hours
Principles of Teaching 230 ..................................... 3 term hours
Psychology of Reading 212 .................................... 4 term hours
History of Educational Thought 433 ......................... 4 term hours
Early Elementary Education 140, 340 A, B ................ 11 term hours
Stories for Childhood 242 .................................... 4 term hours
Psychology of Childhood 341 ................................ 4 term hours
Teaching of Handwriting 100 .................................. 2 term hours
Practice Teaching 301, 302, 303 ............................. 12 term hours
One of the following:
  Early Elementary Problems 441 ............................ 3 term hours
  Parent Education 442 ........................................ 3 term hours
  Nursery School Education 443 ............................. 3 term hours

Group V
Teachers Art 102 ................................................ 4 term hours
Illustrative Handwork 107 ..................................... 4 term hours
Music 104 ......................................................... 4 term hours

Group VII
Physical Education: 5 terms. Women must include one individual sport, one team sport, and Early Elementary Physical Education 230
Electives ......................................................... 38 term hours

Note: A course in library methods is required.
HOME ECONOMICS CURRICULUM
(For the preparation of teachers and supervisors of home economics)

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

<table>
<thead>
<tr>
<th>Group II</th>
<th>16 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 103, A, B, C and 203</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Biology 201</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Physiology 211C</td>
<td>5 term hours</td>
</tr>
<tr>
<td>General Psychology 200</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group III</th>
<th>4 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics of Expenditure 204</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>16 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group IV</th>
<th>6 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Psychology 203 A, B</td>
<td>3 term hours</td>
</tr>
<tr>
<td>Principles of Teaching 230</td>
<td>4 term hours</td>
</tr>
<tr>
<td>History of Educational Thought 433</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Home Economics Education 209</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Home Economics Education 409</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Practice Teaching 301, 302, 303</td>
<td>12 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group V</th>
<th>4 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costume Design 110</td>
<td></td>
</tr>
<tr>
<td>Home Furnishing 210</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Group VI</th>
<th>4 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Home Economics 101, 102</td>
<td>8 term hours</td>
</tr>
<tr>
<td>Clothing 103 and 205</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Food 104 and 312</td>
<td>8 term hours</td>
</tr>
<tr>
<td>Home Management 306</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Nutrition 206</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Electives in Home Economics (or related departments)</td>
<td>22 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group VII</th>
<th>20 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical education:</td>
<td>5 terms, including one individual sport and one team sport.</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
</tbody>
</table>

Note: A course in library methods is required.
JUNIOR HIGH SCHOOL CURRICULUM
(For the preparation of teachers of Grades 7, 8, and 9)

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

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

Group III ................................................................. 20 term hours

Group IV
Educational Psychology 203 A, B ....................................... 6 term hours
Principles of Teaching 230 ............................................. 3 term hours
History of Educational Thought 433 ................................... 4 term hours
Principles of Secondary Education 320 ............................... 4 term hours
Special Methods (e.g. Teaching of Geography) ....................... 4 term hours
Practice Teaching 301, 302, 303 ....................................... 12 term hours
Teaching of Handwriting 100 ........................................... 2 term hours

Group VII
Physical education: 5 terms. Women must include one individual sport, one team sport, and Junior- and Senior-High-School Physical Education 232.

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

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

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

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

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

Group III ................................................................. 24 term hours

Group IV
- Educational Psychology 203 A, B .............................. 6 term hours
- Principles of Teaching 230 ...................................... 3 term hours
- Psychology of Reading 212 ..................................... 4 term hours
- Later Elementary Education 211 .............................. 4 term hours
- Teaching of Handwriting 100 .................................. 2 term hours
- History of Educational Thought 433 ......................... 4 term hours
- Practice Teaching 301, 302, 303 ............................... 12 term hours

Group VII
- Physical education: 5 terms, including one individual sport, one team sport, and Later-Elementary Physical Education 231
- Electives .............................................................. 60 term hours

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

   Group IV
   - Arithmetic 101
   - Teaching of Geogaphy in Grades 212
   - Teaching of Social Studies 202

   Group V
   - Music 105
   - Teachers Art 102

2. A course in library methods is required.
MANUAL ARTS CURRICULUM

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

Group I
Rhetoric (in addition) ........................................... 20 term hours

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

Group III
................................................................. 20 term hours

Group IV
Educational Psychology 203 A, B .................................. 6 term hours
Principles of Teaching 230 ..................................... 3 term hours
History of Educational Thought 433 .......................... 4 term hours
Teaching of Manual Arts 302 .................................. 4 term hours
Vocational Education 200 ....................................... 3 term hours
Practice Teaching 301, 302, 303 ............................. 12 term hours

Group VI
Printing 116A ..................................................... 4 term hours
Mechanical Drawing 111 A, B ................................. 8 term hours
General Shop 212 ................................................. 4 term hours
Advanced Benchwork 103A .................................... 4 term hours
Woodfinishing 207 ................................................. 4 term hours
Sheet Metal 108 or 222 or 224A ............................ 4 term hours
Shop Organization 301 ....................................... 2 term hours
Electives in manual arts ....................................... 20 term hours

Group VII
Physical education: 5 terms
Electives (not in manual arts) ................................. 33 term hours

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

2. Students who enter without high-school physics must elect Physics 100 A, B, C.

3. Woodshop 99 and Mechanical Drawing 98 are required of all students who have not had similar work in high school.

4. Ordinarily students will be required to take Applied Mathematics 112 and Physics 160. Those who elect a year of college physics are not required to take either Mathematics 112 or Physics 160. Those who elect a year of college mathematics are not required to take Applied Mathematics 112.
MANUAL ARTS AND PHYSICAL EDUCATION

(For the preparation of teachers of manual arts and physical education)

Group I
Rhetoric (in addition) .................................................. 20 term hours

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

Group III
.................................................................................. 20 term hours

Group IV
Educational Psychology 203 A, B ................................. 6 term hours
Principles of Teaching 230 ............................................. 3 term hours
History of Educational Thought 433 ............................... 4 term hours
Teaching of Manual Arts 302 .............................. 4 term hours
Psychology of Coaching 210 ................................. 3 term hours
Organization and Administration of Physical Education 404 4 term hours
Vocational Education 260 .............................. 3 term hours
Practice Teaching 301, 302, 303 ................................ 12 term hours

Group VI
Drawing 111A .............................................................. 4 term hours
General Shop 112 .......................................................... 4 term hours
Advanced Benchwork 103 ............................................ 4 term hours
Woodfinishing 207 ....................................................... 4 term hours
General Metal 108 ......................................................... 4 term hours
Printing 116A ............................................................... 4 term hours

Group VII
Football Technique 313 ................................................ 3 term hours
Basketball Technique 315 .......................................... 3 term hours
Baseball Technique 317 .............................................. 3 term hours
Track and Field Technique 319 .................................... 3 term hours
First Aid and Athletic Training 205 .................. 4 term hours
Physical Education 121 A, B, C ............................. 3 term hours
Physical Education 221 A, B, C ............................. 3 term hours
Elective in physical education .............................. 2 term hours

Elective in either manual arts or physical education........ 12 term hours

Electives (not in manual arts or physical education) ..... 16 term hours

Note: A course in library methods is required.
**MUSIC CURRICULUM**

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

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

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

<table>
<thead>
<tr>
<th>Group III</th>
<th>20 term hours</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Group IV</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Psychology 203 A, B</td>
<td>6 term hours</td>
</tr>
<tr>
<td>Principles of Teaching 230</td>
<td>3 term hours</td>
</tr>
<tr>
<td>History of Educational Thought 433</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Music Education 206 A, B, C</td>
<td>9 term hours</td>
</tr>
<tr>
<td>Practice Teaching 301, 302, 303</td>
<td>12 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group V</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Music 101 A, B, C</td>
<td>12 term hours</td>
</tr>
<tr>
<td>Voice Culture 116 A, B, C, 216 A, B, C</td>
<td>12 term hours</td>
</tr>
<tr>
<td>Harmony 209 A, B, C</td>
<td>12 term hours</td>
</tr>
<tr>
<td>Ancient and Medieval Music 212 A</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Modern Composers 212B</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Music Appreciation 212C</td>
<td>4 term hours</td>
</tr>
<tr>
<td>Musical Composition and Analysis 320 A, B, C</td>
<td>12 term hours</td>
</tr>
<tr>
<td>(An elective in music may be substituted)</td>
<td></td>
</tr>
<tr>
<td>Orchestration 331A</td>
<td>4 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group VII</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical education: 5 terms. Women must include one individual sport and one team sport.</td>
<td></td>
</tr>
<tr>
<td>Electives (not in music)</td>
<td>17 term hours</td>
</tr>
</tbody>
</table>

**Note:** A course in library methods is required.
<table>
<thead>
<tr>
<th>Group</th>
<th>Courses</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Rhetoric (in addition)</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Speech 101A (in addition)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>II</td>
<td>General Biology 101 A, B</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Hygiene 112</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Anatomy 211 A, B</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Physiology 211C</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>General Psychology 200</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>III</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>IV</td>
<td>Educational Psychology 203 A, B</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Principles of Teaching 230</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Psychology of Coaching 210</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History of Educational Thought 433</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Organization and Administration of Physical Education</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Principles of Physical Education 403</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Practice Teaching 301, 302, 303</td>
<td>12</td>
</tr>
<tr>
<td>VII</td>
<td>History of Physical Education 202</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>First Aid and Athletic Training 205</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Principles and Technique of Gymnastic Teaching 301</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Kinesiology 312</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Football Technique 313</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Basketball Technique 315</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physiology of Exercise 304</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Baseball Technique 317</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Track and Field Technique 319</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Anthropometry 401</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Physical Education 121 A, B, C</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Swimming 327</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Camping and Scouting 332</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Physical Education 221 A, B, C</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Playground and Community Recreation 406</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Electives (not in physical education)</td>
<td>24</td>
</tr>
</tbody>
</table>

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

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

**Group I**
- Rhetoric (in addition) ........................................... 20 term hours
- Speech 101A (in addition) ..................................... 12 term hours
- Speech 101A ................................................................ 4 term hours

**Group II**
- Biology 101 A, B ....................................................... 8 term hours
- Anatomy 211 A, B ....................................................... 8 term hours
- Physiology 211C ....................................................... 4 term hours
- Hygiene 112 .............................................................. 4 term hours
- General Psychology 200 ............................................. 5 term hours

**Group III**
- 20 term hours

**Group IV**
- Educational Psychology 203 A, B ................................ 6 term hours
- Principles of Teaching 230 ........................................ 3 term hours
- History of Educational Thought 433 ......................... 4 term hours
- Methods in Physical Education 219 ......................... 4 term hours
- Administration and Organization of Physical Education 325 2 term hours
- Principles of Physical Education 421 ....................... 3 term hours
- Practice Teaching 301, 302, 303 .............................. 12 term hours

**Group V**
- Musical Construction 229 ......................................... 4 term hours

**Group VII**
- Introduction to Physical Education 120 .................... 2 term hours
- History of Physical Education 121 ............................ 2 term hours
- Theory of Dancing 215 ............................................. 1 term hour
- First Aid and Massage 218 ....................................... 1 term hour
- Playground Organization 217 .................................. 4 term hours
- Applied Anatomy 220 ............................................. 4 term hours
- Theory of Athletics 222 .......................................... 3 term hours
- Theory of Swimming 224 ......................................... 2 term hours
- Rhythmic Plays and Singing Games 318 ................... 2 term hours
- Theory of Games 320 ............................................. 2 term hours
- Individual Gymnastics 323 ..................................... 4 term hours
- Advanced Athletics 324 ......................................... 3 term hours
- Modern Problems in Physical Education 401 ......... 4 term hours
- Community Recreation, Scouting, Camp Fire 422 .... 4 term hours
- Health Education 190 ............................................. 4 term hours

**Required in addition from Group VII:**
- Dancing 110 A, B, C; Physical Education 113 A, B, C; Swimming 125 A, B; Soccer 126A; Basketball 126B; Baseball 126C; Dancing 210A; Interpretative Dancing 210 B, C; Physical Education 213 A, B, C; Swimming 225 A, B, C; Hockey 226A; Basketball 226B; Baseball 226C; Interpretative Dancing 310 A, B; Dancing 311; Physical Education 313 A, B; Golf 313C; Swimming 325 A, B, C; Soccer 326A; Basketball 326B; Baseball 326C.

**Electives (not in physical education)....................... 27 term hours**

**Note:** A course in library methods is required.
RURAL ELEMENTARY CURRICULUM
(For the preparation of teachers of one-teacher, consolidated, and village schools)

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

Group II
  Biology, chemistry, geology, mathematics, physics .......... 12 term hours
  Geography 101 A, B ........................................... 8 term hours
  General Psychology 200 ...................................... 5 term hours

Group III ......................................................... 12 term hours
  Rural Economics 201B (in addition) ......................... 4 term hours
  Rural Sociology 201C (in addition) ......................... 4 term hours

Group IV
  Educational Psychology 203 A, B ............................ 6 term hours
  Principles of Teaching 280R ................................ 3 term hours
  History of Educational Thought 433 ......................... 4 term hours
  Rural Education 201A ......................................... 4 term hours
  Rural Education (advanced courses) ......................... 6 term hours
  Curriculum 101 ................................................ 4 term hours
  Teaching of Handwriting 100 ................................ 2 term hours
  Practice Teaching 301, 302, 303 ............................ 12 term hours

Group VII
  Physical education: 5 terms. Women must include one individual sport, one team sport, and Rural-School Physical Education 233.

Electives ....................................................... 66 term hours

Note: 1. Students will choose among the following according to suggestion of departmental adviser:

  Group II
    Agriculture 141
    Hygiene 112
    Nature Study 231, 232, or 233

  Group IV
    Arithmetic 101
    Teaching of Geography 212
    Teaching of Social Studies 202
    Psychology of Reading 212
    Stories for Childhood 242
    Supervision 371

  Group V
    Teachers Art 102
    Industrial Art 103
    Music 106

  Group VI
    Home Economics 120 or equivalent

  Group VII
    Health Education 190

2. A course in library methods is required.
RURAL ELEMENTARY CURRICULUM  
(TWO YEARS IN LENGTH)  
(Leading to a five-year certificate for teachers of one-teacher, consolidated, and village schools)  

<table>
<thead>
<tr>
<th>Group I</th>
<th>Rhetoric 104 A, B, C (in addition)</th>
<th>12 term hours</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Group II</th>
<th>Arithmetic 101</th>
<th>4 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nature Study 231, 232, 233 or Agriculture 141</td>
<td>4 term hours</td>
</tr>
<tr>
<td></td>
<td>Geography 101 A, B</td>
<td>8 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group III</th>
<th>Rural Economics 201B</th>
<th>4 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rural Sociology 201C</td>
<td>4 term hours</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>4 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group IV</th>
<th>Principles of Teaching 230R</th>
<th>4 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Practice Teaching 201</td>
<td>4 term hours</td>
</tr>
<tr>
<td></td>
<td>Curriculum 101</td>
<td>4 term hours</td>
</tr>
<tr>
<td></td>
<td>Rural Education 201 A</td>
<td>4 term hours</td>
</tr>
<tr>
<td></td>
<td>Teaching of Handwriting 100</td>
<td>2 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group V</th>
<th>Music 106</th>
<th>4 term hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Teachers Art 102</td>
<td>4 term hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group VI</th>
<th>Home Economics 120 or equivalent</th>
<th>2 term hours</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Group VII</th>
<th>Physical education: 3 terms. Women must include one individual sport, one team sport, and Rural-School Physical Education 233</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td></td>
<td>19 term hours</td>
</tr>
</tbody>
</table>

Note:  
1. A course in library methods is required.  
2. A minimum of 96 term hours is required for completion of this curriculum.
RURAL HIGH SCHOOL CURRICULUM
(For the preparation of teachers of rural-consolidated and village high schools)

<table>
<thead>
<tr>
<th>Group</th>
<th>Course (including in addition)</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Rhetoric</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>II</td>
<td>General Psychology 200</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>III</td>
<td>Rural Economics 201B</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Rural Sociology 201C</td>
<td>4</td>
</tr>
<tr>
<td>IV</td>
<td>Educational Psychology 203 A, B</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Principles of Teaching 230R</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History of Educational Thought 433</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Rural Education 201A</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Rural Education (advanced courses)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Practice Teaching 301, 302</td>
<td>8</td>
</tr>
<tr>
<td>VII</td>
<td>Physical education: 5 terms. Women must include one individual sport, one team sport, and Junior- and Senior-High-School Physical Education 232.</td>
<td>30</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>76</td>
</tr>
</tbody>
</table>

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

Rural Agricultural High School Curriculum: Students desiring to complete their degrees and receive Smith-Hughes vocational agricultural teaching certificates from Michigan State College may meet the requirements by completing the first two years of this curriculum. As sequences they should elect 20 hours from Animal Husbandry 142 A, B, C; Soils 143; Farm Crops 144; Horticulture 145; also, if desired, Rural School Shop 203 A, B, C. The remaining sequences should be chosen with the consent of the adviser.
SENIOR HIGH SCHOOL CURRICULUM

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

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

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

Group III ........................................................ 20 term hours

Group IV
Educational Psychology 203 A, B .......................... 6 term hours
Principles of Teaching 230 ..................................... 3 term hours
History of Educational Thought 433 ......................... 4 term hours
Principles of Secondary Education 320 ..................... 4 term hours
Practice Teaching 301, 302 .................................. 8 term hours

Group VII
Physical education: 5 terms. Women must include one individual sport, one team sport and Junior- and Senior-High-School Physical Education 232.

Electives ......................................................... 90 term hours

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

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

<table>
<thead>
<tr>
<th>Group I</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric (in addition)</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group II</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Biology 101 A, B, C</td>
<td>12</td>
</tr>
<tr>
<td>Hygiene 112 (or Health Education 150)</td>
<td>4</td>
</tr>
<tr>
<td>General Psychology 200</td>
<td>5</td>
</tr>
<tr>
<td>Abnormal Psychology 300</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group III</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sociology 201 A, B; 301B</td>
<td>12</td>
</tr>
<tr>
<td>Elective</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group IV</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Psychology 203 A, B</td>
<td>6</td>
</tr>
<tr>
<td>Principles of Teaching 230</td>
<td>3</td>
</tr>
<tr>
<td>Education of Exceptional Children 361</td>
<td>4</td>
</tr>
<tr>
<td>Mental Tests 350</td>
<td>4</td>
</tr>
<tr>
<td>Mental Deficiency 362</td>
<td>4</td>
</tr>
<tr>
<td>Mental Hygiene 365 A, B, C</td>
<td>6</td>
</tr>
<tr>
<td>Methods of Teaching Subnormal Children 364</td>
<td>2</td>
</tr>
<tr>
<td>History of Educational Thought 433</td>
<td>4</td>
</tr>
<tr>
<td>Teaching of Handwriting 100</td>
<td>2</td>
</tr>
<tr>
<td>Practice Teaching 301, 302, 303</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group V</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illustrated Handwork 107</td>
<td>4</td>
</tr>
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<table>
<thead>
<tr>
<th>Group VI</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 101, 102</td>
<td>4</td>
</tr>
<tr>
<td>Special Education Shop 208</td>
<td>2 or 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group VII</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical education: 5 terms. Women must include one team sport and one individual sport.</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>54 or 56</td>
</tr>
</tbody>
</table>

Note: 1. A course in library methods is required.
2. One of the courses in practice teaching must be with normal children and the other two with subnormal children.
3. The degree and life certificate are conferred on the successful completion of the above curriculum. The Special Education Certificate is awarded to those who maintain a high average of scholarship and who, in addition, have had at least one year of successful teaching experience.
4. Courses in home economics are not required of men students.
GENERAL DEGREE CURRICULUM

II. (FOR LIBERAL AND PRE-PROFESSIONAL EDUCATION, WITHOUT CERTIFICATE)

Students who do not have in mind preparation for teaching may elect basic courses which provide a general education or which satisfy preliminary requirements for other professional curricula. When such a program of work is carried on for four years and conforms to the degree requirements stated on pages 14 to 18, except the professional requirements in Group IV and such other special requirements as concern professional training for teaching, the degree of Bachelor of Arts or Bachelor of Science may be granted without the life certificate.

Group Requirements

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

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

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

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

Group VII. Physical Education .......................... 5 term hours

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

Note: 1. Credit in Library Methods is required.
2. The total minimum requirement is 192 term hours.
III. PRE-PROFESSIONAL CURRICULA

The amount of college training required by leading universities in preparation for the various professions, such as Law, Medicine, Dentistry, etc., has in late years been materially increased. Dentistry formerly requiring 3 years now requires 5; Medicine, formerly a 4-year course, now requires 7 years; etc. A number of professions such as Business Administration and Library Science are now entirely on the graduate level; that is, a four-year college degree must be presented before one may enter upon the study of those professions.

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

The recommendations outlined in the following pages are based on the pre-professional requirements of the University of Michigan. If the student contemplates entering a professional course in some other college or university, he should procure a catalog of the institution he plans to attend, to assist the advisers in mapping out his course.

BUSINESS ADMINISTRATION

(Combined curriculum in letters and business administration)

First Year

Rhetoric 104 A, B, C ........................................ 9 term hours
Mathematics 103 A, B, C .......................................... 15 term hours
or
Mathematics 104 A, B, C .......................................... 12 term hours
Biology 101 A, B, C .................................................. 12 term hours
or
Chemistry 101 A, B, C .................................................. 15 term hours
French, German or Spanish 101 A, B, C ...................... 12 term hours

Second Year

Mathematics 211, 227 .................................................. 8 term hours
Accounting 201 A, B, C .............................................. 12 term hours
Psychology 200 ......................................................... 5 term hours
Elective ................................................................. 12 term hours

(A modern language or a laboratory science is recommended.)

DENTISTRY

First Year

Rhetoric 104 A, B, C ........................................ 9 term hours
Biology 101 A, B, C .............................................. 12 term hours
Chemistry 101 A, B, C or 102 A, B, C ...................... 15 term hours
French or German 101 A, B, C ................................ 12 term hours

Second Year

Chemistry 302, A, B, C ............................................. 15 term hours
*Physics 203 A, B, C ............................................. 15 term hours
Elective 20 term hours (social science, English literature, mathematics, psychology or modern language)

*Physics must be preceded by Plane Trigonometry 100C. See note under "Medicine," page 41.
ENGINEERING

First Year

Rhetoric 104 A, B, C .................................................. 9 term hours
Mathematics 103 A, B, C ........................................... 15 term hours
or Mathematics 104 A, B, C ........................................ 12 term hours
Chemistry 101 A, B, C or 102 A, B, C ...................... 15 term hours
Fundamentals of Speech 101 A (fall term) ............... 4 term hours
Drawing 202 (winter term) ....................................... 4 term hours
Drawing 201 (spring term) ....................................... 4 term hours

Second Year

Mathematics 205 A, B, C ........................................... 12 term hours
Physics 203 A, B, C ................................................ 15 term hours
Economics 201 A, B ............................................... 8 term hours
Economics 202 or 203 ........................................... 4 term hours
Elective ....................................................................... 12 term hours

FORESTRY

First Year

Rhetoric 104 A, B, C .................................................. 9 term hours
Mathematics 103 A, B, C ........................................... 15 term hours
or Mathematics 104 A, B, C ........................................ 12 term hours
Biology 101 A, B, C ............................................... 12 term hours
Chemistry 101 A, B, C or 102 A, B, C ...................... 15 term hours

Second Year

Mathematics 210 (spring term) ................................. 4 term hours
Mathematics 211 ...................................................... 4 term hours
General Botany 221 A, B, C .................................. 12 term hours
Physics 203 A, B ...................................................... 8 term hours
Geology 301 A (fall term) ....................................... 4 term hours
Economics 201 A, B ............................................... 8 term hours
Elective ....................................................................... 8 term hours

JOURNALISM

First Year

Rhetoric 104 A, B, C .................................................. 9 term hours
Biology 101 A, B, C ............................................... 12 term hours
or Chemistry 101 A, B, C ......................................... 15 term hours
United States History 201 A, B, C ......................... 12 term hours
French, German, or Spanish 101 A, B, C ............... 12 term hours

*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 take Personal Typewriting 100 (without college credit).
## Second Year

- American Literature 120 ................................. 4 term hours
- Introductory Psychology 200 ............................. 5 term hours
- Sociology 201 A, B, C .................................... 12 term hours
- Political Science 201 A, B, C ............................ 12 term hours
- Economics 201 A, B ....................................... 8 term hours
- Economics 202 ............................................. 4 term hours
  or
- History 303 .................................................. 3 term hours
- Elective ....................................................... 3 or 4 term hours

### LAW

(Combined curriculum in letters and law)

#### First Year

- Rhetoric 104 A, B, C ....................................... 9 term hours
- Mathematics 103 A, B, C ................................. 12 term hours
  or
- Chemistry 101 A, B, C ................................... 15 term hours
  or
- Biology 101 A, B, C .................................... 12 term hours
- English History 105 A, B, C ............................. 12 term hours
- Latin, French, German, or Spanish 101 A, B, C ...... 12 term hours

#### Second Year

- English 102 A, B, C ....................................... 12 term hours
  or
- English 214 A, B, C ....................................... 9 term hours
- United States History 201, A, B, C ..................... 12 term hours
- Economics 201 A, B, and 202 ............................ 12 term hours
- French, German, or Spanish 102 A, B, C .............. 12 term hours

### MEDICINE

#### First Year

- Rhetoric 104 A, B, C ....................................... 9 term hours
- Biology 101 A, B, C .................................... 12 term hours
- Chemistry 101 A, B, C or 102 A, B, C ................ 15 term hours
- French or German 101 A, B, C ........................... 12 term hours

#### Second Year

- English 102 A, B, C ....................................... 12 term hours
- Chemistry 302 A, B, C ................................... 12 term hours
- Physics 203 A, B, C ...................................... 15 term hours
- French or German 102 A, B, C ........................... 12 term hours

*First class medical colleges require 90 semester hours (3 years) of college credit for entrance in addition to high-school graduation. If two units of high-school Latin are not presented by a student, the deficiency must be made up without college credit. If ½ unit of plane trigonometry is not presented by a student, the deficiency must be made up (Trigonometry 100 C, 4 hours college credit) before the study of physics is begun in the second year.
Third Year

Zoology 252, 253, 254 ........................................ 12 term hours
Psychology 200 ........................................... 5 term hours
Chemistry 201 A, B ........................................ 8 term hours
French or German ......................................... 12 term hours

(Two years of one language and one of the other must eventually be presented. High-school French or German may be used to reduce this requirement.)

PHARMACY

First Year

Rhetoric 103 A, B, C ........................................ 9 term hours
Mathematics 103 A, B, C ................................... 15 term hours
or
Mathematics 104 A, B, C ................................... 12 term hours
Chemistry 101 A, B, C or 102 A, B, C .................. 15 term hours
French or German 101 A, B, C ............................ 12 term hours

Second Year

Chemistry 201 A, B (fall and winter) ...................... 8 term hours
Introductory Psychology 200 (spring term) ............. 5 term hours
Physics 203 A, B, C ........................................ 15 term hours
Economics 201 A, B or Botany 221 A, B (fall and winter) 8 term hours
Hygiene 112 (spring term) ................................. 4 term hours
French or German 102 A, B, C ............................ 12 term hours
COURSES OPEN TO FRESHMEN, 1935-1936

AGRICULTURE

141 Rural School Agriculture
142 A, B, C Animal Husbandry
143 Soils
144 Farm Crops
145 Horticulture

ART

102 Teachers' Art
103 Industrial Art
104 Lettering and Poster Making
105 Modeling
107 Illustrative Handwork
108 Elementary Design
110 Costume Design
113 A, B, C Appreciation of Art

BIOLOGY

101 A, B, C General Biology

Anatomy, Physiology, and Sanitary Science

112 Hygiene

Zoology

151 Elementary Zoology

CHEMISTRY

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

COMMERCE

100 Personal Typewriting
102 A Shorthand and Typewriting (Elementary)
102 B Shorthand and Typewriting (Intermediate)
102 C Shorthand and Typewriting (Advanced)

EDUCATION AND PSYCHOLOGY

Early Elementary Education

140 Early Elementary Education

Rural Education

101 Curriculum

Health Education

190 Health Education
ENGLISH

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>101 A, B</td>
<td>Composition</td>
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<td>104 A, B, C</td>
<td>Rhetoric</td>
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**Literature**

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<tr>
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<tbody>
<tr>
<td>102 A, B, C</td>
<td>English Literature</td>
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<tr>
<td>120</td>
<td>History of American Literature</td>
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<td>121</td>
<td>Chief American Poets</td>
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<td>122</td>
<td>American Prose</td>
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<td>124 A, B, C</td>
<td>General Literature</td>
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**GEOGRAPHY AND GEOLOGY**

**Geography**

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>101 A, B</td>
<td>Elements of Geography</td>
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**HANDWRITING**

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<tr>
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<td>Teaching of Handwriting</td>
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**HOME ECONOMICS**

**Clothing and Textiles**

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<td>101</td>
<td>Introductory Home Economics</td>
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<tr>
<td>103</td>
<td>Clothing</td>
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<tr>
<td>110</td>
<td>Clothing</td>
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**Foods**

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<td>Introductory Home Economics</td>
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<tr>
<td>104</td>
<td>Foods</td>
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**General Course in Home Economics**

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<td>Home Economics</td>
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**LATIN**

<table>
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<tbody>
<tr>
<td>100 A, B, C</td>
<td>Elementary and Second-Year Latin (If you have had no Latin in High School)</td>
</tr>
<tr>
<td>101 A, B, C</td>
<td>Cicero and Ovid (If you have had two years of Latin in High School)</td>
</tr>
<tr>
<td>102 A, B, C</td>
<td>Vergil (If you have had three years of Latin in High School)</td>
</tr>
<tr>
<td>103 A, B, C</td>
<td>Latin Literature (If you have had four years of Latin in High School)</td>
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**MANUAL ARTS**

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<tr>
<td>101</td>
<td>Woodshop</td>
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<tr>
<td>103</td>
<td>Advanced Benchwork</td>
</tr>
<tr>
<td>108</td>
<td>General Metal</td>
</tr>
<tr>
<td>110</td>
<td>General Mechanical Drawing</td>
</tr>
<tr>
<td>111 A, B</td>
<td>Mechanical Drawing</td>
</tr>
<tr>
<td>116 A, B, C</td>
<td>Printing</td>
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**MATHEMATICS**

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

MODERN LANGUAGES

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

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

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

MUSIC
101 A, B, C Fundamentals of Music
104 Early Elementary Music
105 Later Elementary Music
106 Rural School Music
106 A Music Appreciation for Rural Schools
116 A, B, C Voice Culture
123 Women's Glee Club
125 Men's Glee Club
127 Orchestra
130 Band

PHYSICAL EDUCATION FOR MEN
101 A, B, C Physical Education

For Specializing Students
121 A General Athletics
121 B Elementary School Gymnastics
121 C Outdoor Games

PHYSICAL EDUCATION FOR WOMEN
101 A, B, C Physical Education
102 Physical Education
103 A, B, C Restricted Exercise
104 Individual Gymnastics
105 Swimming
107 Basketball
109 Baseball
For Specializing Students

**Physical Education Practice**

110 A, B, C  Dancing
113 A, B, C  Physical Education
125 A, B  Swimming
126 A  Soccer
126 B  Basketball
126 C  Baseball

**Physical Education Theory**

120  Introduction to Physical Education
121  History of Physical Education

**PHYSICS**

100 A, B, C  Elementary Physics (If you have had no Physics in High School)
160  Electricity
166  Practical Radio

**RURAL EDUCATION**

101  Curriculum

**THE SOCIAL SCIENCES**

**Economics**

101  Description of Industry

**History**

102  History of Greece
103  History of Rome
104  Medieval Europe
105 A, B, C  English History
106 A, B, C  Modern Europe

**SPEECH**

101 A, B  Fundamentals of Speech
120  Informal Public Speaking

**VII. Absences, Cuts, and Excuses**

1. How many absences is a student allowed from class or assembly? He is not free to take any without possibility of penalty. (The "cut system" has been abolished both as regards attendance at Assembly and at classes).

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

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

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

5. What standing rules govern absences and tardiness?

a) Regular attendance in classes is expected of each student. Student attendance is compulsory at required assemblies. Students' irregular in assembly attendance will be subject to disciplinary action by the Scholarship Committee.
b) Explanations of absences should be made by students to the Dean concerned, preferably before returning to classes. When thought desirable, the Dean will refer the student to the Health Service for report. Students are expected to take the initiative in making application to instructors concerned for permission to make up work missed.

c) Instructors will report to the Deans weekly on Friday all absences from classes for that week.

d) Whenever possible the Dean will notify instructors that a student is ill or is compelled to be out of class for any other reason. Students are requested to notify Deans of anticipated absences and of reasons for prolonged absences.

e) A student may be dropped from a class by action of the Committee on Scholarship upon recommendation of a Dean or the instructor concerned.

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

VIII. Rooms and Board

1. Where should students room?
   At houses approved by the deans.

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

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

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

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

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

7. Can I secure meals on the campus?
   Yes. The College Cafeteria is located in the Basement of the Training School. An excellent variety of wholesome food is available at reasonable rates.

IX. Employment (Work)

1. Where should application be made for part-time employment?
   At the offices of the deans.

2. Should a student engage in part-time work during his first term in residence?
   Not unless it is absolutely necessary.

X. Health

1. Who is responsible for a student's health at Western?
   Primarily each student is responsible for his own health.

2. How should a student assume this responsibility?
   By co-operating with the Student Health Service and physicians in maintaining desirable health and by progressing toward an even better health status.

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

XI. Social Activities

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

XII. What Regulations Govern the Use of the Library?

Regulations concerning the use of books, library hours, and other items relating to the Library service may be found in a booklet available at the Library.

XIII. Extra-Curricula Activities

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

The list of student activities available at Western State, together with a detailed explanation of the nature of each, may be found in the Annual Catalog (Year Book). Special attention should be given to the following Schedule of Ratings for Participation in Student Organizations (Extra-Curricular Activities):  

Schedule of Ratings for Participation in Student Organizations
(Revised by the Scholarship Committee, June, 1934)

I. Special Rulings

1. Regularly students will be allowed to participate in activities whose total rating does not exceed 12. But the Committee on Eligibility (Sub-Committee of the Scholarship Committee) may raise or lower this total as individual circumstances may seem to warrant.
2. The Scholarship Committee recommends that every student participate at least in activities whose total rating is not less than 3.
3. Students whose curricular requirements include participation in some form of student organization or extra-curricular activity will be permitted regularly to participate in additional activities whose total rating does not exceed 9.

II. Ratings

I. Athletics
   1. Intercollegiate ............................................ 4
   2. Intramural .................................................. 0

II. Class Groups
   1. Freshman
      a. Committee ........................................... 2
      b. Member ............................................... 0
      c. Officer ............................................... 2
   2. Junior
      a. Committee ........................................... 2
      b. Member ............................................... 0
      c. Officer ............................................... 2
   3. Senior
      a. Committee ........................................... 2
      b. Member ............................................... 0
      c. Officer ............................................... 2
   4. Sophomore
      a. Committee ........................................... 2
      b. Member ............................................... 0
      c. Officer ............................................... 2

III. Debating
   1. Intercollegiate
      A. Freshmen
         a. Squad Member ....................................... 1
         b. Team Member ....................................... 2
      B. Upper Classmen
         a. Debate Manager ..................................... 4
         b. Squad Member ....................................... 2
         c. Team Member ....................................... 4
   2. Intramural
      a. Team Member ......................................... 1
   3. Student Organization
      A. Pi Kappa Rho
         a. Committee ......................................... 3
         b. Member ............................................. 2
         c. Officer ............................................. 3

IV. Departmental Organizations
   1. Agriculture
      a. Committee ............................................. 2
      b. Member ............................................... 1
      c. Officer ............................................... 2
   2. Arts and Crafts
      a. Committee ............................................. 2
      b. Member ............................................... 1
      c. Officer ............................................... 2
   3. Classical
      a. Committee ............................................. 2
      b. Member ............................................... 1
      c. Officer ............................................... 2
4. Commerce  
   a. Committee ........................................... 2  
   b. Member ........................................... 1  
   c. Officer ........................................... 2
5. Country Life  
   a. Committee ........................................... 2  
   b. Member ........................................... 1  
   c. Officer ........................................... 2
6. Der Deutsche Verein  
   a. Committee ........................................... 2  
   b. Member ........................................... 1  
   c. Officer ........................................... 2
7. Early Elementary  
   a. Committee ........................................... 2  
   b. Member ........................................... 1  
   c. Officer ........................................... 2
8. El Circulo Espanol  
   a. Committee ........................................... 2  
   b. Member ........................................... 1  
   c. Officer ........................................... 2
9. Home Economics  
   a. Committee ........................................... 2  
   b. Member ........................................... 1  
   c. Officer ........................................... 2
10. Inglis Club  
    a. Committee ........................................... 2  
    b. Member ........................................... 1  
    c. Officer ........................................... 2
11. Le Cercle Francals  
    a. Committee ........................................... 2  
    b. Member ........................................... 1  
    c. Officer ........................................... 2
12. Later Elementary  
    a. Committee ........................................... 2  
    b. Member ........................................... 1  
    c. Officer ........................................... 2
13. Manual Arts Union  
    a. Committee ........................................... 2  
    b. Member ........................................... 1  
    c. Officer ........................................... 2
14. Sigma Theta Gamma  
    a. Committee ........................................... 2  
    b. Member ........................................... 1  
    c. Officer ........................................... 2
15. Student Science Club  
    a. Committee ........................................... 2  
    b. Member ........................................... 1  
    c. Officer ........................................... 2
    a. Committee ........................................... 2  
    b. Member ........................................... 1  
    c. Officer ........................................... 2

V. Established Events
1. Annual Play  
   a. Committee ........................................... 2  
   b. Participant ........................................... 4
2. J. Hop  
   a. General Chairmanship ................................. 3  
   b. Member ........................................... 1
3. Junior-Senior Dinner Dance  
   a. General Chairmanship .............................................. 3  
   b. Member ........................................................................ 1  
4. Senior Prom  
   a. Chairman ..................................................................... 3  
   b. Membership .................................................................... 1  
5. Women's Breakfast  
   a. General Chairmanship .................................................... 3  
   b. Member .......................................................................... 1  
6. Women's League Formal  
   a. General Chairmanship ..................................................... 3  
   b. Member .......................................................................... 1  

VI. Honorary Societies  
1. Kappa Delta Pi  
   a. Committee .................................................................... 2  
   b. Member .......................................................................... 1  
   c. Officer ........................................................................... 2  
2. Kappa Rho Sigma  
   a. Committee .................................................................... 2  
   b. Member .......................................................................... 1  
   c. Officer ........................................................................... 2  
3. Tau Kappa Alpha  
   a. Committee .................................................................... 2  
   b. Member .......................................................................... 1  
   c. Officer ........................................................................... 2  

VII. Miscellaneous  
1. Academy  
   a. Committee .................................................................... 2  
   b. Member .......................................................................... 1  
   c. Officer ........................................................................... 2  
2. Dance Club  
   a. Committee .................................................................... 2  
   b. Member .......................................................................... 1  
   c. Officer ........................................................................... 2  
3. Eastern Star  
   a. Committee .................................................................... 2  
   b. Member .......................................................................... 1  
   c. Officer ........................................................................... 2  
4. Eldorado Club  
   a. Committee .................................................................... 2  
   b. Member .......................................................................... 1  
   c. Officer ........................................................................... 2  
5. International Relations Club  
   a. Committee .................................................................... 2  
   b. Member .......................................................................... 1  
   c. Officer ........................................................................... 2  
6. Omega Delta Phi  
   a. Committee .................................................................... 2  
   b. Member .......................................................................... 1  
   c. Officer ........................................................................... 2  
7. Oteyokwa  
   a. Committee .................................................................... 2  
   b. Member .......................................................................... 1  
   c. Officer ........................................................................... 2  
8. Phi Sigma Rho  
   a. Committee .................................................................... 2  
   b. Member .......................................................................... 1  
   c. Officer ........................................................................... 2
9. Senate
   a. Committee .................................................. 2
   b. Member ...................................................... 1
   c. Officer ...................................................... 2
10. Theta Chi Delta
    a. Committee ................................................ 2
    b. Member ..................................................... 1
    c. Officer ................................................... 2
11. Theta Pi Alpha
    a. Committee ................................................ 2
    b. Member ..................................................... 1
    c. Officer ................................................... 2
12. W Club
    a. Committee ................................................ 2
    b. Member ..................................................... 1
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13. Western Merrie Bowmen
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    b. Member ..................................................... 1
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VIII. Musical
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   c. Officer ...................................................... 2
2. Y.W.C.A.
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   b. Member ..................................................... 1
   c. Officer ................................................... 2
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   b. Editor .................................................. 10
   c. Business Manager ..................................... 10

2. Forensic Board
   a. Committee ............................................... 2
   b. Member ................................................. 1
   c. Officer .................................................. 2

3. Herald
   a. Student Editor ....................................... 4
   b. Reporter ............................................... 3

4. Players
   a. Committee ............................................... 5
   b. Member ................................................. 4
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5. Student Council
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   b. Member ................................................. 4
   c. Officer .................................................. 6

6. Women's League
   a. Committee—Cabinet ................................... 4
   b. Member ................................................. 0
   c. Officer .................................................. 5

XIV. Miscellaneous Questions

1. Where should I have my mail addressed? Where may student mail be secured?
   A student's mail should be addressed to the house where he stays. In case
   mail has been addressed in care of the college, it may be secured at the
   dean's office. A list of mail received is posted each day on the bulletin
   boards outside the dean's offices.

2. Where can I purchase books and other supplies?
   The College conducts a Co-operative Book Store which carries all needed
   supplies at moderate prices. The Book Store is located in the Administration
   Building.

3. Are "Student Tickets" transferable?
   No. A student ticket presented by anyone but the individual to whom it
   was issued will be taken up and may not be returned. Student Tickets and
   Identification Photos should be presented simultaneously.

4. If I wish to borrow money from the Student Loan Fund, to whom
   should I apply?
   To the Registrar.

5. Is assembly attendance optional?
   Because of limited seating capacity it has been found necessary to rotate
   assembly attendance. A notice on the Registrar's Official Bulletin Board
   advises which classes are expected to attend a given weekly assembly.

6. If I lose an article or find one, what should I do?
   Report to the Information Desk at the Main Office.

7. Are final examinations given?
   Yes. An official final examination schedule is prepared for each term.

8. Must I have an identification photo taken?
   When a student enrolls for the first time, he is required to have taken an
   identification photo. One copy of the photo becomes part of the student's
   permanent record, another copy is given to the student to serve to identify
   him at college functions, a third copy is filed in the Dean's Office, and a fourth
   copy with the Alumni Secretary. The charge for the photos is 25c.
9. Are omit days observed during the first week of a term? Follow the schedule of recitations as printed.

10. Are second hand books bought and sold? The Co-operative Store handles a very limited amount of such materials.

11. Are office telephones available for student use? No. But public booths are located conveniently in the main halls of various college buildings.

12. Will the college cash checks for students? The college has no adequate facilities for the cashing of checks. Students are urged to establish banking connections with one of the Kalamazoo Banks.

13. If we wish to use a table in the hall, what should we do? Consult the Registrar.

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

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

16. If we wish to schedule a meeting of any nature, whom should we see? The Registrar.

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