FACADE OVERLOOKING KALAMAZOO.
FACULTY OF THE SUMMER SCHOOL

1924

D. B. WALDO, A. M., LL. D., President
John C. Hoekje, A. B., Registrar,

Isabelle M. Becker, State Department of Public Instruction, Rural Education.
Amelia Biscomb, A. B., English.
Lois Bowman, A. B., Methods and Reading.
William A. Brown, Ph. D., English.
Edwin Burklund, A. B., English.
Smith Burnham, A. M., History.
Margaret Burnham, A. B., History.
Carrie L. Carter, Commissioner of Schools, Newaygo County,
Methods and Reading.
Edith Collins, Mecosta County Normal, Methods and Reading.
Ruth Cooley, A. B., Geography.
Verle F. Coppens, B. S., Elementary Education.
Josephine Culhane, Cass County Normal, Methods and Reading.
Robert I. Eldridge, B. S., Chemistry.
M. M. Ellis, A. M., Education.
Mary Ensfield, A. B., Commissioner of Schools, Kalamazoo County,
Methods and Reading.
Anna L. Evans, A. M., Rural Education.
John P. Everett, A. M., Mathematics.
Louis Foley, A. M., English.
Richard Ford, A. B., Civics.
Gerald Fox, A. M., Physics.
John Fox, A. M., Physics.
Lorena M. Gary, English.
Henry N. Goddard, Ph. D., Biology.
Mrs. Rena L. Goodrich, Management and Law.
Harry P. Greenwall, A. B., Spanish.
Germaine Guiot, Physical Education.
Theodosia Hadley, M. S., Nature Study.
Lucia Harrison, M. S., Geography.
H. Glenn Henderson, Public School Music.
T. S. Henry, Ph. D., Education.
George Hilliard, Ph. D., Education.
Mrs. George Hilliard, Music.
M. Amelia Hockenberry, A. B., French.
E. C. Kelley, B. S., Oak Park High School, Biology.
Ina Kelley, A. B., Methods and Reading.
L. A. Kenoyer, Ph. D., Biology.
C. M. Knapp, Ph. D., History.
Eunice Kraft, A. B., Latin.
Carroll P. Lahman, A. B., Speech.
L. L. Livermore, Commissioner of Schools, Branch County, Management and Law.
Minnie D. Loutzenhisser, A. M., English.
Harper C. Maybee, Music.
Lela M. McDowell, Methods and Reading.
F. W. Moore, A. M., Economics.
Mary Moore, Home Economics.
Mrs. Viola Moore, Commissioner of Schools, Hillsdale County, Management and Law.
Katherine Mulry, B. S., History.
Milton Olander, B. S., Physical Education.
E. C. Pellett, A. M., Education.
Marion Rafferty, B. S., Home Economics.
Eleanor Rawlinson, English.
Herbert W. Read, A. B., Physical Education.
Samuel Renshaw, A. M., Psychology.
R. R. Russell, Ph. D., History.
Paul Sangren, A. M., Education.
Ethel Shimmel, Penmanship.
Cleora A. Skinner, Methods and Reading.
Lavinia Spindler, Education.
Elaine Stevenson, Public School Art.
May L. Stewert, A. M., Supervisor, Garrett County, Maryland, Methods and Reading.
Mrs. Robert Struble, Public School Art.
George Tabraham, Manual Arts.
W. A. Terpenning, A. M., Sociology.
Ruth Van Horn, A. B., English.
Emma Watson, Commerce.
E. C. Weaver, Manual Arts.
Wynand Wichers, A. M., History.
Cordelia Wick, Commerce.

TRAINING SCHOOL

Louise Steinway, B. S., Director.
Laverne Argabright, B. S., Supervisor.
Helen Barton, A. B., Supervisor.
Jane Blackburn, B. S., Supervisor.
Minnie Campbell, B. S., Supervisor.
SUMMER TERM, 1924

Ethel Hale, B. S., Supervisor.
Blanche Leland, Supervisor.
Florence McLouth, Supervisor.
Kate H. Vick, Supervisor.

LIBRARY

Anna L. French.
Mrs. Lula Loomis.
Mrs. Mary Agnes Harvey.
Florence Fowler.
Phoebe Lumereee.

OFFICES

Myrtle Allinson, Clerk Main Office.
Lenore Carpenter, Clerk Dean of Women's Office.
Bernice Hesselink, Clerk Main Office.
Edna Hirsch, Clerk Main Office.
Lloyd Jesson, Clerk Main Office.
Eleanor Osborn, Clerk Main Office.
Cornelius MacDonald, Clerk Main Office.
Alice Smith, Clerk Appointment Office.
Leah Smith, Clerk Extension Office.
Gretchen Switzer, Appointment Secretary.
Blanche Draper, Editor Western Normal Herald.

STANDING COMMITTEES, 1924

The President is ex-officio a member of each committee.

Appointment Committee—Steinway, S. Burnham, Hoekje, F. Moore, Stevenson.

Athletics. Board of Representatives—F. Moore, Pellett.

Course Advisors—
A. General—S. Burnham, Mulry.
B. Departmental—
   A. B. Degree—Everett, Burklund.
   Art—Roberts, Stevenson.
   Commerce—Wick, Watson.
   Early Elementary—Spindler, Coppens.
   Extension—Hoekje, L. Smith.
   Household Arts—M. Moore.
   Junior High School—F. Moore, Rawlinson, Brown.
   Later Elementary—Harrison, Eldridge, Henry, Renshaw.
   Library—French.
   Limited—Evans, Ellis.
   Music—Maybee, Henderson.
   Physical Education for Men—Olander.
   Physical Education for Women—Guiot.
   Rural Education—Evans, Ellis.
Senior High School—Fox, Zimmerman, Lahman, Cooley.  
Special Summer—Skinner, Evans.  
Unclassified—Bartoo.  

Entrance Requirements—Hoekje.  
Extra Studies—Russell, Hoekje.  
Health—Guiot, Goddard.  
Social Life—Brown, Greenwall, Steinway, Stewart, Becker, Spaulding.  

Student Organizations—  
Y. M. C. A.—Greenwall, F. Moore.  
Y. W. C. A.—Spindler, Hockenberry.
SUMMER TERM
OF THE
Western State Normal School

The nineteenth annual Summer Term of the Western State Normal School will open June 30, 1924, and continue six weeks, closing August 8. Students will be enrolled and classified on Monday, June 30, and classes in all departments will begin recitations on Tuesday, July 1. Nearly all of the regular instructors of the Normal School will remain in residence during the Summer Term, and will be assisted by a number of outside teachers selected for their efficiency in special lines of work.

LOCATION

The Western State Normal School is located at Kalamazoo, the county seat of Kalamazoo County, in the heart of southwestern Michigan. Kalamazoo, with a population of 48,000, is a city rich in industries, beautiful and healthful as a place of residence. The Normal School is in the residence section on a hill affording a most magnificent panoramic view of the city and surrounding country.

Kalamazoo is an important railroad center easily accessible from all parts of Michigan and adjoining states. It is the half-way point between Detroit and Chicago on the main line of the Michigan Central Railway. The Grand Rapids and Indiana, the Lake Shore and Michigan Southern, and the Chicago, Kalamazoo and Saginaw railroads, all running north and south, pass through Kalamazoo. In addition to these main lines, the South Haven branch of the Michigan Central, the Kalamazoo, Lake Shore and Chicago, and the Grand Trunk railroads, together with the Michigan Railway Company trolley lines east and north, afford convenient travel to and from all points in southwestern Michigan.

PURPOSE OF THE SCHOOL

The purpose of the Normal School as constituted by law is to prepare teachers for the public schools, and to this end especially the work of the school is organized and conducted. Recognizing that scholarship, familiarity with children, and a proper attitude toward the work of teaching are fundamental in all professional preparation of teachers, the courses of study in the Western State Normal School have been planned to give as
THE ADMINISTRATIVE BUILDING.

THE TRAINING SCHOOL.
thorough knowledge of the subject-matter as possible in the time devoted to the work, to emphasize the principles underlying the teaching process, and to keep before the student the fact that the highest aims of education are character and service. Every possible means is provided for accomplishing these purposes, and for bringing the student into direct acquaintance with the best in modern thought and life. The spirit of hearty co-operation between faculty and students in enterprises and interests of the school is fostered at all times.

Responsibility for the proper attitude of students toward the school and community is, for the most part, necessarily thrown upon the students themselves. While it is the purpose of the school to incite the student continually to higher and better ideals of character and public service, it is impracticable for the Normal School to attempt the task of reforming young men and women. No personal effort will be spared to assist students in every possible way, but those who are manifestly lacking in the essentials of good character or in ability to become efficient instructors of children will be requested, whenever the evidence of their unfitness is complete, to withdraw from the school.

During the Summer Term special attention will be given to those who are already teaching and to those who plan to teach during the coming year. Courses of study, plans of work, and methods of instruction, will be arranged to meet the needs of teachers engaged in the profession.

**BUILDINGS**

1. **Administration Building.** This structure contains in addition to the administration offices, fourteen class rooms, the assembly room, and the library and reading rooms. The Normal Co-operative store is located on the first floor. The site occupied by the Administration building is well known for the panoramic view of Kalamazoo and the surrounding country.

2. **Training School Building.** This building, 118 feet long and 100 feet wide, consisting of two stories and a basement, is one of the best planned training school buildings in the country. In completeness and convenience the building is a model. The first, second, third, fourth, fifth and sixth grades will be in regular session each forenoon during the entire term, affording students opportunity for observation.

3. **Gymnasium.** The Gymnasium is the largest among the normal schools of the country. The main floor is 119 feet long and 68 feet wide, entirely clear of posts or obstructions of every kind. The running track, 9 1/2 feet wide, is suspended from the structural steel supporting the roof of the building. In the basement are lockers, shower baths for men and women, and a swimming pool 52 feet long. All classes in public school gymnastics will meet in the Gymnasium.

4. **Science Building.** The Science building is located directly west of the Gymnasium and covers a ground area 148 feet long
and 78 feet wide. The building is three full stories above the basement. The first floor affords class rooms and laboratories for the departments of Psychology and Geography. The Department of Biology is housed on the second floor, and on the third floor are class rooms and laboratories for the departments of Physics and Chemistry. The building and its splendid equipment greatly increase the efficiency of the several departments of science.

5. **Manual Arts.** The new Manual Arts building is beautifully located adjoining the athletic field and facing the point of land formed by the intersection of Michigan Avenue and Oakland Drive. It is a fireproof structure of modern factory type with very high ceilings and plenty of light. The rooms are all especially designed to serve the various classes in the most effective manner.

6. **The Play House.** The old Manual Arts building has been revamped into a play house with adjacent recitation rooms. An ample stage with excellent properties is included. A good sized auditorium makes the presentation of plays very easy and effective.

7. **Barracks—Class Rooms.** During the past summer the building used as a Barracks during the S. A. T. C. days was transformed into class rooms which are very serviceable. Adequate lighting and ventilating arrangements were taken care of. The equipment is new throughout. The building houses the print shop of the manual arts department, the Early Elementary Department, the Household Arts Department, the Art Department, in addition to three large class rooms.

8. **Library Building.** The new Library building is approaching completion. It is located at the north end of the hill, overlooking the wide valley to the east, north and west; and its exterior corresponds to the general type of the other buildings. There are three stories, the basement being practically all above ground. The wide entrance lobby has on one side a delivery desk, with the stack room back of it, filling the northeast corner of the building—a steel constructed stack well, which will eventually include the three stories, making six decks of stack. At the left of the lobby are staff work rooms, and a faculty reading room. All the rest of this floor is given up to reading rooms, one large one extended up through the second story and a small one at each end, with balcony rooms over them. The second floor has two good sized lecture rooms and some smaller class or seminar rooms. The basement floor also has class rooms; as well as a large study room, and locker rooms.

9. **Men's Gymnasium.** The floor plans for a new Gymnasium for men have been completed. It is hoped that the structure will be ready for use in time for the opening of the basketball season 1924-25. The new structure is to be 170 feet long and 86 feet wide. Provision has been made for physical education training and development and for all indoor track events. The
THE NEW LIBRARY BUILDING, IN JANUARY AND JULY.
new building will include offices for all instructors, classrooms, a commodious baseball cage, handball course, varsity team room and visiting team room, separate quarters for the high school, wrestling and boxing rooms, locker space, showers, special exercise rooms, massage and drying rooms, stock and store rooms. The main gymnasium floor will provide seating capacity for 3,000 spectators at indoor exhibitions. There is to be a 14-lap track. The gymnasium will be located on Oakland Drive, across the street from the present heating plant. In addition to the main entrance facing Oakland Drive, there will be exits on the west side leading to the gridiron, track and baseball diamond.

THE LIBRARY

The Library at present numbers 22,000 volumes. All books have been selected with great care to avoid excessive duplication, and, since all purchases have been made within the last sixteen years, the library is entirely free of antiquated and useless material. The books have been chosen to represent adequately all departments of the school and to provide generous opportunity and encouragement for cultural reading.

Two hundred and thirty-seven periodicals are taken and forty-three complete sets are shelved in the reading rooms. Students are given free access to reading rooms and stack room.

The Kalamazoo Public Library, with a collection of 55,000 volumes, is open to all students of the Normal School.

CREDIT

Credits applying on the A. B. degree and certificate courses may be earned in any of the subjects regularly required. Eight Term Hours (twenty-four weeks—one-half of a full term’s credit) is usually the maximum credit for any student during the Summer Term. Classes reciting one hour daily ordinarily earn two Term Hours (six weeks of credit), while those reciting two hours each day earn four Term Hours (twelve weeks’ credit).

Courses which meet one hour a week for one term will be given One Term Hour credit (3 weeks).

Courses which meet two hours a week for one term will be given Two Term Hours credit (6 weeks).

Courses which meet three hours a week for one term will be given Three Term Hours credit (9 weeks).

Courses which meet four hours a week for one term will be given Four Term Hours credit (12 weeks).

Ninety-six Term Hours of credit (288 weeks) are required for a Two-year Life Certificate and 192 Term Hours of credit (576 weeks) are required for the A. B. degree.

Students who carry successfully four regular subjects which meet four times a week for a term will receive 16 Term Hours credit.

One semester hour equals 1.6 Term Hours.
COUNTY NORMAL GRADUATES

Graduates from county normal schools are given eight units of credit toward a limited certificate and ten toward a life certificate, provided that said graduates shall have completed a four-year high school course preliminary to taking the county normal work. The remaining six units necessary for a limited certificate must be done in residence. Of the remaining fourteen necessary for a life certificate twelve must be done in residence. On the approval of the faculty the last two units required for either the limited or life certificate may be done by extension or by correspondence.

DEMAND FOR TEACHERS

There is an increasing demand for trained teachers throughout the state and in the country at large. The tendency of salaries is upward, and teaching is nearer a profession than ever before. Graduates of the Western Normal are in demand, and much care is exercised in placing students of the school where the likelihood of success and the opportunity to serve are greatest.

EXPENSES

The tuition fee is $3.00 for all students who reside in Michigan. For those living outside of Michigan the fee is $6.00. There is a fee of $3.00 for the support of athletics and other student activities.

BOARD AND ROOM

A list of good rooming and boarding houses can be obtained from the Registrar in the general office or from the Dean of Women. It is advisable for students to see the rooms before definitely engaging them.

There are convenient rooms in the vicinity of the school sufficient to house 1,500 students. The cost of room and board varies. The average cost of double rooms is from $2.00 to $3.00 per week per person. The average cost of single rooms is from $3.00 to $4.00 per week. The average cost of board is from $5.50 to $6.00 per week.

CAFETERIA

In 1910 a cafeteria was started in the basement of the Training School. This service has grown to an annual business of $20,000. About 700 meals have been served daily the past year. The work necessary affords a considerable group of students a means of self support. The cafeteria is run on a maintenance basis and is an economy in the living expenses of students.
HEALTH

Kalamazoo, according to the records in the office of the State Department of Health, is one of the healthiest cities in the country. Its splendid water supply and efficient Department of Health mark it as unusual in its sanitary conditions. The great majority of the non-resident student body is housed in the most desirable sections of the city. Realizing that with the enrollment of the student, the school becomes responsible for his health as well as for his educational development, and that the efficiency of the student depends upon his condition of health, a committee on student health has been created to serve as an advisory committee to the student body. Students are urged to bring all cases of physical indisposition to the attention of some member of this committee. Any case of contagious disease should be immediately reported to some member of the Health Committee or to the Dean of Women.

STUDENT CLUB ROOMS

Rooms have been equipped as club rooms with home comforts. In these rooms students find opportunity for quiet study or rest between classes. The women's room has been refurnished, and the men's room is new in its whole equipment. These two splendid rooms are both the result of work by the students themselves.

THE NORMAL CO-OPERATIVE STORE

The Normal Co-operative Store, which has been in operation during the past 12 years, will be open during the Summer Term, affording opportunity for students to purchase books and other necessary supplies at reasonable prices.

THE WESTERN NORMAL HERALD

The "Herald," the official weekly publication of the school, made its first appearance in the Summer Term in 1916. It is issued as a four-page paper, newspaper size, each Wednesday morning. The "Herald" endeavors to chronicle faithfully all the important activities of the school. From time to time throughout the year special numbers are issued. These are devoted to art, music, industrial training, athletics, co-educational activities of a special nature, and other particular school interests. Every student and faculty member is a paid subscriber. The alumni also are giving the paper hearty support. The subscription price is one dollar for the forty-two issues of the year, Summer Term numbers included. Subscriptions may begin at any time.
SUMMER SCHOOL FOR ATHLETIC COACHES

This school is a natural outgrowth of the regular department of physical education for men and is particularly designed to render service to coaches and prospective coaches of Michigan who are unable to take the full work of the department. Even teachers, principals, and superintendents, who, though not actively engaged in coaching yet have some supervision of the athletic teams in their schools, may find it profitable to take the work of these short summer courses.

All those who enroll in this school will be expected to furnish for themselves such equipment as is necessary for the practical work of the courses. Tuition and fees will be the same as for other summer departments.

SOCIAL LIFE

Social life is encouraged in the Normal and every effort is put forth to further acquaintance among students and faculty. Student parties are arranged by the Social Committee for the enjoyment of the members of Summer School. General student parties are arranged for the following dates: Friday, July 11, and Friday, July 25.

The Rural Education department gives a picnic usually in the fourth week of the summer term for all special summer course students and others who are to work in Rural Education. An afternoon program in the wooded glen on the campus, a bountiful supper, and mass games on the athletic field are features. This picnic is being planned for July 18.

SUPERVISION OF STUDENT LIFE

The social and moral life of women students is under direct supervision of the Dean of Women. She wishes to be of real service to the young women in planning their courses of study, securing remunerative positions, etc. They are requested to report all cases of illness to her and should consult her freely on all topics concerning their general welfare.

*HOUSING REGULATIONS FOR WOMEN

1. The school maintains an approved rooming house list on file in the office of the Dean of Women—students must secure rooms in an approved rooming house before registration.
2. Women students may not room in houses where there are men lodgers, either single or married, without permission of the Dean of Women.
3. Students are expected to stay the full term in the room first engaged, changes being made only with the approval of the Dean of Women. If a student wishes to move at the end of the term, notice must be given to the landlady fourteen days before the day on which the term ends.
4. Room rent is payable in advance, with half deductions for Christmas and spring vacations.

5. Students are expected to take care of their rooms except for general cleaning as the landlady agrees to provide.

**HOUSE RULES**

1. Students should not arrange for recreation or callers the first four evenings of the week, school affairs being an exception. Students are expected to observe study hours on those nights.

2. A room on the first floor properly appointed for receiving men callers should be accessible to women students. Men callers may be received on Friday, Saturday, or Sunday evenings. Callers should leave by 10:00 o’clock. Women students who arrange for recreation on Friday or Saturday evenings should be in their rooms by 11:30 o’clock.

3. A student should not expect to entertain friends or relatives over night or for meals without making arrangements previously with the matron.

4. Cases of serious or contagious illness should be immediately reported to the Dean of Women.

**SCHOOL CONVENTIONS**

Women students shall attend only those social events which are given under the auspices of the Normal or such as are sanctioned by Normal authority.

Women students shall attend social events outside of school only with permission of the Dean of Women. Such events should be confined to Friday or Saturday evenings.

School parties shall begin promptly at 8:00 o’clock and close at 11:00 o’clock. A list of patrons and patronesses chosen by the department in charge of the party shall be published in the Herald of the week preceding the party.

Alumni are welcome to all parties. Alumni are granted permission to bring guests to general student parties, slips of permission being granted by the Dean of Women. These slips are to be handed in at the door.

Students in regular attendance are granted permission to bring guests to general student parties if occasion demands. All parties are considered very informal. All dancers shall avoid extreme dancing of any kind, and anything which appears in bad taste.

Student organizations planning meetings or social events shall consult the Dean of Women as to the time and place of meeting.

The Registrar should be consulted concerning room assignments, table space in halls, etc.

*Similar rules apply to men students. The Registrar should be consulted concerning board and room, etc.*
The Young Men's and Young Women's Christian Associations have manifested a very healthy growth during the many years of their existence. They have become real factors in the spiritual and moral development of the young men and women, and in the promotion of social service among them.

These organizations are directing their efforts this summer toward the staging of a general student mixer on July 8, where games and refreshments will be enjoyed.

Those students who come back for the regular school year will find the Christian Associations organized for their service.

CHAUTAUQUA

For the eleventh successive year the Redpath Chautauqua will be held on the Normal grounds during one week of the Summer Term. Programs will be given morning, afternoon, and evening. Prominent lecturers and musical organizations will appear, and the students will be offered attractions of the same high grade as in previous years.

LECTURES

Elliot R. Downing, Ph. D., of the Department of Biology, School of Education, University of Chicago, will deliver one or more addresses during the summer term. He is a recognized authority on the general subject of nature study in the school. Dr. Downing is one of our best informed scholars of the general biology of the Great Lakes region.

Early in July Dr. William F. Russell who is now associated with Dr. Paul Monroe of Teachers College in the newly organized International Institute, will address the student body. Dr. Russell, after completing his graduate work at Teachers College, taught in the State Teachers College at Greeley, Colorado, later in Teachers College, Columbia University, and then in George Peabody College for Teachers, Nashville, Tennessee. For six years, from 1917 to 1923, he was Dean of the College of Education of Iowa State University. He has served on important educational missions in Russia, China and the Balkans. Dr. Russell is one of the best educational speakers in the United States and his address will be thoroughly enjoyed by the students of the summer school.

On Tuesday, July 15, Miss Olive M. Jones, President of the National Education Association, will address the student body of Western State Normal. Miss Jones has made an extraordinary record as President of the N. E. A. during the present year. She has prepared for the summer meeting, 1924, one of the best programs that has ever been provided by a president of the N. E. A. Miss Jones knows the public school problem in its entirety. She is unusually keen and is a forceful, interesting lecturer. She will
REDPATH CHAUTAUQUA TENT ON NORMAL CAMPUS.
speak on the topics "Salvaging American Youth" and "Some Posers for Principals and Teachers."

On July 22, Dr. Alfred L. Hall-Quest, formerly of the University of Cincinnati, now of Teachers College, Columbia University, will address the student body. Dr. Hall-Quest is an authority on several topics in public school education, including "Supervised Study" and "How to Use and Judge a Textbook." He is an unusually effective speaker.

COURSES OFFERED

The courses offered in the Summer Term are as follows:

1. A. B. Degree.
2. Regular Certificate.
3. Special Summer.
4. Extension.
5. Lecture.

A. B. DEGREE COURSE

In the spring of 1918 the State Board of Education established in the normal schools of the state a four-year course of study leading to the degree of Bachelor of Arts. The Western State Normal entered upon this work immediately, and the sixth class in the four-year course will graduate with the A. B. degree this year in June. Courses offered during the Summer Term may be counted as credit towards the Bachelor's degree. Graduates in the Life Certificate courses and other students looking forward to a college education are urged to embrace this opportunity to advance their education and to approach nearer to the coveted goal.

REGULAR CERTIFICATE COURSES

A large number of classes will be formed in the branches included in the regular certificate courses. Several of these classes in the Life Certificate and Limited Certificate groups will meet twice daily, thus enabling a student to cover the work of two twelve weeks' courses during the Summer Term. Classes will be formed in a wide variety of subjects in all the departments of the school.

SPECIAL SUMMER COURSES

Classes will be formed in all of the common school branches. These classes will be of special benefit to students and teachers who are preparing for the county examinations to be held in August. Opportunity will be offered for reviewing subjects included in the first, second and third grade examinations. As there will be no summer schools or institutes this summer in the counties near Kalamazoo, all teachers are urged to take advantage of the unusual privileges offered here.

Credits earned in Special Summer Courses are recorded, and may be counted as credit toward a certificate or a degree.
The subjects in which Special Summer Courses will be offered are: Agriculture, Algebra, Arithmetic, Botany, Civil Government, Course of Study, General History, Geography, Geometry, Grammar, Orthography, Penmanship, Physics, Physiology, Reading, School Law, Theory and Art of Teaching, and United States History.

The School Commissioners of the counties which are affiliated with the summer school urgently recommend that teachers and students preparing for county examinations elect, when possible, regular certificate courses.

COUNTY NORMAL DIRECTORS AND CRITICS

There is offered this summer a course in Problems of County Normal and Helping Teachers. This course will bring to the aid of principals and critics in County Normal Schools and experienced teachers, who desire to become helping teachers in county supervision, the best ideas and practices in their special fields.

COUNTY COMMISSIONERS CONFERENCES

Commissioners of schools of the co-operating counties are invited to be at the Normal School on Monday and Tuesday of the first week of the term. They will lunch together on Tuesday and will organize for any conferences which they may desire to hold during the term. The commissioners are especially invited for Friday, July 18. In past Summer Terms commissioners have appointed times for meeting their teachers for consultation and have co-operated with them in social gatherings. The commissioners' conferences have discussed questions of county administration and supervision, always with the aid of the State Superintendent or his Deputy, at one or more of their meetings.

NORMAL EXTENSION DEPARTMENT

Through the Extension Department the Western State Normal School offers opportunities to study in absentia for credit to capable students who are unable to be in residence during the regular year. Such non-resident credit when combined with resident credit earned during summer terms is accepted on the various certificate courses and on the A. B. degree course.

All instruction is given by members of the regular faculty in classes which meet at frequent intervals, usually on Saturdays, in centers within range of the school, or by means of carefully organized courses offered by correspondence. As nearly as possible, all courses are equivalent to corresponding courses in residence.

Special announcements bearing on the work of the Extension Department will be mailed to those interested, if they address the Extension Director, Western State Normal School, Kalamazoo, Michigan.
IDEAL PICNIC SPOTS.
REGULAR DEGREE AND CERTIFICATE COURSES

ART

102. Teachers' Art. This course covers the work in public school art in the early elementary and later elementary grades—in drawing, painting, free-hand cutting, and designing from nature in plant, animal, landscape, and figure work leading to the illustration of other school subjects. Practical problems of illustrated compositions will be included. 4 hours' credit.

Miss Stevenson, Mrs. Struble.

104. Handwork I. Elementary problems which include materials such as clay, paper, cardboard, roving and pine needles. This course is open to students without previous art work and all students preparing to teach in the grades are urged to take it. 4 hours' credit.

Miss Roberts.

117. Commercial Art. A course in lettering and application to advertising material such as posters, street car cards, book covers, etc. Ink work with the various lettering pens will be included. Open to all students who have had Teachers' Art 102. Four term hours.

Miss Stevenson.

BIOLOGY

110. Fundamentals of Biology. This course is introductory and is planned to present the great fundamental truths of biology to the end that the student may acquire the biological point of view which is a desideratum in modern educational, sociological, and ethical considerations. An effort will be made to develop in the student the scientific attitude of mind. Evolution, heredity, and eugenics receive special treatment. 4 hours' credit.

Dr. Kenoyer.

111. Nature-Study. The purpose of this course is to present the ideals and methods of nature-study, to arouse in the student the inquiring attitude toward natural phenomena and the original solution of the problems that develop, to acquaint the student with available materials for each of the four seasons, and to give him a grasp of the literature of the subject. The nature-study classes have the benefit of the school agricultural
gardens. Field and laboratory work are devoted to identification and ecology of our common plant and animal forms, with special stress on trees, birds, flowers, insects. 4 hours' credit.  

Miss Hadley.

112. Hygiene of the School Child. A course for teachers dealing primarily with the application of present scientific knowledge to the problems of school hygiene. The work will deal with such specific problems as the following: Malnutrition, factors of growth, normal height and weight, proper seating, care of teeth, adenoids, control of contagious disease, purity of water and milk supply, health organizations. Both personal hygiene and public sanitation will be emphasized. Terman's "The Hygiene of the School Child" will be used as a text. Students will find it to their advantage to bring any texts they have on physiology or hygiene. 2 hours' credit.  

Dr. Goddard.

118. Hygiene. This is the regular Normal School course in hygiene offered each term of the year. It deals with the factors of both personal and social hygiene with special emphasis upon the causes of ill health and disease and how these may be prevented and controlled. Only enough study of anatomy and physiology will be developed to serve as an adequate basis for an understanding of the principles of hygiene. 4 hours' credit.  

Dr. Goddard.

120. Field Zoology. A course for students who desire to become acquainted with animals in their natural homes and to learn the methods of collecting, mounting, classifying and preserving material for laboratory and demonstration purposes. Special attention will be given to methods of keeping living material and studying life histories. Phases of insect and bird study will be especially emphasized. Preparing and stocking aquaria may be considered. Identifying and classifying specimens will receive attention. Frequent field trips will be taken for study and collection of material. 2 hours' credit.  

Dr. Goddard.

119. Field Botany. Special emphasis is placed on the relation of plants to their surroundings and the grouping of plants into associations as well as the classification of plant life. One term's training in elementary botany or biology is a desirable prerequisite. One hour lecture and two hours' field or laboratory work. 4 hours' credit.  

Dr. Kenoyer.

125. Bird Study. This course will consider the economic importance of birds, bird migration, bird laws. Early morning trips and afternoon trips will develop the recognition of birds. 4 hours' credit.  

Miss Hadley.
CHEMISTRY

101. General Chemistry. This course covers the first term's work in general college chemistry. Laboratory work is required. Twice daily. 4 hours' credit. Mr. Eldridge.

NOTE—Arrangements will be made to accommodate those desiring the second and third term's work.

113. Chemical Nature Study. This course is designed to give the student some knowledge of the facts of chemistry and of experiments that may be of use in the grades. No previous knowledge of the subject is required. Twice daily. 4 hours' credit. Mr. Eldridge.

NOTE—Students desiring laboratory work in qualitative or quantitative analysis will be accommodated. So far as possible any student desiring special work will be taken care of.

COMMERCE

111. Letter Writing. Designed to develop facility in various forms of letter printing for business use; to establish standards of judgment for form and expression by an analysis of the principles embodied in the best modern business letters; to develop individuality of style. 4 hours' credit. Miss Wick.

114. Problems of Secondary Commercial Education. This course deals with some of the important contemporary problems of commercial education in secondary schools. Lyons' "Education for Business" is used as a basic text. This is supplemented by readings from bulletins issued by the U. S. Bureau of Education and the Federal Board for Vocational Education, reports of educational conventions, and current educational magazines. Considerable attention is given to the history and development of commercial education. 4 term hours. Miss Wick.

115. Teacher's Course in Bookkeeping. A course designed to cover the accounting principles which are of most importance to teachers of bookkeeping in secondary schools. A consideration of the methods of approach in teaching; a discussion of the real object to be attained; conduct of laboratory work; explanation of difficult transactions; logical development of columnar books, controlling accounts, and special ledgers; the relation of accounting statements to general business; lectures on different systems of bookkeeping in use. The course will conclude with a general discussion of the philosophy of accounts. 4 hours' credit. Miss Wick.
101. Shorthand.*
A. Elementary. This course covers the principles of the Gregg System of Shorthand up to the eleventh lesson in the Gregg Manual and Speed Studies. 4 hours' credit. Miss Watson.

102. Shorthand.* Intensive drill on dictation and transcription, and discussion of methods of teaching shorthand. 4 hours' credit. Miss Watson.

101. Typewriting.*
A. Elementary. 2 hours' credit. Miss Watson.

102. Typewriting.* An advanced course planned especially to develop operating technique and for the consideration of methods of teaching. Two term hours. Miss Watson.

EARLY ELEMENTARY EDUCATION

101. Early Childhood Education. A course planned primarily to acquaint the student with the fundamental characteristics of childhood—its interests and instincts, its physical nature and needs. Required observations, readings, and reports in addition to classroom work. The course runs parallel with Content of Curriculum 102. Required in Early Elementary Course. 4 hours' credit. Miss Coppens.

102. Content of Curriculum. The purpose of this course is to acquaint the student with the subject matter of the kindergarten and first two grades, together with methods of presentation. The various activities considered include handwork, nature study, literature, arithmetic, etc., centered about community and social projects of interest to young children. The course runs parallel with Early Childhood Education 101. Required in Early Elementary Course. 4 hours' credit. Miss Coppens.

*Any student who elects shorthand or typewriting must take three consecutive terms to secure credit, with the following exceptions: Students who present one unit of Gregg shorthand or typewriting for entrance will not be allowed credit for 101A, and should register in 101B. Students who present two units of Gregg shorthand or typewriting for entrance will not be allowed credit for 101A nor 101, and should register in 101C. Early in the first week of the fall term a special examination will be arranged for these students. Failure to pass this examination will necessitate taking course 101A or 101B for review without credit.
101. Principles of Teaching. The purpose of this course is to establish a definite notion of the aim of education; to show the close connection of education as a human institution with social order and progress; to formulate a few fundamental principles underlying the teaching process. The course will include such topics as the curriculum, moral and social training, discipline, type lessons, questioning, and lesson plans. Standards for judging classroom instruction are worked out and systematic observation of classes in the training school is made. This course must precede practice teaching. At least one term of Psychology is prerequisite to this course. 4 term hours.

Miss Spindler, Dr. Hilliard.

103. Psychology of Reading. A summary of the results of the scientific studies made in the field of reading, with suggestions as to the bearing of these scientific studies upon the material and methods of teaching reading. 4 hours' credit.

Miss Spindler.

128. The Elementary School Curriculum. The purpose of this course is to familiarize teachers, principals, and superintendents with the materials of instruction upon which the successful administration of the curriculum depends. The following problems will be considered: The curriculum from the standpoint of social utility; each of the prominent school subjects will be considered from the point of view of social utility; the valuation and selection of texts; the choice of reference and supplementary materials; projects and problems in the curriculum; the teacher's professional library; time allotments. Each member of the class is expected to submit to the class the equipment necessary to the proper teaching of one school subject. 4 hours' credit.

Dr. Hilliard.

129. School Administration. This course is organized for the purpose of developing a systematic procedure in school administration. Among the topics to be considered are the following: Relation of the school to the federal, state and county governments; functions of the board of education, superintendent, principal; supervisors and teachers; business organization; educational organization; the budget and budget making; taxation; buildings and equipment; supervision; measurement of results. 4 hours' credit.

Mr. Pellett.

140. Psychology of High School Subjects. The course is designed primarily for those who expect to teach in junior or senior high schools or to supervise the teaching in high schools. Stress is placed upon proper methods of teaching the various
high school subjects, means of elimination of waste, the effective organization of subject matter, the measurement of results, etc. Some experimentation with written reports will be required. Psychology 101 and 102 are prerequisite. Not open to first year students. 4 hours’ credit.  

Mr. Sangren.

Psychology

101. Introductory Psychology. A course for beginners, consisting of lectures, recitations and quizzes. Required in all courses. 4 hours’ credit.  

Dr. Henry, Mr. Sangren, Mr. Pellett.

102. Educational Psychology. A general introduction to Psychology, applied to Education. Consists of classroom and laboratory studies. Course 101 or its equivalent must precede this course. 4 hours’ credit.  

Mr. Renshaw, Mr. Ellis.

103. Genetic Psychology. Treats of the mental and physical conditions of life during childhood and adolescence with special reference to their influence upon educational practice. Prerequisite: Psychology 101 and 102. 4 hours’ credit.  

Dr. Henry.

105. Mental Tests. A course in the application of psychological tests and scales. Laboratory training in the use of both group and individual tests for mental classification is given. Prerequisites: Courses 101 and 102. Not open to first year students. 4 hours’ credit.  

Mr. Renshaw.

ENGLISH

101. Composition. This course aims to help the student in the use of composition as a practical art. Emphasis is placed upon sound organization of material and clear expression of ideas. To this end some time is given to the reading and analysis of several representative prose selections, and much practice work is done in the writing of short themes. A number of detailed outlines are developed, and at least one exposition of approximately 1,000 words is undertaken, preferably upon some subject of interest and value to the individual student. While a knowledge of the principles of punctuation, grammar, and rhetoric is presupposed, critical attention is paid to their application and to the observance of the ordinary manuscript conventions. 4 hours’ credit.  

Miss Van Horn, Miss Loutzenhisier.

101b. Advanced Composition. A general discussion of the four forms of discourse with the analysis of specimens of each form. Most of the time will be devoted to the writing and correction of themes. This course follows and presupposes Composition 101. 4 hours’ credit.  

Mr. Burklund.
126. Advanced Rhetoric. This course presupposes Rhetoric 104 or Composition 101 and Advanced Composition 101a, and may be counted for the third unit in Group I of the requirements for the A. B. degree. The aim of the course is to help the student to a better mastery of linguistic expression and to aid him in developing sound, critical judgment of literature. 4 hours' credit. Mr. Foley.

103. Literature for Children. This course aims: (1) to give a general survey of the field of literature suited to the needs and tastes of children; (2) to get at the general principles which underlie the selection of literature for children under any given conditions; (3) to organize and give new meaning to the mass of suitable literature already read, and to add largely to its content by further reading. Students will save time by bringing with them a good collection of fairy tales; an anthology of poetry for children; a mythology; the Iliad, the Odyssey, the Nibelungenlied, the Song of Roland, the Morte D'Arthur, the Old Testament, and Beowulf, or any simplified stories founded upon these; Gulliver's Travels; Alice in Wonderland. As to prerequisites, some knowledge of child psychology and much knowledge of literature are desirable but not indispensable. This is a course in reading and in the application of principles. Notebooks will be kept and brief reports will be submitted, but no long papers will be written. 4 hours' credit.

Miss Rawlinson, Mrs. Biscomb.

120. American Literature. The course is intended for students who did not have a comprehensive course in American literature in the high school. The work will consist of a general survey of the whole field of American literature and a special study of the more important masterpieces. Open only to first year college students. 4 hours' credit. Dr. Brown.


123. The Short Story. This course aims to trace the development of the short story in England, France, and America, with an account of its various types, and its general technique. The required reading will serve to acquaint the student with the best short stories and the method of teaching such material. Themes and reports will be required. Open to advanced students only. 4 hours' credit. Mr. Foley.

126. Masterpieces. The purpose of this course is to acquaint students with the methods of studying and presenting various types of literature. Such masterpieces as The Faerie Queen, Tom Jones, Wordsworth's Prelude and Excursion, and The Idylls of the King will be read and analyzed. Reports and one long essay will be required. Open to advanced students only. 4 hours' credit. Dr. Brown.
NOTE—All students preparing to teach in the grades or in the junior high school should elect courses 101a and 101b in the freshman year if possible. These courses are the prerequisite for most of the other courses offered by the department.

101a. Principles of Geography. This course aims to make clear the field of geography and the new place the subject is beginning to take in the curriculum, and to develop in the student some appreciation of the adjustments man makes to his natural environment through a study of regions where climate is a dominating influence. Attention also is given to the principles of map making, the major facts of mathematical geography, the factors controlling climate, and the reading of the weather map. 4 hours' credit. Miss Cooley.

101b. Principles of Geography. This course considers the environmental elements of location, land forms, soils, mineral resources, surface and underground waters, coast lines, etc., from the standpoint of their influence upon social and economic conditions, and upon the distribution of people. The work is based upon the study of specific regions. 4 hours' credit. Prerequisite, course 101a. Miss Cooley.

111. Teachers' Course. The course will include such topics as the selection of subject matter and the organization of a course of study for the grades, methods of teaching geography, and measuring the results of geography teaching. 4 hours' credit. Prerequisite, courses 101a, 101b. Miss Harrison.

112. The Geography of Mexico and Central America. It is the aim of this course to give the student such an acquaintance with the geography of these countries as will enable him to follow intelligently the trend of political events and economic development within them. Not open to first year students. 4 hours' credit. Miss Harrison.

HISTORY AND SOCIAL SCIENCES

History

101. United States History to 1789. Starting with the European background of American history this course treats the origin and growth of the colonies, discusses their relation to the mother country, and shows why and how the independence of the United States was established. Special attention is given to the causes and course of the Revolution and to the beginnings of state and national government. This course is the first in a sequence of three courses covering a year's work in American history. Elective. 4 hours' credit. Mr. Burnham, Dr. Russell, Mr. Wichers.
102. United States History—1789 to 1865. This course treats American history from the inauguration of Washington to the close of the Civil War. The organization of the government under the Constitution, the rise of political parties, the movement into the West, the influence of the frontier, the industrial revolution and its consequences, the rising tide of democracy, the slavery controversy, the sectionalization of the country, and the Civil War are among the chief topics studied. This course is the second in a sequence of three courses covering a year's work in American history. Elective. 4 hours' credit.

Dr. Russell.

103. United States History—From 1865 to the Present Time. A study of the leading movements in American history since the Civil War. Reconstruction, industrial development, the coming of big business, the organization of labor, the settlement of the far West, recent industrial, social, and political problems and the efforts to solve them, America as a world power, and its part in the Great War, are the chief topics in this course. This is the third in a sequence of three courses covering a year's work in American history. Elective. 4 hours' credit.

Dr. Knapp.

104. History of Greece. After a brief survey of ancient Oriental civilization this course studies the political, social, and cultural life of the Greek people from their earliest history to the breaking up of the empire of Alexander the Great. Emphasis is placed upon our debt to the Greeks for the elements which they contributed to modern civilization. Elective. 4 hours' credit.

Miss Mulry.

106. Mediaeval Europe, 476-1500. The Teutonic invasions and their results, Charlemagne's empire, the rise and nature of feudalism, the mediaeval church and its work, the social and intellectual life of the period, the Crusades, the rise of cities, the development of commerce, and the Renaissance are among the chief topics in this course. Elective. 4 hours' credit.

Miss Mulry.

108. Modern Europe, 1768-1870. European life in the eighteenth century, the French Revolution, the era of Napoleon, the industrial revolution, reaction after 1815, the rise of democracy and nationality in the nineteenth century. Elective. 4 hours' credit.

Mr. Wicher.

116. United States History, 1848-1865. This course treats the rise of sectionalism, the struggle over the extension of slavery into the territories, the crisis of 1860, the Southern Confederacy, and the Civil War. Open to third and fourth year students only. Elective. 3 hours' credit.

Mr. Burnham.
Political Science


Economics

101A. Principles of Economics. A beginning course in economic organization. The rise of modern industry and the place of banks, of business organization, of competition and specialization, of government, of scientific management, and the other numerous agencies which together make up our modern economic society, are matters with which this course deals. Not open to first-year students. Elective. 4 hours' credit. Mr. Moore.

101B. Principles of Economics. A continuation of 101A. In this course the student is expected to master the body of principles, mostly quite abstract, which are generally held by economic authorities—such mastery as the student of Chemistry or Physics is expected to acquire. Prequisite 101A. Elective. 4 hours' credit. Mr. Moore.

Sociology

101C. Applied Sociology. Modern methods of dealing with the dependent, defective, and delinquent classes of society. Child-caring agencies and their methods; institutional treatment of the feeble-minded, the insane and the criminal; causes and methods of prevention of juvenile delinquency will be studied. Training required for social workers and methods of investigation will also be taken up. Text, Gillin's Poverty and Dependency, supplemented with reference reading particularly along lines of criminology and juvenile delinquency. Some field work will be done and reports made in special topics. 4 hours' credit. Mr. Terpenning.

102B. Social Organization. Dr. Cooley’s Social Organization will be used as a text, supplemented by reference reading. Neither of these sociology courses is open to freshmen. The 101C is for students who have had some work in the subject and 102B may be taken by beginners. 4 hours' credit. Mr. Terpenning.

103. Sociology. A study of social relations and activities in small communities. An elementary text-book in general sociology and a text dealing specifically with village and country life are used. A collection of source materials illustrating the co-operation of teachers and schools in local community activities is available. Required in Limited Certificate Course. Elective in other courses. 4 hours' credit. Mr. Ford.
Foods and Cookery

107. Cookery. This course offers practical work in the cooking of all classes of foods, such as cereals, vegetables, meats, eggs, breads, pastry, salads, and desserts. Breakfasts, luncheons, and dinners are planned, cooked and served by the group. Open to all students. 2 or 4 hours' credit. Miss Moore.

108. Nutrition. The object of this course is to teach the group proper selection, nutritive value, and preparation of food, and the importance of a well balanced diet for adults and children. Planning and serving of meals. Open to all students. 2 or 4 hours' credit. Miss Moore.

Clothing


108. Clothing. Study of line and proportion of figure and clothing design in relation to general fitness. Study and designing of simple waist and skirt patterns and making of cotton dress. Four demonstration lectures on problems and general processes in home millinery including remodeling and covering of buckrum frames, the fundamentals of wire frame work. 2 or 4 hours credit. Miss Rafferty.

LATIN

Z*—Review of Elementary Latin. Designed to meet the requirements of those who desire a complete review of first year Latin. No credit. Miss Kraft.

NOTE.—Those without the prerequisite of first year Latin may be admitted for credit with consent of instructor.

101A. Selections from Caesar and Cicero. Portions other than those read in second or third year Latin will be employed. Credit will apply on second or third year Latin. 4 hours' credit. Miss Kraft.

104A*. Horace. Odes and Epodes or such reading as meets the needs of the class. Credit in the course will apply on fifth or sixth year Latin. 4 hours' credit. Miss Kraft.

*Of Z and 104A the course will be given in which the larger number enroll.
MANUAL ARTS ACTIVITIES.
LIBRARY

101. Library Methods. A course of ten lessons on the use of the Library will be offered during the Summer Term. This course is required of all students, preferably during their first year. No credit. Two periods a week.

MANUAL ARTS

101. Wood Shop. A beginner's course in the fundamentals of woodworking. Includes working drawing, blue print reading, care and use of bench tools and wood finishing. Particularly valuable for those having had practical experience and who wish to prepare for teaching, as this course also includes the development of course outlines suitable for Junior High School shop classes. 4 hours' credit. Mornings. Fee $3.00. Mr. Sherwood.

101A. Wood Shop. A beginner's course in the fundamentals of wood-working. Includes working drawing, blue print reading, care and use of bench tools, and the elements of wood finishing. Fee $3.00. Four term hours. Mornings. Mr. Sherwood.

101B. Wood Shop. This course is planned to meet the needs of those students who have had considerable experience or training with woodworking tools and who wish to organize this experience and adapt it to the needs and requirements of the schools. Courses of study are worked out, with models and methods of class procedure. Shop arrangements, equipments, supplies, and inventories are carefully studied. Fee, $3.00. Four term hours. Mornings. Mr. Sherwood.

102. Wood Shop. A more advanced course in woodworking with particular emphasis on technique of tools, grinding, and sharpening, as applied to elementary pattern making. Includes core making, molding, and the casting of patterns in soft metal. Trips are made to local pattern shops, foundries, and machine shops. Fee, $3.00. Four term hours. Afternoons. Mr. Sherwood.

103. Wood Shop. A course in the use and care of woodworking machines. This includes the fundamentals in furniture design and construction, and the finishing of projects made. Organization of a course of study for Junior and Senior High School classes. Prerequisite 101 Woodshop or its equivalent. 4 hours' credit. Afternoons. Fee, $3.00. Mr. Nichols.

104. Wood Turning. Elementary course in the fundamentals of wood turning. This course includes spindle and oval turning, chuck and face plate work. Special attention is given to tool
grinding and the care of various types of wood lathes. Organization of a course of study suitable for Vocational or High School classes. 4 hours' credit. Mornings. Fee, $3.00.

Mr. Nichols.

106A. Machine Shop. An elementary teacher training course in mechanic shop practice involving simple bench, lathe and shaper problems. 4 hours' credit. Afternoons. Fee, $3.00.

Mr. Weaver.

106B and C. Machine Shop. Advanced shop practice for those who have completed elementary machine shop courses. Job work along commercial lines and the machine operations involved give a practical knowledge of machine shop procedure and a well rounded experience. A complete new equipment and a revised course make this an exceptional opportunity for those who expect to teach Machine Shop Practice. 4 hours' credit. Afternoons. Fee, $3.00.

Mr. Weaver.

107A. Forge Shop. A teacher-training course involving problems suitable for Junior and Senior High School classes. Work consists of drawing out, upsetting, and welding projects in mild steel, using hand tools and power hammer. A study of the heat treatment of steel to obtain desired physical properties. Work involves processes in hardening, annealing, and tempering, with temperatures regulated by use of the pyrometer. Four term hours. Fee, $3.00. Mornings.

Mr. Weaver.

108A. Beginning drawing, tool technique, lettering, geometric problems, orthographic and isometric projection, surface development and working drawings. A course in drawing designed for those who have had no previous experience in drawing, are out of practice, or may need a review in these fundamentals of drawing. 4 hours' credit. Afternoons.

Mr. Huff.

108B. Drawing technique, machine details, sketching, tracing of large assembly drawings, blue printing, application of ogontoidal curves, cycloidal and involute gears, racks and pinions, bevel gears and cams, together with the shop processes for their construction. 4 hours' credit. Afternoons.

Mr. Huff.

108C. Teacher's course in mechanical drawing. Historical background of present day industrial and living conditions. Courses of study, tracings, lesson plans, invoices, equipment layout, lectures, drawing, quizzes and note book. Review and amplification of parts of 108A and 108B of interest and value to each particular student. 4 hours' credit. Afternoons.

Mr. Huff.

109. An advanced course in mechanical drawing, comprising a combination of machine drawing and architecture. Knowledge of free hand drawing, art, wood and metal working including
pattern making and foundry practice, very desirable though not required. Outside reading, term papers, lectures, use of baloptican and moving picture projector. 4 hours' credit. Morn-
ings.

111A. Machine Design. Working drawings of some practical problem such as a lathe, jointer; etc., together with the shop problems involved to produce the finished machine. 4 hours' credit. Mr. Huff.

111B. Continuation of 111A. 4 hours' credit. Mornings. Mr. Huff.

112A. Architecture. A course designed to teach an appreciation of good architecture, to acquire the ability to get out a set of plans of a simple building and to figure costs. Complete plans, elevations, details, etc., of a summer cottage, bill of material and estimate of cost. Plans, elevations, details, tracings, blue prints, semi-original in design for a town house. Knowledge of free hand drawing and art desired. Lectures and outside reading. 4 hours' credit. Mornings. Mr. Huff.

112B. Continuation of 112A. Original architectural design for a town house, including a mechanical perspective. Outside reading, note book and observations required. 4 hours' credit. Mornings. Mr. Huff.

135. Sheet Metal. A course suited to the needs of the Junior High School involving projects in soldering, riveting, and seam-ing that are used in the home and shop. Four term hours. Fee, $3.00. Mornings. Mr. Weaver.

145. Household Mechanics. A course in the general mechanical principles involved in maintaining the modern house. Includes electricity as applied to door bells, electric lights, vacuum cleaners, etc., also plumbing, heating and sheet metal working. A course of study suitable for the intermediate grades is to be worked out. 4 hours' credit. Afternoons. Fee, $3.00. Mr. Tabraham.
MODERN LANGUAGE

105. Elementary French. A course designed for those who have made a small beginning in French and who might wish to gain twelve weeks’ credit to be applied on a first year course or for those who wish to strengthen themselves toward second year work. 4 hours’ credit. Mrs. Hockenberry.

106. Advanced French. A course to be determined somewhat by the needs of the students electing it, and having as a prerequisite a year or two of French. It will include reading of texts and composition, conversation and dictation based on the same. 4 hours’ credit. Mrs. Hockenberry.

101. First Year Spanish. A course in Beginners’ Spanish will be given, with a view to offering second and third term work during following successive summers. Only those should enroll who plan to complete a year’s work. The course will consist of the rudiments of grammar and careful drill in pronunciation, with simple conversation in Spanish. 4 hours’ credit. Mr. Greenwall.

102. Second Year Spanish. Review of grammar, practice in conversation and composition, reading aloud in Spanish with careful drill in pronunciation, conversation in Spanish, based on texts read. This course will be conducted mainly in Spanish. 4 hours’ credit. Mr. Greenwall.

MATHEMATICS

101. Arithmetic. A teachers’ course. To elect this course the student should have a knowledge of geometry and of the beginners’ course in psychology. The work consists of lectures and discussions on the history and teaching of the subject, with assigned reading. Extended treatment of typical problems of applied arithmetic. 4 hours’ credit. Mr. Everett.

102. College Algebra and Analytic Geometry. Rectangular and polar co-ordinates, simultaneous linear equations, determinants, relations between straight lines. Covers the work of the regular fall term and at the same time prepares for county or state teachers’ examinations. 4 hours’ credit. Mr. Everett.

103. Plane Trigonometry. This is equivalent to the work done during the regular session. Solution of triangles by both natural and logarithmic functions. 4 hours’ credit. Mr. Allman.

109. The Teaching of Secondary Mathematics. The aim of this course is to give the prospective teacher the best educational thought relating to the content and teaching of algebra and geometry in the high school. 4 hours’ credit. Mr. Bartoo.
205. Calculus. An elementary course in differential calculus. At least one term’s work in analytic geometry should precede this course. Four term hours.

MUSIC

All work done in the Music Department will be credited toward the regular music course or applied on a degree.

Communities are looking to the supervisors of music as the logical leaders in musical activities. The outlook for a great growth and development in the musical world through the public schools is more in evidence than ever before in the history of education. It is in anticipation of this more extended musical activity that the Western State Normal is offering courses to promote the music life and growth in Michigan. Special courses are being scheduled to meet the demands of Music Supervisors.

103. Voice Culture. In this course we will seek to establish and develop a few fundamental principles involved in learning to sing. Students will receive both individual and group instruction. A selected group of standard songs will form the basis for the term’s study. 2 hours’ credit. Mr. Maybee.

106, 108. Primary Music and Teachers Music. This course is arranged to meet the needs of the regular grade teacher. The song material will include the best available songs from the various books recently published. The fundamentals of music as covered by the first eight grades in the public schools will form the basis for the technical work. Special rhythm exercises will be used in the ear training and melody studies. 4 hours’ credit. Mrs. Davis, Mr. Maybee.

129. Song Repertoire. This course is designed to acquaint the student with the new material that is available in the song world. Several of the most successful cantatas and operettas for children’s voices will be studied. 2 hours’ credit. Miss Combs.

128. Musical Administration. This course will give a general survey of public school music in America, comparing the various courses of study, musical activities, and problems concerning the special teacher. The following books will be used as basis for study: Tapper, Music Supervisor; Farnsworth, Education Through Music; Gehrkens, Essentials in Conducting; Dickinson, Education of the Music Lover; Bates, The Care and Use of the Voice; and the recent reports of the National Supervisors Conference and the National Music Teachers’ Association. 4 hours’ credit. Mr. Maybee.
Special Supervisors Courses

109. Harmony and Ear-Training. This course is offered to meet the demand of the work in ear-training, melody writing and elementary harmony in the upper grammar grades and high school. 2 hours' credit. Mr. Henderson.

113. Musical Appreciation and Biography. This course will cover the lives and works of the great masters from Bach and Handel down to the present time. Biographical note book and programs suitable for grades and high school will be worked out. The victrola will be used in this course. 4 hours' credit. Mrs. Hilliard.

114. Advanced Harmony and Musical Composition. This course consists of a review of elementary harmony, and of advanced work. It should be preceded by a year's work in elementary harmony. This course will be of exceptional value for supervisors of music. 2 hours' credit. Mr. Henderson.

Orchestra. All who have instruments and wish to join the Normal School Orchestra will find it both pleasant and profitable. Mrs. Hilliard.

PENMANSHIP

The aim of this course is to give the student a knowledge of method and teaching in penmanship as well as to develop a practical style of writing.

Students preparing for the county examinations should consult with their commissioners in order to find out whether or not it will be advisable for them to enroll for penmanship in the Summer School.

A credit in penmanship is now required of all candidates for normal school certificates in this state. The work done in the Summer Term will count on that credit. Mr. Greenwall.

PHYSICAL EDUCATION AND COACHING FOR MEN

113S. Football Technique. Fundamentals; position of each player on offense and defense, all forms of kicking, tackling and blocking; principles of interference, and carrying the ball; execution of the forward pass. A practical system of offense and defense will be taught with consideration to the conditioning and handling of a team. At least one week will be devoted to soccer football. Lectures and football field work. 2 hours' credit. Mr. Olander.

115S. Basketball Technique. Fundamentals; handling of the ball; passing, goal throwing, pivots, and stops; dribbling, team play, and actual competition. Theory of coaching and study of
different offensive and defensive systems taught throughout the country. A complete practical system in itself will also be taught. Lectures and floor work. 2 hours' credit.

Mr. Read.

1368. Scoutcraft. Principles of scout work—organization, equipment, rope-tying, patrols, signaling, and hiking. Hikes and at least two week-end camping trips will be taken. The object of this course is to make every graduate of the department a potential scout master. 4 hours' credit.

Mr. Olander.

1188. Baseball Technique. Fundamentals of batting, bunting, base running, position play, offensive team work. 2 hours' credit.

Mr. Read.

1198. Technique of Track Athletics. Practical instruction in starting, sprinting, distance running, hurdling, high and broad jumping, pole vaulting, shot putting, discus and javelin throw. Preparation of contestants for standard events; rules of competition; intensive study of physical condition, including endurance, speed and fatigue, with view to promotion, management, and officiating of games and meets. Lectures and athletic field work. 2 hours' credit.

Mr. Read.

PHYSICAL EDUCATION FOR WOMEN

101-102. Physical Education. This course consists of Swedish and German gymnastics, advanced light apparatus work and folk dancing, games for outdoor and indoor use. 2 hours' credit in Physical Education. Combined with either Tennis or Swimming, 4 hours' credit and equivalent to 101 or 102 of the regular school year.

Miss Guiot.

103-104. Physical Education. The course presupposes Physical Education 101-2. It consists of more advanced work in all lines. Students are given opportunity to arrange lessons and conduct classes. 2 hours' credit in Physical Education. Combined with either Tennis or Swimming, 4 hours' credit and equivalent to 103 and 104 of the regular school year.

Miss Crane.

105. Physical Education. Playground Organization 123 may be substituted.

123. Playground Organization. The theory of the growth and advancement of playgrounds with attention to their organization. Laying out of grounds and choice and arrangement of apparatus are given due consideration. Play activities from the simplest form to the highly organized competitive games are carried on in the gymnasium. 4 hours' credit.

Miss Guiot.
Instruction in Tennis will be given each morning at 7 o'clock.
Instruction in Swimming will be given Monday, Tuesday and
Wednesday.

NOTE.—All students taking courses in Physical Education
must pass a medical examination by the school physician.
A gymnasium suit is required for courses 101, 102, 103, 104.
(White middy, dark bloomers, and black gymnasium shoes.)

PHYSICS

101A. Mechanics and Heat. A course in general physics, consist-
ing of recitations and laboratory work. This course, together
with 101B and 101C, furnishes an excellent foundation for
students preparing to teach physics in the high school, or for
those who wish to enter engineering or to specialize in physics
later. Prerequisite: high school physics and trigonometry. This
course consists of five two-hour recitations and four laboratory
hours weekly. 4 hours' credit.

101B. Physics. The work covered in this course is equivalent
to the work in Electricity and Magnetism during the Winter
Term of the year. Students who do this course satisfactorily
and gain credit in Physics 101A and 101C will earn the credit
ordinarily required for a year's work in general physics of the
college grade. These three courses are indispensable to the
high school teacher of the subject and furnish the required
physics in engineering and medicine. While it is desirable that
students take these courses in the order of their numbers, this
is not mandatory. A number of important experiments are to
be worked by the pupil and the class work will be amply illus-
trated by experiment. 4 hours' credit. Text, Kimball's College
Physics.

102B. Alternating Currents. This course is designed espe-
cially for high school teachers of physics. Its aim is to make
clear the distinction between alternating and direct currents
and to give the students control in handling each. It is con-
cerned with such problems as the design and function of the
transformer; the measurement of impedance and power factor;
current and voltage relations in series and parallel circuits;
relation between impedance, resistance and reactance; polyphase
circuits; calculation of wire sizes for various distributing sys-
tems and converters and rectifiers. The widespread use of the
alternating current today makes a knowledge of this course
exceedingly valuable to the high school teacher of physics.
Class meets four times weekly, two hour period. 4 hours' credit.

101C. Sound, Heat and Light. This course completes the
year's work in general physics. 4 hours' credit.
THE SWIMMING POOL.
101D, E, F. This course is a problem course designed to accompany 101A, B, C. Students wishing the required 10 hours of physics for engineering later must elect this course. Class meets two hours weekly. 1 hour credit. J. E. Fox.

100D. Principles of Radiotelegraphy and Telephony. This course is designed to aid teachers in grasping the fundamental principles of an oscillating circuit. Owing to the great interest in wireless today it is highly desirable that the teacher of science become acquainted with the vacuum tube and its various uses. Various circuits for the reception of wireless waves will be studied and students taking this course and completing it satisfactorily should be able to set up and operate a circuit suitable to their needs. Prerequisite: high school physics. 2 hours' credit. Gerald Fox.

RURAL EDUCATION

A belief is rapidly becoming common that teachers of rural schools must be asked to meet, as rapidly as circumstances allow, the requirements in scholarship and professional training demanded for good elementary school teaching anywhere.

Courses of training for rural teachers are already in print which definitely outline four years' preparation beyond the high school. It will take some years to reach this standard, but requirements of one-year and two-year training courses are immediately at hand. No one can begin teaching in Michigan after September, 1925, who has not had at least one year of training after the completion of a four-year high school.

Two courses are offered for the preparation of teachers of rural schools.

1. A Life Certificate in Rural Education may be secured by high school graduates after an attendance of two years. Many village and country districts are now paying salaries which enable them to demand full life certificate preparation on the part of the teachers they employ for both elementary and high schools. Advisor, Mr. Ellis.

2. A Limited Certificate good in Michigan schools for three years may be secured by high school graduates after an attendance of one year. Advisor, Miss Evans.

Subjects which may be applied directly to the completion of either one of the foregoing courses are offered in the Summer Term. There is offered a long list of Special Summer Courses as described on pages 41 to 45 in this Bulletin. Credits gained in these special courses may be applied toward the completion of any regular normal school certificate course as specified on page 16.
Summer term students who are interested in completing a life certificate course in rural education, or the limited certificate course should confer with Mr. Ellis or Miss Evans. A number of the Summer Term teachers have had much first hand experience in rural education and their experiences will be utilized in giving interest and value to the rural education courses.

102. Rural Education. This course will utilize new material collected this year from states and institutions. A general view of progressive activities in rural education will be utilized as affording perspective for intensive study of the problems which are directly related to the service needs of members of the class. Questions of maintenance, organization, supervision, teaching and curriculum will be considered. Elective, not open to first year students. 4 hours' credit. Mr. Ellis.

102. Principles of Teaching. The aim of this course is to present the teaching principles to students planning to teach in rural and village schools, through readings, discussions, lectures and observations in the Training Schools. This course leads on to practical participation in the school activities in the following term. Certain problems of management and law are discussed as they arise in connection with the work of the term. Prerequisite to practice teaching. 4 hours' credit. Miss Evans.

101. Curriculum. This course aims to acquaint students with modern tendencies in curriculum making and the content of our best elementary courses of study. The work will be divided into three parts: (1) a study of the general principles underlying present-day curricula and their application to the common school subjects; (2) a detailed study of the Michigan State Course of Study for Elementary Schools; (3) a brief comparative study of the Michigan course and the courses of other states and cities. 4 term hours. Miss Evans.

102. Problems of County Normal and Helping Teachers. The aim of this course is to bring to the aid of present and prospective principals and critics in County Normal Schools, and experienced teachers who desire to become helping teachers in rural supervision the best ideas and practices in these special fields. This course will be taught by the present state inspector of County Normal Schools. 4 hours’ credit. Miss Becker.

103. Sociology. See description in Department of Sociology. Mr. Ford.
101. Fundamentals of Speech. This course is a prerequisite to all courses offered in the Speech Department. It aims to develop in the student an understanding of the basic principles of speech as a means of communication, and includes study and drill in the vocal elements. 12 weeks' credit.

Miss Rousseau, Mr. Lahman.

104A. Interpretative Reading. Analysis and interpretation of the more simple types of prose and poetry. Prerequisite, 101. Four term hours.

Miss Rousseau.

106. Argumentation and Debate. This course consists of a thorough study of the principles of argumentation and frequent practice in debating current public questions. The problems of coaching and judging debates is also studied. Prerequisite, 101. Four term hours.

Mr. Lahman.

TRAINING SCHOOL

105. Theory and Practice of Teaching. The Training School will be in session in grades one to six inclusive from 8:00 to 11:00 each day for the six weeks of the Summer Term. Regular supervisors will be in charge of the work and the school will be conducted entirely as a demonstration school. No practice teaching can be offered. Experienced teachers may observe daily and make a scientific study of the best methods of teaching the various branches. Each supervisor in her daily lessons will aim to present proper material for use in the various subjects of the curriculum, such as nature study, geography, history, reading, language, and the special branches, including handwork, as well as to show good methods of teaching. Aside from the daily observation the course will require reading, discussions, class criticisms and conferences under the direction of the supervisor. Practical application and criticism of the newer teaching methods such as the socialized recitation and problem project teaching as it is carried out in the better schools, will be part of the work. Each supervisor will offer the above course. Open to those who have had teaching experience. 4 hours' credit.

The regular supervisors, special teachers in drawing, music, manual arts, physical training, and household arts will have charge of all work in the Training School.

The Rural Demonstration School at Michigan Avenue will be in session each forenoon of the second, third, fourth and fifth weeks of the Summer Term. Teaching in the elementary grades will be demonstrated. A Normal School bus will convey the observation classes.
It is hoped that large numbers of the students will avail themselves of the help thus afforded. Commissioners may arrange with the director for reports of attendance of their teachers. Observation will be required in connection with the courses in Principles of Teaching and Method and Reading. In addition to the Observation in the Training School, observation in the Rural Demonstration School will also be required. Each supervisor will reserve the 11 o'clock hour for conference and general discussion with the observers in the grade.
WHY WALK UP HILL?
SPECIAL SUMMER COURSES
Cleora A. Skinner, Director

INFORMATION FOR BEGINNING TEACHERS

Special Summer courses in the common school subjects are offered primarily for students who are preparing to teach for the first time and who intend to take the August teachers’ examination. It is assumed that these students are high school graduates and prepared to do a high order of work. Students may enroll in as many of these courses as they can carry with profit, but they may not count such work for more than twenty-four weeks of credit toward a certificate, without the previous consent of the director of these courses. Should students who earn credit in Special Summer courses subsequently elect regular Certificate and Degree courses covering in part the same field, the credits earned in Special Summer courses will become void.

By a state law passed in 1915 no teacher’s certificate can be granted to any person without experience unless he has had at least six weeks of professional training; but the completion of one-half year of work in a school maintaining four years of work above high school rank shall be accepted in lieu of this requirement. The State Superintendent of Public Instruction has specified that the required professional training shall consist of six weeks of each of the following: Observation and Practice Teaching; The Teaching of Reading; The Course of Study and Class Management; Physical Training; and six weeks of any one of the following: Agriculture, arithmetic, geography, history, grammar, language, physiology, writing, music, and drawing. This summer term as in previous years, the first two specified six weeks’ requirements—Observation and Teaching Reading will be combined into one twelve weeks’ course called Method and Reading. This is done to simplify observation schedules in the Training School.

SPECIAL ASSIGNMENT FOR TEACHERS’ EXAMINATION FOR YEAR 1924

1. A part of the questions for all grades of certificates in the teachers’ examination for August, 1924, will be based on the State Teachers’ Reading Circle books for 1923-24.

2. The State Teachers’ Reading Circle books for the year are: Richardson and Owen, Literature of the World, published by Ginn and Company; Stone, Silent and Oral Reading, published
by Houghton, Mifflin Co.; Watkin, *How to Teach Silent Reading*, published by Lippincott; Grant, *Acquiring Skill in Teaching*, published by Silver Burdett; Pitmann, *Successful Teaching in Rural Schools*, published by American Book Company. Any or all of these books may be secured from the state distributor, W. T. Bishop, Lansing, Michigan. Write him also for prices. Examination questions in certain subjects will be based on these books. Applicants writing reading will be given an opportunity to choose between *Silent and Oral Reading* and *How to Teach Silent Reading*. Applicants writing course of study will be given opportunity to choose between *Acquiring Skill in Teaching* and *Successful Teaching in Rural Schools*.

3. Questions in reading for the August examination will be based on the *Speech on Conciliation with America* by Burke and the Reading Circle books. For the examination, three questions in reading will be based on the Reading Circle books, *Silent and Oral Reading*, and *How to Teach Silent Reading*. No applicant will write questions on both books. For both examinations in course of study three questions will be based on the Reading Circle books, *Acquiring Skill in Teaching*, and *Successful Teaching in Rural Schools*. No applicant will write questions on both books. For both examinations in grammar three questions will be based on the Reading Circle book, *Literature of the World*.

NOTE—These books and bulletins will be available at the Normal School. Students who already own any of them, should bring them.
THE MANUAL ARTS BUILDING.
THE PLAYHOUSE.
THE SCIENCE BUILDING.
DETAILS OF SPECIAL COURSES

BIOLOGY

A. Teachers' Physiology. A brief course covering the essentials of physiology and hygiene. While the functions of the various systems of the body will be especially emphasized, yet enough anatomy will be given to furnish an understanding of the various organs. Hygienic considerations will be adequately treated. Bring all available textbooks. 2 hours' credit. Mr. Kelley.

B. Teachers' Agriculture. This course will cover the general field of agriculture, dwelling upon those phases of the subject which seem practical. Students should bring all available texts on elementary agriculture. 2 hours' credit. Mr. Kelley.

C. Teachers' Botany. The course is planned to cover the materials and methods of elementary botany. The work will be founded upon the available secondary texts. Bring all available texts. 2 hours' credit. Mr. Kelley.

EDUCATION

A. Management and Course of Study. It will be the aim of this course to make as careful a study of the State Course of Study for Rural Schools, School Management and Law as the time will permit. Students having books or references on these subjects will do well to bring them. 2 hours' credit. Mr. Livermore, Miss Becker, Mrs. Goodrich, Mrs. Moore.

B. Method and Reading. This is a course in principles of teaching adapted to the needs of summer term students who expect to teach in rural schools. Observations will be made regularly in the training school on the campus and in the rural training school at Michigan Avenue. Special emphasis in this course will be given to the teaching of reading. The State Department bulletins on Reading and Word Study, and Parker's Types of Teaching and Learning will be used. 4 hours' credit. Miss Skinner, Miss McDowell, Miss Collins, Miss Bowman, Miss Kelley, Miss Stewart, Miss Ensfield, Miss Culhane.

ENGLISH

A. Reading and Orthography. The aim of the course is to give the student some acquaintance with the fundamental principles involved in the teaching of reading and spelling. The
work of the course is based upon Bulletin No. 46, *Reading in the Grades*, and Bulletin No. 10, *Word Study and Spelling*, both prepared by the State Department of Public Instruction. 2 hours' credit.

**B. English Grammar.** The course provides a thorough drill in the fundamentals of English grammar, to insure mastery of the subject on the part of those preparing to teach. Reference will be made to State Department Bulletin No. 30, *Language Lessons*. 2 hours' credit.

**GEOGRAPHY**

**A. Geography.** This course is worked out with the needs of the rural school definitely in mind. It consists of a study of (a) principles of geography, and (b) the geography of regions. 2 hours' credit.

**HISTORY**

**A. General History.** A general survey of the subject, intended primarily for teachers preparing to take the examination for a second grade certificate. 4 hours' credit. Miss Burnham.

**B. United States History.** The work will be based on an outline of the work, and any available text books. It is intended mainly for those preparing for third grade certificates. 2 hours' credit.

**C. Civil Government.** The purpose of the course is to make prospective teachers thoroughly familiar with the principles and ideals of American government. Bring all available text books. Bulletin No. 33, *Training for Citizenship*, will also be used. 2 hours' credit.

**MATHEMATICS**

**A. Plane Geometry.** Designed for those who are preparing for teachers' examination or for students who wish to review the subject as a preparatory course. Much attention is given to method of attack. One section. 2 hours' credit. Mr. Bartoo.

**B. Arithmetic.** A review for those desiring to prepare for teachers' examination. Sections will be organized for all grades of county certificates. Bulletin No. 45, *Arithmetic in the Grades*, will be reviewed. 2 hours' credit. Mr. Allman, Mr. Everett.

**C. Algebra.** For students who wish to review the subject as a preparatory course. 4 hours' high school credit.

Mr. Bartoo.
PHYSICAL EDUCATION

A course in Plays and Games will be given to all students taking special summer courses. This course will consist of graded games to be used on the playground and during recess period. Attention will be given to material as designed in the Michigan Bulletin of Physical Training. Also one period taken from the physical education requirement will be given over to lectures in hygiene.

Gymnasium shoes or soft rubber soled shoes will be required of all students taking the Plays and Games course. Sections will be formed for both men and women.

Miss Guiot, Mr. Olander.

PHYSICS

A. Teachers' Physics. The aim in this course is twofold: (1) to give those who wish it a comprehensive grasp of the field of elementary physics such as is needed by those desiring to take county or state examinations in the subject; and (2) to help teachers in the grades or junior high school to organize materials for work in physical nature-study, and general science. 4 hours' credit. 

G. Fox.
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