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## Bulletin: Details of Undergraduate Curricula 1953-1954

Western Michigan University

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# *Bulletin*

DETAILS OF  
UNDER GRADUATE CURRICULA

WESTERN MICHIGAN COLLEGE

ALAMAZOO, MICHIGAN

# BULLETIN

Western Michigan College of Education  
KALAMAZOO, MICHIGAN

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## Details of UNDERGRADUATE CURRICULA



This College is a member of the American Association of Colleges for Teacher Education. It is fully accredited by the North Central Association of Colleges and Secondary Schools and is on the approved list of the Association of American Universities and the American Association of University Women.

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Vol. 49

Issue of October, 1953

No. 2

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## Year Begins on Friday

1954

JANUARY							MAY							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	2	3	4	5	6	7	8	1	5	6	7	8	9	10
10	11	12	13	14	15	16	9	10	11	12	13	14	15	12	13	14	15	16	17	18
17	18	19	20	21	22	23	16	17	18	19	20	21	22	19	20	21	22	23	24	25
24	25	26	27	28	29	30	23	24	25	26	27	28	29	26	27	28	29	30	..	..
31	..	..	..	..	..	..	30	31	..	..	..	..	..	..	..	..	..	..	..	..
FEBRUARY							JUNE							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	..	6	7	8	9	10	11	12	3	4	5	6	7	8	9
7	8	9	10	11	12	13	13	14	15	16	17	18	19	10	11	12	13	14	15	16
14	15	16	17	18	19	20	20	21	22	23	24	25	26	17	18	19	20	21	22	23
21	22	23	24	25	26	27	27	28	29	30	..	..	..	24	25	26	27	28	29	30
28	..	..	..	..	..	..	..	..	..	..	..	..	..	31	..	..	..	..	..	..
MARCH							JULY							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	..	1	2	3	4	5	6	7	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	21	22	23	24	25	26	27
28	29	30	31	..	..	..	25	26	27	28	29	30	31	28	29	30	..	..	..	..
APRIL							AUGUST							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
..	4	5	6	7	8	9	1	2	3	4	5	6	7	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14	5	6	7	8	9	10	11
18	19	20	21	22	23	24	15	16	17	18	19	20	21	12	13	14	15	16	17	18
25	26	27	28	29	30	..	22	23	24	25	26	27	28	19	20	21	22	23	24	25
..	..	..	..	..	..	..	29	30	31	..	..	..	..	26	27	28	29	30	31	..

## Leap Year Begins on Sunday

1956

JANUARY							MAY							SEPTEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4	5			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12		2	3	4	5	6	7	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	9	10	11	12	13	14	15	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	16	17	18	19	20	21	22	
29	30	31					27	28	30	31				23	24	25	26	27	28	29	
														30							
FEBRUARY							JUNE							OCTOBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3						1	2			1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
26	27	28	29				24	25	26	27	28	29	30	28	29	30	31				
MARCH							JULY							NOVEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	1	2	3	4	5	6	7					1	2	3	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	4	5	6	7	8	9	10	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	11	12	13	14	15	16	17	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	18	19	20	21	22	23	24	
25	26	27	28	29	30	31	29	30	31					25	26	27	28	29	30	31	
APRIL							AUGUST							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4	1	2	3	4	5	6	7	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	22	23	24	25	26	27	28	
29	30						26	27	28	29	30	31		23	24	25	26	27	28	29	

# OFFICIAL COLLEGE CALENDAR

June 22, 1953 through June 12, 1954

## 1. Summer Session 1953 (6 weeks)

June 22, Monday	Enrollment
June 23, Tuesday	Recitations Begin
July 30, Thursday	Summer Session Commencement Exercises
July 31, Friday	Session Closes

## SEMI-CENTENNIAL YEAR

### 2. Semester I, 1953-54

September 14 and 15, Monday and Tuesday..Orientation Period—Freshmen and New Transferees and "Counseling Days" for undergraduate Upperclassmen

September 16, Wednesday ..Enrollment of Freshmen and new Transferees

September 17, Thursday ..Enrollment of Sophomores and Juniors

September 18, Friday ..Enrollment of Seniors

September 19, Saturday ..Graduate Division Enrollment

September 21, Monday (8:00 East Campus; 8:30 West Campus)

Recitations Begin

October 24, Saturday (Washington U.) ..Homecoming Holiday

November 14, Saturday (Kent State) .."Dad's Day"

November 25, Wednesday (12 noon-East Campus) to Monday, Nov. 30

(12:30 p.m.-West Campus)

Thanksgiving Recess

December 18, Friday (4:00-East Campus) to Monday, January 4, 1954.

(4:30-West Campus)

Holiday Vacation

January 21, Thursday evening through January 29, Friday

Final Examinations

January 24, Sunday (2:30 p.m.) ..Mid-Year Commencement Exercises

January 30, 1954, Saturday ..Semester I Ends

### 3. Semester II, 1953-54

February 6, 1954, Saturday ..Graduate Division Enrollment

February 8, Monday ..Enrollment of Freshmen and Juniors

February 9, Tuesday ..Enrollment of Sophomores and Seniors

February 10, Wednesday (8:00-East; 8:30-West Campus) Recitations Begin

March 25 and 26, Thursday and Friday....Semi-Centennial Education

Conference

April 9, Friday ..High School Science Day

April 16, Friday (12:00 noon-East Campus) to April 26, Monday

(12:30 p.m.-West Campus)

Spring Vacation

(April 18 is Easter Sunday)

May 1, Saturday ..Competitive Scholarship Examinations

May 31, Monday ..Memorial Day Observance

June 3, Thursday Evening through June 11, Friday....Final Examinations

June 11, Friday (7:30 p.m.) ..Vesper Services

June 12, Saturday (9:30 a.m.) ..Commencement Exercises

June 12, Saturday ..Semester II Ends

# GENERAL INFORMATION

## PURPOSE

The original purpose of Western Michigan College of Education, as stated in the act establishing it in 1903, was to prepare teachers for the public schools. The College has been true to that purpose, but as the years have come and gone the original purpose has been expanded and modified. While most of the students still are in training for the teaching profession, Western now counts large numbers who are pursuing courses of a pre-professional and vocational nature. The college now offers the following degrees: Bachelor of Arts, Bachelor of Science, Bachelor of Music, and Bachelor of Business Administration.

After thirteen years of cooperative efforts with the University of Michigan, the College this year launched its own program of graduate studies leading to a Master's Degree with specialization in Education.

## HISTORICAL SKETCH

Western Michigan College of Education was established by an act of the Legislature of 1903. The first school year began in June, 1904, under the presidency of Dwight B. Waldo. Rented quarters in the city high-school building and in the Kalamazoo College building housed the school for a year and two summer terms. In 1905 the first building (the Administration Building) was completed. A rapid expansion of the physical facilities took place in the next twenty years. The buildings added were, the Training School, the Science Building, the Manual Arts Building, the Library, and the Men's Gymnasium. With the completion of Walwood Hall and Union Building in September of 1938, a new era of expansion began. Erected on the campus were, Waldo Stadium and Hyames Field, Vandercook Hall for Men, Student Health and Personnel Building, Lavina Spindler Hall for Women, Mechanical Trades Building, The Theatre, William McCracken Hall, Burnham Halls for Men, Harper Maybee Music Hall, Blanche Draper Hall for Women, Lydia Siedschlag Hall for Women, and the Kanley Memorial Chapel. The last building to be completed was the new Administration and Classroom Building, dedicated in October of 1952.

The original campus of 20 acres has been expanded to one of 280 acres. Larger training school facilities have been secured by affiliation with the Paw Paw Village District, the Portage Consolidated Schools, and Rural District No. 9.

In 1927 the College was placed on the approved list of the North Central Association of Colleges and Secondary Schools; in 1928, on the approved list of the American Association of Teachers Colleges; in 1941, on the approved list of the Association of American Universities; and in 1951, the College achieved full membership in the National Association of Schools of Music.

On August 5, 1936, President Waldo tendered his resignation and became President Emeritus, in which capacity he served until his death on October

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29, 1939. Dr. Paul V. Sangren, who had been serving in the capacity of Dean of Administration, succeeded to the presidency in August of 1936.

#### COMMUNITY ADVANTAGES

The city of Kalamazoo offers unusual cultural advantages to students. The city has its own Symphony Orchestra, Civic Theatre, and Art Institute. Each season the Community Concert series brings some of the world's foremost musical artists. Kalamazoo is a city of churches, and leadership in the various churches is naturally rather strong in a city the size of Kalamazoo and has helped to produce a lively Christian consciousness.



# UNDERGRADUATE DIVISION

## Rules and Regulations

### ADMISSION REQUIREMENTS

Students may be admitted at the opening of any semester or summer session.

**CRITERIA:** Health, character, scholarship, special aptitudes and general intelligence are considered in determining an applicant's qualifications for admission.

### GENERAL QUALIFICATIONS

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

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

### CREDENTIALS SHOULD BE SENT IN ADVANCE

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

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

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

Matriculation at a college is a privilege and carries with it certain responsibilities. The college reserves to itself and the student concedes to it, the right to cancel matriculation and to require withdrawal whenever it becomes evident that the student is not conforming to the standards of scholarship and conduct established by the college.

**Information to Students and Principals:** The student will no doubt agree that the following procedures of admission are liberal and fair. At the

outset he may think that graduation from high school will assure college admission. This may or may not be true.

To derive the greatest benefit from college a high school student should have a liberal program of studies and achieve a good quality of work. If he is planning a program of study in college which requires specific high school subjects as prerequisites, he should include those subjects in his preparation for college. He may be admitted to college without them but he may not be admitted fully to his chosen curriculum. For example, if he is planning an engineering course he should take the prescribed high school mathematics to prepare him for that curriculum in college. In the event he does not take these prerequisites in high school, it will be necessary for him to make them up in high school or take them in college before he can proceed on his chosen college curriculum. This is costly in time and money because it may extend his stay in college by a semester or longer.

In order to plan well he should study the curriculum of his choice as listed in the college catalogue to determine the specific prerequisites he should take to be admitted to that curriculum. In addition, he should consult his principal or counselor about his program of study in relation to his curriculum in college and choice of vocation. By achieving a good quality of work in high school he will be prepared to do a better quality of work in college. Good planning in secondary school will smooth the way to his ultimate goal.

Students may be admitted by any one of the following ways:

I. **ADMISSION BY CERTIFICATE:** A graduate of a high school, academy or equivalent may be admitted upon presentation of an acceptable written official record.

II. **ADMISSION BY EXAMINATION:** A person who does not qualify for admission by certificate may be admitted by passing satisfactorily examinations prescribed by the college.

III. **ADMISSION UNDER THE SECONDARY SCHOOL-COLLEGE AGREEMENT:** A graduate qualified under this agreement will be admitted provided he is recommended by the school as having shown evidence of being reasonably certain to handle college studies satisfactorily.

IV. **ADMISSION BY ADVANCED STANDING:** A student transferring from an accredited college, university, or junior college may be admitted upon presentation of an acceptable written official transcript of credits showing honorable dismissal. A graduate of a Michigan county normal, having completed the four-year high school course may also be admitted upon presentation of an acceptable written official transcript of credits showing honorable dismissal.

V. **ADMISSION AS A SPECIAL STUDENT:** A person who holds a Bachelor's Degree or a higher degree for which it is prerequisite, may be admitted to the college as a special student upon presentation of credentials showing that he holds such degree or degrees. A person twenty-one years

of age or older who wishes to study at this college may be admitted by the Supervisor of Admissions with the approval of the President, provided he is unable to furnish other credentials upon which his admission might be based. Before any special student can receive a degree or certificate from this college, he must have met the requirements for admission prescribed under the other admission procedures numbered I-IV above.

VI. ADMISSION AS A GUEST: One who is regularly matriculated at another college may be admitted as a guest student. The student assumes full responsibility for determining whether or not the courses he takes at this college will apply on his program of study. A guest matriculant is urged to have the courses to be taken approved in advance by the Registrar of the college to which the credits are to be transferred.

The principal or counselor of the student will be asked to recommend him only with respect to his moral character.

### TRANSFERRING STUDENTS

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

The maximum amount of credit which may be accepted from a junior college is 60 semester hours in addition to physical education.

Credits earned at an accredited college are treated as accredited only during the period or periods when the college is or was officially accredited by the North Central Association of Colleges and Secondary Schools, by an equivalent organization or by the Michigan College Association. (This action refers only to colleges not to county normals, admission from which is treated under Roman IV on Admission Requirements.)

Students desiring to transfer to this college from other institutions of higher education must furnish complete official transcripts of their records listing all credits earned by them up to the beginning of the session they wish to attend. The student should request the registrar of each institution attended to submit the official transcript directly to the admission officer named above. These transcripts should include (1) a complete list of and the record obtained in the college courses pursued, (2) statements of honorable dismissal from the institutions attended, (3) and latest address and name. It is also necessary for the student to submit a personal application blank and to request his high-school principal to submit an official statement of his preparatory record. Blanks for personal application and for the high-school record may be secured from the admission officer named above. Consideration of admission on transfer is on the basis of the *entire* record of the student, both high-school and collegiate. No part of the record may be disregarded. There are no exceptions to this regulation. Stu-

dents applying for admission for the first semester are urged to submit their credentials as early as possible.

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

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

#### STUDENTS TEMPORARILY TRANSFERRING TO W.M.C.

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

#### TRANSFER TO OTHER COLLEGES AND UNIVERSITIES

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

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

#### TRANSCRIPTS

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

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

#### IDENTIFICATION PHOTOGRAPH

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



## R. O. T. C.

Western Michigan College was authorized by the Department of Army to activate a unit of the Senior Division Reserve Officers Training Corps with instruction to start with the fall Semester, 1950. The program consists of a two-year basic course open to all qualified students, followed by a two-year advanced course with summer camp. Upon successful completion of four years instruction, the student is commissioned a 2nd Lieutenant in the Officers Reserve Corps. In addition, certain selected students will have the opportunity of obtaining Regular Army commissions. Students must have certain basic requirements for enrollment in the Reserve Officers Training Corps. They must be—

1. Citizens of the United States.
2. Physically qualified under standards prescribed by the Department of Army.
3. Accepted by Western Michigan College as regularly enrolled students.

The instruction in the first two years is of a general nature applicable to the military service as a whole. In the advanced course, there is considerable basic instruction together with tactics and techniques of specific branches. In the case of the unit at Western Michigan College, tactics and techniques of the Quartermaster Corps will be applied.

## COLLEGE-ABILITY TESTS

Tests of ability to do college work acceptably are required of each student upon entrance. This applies not only to freshmen but to upperclassmen as well. The results of these tests are of service in advising students regarding their scholastic work and therefore are to be taken before the student is counseled.

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

Credits will be withheld from students for whom there is no record of such college-ability tests acceptable to this institution.

## REGISTRATION, CLASSIFICATION, ENROLLMENT, ETC.

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

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

### GENERAL INSTRUCTIONS FOR ENROLLMENT

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

### CLASS LOAD

A student may not enroll for less than twelve, or for more than seventeen, semester hours of work during any semester, except by special permission, unless curriculum requirements indicate otherwise. (This is considered to be a "normal load.") This regulation applies to total credit for work taken by extension or in some other institution, in addition to credit desired in residence at Western.

A student may make application for "extra hours" or for a "subminimum load" by securing an application blank from the Dean of Administration, filling it out, and filing it with him. The maximum load for a given student is regulated on the basis of apparent ability and other pertinent factors.

A student in his first semester at Western rarely is permitted to carry "extra hours."

The normal maximum load for summer session students is six semester hours; the unadjusted minimum is four hours.

If a student works full time, his academic load should not exceed 10 to 12 hours. Students employed part-time should reduce their class loads proportionately.

By special permission, a student who received a point-hour ratio of 2 or more in the preceding semester or summer session, and who had no "in-completes," may carry a program rising to a maximum of 19 semester hours.

For persons teaching or otherwise employed who can attend classes only evenings or Saturdays the normal maximum load is 6 semester hours. This regulation applies equally to resident and to extension work.

No student may enroll at any time in more than two courses offered by the Extension Division.

Students who attend a summer session will not be granted credit for more than 15 semester hours in one calendar year in courses offered by the Extension Division.

Students who do not attend a summer session will be allowed credit up to 18 semester hours in one calendar year in courses offered by the Extension Division.

### CLASSIFICATION OF STUDENTS

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

Freshmen—Students credited with 0-30 semester hours inclusive.

Sophomores—Students credited with 30-60 semester hours inclusive.

Juniors—Students credited with 60-90 semester hours inclusive.

Seniors—Students credited with more than 90 semester hours.

The above classification relates to eligibility for participation:

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

#### WITHDRAWAL FROM COURSES

1. Necessary changes in enrollment must have been made by the end of the first complete week of a semester.
2. Permission to drop courses will be given to upperclassmen for adequate reasons through the third complete week of a semester; to freshmen, through the fourth week.

Deviations from this regulation may be permitted by the Dean of Administration in unusual circumstances.

3. A mark of "W" will be recorded for a subject dropped after the above time limits, if the student is then doing passing work; a mark of "E", if the student is then failing; and a mark of "E", if the course is dropped without the written permission of the Dean of Administration.

#### ABSENCES AND EXCUSES

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

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

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

#### HONORS IN COURSE

Honors in Course are bestowed upon graduating students who have displayed special attainments in scholarship. Such honors are announced at a special convocation.

Recipients of honors receive their degrees:

<i>Cum laude</i>	When having a point-hour ratio of 2.5 to 2.69 inclusive
<i>Magna cum laude</i>	When having a point-hour ratio of 2.7 to 2.89 inclusive
<i>Summa cum laude</i>	When having a point-hour ratio of 2.9 to 3.0 inclusive

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

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

For all students a minimum of 120 honor points earned here will be required.

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

### REGULATIONS RELATING TO EXAMINATIONS

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

2. Students are required to take the examination in all courses except such as they may have dropped with consent of the Dean of Administration.

3. Students should not plan to be examined at any other time than that set for the examination of the class in which the work has been done. In case of unavoidable conflicts, a special examination may be arranged by the instructor with the consent of the Dean of Administration.

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

### MARKING SYSTEM

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

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

Grade	Significance	Honor Points (Per hour of credit)
A	Excellent	3
B	Good	2
C	Fair	1
D	Passing	0
*U	Unsatisfactory	Not to be counted
E	Failure	0
I	Incomplete	
W	Withdrawn	

I (Incomplete) applies to work of acceptable quality when the full amount is not done because of illness, necessary absence, or other satisfactory reasons. It is never applied to poor work.

I's must be removed by the middle of the succeeding semester (except when the student does not return, in which case the work must be completed within one year) or they automatically become E's.

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

Upon his entrance to the institution, after the acceptance of his entrance credentials, a Student's Credit Book is made out for each student. It may

\*For Directed Teaching only.



be secured at the Records Office. Freshman grades are mailed directly to parents by the registrar.

### ATTENDANCE AT COMMENCEMENT

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

### SCHOLARSHIP INDEX

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

### STANDARD FOR GRADUATION

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

### HIGH SCHOLARSHIP LIST

To have his name placed on the High Scholarship List for a semester a student must have a point-hour ratio of 2.64 or more. No grade below B may be counted. No more than eight semester hours in any one department may be counted. No more than five semester hours of B credit may be counted. The minimum number of hours to be taken must be fourteen semester hours.

### LOW SCHOLARSHIP LIST

1. Any freshman whose point-hour ratio for any semester or summer session falls below 1.0 shall be warned; if the ratio falls below 0.6, he shall be automatically placed on probation. If, during this first semester of probation, his point-hour ratio rises above the 0.6 but falls below 1.0 he may, at the discretion of the Dean of Administration, be continued on probation for one more semester.

2. Any student beyond freshman standing whose point-hour ratio for any semester or summer session falls below 0.8, shall be automatically placed on probation. If he fails to maintain a 1.0 ratio during the first semester of probation but achieves a ratio of 0.8 or higher, he may, at the discretion of the Dean of Administration, be granted one more semester of probation.

3. No student may be restored to good standing until the point-hour ratio for any probationary semester has been raised to a minimum of 1.0.

4. No student may be granted a third consecutive semester of probation.

5. Any student who receives E in 75 percent or more of the work attempted during a semester shall be automatically dropped from college.

6. In the case of a student who is dropped, at least one full semester shall elapse before the student is eligible for consideration for re-admission.

7. In administering the above regulations, the Dean of Administration has authority to permit deviations in unusual circumstances. He will, each

semester, report to the President the progress of students granted such special dispensation.

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

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

2. Eight semester hours of academic credit is the maximum allowed for participation in any one of the five activities indicated.

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

4. Participation in Band may be substituted for physical education credit up to a maximum of three semester hours. A minimum of one semester hour of credit must be earned by actual participation in general physical education classes by each student who is participating in Band. Substitution of Band participation for physical education credit during second semester is possible only if the student has participated in the Marching Band during the first semester.

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

### SIGNIFICANCE OF COURSE NUMBERS

#### I. Course numbering and availability

##### 1. Courses numbered

- a. 100-199, inclusive, are primarily for freshmen;
- b. 200-299, inclusive, are primarily for sophomores;
- c. 300-399, inclusive, are primarily for juniors and seniors;
- d. 400-499, inclusive, are for qualified juniors, seniors and graduate students;
- e. 500-599, inclusive, are for graduate students.
- f. 600-699, inclusive, are for graduate students.

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

#### II. Explanation of numbering

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

2. All fundamental, consecutive, coherent courses are numbered as follows:

a. The number 100 is reserved for fundamental courses having no high-school prerequisite.

b. The number 101 is reserved for fundamental courses having as prerequisite one year (or fraction thereof) of high-school work.

- c. The number 102 is reserved for fundamental courses having as prerequisite two years of high-school work.
- d. The number 103 is reserved for fundamental courses having as prerequisite three years of high-school work.
- e. The number 104 is reserved for fundamental courses having as prerequisite four years of high-school work.
3. All other courses primarily intended for freshmen are numbered serially beginning with 105.
4. Prerequisites for all courses numbered 200-499, inclusive, may be found in the Description of Courses as printed in the current college catalog.
5. All consecutive courses are numbered sequentially.
6. Numbers 300-302 inclusive are reserved for methods courses which are offered in departments other than the Department of Education, the so-called "professional courses."
7. Courses offered as subdivisions of a given department are designated by numbers grouped by decades.
8. To the number of a course offered by extension for residence credit in the field there is added *R.Cl.*
9. To the number of a course available by class extension there is added *Cl.*
10. To the number of a course available by correspondence there is added *Co.*

### CREDIT IN SEMESTER HOURS

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

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

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

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

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

A minimum of 62 semester hours of credit is required for a State Limited Certificate in the two-year Rural Elementary Curriculum, and 124 semester hours of credit for the A.B. or the B.S. degree.

## **STUDENTS' SERVICE FACILITIES**

### **STUDENT WELFARE**

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

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

The college is opposed to the use of liquor in any form. It will not allow the use of liquor at college functions, in college buildings, or on college property. Students entering their rooming places, either the dormitories or private houses, under the influence of liquor, and students who introduce liquor into any rooming place or college building will be subject to dismissal from the college.

### **STUDENT PERSONNEL AND GUIDANCE SERVICES**

During the regular year freshmen, sophomores, and first year transfer students are assigned to counselors, according to the curriculum chosen, for advice and counsel in planning their academic schedules. Such counseling is available for juniors and seniors when requested. It is also available for students of the summer session upon application to the Director of Student Personnel and Guidance.

Assistance is given to students on the content of major and minors by a staff of departmental advisers. Students are urged to avail themselves of the services of their departmental advisers as soon as a choice of major and minors has been made but, in any case, before the opening of their junior year. Departmental advisers with their office number and schedule of office hours will be found listed in the Schedule of Classes for each semester.

### **EMPLOYMENT FOR MEN AND WOMEN**

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

### **VETERANS COUNSELING SERVICES**

A complete counseling service is maintained exclusively for veterans of World War II and the Korean War. Counselors assist veterans in enrolling



and preparing the necessary papers for securing Veterans Administration subsistence.

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

### OCCUPATIONAL COUNSELING SERVICE

The occupational counseling service has as its primary objective the assistance to individuals in making suitable occupational choices. This service is rendered in cooperation with the Psycho-Educational Clinic.

Any individual desiring a complete discussion of his interests, aptitudes, and abilities as shown by education or work experiences and by scores on standard tests may seek this help. Referrals are made by counselors, faculty or staff members. Individuals may also seek occupational counseling, either general or for a specific objective.

Students who have not made their specific vocational plans are urged to avail themselves of this opportunity early in their college careers.

### THE ATHLETIC DEPARTMENT

The Athletic Department of Western Michigan College administers a broad program of intercollegiate athletics under the policies established by the Athletic Board of the College, the National Collegiate Athletic Association, the Mid-American Conference and the North Central Association of Colleges.

The Department attempts to conduct its athletic program so that the students participating may experience the opportunity for self-discipline, loyalty, cooperation within a group, leadership, and similar characteristics contributing to good citizenship in a democratic society.

The members of athletic teams must maintain the same progress toward degrees as any other student to be eligible for participation and must carry satisfactorily the regular semester load of academic subjects.

In addition to the physiological and sociological aims, the department recognizes a vocational objective. Many of the participants in the athletic program will teach and coach. The program is planned to assist in this phase of teacher preparation.

In summary, the department endeavors to provide through its athletic program emphasis on the recreational, social, physiological, vocational and moral values to be derived from sports as an important and integral part of the education curriculum.

### HOUSING FOR MEN

All Freshmen men not living at home are required to live in College dormitories, in so far as facilities are available. Any deviation from the above will be carefully considered through the office of the Dean of Men.

Other men are required to live in residences approved by the office of the Dean of Men. A list of approved rooms is available and will be furnished upon request.

#### **Burnham Halls—Room and Board**

Request for reservation should be addressed to J. Towner Smith, Dean of Men. Applications must be accompanied by a ten-dollar room deposit. This deposit does not apply on the rental charge but is held through the college year and is returned to the resident when he leaves at the end of the semester, provided he has no outstanding account with the College. The last day for requesting deposit refunds, if application to live in the dormitory is cancelled, is August 15 for the first semester or January 15 for the second semester. The rate per student in Burnham Halls for room and board is \$268.00 per semester. Room and board payments must be made in advance in three installments: \$125.00 prior to occupancy and two additional payments of \$71.50 each at specified periods according to contract. Make all checks payable to Western Michigan College. A 5% collection fee will be added to bills not paid within one week after payment date and an additional 5% will be added to payments more than three weeks late.

Note: Due to the unsettled conditions of prices for food and labor, the College reserves the right to increase the charge during the year if, in its opinion, such increase is necessary.

#### **Henry B. Vandercook Hall—Room Only**

Request for reservation should be addressed to J. Towner Smith, Dean of Men. Application must be accompanied by a ten-dollar room deposit. This deposit does not apply on the rental charge but is held through the college year and is returned to the resident when he leaves at the end of the semester, provided he has no outstanding account with the college. The last day for requesting deposit refunds, if application to live in the dormitory is cancelled, is August 15 for the first semester or January 15 for the second semester.

The rate per student in Vandercook Hall is \$81.00 per semester. There are a few single rooms at an additional charge. Room rent for the entire semester must be paid prior to occupancy.

#### **HOUSING FOR WOMEN**

All undergraduate women students under 25 years of age enrolled at Western Michigan College are required to live in College Residence Halls insofar as space is available, unless they are living in their own homes, or with close relatives, or unless other arrangements are approved for them in writing by the Housing Committee. This is in accordance with the ruling of the State Board of Education of July 15, 1949.

## Residence Halls for Women

Western's Residence Halls for Women are: Walwood Hall, Lavina Spindler Hall, Blanche Draper Hall, and Lydia Siedschlag Hall. Rates for room and board are \$268.00 per semester.

Room and board payments must be paid in advance in three installments: \$125.00 prior to occupancy and two additional payments of \$71.50 each at specified periods according to contract. A 5% collection fee will be added to bills not paid within one week after payment date and an additional 5% will be added on payments more than 3 weeks late.

Requests for reservation should be addressed to Dr. Elizabeth E. Lichty, Dean of Women. Application must be accompanied by a ten-dollar room deposit. (Please send this deposit by check or money order, made out to Western Michigan College.) The deposit does not apply on the rental charge, and is returned to the resident when she leaves the dormitory, provided she has no outstanding account with the College, or does not withdraw during the semester. The last day for requesting deposit refunds, if application to live in the dormitory is cancelled, is August 15 for the first semester, or January 15 for the second semester.

Due to the unsettled conditions of prices and food and labor, the College reserves the right to increase the charge during the year if, in its opinion, such increase is necessary.

## THE COLLEGE CAFETERIAS

The Cafeteria hours are:

## Walwood Hall Cafeteria

Lunch:

Monday through Saturday ..... 11:00 A.M. to 1:15 P.M.

Dinner:

Sunday ..... 12:15 P.M. to 1:45 P.M.

Monday through Saturday ..... 5:00 P.M. to 6:30 P.M.

## Walwood Soda Bar

Sunday ..... 3:00 P.M. to 10:00 P.M.

Monday through Saturday ..... 7:15 A.M. to 10:00 P.M.

## Arcadia Brook Cafeteria

Monday through Thursday ..... 7:00 A.M. to 10:00 P.M.

Friday ..... 7:00 A.M. to 6:30 P.M.

## Arcadia Snack Bar

Sunday ..... 3:00 P.M. to 10:00 P.M.

Monday through Thursday ..... 7:00 A.M. to 10:00 P.M.

Friday ..... 7:00 A.M. to 6:30 P.M.

Sunday ..... 3:00 P.M. to 10:00 P.M.

## STUDENT HEALTH SERVICE

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

## EXPENSES

## FEES FOR UNDERGRADUATES

Schedule of Fees effective Semester I, 1953-1954.

Semester Hours	Tuition Fees		Local Fees*	Total	
	Resident	Non-Resident		Resident	Non-Resident
1-3 .....	\$ 7.50	\$15.00	\$15.00	\$22.50	\$30.00
4-6 .....	15.00	30.00	20.00	35.00	50.00
7-9 .....	22.50	45.00	20.00	42.50	65.00
10 or more hrs.	37.50	75.00	32.50	70.00	107.50

\*These local fees are collected each semester for the support of student activities, health service, student union, library purposes, departmental laboratories, identification photograph, cap and gown, diploma, etc.

There is a special departmental music fee for Applied Music of \$60.00 per semester for one hour per week of private instruction, or \$30.00 per semester for one-half hour per week of private instruction. A \$5.00 deposit on all instruments used is required. This deposit is refunded upon return of the instrument.

## Residence Requirements

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

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

The residence of wives shall follow that of their husbands.

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

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

"The decision rendered by the designated officer will be based upon the interpretation of the rules stated above, the regulations of the Board of Control, and the evidence submitted by the student certifying his intention as regards residence in the State of Michigan."

**Late Enrollment Fee**

By action of the State Board of Education all students who enroll after the established registration days of a semester will be charged an additional fee of \$2.00.

**Auditors' Fees**

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

**Refunds—Regular School Year**

State Tuition and College Fee—A student who withdraws from school will be granted a refund according to the following schedule:

1. Seven calendar days or less after the last official registration day—90% of total.
2. More than 7 calendar days and less than 22 days after the last official registration day—60% of total.
3. More than 21 calendar days and less than 36 days after the last official registration day—40% of total.
4. More than 35 calendar days and less than 50 days after the last official registration day—20% of total.
5. No refund will be made to a student eligible for benefits under Act 245 of the Public Acts of 1935, as amended, unless request is made not more than one week after registration.

Note: A. No refund will be granted if the student withdraws after the 49th calendar day after the last official registration day.

B. No refund will be granted unless applied for by the 56th calendar day after the last official registration day of the semester in which the student withdraws.

**Estimate of Expense**

Room .....	\$ 63.00 to \$ 90.00
Board .....	160.00 to 250.00
Laundry .....	0.00 to 36.00
Textbooks and Supplies .....	20.00 to 40.00
Incidentals .....	25.00 to 50.00
Tuition and Fees (approximately) .....	55.00 to 85.00
Total for one semester of 18 weeks .....	\$323.00 to \$551.00

**DEGREES DEFINED****BACHELOR OF ARTS (WITH OR WITHOUT TEACHING CERTIFICATE)**

The student who regularly completes a curriculum conforming to the degree requirements and embracing at least 70 semester hours from Groups I, II, and III, including at least 8 semester hours in one foreign language,

is eligible for the degree of Bachelor of Arts. If two or more units of one foreign language are presented for entrance, the requirements for foreign language may be waived.

#### BACHELOR OF BUSINESS ADMINISTRATION

This degree will be conferred upon completion of the Business Administration curriculum as outlined in this catalog.

#### BACHELOR OF SCIENCE (WITH OR WITHOUT TEACHING CERTIFICATE)

1. The student who regularly completes a curriculum conforming to the degree requirements and embracing 38 semester hours or more in the first three groups (the minimum group requirements in Groups I, II, III) is eligible for the degree of Bachelor of Science.

#### BACHELOR OF MUSIC (AND TEACHING CERTIFICATE)

The student who completes a curriculum as outlined by the Department of Music with a major in Public School Music is eligible for certification. A total of 132 semester hours is required for graduation. The student must include 20 semester hours in a single field of Applied Music, which will be offered as his first minor. The second minor must be in a non-music area.

#### BACHELOR OF MUSIC (WITHOUT TEACHING CERTIFICATE)

Students who indicate by their placement examination certain levels of proficiency will be accepted as majors in the various fields of Applied Music or Composition. A total of 132 semester hours is required for graduation and must include specific requirements as indicated in the curricular outline as well as major and minor requirements as approved by the Department of Music.

#### GENERAL DEGREE (WITHOUT TEACHING CERTIFICATE)

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

#### SECOND BACHELOR'S DEGREE

A graduate of Western Michigan College of Education with the degree of Bachelor of Music or Bachelor of Science who subsequently becomes a candidate for the degree of Bachelor of Arts, or vice versa, is required, in addition to the credits he already has, to complete 30 semester hours of resident credit and to satisfy any other specific requirements for the degree. The 30 semester hours need not be taken subsequent to the first degree.

#### DEGREE REQUIREMENTS

Any curriculum leading to the bachelor's degree and teacher's certificate consists of at least 124 semester hours of credit and must include:

Group I (Including Freshman Rhetoric) .....	at least 14 semester hours
Group II .....	at least 12 semester hours
Group III .....	at least 12 semester hours
Group IV .....	at least 20 semester hours
Physical Education .....	4 semester hours

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

1. Not more than 40 semester hours may be taken in any one subject.
2. At least two-thirds of the work beyond the second year must be in courses not open to first-year students.
3. The student must complete a major subject of at least 24 semester hours and at least two minor subjects of not less than 15 semester hours. (A candidate for the elementary provisional certificate may present, instead, 4 minors, 15 semester hours each.) Credits in the required English Composition and credits in Education which are required in general on all curricula do not count toward majors or minors.
4. Minimum residence requirements: (a) every candidate for the bachelor's degree or full certification must have earned at least thirty semester hours of credit on the campus; and (b) must offer residence credit as the final work required during the last semester or summer session preceding graduation. (An exception is made in the combined pre-professional curricula.)
5. Courses must be selected so that the requirements in some one of the provisional certificate curricula are fulfilled.
6. Students who wish to qualify for the bachelor's degree without the teacher's certificate will not be required to take the work prescribed under Group IV but must satisfy all the other requirements.

#### Summary of General Education Requirements

Western Michigan College of Education is interested not only in the training of students for specific skills, but in the development of their general education. To that end, the following minimum requirements will be operative beginning in the Fall of 1952:

(These requirements are for candidates for the A.B., B.B.A., or B.S. degree)

#### *Minimum General Education Requirements*

#### *Group Requirements*

#### Group I—Language and Literature

12 semester hours

Student to choose one of the following:

Communications—8 semester hours,  
plus Literature or Foreign

Language—6 semester hours;

or



Rhetoric—6 semester hours, plus  
 Literature or Foreign Language—  
 6 semester hours.  
 Either Rhetoric or Communications  
 should be taken in the Freshman  
 year.

## Group II—Science

8 semester hours

Student to choose one of the following:

Physical Science Survey—8 semester  
 hours,

or

Biological Science Survey—8 semester  
 hours.

Either course should be taken in  
 the Freshman or Sophomore years.

## Group III—Social Science

8 semester hours

Student to choose one of the following:

Foundations of Western Civiliza-  
 tion—8 semester hours,

or

Introduction to Contemporary  
 Society—8 semester hours.

Either course should be taken during  
 the Freshman or Sophomore  
 years; Western Civilization preferably  
 taken the Freshman year.

## Group VII—Physical Education

4 semester hours

Should be taken in the Freshman  
 and Sophomore years.

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 32 semester hours
Summary—Minimum *General Education* requirement

Group I	12 semester hours
Group II	8 semester hours
Group III	8 semester hours
Group VII	4 semester hours
	<hr/>
	32 semester hours

## MAJOR AND MINOR REQUIREMENTS AND REGULATIONS

### REQUIREMENTS

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

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

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

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

### REGULATIONS AND SUGGESTIONS

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

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

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

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

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

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

7. Minors may often be related to majors, so as to recognize naturally

or closely related fields; for example, mathematics and physics, history and geography, literature and history, etc.

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

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

### RESTRICTIONS

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

2. The following courses are not to be counted as satisfying major and minor requirements:

a. Required courses in rhetoric (see Group I).

b. Uniformly required courses in education from Group IV: Human Growth and Development 251, Introduction to Directed Teaching 240 or 351, and Directed Teaching, Laboratory in Education, and General Education Problems 370A, B, C.

c. Professional courses numbered 300 to 302. These are courses in teaching school subjects.

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

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

## REQUIREMENTS FOR GRADUATION

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

### I. BACHELOR DEGREES

1. Bachelor of Arts
2. Bachelor of Business Administration
3. Bachelor of Music
4. Bachelor of Science

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

1. Credits satisfying a prescribed curriculum for a total of 124 semester hours, including required physical education.

2. Thirty semester hours of satisfactory work in residence on campus at this institution.
3. Residence at this institution during the semester or summer session immediately preceding graduation.

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

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

## II. PROVISIONAL TEACHING CERTIFICATES

The following types of teaching certificates are granted:

1. State Elementary Provisional Certificate
  2. State Secondary Provisional Certificate
  3. State Limited Certificate
1. State Elementary Provisional Certificate
    - a. This certificate qualifies the holder to teach for a period of five years from date of issue in the elementary grades (kindergarten to eighth) in any public school in Michigan.
    - b. The candidate must meet the requirements for a degree as defined above.
    - c. The holder of the State Elementary Provisional Certificate may be issued the State Elementary Permanent Certificate when the candidate shall have met the following conditions:
      - 1) Application must be made to the college within one year following the expiration of the State Elementary Provisional Certificate.
      - 2) The candidate must submit satisfactory evidence that he has taught successfully during the life of the certificate for not less than three years in elementary schools.
      - 3) The holder of an Elementary Provisional Certificate issued after July 1, 1945, must have earned in addition 10 semester hours of acceptable college credit.
    - d. For procedure for permanent certification see below.
  2. State Secondary Provisional Certificate
    - a. This certificate qualifies the holder to teach for a period of five years from date of issue in the secondary grades (seventh to twelfth) in any public school in Michigan, in subjects or subject fields indicated on the certificate.
    - b. The candidate must meet the requirements for a degree as defined above.
    - c. The holder of the State Secondary Provisional Certificate may be issued the State Secondary Permanent Certificate provided the candidate shall have met the following conditions:
      - 1) Application must be made to the college within one year fol-

lowing the expiration of the State Secondary Provisional Certificate.

- 2) The candidate must submit satisfactory evidence that he has taught successfully during the life of the certificate for not less than three years in secondary schools.
- 3) The candidate must have earned in addition 10 semester hours of acceptable college credit.
- d. For procedure for permanent certification see below.
3. State Limited Certificate
  - a. This certificate qualifies the holder to teach in the state of Michigan for a period of three years from date of issue in any school district except a school district which maintains an approved high school.
  - b. The candidate shall present credits satisfying a prescribed curriculum aggregating 62 semester hours.
  - c. The candidate shall have satisfactorily completed in residence on campus at this institution 15 semester hours.
  - d. The candidate shall have been in residence at this institution the semester or summer session immediately preceding graduation.

### III. PROCEDURE FOR PERMANENT CERTIFICATION

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

1. The Candidate will
  - a. obtain from the Director of Teacher Education, Western Michigan College of Education, an application blank. This may be done after three years of teaching under the Provisional Certificate, but it must be done within one year following the expiration of the Provisional Certificate.
  - b. fill out the application as required and return it to the college.
  - c. return with the application blank his Provisional Certificate with his Teacher's Oath attached.
2. The College will
  - a. investigate the qualifications of the candidate, ascertain if he satisfies requirements for permanent certification.
  - b. recommend the candidate to the State Board of Education for permanent certification if his qualifications are found satisfactory.
  - c. deliver to the candidate the Permanent Certificate properly executed.

### IV. MISCELLANEOUS PROVISIONS REGARDING CERTIFICATES

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

## 32 DIRECTIONS TO HOLDERS OF LIMITED CERTIFICATES

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2. Not more than one-fourth of the number of hours necessary for any certificate or degree may be taken in extension or by correspondence or both. Such credit, however, cannot be applied to modify the minimum or final residence requirements. Each student enrolling for credit in *correspondence* courses after December 31, 1951, shall be limited to 15 hours on a degree program or 8 hours on a State Limited Certificate program. Students having completed more than 15 hours but not to exceed 30 hours on a degree program, or 8 hours and not to exceed 15 hours on a State Limited Certificate program are entitled to such credit if used prior to June 30, 1957.
3. No teacher's certificate will be granted to any person who is less than eighteen years of age.
4. No teacher's certificate will be granted to any person who is not a citizen of the United States or who has not declared his intention of becoming a citizen.
5. A person who holds an expired provisional certificate on either the elementary or the secondary level may renew such certificate and restore it to good standing by completing ten semester hours of acceptable college work. Application for reinstatement must be made through the institution upon whose recommendation the certificate was issued. For an application for reinstatement, please write to John C. Hoekje, Dean of Administration.

### DIRECTIONS TO HOLDERS OF LIMITED CERTIFICATES

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

- A. To the holder of the State Limited Certificate or of the State Limited Renewal Certificate.
  1. The holder of a State Limited Certificate may be issued (five times) a State Limited Renewal Certificate provided the candidate shall have met the following conditions:
    - (a) Subsequent to the date of issue of the last certificate held, the candidate must have acquired 10 semester hours of credit, of an average grade of "C" or better, earned in an institution or accepted by an institution approved by the State Board of Education. These credits must be applicable toward the requirements of the curriculum prescribed for the State Provisional Certificate eventually desired.

- (b) In order to assure that the credits earned toward renewal will apply on the State Provisional Certificate curriculum at the institution where the candidate intends to qualify eventually for that certificate, *the candidate should arrange in advance in each case to have his course selections approved by that institution.* Also all credits, wherever earned, should be submitted to that institution for evaluation and by it transmitted to the State Board of Education with recommendations.
- B. To the holder of the County Limited Certificate or of the County Limited Renewal Certificate.
1. The holder of a County Limited Certificate may be issued (two times) a County Limited Renewal Certificate, each valid for two years provided the candidate shall have met the following conditions:
    - (a) Subsequent to the date of issue of the last certificate held, the candidate must have acquired 10 semester hours of credit, of an average grade of "C" or better, earned in an institution or accepted by an institution approved by the State Board of Education. These credits must be applicable toward the requirements of the curriculum prescribed for the State Limited Certificate and for the State Provisional Certificate.
    - (b) In order to assure that the credits earned toward renewal will apply on the State Limited Certificate curriculum and on the State Provisional Certificate curriculum at the institution where the candidate intends to qualify for either certificate, *the candidate should arrange in advance in each case to have his course selections approved by that institution.* Also all credits, wherever earned, should be submitted to that institution for evaluation and by it transmitted to the State Board of Education with recommendations.

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

### ADDITIONAL REGULATIONS

1. All freshmen must carry Rhetoric 106A and B or its equivalent.
2. At the end of the sophomore year all men students except those enrolled in the two-year curricula must have had at least 4 semester hours of physical education.
3. In general, freshmen should not elect two courses in a single department in the same semester. No student should elect more than 8 semester hours in a single department in the same semester.
4. All students who expect to receive a degree must present at least 6 semester hours of credit in Rhetoric or its equivalent.
5. Before being admitted to the regular program of work of the third year, a candidate for a teaching certificate shall have earned at least 8



semester hours in each of the Groups I, II, and III. He shall have maintained at least a "C" average for work already completed and shall give evidence of his fitness for teaching.

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

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

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

9. All students must take the equivalent of six hour lectures in political science. This is a legal requirement.

### DEGREE REQUIREMENTS

Bachelor of Arts	Bachelor of Business Administration	Bachelor of Science	Bachelor of Music
A. Minimum Group Requirements Group I-14 s.h. Group II-12 s.h. Group III-12 s.h. Group VII-4 s.h.	Same	Same	Rhetoric. See Music Catalog
B. Total in Groups I, II, and III —70 semester hours	See Curriculum	Total 38 s.h. or more	See Music Catalog
C. Social Science 101A and 101B or Political Science 230A, 230B, or 234. This is a legal require- ment	Same	Same	Same
D. Foreign Language — 8 s.h. of college level or two years of high school level in one language	No Requirement	No Requirement	See Music Catalog
E. Physical Education—4 s.h.	Same	Same	Same
F. Residence—30 s.h. on campus; final semester or summer ses- sion preceding graduation must be in residence credit work	Same	Same	Same

## DEGREE REQUIREMENTS — Continued

Bachelor of Arts	Bachelor of Business Administration	Bachelor of Science	Bachelor of Music
G. Major/minors — one major (24 s.h.) and 2 minors (15 s.h. each.) Elementary teaching candidates may offer 4 minors instead	Same	Same	Major and one minor in Music; other minor in non-music (For Public School majors)
H. Scholastic average — must be 1.0 for college career as average of courses applicable to the student's curriculum in the aggregate 124 s.h.	Same	Same	Same
I. Maximum in one department —40 s.h. except in Pulp and Paper Tech. curriculum and Business Administration	See Curriculum	Same	Does not apply
J. Maximum of Freshman courses —at least 2/3 of work beyond second year must be in courses not open to first year students	Same	Same	Does not apply
K. Teaching certificates—candidates must meet requirements of the Education block as part of the hours applied toward graduation  Candidates for the Elementary Provisional Certificate who were enrolled before September 1949, must present 6 s.h. in Fine Arts. Beginning September 1949 these candidates must present 12 s.h. in Fine Arts and Practical Arts	Not Applicable  Not Applicable	Same  Same	Same  Not Applicable
L. Total hours required for graduation if minimum and curricular requirements are met — 124 including required physical education	Same	Same	132 including physical education

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# REQUIREMENTS OF THE VARIOUS CURRICULA

## I. THE GENERAL DEGREE CURRICULUM

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

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

### GENERAL DEGREE CURRICULUM

A.B. or B.S. Degree

#### Group Requirements

Group I. Language and Literature to total 14 semester hours

Student to choose one of the following:

Communications—8 semester hours, plus Literature, speech or Foreign

Language—6 semester hours; or Rhetoric—6 semester hours, plus

Literature, Speech or Foreign Language—8 semester hours

Either Rhetoric or Communications should be taken in the Freshman year.

Group II. Science to total 12 hours

Student to choose one of the following:

Physical Science Survey—8 semester hours, or Biological Science Survey—8 semester hours.

Either course should be taken in the Freshman or Sophomore years.

Group III. Social Science to total 12 semester hours

Student to choose one of the following:

Foundations of Western Civilization—8 semester hours, or Introduction to Contemporary Society—8 semester hours.

Either course should be taken during the Freshman or Sophomore years; Western Civilization preferably taken during the Freshman year.

Group VII. Physical Education .....4 semester hours

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Total 42 semester hours

(Remaining semester hours to 124, including major and minors, and electives.)

## II. CURRICULA FOR TEACHERS

On the following pages are outlines of the various curricula for teachers offered by Western Michigan College of Education. They are designed to give prospective teachers a broad general education with a reasonable de-

gree of specialization in the subject-matter fields through well-planned majors and minors. In addition, they furnish an adequate background in professional study for the graduate to enter teaching with a knowledge of the purposes and objectives of public education, the nature of child growth and development, the modern methods of teaching, and the means of appraising instruction.

# ELEMENTARY CURRICULUM

A.B. or B.S. Degree

State Elementary Provisional Certificate

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

## Group Requirements

	Semester Hours
Group I. Language and Literature .....	14
Communication 104A, B .....	8
or	
Rhetoric 106A, B (6) and Elective (2)	
Literature or Foreign Language .....	6
Group II. Science .....	12
General Biology 100A, B .....	8
or	
Physical Science 100A, B	
Elective .....	4
Group III. Social Science .....	12
Foundations of Western Civilization 100A, B* .....	8
or	
Introduction to Contemporary Society 101A, B	
Elective .....	4
Group IV. Education .....	24
Human Growth and Development 251 .....	3
Psychology of Reading 212 .....	3
Introduction to Directed Teaching 351 .....	3
Directed Teaching, Laboratory in Education and General Educa- tional Problems 370A, B, C .....	15
Groups V and VI. Fine Arts (Art, Music) and Practical Arts** .....	12
Group VII. Physical Education and Health .....	4
Elective .....	46

\*Students electing the Foundations course (100A, B) must take an additional two semester hours in political science.

\*\*Includes at least one course in Art, one course in Music, and one course in Practical Arts.

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

Early Elementary  
Later Elementary  
Rural Elementary  
Special Education

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

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

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

4. Certain courses in some departments may not be counted toward satisfying the minimum group requirements. See course descriptions.

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

## SECONDARY CURRICULUM

### A.B. or B.S. Degree

#### State Secondary Provisional Certificate

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

#### Group Requirements

Semester  
Hours

Group I. Language and Literature .....	14
Communication 104A, B .....	8
or	
Rhetoric 106A, B (6) and Elective (2)	
Literature, Speech, or Foreign Language .....	6
Group II. Science .....	12
General Biology 100A, B .....	8
or	
Physical Science 100A, B	
Elective .....	4
Group III. Social Science .....	12
Foundations of Western Civilization 100A, B* .....	8
or	
Introduction to Contemporary Society 101A, B	
Elective .....	4
Group IV. Education .....	21
Human Growth and Development 251 .....	3
Introduction to Directed Teaching 351 .....	3
Directed Teaching, Laboratory in Education and General Educational Problems 370A, B, C .....	15

\*Students electing the Foundations Course (100A, B) must take an additional two semester hours in political science.



Group VII. Physical Education and Health .....	4
Elective .....	61

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

2. The academic training shall include one major and two minors in subjects or subject fields in which the applicant expects to teach. Furthermore, a methods course in the major or in one of the minor fields must be taken.

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

3. Candidates for the secondary provisional certificate must present a methods course in a major or minor field.

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

5. Certain courses in some departments may not be counted toward satisfying the minimum group requirements. See course descriptions.

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

## SPECIAL EDUCATION CURRICULUM—MENTALLY HANDICAPPED

### B.S. Degree

#### State Elementary Provisional Certificate

#### (For the preparation of teachers of mentally handicapped children)

	Semester Hours
Group I. Language and Literature .....	14
Communication 104A, B .....	8
or	
Rhetoric 106A, B (6) and Elective (2)	
Literature for Children 203 .....	3
Literature, Speech, or Foreign Language .....	3
Group II. Science	
General Biology 100A, B .....	8
Healthful Living 112 (or Health Education 285) .....	2
General Psychology 200 .....	3
Abnormal Psychology 305 .....	3
Mental Testing 307 .....	2
Group III. Social Science	
Introduction to Contemporary Society 101A, B .....	8
Elective .....	4
Group IV. Education	
Human Growth and Development 251 .....	3
Introduction to Special Education 231 .....	2
or	
Education of Exceptional Children 431 .....	2
Psychology of Reading 212 .....	3

Mental Deficiency 234 .....	3
Introduction to Mental Hygiene 235 .....	3
or	
Mental Hygiene of Childhood and adolescence 436 .....	2
Education and Control of Mental Deviates 432 .....	3
Methods of Teaching Subnormal Children 337 .....	2
Introduction to Directed Teaching 351 .....	3
Directed Teaching, Laboratory in Education, and General Educational Problems 370A, B, C .....	15
Group V. Fine Arts	
Illustrative Handwork 107 .....	3
Group VI. Practical Arts	
Industrial Arts for Elementary Teachers 164 .....	3
Group VII. Physical Education and Health .....	4
Elective .....	33 or 34

Note.—The academic training shall include a major in Special Education (mentally retarded) and two minors. The equivalent of two minors must be in subjects or subject fields taught in the elementary grades or in special classes for mentally retarded children.

### SPECIAL EDUCATION CURRICULUM—OCCUPATIONAL THERAPY

#### B.S. Degree and Diploma

#### State Elementary Provisional Certificate

#### (For the preparation of teachers of occupational therapy)

	Semester Hours
Group I. Language and Literature	
Communication 104A, B .....	8
or	
Rhetoric 106A, B (6) and Elective (2)	
Literature for Children 203 .....	3
Introduction to or Principles of Speech Correction 250 or 251 .....	3
Literature, Speech, or Foreign Language .....	3
Group II. Science	
General Biology 100A .....	4
Nature Study 231A or B .....	4
Anatomy 211A .....	4
Physiology 211B .....	4
Kinesiology 216A .....	2
Applied Kinesiology 216B .....	2
General Psychology 200 .....	3
Abnormal Psychology 305 .....	3
*Neurology and Psychiatry 330 .....	3
Group III. Social Science	
Introduction to Contemporary Society 101A, B .....	8
Hospital Case Studies 352 .....	4

\*This course is taught at the Kalamazoo State Hospital.

## Group IV. Education

Theory of Occupational Therapy 210A, B and 410A .....	6
Theory of Occupational Therapy (Medical Lectures) 410B .....	3
Human Growth and Development 251 .....	3
Introduction to Directed Teaching 351 .....	3
General Education Problems 370C .....	3
Directed Teaching 374 .....	5

## Group V. Fine Arts

Elementary Design 215 .....	3
Ceramics and Jewelry 425 .....	2
Weaving 428 .....	4
Minor Crafts 225 .....	3
Art Structure 106 .....	3
Elective .....	1

## Group VI. Practical Arts

O. T. General Shop 167 .....	3
O. T. Special Education Shop 308 .....	3
Printing 144 .....	3
Therapeutic Crafts 224 or Minor Crafts 225 .....	2
Stitchery 223 .....	3
Clothing 203 .....	2
Recreational Therapy 222 .....	2

## Group VII. Physical Education

(2 on campus; 2 on affiliation) .....	4
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## Clinical Training

Nine calendar months at affiliating hospitals. This includes the course starred above plus undifferentiated credit totaling .....

5

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

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

## SPECIAL EDUCATION CURRICULUM—SPEECH CORRECTION

## B.S. Degree

## State Elementary Provisional Certificate

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

## Group I. Language and Literature

Semester  
Hours

Communication 104A, B .....	8
or	
Rhetoric 106A, B (6) and Elective (2)	
Fundamentals of Speech 105A .....	3

Introduction to Speech Correction 250 .....	3
Principles of Speech Correction 251 .....	3
Phonetics 318 .....	3
Basic Voice and Speech Science 451 .....	3
Stuttering and Allied Disorders 452 .....	3
Applied Speech Correction 453 .....	3
Group II. Science	
General Biology 100A, B .....	8
or	
Physical Science 100A, B (8) with Healthful Living 112 (2) .....	10
General Psychology 200 .....	3
Abnormal Psychology 305 .....	3
Mental Testing 307 .....	2
Group III. Social Science	
Introduction to Contemporary Society 101A, B .....	8
Marriage and the Family 345 .....	3
Elective .....	2-3
Group IV. Education	
Human Growth and Development 251 .....	3
Problems of the Deaf and Hard of Hearing 351 .....	3
Introduction to Mental Hygiene 235 .....	3
or	
Mental Hygiene of Childhood and Adolescence 436 .....	2
Introduction to Special Education 231 .....	2
Introduction to Directed Teaching 351 .....	3
Directed Teaching, Laboratory in Education, and General Educational Problems 370A, B, C .....	15
Group VII. Physical Education and Health .....	
	4
Elective .....	32-34
Suggested electives: Anatomy 211A, Illustrative Handwork 107,	
Interpretive Reading 210, Public Speaking 206, Social Psychology	
243, Principles of Social Work 355, Psychology of Reading 212.	

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

2. The student must present a major in special education (speech correction). Two minors are also required and are usually in social science, science, languages, or psychology.

3. Certain courses in some departments may not be counted toward satisfying the minimum group requirements. See course descriptions.

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

## MUSIC CURRICULUM

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

State Elementary or Secondary Provisional Certificate

(For Instrumental or Vocal Supervisor)

## First Year

	Semester Hours
Rhetoric 106A, B .....	6
Major Performance .....	4
*English Diction and Song Literature 122A, B .....	0
Freshman Theory 106A, B .....	6
Music Appreciation 107A, B .....	4
Elementary Acoustics 110 .....	2
Piano Class 117A, B .....	2
String Class 118A, B .....	2
Physical Education or Band .....	2
Elective (non-music) .....	6

## Second Year

Major Performance .....	4
*Italian Diction and Song Literature 222A, B .....	0
Advanced Sight-Singing and Ear-Training 205A, B .....	4
Advanced Harmony 206A, B .....	6
†Elementary School Methods and Materials 208A, B .....	6
†Instrumental Methods and Materials 209A, B .....	6
Advanced Piano Class 217A, B .....	2
Woodwind Class 219A, B .....	2
Human Growth and Development 251 .....	3
Physical Education or Band .....	2
Elective (non-music) .....	5

## Third Year

Major Performance .....	4
**Major Performance Literature 323 .....	0
or	
*French Diction and Song Literature 322A, B .....	0
†Junior and Senior High School Methods and Materials 301A, B .....	6
†Instrumental Methods and Materials 209A, B .....	6
Instrumental Conducting 311A .....	1
Choral Conducting 311B .....	1
Brass Class 320A, B .....	2
Percussion Class 321 .....	1
Introduction to Directed Teaching 351 .....	3
American National and State Government 230A .....	3
or	

\*Courses required for students who will become vocal supervisors.

\*\*Courses required for students who will become instrumental supervisors.

†Each student is required to take 12 of the 18 semester hours offered in music methods and materials.

Survey of American Government 234 .....	2
Elective (non-music) .....	11-12

## Fourth Year

Major Performance .....	4
**Major Performance Literature 323 .....	0
or	
*German Diction and Song Literature 324A, B .....	0
History of Music 357A, B .....	6
Integrated Professional Education 370A, B, C .....	15
Elective (non-music) .....	7

\*Courses required for students who will become vocal supervisors.

\*\*Courses required for students who will become instrumental supervisors.

## MUSIC CURRICULUM

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

## First Year

	Semester Hours
Rhetoric 106A, B .....	6
*Major Performance .....	4
Freshman Theory 106A, B .....	6
Music Appreciation 107A, B .....	4
Elementary Acoustics 110 .....	2
Piano Class 117A, B .....	2
String Class 118A, B .....	2
**English Diction and Song Literature 122A, B .....	0
Physical Education or Band .....	2
***Elective (non-music) .....	6

## Second Year

Major Performance .....	4
Advanced Sight-Singing and Ear-Training 205A, B .....	4
Advanced Harmony 206A, B .....	6
†Elementary School Methods and Materials 208A, B .....	6
†Instrumental Methods and Materials 209A, B .....	6
Advanced Piano Class 217A, B .....	2

\*General supervisors are required to study voice two years and a single instrument two years.

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

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

†Each student is required to take 12 of the 18 semester hours offered in music methods and materials.

Woodwind Class 219A, B .....	2
**Italian Diction and Song Literature 222A, B .....	0
Human Growth and Development 251 .....	3
Physical Education or Band .....	2
Elective (non-music) .....	5

## Third Year

Major Performance .....	4
Major Performance Literature 323 .....	0
or	
**French Diction and Song Literature 322A, B .....	0
†Instrumental Methods and Materials 209A, B .....	6
†Junior and Senior High School Methods and Materials 301A, B .....	6
Instrumental Conducting 311A .....	1
Choral Conducting 311B .....	1
Brass Class 320A, B .....	2
Percussion Class 321 .....	1
Introduction to Directed Teaching 351 .....	3
American National and State Government 230A .....	3
or	
Survey of American Government 234 .....	2
Elective (non-music) .....	14-15

## Fourth Year

Major Performance .....	4
Major Performance Literature 323 .....	0
or	
**German Diction and Song Literature 324A, B .....	0
History of Music 357A, B .....	6
Methods in Major Performance Medium .....	3
Integrated Professional Education 370A, B, C .....	15
Elective (non-music) .....	4

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

†Each student is required to take 12 of the 18 semester hours offered in music methods and materials.

## LIBRARIANSHIP CURRICULUM

B.A. or B.S. Degree With Librarianship Sequence

State Elementary or Secondary Provisional Certificate

## For Teacher-Librarians

## First Year

	Semester Hours
106 or 104 Rhetoric or Communication .....	6-8
100 or 102 Physical Science or Biological Survey .....	8
100 Foundations of Western Civilization .....	8
Modern Language .....	8
Physical Education .....	2



## Second Year

200	General Psychology .....	3
230	American National and State Government .....	3
203	Literature for Children .....	3
	Electives .....	15
	Physical Education .....	2
	English electives .....	6

(It is recommended that students continue a second year of modern language).

## Third Year

251	Human Growth and Development .....	3
212	Psychology of Reading .....	3
351	Introduction to Directed Teaching .....	3
313	Michigan History .....	3
360	Organization of Library Materials .....	2
302	Books and Related Materials for School Libraries .....	6
	Electives .....	10

## Fourth Year

## First Semester

470	Introduction to Classification and Cataloging .....	3
438	Audio-visual Education .....	3
*406	Story-telling .....	2
405	Curriculum Enrichment Materials .....	2
361	Administration of School Libraries .....	2
	Electives .....	3

## Second Semester

Directed Teaching 370A, B, C .....	15
(Half the semester field work is spent in school library)	

\*Required only of those in elementary field.

## HOME ECONOMICS CURRICULUM

## B.S. Degree

State Secondary Provisional Certificate and State Vocational Homemaking  
(Smith Hughes) Certificate for Preparation of Home Economics Teachers

## First Year

	Semester Hours
Clothing and Textiles 103 .....	3
Elementary Design 105 .....	2
Principles of Food Preparation 111 .....	3
Communications 104A, B .....	8

Chemistry 105A, B .....	8
Consumers Problems 142 .....	3
Effective Home Life 145 .....	3
Physical Education .....	1
Electives .....	3 or 4

### Second Year

Biology 100A .....	4
Clothing 205 .....	3
Nutrition 211 .....	3
Costume Design 209 .....	2
Foundations of Western Civilization 100A, B, or Introduction to Contemporary Society 101A, B .....	8
Principles of Sociology 241 .....	3
English .....	3
Physical Education .....	1
Electives .....	7

Home Economics major with a minor in Clothing

### Third Year

Home Furnishings 221 .....	2
Human Growth and Development 251 .....	3
Home Nursing 223 .....	2
American National and State Governments 230A .....	3
or Introduction to Contemporary Society 101A, B .....	8
Home Management 322 .....	2
Home Management Practice 324 (living in house) .....	3
Food Preparation and Service 311 .....	3
Family Clothing 305 .....	2
Introduction to Directed Teaching 351 .....	3
Problems in Home Economics Education 300 .....	3
Physical Education .....	1
Electives .....	6 or 9

### Fourth Year

Clothing (Draping and Flat Patterns) 306 .....	2
Quantity Foods Management 312 .....	2
Tailoring 404 .....	3
Directed Teaching 370A .....	8
Laboratory in Education 370B .....	4
General Educational Problems 370C .....	3
Physical Education .....	1
Electives .....	12

Home Economics major with a minor in Foods

## Third Year

Home Furnishings 221 .....	2
Food Chemistry 341 .....	2
Home Nursing 223 .....	2
American National and State Governments 230A .....	3
or	
Introduction to Contemporary Society 101A, B .....	8
Home Management 322 .....	2
Home Management Practice 324 (living in house) .....	3
Food Preparation and Service 311 .....	3
Human Growth and Development 251 .....	3
Family Clothing 305 .....	2
Introduction to Directed Teaching 351 .....	3
Food Demonstration 318 .....	1
Physical Education .....	1
Electives .....	5 or 7

## Fourth Year

Problems in Home Economics Education 300 .....	3
Quantity Foods Management 312 .....	2
Experimental Food Study 319 or	
Advanced Nutrition 416 .....	2 or 3
Directed Teaching 370A .....	8
Laboratory in Education 370B .....	4
General Educational Problems 370C .....	3
Physical Education .....	1
Electives .....	9 or 10

## General Home Economics Major

## Third Year

Human Growth and Development 251 .....	3
Home Furnishings 221 .....	2
Home Nursing 223 .....	2
Home Management 322 .....	2
Home Management Practice 324 (living in house) .....	3
Food Preparation and Service 311 .....	3
Family Clothing 305 .....	2
Elective in Home Economics .....	2 or 3
Introduction to Directed Teaching 351 .....	3
Problems in Home Economics Education 300 .....	3
Physical Education .....	1
Electives .....	6 or 7

## Fourth Year

American National and State Governments 230A .....	3
or	
Introduction to Contemporary Society 101A, B .....	8
Quantity Foods Management 312 .....	2

Directed Teaching 370A .....	8
Laboratory in Education 370B .....	4
General Educational Problems 370C .....	3
Physical Education .....	1
Electives .....	10

## INDUSTRIAL ARTS CURRICULUM

## B.S. Degree

## State Secondary Provisional Certificate

(For the preparation of Industrial Arts teachers for the secondary schools)

The curriculum meets the needs of students who plan to teach industrial arts in junior and/or senior high schools. Students who complete these requirements will be qualified to teach in a general shop and in one of the following area shops: metals, woods, drawing, electricity, printing or graphic arts, and arts and crafts.

## First Year

	Semester Hours
Communication 104A, B or Rhetoric 106A, B .....	6 or 8
Drawing 120 .....	2
Woods 100 .....	2
Introductory Electricity 150 .....	2
Metals 130 .....	3
Graphic Arts 140A .....	2
Introduction to Industrial Arts 160 .....	1
Physical Education .....	2
Physical Science 100A, B .....	8
Electives .....	6 to 8

## Second Year

Industrial Design 266 .....	2
Advanced Electricity 350 .....	3
Drawing 226 .....	3
Metal Elective .....	3
Wood Elective .....	3
Introduction to Contemporary Society 100A, B .....	8
Physical Education .....	2
Electives .....	8 to 10

## Third Year

Human Growth and Development 251 .....	3
Teaching of Industrial Arts 348 .....	2
Plan and Organization of a School Shop 347 .....	2

Course Making in Industrial Education 351 .....	2
Shop Electives .....	7 to 9
Electives .....	14 to 16

#### Fourth Year

Introduction to Directed Teaching 351 .....	3
Integrated Professional Education 370A, B, C .....	15
Shop Electives .....	5 to 7
Electives .....	7 to 9

### VOCATIONAL INDUSTRIAL CURRICULUM

#### B.S. Degree

State Secondary Provisional Certificate, and State Trade  
and Industrial Certificate

(For the preparation of Trade and Industrial teachers for the  
secondary schools)

This curriculum meets the necessary requirements for a Trade and Industrial Teacher Certificate, as established by the State Department of Public Instruction. Arrangements will be made whereby students may secure trade or occupational experience in local industries. Coordinated practical work experience is mandatory. It is necessary for a student to work an equivalent of three years, and some of this should be accumulated during vacation periods. In general, the type industry selected will be governed by the nature of the student's interest in the industrial phase which he expects to teach.

Students are required to take one minor in industrial arts consisting of 20 semester hours in drawing, wood, electricity and metal. An alternative may be a 15 semester hour minor in any course sequence such as wood, metal, drawing or printing.

#### First Year

	Semester Hours
Communications 104A, B .....	8
Physical Science 100A, B .....	8
Mechanical Drawing 170A .....	2
Applied Mathematics 112 .....	3
Coordinated Industry 150 and 152 .....	6
Physical Education .....	2
Electives .....	4

#### Second Year

Introduction to Vocational Education 200 .....	2
General Psychology 200 .....	3
Coordinated Industry 250 and 252 .....	6

Physical Education .....	2
Introduction to Contemporary Society 101A, B .....	8
Electives .....	10

### Third Year

Plan and Organization of a School Shop 347 .....	2
Course Making in Industrial Education 351 .....	2
Human Growth and Development 251 .....	3
Labor Problems 421A .....	2
Coordinated Industry 350, 352 .....	6
Electives .....	14

### Fourth Year

Teaching of Vocational Industrial Education 352 .....	2
Introduction to Directed Teaching 351 .....	3
Integrated Professional Education 370A, B, and C .....	15
Testing and Grading in Industrial Education 357 .....	2
Electives .....	10

## VOCATIONAL DISTRIBUTIVE EDUCATION CURRICULUM

### B.S. Degree

#### State Secondary Provisional Certificate

(For preparation of teachers and coordinators of Vocational Distributive Education. Graduates are qualified to teach and coordinate in reimbursed Vocational Education Programs.)

The prerequisites to admission to this curriculum are:

1. Junior year standing and completion of a two-year terminal program in retailing.
2. Completion of a minimum of 24 semester hours in retailing courses.
3. Satisfactory evidence of having had one year of work experience in a retail establishment.

A minimum of two years of approved distributive work experience is required for graduation.

Courses required unless previously taken to meet minimum group requirements:

### Third Year

	Semester Hours
Rhetoric 106B, or .....	3
Communication 104B .....	4
Survey of American Government 234, or .....	2
American National and State Governments 230A, or .....	3
Introduction to Contemporary Society 101A and B .....	8

Electives (Group I) .....	0-12
Electives (Group II) .....	0-10
Electives (Group III) .....	0-10
Electives (Groups V-VI) .....	6
Human Growth and Development 251 .....	3
Physical Education .....	1

## Summer

Store Laboratory Experience 400 .....	2
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## Fourth Year

Principles of Vocational Education 470 .....	2
Teaching Techniques in Distributive Education 420 .....	2
Coordination Techniques in Distributive Education 430 .....	2
Organization and Operation of Distributive Education 410 .....	2
Introduction to Directed Teaching 351 .....	3
Directed Teaching 370A .....	8
Laboratory in Education 370B .....	4
Physical Education .....	1
Electives .....	7

## VOCATIONAL OFFICE TRAINING CURRICULUM

## B.S. Degree

## State Secondary Provisional Certificate

(For preparation of teachers and coordinators of Vocational Office Training  
Graduates are qualified to teach and coordinate in reimbursed  
Vocational Education Programs.)

The prerequisites to admission to this curriculum are:

1. Junior year standing and completion of a two-year terminal program in office training.
2. Completion of a minimum of 4 semester hours in office training courses.
3. Satisfactory evidence of having had one year of work experience in an office.

A minimum of two years of approved office experience is required for graduation.

Courses required unless previously taken to meet minimum group requirements:

## Third Year

	Semester Hours
Business Correspondence 232 .....	3
Electives (Group I) .....	0-12
Electives (Group II) .....	0-10
Electives (Group III) .....	0-6
Electives (Groups V-VI) .....	6

Human Growth and Development 251 .....	3
Physical Education .....	1

## Summer

Coordinated Office Experience 300 .....	2
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## Fourth Year

Principles of the Practical Arts and Vocational Education 470 .....	2
Methods of Teaching Business Subjects 346 .....	2
Cooperative Education in the Secondary School 460 .....	2
Introduction to Directed Teaching 351 .....	3
Directed Teaching 370A .....	8
Laboratory in Education 370B .....	4
Physical Education .....	1
Electives .....	9

## RURAL ELEMENTARY CURRICULUM (Two Years)

Two-year—62 semester hours—curriculum which satisfactorily completed meets requirements for the State Limited Certificate which is valid for three years “and qualifies holder to teach in any Primary School District, or in any Graded School District not maintaining grades above the eighth.”\* This curriculum includes the foundation courses for the degree, and students are encouraged to complete one of the four-year rural curricula—elementary or secondary—at the earliest possible time.†

	Semester Hours
Group 5. English <sup>1</sup> .....	6
Rhetoric 106A (in addition) .....	3
Group II. Science <sup>2</sup> .....	8
Group III. Social Science <sup>3</sup>	
Rural Sociology 220 .....	3
Rural Economics 230 .....	3
Elective .....	3

\**Teachers' Certification Code*. Bulletin No. 601, 1942 revision, page 6.

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

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

1. Fundamentals of Speech 105A; American Literature 221A, 221B; Literature for Children 203.

2. Rural School Agriculture 105; Teaching of Elementary Science 203; Nature Study 231A or Nature Study 231B; Human Geography 105A; Health Education 285.

3. United States History 201B and “. . . a course of six one hour lectures or the equivalent shall be given in political science . . .”—Michigan School Laws, Section 898: Revision of 1940.



Group IV. Education <sup>4</sup>	
Curriculum 140 .....	3
Introduction to Directed Teaching 240 .....	3
Directed Teaching 241 .....	4
Rural School Administration 340 .....	3
Elective .....	3
Groups V and VI. Fine and Practical Arts <sup>5</sup>	
Fine Arts .....	5
Practical Arts .....	1
Group VII. Physical Education <sup>6</sup> .....	
Men: General Physical Education 102A, B or 103A, B	2
General Physical Education 202A, B or 203A, B	
Women: Physical Education 100, Rural School Physical Education 233	
Electives <sup>7</sup> .....	12

4. Arithmetic 101; Psychology of Reading 212; Human Growth and Development 251. Those selected students permitted to do Directed Teaching 241 in the field while in residence there for six weeks receive 5 instead of 4 semester hours credit.

5. Art Structure 106, Rural School Music 109, Industrial Art 110, Learning Through Art 112, Auxiliary Choir 134; Rural Practical Arts 104, Food for the Family 218, Clothing 203, Home Furnishing 221, Everyday Nutrition 222, Consumer Buying 439.

6. Early American Dancing 101, Swimming 110, Tennis 113, Archery 118, Badminton 120, Social Dancing 122.

7. These electives may well be chosen from the preferred courses listed in the above notes (1 to 6) not used to meet minimum group requirements, supplemented if necessary from such courses as follow: Rhetoric 106B; Fundamentals of Speech 105B; Reading Interests of Children 202; Literary Interpretation 210; The Familiar Essay 212; The English Bible 218A, 218B; Principles of Speech Correction 231; Regional Geography 105B; Physical Science 100A, 100B; United States History 201A; Illustrative Handwork 107.

## DEGREES IN RURAL LIFE AND EDUCATION

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

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

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

Majors (24 semester hours) and minors (15 semester hours) in Rural Life and Education are provided further to facilitate students choosing from among those courses that will in their judgment most nearly prepare them to serve both personally and professionally in schools in rural communities. These majors and minors are open to students whether or not they are enrolled in either the rural elementary or the rural secondary degree curricula.

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

### III. PRE-PROFESSIONAL, NON-TEACHING PROFESSIONAL, AND COMBINED CURRICULA

Professional schools have prescribed more or less definitely the nature of college work prerequisite to professional training. The amount of college training required by universities for the various professions has in late years been materially increased. A number of professions are now on the graduate level; that is, a college degree must be presented before one may enter upon the study of these professions.

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

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

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

#### AGRICULTURE

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

## First Year

	Semester Hours
Rhetoric 106A, B .....	6
General Biology 100A, B .....	8
Animal Husbandry 107, 108, 109 .....	8
Physical Education .....	1
Elective (to be selected from Foundations of Western Civilization, 100A, B; Trigonometry and College Algebra 103A; or Trigo- nometry 100C) .....	9-10

## Second Year

General Chemistry 100A, B, or 101A, B .....	8
Farm Crops 201 .....	3
Soils 200 .....	3
Fundamentals of Speech 105A .....	3
General Psychology 200 .....	3
Horticulture 202 .....	2
Physical Education .....	1
Elective (to be selected from Principles of Economics 220A, B; Bac- teriology 212A; Surveying 210; or United States History 201A, B) .....	8-10

## BUSINESS ADMINISTRATION

Western Michigan College confers a Bachelor of Business Administration degree upon completion of the major and minor requirements of the Business Administration Curriculum described later.

The pre-professional program presented below is designed mainly for those students who are anticipating transferring to the School of Business Administration at some university or college, particularly those who transfer to the professional schools at the University of Michigan or Northwestern University. It cannot be emphasized too strongly that the student should exercise care to see that specific requirements for admission to a particular school have been met.

## First Year

	Semester Hours
Rhetoric 106A, B or Communication 104A, B .....	6-8
Trigonometry and College Algebra 103A, College Algebra and Analytic Geometry 103B .....	10
or	
College Algebra and Analytic Geometry 104A, B .....	8
Language or Literature .....	6-8
Foundations of Western Civilization 100A, B .....	8
or	
Introduction to Contemporary Society 101A, B .....	8
Physical Education .....	1
Elective .....	6

## Second Year

Accounting 210A, B .....	6
Principles of Economics 220A, B .....	6
Elementary Statistical Practice 209, or Science .....	3
Language or Literature .....	6-8
Office Machines 230A, or Business Electives .....	2
Physical Education .....	1
Elective .....	7

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DENTISTRY

(Combined Curriculum in Letters and Dentistry)

## First Year

Rhetoric 106A, B .....	6
General Biology 100A, B .....	8
Physical Education .....	1
Foundations of Western Civilization 100A, B .....	8
or	
Introduction to Contemporary Society, 101A, B .....	8
*Elective .....	8

## Second Year

General Chemistry 100A, B, or 101A, B .....	8
Physics 205A, B .....	8
Physical Education .....	1
Elective .....	14

## Third Year

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

\*In the selection of electives the student should plan to meet the Major and Minor Requirements.

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ENGINEERING

(Combined Curriculum in Letters and Engineering)

University of Michigan

## First Year

	Semester Hours
Rhetoric 106A, B .....	6
Trigonometry and College Algebra 103A, College Algebra and Analytic Geometry 103B .....	10
or	
College Algebra and Analytic Geometry 104A, B .....	8
General Chemistry 100A, B, or 101A, B .....	8

Mechanical and Machine Drawing 221 .....	3
Descriptive Geometry 222 .....	3
Physical Education .....	1
Elective .....	3-4

## Second Year

## Chemical and Metallurgical

Calculus 205A, B .....	8
Mechanics, Heat and Sound 103A, Electricity and Light 103B .....	10
Engineering Materials 210 .....	3
Qualitative Analysis 201, Quantitative Analysis 202 .....	8
Metal Processing 311 .....	2
Physical Education .....	1

## Third Year

## Chemical and Metallurgical

Principles of Economics 220A, B .....	6
Organic Chemistry 306A, B .....	8
or	
Language (German preferred) .....	8
Statics 320 .....	3
Fundamentals of Speech 105A .....	3
Social Science electives .....	6
Elective .....	6-8

## Second Year

## Aeronautical, Civil, Electrical, Marine, and Mechanical

Calculus 205A, B .....	8
Mechanics, Heat and Sound 103A, Electricity and Light 103B .....	10
Engineering Materials 210 .....	3
Metal Processing 311 .....	2
Fundamentals of Speech 105A .....	3
Physical Education .....	1
Electives from Group I .....	6-8

## Third Year

## Aeronautical, Civil, Electrical, Marine, and Mechanical

Principles of Economics 220A, B .....	6
Foreign Language .....	8
or	
Electives from Group III .....	6
Differential Equations 321 or elective .....	3
Statics 320 or elective .....	3
Theoretical Mechanics 325 or elective .....	3
Electives to total .....	34

- Note.—1. Language requirement: one year of a foreign language is required unless two years of a single foreign language were presented for entrance.  
 2. All students must have 12 semester hours in Group III (Social Science), including two hours of political science.  
 3. Electives: Differential Equations 321 is required in Aeronautical Engineering, Electrical Engineering, and Engineering Mechanics. Geology 230 should be elected in the year of the Civil Engineering curriculum.  
 4. Civil Engineering requires Surveying.

### FORESTRY

(Combined Curriculum in Letters and Forestry)  
 University of Michigan

#### First Year

	Semester Hours
Rhetoric 106A, B	6
General Biology 100A, B	8
Trigonometry and College Algebra 103A, B, or College Algebra and Analytic Geometry 104A, B	8-10
General Mechanical Drawing 120	2
Physical Education	1
Elective (to be selected from Literature or Language or Geography 225)	4-6

#### Second Year

General Chemistry 100A, B, or 101A, B	8
Botany 221A, B	8
Principles of Economics 220A, B	6
Physics 102A	4
Physical Education	1
Elective (to be selected from Physics 102B; Botany 222; Speech 105A, B; Sociology 241, 242; Literature or Language)	8

#### Third Year

Dynamic Geology 230A	4
Historical Geology 230B	4
Surveying 210	3
Elective (to be selected from American National and State Govern- ment 230A; Geology 230A, B; Organic Chemistry 306A, B; Zoology 242A, B; Geography 312 or 325; Geology 332 or 335)	24

### JOURNALISM

(Approved by the University of Michigan, Michigan State College and  
 Northwestern University as part of requirement toward  
 degree in Journalism)

#### First Year

	Semester Hours
Rhetoric 106A, B	6
General Biology 100A, B	8
or	

General Chemistry 100A, B, or 101A, B .....	8
United States History 201A, B .....	6
French, German, or Spanish 100A, B .....	8
Physical Education .....	1
Elective .....	2-3

#### Second Year

Chief American Poets 121 or American Prose 122 .....	3
General Psychology 200 .....	3
Principles of Sociology 241 .....	3
Modern Social Problems 242 .....	3
American National and State Governments 230A .....	3
Principles of Economics 220A, B .....	6
Economic History of the United States 312 .....	3
Physical Education .....	1
Elective .....	3-4

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

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

#### LAW

#### (Combined Curriculum in Letters and Law)

#### College of Law, University of Illinois

The College of Law requires at least 90 semester hours of pre-law work, exclusive of physical education.

#### First Year

	Semester Hours
Rhetoric 106A, B .....	6
Mathematics .....	8-10
or	
Laboratory Science .....	8
Foundations of Western Civilization 100A, B .....	8
Foreign Language .....	8
Physical Education .....	1

#### Second Year

English Literature .....	6
United States History 201A, B .....	6
Principles of Economics 220A, B .....	6
Accounting 210A, B .....	6
General Psychology 200 .....	3
Physical Education .....	1



## Third Year

American National and State Governments 230A, B.....	6
Principles of Sociology 241.....	3
Modern Social Problems 242.....	3
Public Finance 420.....	3
Elective (to be selected from Speech 105A, B; Money and Credit 321A, B; language or literature, or laboratory science).....	1-5

Note.—An average scholarship of 3.5 points is required by the University of Illinois Law School.

## MEDICINE

## University of Michigan Medical School

The Medical School requires 90 semester hours of pre-medical work from an accredited college. An average scholarship of one and three-quarters honor points is required. The college pre-medical requirements must include the following:

	Semester Hours
English (Rhetoric) .....	6
Chemistry .....	16
Physics .....	8
Biology .....	8
Foundations of Western Civilization 100A, B or Introduction to Contemporary Society 101A, B.....	8
French, German, Latin, or Spanish.....	12-16
Physical Education .....	2
Elective to total.....	90

## Wayne University College of Medicine

## (Combined Curriculum in Letters and Medicine)

The Medical School requires 90 semester hours of pre-medical work from an accredited college.

## First Year

Rhetoric 106A, B .....	6
General Biology 100A, B.....	8
General Chemistry 100A, B, or 101A, B.....	8
Mathematics .....	8
Physical Education .....	1

## Second Year

English Literature 107A .....	3
Mechanics, Sound, and Heat 103A, Electricity and Light 103B.....	8
Qualitative Analysis 201, Quantitative Analysis 202.....	8
French or German .....	8
General Psychology 200 .....	3
Physical Education .....	1

## Third Year

English Literature 107B .....	3
Organic Chemistry 306A, B .....	8
Principles of Economics 220A, B .....	6
Principles of Sociology 241 .....	3
Vertebrate Embryology 342 .....	4
Anatomy 211A .....	4
Elective .....	2

Note.—1. Application for admission to a College of Medicine should be made one year in advance of the time the student intends to enter the College of Medicine.

2. Credit in trigonometry must be presented before the student may begin the study of physics.

## MEDICAL TECHNOLOGY

## B.S. Degree

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

## First Year

	Semester Hours
Rhetoric 106A, B .....	6
Biology .....	8
Mathematics .....	5
Trigonometry and College Algebra 103A, unless the student has met this requirement in high school.	
General Chemistry 100A, B, or 101A, B .....	8
Physical Education .....	1
Electives in Groups I, II, III .....	3

## Second Year

Qualitative Analysis 201 .....	4
Quantitative Analysis 202 .....	4
Bacteriology 312A .....	4
Zoology 242B .....	4
Physical Education .....	1
Introduction to Contemporary Society 101A, B .....	8
Electives from Groups I, II, III .....	6

## Third Year

Mechanics, Sound, and Heat 102A .....	4
Organic Chemistry 306A .....	4
Bio-Chemistry 350, 351 .....	3
Physiology 211B .....	4
Electives from Groups I, II, III .....	15

## Fourth Year

Medical Technology 335 ..... 30

During the fourth year, the student registers for Medical Technology 335, a twelve months' course given in the laboratory training school of the Michigan Department of Health and/or approved hospital training schools. If student plans to affiliate with Bronson Hospital Training School, he is asked to take an aptitude test at Western Michigan College's Psycho-Educational Laboratory. Fee—\$10.00.

## GENERAL DEGREE WITH A MAJOR IN NURSING

## B.S. Degree

Upon completion of a two-year program meeting degree requirements at the college, graduation from an accredited school of nursing and qualifying as a registered nurse, the student may become eligible for a Bachelor of Science degree with a major in nursing. This is a liberal arts degree and not a degree in nursing education.

Students may take either one or two years of college work before entering the school of nursing, or complete their college work for a degree after three years in the school of nursing. They will make application directly to the accredited school of nursing\* of their own choice. Or, after one year of pre-nursing at Western, the student may apply for transfer to another school for the remaining three years needed to complete a four-year-basic-professional-nursing-program such as offered by the University of Michigan, Wayne University, etc.

A student applying for admission to this curriculum at the college must meet the following entrance requirements:

(1) Approved pattern of subjects from an accredited high school which conforms to the requirements as established by the Michigan State Board of Education.

(2) Minimum units in high school science must be presented as follows: Chemistry, 1 unit; plus either General Biology, 1 unit, or Physics, 1 unit.

(3) Must stand in the upper one-half of the high school graduating class.

(4) Take a college ability test before final recommendation on admission will be made.

Minimum required program includes:

	Semester Hours
Rhetoric 106A, B, or Communications 104A, B.....	6-8
Science .....	12-16
Biology 100A, B	
Chemistry 100A, B, or 101A, B	
Or, other science courses approved by counselor	

\*Bronson Hospital (Kalamazoo) School of Nursing students receive their basic science courses on the campus at Western.

## OCCUPATIONAL THERAPY

67

Foundations of Western Civilization 100A, B .....	8
American, National and State Governments 230A (or equivalent) ..	3
Literature or Language .....	6-8
Sociology .....	6
General Psychology 200 .....	3
Human Growth and Development 251 .....	3
Physical Education .....	2
Electives .....	To total 124

(See pages 38-74 for details re: minors and other  
specific degree requirements.)

### OCCUPATIONAL THERAPY

#### B.S. Degree and/or Diploma

Rhetoric 106A, B .....	Semester Hours 6
or	
Communications 104A, B .....	8
Introduction to Contemporary Society 101A, B	
or	
Foundations of Western Civilization 100A, B .....	8
Occupational Therapy Biology 103* .....	4
Occupational Therapy Nature Study 232* .....	4
Art Structure 106 .....	2
Printing 144 .....	3
Physical Education .....	1
	28-30

#### Second Year

Anatomy 211A .....	4
Physiology 211B .....	4
General Psychology 200 .....	3
Theory of Occupational Therapy 210A, B .....	4
Neurology and Psychiatry 330 .....	3
O. T. General Shop 167 .....	3
Therapeutic Crafts 220 .....	2
Stitchery 223 .....	3
Minor Crafts 225 .....	3
Physical Education .....	1
	30

#### Third and Fourth Year

Literature or Foreign Language .....	3
Literature for Children 203 .....	3

Kinesiology 216A .....	2
Applied Kinesiology 216B .....	2
Theory of O. T. (Med. Lectures) 410B .....	3
Abnormal Psychology 305 .....	3
Introduction to Speech Correction 250 or Principles of Speech Correction 251 .....	3
Theory of Occupational Therapy 410A .....	2
Recreational Therapy 222 .....	2
O. T. Special Wood Shop 308 .....	3
Weaving 428 .....	4
Elementary Design 215 .....	3
Ceramics and Jewelry 425 .....	2
Clothing 203 .....	2
Hospital Case Histories 352 .....	3
Clinical Training 411 .....	5

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

2. A portion of the nine months of clinical training may be taken between the third and fourth years.

3. Students who already have earned a college degree may enroll for a shortened course including two semesters on campus and nine months of clinical training. The course for these students is adjusted to fit their needs.

\*O. T. Biology 103 (4) and O. T. Nature Study 232 (4) to substitute for Physical Science Survey (8) or Biological Science Survey (8).

### SOCIAL WORK

#### A.B. or B.S. Degree with Certificate in Social Work

Satisfactory completion of the courses in this curriculum is required for the Certificate in Social Work. In addition the student must take whatever courses are needed to satisfy the group and general education requirements for the A.B. or B.S. degree.

#### First Year

	Semester Hours
Communication 104A, B .....	8
General Biology 100A, B .....	8
Foundations of Western Civilization 100A, B, or Introduction to Contemporary Society 101A, B or equivalent .....	8
Physical Education .....	2
Electives .....	6

#### Second Year

General Psychology 200 .....	3
Personality 207 .....	4
or	
Introduction to Mental Hygiene 235 .....	3
or	

Human Growth and Development 251 .....	3
Principles of Sociology 241 .....	3
Modern Social Problems 242 (If Introduction to Contemporary Society 101A not taken) .....	0-3
Social Psychology 243 .....	2
Economics of Consumption 223 or Principles of Economics 220A .....	3
Physical Education .....	2
Electives .....	11-16

### Third Year

The Field of Social Work 255 .....	2
Any three of the following sociology courses:	
Rural Sociology 220 .....	3
Marriage and the Family 345 .....	3
Cultural Anthropology 248 .....	3
Criminology 342 .....	3
Population Studies 343 .....	3
Race and Inter-group Relations 347 .....	2
Urban Community 440 .....	2
Social Control 441 .....	2
Advanced Studies in Juvenile Delinquency 446 .....	2
Contemporary Social Movements 449 .....	2
American National and State Governments 230A, B .....	6
Electives .....	13-14

### Fourth Year

Introduction to Social Research 348 .....	3
Family and Child Welfare 351 .....	3
Introduction to Public Welfare 353 .....	3
or	
Community Organization 359 .....	2
Principles of Social Case Work 355 .....	2
or	
Principles of Social Group Work 356 .....	2
Orientation to Field Work 358A .....	2
Supervised Field Work 358B .....	3
Electives .....	14-16

Note.—1. This curriculum is designed to prepare students for the lower levels of social-work positions, and for the civil service examinations required for employment in many public agencies. It also provides considerable pre-professional education for graduate training in social work. Graduates who continue in social work as a profession should plan to take, as early in their career as possible, one or two years of professional social-work training at the graduate level.

2. The required courses in this curriculum provide for a social science major of 34 or 35 semester hours and a minor in social work of 18 semester hours. Some 45 semester hours of elective courses are allowed. These electives should be used primarily to fulfill the requirements for the general degree and to strengthen the general education of the student. To meet the need of certain students for special skill, however, some elections from such tool subjects as the following may well be considered. Elementary Typewriting 101A, Home and Its Management 222, Community Recreation, Scouting and Campfire 276, Laboratory and Psychological Testing 302, Clinical Psychology 309, Human Genetics 306, and Labor Problems 325A, B. Some students in their senior year may find it advisable also to elect some of the more specialized courses in social work offered in the Graduate Division.

## MUSIC

B.M. Degree with a major in Voice\*

First Year		Semester Hours
Rhetoric 106A, B		6
Voice 45A, B		6
Freshman Theory 106A, B		6
Elementary Acoustics 110		2
Piano Class 117A, B		2
English Diction and Song Literature 122A, B		0
Physical Education		2
Elective		8
Second Year		
Voice 46A, B		6
Advanced Sight-Singing and Ear-Training 205A, B		4
Advanced Harmony 206A, B		6
Music Literature 207A, B		6
Advanced Piano Class 217A, B		2
Italian Diction and Song Literature 222A, B		0
English Literature Electives		6
Physical Education		2
Third Year		
Voice 47A, B		6
Counterpoint 305A, B		6
Composition 306A, B		6
Style and Structure 310A		3
Contemporary Music 310B		3
Conducting 311A, B		2
French Diction and Song Literature 322A, B		0
Elective		6
Fourth Year		
Voice 48A, B		6
Orchestration 355A, B		6
History of Music 357A, B		6
Advanced Conducting 351A, B		2
German Diction and Song Literature 324A, B		0
American National and State Governments 230A, B		6
or		
Survey of American Government 234		2
or		
Introduction to Contemporary Society 101A, B		8
Elective		6-10

\*A minimum of 12 and a maximum of 18 additional semester hours in subjects of academic and cultural value are required. The balance of credits offered toward the Bachelor of Music degree must be music credits, and should be determined with the major professor's assistance. The Bachelor of Music degree with a voice major requires of the student the ability to pass a piano examination on level 2.

## MUSIC

## B.M. Degree with an Instrumental Major\*

## First Year

	Semester Hours
Rhetoric 106A, B .....	6
Major Performance, level 5, A, B .....	6
Freshman Theory 106A, B .....	6
Elementary Acoustics 110 .....	2
Piano Class 117A, B .....	2
Physical Education .....	2
Elective .....	8

## Second Year

Major Performance, level 6, A, B .....	6
Advanced Sight-Singing and Ear-Training 205A, B .....	4
Advanced Harmony 206A, B .....	6
Music Literature 207A, B .....	6
Advanced Piano Class 217A, B .....	2
Physical Education .....	2
Elective .....	6

## Third Year

Major Performance, level 7, A, B .....	6
Counterpoint 305A, B .....	6
Composition 306A, B .....	6
Style and Structure 310A .....	3
Contemporary Music 310B .....	3
Conducting 311A, B .....	2
Elective .....	6

## Fourth Year

Major Performance, level 8, A, B .....	6
Major Performance Literature .....	0
Orchestration 355A, B .....	6
History of Music 357A, B .....	6
American National and State Governments 230A, B .....	6
or	
Survey of American Government 234 .....	2
or	
Introduction of Contemporary Society 101A, B .....	8
Elective .....	8-12

\*A minimum of 12 and a maximum of 24 additional semester hours in subjects of a general and cultural value are required. The balance of the credits offered toward the Bachelor of Music degree must be music credits and should be determined with the major professor's assistance. The Bachelor of Music degree with an instrumental major requires of the student the ability to pass a piano examination on level 2.



## MUSIC

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

First Year		Semester Hours
Rhetoric 106A, B	6	6
**Applied Music	4	4
Freshman Theory 106A, B	6	6
Elementary Acoustics 110	2	2
String Class 118A, B	2	2
Piano Class 117A, B	2	2
Physical Education	2	2
Elective	14	14
Second Year		
Applied Music	4	4
Advanced Sight-Singing and Ear-Training 205A, B	4	4
Advanced Harmony 206A, B	6	6
Music Literature 207A, B	6	6
Advanced Piano Class 217A, B	2	2
Woodwind Class 219A, B	2	2
Style and Structure 310A	3	3
Contemporary Music 310B	3	3
Physical Education	2	2
Third Year		
Applied Music	6	6
Counterpoint 305A, B	6	6
Composition 306A, B	6	6
Conducting 311A, B	2	2
Brass Class 320A, B	2	2
Percussion Class 321	1	1
Elective	9	9
Fourth Year		
Applied Music	6	6
Orchestration 355A, B	6	6
Advanced Composition 356A, B	6	6
History of Music 357A, B	6	6
American, National and State Governments 230A, B	6	6
or		
Survey of American Government 234	2	2
or		
Introduction to Contemporary Society 101A, B	8	8
Elective	2-6	2-6

\*The student will study applied music throughout his four-year course. He must study enough piano to pass an examination on level 2. A minimum of 12 and a maximum of 24 additional semester hours in subjects of a general cultural value are required. The balance of credits offered must be music credits and should be determined with the major professor's assistance.

\*\*The student will be advised what course number to enroll for after he has taken his placement examination at the time of his original registration.

## LIBRARIANSHIP CURRICULUM

## A.B. or B.S. DEGREE WITH MAJOR IN LIBRARIANSHIP

## Public, County and Regional Library Service

## First Year

		Semester Hours
106 or 104	Rhetoric or Communication .....	6-8
100 or 102	Physical or Biological Sciences Survey .....	8
100	Foundations of Western Civilization .....	8
	Modern Language .....	8
	Electives .....	2
	Phys. Educ. ....	2

## Second Year

200	General Psychology .....	3
241	Sociology .....	3
220	Economics .....	3
201	Journalism .....	3
203	Literature for Children .....	3
202	Reading Interests of Children .....	3
313	Michigan History .....	3
	Electives .....	9
	Phys. Educ. ....	2

## Third Year

251	Human Growth and Development .....	3
342	Modern Social Problems .....	3
360	Organization of Library Materials .....	2
311	Reference Service .....	3
304	Reading Interests of Adults .....	2
363	Rural and Urban Library Administration .....	3
406	Storytelling .....	2
	Electives .....	12

## Fourth Year

402	Reading Interests of Youth .....	2
403	Selection of Reading Materials .....	3
470	Introd. to Classification and Cataloging .....	4
*380	Library Observation and Practice .....	3
362	Library in the Modern Community .....	2
438	Audio-visual Education .....	2
	English Electives .....	6
	Electives .....	8

\*Includes three weeks of field work in a county, or small public library selected in consultation with departmental adviser.

#### IV. VOCATIONAL AND PRACTICAL ARTS EDUCATION CURRICULA

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

##### BUSINESS STUDIES

The Department of Business Studies offers many and varied vocational and professional training opportunities in the field of business and industry.

1. The Business Teacher Training Curriculum prepares for the following fields: Secretarial, Accounting, Salesmanship and Retailing, General Business and Vocational Coordinators. The students must meet the B.S. requirements.

2. The Business Administration Curriculum: The student working toward a Bachelor of Business Administration has the opportunity for preparation for vocational and professional positions in business and industry. The major vocational areas which the student may elect are: Accounting, Economics, General Business, Secretarial Administration, and the following management areas: Office Management, Personnel Administration, Sales Management, Retail Store Management, Small Business Management and Industrial Management.

Business Administration students may prepare for specific business and industrial openings by a careful selection of courses for their minors. A specific example would be preparation for office or sales work with a pharmaceutical firm. Courses in chemistry and related sciences would be a valuable background. Proper sequence of courses can be worked out with major and minor advisers.

**The Technical Business Curriculum:** For those who wish to attend college for only a two-year period, the Technical Business Curriculum provides opportunities for preparation for the many beginning occupations in business and industry in such fields as Clerical Accounting, Secretarial Training, General Business, Salesmanship, General Clerical and Small Business Management.

**The Cooperative Curricula:** The two-year Cooperative Retailing Program and Cooperative Secretarial Training Program are on a work-and-school basis. This gives the student an outstanding opportunity to meet, on a practical work-for-pay basis, the requirements of the full-time job for which he is preparing.

### DISTRIBUTIVE EDUCATION

Western Michigan College is the designated teacher-education institution for distributive education. It has provided a qualified teacher-education service available to school, individual teachers, and coordinators who desire aid in the improvement of methods of instruction, or in planning more effective instructional materials.

It operates with the cooperation of the Office of Vocational Education, Department of Public Instruction.

Under the Michigan Plan for Vocational Education for the certification of vocational teachers, it is required that teachers, coordinators, and supervisors of business subjects carry out a program of educational upgrading. The subjects used for upgrading oneself to a higher level for certification may be used concurrently for graduate credit, leading to the master's degree.

### HOME ECONOMICS

Western Michigan College recognizes homemaking education as an important phase of one's personal, family, and community life.

It prepares students to qualify as teachers of both non-vocational and vocational homemaking programs.

A two-year terminal curriculum is offered to students who are not interested in a four-year course. This program is planned to help young women who wish to make homemaking a career.

The Department of Home Economics also includes an approved four-year curriculum for dietitians.

### INDUSTRIAL ARTS EDUCATION

Western Michigan College recognizes the important place that industrial arts assumes in the total program of general education.

The Industrial Education Department offers shop and professional courses for the training of teachers, supervisors, and administrators of industrial arts education.

The areas of instruction include metalwork, plastics, printing, drawing, woodwork, electricity, aviation, arts and crafts, general shop, farm shop, and auto maintenance.

All of the elementary courses are open to women.

### VOCATIONAL INDUSTRIAL TEACHER EDUCATION

This curriculum provides for a combination work-study program, specifically for the preparation of trade and industrial teachers. It leads to a B.S. degree, a secondary provisional certificate, and a vocational trade and industrial certificate. Coordinated practical work experience in industry or its equivalent is mandatory. It is necessary for a student to work a total of at least four years. In general, the type of industry selected is governed by the nature of the student's interest in the industrial phase which he expects to teach.

### INDUSTRIAL TECHNICAL EDUCATION

The current postwar years present a world of new inventions and technical processes, new achievements in the satisfaction of human wants, and new demands for competence in citizenship, home relationships, and community living.

To meet these needs, Western Michigan College has accepted as a fundamental policy the inclusion of both vocational and general education as basic to technical employment and community living.

Further, it includes a program of guidance, counseling and placement facilities, adequate standards of proficiency and accomplishment, and an adequately trained staff to discharge the pioneer responsibilities.

Certain specific principles have been adhered to in the organization of terminal industrial technical curricula, as follows:

1. These curricula are open to any recommended high-school graduate who has demonstrated his scholastic ability, and who shows sufficient maturity and aptitude to profit by such a program of study.
2. Occupational preparation, largely industrial-technical in character, is recognized as the primary purpose and as the principal objective which prompts students to enroll in technical curricula.
3. Instruction is related to general fields, as well as in shop areas, and is given for the adequate personal, social, and occupational development of the individual.

Upon completion of any technical curricula, the student is granted a certificate of achievement issued by the Michigan State Board of Education.

### AVIATION EDUCATION

The aviation program at Western Michigan College has been established for two specific purposes:

1. To provide occupational training for those expecting to enter the aviation field, and
2. To enable prospective and in-service teachers to secure a better understanding of the implications of the air age on our modern society.

#### Air Transportation

This curriculum is four years in length, leading to a B.S. degree. It is designed to train students to manage and operate airports, and for various administrative, supervisory, and sales positions in the business field of aviation. It requires concentration in four areas—mechanics, pilot training, business administration, and airport operation. Sufficient work is given in mechanics to meet the requirements for a CAA airplane and/or engine mechanic's license. A minimum of 35 hours of flight training leading to a private pilot's license is required for all students.

### **Pilot Training**

This is available to any student on campus, regardless of curriculum, who wishes to gain some flight experience, or secure a private, commercial, or instructor's license.

### **Aviation Teacher Education**

The courses listed in this curriculum are intended for any elementary or secondary students preparing for teaching, who wish to learn some of the basic fundamentals of aviation and its effect on the social, economic, and political structure of the world at large. All teachers should have some understanding of aviation in order that they may better infuse pertinent aviation materials in the courses which they expect to teach.

Those who are particularly interested in aviation may secure a minor sequence in this area. For many students, one or two aviation courses are sufficient.

Industrial-arts students are especially urged to take 409 Education in an Air Age or 210 Model Airplane Construction.

### **PAPER TECHNOLOGY (PULP AND PAPER)**

This vocational and scientific curriculum is four years in length, leading to a B.S. degree. The purpose is to prepare students for work in the paper industry in the technical, manufacturing, sales, and executive areas. It is foundational in character, and provides for actual work experience during the summers in the paper mills. The plan provides for operating cooperatively through the use of an advisory committee composed of seven members from the industry and three from Western Michigan College. This curriculum is jointly sponsored by the Division of Vocational Education and the Department of Chemistry.

### **BUSINESS ADMINISTRATION**

#### **Bachelor of Business Administration Degree**

An integrated curriculum requiring students to obtain a major in the Department of Business Studies and a minor in the Department of Economics, or a major in the Department of Economics while fulfilling the requirements of the Business Administration Curriculum. In addition to a minor in Economics a student under the Business Administration Curriculum must have a minimum of at least thirty semester hours in the field of Business Administration and a minimum of forty-eight hours in the fields of Business and Economics. Besides meeting the requirements of the curriculum as stated below, the student must plan to meet the general degree requirements for the degree desired. The maximum number of semester hours a student may present for graduation is 45 in the Department of Business Studies.

## BUSINESS ADMINISTRATION

## First and Second Years

Communications 104A, B or .....	8
Rhetoric 106A, B and .....	6
Fundamentals of Speech 105A, B .....	6
Language or Literature .....	6-10
Introduction to Contemporary Society 101A, B or .....	8
Economics 220A, B or equivalent .....	6
*Business Statistics 235 .....	3
Accounting Principles 210A, B .....	6
Business Correspondence 232 .....	3
**Math. Sequence A or B, or Bus. Math. 120A, B .....	4-8
Physical Education .....	2
Elective (See Major and Minor requirements) .....	2-4

## Third and Fourth Years

Physical Science 100A, B or General Biology 100A, B .....	8
General Psychology 200 .....	3
Survey of Business Insurance 322 .....	3
Business Law 320A, B .....	6
Management Problems 339 .....	3
Physical Education .....	2
Electives (See Major and Minor requirements) .....	30-34
Recommended Electives:	
Economic Geography 218 .....	3
Economic History of United States 312 .....	3
Psychological Aspects of Business 210 .....	3
Applied Psychology 204 .....	2
American National and State Governments 230A .....	3
Survey of American Government 234 .....	2
Principles of Sociology 241 .....	3

## Majors in Business Administration

- I. Accounting: Accounting 210A, B; Intermediate Accounting 310A, B; Cost 411, Tax 412, Auditing 313, Accounting Theory and Problems 314. All courses listed are major requirements, and should be taken, insofar as possible, in the sequence listed. Students are admitted to a Major in Accounting only upon approval of the Accounting Staff. Students planning on majoring in Accounting should take 210A, and B in their Freshman year. Mathematics minor required. Sequence A or B.
- II. Air Transportation: (Students under the Air Transportation curriculum may major in Business Administration.)

\*Mathematics minors waive this requirement.

\*\*Accounting majors are requested to take Mathematics, Sequence A or B.

Other majors in Business Administration may elect Mathematics, Sequence A or B.

Note.—1. Mathematics. Sequence A is based upon one or one and a half years of high-school algebra and one year of high-school geometry and consists of (a) Trigonometry and College Algebra 103A, B, ten hours, or College Algebra and Analytic Geometry 104A, B, eight hours; (b) Mathematics of Finance 227A, B, 6 hours; (c) Statistics 209 or 473, three hours.

2. Mathematics. Sequence B is for those students who present at least one year, but less than two years, of high-school mathematics, and consists of (a) Introduction to College Mathematics 105A, B, eight hours; (b) Mathematics of Finance 227A, three hours, Mathematics of Finance 227B, two hours; (c) Statistics 209 or 473, three hours.

III. Economics: (See Economics Department for fulfilling Economics Major.)

IV. General Business: Elect any sequence of courses from the Department of Business Studies which meets the students' vocational interests and needs.

V. Secretarial Administration: Secretarial Science 130A, B; Office Machines 230A, B; Office Organization 239; Filing Techniques 101, Personnel Administration 436; Business Report Writing 433. (Required courses on the Business Administration Curriculum may be waived in order to meet the needs of the Secretarial Administration program.)

VI. Management:

1. Office Management: Accounting 310A and B or 311 and 312; Survey of Office Machines 230; Office Management 439; Personnel Administration 436; Filing Principles and Techniques 101; Proficiency in Typewriting or 101A and 101B; Business Report Writing 433. (Minor in Psychology recommended.)

2. Personnel Administration: Office Management 439, Business Report Writing 433, Personnel Administration 436. (Minor in Psychology required.)

3. Sales Management: Salesmanship 340; Sales Management 341; Credit Management 345; Advertising 342; Personnel Administration 436; Small Business Management 237; Purchasing 348.

4. Retail Store Management: Retail Salesmanship 150; Fundamentals of Retailing 140; Merchandise Information 151A or 151B; Retail Merchandise Mathematics 111; Retail Advertising 240; Retail Credit and Collections 241 or Credit Management 345.

5. Small Business Management: Salesmanship 340; Sales Management 341; Credit Management 345; Real Estate Fundamentals 350; Advertising 342; Personnel Administration 436; Small Business Management 237.

6. Industrial Management: Purchasing 348; Cost Accounting 411; Personnel Administration 436; Business Report Writing 433; Industrial Organization and Management 343; Industrial Management Problems 344; Introduction to Industrial Psychology 300; Student is required to take a minor in Vocational Industrial to be approved by the Major and Minor advisors.

VII. Business Teacher Training.

1. For majors and minors in the field of Business Teachers Educa-



tion refer to the Business Teacher Training Curriculum in the catalog.

### TECHNICAL BUSINESS CURRICULA (Two Years)

The Technical Business Curricula have been specifically designed for those students who are planning on attending college for a two-year period. The program, which is designed to provide the student with an effective training for the many beginning occupations in business and industry, is divided into two major areas: the cooperative work-and-study programs now found in the Retailing Curriculum and the Secretarial Curriculum, and the regular college classroom programs. Although the enrollment in the cooperative curricula is limited, the student is urged to qualify for these fields whenever possible.

Any high-school graduate is eligible for admission to the Technical Business Curricula provided he has been recommended by his high-school principal. Students who wish to qualify for the cooperative program must meet certain standards as established by the Division of Vocational Education. Courses taken either in the cooperative or non-cooperative programs may be applied toward degree requirements provided regular college-entrance requirements are met.

All graduates of the two-year Technical Business Curriculum receive a certificate indicating the field of specialization they have completed.

#### General Requirements for All Enrollees on the Regular (Non-cooperative) Technical Business Curricula

##### First Year

	Semester Hours
Communications 104A, B or .....	8
Rhetoric 106A, B .....	6
Industrial and Business World 135A, B .....	4
Business Mathematics 120A, B .....	4
Principles of Accounting 210A, B .....	6
Business Correspondence 232 .....	3
Physical Education .....	1
Electives .....	5-7

##### Second Year

Intro. to Contemporary Society 101A, B or .....	8
Principles of Economics 220A, B .....	6
Business Statistics 235 .....	3
Survey of Business Insurance 322 .....	3
Small Business Management or Management Elective .....	3
Business Law 320A .....	3
Physical Education .....	1
Electives .....	10-12

## Fields of Specialization in Technical Business Curriculum

1. Clerical Accounting: Select from Accounting 310A, B; Pay Roll and Social Security Accounting 215; Office Machines 230A, B; Business Law 320A, B; Office Organization 239; or other Business Studies on consent of class instructor; Proficiency in Typewriting or Typewriting 101A, B.
2. General Business: Select courses in keeping with students' vocational interests with consent of counsellor.
3. Secretarial Training: \*Secretarial Science 130A, B; Office Machines 230A, B; Filing Techniques 101; Office Organization 239; General Psychology 200.
4. Salesmanship: Salesmanship 340; Advertising 342; Small Business Management 237; Sales Management 341; Credit Management 345.
5. General Clerical: Office Machines 230A, B; Typewriting 101A, B; Filing Techniques 101; Office Organization 239; Industrial Cost Accounting 316A, B; Pay Roll and Social Security Accounting 215.
6. Small Business Management: Accounting 210A, B; Small Business Management 237; Advertising 342; Salesmanship 340; Credit Management 345; Real Estate Fundamentals 350.

## COOPERATIVE PROGRAM IN RETAILING (Two Years)

The work-study program in retailing embraces a two-year curriculum which combines classroom instruction at the College in the morning, and, with the cooperation of the merchants of Kalamazoo, employment for actual experience in the local stores during the afternoon and Saturday.

Students enrolled in this curriculum will have the opportunity, in addition to taking the specialized courses in retailing, to elect such other college courses as will fit their needs and as their schedules, abilities, and work programs will permit.

## First Year

	Semester Hours
Retail Salesmanship 150 .....	3
Fundamentals of Retailing 140 .....	3
Merchandise Information (Non-textiles) 151A .....	2
Business Mathematics 120 .....	2
Rhetoric 106A .....	3
Merchandise Information (Textiles) 151B .....	2
Retail Merchandise Mathematics 111 .....	3
Business Correspondence 232 or Rhetoric 106B .....	3
Coordinated Business Experience 100 .....	2
Physical Education .....	1
Electives .....	4

\*Students who wish to elect the Technical Secretarial Training or Retail Curricula must, at the present time, qualify for the Cooperative work-study curricula described below. Since the enrollment in the work-study curricula is definitely limited, students should make application at least thirty days before the date of actual matriculation.

## Second Year

Retail Credit and Collections 241 .....	3
Store Organization 251 .....	2
Retail Advertising 240 .....	3
Retail Personnel Management 252 .....	2
Color and Design in Retailing 142 .....	3
Coordinated Business Experience 200A, B .....	4
Physical Education .....	1
Electives .....	12

Recommended Electives: Selling Fashion Merchandise 141, Selling Home Furnishings 242, Interior and Window Display (T) 224, Retail Accounting 211A, B, Retail Buying Techniques 243, Coordinated Business Experience 200A, B.

## COOPERATIVE PROGRAM IN SECRETARIAL TRAINING (Two Years)

The work-study program in Secretarial Training embraces a two-year curriculum which combines classroom instruction at the College in the morning and employment for actual on-the-job experience in local offices during the afternoon of the student's sophomore year.

Students enrolled in this course will have the opportunity to elect such other college courses as will fit their needs and as their schedules, abilities, and work programs will permit. The advantages of social and cultural contacts of regular college students are open to all students on this program. The college and departmental placement offices are available in aiding the students to secure suitable full-time positions upon graduation.

## First Year

	Semester Hours
Rhetoric 106A, B or Communications 104A, B .....	6-8
Industrial and Business World 135A, B .....	4
Business Mathematics 120 .....	2
*Secretarial Science 130A, B .....	10
Personal and Social Problems 120 .....	1
Physical Education .....	1
Introduction to Contemporary Society 101A, B .....	8

## Second Year

Secretarial and Accounting 211A, B .....	6
Office Machines 230A, B .....	4
Filing Principles and Techniques 101 .....	2
Coordinated Business Experience 200A, B .....	4
Physical Education .....	1
Elective** .....	11

\*Students who have not had shorthand or typewriting in high school should register for Shorthand and Typewriting 100A.

\*\*Students should consult their faculty adviser before making their selections for electives.

## HOMEMAKING CURRICULUM (Two Years)

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

A diploma is issued at the completion of this course.

## First Year

	Semester Hours
Effective Home Life 145 .....	3
Clothing and Textiles 103 .....	3
Food for the Family 118 .....	2
Elementary Design 105 .....	2
Communications 104A .....	4
Fundamentals of Speech 105A .....	3
Healthful Living 112 .....	2
Physical Education .....	1
Electives .....	12

(To be selected from history, English, speech, business education, science, and home economics)

## Second Year

Clothing 205 .....	3
Costume Design 209 .....	2
Everyday Nutrition 222 .....	2
Human Growth and Development 251 .....	3
(Home Economics Section)	
Home Furnishings 221 .....	2
Home Nursing 223 .....	2
American, National and State Governments 230A, B .....	6
Physical Education .....	1
Electives .....	13

(To be selected from sociology, business education, speech, English, and home economics)

## DIETETICS CURRICULUM

## First Year

	Semester Hours
Foods 111 .....	3
Clothing 103 .....	3
Elementary Design (art) 105 .....	2
Communication 104A, B .....	8
Chemistry 101A, B .....	1-8
Physical Education .....	2
Electives .....	8-10

## Second Year

Nutrition 211 .....	3
Food Preparation and Service 311 .....	3
Biology 100A .....	4
Organic Chemistry 306A .....	4
General Psychology 200 .....	3
Physical Education .....	1
Electives .....	9

## Third Year

Quantity Food Management 312 .....	2
Food Chemistry 341 .....	2
Bacteriology 212A .....	4
Anatomy 211A .....	4
Biochemistry 350, 351 .....	3-4
American, National and State Governments 230A .....	3
Advanced Nutrition 416 .....	3
Electives .....	10-11

## Fourth Year

Diet and Disease 317 .....	2
Physiology 211B .....	3
Problems in Home Economics Education 300 .....	3
Institutional Management 423 .....	3
Electives .....	19

Recommended minors: Chemistry and Combined Social Science. Each student is required to work twelve months in a hospital approved by the American Dietetics Association.

Recommended electives: Second year, General Biology 100B; Third year, Home Management 322, Consumer Buying 439; Fourth year, Home Management Practice 324, Experimental Food Study 419, Housing and House Planning 421.

## PAPER TECHNOLOGY

(Vocational and Scientific Curriculum)

Sponsored Jointly by the Division of Vocational Education  
and

the Department of Chemistry

B.S. Degree

This curriculum is intended to prepare students for work in the paper industry in the technical, manufacturing, sales, and executive areas. It is foundational in nature, and provides for actual work experience during the summers in the paper mills. It is expected that the student will work in the mills at least two of the three summers indicated. The plan operates co-

operatively through the use of an advisory committee composed of six members from the industry and three members from Western Michigan College. Option I stresses preparation for production and technical areas, whereas Option II prepares students for sales and management areas in the paper industry.

### OPTION ONE

(Preparation for Technical and Manufacturing Areas in the Paper Industry)

#### First Year

##### First Semester

	Semester Hours
Communication 104A .....	4
Trigonometry and College Algebra 103A .....	5
or	
College Algebra 104A .....	4
General Chemistry 100A or 101A .....	4
Mechanical Drawing 121 or 221 .....	2-3
Orientation to Pulp Technology 130A .....	1
Physical Education .....	1
Electives .....	1

##### Second Semester

Communication 104B .....	4
College Algebra and Analytic Geometry 103B .....	5
or	
Analytic Geometry 104B .....	4
General Chemistry 100B or 101B .....	4
Orientation to Paper Technology 130B .....	1
Physical Education .....	1
Electives .....	3

#### Summer

Mill Practice 131 .....	2
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#### Second Year

##### First Semester

Economics 220A .....	3
Calculus 205A .....	4
Mechanics, Sound and Heat 103A .....	5
Qualitative Analysis 201 .....	4
Pulp Manufacture 230A .....	2
Physical Education .....	1

## Second Semester

Economics 220B .....	3
Calculus 205B .....	4
Electricity and Light 103B .....	5
Quantitative Analysis 202 .....	4
Paper Manufacture 230B .....	2
Physical Education .....	1

## Summer

Mill Practice 231 .....	2
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## Third Year

## First Semester

Introduction to Contemporary Society 100A .....	4
*Language and Literature .....	3-4
Organic Chemistry 306A .....	4
Pulp Testing 332A .....	2
Fiber Microscopy 333 .....	1
Elements of Industrial Chemistry 334A .....	2

## Second Semester

Introduction to Contemporary Society 100B .....	4
*Language and Literature .....	3-4
Organic Chemistry 306B .....	4
Paper Testing 332B .....	2
Elements of Industrial Chemistry 334B .....	2
Wood Chemistry 335 .....	2
Coloring and Filling of Paper 336 .....	1

## Summer

Mill Practice 331 .....	2
Mill Inspection Trip 337 .....	1

## Fourth Year

## First Semester

*Language and Literature .....	3-4
Physical Chemistry 303A .....	5
Bleaching, Pulp Purification, and De-inking 432 .....	2
Auxiliary Equipment for Pulp and Paper Mills 433 .....	1
Thesis 436A .....	2
Chemistry and Technology of Plastics 434 .....	2
Electives .....	3

\*Recommended courses: third year, German; fourth year, Scientific German.

## Second Semester

*Language and Literature .....	3-4
Physical Chemistry 403B .....	5
Converting of Paper 435 .....	1
Thesis 436B .....	2
Electives .....	3

Recommended electives: Slide Rule 200; Engineering Materials 210; Accounting 210; Metal Processing 211; Business Correspondence 232; Business Report Writing 233; Personnel Relations 279; Industrial Cost Accounting 316; Business Law 320; Foremanship Training 353; Time Study and Job Analysis 354; Production Control 356; Introduction to Electronics 361; Electrical Measurement 362; Statistical Methods for Industry 373.

## OPTION TWO

(Preparation for Sales and Management Areas in the Paper Industry)

## First Year

## First Semester

	Semester Hours
Communication 104A .....	4
Trigonometry and College Algebra 103A .....	5
or	
College Algebra 104A .....	4
General Chemistry 100A or 101A .....	4
Mechanical Drawing 121 or 221 .....	2-3
Orientation to Pulp Technology 130A .....	1
Physical Education .....	1
Electives .....	1

## Second Semester

Communication 104B .....	4
College Algebra and Analytic Geometry 103B .....	5
or	
Analytic Geometry 104B .....	4
General Chemistry 100B or 101B .....	4
Orientation to Paper Technology 130B .....	1
Physical Education .....	1
Electives .....	3

## Summer

Mill Practice 131 .....	2
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\*Recommended courses: Third year, German; Fourth year, Scientific German.



**Second Year****First Semester**

Introduction to Contemporary Society 100A .....	4
Business Studies .....	3
General Physics 102A .....	4
Qualitative Analysis 201 .....	4
Pulp Manufacture 230A .....	2
Physical Education .....	1

**Second Semester**

Introduction to Contemporary Society 100B .....	4
Business Studies .....	3
General Physics 102B .....	4
Quantitative Analysis 202 .....	4
Paper Manufacture 230B .....	2
Physical Education .....	1

**Summer**

Mill Practice 231 .....	2
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**Third Year****First Semester**

Language and Literature .....	3-4
Organic Chemistry 306A .....	4
Pulp Testing 332A .....	2
Fiber Microscopy 333 .....	1
Elements of Industrial Chemistry 334A .....	2
Business Studies .....	3
Electives .....	2

**Second Semester**

Language and Literature .....	3-4
Organic Chemistry 306B .....	4
Paper Testing 332B .....	2
Coloring and Filling of Paper .....	1
Elements of Industrial Chemistry 335B .....	2
Business Studies .....	3
Electives .....	2

**Summer**

Mill Practice 331 .....	2
Mill Inspection Trip 337 .....	1

**Fourth Year****First Semester**

Language and Literature .....	3-4
Auxiliary Equipment for Pulp and Paper Mills 433 .....	1

Chemistry and Technology of Plastics 434 .....	2
Economics 220A .....	3
Business Studies .....	5
Electives .....	3

### Second Semester

Language and Literature .....	3-4
Converting of Paper 435 .....	1
Economics 220B .....	3
Business Studies .....	5
Electives .....	5

Suggested Courses in Business Studies: Accounting 210; Intermediate Accounting 310; Advanced Accounting 410; Industrial Cost Accounting 316; Cost Accounting 411; Business Correspondence 232; Business Report Writing 433; Business Statistics 235; Office Organization 239; Business Law 320; Business Insurance 322; Personnel Administration 436; Management Problems 339; Salesmanship 340; Sales Management 341; Advertising 342; Credit Management 345; Marketing and Market Analysis 347; Purchasing Principles and Practices 348; Office Management 439; Advanced Salesmanship 440; Job Analysis and Training Programs 435.

Recommended Electives: Slide Rule 200; Engineering Materials 210; Metal Processing 211; Personnel Relations 279; Introduction to Industrial Psychology 300; Foremanship Training 353; Time Study and Job Analysis 354; Production Control 356; Introduction to Electronics 361; Electrical Measurement 362; Elementary Statistical Practice 209; Introduction to Statistical Theory 473.

## AIRLINE HOSTESS CURRICULUM

### B.S. Degree

A program for women desiring a practical educational background to qualify for airline hostess employment with commercial airlines. In addition to being high-school graduates, candidates for this curriculum must meet special airline physical requirements pertaining to height, eyesight, voice, and appearance.

### First Year

	Semester Hours
Communication 104A, B .....	8
Physical Science 100A, B or General Biology 100A, B .....	8
Business Mathematics 120 .....	2
Human Geography 105A .....	4
Elementary Aviation 110 .....	3
Physical Education .....	2
Electives .....	3

## Second Year

General Psychology 200 .....	3
Psychology of Personality 207 .....	4
First Aid 171 .....	2
Foods for the Family 218 .....	2
Personality Development 224 .....	3
The Airline Hostess 207 .....	2
Introduction to Contemporary Society 101A, B .....	8
Physical Education .....	2
Electives .....	6

## Third Year

Sociology 241 .....	3
American National Government 230 .....	3
Business Correspondence 232 .....	3
Navigation and Communication 301 .....	2
Personnel Relations 279 .....	3
Aeronautical Meteorology 302 .....	3
Electives .....	15

## Fourth Year

Airline Traffic 304 .....	3
Airline Operations 305 .....	2
Airline Administration 306 .....	2
Pilot Training and Flight Theory 214A, or D .....	2
Electives .....	21

1. Required one major and two minors.
2. Major to consist of 24 semester hours in one of the following areas:  
Secretarial, General Business, Personnel, Office Supervision.
3. One minor of 19 hours to be in Aviation.
4. Second minor—elective.
5. Total of 124 hours for graduation.

## Major Sequences

## Secretarial Administration

Secretarial Science 130A, B.....	10
Office Machines 230A, B.....	4
Office Organization and Management 239.....	3
Filing Techniques 103.....	2
Personnel Administration 436.....	3
Business Correspondence 232 .....	
or	
Business Report Writing 433.....	2
Shorthand 100A, B.....	6
Secretarial Accounting 211A, B.....	6
Typewriting 101A, B.....	4
(Other courses in business may be elected with consent of adviser.)	

## Personnel Administration

Management Problems 339.....	3
Personnel Administration 436.....	3
Office Organization and Management 239.....	3

Business Correspondence 232.....	3
or	
Business Report Writing 433.....	2
Electives—Business Courses .....	12

Office Supervision

Office Machines 230A, B.....	4
Office Organization 239.....	3
Personnel Administration 436.....	3
Filing Techniques 103.....	2
Typewriting 101A, B.....	4
Business Correspondence 232.....	3

or

Business Report Writing 433.....	2
Electives—Business Courses .....	5

General Business

Any courses in business.

AIR TRANSPORTATION CURRICULUM

B.S. Degree

The Air Transportation Curriculum is a four-year course leading to a B.S. degree. It is designed to prepare men for various positions with commercial airlines and aircraft industries. In addition to meeting the necessary requirements for a Bachelor of Science degree, the curriculum requires concentration in four areas—mechanics, pilot training, business administration, and transportation. Sufficient work is given in mechanics to meet the requirements for a CAA airplane and engine mechanic's license. A minimum of 35 hours of flight training leading to a private pilot's license is required of all students.

First Year

	Semester Hours
Rhetoric 106A, B .....	6
Applied Mathematics 112 .....	3
Speech 105A .....	3
Mathematics of Buying and Investment 200 .....	2
Aircraft Structures 103 .....	3
Elementary Aviation 110 .....	3
Drawing 170A .....	2
Engine Assembly and Disassembly 106 .....	3
Physical Education .....	2
Electives .....	5

Second Year

Principles of Economics 220A, B .....	6
Accounting 210A or .....	3
Industrial Cost Accounting 316A, B .....	2
General Psychology 200 .....	3
Psychology of Personality 207 .....	4
Survey of American Government 234 .....	2

*Business Statistics 235 .....	3
Pilot Training and Flight Theory 214A .....	2
Aircraft Sheetmetal 102 .....	2
Welding 274A .....	2
Aircraft Hydraulics and Instruments 200 .....	3
Physical Education .....	2

### Third Year

Industrial Organization and Management 343 .....	3
*Cost Accounting 411 .....	3
Labor Problems 421A .....	2
Business Correspondence 232 .....	3
*Income Tax Accounting 412 .....	3
Navigation and Communications 301 .....	2
Aeronautical Meteorology 302 .....	3
Carburetion and Lubrication 104 .....	2
Engine Overhaul 206 .....	3
Electricity and Ignition 105 .....	3
Electives .....	5

### Fourth Year

Personnel Administration 436 .....	3
Airport Selection, Layout, and Management 303 .....	3
Airline Traffic 304 .....	3
Airline Operation 305 .....	2
Airline Administration 306 .....	2
Air Traffic Control Procedures 307 .....	2
Engine Operation 204 .....	3
Aircraft Maintenance 203 .....	3
Propellers 205 .....	2
Personnel Relations 279 .....	3
Electives .....	6

Note: The following courses are optional if a student does not intend to qualify for his CAA—A and E license; however, a major of at least 40 semester hours in aviation must be met.

203	Aircraft Maintenance
206	Engine Overhaul
104	Carburetion and Lubrication
274A	Welding
208	Jet Engines

Total Semester Hours for Graduation .....	128
Major—Aviation .....	40
First Minor—Business Administration .....	21
Second Minor—Psychology or Economics .....	15

\*The following courses may be substituted for the starred courses.

237	Small Business Management
340	Salesmanship
341	Sales Management
342	Advertising
345	Credit Management
433	Business Report Writing
347	Marketing
348	Purchasing Principles
344	Industrial Management Problems

## INDUSTRIAL SUPERVISION CURRICULUM

## B.S. Degree

A four-year curriculum designed for students wishing to prepare themselves for such positions as foremen, shop supervisors, personnel officers, educational directors, and other administrative positions in industry.

To be eligible for admittance to this curriculum, a student must have satisfactorily completed a two-year industrial technical course in one of the following areas: radio, machine shop, drafting, automotive maintenance, aircraft mechanics, refrigeration and air conditioning, electrical or printing.

## Third Year

	Semester Hours
General Psychology 200 .....	3
Psychology of Personality 207 .....	4
Economics 220A, B .....	6
Fundamentals of Industrial Supervision 353 .....	2
Business Correspondence 232 .....	3
Modern Marriage 245 .....	2
Plant Maintenance 355 .....	2
Survey of American Government 234 .....	2
Electives .....	10

## Fourth Year

Occupational Analysis and Classification 404 or .....	2
Vocational Psychology 406 .....	2
Personnel Administration 436 .....	3
Labor Problems 421A, B .....	4
Industrial Cost Accounting 316A, B .....	4
Quality Control 354 .....	3
Production Control 356 .....	3
Introduction to Industrial Psychology 300 .....	2
Business Report Writing 433 .....	2
Time and Motion Study 358 .....	3
Electives .....	8

Total of 128 semester hours for graduation.

1. Major—30 to 35 semester hours in technical shop work.
2. First minor—16 hours in industrial supervision.
3. Second minor—15 hours in social studies, economics, mathematics, psychology, or business.

## AIRCRAFT MAINTENANCE ENGINEERING (Two Years)

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

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

A student who is recommended may write the government-sponsored examinations for the airplane mechanic's or the airplane-engine mechanic's license.

### First Year

#### First Semester

	Semester Hours
Elementary Aviation 110 .....	3
Aircraft Structures 103 .....	3
Applied Mathematics 112 .....	3
Basic Metal Work 175 .....	2
Communication 104A .....	4
Welding 274A .....	2

#### Second Semester

Engine Assembly and Disassembly 106 .....	3
Applied Physics 173 .....	3
Welding 274B .....	2
Communication 104B .....	4
Drawing 170A .....	2
Electricity 174 .....	2

### Second Year

#### First Semester

Aircraft Hydraulics and Instruments 200 .....	3
Aircraft Sheetmetal 102 .....	2
Physical Education .....	1
Engine Overhaul 206 .....	3
Jet Engines 208 .....	2
Electricity and Ignition 105 .....	3
Carburetion and Lubrication 104 .....	2

#### Second Semester

Inspection Regulations 201 .....	2
Personnel Relations 279 .....	3
Engine Operations 204 .....	3
Aircraft Maintenance 203 .....	3
Physical Education .....	1
Aircraft Sheetmetal 202 .....	2
Propellers 205 .....	2

**Summer Session**

(one summer session required)

Aircraft Servicing 300 .....	4
Pilot Training 214A, B, C, or D .....	2

**REFRIGERATION AND AIR CONDITIONING****REFRIGERATION, AIR CONDITIONING, HEATING TECHNOLOGY (Two Years)**

This curriculum is offered to students who wish to enter the field of refrigeration and air conditioning in such capacities as sales engineers, commercial installers, or repairmen. The refrigeration phase covers both domestic and commercial systems with emphasis placed on heat load calculations and selection of equipment.

The air-conditioning phase covers the cooling or heating, humidification or dehumidification, cleansing and distribution of air for healthful living. Emphasis is placed on selection of equipment, installation, and service.

**First Year****First Semester**

	Semester Hours
Refrigeration 115A .....	5
Applied Mathematics 112 .....	3
Physical Education .....	1
Drawing 170A .....	2
Communication 104A .....	4

**Second Semester**

Refrigeration 115B .....	5
Applied Physics 173 .....	3
Electricity 174 .....	2
Intermediate Algebra 100A .....	3
Communication 104B .....	4

**Second Year****First Semester**

Air Conditioning and Heating 215A .....	5
Technical Physics 273 .....	3
Trigonometry 100C .....	3
Sheetmetal 275 .....	2
Basic Metal Work 175 .....	2
Physical Education .....	1

**Second Semester**

Air Conditioning and Heating 215B .....	5
Principles of Industrial Electronics 272 .....	3
Personnel Relations 279 .....	3
Welding 274A .....	2
Testing of Materials 178 .....	3



**DRAFTING—DESIGN TECHNOLOGY (Two Years)**

A two-year curriculum offered to students wishing to enter the specialized fields of drafting and design.

**First Year****First Semester**

	Semester Hours
Drafting 124A .....	5
Basic Metal Work 175 .....	2
Applied Mathematics 112 .....	3
Communications 104A .....	4
Physical Education .....	1

**Second Semester**

Drafting 124B .....	5
Machine Shop 176 .....	2
Intermediate Algebra 100A .....	3
Applied Physics 173 .....	3
Communications 104B .....	4

**Second Year****First Semester**

Drafting 224A .....	5
Technical Physics 273 .....	3
Trigonometry 100C .....	3
Basic Metallurgy 231 .....	3
Sheetmetal 275 .....	2
Physical Education .....	1

**Second Semester**

Drafting 224B .....	5
Personnel Relations 279 .....	3
Welding 274A .....	2
Testing of Materials 178 .....	3
Office Machines 230A .....	2
or	
Production Control 356 .....	3

**PRINTING TECHNOLOGY (Two Years)**

This two-year curriculum is offered to students who wish to enter the printing field. Practical work experience and essential related knowledge are provided in the various areas of printing. Students may elect sufficient business courses to enable them to manage and operate their printing plant.

## First Year

## First Semester

	Semester Hours
Printing 125 .....	5
Communications 104A .....	4
Applied Mathematics 112 .....	3
Physical Education .....	1
Basic Metal Work 175 .....	2

## Second Semester

Printing 127 .....	5
Applied Physics 173 .....	3
Drawing 170A .....	2
Communications 104B .....	4
Physical Education .....	1

## Second Year

## First Semester

Printing 225 .....	5
Electricity 174 .....	2
Business Correspondence 232 .....	3
Industrial Cost Accounting 316A .....	2
Small Business Management 237 .....	3

## Second Semester

Printing 227 .....	5
Personnel Relations 279 .....	3
Industrial Cost Accounting 316B .....	3
Purchasing Principles and Practices 348 .....	3
Electives .....	3

## MACHINE TOOL TECHNOLOGY (Two Years)

This two-year curriculum is offered to students who wish to enter the field of industrial machine tool specialization.

## First Year

## First Semester

	Semester Hours
Industrial Machine Shop 130A .....	5
Applied Mathematics 112 .....	3
Drawing 170A .....	2
Communications 104A .....	4
Physical Education .....	1

## Second Semester

Industrial Machine Shop 130B .....	5
Intermediate Algebra 100A .....	3
Drawing 170B .....	2
Applied Physics 173 .....	3
Communications 104B .....	4

## Second Year

## First Semester

Tool Fabrication 230 .....	5
Technical Physics 273 .....	3
Trigonometry 100C .....	3
Tool and Die Designing 270 .....	2
Welding 274A .....	2
Physical Education .....	1

## Second Semester

Die Making 250 .....	5
Electricity 174 .....	2
Basic Metallurgy 231 .....	3
Personnel Relations 279 .....	3
Sheetmetal 275 .....	2

## RADIO AND TELEVISION TECHNOLOGY (Two Years)

Basic training and field experience are provided to master the skills necessary to repair, install, and service all types of radio communications and television equipment. Sufficient study is given to qualify for various commercial radio operators' licenses required by the Federal Communications Commission.

## First Year

## First Semester

	Semester Hours
Introductory Radio 135A .....	5
Electricity 174 .....	2
Applied Mathematics 112 .....	3
Physical Education .....	1
Communications 104A .....	4

## Second Semester

Radio Transmission 135B .....	5
Applied Physics 173 .....	3
Intermediate Algebra 100A .....	3
Sheetmetal 275 .....	2
Communications 104B .....	4

## Second Year

## First Semester

Principles of Television 235A .....	5
Trigonometry 100C .....	3
Technical Physics 273 .....	3
Drawing 170A .....	2
Sheetmetal 275 .....	2
Principles of Industrial Electronics 272 .....	3

## Second Semester

Commercial Radio and Television Techniques 235B .....	5
Personnel Relations 279 .....	3
Welding 274A .....	2
Machine Shop 176 .....	2
Physical Education .....	1

## ELECTRICAL AND ELECTRONICS TECHNOLOGY (Two Years)

This curriculum is offered to students who wish to prepare themselves for a gainful occupation in the electrical fields. The curriculum consists of a study of the generation, transmission and utilization of electrical energy by means of direct and alternating currents. Emphasis is placed upon the fundamental principles and practical applications of electrical circuits and apparatus as employed in industry, communication, and the servicing of electrical appliances.

## First Year

## First Semester

	Semester Hours
Basic Metal Work 175 .....	2
Applied Mathematics 112 .....	3
Physical Education .....	1
Drawing 170A .....	2
Communications 104A .....	4
Electricity 145 .....	4

## Second Semester

Intermediate Algebra 100A .....	3
Applied Physics 173 .....	3
Electricity 146 .....	4
Communications 104B .....	4
Drawing 170B .....	2

## Second Year

## First Semester

Trigonometry 100C .....	3
Technical Physics 273 .....	3
Welding 274A .....	2
Electricity 245 .....	4
Machine Shop 176 .....	2
Physical Education .....	1

## Second Semester

Principles of Industrial Electronics 272 .....	3
Personnel Relations 279 .....	3
Electricity 246 .....	4
Testing of Materials 178 .....	3
Sheetmetal 275 .....	2
Physical Education .....	1

## AUTOMOTIVE TECHNOLOGY (Two Years)

This two-year curriculum is offered to students who wish to specialize in the field of automotive maintenance. The curriculum consists of practical work experience in repairing, inspecting, and servicing automobiles.

## First Year

## First Semester

	Semester Hours
Automotive Engines and Accessories 155A .....	5
Applied Mathematics 112 .....	3
Communications 104A .....	4
Physical Education .....	1
Electricity 174 .....	2
Drawing 170A .....	2

## Second Semester

Automotive Body and Running Gear 155B .....	5
Intermediate Algebra 100A .....	3
Basic Metal Work 175 .....	2
Applied Physics 173 .....	3
Communications 104B .....	4

## Second Year

## First Semester

Automotive Electricity and Ignition 255A .....	5
Drawing 170A .....	2
Machine Shop 176 .....	2

Basic Metallurgy 231 .....	3
Physical Education .....	1
Trigonometry 100C .....	3

### Second Semester

Automotive Analysis 255B .....	5
Sheet Metal 275 .....	2
Technical Physics 273 .....	3
Testing of Materials 178 .....	3
Welding 274A .....	2

## MILITARY SCIENCE AND TACTICS

### Second Lieutenant, USAR

A four-year curriculum designed for students who wish to prepare themselves for a position of leadership in the Armed Forces.

#### First Year

	Semester Hours
Military Science 101 .....	1½
Military Science 102 .....	1½

#### Second Year

Military Science 201 .....	1½
Military Science 202 .....	1½

#### Third Year

Military Science 301 .....	3
Military Science 302 .....	3

Attendance at six-week ROTC Summer Camp at end of third year is a part of the required course.

#### Fourth Year

Military Science 401 .....	3
Military Science 402 .....	3

## RECOMMENDED MAJORS AND MINORS

The usual major at Western Michigan College consists of twenty-four semester hours. The usual minor consists of fifteen semester hours. In some instances there are exceptions to this general regulation.

The selection of specific courses for a major or a minor is planned in cooperation with the departmental adviser. The student should take the responsibility to contact his adviser and to have him make out a departmental adviser's slip. This is filed with the Records Office and with the department. The student also gets a copy. When the student comes up for graduation his record is checked against the major and minor requirements as stated on the Departmental Adviser's Recommendation slip. Any deviation from the recommendations as stated on the slip must have the approval of the departmental adviser.

In most curricula a student is required to present one major and two minors as part of the requirements for graduation. In the case of students intending to teach and planning to earn the State Provisional Elementary Certificate, four minors may be presented in place of one major and two minors.

### AGRICULTURE

#### MAJOR (24 Hours)

##### Required Courses

Farm Management 300	3 hrs.
Land Use, Soil Conservation 301	3 hrs.
Organizations in Agriculture 310	1 hr.

#### MINOR (15 Hours)

##### Required Courses

Farm Management 300	3 hrs.
Land Use, Soil Conservation 301	3 hrs.
Organizations in Agriculture 310	1 hr.

Sufficient hours from the list below to meet the major or minor requirements.

##### Recommended Courses

Animal Husbandry 107	3 hrs.
Dairying and Feeding 108	3 hrs.
Poultry 109	3 hrs.
Soils 200	3 hrs.
Farm Crops 201	3 hrs.
Horticulture 202	3 hrs.

##### Recommended Courses

Animal Husbandry 107	3 hrs.
Dairying and Feeding 108	3 hrs.
Poultry 109	3 hrs.
Soils 200	3 hrs.
Farm Crops 201	3 hrs.
Horticulture 202	3 hrs.

##### Acceptable Courses

General Biology 100A, B	8 hrs.
Physical Science 100A, B	8 hrs.
General Chemistry 100A, B or 101A, B	8 hrs.
Field Work in Mathematics 201	3 hrs.
or Surveying 210	3 hrs.

##### Acceptable Courses

General Biology 100A, B	8 hrs.
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Farm Shop 264A, B	4 hrs.
Rural Economics 230	3 hrs.
Dynamic Geology 230A	4 hrs.
Historical Geology 230B	4 hrs.
Rural Sociology 220	3 hrs.

Department Head: H. D. Corbus

## ART

### MAJOR (Teaching Major, 40 Hours)

### MINOR (15 Hours)

#### Required Courses

Elementary Design 105	3 hrs.
Art Structure 106	3 hrs.
Industrial Art 110	3 hrs.
Figure Drawing 205	3 hrs.
Art Composition 208	3 hrs.
Commercial Art 214	3 hrs.
History of Art 213A, B	6 hrs.
Demonstration Drawing 306	2 hrs.

#### Required Courses

Elementary Design 105	2 or 3 hrs.
Art Structure 106	3 hrs.
Art Appreciation 113A, B	2 hrs.
or	
History of Art 213A or B	3 hrs.
Any elective to make 15 hours in Art	

#### Recommended Courses

Advanced Design 309	2 hrs.
Advanced Art Composition 308	2 hrs.
Advanced Commercial Art 314	3 hrs.
Advanced Figure Drawing 305	2 hrs.

#### Recommended Courses

Figure Drawing 205	3 hrs.
Art Composition 208	3 hrs.
Commercial Art 214	3 hrs.
Painting 410	2 hrs.
Industrial Art 110	3 hrs.
Illustrative Handwork 107	3 hrs.
Modeling 211	3 hrs.

#### Acceptable Courses

Painting 410	2 hrs.
Modeling 211	3 hrs.
Handicraft 212	3 hrs.
Free Brush 201	2 hrs.
Home Furnishing 221	2 hrs.
Interior and Window Display 224	3 hrs.
Learning Through Art 112	3 hrs.
Stage Design 220	2 hrs.

#### Acceptable Courses

Stage Design 220	2 hrs.
Home Furnishing 221	2 hrs.

#### Comments:

Any course may be taken after the required ones are taken care of. Art Appreciation not recommended for art students since they take History of Art.

Department Head: Lydia Siedschlag



**BIOLOGY****MAJOR (24 Hours)****Required Courses**

General Biology 100A, B	8 hrs.
Methods and Materials in Biology 304 (for secondary teachers)	2 hrs.

**Recommended Courses**

Invertebrate Zoology 242A	4 hrs.
Vertebrate Zoology 242B	4 hrs.
Botany 221A, B	8 hrs.
Genetics 305 (for special curricula)	3 hrs.

**MINOR (15 Hours)****Required Courses**

General Biology 100A, B	8 hrs.
Anatomy 211A and Physi- ology 211B (for Phys. Ed. and O. T. majors)	8 hrs.
Healthful Living 112 (for Phys. Ed. majors)	2 hrs.
Anatomy and Physiology 213 (for nurses)	4 hrs.
Bacteriology 214 (for nurses)	3 hrs.

**Recommended Courses**

Nature Study 231A, B (for elementary teachers)	8 hrs.
Methods and Materials in Biology 304 (for secondary teachers)	2 hrs.
Invertebrate Zoology 242A (toward a major or minor for pre-medical and pre- dental students)	4 hrs.
Vertebrate Zoology 242B	4 hrs.
and Bacteriology 312A	4 hrs.
(toward a major or minor for medical technicians)	
Botany 221A, B (for students in agriculture, horticulture or forestry)	8 hrs.

Department Head: W. C. Van Deventer

**BUSINESS STUDIES****MAJOR (24 Hours)****Recommended courses for teaching secre-  
tarial and related business courses**

Secretarial Science 130A, B	10 hrs.
Office Machines 230A, B	4 hrs.
Coordinated Business Experi- ence 200A	2 hrs.
Secretarial Accounting 211A, B or 210A, B	6 hrs.
Business Correspondence 232	3 hrs.
Filing Prin. and Techniques 103	2 hrs.

**MINOR**

Any 15 hours of Major sequence

**Recommended courses for teaching bookkeeping and related business courses**

Accounting 210A, B	6 hrs.
Intermediate Accounting 310A, B	6 hrs.
or Cost Accounting 411 and Income Tax Accounting 412	6 hrs.
Business Law 320A, B	6 hrs.
Survey of Office Machines 230	2 hrs.
Business Correspondence 232	3 hrs.

**Recommended for teaching retail courses**

Merchandise Information — Non Textiles 151A	2 hrs.
Merchandise Information — Textiles 151B	2 hrs.
Retail Salesmanship 150	3 hrs.
Retail Advertising 240	2 hrs.
Color and Design in Retailing 142	3 hrs.
Coordinated Business Experience 200A, B	2 hrs.
Retail Credit and Collections 241	3 hrs.
Store Organization 251	2 hrs.
Accounting 210A, B	6 hrs.

Department Head: Arnold E. Schneider

**CHEMISTRY****MAJOR (24 Hours)****Required Courses**

General Chemistry 100A, B or 101A, B	8 hrs.
Qualitative Analysis 201	4 hrs.
Quantitative Analysis 202	4 hrs.
Organic Chemistry 306A	4 hrs.
Elective Below	4 hrs.

**Recommended Courses**

Organic Chemistry 306B	4 hrs.
Physical Chemistry 403A, B	8 hrs.

**MINOR (16 Hours)****Required Courses**

General Chemistry 100A, B or 101A, B	8 hrs.
Elective below	8 hrs.

**Recommended Courses**

Qualitative Analysis 201	4 hrs.
Quantitative Analysis 202	4 hrs.
Organic Chemistry 306A	4 hrs.
Organic Chemistry 306B	4 hrs.

## Acceptable Courses

Elementary Bio-Chemistry 350	2 hrs.
Food Chemistry 341	2 hrs.
History of Chem. Theory 408	2 hrs.
Organic Preparations 496A, B	4 hrs.
Advanced Qualitative Analysis 305	2 hrs.

## Acceptable Courses

Engineering Materials 210	3 hrs.
Food Chemistry 341	2 hrs.
Elementary Bio - Chemistry 350	2 hrs.
Bio - Chemistry Laboratory 351	1 or 2 hrs.

Department Head: Gerald Osborn

## ECONOMICS

## MAJOR (24 Hours)

## Required Courses

Prin. of Economics 220A, B	6 hrs.
Plus 18 or more semester hours from properly selected courses	

## Recommended Courses

Selected, dependent upon curricu- lum and student needs	
Introduction to Contemporary Society 101A, B	2 hrs.
Money and Credit 321A, B	4 hrs.
Economics of Consumption 223	3 hrs.
Public Finance 420	3 hrs.
Business Administration 429	3 hrs.
Corporations 422	3 hrs.
Marketing 323	3 hrs.
Transportation 324	3 hrs.
Labor Problems 421A, B—2 hours on campus; 3 hours in extension each	
Business and Government 426	3 hrs.
Economic Statistics 327	2 hrs.
Comp. Economic Systems 428	2 hrs.

And in addition some few  
graduate courses to which  
seniors are eligible

## MINOR (15 Hours)

## Required Courses

Prin. of Economics 220A, B	6 hrs.
Plus 9 or more semester hours from properly selected courses.	

## Recommended Courses

Introduction to Contempo- rary Society 101A, B	2 hrs.
Money and Credit 321A, B	4 hrs.
Economics of Consumption 223	3 hrs.
Public Finance 420	3 hrs.
Business Administration 429	3 hrs.
Corporations 422	3 hrs.
Marketing 323	3 hrs.
Transportation 324	3 hrs.
Labor Problems 421A, B— 2 hours on campus; 3 hours in extension each	
Business and Government 426	3 hrs.
Economic Statistics 327	2 hrs.
Comp. Economic Systems 428	2 hrs.

**Acceptable Courses**

All courses offered in the Department. (See Catalogue.)

**Acceptable Courses**

All courses offered in the Department. (See Catalogue.)

**Comments:**

Recommended courses follow no set pattern. We try to fit the courses to what the student prefers and needs. Hence whether the student is a general degree candidate, a Secondary or Elementary curriculum candidate or a person who plans to teach commerce in high school will have considerable weight in determining what shall follow Principles 220A, B.

Department Head: Floyd W. Moore

**ENGLISH****FOR PROSPECTIVE ELEMENTARY TEACHERS****MAJOR (24 Hours)****Required Courses**

Same as for minor with addition of three hours in fiction and three hours in drama.

**MINOR (15 Hours)****Required Courses**

Literature for Children 203 3 hrs.  
 Introduction to Literature  
 107A, B or 6 hrs.  
 General Literature 124A, B 6 hrs.  
 or  
 Literary Interpretation 210 3 hrs.  
 Three hours in American  
 Literature

**FOR PROSPECTIVE SECONDARY TEACHERS****MAJOR (24 Hours)****Required Courses**

Same as for minor with addition of Chaucer, and two period courses.

**MINOR (15 Hours)****Required Courses**

Shakespeare 214A 3 hrs.  
 American Literature  
 221A, B 6 hrs.  
 Fiction 3 hrs.  
 Period Courses 3 to 6 hrs.  
 General Literature 124A, B 6 hrs.  
 or  
 Literary Interpretation 210 3 hrs.

**Comments:**

Students who major or minor in English in the Secondary curriculum should have a reading knowledge of some modern language, preferably French or German.

Not more than 6 of the 24 hours for a major and not more than three of the 15 hours for a minor may be counted from the following courses: Journalism 201 A and B; Expository Writing 326; Writing by Types 327; and Creative Writing 328.

All majors in English must take in addition to Rhetoric 106 A and B, an additional two hours in History of the English Language 325, which may not be counted toward the requirement in Group I, or toward the minimum requirements for major or minor.

Department Head: William R. Brown

## GEOGRAPHY AND GEOLOGY

### MAJOR (24 Hours)

#### Required Courses

Human Geography 105A	4 hrs.
Regional Geography of the World 105B	4 hrs.
Dynamic Geology 230A	4 hrs.
Field Geography 340	3 hrs.
or	
Geographic Techniques 303	3 hrs.
Meteorology 225	2 hrs.

#### Elective Courses

Nine hours, chosen largely from the following:	
Regional Courses (catalog)	
Cartography and Graphics 350	2 hrs.
Historical Geology 230B	4 hrs.
Conservation of Natural Resources 312	3 hrs.

### MINOR (15 Hours)

#### Required Courses

Human Geography 105A	4 hrs.
and	
Regional Geography of the World 105B	4 hrs.
or	
Field Geography 340	3 hrs.
or	
Geography Techniques 303	3 hrs.

#### Elective Courses

Nine hours chosen mostly from the following:	
Regional Courses (catalog)	
Conservation of Natural Resources 312	3 hrs.
Dynamic Geology 230A	4 hrs.
Meteorology 225	2 hrs.

Any other course offered by the department is acceptable on either a major or a minor in Geography. A combination of Geography and Geology may constitute a major (24 hours) or a minor (15 hours) in Earth Science.

A combination major (30 hours) may be earned by combining Geography or Geology with the work given in not more than one other department in the Physical Science Division. Similarly a combined minor of 20 hours may be earned provided not more than one other department is involved.

Department Head: William J. Berry

## HISTORY

### MAJOR (24 Hours)

#### Required Courses

Two sequences:

- |  |         |
|--|---------|
| (1) 100A and B, or 100 A and 108 A and B | 10 hrs. |
| (2) 201A and B                           | 6 hrs.  |

### MINOR (15 Hours)

#### Required Courses

Two sequences:

- |  |         |
|--|---------|
| (1) 100A and B, or 100A and 108A and B | 10 hrs. |
| (2) 201A and B                         | 6 hrs.  |

Total here from fourteen to sixteen semester hours

Descriptive titles of above courses:

Foundations of Western Civilization 100 A and B	8 hrs.
Modern European History 108A and B	6 hrs.
U.S. History 201 A and B	6 hrs.

Foundations of Western Civilization 100 A and B	8 hrs.
Modern European History 108A and B	6 hrs.
U.S. History 201 A and B	6 hrs.

#### Recommended Courses

At least four semester hours are *required* from the following:

322A and any "400" courses

#### Recommended Courses

Any "300" or "400" course so that the total number of semester hours will be at least 15. (For the elementary teachers Michigan History is strongly recommended)

#### Acceptable Courses:

The remaining hours (so as to bring the total to 24, at least) may be chosen from any "300" or "400" courses.

#### Comments:

Total of 24 semester hours required for a history major, including the two required sequences or their equivalent.

#### Comments:

Total of 15 semester hours required for a history minor, including the two required sequences or their equivalent.

Department Head: James O. Knauss

## HOME ECONOMICS

### VOCATIONAL MAJOR WITH MINOR IN CLOTHING

#### MAJOR (24 Hours)

##### Required Courses

Effective Home Life 145	3 hrs.
Principles of Food Preparation 111	3 hrs.
Consumer Problems 142	3 hrs.
or a Course in Economics	
Nutrition 211	3 hrs.
Home Furnishings 221	2 hrs.
Home Nursing 223	2 hrs.
Home Management 322	2 hrs.
Home Management Practice 324	3 hrs.
Marriage and Family Relationships 325	2 hrs.
Food Preparation and Service 311	3 hrs.

#### MINOR (15 Hours)

##### Required Courses

Clothing and Textiles 103	3 hrs.
Clothing 205	3 hrs.
Costume Design 209	2 hrs.
Tailoring 404	3 hrs.
Family Clothing 305	2 hrs.
Clothing 306	2 hrs.

Quantity Food Management 312	2 hrs.
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**Recommended Courses**

Food Demonstration 318	1 hr.
Experimental Foods 419	2 hrs.
Advanced Nutrition 416	3 hrs.
Housing 421	2 hrs.

**VOCATIONAL MAJOR WITH MINOR IN FOODS****MAJOR (24 Hours)****Required Courses**

Effective Home Life 145	3 hrs.
Clothing and Textiles 103	3 hrs.
Consumer Problems 142	3 hrs.
or a Course in Economics	
Marriage and Family Relationships 325	2 hrs.
Clothing 205	3 hrs.
Costume Design 209	2 hrs.
Home Furnishings 221	2 hrs.
Home Nursing 223	2 hrs.
Family Clothing 305	2 hrs.
Home Management 322	2 hrs.
Home Management Practice 324	3 hrs.

**Recommended Courses**

Tailoring 404	3 hrs.
Clothing 306	2 hrs.
Housing 421	2 hrs.

**MINOR (15 Hours)****Required Courses**

Foods 111	3 hrs.
Nutrition 211	3 hrs.
Food Preparation and Service 311	3 hrs.
Quantity Food Management 312	2 hrs.
Food Demonstration 318	1 hr.
Experimental Foods 419	2 hrs.
or Advanced Nutrition 416	3 hrs.

**Recommended Courses**

Food Chemistry 341	2 hrs.
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**VOCATIONAL MAJOR (40 Hours)****Required Courses**

Effective Home Life 145	3 hrs.
Clothing and Textiles 103	3 hrs.
Principles of Food Preparation 111	3 hrs.
Clothing 205	3 hrs.
Nutrition 211	3 hrs.
Home Nursing 223	2 hrs.
Costume Design 209	2 hrs.
Home Furnishing 221	2 hrs.
Prob. Home Ec. Ed. 300	3 hrs.
Family Clothing 305	2 hrs.

**MINOR FOR PERSONS IN OTHER CURRICULA (15 Hours)****Required Courses**

Food for Family 118	2 hrs.
or Everyday Nutrition 222	2 hrs.
Clothing 203	2 hrs.
Clothing and Textiles 103	3 hrs.
Marriage and Family Relationships 325 or Effective Home Life 145	3 hrs.
plus courses to make at least 15 hours credit	

Food Preparation and Service 311	3 hrs.	<b>Recommended Courses</b>	
Quantity Food Management 312	2 hrs.	Clothing 205	3 hrs.
Home Management 322	2 hrs.	Home Nursing 223	2 hrs.
Home Management Practice 324	3 hrs.	Home Furnishing 221	2 hrs.
Marriage and Family Relationships 325	2 hrs.	Costume Design 209	2 hrs.
plus one elective Home Ec.	3 hrs.	Effective Home Life 145	3 hrs.
		Everyday Nutrition 222	2 hrs.

**Recommended Courses**

Food Demonstration 318	1 hr.	<b>Acceptable Courses</b>	
Consumer Buying 439	2 hrs.	Tailoring 404	3 hrs.
Tailoring 404	3 hrs.	Consumer Buying 439	2 hrs.
Experimental Food Study 419	2 hrs.	Home Management 322	2 hrs.
Clothing 306	2 hrs.	Home Management Practice 324	3 hrs.
Recent Trends in Textiles 403	2 hrs.	Food Demonstration 318	1 hr.

**Comments:**

A student cannot major in Home Economics unless she takes at least eight semester hours in Chemistry.

Department Head: Lilyan K. Galbraith

**INDUSTRIAL ARTS**

(40 Semester Hours for Major and Minor Plus Three Professional Courses)

**With Concentration in Drawing**

<b>MAJOR</b>		<b>MINOR</b>	
<b>Required Courses</b>		<b>Required Courses</b>	
Metals 130, 338 or 234A	6 hrs.	Drawing 226-227	6 hrs.
Woods 100-106 or 305A	5 hrs.	Drawing 221	3 hrs.
Drawing 120	2 hrs.	Drawing 222	3 hrs.
Printing 140	5 hrs.	Drawing 325A, B	4 hrs.
Electricity 150-350	5 hrs.		
Introduction to Industrial Arts 160	1 hr.		
Industrial Design 266	2 hrs.		



## With Concentration in General-Farm Shop

## MAJOR

## MINOR

## Required Courses

## Required Courses

Metals 130-338	6 hrs.	General Woodworking 305A,	
Woods 100-106	5 hrs.	B	6 hrs.
Drawing 120-226	5 hrs.	Finishing 307	3 hrs.
Printing 140	5 hrs.	Machine Shop 234A	3 hrs.
Electricity 150-350	5 hrs.	Farm Shop 264A, B	4 hrs.
Introduction to Industrial		General Shop 370	3 hrs.
Arts 160	1 hr.		
Industrial Design 266	2 hrs.		

## With Concentration in Wood

## MAJOR

## MINOR

## Required Courses

## Required Courses

Metals 130-338 or 234A	6 hrs.	Adv. Hand Woodworking	
Woods 100	2 hrs.	106	3 hrs.
Drawing 120-266	5 hrs.	General Woodwork 305A,	
Printing 140	5 hrs.	B	6 hrs.
Electricity 150-350	5 hrs.	Finishing 307	3 hrs.
Introduction to Industrial		Furniture Construction 407	3 hrs.
Arts 160	1 hr.		
Industrial Design 266	2 hrs.		

## With Concentration in Metals

## MAJOR

## MINOR

## Required Courses

## Required Courses

Electricity 150-350	5 hrs.	Machine Shop 234A, B	4 hrs.
Metals 130	3 hrs.	Advanced Metals 338	3 hrs.
Woods 100-106	5 hrs.	Metal Fabrication 236	2 hrs.
Drawing 120-226	5 hrs.	Sheet Metal 235	2 hrs.
Printing 140	5 hrs.		
Introduction to Industrial			
Arts 160	1 hr.		
Industrial Design 266	2 hrs.		

## With Concentration in Printing

## MAJOR

## MINOR

## Required Courses

## Required Courses

Electricity 150-350	5 hrs.	Printing 140B	3 hrs.
Metals 130-338 or 234A	6 hrs.	Presswork 241	2 hrs.
Woods 100-106	5 hrs.	Linotype Composition 245A,	
Drawing 120-226	5 hrs.	B	6 hrs.
Printing 140	5 hrs.	Layout and Design 243	3 hrs.
Introduction to Industrial			
Arts 160	1 hr.		
Industrial Design 266	2 hrs.		

**Group Minor in Industrial Arts—(20 Sem. Hrs. Plus the Professional Course  
Teaching of Industrial Arts—3 Hours)**

**MINOR**

**Required Courses**

**Comments:**

Metals 130-338 or 234A	6 hrs.	Specific minors of 15 hours in printing, wood, metal, or drawing are acceptable. (See above)
Woods 100-106 or 305A	5 hrs.	
Drawing 120-226	5 hrs.	
Electricity 150-350	5 hrs.	
Introduction to Industrial Arts 160	1 hr.	

Department Head: John Feirer

**LANGUAGES**

The usual major at Western Michigan College consists of Twenty-four semester hours. The usual minor consists of fifteen semester hours. Some work is to be taken in courses numbered beyond the one-hundreds.

The selection of specific courses for a major or a minor is planned in cooperation with the departmental adviser. The student should take the responsibility of contacting the departmental adviser and having him make out a departmental adviser's slip early in the course.

**MAJOR IN FRENCH (24 Hours)**

Phonetics 305	3 hrs.
France and the French 207A, B	2 hrs.
19 hrs. in sequence in addition	

**MINOR IN FRENCH (15 Hours)**

Phonetics 305	3 hrs.
France and the French 207A, B	2 hrs.
10 hrs. in sequence in addition	

**MAJOR IN GERMAN (24 Hours)**

German Conversation and Composition 201A, B	4 hrs.
21 hrs. in sequence in addition	

**MINOR IN GERMAN (15 Hours)**

15 hrs. in sequence

**MAJOR IN LATIN (24 Hours)**

Latin Writing 305	3 hrs.
21 hrs. in sequence in addition	

**MINOR IN LATIN (15 Hours)**

15 hrs. in sequence

**MAJOR IN SPANISH (24 Hours)**

24 hrs. in sequence

**MINOR IN SPANISH (15 Hours)**

15 hrs. in sequence

**COMMENT: IN THE SECONDARY CURRICULUM, THE ELEMENTARY COURSES (100A and B) CANNOT BE USED FOR A MAJOR OR A MINOR.**

Students who wish to do practice teaching in Latin, should take Teaching of Latin 342.—2 hrs.

Department Head: Mathilde Steckelberg

## LIBRARIANSHIP

## MAJOR

## MINOR

## Required Courses for a major in County Librarianship

No one in the county library program may take only a minor.

Reading Int. of Children 202	3 hrs.
or	
Reading Int. of Youth 402	3 hrs.
Reading Int. of Adults 304	2 hrs.
Story-telling 306	2 hrs.
Selection of Reading Materials 303	3 hrs.
Org. of Lib. Materials 360	3 hrs.
Reference Service 311	3 hrs.
Rural and Urban Library Administration 363	3 hrs.
Lib. in the Modern Community 362	2 hrs.
Cataloging and Classifying 370	3 hrs.
Lib. Obs. and Practice 380	3 hrs.
Lit. for Children 203 (English Dept.)	3 hrs.
Rural Sociology (This is now an elective)	3 hrs.
Amer. National and State Gov't. 230A	3 hrs.

## Recommended Courses

## Freshman or Sophomore Year

1 modern foreign language	8 hrs.
1 laboratory science	8 hrs.

## Comments:

The courses in librarianship are on the junior and senior level except 202 which may be elected sophomore year. During the first two college years a program in general education is recommended. See the introductory section of the Department of Librarianship in the annual college bulletin. All students intending to major in this Department should have an interview with the head of the department as early as possible.

## MAJOR

## MINOR

## Required Courses for a major in School Librarianship

## Required Courses for minor in School Librarianship

(Teaching Certificate required)	(Teaching Certificate required)
Reading Int. of Children 202	Reading Int. of Children 202 3 hrs.
3 hrs.	or

Reading Int. of Youth 402	3 hrs.	Reading Int. of Youth 402	3 hrs.
*Story-telling 306	2 hrs.	Selection of Reading materials 303	3 hrs.
Selection of Reading Materials 303	3 hrs.	Curriculum Enrichment Materials 405	3 hrs.
Curriculum Enrichment Materials 405	3 hrs.	Org. of Lib. Materials 360	2 hrs.
Reference Service 311	3 hrs.	Admin. of School Libs. 361	2 hrs.
Organ. of Lib. Materials 360	2 hrs.	Reference Service 311	3 hrs.
Admin. of School Lib. 361	2 hrs.	Student must spend one-half of the practice teaching period (Educ. 370A) on assignment in the school library under supervision of the school librarian.	
Library in the Modern Community 362	2 hrs.	This phrase applies to both majors and minors.	
Cataloging and Classifying 370	3 hrs.		
(All of above courses taken junior and senior year except 202 which may be taken sophomore year)			
*If student is in the elementary curriculum.			
Also Lit. for Children 203	3 hrs.		

**Recommended Courses Prerequisite**

- 1 Modern Foreign Language 8 hrs.  
1 Laboratory Science 8 hrs.

**Comments:**

For prerequisites see the introductory section preceding description of courses of the Department of Librarianship in the annual college bulletin. Students should arrange for an interview with the head of this department as early as possible.

Department Head: Alice Louise LeFevre

**MATHEMATICS**

**Preliminary Statement:** The number of courses required to earn a major or minor in mathematics will vary with the high school preparation of the candidate.

**MAJOR****Required Courses**

To earn a major in mathematics eight semester hours of work in courses subsequent to the Calculus must be completed. Therefore the minimum preparatory requirement for such a candidate consists of courses in Trigonometry, Col-

**MINOR****Required Courses**

To earn a minor in mathematics one must complete eight semester hours of work in courses subsequent to Analytic Geometry. Therefore the minimum preparatory requirement for such a candidate consists of courses in

lege Algebra, Analytic Geometry, and Differential and Integral Calculus. The eight hours of work required subsequent to Integral Calculus may be selected, with the approval of the head of the department, from among the courses included in the following list:

**Recommended Courses**

Introduction to Higher Geometry 423	3 hrs.
Vector Analysis 305	3 hrs.
History of Mathematics 411	
History of Mathematics 412	
Differential Equations 321	3 hrs.
Theory of Equations 322	2 hrs.
Solid Analytic Geometry 323	2 hrs.
Theoretical Mechanics 325	2 hrs.
Advanced Calculus 331	3 hrs.
Statistical Methods for Industry 373A, B	6 hrs.
Teaching of Secondary Mathematics 401	3 hrs.

Trigonometry, College Algebra, and Analytic Geometry.

The eight hours of work required subsequent to Analytic Geometry will consist of the courses included in one or the other of the two sequences listed below:

**Recommended Courses**

Sequence I	
Calculus 205A and 205B	8 hrs.
Sequence II	
Statistics 209	3 hrs.
Mathematics of Finance 227A	3 hrs.
Mathematics of Finance 227B	2 hrs.

Department Head: Charles H. Butler

**OCCUPATIONAL THERAPY****MAJOR (37 Hours)****Required Courses**

Theory of O.T. 210A, B, 410A, B	9 hrs.
Kinesiology 216A	2 hrs.
Applied Kinesiology 216B	2 hrs.
Occupational Therapy Printing 144	3 hrs.
Occupational Therapy General Shop 167	3 hrs.
Stitchery 223	3 hrs.
Therapeutic Crafts 224	2 hrs.
Minor Crafts 225	3 hrs.
Clothing 203	2 hrs.

**MINOR—BIOLOGY (16 Hours)****Required Courses**

Biology 103	4 hrs.
Anatomy 211A	4 hrs.
Physiology 211B	4 hrs.
Nature Study 231B	4 hrs.

**Recommended Courses**

Abnormal Psychology 305— (Group II, requirement now)	3 hrs.
Mental Testing 307	2 hrs.
Int. to Lip Reading 233	3 hrs.
Mental Deficiency 234	3 hrs.
Prob. of the Deaf and Hard of Hearing 232	3 hrs.
Principles of Social Case Work 355	2 hrs.

**Acceptable Courses**

Music Appreciation 107A	2 hrs.
Nature Study 231A—(Group II, requirement now)	4 hrs.
Stage Design 220	2 hrs.

**Comments:**

Music Courses if possible.

**MINOR—ART (15 Hours)****Required Courses**

Art Structure 106	3 hrs.
Comparative Arts 215	4 hrs.
Ceramics and Jewelry 425	2 hrs.
Weaving 428	4 hrs.

Department Head: Marion R. Spear

**PHYSICAL EDUCATION FOR MEN**

Besides satisfying the Secondary Education requirements, physical education students are required to complete the following courses in Biological Science:

General Biology 100A, B	8 hrs.
Healthful Living 112	2 hrs.
Anatomy 211A	4 hrs.
Physiology 211B	4 hrs.

**MAJOR (24 Hours)****Required Courses**

General Athletics and Ele- mentary Gymnastics 105A, B	2 hrs.
Advanced Athletics and Gymnastics 205A, B	2 hrs.
History and Principles of Physical Education 206	3 hrs.
Fundamentals and Tech- nique of Football 208	2 hrs.
Fundamentals and Tech- nique of Basketball 209	2 hrs.
Fundamentals and Tech- nique of Baseball 210	2 hrs.

**MINOR (15 Hours)****Required Courses**

Minimum requirements for men who elect physical education as their minor are:	
General Athletics and Ele- mentary Gymnastics 105A, B	2 hrs.
Psychology of Coaching 312	2 hrs.
Fundamentals and Tech- nique of Football 208	2 hrs.
Fundamentals and Tech- nique of Basketball 209	2 hrs.
Fundamentals and Tech- nique of Baseball 210	2 hrs.

Fundamentals and Technique of Track and Field 211	2 hrs.	Fundamentals and Technique of Track and Field 211	2 hrs.
Principles and Technique of Gymnastic Teaching 305	2 hrs.	Playground and Community Recreation 320	3 hrs.
First Aid, and Athletic Training 306	3 hrs.		
Swimming 310	1 hr.		
Playground and Community Recreation 320	3 hrs.		
Note—In addition, Organization and Administration of Physical Education, 443, 3 semester hours, is required of those who plan to do directed teaching in physical education.			

**Strongly Recommended Electives:**

Camping and Scouting 207	3 hrs.
Psychology of Coaching 312	2 hrs.

Department Head: Mitchell J. Gary

**PHYSICAL EDUCATION FOR WOMEN****MAJOR****MINOR****Required Courses**

Phys. Ed. Theory and Practice 151A, B	4 hrs.
Phys. Ed. Theory and Practice 251A, B	4 hrs.
Elementary School Phys. Ed. 270A, B	4 hrs.
First Aid 171	2 hrs.
Applied Anatomy 273	2 hrs.
Secondary School Phys. Ed. 274A, B	3 hrs.
History and Prin. of Phys. Ed. 275	3 hrs.
Community Recreation, Scouting and Camp Fire 276	2 hrs.
Health Education 285	2 hrs.
Methods in Phys. Ed. 444	2 hrs.
Administration and Organization 445	2 hrs.
Phys. Ed. Theory and Practice 351A, B	4 hrs.

**Required Courses**

Physical Education Theory and Practice	6 hrs.
(To be selected from 151A, B; 251A, B; 351A, B; 361A, B)	
Elem. School Phys. Ed. 270 A, B	4 hrs.
or	
Secondary Sch. Phys. Ed. 274A, B	3 hrs.

**Recommended Courses**

The remaining five or six hours may be selected from the following Courses:	
First Aid 171	2 hrs.
Hist. and Prin. of Phys. Ed. 275	3 hrs.
Community Recreation, Scouting and Camp Fire	

Phys. Ed. Theory and Practice 361A, B	2 hrs.	276	2 hrs.
Individual Gymnastics 473	3 hrs.	Health Education 285	2 hrs.

**MAJOR (24 Hour Major)****Required Courses**

Phys. Ed. Theory and Practice	8 hrs.
(Selected from 151A, B; 251A, B; 351A, B and 361A, B; with approval of department advisor)	
First Aid 171	2 hrs.
Elementary School Phys. Ed. 270A, B	4 hrs.
Applied Anatomy 273	2 hrs.
Secondary School Phys. Ed. 274A, B	3 hrs.
Methods in Phys. Ed. 444	2 hrs.
Individual Gymnastics 473	3 hrs.

Department Head: Crystal Worner

**PHYSICS****MAJOR (24 Hours)****MINOR (15 Hours)****Required Courses****Required Courses**

General Physics 102A, B	8 hrs.	General Physics 102A, B	8 hrs.
or		or	
General Physics 103A, B	10 hrs.	General Physics 103A, B	10 hrs.
Atomic Physics 440	3 hrs.	Electives:	
Electrical Measurements 362	4 hrs.	Advanced Lab. Physics 399	3 hrs.
Heat and El. Thermodynamics 342	3 hrs.	Atomic Physics 440, or	3 hrs.
Light 350	3 hrs.	Nuclear Physics 441	3 hrs.
(Electives from list below to make 24 hours)		Electrical Measurements 362	4 hrs.
Adv. Laboratory Physics 399	2 hrs.	or Electronics 361	3 hrs.
Astronomy 210	3 hrs.	Foundations of Modern Physical Theory 442	2 hrs.
Electronics 361	3 hrs.	Light 350	3 hrs.
Foundations of Modern Physical Theory 442	2 hrs.	Statics 320	3 hrs.
Nuclear Physics 441	3 hrs.	Theoretical Physics 443	3 hrs.
Radio Communication 365	3 hrs.		
Statics 320	3 hrs.		
Theoretical Physics 443	3 hrs.		

Department Head: Paul Rood



## POLITICAL SCIENCE

## MAJOR (24 Hours)

## Required Courses

American National 230A and State Government	3 hrs.
230B (Optional 230 B)	3 hrs.
Comparative Governments 351	3 hrs.
International Politics 360	3 hrs.
Public Administration 370	2 hrs.

Recommended Courses, any 10 or  
13 for a major

Public Opinion and Pres- sure Groups 341	2 hrs.
International Organization 361	3 hrs.
Constitutional Law 381	3 hrs.
Political Philosophy 391	3 hrs.
Problems of Government 437A and B	4 hrs.
Foreign Policy of the U. S. 465	2 hrs.

## MINOR (15 Hours)

## Required Courses

American National 230A	3 hrs.
State Government 230B	3 hrs.
Comparative Governments 351	3 hrs.
International Politics 360	3 hrs.

Recommended Courses, any 3  
courses for minor

Public Administration 370	2 hrs.
Public Opinion and Pres- sure Groups 341	2 hrs.
Foreign Policy of the U. S. 465	2 hrs.
Problems of Government 437A or B	2 hrs.

Department Head: William V. Weber

## PSYCHOLOGY

## MAJOR (24 Hours)

## Required Courses

General Psychology 200	3 hrs.
Elementary Experimental Psychology 201	3 hrs.

## MINOR (15 Hours)

## Required Courses

General Psychology 200	3 hrs.
In addition to General Psychology, the student may select from most of the courses listed in the "major" column a sufficient number of courses to make a total of 15 hours in Psychology. The selection of these additional hours will be made in accord with his field of interest, and will be subject to departmental regulations with respect to pre- requisites.	

**Recommended Courses**

Psychology of Personality 207	4 hrs.
Emotion 315	2 hrs.
Elementary Statistical Methods in Psychology 308	3 hrs.
Abnormal Psychology 305	3 hrs.
Comparative Psychology 205	2 hrs.

**Recommended Courses**

Psychology of Personality 207	4 hrs.
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**Acceptable Courses**

Laboratory in Psychological Testing 302	3 hrs.
Applied Psychology 204	2 hrs.
Mental Testing 307	2 hrs.
Clinical Psychology 309	2 to 4 hrs.
Psychological Aspects of Business 210	3 hrs.
Introduction to Industrial Psychology 300	2 hrs.
Psychology of Adolescence 213	3 hrs.

**Acceptable Courses**

(See above statement)

**Comments:**

One or two hours of credit may be earned in the course, Special Projects, in Psychology, subject to approval of the staff of the Psychology Department. Also there are some advanced courses of a specialized nature available to those with special interests.

Department Head: Stanley Kuffel

**RURAL LIFE AND EDUCATION****MAJOR (24 Hours)****Required Courses**

140 Curriculum	3 hrs.
340 Rural School Adminis- tration	3 hrs.
and 18 semester hours	

**MINOR (15 Hours)****Required Courses**

140 Curriculum	3 hrs.
340 Rural School Adminis- tration	3 hrs.
and 9 semester hours	

of electives chosen under the guidance of the departmental adviser to meet individual student needs from among the following or their equivalent:

**Recommended Courses**

220 Rural Sociology	3 hrs.
230 Rural Economics	3 hrs.
320 Rural Life (Seminar)	2 hrs.
321 Rural Life (Seminar)	2 hrs.

**Acceptable Courses**

231 Intro. to Special Educa- tion	2 hrs.
235 Intro. to Mental Hygiene	3 hrs.

345 Rural School Supervision (Seminar) 2 hrs.	230 Intro. to Speech Correc- tion 3 hrs.
346 Rural School Supervision (Seminar) 2 hrs.	430 Educational Therapy in Reading 2 hrs.
348 Special Problems of the Village and Consolidat- ed Schools (Seminar) 2 hrs.	438 Audio-Visual Education 2 hrs.
	480 Introduction to Guid- ance Services 2 hrs.
	One or more courses in Vo- cational Education such as:
	104 Rural Practical Arts 2 hrs.
	118 Food for the Family 2 hrs.
	203 Clothing 2 hrs.
	221 Home Furnishings 2 hrs.
	222 Everyday Nutrition 2 hrs.
	325 Marriage and Family Relations 2 hrs.
	421 Housing and House Planning 2 hrs.
	439 Consumer Buying 2 hrs.

Department Head: Wm. McKinley Robinson

## SCIENCE

Rules for majors and minors in the Division of Science and Mathematics are given in the current catalog. They are—

For a science major:

- "1. Thirty or more semester hours are required in the division.
2. The subjects selected must be taken from no more than two departments.
3. Fifteen semester hours must be in subjects above the freshman level."

For a science minor:

- "1. Twenty or more semester hours are required in the division.
2. The subjects selected must be taken from no more than two departments.
3. At least eight semester hours of the work must be in courses above the freshman level."

The courses to be counted toward a science major or minor may be chosen in any two fields of science—biology, chemistry, geography and geology, physics, psychology. Mathematics is never combined with any other departmental offerings (see page 101 of Catalog Restrictions). Combinations of any courses with the exception of those in methods of teaching which satisfy the above requirements are acceptable.

Division Chairman: Wm. Berry

## SOCIAL SCIENCE

GROUP MAJOR (30 Hours)

GROUP MINOR (20 Hours)

Non-Teaching Group Minor (16 Hours)

## Required Courses

None except that the assortment of courses selected must conform to the requirements set forth in the college catalogue.

## A. A group major must include:

1. Thirty or more semester hours in the Division.
2. A minimum of fifteen semester hours in one department of the Division.
3. Acceptable courses in at least three departments of the Division. (Introduction to Contemporary Society 101A, B, do not alone satisfy this requirement.)

## B. A group minor must include:

1. Twenty or more semester hours in the Division.
2. A minimum of ten semester hours in one department of the Division.
3. Acceptable courses in at least three departments of the Division. (See rule A-3 above.)

## C. A group minor for students in non-teaching curricula.

1. Sixteen or more semester hours in the Division.
2. Open only to students in the following non-teaching curricula: Pre-professional, Non-teaching Professional and Combined Curricula; Vocational and Practical Arts Education Curricula; and the General Degree Curriculum without a teaching certificate.
3. May be developed around any one of the following content patterns:
 

I. Foundations of Western Civilization, 100A, B .....	8 hrs.
Introduction to Contemporary Society, 101A, B .....	8 hrs.
II. Foundations of Western Civilization, 100A, B .....	8 hrs.
Political Science (minimum) .....	2 hrs.
Electives .....	6 hrs.
III. Introduction to Contemporary Society .....	8 hrs.
Electives .....	8 hrs.

## D. Students in the Secondary Curriculum may not count courses in Philosophy toward a group major or minor.

## E. Students taking a group major or minor in the social sciences must complete at least one minor in a field outside the Division.

**Recommended Courses**

Whatever suits the needs of the student and conforms to the regulations of the departments involved as well as the divisional requirements. Foundations of Western Civilization 100A, B, are especially recommended for those students who know in advance that they will take either a group or departmental major or minor in the Division. These courses carry only History credit, and are described under History.

**Acceptable Courses**

Practically any of the courses offered by the departments of economics, history, political science and sociology, which conform to the regulations of the departments involved as well as to the divisional requirements. Introduction to Contemporary Society 101A, B, are allotted in either group or departmental majors and minors on the basis of two semester hours each to Economics and Political Science, and three semester hours to Sociology. If both courses are taken they satisfy the state requirement in government. Foundations of Western Civilization 100A, B, and Introduction to Contemporary Society 101A, B, may all be counted toward group majors and minors in the Division, under the conditions and limitations listed above.

The course in the teaching of the social studies is an elective course open to graduates and qualified Juniors and Seniors. Credit earned in the course may be applied on (1) Economics, History, Political Science, or Sociology majors (not minors), in the Secondary Curriculum, and (2) on social science group majors or minors in the Secondary Curriculum, providing it is not included in the minimum of 15 semester hours in one department for a major or the minimum of 10 semester hours in one department for a minor.

Division Chairman: James O. Knauss

**SOCIOLOGY****MAJOR (24 Hours)****Required Courses**

Prin. of Sociology 241 3 hrs.  
Modern Social Problems 242 3 hrs.

or

Introduction to Contemporary Society 101A, B 8 hrs.

Plus 18 hours selected from the courses listed below that meet the general education and vocational needs of the particular student. (O.T.—Voc. Ed. — Early Elementary and Secondary People, etc. have varying needs.)

**MINOR (15 Hours)****Required Courses**

Prin. of Sociology 241 3 hrs.  
Modern Social Problems 242 3 hrs.

or

Introduction to Contemporary Society 101A, B 8 hrs.

Plus 9 hours selected from the courses below that meet the needs of the student.

## Recommended Courses

Social Psychology 243	2 hrs.
Juvenile Delinquency 246	2 hrs.
Cultural Anthropology 248	3 hrs.
The Field of Social Work 255	2 hrs.
Criminology 342	3 hrs.
Population Studies 343	3 hrs.
Marriage and the Family 345	3 hrs.
Race and Intergroup Rela- tions 347	2 hrs.
Intro. to Social Research 348	3 hrs.
The Community and the School 350	3 hrs.
Prin. of Social Case Work 355	2 hrs.
Urban Community 440	2 hrs.
Social Control 441	2 hrs.
Social Pathology & Personal Deviation 442	2 hrs.
Hist. of Social Thought 444	2 hrs.
Advanced Studies in Juve- nile Delinquency 446	2 hrs.
Comparative Culture Studies 448	2 hrs.
Contemporary Social Move- ments 449	2 hrs.

## Recommended Courses

Social Psychology 243	2 hrs.
Juvenile Delinquency 246	2 hrs.
Cultural Anthropology 248	3 hrs.
Criminology 342	3 hrs.
Population Studies 343	3 hrs.
Marriage and the Family 345	3 hrs.
Race and Intergroup Rela- tions 347	2 hrs.
Intro. to Social Research 348	3 hrs.
The Community and the School 350	3 hrs.
Prin. of Social Group Work 356	2 hrs.
Urban Community 440	2 hrs.
Social Control 441	2 hrs.
Social Pathology & Personal Deviation 442	2 hrs.
Hist. of Social Thought 444	2 hrs.
Advanced Studies in Juve- nile Delinquency 446	2 hrs.
Comparative Culture Studies 448	2 hrs.
Contemporary Social Move- ments 449	2 hrs.

## SOCIAL WORK

MIXED MAJOR FOR SOCIAL WORK  
(30 Hours)

## Required Courses

Modern Europe 108A, B	6 hrs.
or	
Found. of Western Civiliza- tion 100A, B	8 hrs.
or	
U. S. History 201A, B	6 hrs.
Intro. to Contemporary So- ciety 101A, B	8 hrs.
Prin. of Economics 220A	3 hrs.
or	
Economics of Consumption 223	3 hrs.

## SOCIAL WORK MINOR (18 Hours)

## Required Courses

The Field of Social Work 255	2 hrs.
Intro. to Social Research 348	3 hrs.
Family and Child Welfare 351	3 hrs.
Intro. to Public Welfare 353	3 hrs.
or	
Community Organization 359	2 hrs.
Prin. of Social Case Work 355	2 hrs.

Amer. National Govern- ment 230	3 hrs.	or	Prin. of Social Group Work 356	2 hrs.
Amer. State and Local Gov- ernment 231	3 hrs.		Orient. to Field Work 358A	2 hrs.
Plus 16 hours of Sociology (See Social Work Curricu- lum in regular catalogue.)			Supervised Field Work 358B	3 hrs.

Department Head: Leonard C. Kercher

## SPEECH

### MAJOR (24 Hours)

#### Required Courses

Fundamentals of Speech 105A	3 hrs.
Fundamentals of Speech 105B	3 hrs.
Acting 215	3 hrs.
Interpretive Reading 210	3 hrs.
Public Speaking 206	3 hrs.
Argumentation and Debate 225	3 hrs.
Principles of Speech Cor- rection 251	3 hrs.
Play Production 320	3 hrs.

#### Recommended Courses

Parliamentary Usage 201	1 hr.
Discussion 202	3 hrs.
Stage Design 220	1 hr.
Intro. to Radio Speaking 240	3 hrs.
Radio Production 241	3 hrs.
Advanced Public Speaking 406	2 hrs.
Advanced Interpretive Reading 310	2 hrs.
Acting 415	2 hrs.
Oral Interpretation of the Drama 416	2 hrs.
Utilization of Radio and Recordings in the Class- room 441	2 hrs.
Intro. to Radio Script- writing 342	2 hrs.

### MINOR (15 Hours)

#### Required Courses

Fundamentals of Speech 105A	3 hrs.
Fundamentals of Speech 105B	3 hrs.
Interpretive Reading 210	3 hrs.
Public Speaking 206	3 hrs.
One Recommended Course	3 hrs.

#### Recommended Courses

Acting 215	3 hrs.
Argumentation and Debate 225	3 hrs.
Principles of Speech Cor- rection 251	3 hrs.
Play Production 320	3 hrs.
Intro. to Radio Speaking 240	3 hrs.

**SPEECH CORRECTION MINOR (15 Hours)**

Fundamentals of Speech	
105A	3 hrs.
Introduction to Speech Cor-	
rection 250	3 hrs.
Principles of Speech Cor-	
rection 251	3 hrs.
Phonetics 318	3 hrs.
Applied Speech Correction	
453	3 hrs.

Department Head: Zack L. York

**VOCATIONAL, INDUSTRIAL AND TECHNICAL EDUCATION**
**AIR TRANSPORTATION**
**MAJOR—AVIATION (40 Hours)**
**Required Courses**

Elementary Aviation 110	3 hrs.
Aircraft Structures 103	3 hrs.
Drawing 170A	2 hrs.
Electricity and Ignition 105	3 hrs.
Engine Assembly 106	3 hrs.
Pilot Training 214A	2 hrs.
Aircraft Sheetmetal 102	2 hrs.
Aircraft Hydraulics 200	3 hrs.
Navigation and Communi-	
cations 301	2 hrs.
Aeronautical Meteorology	
302	3 hrs.
Airport Selection and Lay-	
out 303	3 hrs.
Airline Traffic 304	3 hrs.
Airline Operation 305	2 hrs.
Engine Operation 204	3 hrs.
Air Traffic Procedure 307	2 hrs.
Personnel Relations 279	3 hrs.
Propellers 205	2 hrs.

**FIRST MINOR**
**BUSINESS ADMINISTRATION (21 Hours)**
**Required Courses**

*Accounting 210A	3 hrs.
*Business Statistics 235	3 hrs.
Industrial Organization and	
Management 343	3 hrs.
*Cost Accounting 411	3 hrs.
Business Correspondence	
232	3 hrs.
*Income Tax Accounting 412	3 hrs.
Personnel Administration	
436	3 hrs.
Acceptable Courses:	
*The following courses may be	
substituted for starred courses:	
Small Business Manage-	
ment 237	3 hrs.
Industrial Cost Accounting	
316A, B	4 hrs.
Salesmanship 340	3 hrs.
Sales Management 341	3 hrs.
Credit Management 345	3 hrs.
Business Report Writing	
433	2 hrs.
Advertising 342	3 hrs.
Marketing 347	3 hrs.
Purchasing Principles 348	3 hrs.

**SECOND MINOR**
**PSYCHOLOGY OR ECONOMICS (15 Hours)**



## INDUSTRIAL SUPERVISION

## MAJOR (30 to 35 Hours)

Completion of a two-year terminal course, such as Radio, Machine Shop, Drafting, Automotive, Electricity, Aircraft, Refrigeration or Printing.

## FIRST MINOR

## INDUSTRIAL SUPERVISION (16 Hours)

## Required Courses

Fundamentals of Industrial

Supervision 353 2 hrs.

Plant Maintenance 355 2 hrs.

Personnel Relations 279 3 hrs.

Quality Control 354 3 hrs.

Time and Motion Study 358 3 hrs.

Production Control 356 3 hrs.

## SECOND MINOR

Social Studies, Economics, Mathematics, or Psychology—15 semester hours.

## VOCATIONAL-INDUSTRIAL TEACHING CURRICULUM

## MAJOR (31 Hours)

## Required Courses

Mechanical Drawing 170A  
or some other technical  
shop course 2 hrs.

Coordinated Industry 150 3 hrs.

Coordinated Industry 152 3 hrs.

Coordinated Industry 250 3 hrs.

Coordinated Industry 252 3 hrs.

Coordinated Industry 350 3 hrs.

Coordinated Industry 352 3 hrs.

Introduction to Vocational  
Education 200 2 hrs.

Plan and Organization of a

School Shop 347 2 hrs.

Course Making 351 2 hrs.

Teaching Vocational Educa-  
tion 352 3 hrs.

Testing and Grading 474 2 hrs.

## FIRST MINOR

## INDUSTRIAL ARTS

## Required Courses

Woods 5 hrs.

Metals 5 hrs.

Drawing 5 hrs.

Electricity 5 hrs.

## SECOND MINOR

SOCIAL STUDIES, MATHEMATICS, OR  
OTHER AREAS

## AIRLINE HOSTESS

## MAJOR—BUSINESS EDUCATION

(24 Hours)

## (Any of the Following Areas)

Secretarial  
Personnel Administration  
Office Supervision  
General Business

## FIRST MINOR

## AVIATION (19 Hours)

## Required Courses

Elementary Aviation 110 3 hrs.

The Airline Hostess 207 2 hrs.

Navigation and Communi-  
cations 301 2 hrs.

Aeronautical Meteorology	
302	3 hrs.
Airline Operation 305	2 hrs.
Airline Traffic 304	3 hrs.
Airline Administration 306	2 hrs.
Pilot Training 214A or D	2 hrs.

### SECOND MINOR

Any Area

## AUTOMOTIVE TRANSPORTATION

### FIRST MAJOR

#### AUTOMOTIVE (32 Hours)

##### Required Courses

Automotive Engine and Accessories 155A	5 hrs.
Automotive Body and Running Gear 155B	5 hrs.
Automotive Electricity and Ignition 255A	5 hrs.
Automotive Analysis 255B	5 hrs.
Machine Shop 176	2 hrs.
Drawing 170A	2 hrs.
Sheetmetal 275	2 hrs.
Welding 274A	2 hrs.
Automotive Service Management 370	2 hrs.
Electricity 174	2 hrs.

### SECOND MAJOR

#### BUSINESS (25 Hours)

##### Required Courses

Industrial Cost Accounting 316A and B	4 hrs.
Business Correspondence 232	3 hrs.
Salesmanship 340	3 hrs.
Sales Management 341	3 hrs.
Advertising 342	3 hrs.
Credit Management 345	3 hrs.
Purchasing Principles and Practices 348	3 hrs.
Industrial Organization and Management 343	3 hrs.

### FIRST MINOR

#### INDUSTRIAL SUPERVISION (16 Hours)

##### Required Courses

Personnel Relations 279	3 hrs.
Fundamentals of Industrial Supervision 353	2 hrs.
Quality Control 354	3 hrs.
Plant Maintenance 355	2 hrs.
Production Control 356	3 hrs.
Time and Motion Study 358	3 hrs.

### SECOND MINOR

#### PSYCHOLOGY OR ECONOMICS (15 Hours)

##### Required Courses

##### PSYCHOLOGY

General Psychology 200	3 hrs.
Psychology of Personality 207	4 hrs.
Applied Psychology 204	2 hrs.
Introduction to Industrial Psychology 300	2 hrs.
Occupational Analysis and Classification 404 or Vocational Psychology 406	2 hrs.

##### ECONOMICS

Economics 220A, B	6 hrs.
Labor Problems 421 A, B	4 hrs.

Department Head: Joseph Giachino

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