Bulletin
SUMMER SESSION 1951

WESTERN MICHIGAN COLLEGE
KALAMAZOO, MICHIGAN
BULLETIN

Western Michigan College of Education

KALAMAZOO, MICHIGAN

THE FORTY-EIGHTH

SUMMER SESSION

MONDAY, JUNE 25, THROUGH FRIDAY, AUGUST 3

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.
DIRECTIONS FOR CORRESPONDENCE WITH WESTERN MICHIGAN COLLEGE OF EDUCATION

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

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

INFORMATION FOR NEW STUDENTS

A student applying for admission should

a) If entering as a freshman, have a certified copy of his high school credits mailed to the registrar by the high school from which he graduated.
b) If entering with advanced standing from any county normal, college, or university, have mailed to the registrar complete official statements regarding the work for which credit is sought.
c) If entering the graduate division, secure application-for-admission blank from the director of the graduate division.
d) Have credits sent in at as early a date as possible.
3. Campus Training School  
4. Library Bldg.  
5. Science Bldg.  
7. Garage  
8. The Union  
9. Walwood Hall  
10. Bartoo House  
11.  
12.  
13. Spindler Hall  
14. Vandercook Hall  
15. Business Education Bldg.  
16. Office  
17. English Hall  
18. Men's Gymnasium  
19. Industrial Education Annex  
20. Industrial Arts Bldg.  
21. Mechanical Trades Bldg.  
22. Maintenance Bldg.  
23. Temporary Bldg.  
24. Waldo Stadium - N.W. Stands  
25. Waldo Stadium - S.E. Stands  
26. Hyames Field  
27.  
28.  
29. Arcadia Cafeteria  
30. Hillside Apartments  
31. President's Residence  
32. McG Cracken Hall  
33. Chapel  
34. Maybee Hall  
35. Draper Hall  
36. Burnham Halls  

N. B. Siedschlag Hall for Women, immediately adjacent to Draper Hall (35) is not shown. The name of The Physical Education Annex (27) has been changed to R.O.T.C. Building 24. R.O.T.C. Headquarters are in The Speech and Dramatics Building (28).
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directions to New Students</td>
<td>2</td>
</tr>
<tr>
<td>Map of the Campus</td>
<td>4</td>
</tr>
<tr>
<td>College Calendar</td>
<td>7</td>
</tr>
<tr>
<td>Program of Summer Session Events</td>
<td>8</td>
</tr>
<tr>
<td>Administration</td>
<td>10</td>
</tr>
<tr>
<td>Faculty</td>
<td>14</td>
</tr>
<tr>
<td>General Information</td>
<td>25</td>
</tr>
<tr>
<td>Summer Workshops and Clinics</td>
<td>31</td>
</tr>
<tr>
<td>Student Service Facilities</td>
<td>35</td>
</tr>
<tr>
<td>Undergraduate Division—Rules and Regulations</td>
<td>43</td>
</tr>
<tr>
<td>Undergraduate Division—Curricula</td>
<td>57</td>
</tr>
<tr>
<td>Graduate Division</td>
<td>77</td>
</tr>
<tr>
<td>Description of Courses</td>
<td>89</td>
</tr>
<tr>
<td>Index</td>
<td>129</td>
</tr>
</tbody>
</table>
I. SUMMER SESSION, 1951 (6 weeks)

June 25, Monday .................................................. Registration for the Summer Session
June 26, Tuesday .................................................. Recitations Begin
July 4, Wednesday .................................................. Holiday
August 3, Friday .................................................. Session Closes

II. SEMESTER I, 1951-1952

September 17 and 18, Monday and Tuesday ..................... "Freshman Days"
September 17, Monday ............................................... "Testing Day" for Freshmen
September 17, Monday ............................................... "Counseling Day" for Upperclassmen
September 18, Tuesday ................................................ Freshman Activities as Scheduled
September 19, Wednesday ............................................. Enrollment of all Veterans and of all Freshmen
September 20, Thursday ............................................... Enrollment of all Upperclassmen
September 21, Friday .................................................. Recitations Begin
September 22, Saturday ............................................... Graduate Division Enrollment
October 20, Saturday .................................................. Homecoming Holiday
November 21, Wednesday (12:00 noon) to Monday, November 26 ............. (8 a.m.) Thanksgiving Recess
November 26, (8 a.m.) . Holiday Vacation
January 28, Monday through February 1, Friday ............. Final Examinations
February 2, Saturday .................................................. Semester I Ends

III. SEMESTER II, 1951-1952

February 9, Saturday .................................................. Graduate Division Enrollment
February 11, Monday ............................................... Enrollment of all Veterans and of all Freshmen
February 12, Tuesday ............................................... Enrollment of all Upperclassmen
February 13, Wednesday ............................................... Recitations Begin
April 9, Wednesday (4:00 p.m.) to April 17, Thursday (8:00 a.m.) .... Spring Vacation
(April 13 is Easter Sunday)
May 30, Friday .................................................. Memorial Day Holiday
June 8, Sunday .................................................. Baccalaureate Services
June 9, through 13, Monday through Friday .................. Final Examinations
June 14, Saturday .................................................. Commencement Exercises
June 14, Saturday .................................................. Second Semester Ends

IV. SUMMER SESSION, 1952 (6 weeks)

June 23, Monday .................................................. Registration
June 24, Tuesday .................................................. Recitations Begin
July 4, Friday .................................................. Holiday
August 1, Friday .................................................. Session Closes
PROGRAM OF SPECIAL EVENTS
SUMMER SESSION, 1951

First Week, June 25-June 30

Monday, June 25—Registration.
Tuesday, June 26—Classes begin.
Wednesday, June 27—3:00-5:00 P. M. Annual Tea for Faculty Women and Faculty Dames. Arcadia Brook Club House.
Thursday, June 28—8:00 P. M. Faculty Reception and Entertainment for Summer Session Students. Entertainment by George Jason, star of stage, screen and radio, a noted Broadway comedian and concert pianist with a program of mirth, music and magic. Walwood Hall.

Second Week, July 2-July 7

Monday, July 2—8:00 P. M. Student Recital. Harper Maybee Music Hall.
Wednesday, July 4—Holiday.
Thursday, July 5—9:00 A. M. Workshop Breakfast. Walwood Hall Cafeteria.
Thursday, July 5—8:00 P. M. Feature Entertainment. Coe Glade, world’s greatest Carmen, and Norman Kelley in “Great Moments of Opera” presenting extracts and highlights from the great operas in costume. Central High School Auditorium.

Third Week, July 9-July 14

Annual Book Week

Tuesday, July 10—Thursday, July 12. Exhibits by the leading book companies and school supply concerns. Women’s Gymnasium.
Wednesday, July 11—4:00 P. M. Summer School Faculty Picnic. Pine Lake Camp.
Thursday, July 12—8:00 P. M. Feature Entertainment. Virginia Sale in her Americana character sketches, one of America’s most versatile entertainers. Central High School Auditorium.

Fourth Week, July 16-July 21

Monday, July 16—8:00 P. M. Student Recital. Harper Maybee Music Hall.
Thursday, July 19—8:00 P. M. Feature Entertainment. The Dungill Family Concert Co., America’s greatest family of singers, instrumentalists and entertainers. Central High School Auditorium.
Fifth Week, July 16-July 21

Wednesday, July 25—12:00 Noon. Luncheon of the Faculty and Students of the Graduate Division. Walwood Hall Ballroom.

Thursday, July 26—8:00 P. M. Feature Entertainment. Concert by the Faculty of the Music Department of Western Michigan College. Central High School Auditorium.

Sixth Week, July 30-August 3

Monday, July 30—8:00 P. M. Concert by Summer Session Choir. Women’s Gymnasium.

Tuesday, July 31—8:00 P. M. Concert by Summer Session Orchestra. Women’s Gymnasium.

Wednesday, August 1—7:00 P. M. Open Air Concert by Summer Session Band. College Quadrangle.

Wednesday, August 1—8:30 P. M. Play Production by Summer Workshop in Dramatics. College Theatre.

Thursday, August 2—8:00 P. M. Graduation Exercises for the Summer Session Graduating Class. Address by Mrs. Glenn Frank, wife of the late president of the University of Wisconsin, on the topic, “Education in a Democracy.” Women’s Gymnasium.

Thursday, August 2—9:30 P. M. Reception for graduates and their friends. Walwood Hall.

Friday, August 3—Classes End.

Summer Recreational Activities

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

Summer Session Newspaper

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

STATE BOARD OF EDUCATION

CHARLES G. BURNS  President
STEPHEN S. NISBET
LOUISA DURHAM MOHR
LEE M. THURSTON  Secretary

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
Lee M. Thurston

EXECUTIVE COUNCIL OF PRESIDENTS

CHARLES L. ANSPACH  President
Central Michigan College of Education

EUGENE B. ELLIOTT
Michigan State Normal College

PAUL V. SANGREN  President
Western Michigan College of Education

HENRY A. TAPE
Northern Michigan College of Education

OFFICERS OF ADMINISTRATION

PAUL V. SANGREN, Ph.D.  President

WYNAND WICHERS, LL.D.  Vice-President

JOHN C. HOEKJE, Ed.M.  Dean of Administration—Registrar

ELMER H. WILDS, Ed.D.  Director of Summer Session and Graduate Division

ELIZABETH E. LICHTY, Ph.D.  Dean of Women

RAY C. PELLETT, L.H.D.  Dean of Men

CORNELIUS B. MACDONALD, A.M.  Comptroller

JAMES H. GRIGGS, Ed.D.  Director of Teacher Education

LOY NORRIX, Ph.D.  Assistant Director of Teacher Education

GEORGE H. HILLIARD, Ph.D.  Director of Student Personnel and Guidance

VERN E. MABIE, A.M.  Director of Placement and Alumni Relations
ADMINISTRATION

MAINTENANCE OFFICIALS

JOHN A. GOLDSWORTH
IRVING BARBER
ROBERT H. WILLIAMS, B.S.
RALPH WILLIS

Superintendent, Buildings and Grounds
Supervisor, Grounds Service
Supervisor, Supplies
Supervisor, Janitorial Services

MANAGERIAL EXECUTIVES

DONALD N. SCOTT, A.M.
JOHN M. THOMPSON

Manager, Union Building and Dormitories
Manager, College Book Store

ADMINISTRATIVE ASSISTANTS

MARY B. ANDERSON, M.S.
KATHERINE B. CHAPMAN
BLANCHE DRAPER
HOMER M. DUNHAM, A.B.
EVA FALK, A.B.
MARGARET FEATHER, A.B.
LEONARD GERNANT, A.M.
KENNETH R. HAWKINS, A.M.
BERNICE G. HESSELINK
EVELYN L. HICKMOTT, A.B.
FRANK HINDS, A.M.
EDNA L. HIRSCH, B.S.
DOROTHY S. HORST, A.M.

Nursing Consultant
Director, Siedschlag Hall
Director, Vandercook Hall

MARGARET FEATHER, A.B.
LEONARD GERNANT, A.M.
KENNETH R. HAWKINS, A.M.
BERNICE G. HESSELINK
EVELYN L. HICKMOTT, A.B.
FRANK HINDS, A.M.
EDNA L. HIRSCH, B.S.
DOROTHY S. HORST, A.M.

Secretary, Dean of Women
Secretary, Dean of Men
Assistant Registrar
Assistant Manager, College Book Store
Financial Secretary
Secretary, Adult Education
Assistant Manager, Union Building
Secretary, Campus Schools
Secretary to the President
Secretary, Teacher Education
Secretary, Graduate Division and
Secretary, Student Personnel and Guidance
Assistant Dean of Women and
Assistant Director, Student Personnel
Secretary, Winter Session
Director, Burnham Halls
Director, Spindler Hall
Secretary, Dean of Administration
Assistant Manager, Union Building
Secretary, Rural Life and Education
Assistant Director, Student Personnel
and Guidance
Secretariat, Extension
Director, Draper Hall
Associate Director, Student Personnel
and Guidance

NORTHWESTERN UNIVERSITY

MARGARET T. MABIE, A.B.
LEROY W. MYERS
KATHERINE A. PARSONS
MARGARET PASTRYK
H. DUANE PLOUGH, A.B.
LUCILLE E. SANDERS, A.B.
ALICE SMITH
J. TOWNER SMITH, A.M.

LEAH M. SMITH
WANETA A. STABLER, A.B.
BENJAMIN H. WHEATLEY, A.M.

Secretary, Dean of Administration
Assistant Manager, Union Building
Secretary, Rural Life and Education
Placement Secretary

ASSISTANT MANAGER, COLLEGE BOOK STORE
SECRETARY, WINTER SESSION
DIRECTOR, BURNHAM HALLS
DIRECTOR, SPINDLER HALL
SECRETARY, DEAN OF ADMINISTRATION
ASSISTANT MANAGER, UNION BUILDING
SECRETARY, RURAL LIFE AND EDUCATION
PLACEMENT SECRETARY
ASSISTANT DIRECTOR, STUDENT PERSONNEL
AND GUIDANCE
SECRETARY, EXTENSION
DIRECTOR, DRAPER HALL
ASSOCIATE DIRECTOR, STUDENT PERSONNEL
AND GUIDANCE
ADMINISTRATIVE GROUPS

THE ADMINISTRATIVE COUNCIL

The Council meets weekly to keep informed on college affairs, to fix general administrative policies, and to coordinate and unify administrative decisions, practices, and services designed to promote the educational program of the college.

Paul V. Sangren, President; Wynand Wichers, Vice-President; John C. Hoekje, Dean of Administration; Cornelius B. Macdonald, Comptroller; Elmer H. Wilds, Director of the Graduate Division; James H. Griggs, Director of the Teacher Education Division; George H. Hilliard, Director of Student Personnel and Guidance.

THE FACULTY COUNCIL

The Council meets each month to deal with such problems as may be delegated to it; to receive and consider recommendations and suggestions proposed by members of the Faculty, and to recommend to the President or Faculty changes in policy and procedures.

Elected: Charles R. Starring (Chairman), Cora Ebert, Margaret Macmillan, terms expiring in 1951; Albert Becker (Vice-Chairman), James Griggs, Myrtle Windsor, terms expiring 1952; Katharine Stokes (Secretary), William Brown, John AmeY, terms expiring 1953. Appointed: Esther Schroeder, James Ansel, Adrian Trimpe; M. E. A. Representative, M. J. Gary; Ex-officio: Paul V. Sangren, President; Wynand Wichers, Vice-President.

THE ATHLETIC BOARD OF CONTROL

The Board has jurisdiction over all matters pertaining to Intercollegiate Athletics.

John C. Hoekje, Dean of Administration; Mitchell J. Gary, Director of Athletics; William J. Berry, Cornelius B. Macdonald, Charles A. Smith, appointed by the President; President of the W. Club; Sports Editor of the Western Herald; President of the Student Council.

FACULTY STANDING COMMITTEES FOR 1951-52

Persons whose names on a given committee appear opposite number 1 are appointed for one year, those opposite number 2 are appointed for two years, and those opposite number 3 are appointed for three years. Replacements will be made in such a way that new persons are appointed for a three-year period.

Admissions and Scholarship

John Feiker, Chairman
1. Mitchell Gary, Ralph Miller, Mathilde Steckelberg.
2. Pearl Ford, Chester Hunt, Elsworth Woods.
ADMINISTRATIVE GROUPS

EDUCATIONAL POLICIES
Russell Seibert, Chairman
2. Vern Mabie, Arnold Schneider, Katharine Stokes, Elmer Wilds.

GRADUATE COUNCIL
Elmer Wilds, Chairman
Paul V. Sangren, Ex-officio.

INSTITUTIONAL
Otto Yntema, Chairman
1. Elwyn Carter, Floyd Moore.
2. Alice LeFevre, Vern Mabie, Wynand Wichers.

PUBLIC RELATIONS
Wynand Wichers, Chairman
2. Vern Mabie, Ray Pellett, Otto Yntema.

RESEARCH
O. I. Frederick, Chairman
2. Homer Carter, Fred Beeler, Margaret Macmillan.
3. Harriette Bartoo, Albert Becker, Phil Buck.

STUDENT ACTIVITIES
John C. Hoekje, Chairman
1. Cornelius MacDonald, Elizabeth Smutz.
2. Winifred MacFee, Charles Starring.
3. Dorothy Horst, Norman Russell.
And six students.

VISITATION, ORIENTATION AND RECRUITMENT
John C. Hoekje, Chairman
1. James Griggs, Roxana Steele, Crystal Worner.
2. Phil Buck, Esther Schroeder, Helen Sellers, Cyril Stout.
3. Isabel Crane, Vern Mabie, Winifred MacFee.
FACULTY

SUMMER SESSION, 1951

(This list includes only those who are in service during the Summer Session of 1951.)

HEADS OF DEPARTMENTS

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

PHIL WALTER BUCK, PH.D.
B.S., M.S., Kansas State Teachers College; Ph.D., Ohio State University.

ELWYN F. CARTER, ED.D.

GEOGRAPHY AND GEOLOGY

PHIL WALTER BUCK, PH.D.

M.S., Ph.D., University of

PHILOSOPHY

MITCHELL J. GARY, A.M.
B.S., A.M., University of Minnesota.

JAMES H. GRIGGS, ED.D.

PHYSICAL EDUCATION FOR MEN

LEONARD C. KERCHER, PH.D.
A.B., A.M., Ph.D., University of Michigan; University of London.

MUSIC

ALICE LOUISE LEFEVRE, M.S.
A.B., Wellesley College; M.S., Columbia University.

PHYSICS

FLOYD W. MOORE, PH.D.
A.B., Albion College; A.M., University of Michigan; Ph.D., Northwestern University.

GERALD OSBORN, PH.D.
A.B., Michigan State Normal College; M.S., Ph.D., University of Michigan.

PAUL ROOD, PH.D.
A.B., Albion College; A.M., Ph.D., University of Michigan.

GEOLOGY

ARNOLD E. SCHNEIDER, PH.D.
B.S., Iowa State Teachers College; A.M., State University of Iowa; Ph.D., University of Michigan.

CHEMISTRY

D. C. SHILLING, PD.D.
Ph.B., Ohio Northern University; A.B., Miami University; A.M., University of Wisconsin; Pd.D, Ohio Northern University.

EDUCATION

PHYSICIANSHIP

SOCIOLOGY
LYDIA SIEDSCHLAG, A.M.  

CRYSTAL WORNER, A.M.  
A.B., Michigan State Normal College; A.M., University of Michigan.

PROFESSORS

CHARLES T. BROWN, PH.D.  
A.B., Westminster College; A.M., Ph.D., University of Wisconsin.

HOMER L. J. CARTER, A.M.  
B.S., Wayne University; A.M., Ohio State University.

JOHN L. FEIRER, ED.D.  
A.B., Stout Institute; A.M., University of Minnesota; Ed.D., University of Oklahoma.

ORIE I. FREDERICK, PH.D.  
A.B., A.M., Findlay College; Ph.D., University of Michigan.

WALLACE L. GARNEAU, A.M.  
A.B., Western Michigan College of Education; A.M., University of Michigan.

JOSEPH W. GIACHINO, Ed.D.  
B.S. Wayne University; A.M., University of Detroit; Ed.D., Pennsylvania State College.

ROBERT M. LIMPUS, PH.D.  
A.B., Northwestern University; A.M., Ph.D., The University of Chicago.

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

ALFRED H. NADELMAN, PH.D.  
Ph.D., University of Berlin.

RUSSELL H. SEIBERT, PH.D.  
A.B., College of Wooster; A.M., The University of Chicago; Ph.D., Ohio State University.

CHARLES VAN RIPER, PH.D.  
A.B., A.M., University of Michigan; Ph.D., University of Iowa.

PROFESSORS
MERRILL R. WISEMAN, M.S.P.H.  
A.B., Ohio Northern University; M.S.P.H., University of Michigan.

ASSOCIATE PROFESSORS

LAVERNE ARGABRIGHT, A.M.  
Ph.B., The University of Chicago; A.M., Columbia University.

ROBERT S. BOWERS, PH.D.  
A.B., Kansas Wesleyan University; A.M., American University; Ph.D., University of Wisconsin.

JAMES W. BOYNTON, M.S.  
A.B., Western Michigan College of Education; M.S., University of Michigan.

THEODORE L. CARLSON, PH.D.  
A.B., Augustana College; A.M., Ph.D., University of Illinois.

CLARA R. CHIARA, PH.D.  
B.S., Miami University; A.M., Western Reserve University; Ph.D., Ohio State University.

J. WM. CUNDIFF, J.D.  
B.S., J.D., University of Illinois.

PEARL L. FORD, A.M.  
A.B., Western Michigan College of Education; A.M., University of Michigan.

ROBERT FRIEDMANN, PH.D.  
A.B., Goshen College; Ph.D., University of Vienna, Austria.

JOHN W. GILL, A.M.  
A.B., Western Michigan College of Education; A.M., Teachers College, Columbia University.

JULIAN GREENLEE, ED.D.  

WILLIAM HALNON, PH.D.  
A.B., Dublin College; Ph.D., Indiana University.

H. GLENN HENDERSON

FRANK J. HINDS, A.M.  
A.B., Western Michigan College of Education; A.M., University of Michigan.
ASSISTANT PROFESSORS

PAUL B. HORTON, PH.D.
A.B., Kent State University; Ph.D., Ohio State University.

CHESTER L. HUNT, PH.D.
A.B., Nebraska Wesleyan College; A.M., Washington University; Ph.D., University of Nebraska.

MATE GRAYE HUNT, A.M.
B.S.L.S., George Peabody College for Teachers; A.B., A.M., Southern Methodist University.

LAWRENCE G. KNOWLTON, PH.D.
A.B., Oberlin College; Ph.D., Cornell University.

MARGARET E. MACMILLAN, PH.D.
A.B., A.M., University of Michigan; Ph.D., Columbia University.

CHARLES H. MAHER, A.M.
A.B., Western Michigan College of Education; A.M., West Virginia University.

HOLON MATTHEWS, PH.D.
B.M., M.M., Cincinnati College of Music; Ph.D., University of Rochester.

CLAYTON J. MAUS, M.S.
B.S., Ashland College; M.S., University of Michigan.

FRANCES E. NOBLE, Ph.D.
A.B., A.M., Ph.D., Northwestern University.

THOMAS W. NULL, A.M.
A.B., Ottawa University; A.M., State University of Iowa.

WM. JAMES PERIGO, B.S.
B.S., Western Michigan College of Education.

DON O. PULLIN, A.M.
B.S., Wayne University; A.M., Teachers College, Columbia University.

GLEN C. RICE, B.S.
B.S., Western Michigan College of Education.

HERMANN E. ROTHFUSS, PH.D.
B.S., A.M., Ph.D., University of Minnesota.

ESTHER D. SCHROEDER, A.M.
B.S., Bemidji State Teachers College; A.M., George Peabody College for Teachers.

CHARLES A. SMITH, A.M.
A.B., Western Michigan College of Education; A.M., University of Michigan.
RAYMOND F. SORENSON, A.M.  PHYSICAL EDUCATION FOR MEN  B.S., Western Michigan College of Education; A.M., University of Michigan.


CYRIL L. STOUT, PH.D.  GEOGRAPHY AND GEOLOGY  B.S., Knox College; Ph.M., University of Wisconsin; Ph.D., George Peabody College for Teachers.

ADRIAN TRIMPE, A.M.  BUSINESS STUDIES  B.S., Western Michigan College of Education; A.M., University of Michigan.

REVA VOLLE, A.M.  HOME ECONOMICS  B.S., University of Illinois; A.M., Teachers College, Columbia University.

ROY J. WIETZ, A.M.  PHYSICAL EDUCATION FOR MEN  B.S., University of Illinois; A.M., Columbia University.

ZACK L. YORK, Ph.D.  SPEECH  A.B., Western Michigan College of Education; Ph.D., University of Wisconsin.

ASSISTANT PROFESSORS

PAUL M. AMERPOHL, B.S.  INDUSTRIAL EDUCATION  B.S., Parks Air College.

AGNES E. ANDERSON, M.S.  BUSINESS STUDIES  B.S., Ferris Institute; M.S., University of Tennessee.

JAMES O. ANSEL, ED.D.  RURAL LIFE AND EDUCATION  A.B., Western Michigan College of Education; A.M., Northwestern University; Ed.D., Teachers College, Columbia University.

THELMA E. ANTON, A.M.  ENGLISH  A.B., University of Michigan; A.M., Middlebury College.


HENRY J. BEUKEMA, A.M.  INDUSTRIAL EDUCATION  B.S., Western Michigan College of Education; A.M., University of Michigan.

ASSISTANT PROFESSORS

CLARA N. BUSH, A.M.  
SPEECH  
A.B., Western Michigan College of Education; A.M., University of Michigan.

CARL R. COOPER, A.M.  
EDUCATION  
A.B., Western Michigan College of Education; A.M., Teachers College, Columbia University.

ISABEL CRANE, A.M.  
PHYSICAL EDUCATION FOR WOMEN  
B.S., Battle Creek College; A.M., Teachers College, Columbia University.

LEWIS D. CRAWFORD, A.M.  
HISTORY  
B.S., Western Michigan College of Education; A.M., University of Michigan.

LINDSEY G. FARNAN, M.S.  
INDUSTRIAL EDUCATION  
B.S., New York State College; M.S., Iowa State Teachers College.

DONALD FORGAYS, PH.D.  
PSYCHOLOGY  
A.B., Dartmouth; A.M., McGill University; Ph.D., McGill University.

EDWARD A. GABEL, B.S.  
PHYSICAL EDUCATION FOR MEN  
B.S., Michigan State Normal College.

MARIE T. GUDDE, B.S.  
LIBRARIANSHIP  
B.S., Kansas State Teachers College.

HARRY S. HEPNER, A.M.  
ART  
A.B., Western Michigan College of Education; A.M., Teachers College, Columbia University.

DORIS A. HUSSEY, B.S.  
PHYSICAL EDUCATION FOR WOMEN  
B.S., Western Michigan College of Education.

A. ELIZABETH JOHNSON, A.M.  
EDUCATION  
A.B., Kalamazoo College; A.M., Teachers College, Columbia University.

ROY E. JOYCE, A.M.  
BIOLOGY  
A.B., Ohio Wesleyan University; M.S., Ohio State University; A.M., University of Michigan.

JOHN G. KEMPER, A.M.  
ART  
B.F.A., Ohio State University; A.M., Teachers College, Columbia University.

DANIEL A. KYSER, M.M.  
MUSIC  
B.P.S.M., Oberlin College; M.M., University of Michigan.
M. DeZena Loutzenhiser, A.M.  
ENGLISH  
B.S., Northwestern State Teachers College; A.M., University of Washington.

Helen E. Master, A.M.  
ENGLISH  
A.B., A.M., University of Michigan.

Dorothy J. McGinnis, A.M.  
PSYCHOLOGY  
B.S., Western Michigan College of Education; A.M., Ohio State University.

Howard A. Mowen, A.M.  
HISTORY  
A.B., Baldwin-Wallace College; A.M., Western Reserve University.

Lucille A. Nobbs, A.M.  
ENGLISH  
A.B., Kalamazoo College; A.M., University of Michigan.

John H. Plough, A.M.  
INDUSTRIAL EDUCATION  
B.S., Western Michigan College of Education; A.M., University of Michigan.

Norman K. Russell, B.S.  
INDUSTRIAL EDUCATION  
B.S., Western Michigan College of Education.

Conway C. Sams, A.M.  
MATHEMATICS  
B.S., Carson-Newman College; A.M., University of Michigan.

Neil L. Schoenhals, A.M.  
INDUSTRIAL EDUCATION  
B.S., Western Michigan College of Education; A.M., University of Michigan.

Helen G. Sellers, A.M.  
ENGLISH  
A.B., Michigan State College; A.M., University of Wisconsin.

Carl B. Snow, A.M.  
EDUCATION  
B.S., Western Michigan College of Education; A.M., Columbia University.

Opal Stamm, A.M.  
HOME ECONOMICS  
A.B., Berea College; A.M., Teachers College, Columbia University.

Elaine L. Stevenson, A.M.  
ART  
A.B., Western Michigan College of Education; B.A.E., The Art Institute of Chicago; A.M., Ohio State University.

Betty Taylor, A.M.  
HOME ECONOMICS  
B.S., Iowa State College; A.M., Teachers College, Columbia University.

Jane B. Thomas, O.T.R., A.M.  
OCcupational Therapy  
B.S., Western Michigan College of Education; O.T.R., Kalamazoo School of Occupational Therapy; A.M., University of Michigan.
HERBERT GORDON THOMSPON, M.B.A.  
B.S., M.B.A., Miami University.

HAROLD H. VANNATTER, A.M.  
A.B., A.M., Teachers College, Columbia University.

RUTH C. WALSMSLEY, B.Ed.  
B.Ed., National College of Education.

MYRTE WINDSOR, A.M.  
A.B., A.M., University of Michigan.

BUSINESS EDUCATION

INSTRUCTORS

JEAN G. MALMSTROM, A.M.  

NELLIE N. REID, A.M.  
A.B., State University of Iowa; A.M., The University of Chicago.

ENGLISH

VISITING PROFESSORS

MARVIN D. ALCORN, Ed.D.  
A.B., Southwestern College, Kansas; A.M., Teachers College, 
Columbia University; Ed.D., University of Southern California. Director of Student Teaching, San Diego State College, 
San Diego, California.

CAMPUS SCHOOL

ILA BOUDEMAN, A.M.  
A.B., Western Michigan College; A.M., Teachers College, 
Columbia University. Principal, Vine School, Kalamazoo.

ALICE CAGNEY, A.M.  
A.B., Western Michigan College of Education; A.M., Univer-
sity of Michigan. Orthopedic Teacher, Harold Upjohn School, 
Kalamazoo.

EDUCATION

Marke CUNniff, A.B.  
A.B., University of Kentucky. Sales Training Department, 
Parke-Davis Co.

BUSINESS STUDIES

MARION EDMAN, Ph.D.  
A.B., Gustavus Adolphus College; A.M., Ph.D., University of 
Minnesota. Professor of Education, Wayne University.

EDUCATION

RUTH ELLSWORTH, Ph.D.  
A.B., Western Michigan College of Education; A.M., Columbia 
University; Ph.D., Northwestern University. Associate Pro-
fessor of Education, Wayne University.

PSYCHO-EDUCATION CLINIC

LUSETTA L. FITZPATRICK, A.B.  
A.B., Western Michigan College. Teacher, Ann J. Kellogg 
School, Battle Creek.
JEANETTE JOHNSON, B.S.L.S.
A.B., Western Michigan College of Education; B.S.L.S., Western Reserve University. State Library Consultant, Cadillac, Michigan.

GERTRUDE MONTGOMERY, A.B.

LESTER H. PHILLIPS, Ph.D.
A.B., Olivet College; A.M., Ph.D., University of Michigan. Professor of Political Science, University of Redlands.

SARA R. SWICKARD, Ph.D.
B.S., A.M., Ph.D., Ohio State University. Professor of Education, Queens College, New York City.

HEALTH SERVICE

GAYLE POND, A.M.
Presbyterian Hospital, Chicago; B.S., Northwestern University; A.M., Columbia University.

ROBERT B. BURRELL, M.D.
A.B., M.D., Ohio State University.

RICHARD A. WALKER, D.D.S.
B.S., Kalamazoo College; D.D.S., University of Michigan.

HELEN ELIZABETH GIBBENS, R.N.
Borgess Hospital, Kalamazoo; B.S., Nazareth College.

OLIVE JEAN Huss, R.N.
Bronson Hospital; B.S., Western Michigan College of Education.

THE GENERAL LIBRARY

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

ADA E. BERKEY, A.M.
A.B., Mount Holyoke; A.B.L.S., University of Michigan; A.M., University of Iowa.

HAZEL E. CLEVELAND, A.B.L.S.
A.B., Western Michigan College of Education; A.B.L.S., University of Michigan.

HAZEL M. DEMEYER, B.S.
A.B., Western Michigan College of Education; B.S., School of Library Science, Columbia University.
TAISTO JOHN NIEMI, A.B.L.S.  
B.S., A.B.L.S., University of Minnesota.  

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

EDUCATIONAL SERVICE LIBRARY  
WINIFRED CONGDON MacFEE, A.M.  
B.S., Western Michigan College of Education; A.M., University of Michigan.  

ADULT EDUCATION AND EXTENSION SERVICE  
OTTO YNTEMA, A.M.  
A.B., A.M., Hope College.  

CAMPUS SCHOOL  
ROY C. BRYAN, PH.D.  
A.B., Monmouth College; A.M., Teachers College, Columbia University; B.Ed., Teachers College, University of Cincinnati; Ph.D., Teachers College, Columbia University.  

AGNES E. ANDERSON, M.S.  
B.S., Ferris Institute; M.S., University of Tennessee.  

ELMER R. BELOOF, ED.D.  

ELSIE L. BENDER, A.M.  
B.S., A.M., Iowa State University.  

ARDEN H. DETERT, A.B.  
A.B., Baldwin Wallace.  

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

MARIE T. GUDDE, B.S.  
B.S., Kansas State College.  

EMELINE J. MCCOWEN, A.M.  
A.B., National College of Education; A.M., Teachers College, Columbia University.  

NEIL L. SCHÖNHALS, A.M.  
B.S., Western Michigan College of Education; A.M., University of Michigan.
Ethel Shimmel, A.M.
   A.B., Western Michigan College of Education; A.M., Teachers College, Columbia University.

Marcia Shoop, B.S.
   B.S., Western Michigan College of Education.

Bess L. Stinson, A.M.
   B.S., A.M., George Peabody College for Teachers.

Louise F. Struble, A.M.
   B.S., Western Michigan College of Education; A.M., The University of Chicago.
GENERAL INFORMATION

THE FORTY-EIGHTH SUMMER SESSION

The forty-eighth summer session of Western Michigan College of Education will open Monday, June 25, 1951, and continue for six weeks until Friday, August 3, 1951. This will be the only session offered in the summer of 1951. The majority of the instructors will be members of the regular staff. Courses will be offered at both the undergraduate and graduate levels. Departments so arrange their work that it is possible for students to pursue sequences from summer to summer.

PURPOSE

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

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

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

HISTORY

Summer sessions of six weeks' duration have been conducted at Western Michigan College of Education since its foundation in 1903. In the summer of 1950, 1410 undergraduates and 407 graduates were enrolled. At the close of the summer session, 173 degrees were granted. These included 121 Bachelor of Science degrees, 50 Bachelor of Arts degrees, and two Bachelor of Music degrees. Teaching certificates were awarded as follows: State Elementary Provisional—52; State Secondary Provisional—41; and State Limited Certificates—29. Steadily increasing attendance indicates that these sessions have been found of distinct service both to prospective and experienced teachers and to those preparing for other fields of service as well.
GENERAL INFORMATION

GROUNDs AND BUILDINGS

LOCATION

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

GROUNDS

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

BUILDINGS

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

THE LIBRARY BUILDING—The main reading room on the first floor accommodates 300 readers. A periodical reading room in the basement has seats for 50 readers. The Departments of Mathematics, Political Science and Librarianship have offices and classrooms in the basement and on the second floor. The library's book collection consists of 80,000 volumes. Some 575 periodicals are currently received and over 300 of them are bound regularly.

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

STUDENT HEALTH AND PERSONNEL BUILDING—This is a recently constructed three story building housing the Health Service and certain student personnel activities. The Health Service includes examining rooms, treatment rooms, and infirmary rooms. The building also contains offices for the Deans of Men and of Women, and the Director of the Division of Personnel and Guidance. In addition there are quarters for the PsychoEducational and the Speech Correction Clinics as well as the Educational Service Library and the Radio Broadcasting Studio.
THE THEATRE—This building contains an auditorium with a seating capacity of 350, two classrooms, dressing rooms, and rehearsal rooms.

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

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

WALWOOD HALL UNION is the campus social center. It has all the modern dining and recreational features usually found in Union Buildings, such as a soda bar, cafeteria, private dining rooms, ballroom, committee rooms, etc.

HARPER MAYBEE MUSIC HALL—A new music building on the west campus houses choral and instrumental rehearsal room, rehearsal rooms for small ensembles, studios, practice cubicles, classrooms, music library, social room and offices for the music department.

KANLEY MEMORIAL CHAPEL—Made possible by a bequest from the estate of the late William Kanley, this building provides a chapel for students of all faiths, organ practice rooms, robing rooms, and offices for the director of religious education, and those officiating in the chapel.

WILLIAM MCCracken HALL—This new four-story classroom building on West Campus provides lecture room and laboratory facilities for the departments of Chemistry, Physics, Art, Home Economics, Occupational Therapy, and Pulp and Paper Technology.

THE DORMITORIES—In recent years, the College has constructed several modern and beautiful dormitories.

HENRY B. VANDERCOOK HALL FOR MEN houses 200 residents.

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

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

BURNHAM HALLS FOR MEN—This new dormitory for men is in two units located in the new campus area. It provides accommodations for 500 residents.

BLANCHE DRAPER HALL AND LYDIA SIEDESLAG HALL FOR WOMEN are two new dormitories opened in 1950. They are located on the West Campus and provide gracious living for 500 girls. The twin dormi-
tories are connected by a wide landscaped terrace. A common kitchen serves both units, but otherwise the dormitories are separate with separate directors and counselors.

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

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

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

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

THE PAW PAW LARGE-VILLAGE SCHOOL, organized on the six-three-three plan, is one of the best of its kind. Western Michigan College of Education and the Paw Paw Board of Education unite to make this school a progressive one in every particular.

THE PORTAGE CENTER CONSOLIDATED SCHOOL, a twenty-three teacher school, organized on the eight-four plan, includes a kindergarten, all the elementary grades, and a high school.

THE ATHLETIC PLANT—The Athletic Plant comprises the following: Hyames Baseball Field with concrete stands seating 2500 spectators. The playing field is unusually excellent.

The Men's Gymnasium has adequate facilities for all indoor sports and for the programs in Physical Education. About 3,000 can be seated around the basketball court.

Waldo Stadium has two concrete stands, each capable of seating 7,500 people and reaching from goal line to goal line. There are a modern pressbox, locker rooms, officials' rooms, and concession stands.

Twelve tennis courts are available. Six of these are Har-Tru.
Around the football field runs an eight-lane quarter-mile cinder track. The straightaway is 220 yards.

For their work in physical education the women of the college have the exclusive use of a gymnasium with a floor space of 119 feet by 68 feet.

In the basement are lockers, shower baths, and a swimming pool.

**Arcadia Brook Clubhouse and Dining Hall**—This recently remodeled building in the new campus area contains faculty club rooms and a cafeteria dining hall with a capacity for serving one hundred persons at a time.

**Maintenance Building**—This is a substantial two-story fireproof building containing offices of the maintenance staff, maintenance shops, and adequate storage space for maintenance equipment and supplies.

**Hillsdale Apartments**—These two buildings contain thirty-two modern faculty apartments. These vary in size from bachelor apartments to one and two bedroom apartments.

**Temporary Buildings**—The Federal Government has provided six buildings for instructional purposes with 45,000 sq. ft. of floor space. These buildings provide facilities for:
- Freshmen English classes
- Business Education
- Industrial and Vocational Training
- Intramural and Recreation
- Music
- Speech and Dramatics

**Kleinstueck Wildlife Preserve**

In 1922, the late Mrs. Caroline Hubbard Kleinstueck deeded to the State Board of Education nearly fifty acres, including woodland, grassland, and a lake, about one mile from the campus, to be used as a wildlife preserve.

The preserve is freely used by classes and student groups for instructional and recreational purposes.

A 25-year-old stand of pines covers portions of the area, while other portions are occupied by hardwood forest, swamp, and lake.

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

**Michigan Veterans Vocational School**

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

Instruction is available in machine shop, watch and clock repair, machine and architectural drafting, radio service and television, office practice including business administration, typing, office machines, bookkeeping and accounting, typewriter servicing, printing, appliance servicing, woodworking, and upholstering. Other vocational training courses will be added as needed.

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

AVIATION WORKSHOP

This workshop is designed to give elementary and secondary school teachers an overview of the educational, social, economic, and political implications of aviation on our present way of living. Teachers will be given an opportunity to acquire an understanding of basic principles and terminology of various phases of aviation and to study aviation activities that are suitable for various grade levels. Participants will be expected to develop units of aviation material that will be helpful to them in their own instructional program. Bibliographical literature, films, charts, and other aids will be available for use in the laboratory. Provision will be made for flight experience, field trips, demonstrations of aviation equipment, and special lectures by outstanding civilians and military aviation consultants.

WORKSHOP FOR TEACHERS IN DRAMATICS

The Workshop in Dramatics is being offered for the first time this summer in anticipation of the needs and desires of those individuals who find participation in or supervision of dramatic activities a part of their teaching or extra-curricular responsibilities in the primary and secondary schools.

Enrollment is open to seniors and graduate students. It is anticipated that membership of the class will include those with practical experience but no formal training; those whose formal training has allowed little or no opportunity for actual participation in backstage activities; and those who have an active interest, enthusiasm and willingness to work in theatre. Graduate students with speech majors or minors or with specialized training or background in theatre will be given suitable responsibility and opportunity for advanced work in special areas the nature of which will be determined upon enrollment.

Instruction in the course will include a consideration of the various aspects of play production and special emphasis will be placed upon the solution of problems of stagecraft in terms of techniques and materials suitable for execution in theatre plants with limited facilities. Practical experience in the various activities will culminate in the performance of a play, the type to be determined by the abilities and interests of the group.

While the hours scheduled for the course are in the afternoon, actual participation in the workshop will be of a flexible nature, the time to be determined by the group as the needs arise. It is necessary, however, for those enrolling to keep their afternoons free and to anticipate some evening work.

RADIO WORKSHOP

The radio workshop is planned to give teachers experience in all phases of educational broadcasting, including the operation of an educational station.
The workshop will be held in the studios of WMCR, Western Michigan College's 250 watt FM station. Excellent facilities are available, including a General Electric console controlboard, two Presto turn-tables, and the radio equipment for both disk and magnetic-tape recorders. The workshop will have access to a fine library of high fidelity music recordings and production aids.

It is planned to have WMCR on the air a few hours a day during the summer session so that teachers may have actual production experience and familiarize themselves with station operation. Workshop members will have available instruction in program planning, script writing, production and utilization of radio in the classroom.

Resource people will be brought in from both educational and commercial stations. Field trips will be arranged to commercial stations and to WUOM, the FM educational station of the University of Michigan. Television programs will be seen and evaluated.

**READING WORKSHOP**

For the fifth successive summer, Western Michigan College of Education is offering a reading-improvement program for both elementary and secondary teachers and administrators. This integrated program will emphasize all phases of the reading problem. Courses for credit in the psychology of reading and the detection and correction of reading disabilities will be offered. In addition to and supplementing these courses, the Psycho-Education Clinic is providing a series of reading demonstrations and discussions throughout the summer session. The purpose of these demonstrations is to show teachers at the various levels how to plan and carry out an integrated and systematic program for providing remedial and corrective work in reading. The latest types of technical materials for clinical purposes and instructional reading materials of all kinds will be available.

In each demonstration a child, teacher, and one of the parents will participate. A special attempt will be made to present and make clear such standard procedures as those employed by Monroe, Fernald, Dolch, and Betts. Mechanized equipment such as rate boards, the Harvard Reading Films, and the Tachistoscope will be presented. Discussions and demonstrations will be held in Room 205, Science Building.

**SALES METHODS CLINIC**

For people interested or engaged in the field of Distributive Education, the Division of Vocational Education is offering a clinic dealing with the problems of teaching salesmanship. A very timely clinic since leaders in the field of Distribution have been concerning themselves with such problems as: "What’s the Matter with American Salesmanship?", "Salespeople Aren’t Selling", "Where Are Our Salespeople Coming From?", etc.

The teaching problems to be considered will be in the areas of: psychology of selling, customer buying, promotional selling, advanced selling techniques, etc.
SPECIAL EDUCATION WORKSHOP

Sales executives from nationally known businesses will compose the administrative staff of the clinic. Individuals enrolled should profit considerably and leave with a better understanding of teaching salesmanship and materials that can be used for class instruction.

The clinic will run for three weeks from June 25 - July 13.

This is another offering by Western Michigan College as the state teacher education institution in the field of Distributive Education to satisfy the needs of the related subject teachers, coordinators and administrators for training in the operation of school - work programs.

SOCIAL STUDIES SEMINAR IN ENGLAND

Western Michigan College, in cooperation with Ashridge College, England, offers as part of its 1951 Summer Session, a specially planned Social Studies Seminar abroad.

It is designed primarily for teachers and graduate or advanced undergraduate college students in the Social Studies, and for other civic-minded persons with a major interest in contemporary affairs. Its primary aims are threefold: (1) to advance international understanding and goodwill, (2) to develop better informed social studies teachers, and (3) to develop more effective community leaders.

The Seminar will be in formal session for a period of five weeks, from July 2 to August 4, on the campus of Ashridge College. During this period, all students will be enrolled with British students in regularly scheduled lecture and discussion courses. Following the close of this formal session, there will be about two weeks of free time for independent or group travel. Arrangements have been made for a motorcoach tour of the continent for those desiring it.

Membership in the Seminar is limited to thirty-six students. Enrollment of the group must be completed early in 1951. Vacancies occurring thereafter will be filled by late enrollees. For further information, write: Social Studies Seminar, Western Michigan College.

SPECIAL EDUCATION WORKSHOP

The Workshop in Special Education was established to meet the needs of three groups of educational personnel: (1) Teachers and prospective teachers of all types of handicapped children. (2) Teachers in regular grades desiring courses pertaining to exceptional children. (3) Visiting teachers, social workers, school nurses, physio-therapists and occupational therapists who in the course of their work frequently encounter atypical children.

The Workshop seminars will include discussions of the medical, educational, vocational, and social problems of special class children with defective hearing, impaired vision, orthopedic involvements, and retarded mental development. Theory and method courses will be supplemented with class
demonstrations and observations of handicapped children enrolled in the Workshop Demonstration School. Opportunities for practice teaching and for special research with any group of atypical children will be provided.

The presence on the campus of the Speech Clinic, the Psycho-Educational Clinic, and the Remedial Reading Workshop makes possible a varied and integrated program in Special Education.

SPEECH CLINIC WORKSHOP

The Speech Clinic Workshop is designed to provide a condensed program of theory, demonstration and practice in speech therapy. School children representing all the major disorders of speech will be the case material. Trained speech therapists will do demonstration teaching. Lectures, discussion of therapy plans, observations of clinical practice, parent training, supervised speech correction, and analysis of techniques will be included.

Three courses are given for credit: Applied Speech Correction 319 (undergraduate); The Teaching of Speech Correction (graduate students and selected seniors); and Clinical Study of Exceptional Children 132.
STUDENT SERVICE FACILITIES

STUDENT WELFARE

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

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

STUDENT PERSONNEL AND GUIDANCE SERVICES

During the regular year, counseling services are furnished to all freshman and sophomore students on a mandatory basis. It is furnished to juniors and seniors on a voluntary basis. Such services are available to students of the Summer Session upon application to the Director of Student Personnel and Guidance. The counselors are responsible for helping the student on a total program basis. This includes planning to take care of the group requirements and other special requirements of the curriculum in which the student is enrolled, the choosing of suitable major and minor fields, and of helping the student with any social or personal problem which the latter may wish to talk over with him.

The Departmental Advisers are responsible for helping the student outline the subjects required in a major or minor field, their proper sequences, and to assist the student with other matters relating to the subjects taught in the department in which the major or minor falls. Majors and minors should be chosen by the end of the sophomore year.

Students are urged to avail themselves of the services of both the counselor and the Departmental Advisers. Names of the Departmental Advisers, their rooms and office hours will be found in the Summer Session Schedule of Classes.

EMPLOYMENT FOR MEN AND FOR WOMEN

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

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

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

OCCUPATIONAL COUNSELING CLINIC

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

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

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

Those interested should contact Division of Student Personnel and Guidance, Room 118, Health and Personnel Building. Services are free to Western Michigan College students.

HOUSING FOR WOMEN

Single, undergraduate women under 25 years of age, not living at home or with relatives, are required to live in college dormitories. Dormitories are available on both the east and west campus. The rates follow:

Room only:
- Single room (for six weeks) $36.00
- Double room rented as single (for six weeks) 36.00
- Double room rented as double (for six weeks) 24.00

Request for information and application for a dormitory reservation should be addressed to the Office of the Dean of Women. The application must be accompanied by a $10.00 deposit.

Women eligible to live off campus may receive information concerning living quarters in private homes from the Office of the Dean of Women.
HOUSING FOR MEN

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

Vandercook Hall, Western’s dormitory for men, is available for men students upon making application to Dr. Ray C. Pellett, Dean of Men.

Henry B. Vandercook Hall—Residence for Men

Room only
Two in room (each person for six weeks session) $24.00
Double rooms rented as single for six weeks session 36.00

For information and reservation for men, write to Dr. Ray C. Pellett, Dean of Men.

THE COLLEGE CAFETERIA

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

The Cafeteria hours are:
Monday through Friday
Breakfast 6:45 to 8:30 A.M.
Lunch 11:00 to 1:15 P.M.
Dinner 5:00 to 6:30 P.M.
Saturday
Lunch 11:30 to 1:00 P.M.
Dinner 5:30 to 6:30 P.M.
Sunday 12:15 to 1:45 P.M.

CAMPUS STORES

Western’s Campus Stores exert every effort to keep adequate stocks of all supplies needed by students for class work, as well as many other items for their convenience. Their locations are in the Administration Building and McCracken Hall.

SERVICE TO FOREIGN STUDENTS

Students from many countries give a cosmopolitan atmosphere to Western’s campus. In the regular school year of 1950-1951 more than forty foreign students, displaced persons, and American citizens from overseas were enrolled. Among the countries represented were: France, Germany, Latvia, Estonia, Turkey, England, Norway, Colombia, Hawaii, Canada, Nigeria, Algeria, Bolivia, Honduras, Czechoslovakia, Trinidad, China, Puerto Rico, Japan, Cuba, Iran, and Holland.

Many of these students live in the dormitories with American roommates. They participate actively in the life of the college and of the Kalamazoo community and make a valuable contribution to international understanding.
STUDENT HEALTH SERVICE

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

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

The health fee, paid upon admission, entitles the student to the following services:

1. Medical examinations and conferences.
2. Dental examinations and conferences.
3. First-aid emergencies.
4. Care of minor ailments and followup treatments, as advised by the doctor during clinic hours.

The clinic is open for consultation and treatments from 8:00 A.M. until 4:30 P.M., Monday through Friday, and from 9:00 A.M. until 12:00 noon on Saturdays. The college physician is in the office for consultation from 8:30 until 10:00 A.M., Monday through Friday. The dentist is in the office on Tuesday and Thursday mornings each week.

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

SERVICES OF THE GENERAL LIBRARY

The General Library on the east campus provides seating for 300 in the Reading Room on the first floor where the reference collection is shelved, and the Periodical Room in the basement provides 50 seats.

The General Library’s collection consists of about 80,000 volumes. Approximately 575 periodicals are currently received and of these more than 300 are bound for permanent retention.

About 1,000 volumes are housed on the west campus in Room 206, Maybee Hall, where a Music Library with a seating capacity of 50 is supervised by a member of the professional library staff as a branch of the General Library. This branch receives a dozen current periodicals and has a collection of 1,800 phonograph records which can be used in the adjoining listening room.

In Room 116, McCracken Hall, on the west campus, a Physical Sciences Library, with a seating capacity of 50, houses 900 volumes and 67 currently received periodicals. This library is also a branch of the General Library and is supervised by a member of the professional library staff.

During the summer session the General Library is open for service from 7:00 A.M. to 9:00 P.M. Mondays through Thursdays; 7:00 A.M. to 9:00
SERVICES OF THE GENERAL LIBRARY

P.M. Fridays; 8:00 A.M. to 5:00 P.M. Saturdays; and 2:30 P.M. to 5:30 P.M. Sundays.

EDUCATIONAL SERVICE LIBRARY

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

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

CARNEGIE GIFT OF BOOKS AND PICTURES

A gift from the Carnegie Corporation of New York of books, photographic prints, color facsimiles, and etchings was presented to Western Michigan College of Education in the summer of 1939. This teaching and reference material has been carefully selected with a view to enriching a college library with books and illustrations not ordinarily afforded by colleges. The collections consists of 831 large, well-mounted photographs and 125 books, together with 30 colored reproductions, and portfolios containing illustrations of prints. This collection is housed in the Art Library.

ART COLLECTION

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

PSYCHO-EDUCATIONAL CLINIC

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

READING LABORATORY

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

DIRECTED TEACHING FACILITIES

Opportunities for directed teaching will be available for a limited number of students during the morning hours of the summer session. The Campus Elementary School, with kindergarten and grades one through eight, will be open from 8:30 A.M. to 12:00 M. and some opportunities for directed teaching in selected secondary school subjects will be available at Central High School, Kalamazoo. Three semester hours of credit in directed teaching will be offered to students with experience who are unable to be in residence during the regular session. Application for enrollment for directed teaching in the elementary or secondary school should be made to the Director of Teacher Education well in advance of the opening of the session.

PLACEMENT SERVICE

The Office of Placement and Alumni Relations is designed to give service to all graduating students and alumni of Western Michigan College of Education. The placement work of the office is divided into four main fields, (a) teacher placement for those entering the teaching profession, (b) vocational placement for those graduating from technical and vocational courses, (c) placement for graduates with the general degree, and (d) replacement of alumni who are seeking new positions.

(a) TEACHER PLACEMENT—Candidates for teaching positions enroll with the placement bureau early in the year in which their teaching certificate will be granted. The credentials compiled for each student include, (1) a statement of his choice of teaching fields, (2) a short autobiography of the
candidate, (3) letters of recommendation from faculty members selected by the student, (4) a copy of the student's academic record, (5) a departmental recommendation, and (6) the report from the supervisor of the student's directed teaching. Recommendations from former employers are often included. Photographs of the candidates are also required.

These placement credentials are supplied to superintendents and boards of education who are searching for teachers. Direct contacts between the teacher candidate and employing officials are established.

(b) VOCATIONAL PLACEMENT—Graduating students in the Division of Vocational and Practical Arts Education also enroll for placement service with the Office of Placement and Alumni Relations. Credentials quite similar to those compiled for teacher candidates are assembled for each enrollee. Special emphasis is placed upon recommendations in the candidate's field of specialization. Close cooperation is maintained between the Office of Placement and Alumni Relations and the Vocational Division which counsels students generally on occupational matters. Contacts are maintained with large numbers of employers in industrial, business, technical and professional fields. These employers are advised of the quality and amount of training our vocational students are given. Names and credentials of prospective employees are furnished upon the employer's request.

(c) PLACEMENT OF GENERAL DEGREE GRADUATES—General Degree students who are not pursuing a vocational curriculum should also use the services of the Office of Placement and Alumni Relations. Many calls come from prospective employers that college-trained people can readily fill.

(d) ALUMNI PLACEMENT—Alumni of Western in any field who have qualified themselves for promotion by successful experience and by advanced study are urged to use the facilities of the Placement and Alumni Relations Office when change of position or promotion is desired. The alumnus who seeks such advancement should furnish the Office of Placement and Alumni Relations with records that show his progress, and with letters of recommendation from those who can speak with authority regarding his accomplishments and abilities. Experienced candidates in all fields are frequently in demand. The alumnus who desires to be considered when opportunity for placement arrives should keep his credentials up-to-date and currently active.

ALUMNI ORGANIZATION

A large portion of the work of the Office of Placement and Alumni Relations deals with the problem of maintaining mutually helpful communication between Western Michigan College and her graduates and ex-students.

In its brief history of less than a half century, Western Michigan College has granted degrees and/or certificates to approximately 20,000 individuals. More than 50,000 ex-students who did not take a degree or certificate have had part of their educational training at Western. This constantly growing body of alumni increases the stature and significance of Western Michigan
College with every succeeding year. Her sons and daughters are to be found in many lands pursuing many walks in life. More of her alumni are engaged in teaching than any other single occupation but others have entered business, agriculture and the various professions.

Western Michigan College benefits immeasurably by the spirit of good will her alumni are building. Numbers of fine students are sent to Western's campus every year by former graduates. Several of these students are the recipients of scholarships provided by these interested and loyal alumni.

A main function of the Office of Placement and Alumni Relations is to keep as accurate mailing lists as possible of our alumni and to supply them periodically with information concerning changes and developments at the college. Another important project is to provide two annual reunion occasions upon which the members of the Alumni Association, first formed in 1906, may return to the campus to renew old friendships. These are the annual Homecoming held on the week-end of an important football game in the fall, and the annual alumni day held in the spring.

Numerous local units of Western Alumni have been formed in areas where there are enough alumni members to warrant such organization. Plans are being projected to increase the number of these considerably.

The placement service for alumni by the Office of Placement and Alumni Relations has been fully discussed in the section on "Placement Service."

EXTENSION DIVISION

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

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

AVIATION TEACHER EDUCATION

Due to the importance 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 prospective and in-service teachers may secure a basic knowledge of aviation and be prepared to infuse pertinent aviation materials in the courses which they expect to teach, a sequence of aviation courses has been arranged for this purpose. Those who are particularly interested in aviation may take a minor in this area. For many students, one or two aviation courses are recommended.
UNDERGRADUATE DIVISION

RULES AND REGULATIONS

ADMISSION

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

GENERAL QUALIFICATIONS

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

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

CREDENTIALS SHOULD BE SENT IN ADVANCE

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

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

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

ENTRANCE FROM HIGH SCHOOLS

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

1. Admission on Certificate

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

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

**Prescribed Preparatory Work**

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

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

A. **English**
   
   A major sequence of three or more units.

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

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

D. **Science Group**
   
   Any two units selected from the following constitute a minor sequence and any three or more units constitute a major sequence.
   
   1. Physics 1 unit  
   2. Chemistry 1 unit  
   3. Botany 1 unit  
   4. Physics 1 unit  
   5. Zoology 1 unit  
   6. Biology (Botany \(\frac{1}{2}\) unit and Zoology \(\frac{1}{2}\) unit) 1 unit

   If biology is counted in these sequences, neither botany nor zoology can be counted.

   Health Education
   Geography (may be counted in Group E)

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

---

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

- Agriculture
- Commerce
- Home Economics
- Industrial Arts
- Related Mathematics

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

- Music
- Art

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

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

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

---

4 Commercial subjects will be accepted as follows:
- Typewriting, ½ or 1 unit
- Elementary Business Training, 1 unit
- Bookkeeping, 1 or 2 units
- Shorthand, 1 or 2 units
- Commercial Arithmetic, ½ unit
- Commercial Law, ½ unit
- Office Practice, ½ unit
- Commercial Geography, ½ or 1 unit

5 Music subjects will be accepted as follows:
- Band, 1 unit
- Orchestra, 1 unit
- Choir, 1 unit
- Glee Club, ½ unit
- Theory Class, 1 unit
- History and Appreciation, 1 unit
- Vocal or Instrumental Class Instruction, 1 unit

6 Art subjects will be accepted as follows:
- General Art, 1 to 2 units
- School Art Activities, ½ unit
- Studio Art, 1 to 2 units
2. Admission by Examination

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

3. Partial Certificate—Partial Examination Plan

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

4. Admission Under the College Agreement Plan

The College agrees to admit the graduates of accredited high schools who have accepted the College Agreement of April 8, 1947, between Michigan College Association and the Michigan Secondary School Association without reference to the pattern of subjects which they have pursued, provided they are recommended by the school from among the more able students in the graduating class. This agreement does not imply that students must be admitted to certain college courses or curricula for which they cannot give evidence of adequate preparation.

ADMISSION AS A STUDENT NOT A CANDIDATE FOR A DEGREE

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

TRANSFER STUDENTS

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

The maximum amount of credit which may be accepted from a junior college is 60 semester hours. If a student has attended any college prior to his attendance at junior college, such hours earned will be deducted from the 60 hours he may present.
Students desiring to transfer to this college from other institutions of higher education must furnish complete official transcripts of their records, listing all credits earned by them up to the beginning of the session they wish to attend. The student should request the registrar of each institution attended to submit the official transcript directly to the admission officer named above. These transcripts should include (1) a complete list of and the record obtained in the college courses pursued and (2) statements of honorable dismissal from the institutions attended. It is also necessary for the student to submit a personal application blank and to request his high school principal to submit an official statement of his preparatory record. Blanks for personal application and for the high school record may be secured from the admission officer named above. Consideration of admission on transfer is on the basis of the entire record of the student, both high school and collegiate. No part of the record may be disregarded.

There are no exceptions to this regulation. Students applying for admission for the summer session 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 scholarships or conduct records will not be admitted.

TRANSIENT STUDENTS

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

TRANSFER TO OTHER COLLEGES AND UNIVERSITIES

Graduates who have received the former five-year certificate or the new State Limited Certificate usually are granted junior standing in colleges and universities. They are able to fulfill the requirements for a degree by an additional two years of work. Senior standing usually is granted to graduates who have received life certificates. 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 Colleges for Teacher Education and by the North Central Association. The college is also on the approved list of the Association of American Universities.
TRANSCRIPTS

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

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

IDENTIFICATION PHOTOGRAPH

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

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 not used as a part of the entrance qualifications, but are of service in advising students regarding their scholastic work. Credits will be withheld from students for whom there is no record of such entrance tests having been taken.

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

REGISTRATION, CLASSIFICATION, ETC.

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

GENERAL INSTRUCTIONS FOR ENROLLMENT

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

Enrollment for the summer session will occur on Monday, June 25. A circular giving detailed information relative to registration may be obtained at the Information Desk in the Women's Gymnasium or at the Administration Office.
STANDARD CLASS LOAD FOR SUMMER SESSIONS

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

EXTRA HOURS

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

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

SUB-MINIMUM LOAD

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

CLASSIFICATION OF STUDENTS

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

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

The above classification relates to eligibility for participation:

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

WITHDRAWAL FROM COURSES

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

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

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

ABSENCES AND EXCUSES

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

1. Students are responsible directly to their instructors for class and laboratory attendance as well as for petitions for excuses for absences.
2. Instructors must file weekly with the Deans detailed records of absences for a given week.

3. The deans will maintain a cumulative record of absences, but will not issue excuses. These absences will be recorded also on the permanent record and in the placement bureau.

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

HONORS IN COURSE

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

Recipients of honors receive their degrees:

*Cum laude* When having a point-hour ratio of 2.5 or 2.69 inclusive
*Magna cum laude* When having a point-hour ratio of 2.7 to 2.89 inclusive
*Summa cum laude* When having a point-hour ratio of 2.9 to 3.0 inclusive

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

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

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

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

REGULATIONS RELATING TO EXAMINATIONS

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

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

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

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

MARKING SYSTEM

Each course receives one grade, which combines the results of class work, tests, and examinations.
Grades are indicated by letters, to each of which is given a certain value in honor points.

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

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

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

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

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

ATTENDANCE AT COMMENCEMENT

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

SCHOLARSHIP INDEX

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

STANDARD FOR GRADUATION

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

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.

*For Directed Teaching only.
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 per cent 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.

HIGH SCHOLARSHIP LIST

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

CREDIT FOR BAND, GLEE CLUB, AND ORCHESTRA WORK

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

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

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

4. Participation in Band may be substituted for physical education credit 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 the 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 work in music the student wishes to carry. Semester hour values must be indicated.
SIGNIFICANCE OF COURSE NUMBERS

I. Course numbering and availability

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

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

II. Explanation of numbering

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

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

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

4. Prerequisites for all courses numbered 200-399, inclusive, may be found in the “details of Department Courses” as printed in the current college catalog.

5. All consecutive courses are numbered sequentially.

6. Numbers 300-302 inclusive are reserved for courses which are offered in departments other than the Department of Education, the so-called “professional courses.”

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

8. A course offered off-campus for residence credit has the letters R.Cl. added to the number.

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

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

Note.—The courses under d and e above give, within parentheses, the University of Michigan numbers.
CREDIT IN SEMESTER HOURS

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

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

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

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

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

A minimum of 60 semester hours of credit is required for a State Limited Certificate in the two-year Rural Elementary Curriculum, and 124 semester hours of credit for the A.B. or B.S. degree.

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

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

CLASS PERIODS FOR SUMMER SESSIONS

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

PLAN FOR SCHEDULING UNDERGRADUATE CLASSES

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

PLAN FOR SCHEDULING GRADUATE CLASSES

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Period</td>
<td>7:30-8:20</td>
<td>(graduates only)</td>
</tr>
<tr>
<td></td>
<td>8:30-9:20</td>
<td>(graduates only)</td>
</tr>
<tr>
<td>Second Period</td>
<td>9:30-10:20</td>
<td>(graduates and seniors)</td>
</tr>
<tr>
<td>Third Period</td>
<td>10:40-11:30</td>
<td>(graduates only)</td>
</tr>
<tr>
<td></td>
<td>11:40-12:30</td>
<td>(graduates only)</td>
</tr>
<tr>
<td>Fourth Period</td>
<td>12:40-1:30</td>
<td>(graduates and seniors)</td>
</tr>
<tr>
<td>Fifth Period</td>
<td>1:50-2:40</td>
<td>(graduates only)</td>
</tr>
<tr>
<td></td>
<td>2:50-3:40</td>
<td>(graduates only)</td>
</tr>
<tr>
<td>Sixth Period</td>
<td>3:50-4:40</td>
<td>(graduates and seniors)</td>
</tr>
</tbody>
</table>
EXPENSES

FEES FOR UNDERGRADUATES

Tuition Fees

Schedule of tuition fees for the Summer Session, 1951:

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Resident $</th>
<th>Non-Resident $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>7.50</td>
<td>12.50</td>
</tr>
<tr>
<td>4-6</td>
<td>15.00</td>
<td>25.00</td>
</tr>
<tr>
<td>7-9</td>
<td>22.50</td>
<td>37.50</td>
</tr>
<tr>
<td>10 or more</td>
<td>25.00</td>
<td>42.50</td>
</tr>
</tbody>
</table>

*RESIDENCE REQUIREMENTS

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

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

The residence of wives shall follow that of their husbands.

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

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

Local Fees

Schedule of local fees for the Summer Session, 1951:

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Fee $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>20.00</td>
</tr>
<tr>
<td>4-9</td>
<td>20.00</td>
</tr>
<tr>
<td>10 or more</td>
<td>20.00</td>
</tr>
</tbody>
</table>

These local fees are collected each session 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 $20.00. A $5.00 deposit on all instruments used. This deposit is refunded upon return of the instrument.

Late Enrollment Fee

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

Auditors' Fees

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

Refunds

1. No refund of fees will be granted unless applied for within one month after withdrawal.
2. A student who withdraws not more than one week after registration will be entitled to a refund of the entire fee.

3. A student who withdraws more than a week and less than two weeks after the beginning of the session shall be entitled to a refund of one-half the fee.

4. A student who withdraws more than two weeks and not later than three weeks after the beginning of the session will be entitled to a refund of forty per cent of the fee.

5. No refunds will be made for withdrawal after the third week of a summer session.

6. 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.

ESTIMATE OF NECESSARY EXPENSES

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

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room (one-half of a double room)</td>
<td>$24.00 to $30.00</td>
</tr>
<tr>
<td>Board</td>
<td>60.00 to 84.00</td>
</tr>
<tr>
<td>Laundry</td>
<td>0.00 to 15.00</td>
</tr>
<tr>
<td>Textbooks and supplies</td>
<td>15.00 to 25.00</td>
</tr>
<tr>
<td>Incidents</td>
<td>12.00 to 24.00</td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>27.50 to 45.00</td>
</tr>
</tbody>
</table>

Total for 6 weeks: $138.50 to $223.00
UNDERGRADUATE DIVISION CURRICULA

REGULATIONS RELATING TO CURRICULA

OBJECTIVES AND GENERAL SCOPE OF CURRICULA

The Constitution of the State of Michigan places the Michigan Colleges of Education under the authority of the State Board of Education.

From time to time the Legislature has defined the objectives and scope of work of the Colleges of Education. It has repeatedly declared that the purpose of these institutions “shall be the instruction of persons in the art of teaching and in all the various branches pertaining to the public schools of the state of Michigan.”

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

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

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

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

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

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

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

Admission to the program of the third and fourth years is based upon the satisfactory completion of the work outlined above or upon evidence of equivalent work done satisfactorily elsewhere. In addition the student
must satisfy such special tests or examinations as may be prescribed to
determine his general intelligence, scholastic aptitude, and fitness for the
teaching profession.

SUBJECT GROUPINGS

The Instructional Departments of the Michigan Colleges of Education are
classified in groups as follows:

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

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

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

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

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

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

Group VII Physical Education and Health
   Health, physical education.

DEGREES DEFINED

BACHELOR OF ARTS (WITH OR WITHOUT TEACHING CERTIFICATE)

The student who regularly completes a curriculum conforming to the de-
gree 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 SCIENCE (WITH OR WITHOUT TEACHING CERTIFICATE)**

1. The student who regularly completes a curriculum conforming to the degree requirements and embracing 42 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.

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

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

The student who completes a curriculum as outlined by the Department of Music with a major in Public School Music is eligible for certification. A total of 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 degree requirements except the professional requirements in Group IV, the degree of Bachelor of Arts or Bachelor of Science may be granted without the teaching certificate.

**SECOND BACHELOR’S DEGREE**

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

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

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

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

1. Not more than 40 semester hours may be taken in any one subject.
2. At least 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 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 may 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 teachers' certificate will not be required to take the work prescribed under Group IV but must satisfy all the other requirements.

MAJOR AND MINOR REQUIREMENTS AND REGULATIONS

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

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. The latest Annual Catalog carries an introductory statement for each department preceding its description of courses, for its approved major and minor course sequences. Students should consult the department advisers for approval of their major and minor programs.

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

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

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

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

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

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

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

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

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

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

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

1. Credits satisfying a prescribed curriculum for a total of 124 semester hours, including required physical education.
2. Thirty semester hours of satisfactory work in residence on the 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.

II. TEACHING CERTIFICATES

The following types of teaching certificates are granted:

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

2. State Secondary Provisional Certificate
   a. This certificate qualifies the holder to teach for a period of five years from date of issue in the secondary grades (seventh to twelfth) in any public school in Michigan, in subjects or subject fields indicated on the certificate.
   b. The candidate must meet the requirements for a degree as defined above.
   c. The holder of the State Secondary Provisional Certificate may be issued the State Secondary Permanent Certificate provided the candidate shall have met the following conditions:
      1) Application must be made to the college within one year following the expiration of the State Secondary Provisional Certificate.
      2) The candidate must submit satisfactory evidence that he has taught successfully during the life of the certificate for not less than three years in secondary schools.
      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 the date of issue in any school district except a school district which maintains an approved high school. (See “Important Directions to Holders of Limited Certificates Based on the Michigan Teachers’ Certification Code,” below.)
b. The candidate shall present credits satisfying a prescribed curriculum aggregating 60 semester hours.

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

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

III. PROCEDURE FOR PERMANENT CERTIFICATION

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

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

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

IV. MISCELLANEOUS PROVISIONS REGARDING CERTIFICATES

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

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

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

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

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

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

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

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

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

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

ADDITIONAL REGULATIONS

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

2. By the end of the sophomore year all students except those enrolled in the two-year curricula must have earned at least 4 semester hours of physical education credit.

3. In general, freshmen should not elect two courses in a single department in the same semester. No student should elect more than 8 semester hours in a single department in the same semester.

4. All students who expect to receive a degree must present at least 6 semester hours of credit in rhetoric.

5. 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.

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

Specific details and requirements in the various curricula are given in the Annual Catalog and in a separately published bulletin entitled Details of Undergraduate Curricula, which may be secured upon request.

I. THE GENERAL DEGREE CURRICULUM

Students who do not have in mind preparation for teaching may elect 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 degrees of Bachelor of Arts or 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 the general degree curriculum satisfactorily should experience no difficulty in enrolling in the better graduate and professional schools of the United States.

II. CURRICULA FOR TEACHERS

The original and primary function of Western Michigan College of Education is the training of teachers. To carry out this purpose several curricula for the training of teachers are offered. These curricula are designed to give prospective and in-service teachers a broad general education with a reasonable degree of specialization in the subject-matter fields through well-planned majors and minors, and to furnish an adequate background of professional study in the purposes and objectives of education, the nature of child growth and development, the modern methods of teaching, and the means of appraising instruction. For specific details of the teacher training curricula, consult the Annual Catalog, the Details of Undergraduate Curricula, or curriculum advisers.

ELEMENTARY CURRICULUM

This is a four-year curriculum leading to the A.B. or B.S. degree and the State Elementary Provisional Certificate. It is designed for the preparation of teachers in Kindergarten and Grades 1-8. A minimum of 24 semester hours of professional courses in Education is required, in addition to four minors, or a major and two minors in general or special subject-matter fields. The group requirement for the degree must also be satisfied. Students must take appropriate courses in Art and Music and Practical Arts to total 12 semester hours.

SECONDARY CURRICULUM

This is a four-year curriculum leading to the A.B. or B.S. degree and the State Secondary Provisional Certificate. It is designed for the preparation of teachers in Grades 7-12. A minimum of 21 semester hours of professional courses in Education is required, in addition to one major and
two minors in general or special subject-matter fields in which the student expects to teach. The group requirements for the degree must also be satisfied.

SPECIAL EDUCATION CURRICULA

There are three curricula at Western Michigan College of Education in three different areas of Special Education. These curricula are for the preparation of teachers of (1) mentally retarded and backward children, (2) occupational therapy, and (3) Speech Correction. These are four-year curricula leading to the B.S. degree, the State Elementary Provisional Certificate, and Special Diplomas. In addition to the required courses in Education, majors and minors, and group requirements, certain course offerings and clinical facilities are provided and required in each of the curricula.

MUSIC CURRICULUM

This is a four-year curriculum leading to the B.M. degree with a major in Public School Music and the State Elementary or Secondary Provisional Certificate. It is designed for the preparation of instrumental or vocal supervisors in the public schools.

LIBRARIANSHIP CURRICULUM

This is a four-year curriculum leading to a B.S. degree with a major in Librarianship and the State Elementary or Secondary Provisional Certificate. It is designed for the preparation of school librarians.

VOCATIONAL BUSINESS COORDINATOR'S CURRICULUM

This is a four-year curriculum leading to a B.S. degree, a State Secondary Provisional Certificate, and a State Temporary Vocational Coordinator's Certificate. It is designed for the preparation of teachers and coordinators of vocational business courses in the public schools.

VOCATIONAL INDUSTRIAL CURRICULUM

This is a four-year curriculum leading to the B.S. degree, the State Secondary Provisional Certificate, and the State Trade and Industrial Certificate. It is designed for the preparation of trade and industrial teachers in the Secondary Schools.

RURAL ELEMENTARY CURRICULUM (Two Years)

This is a two-year curriculum (60 semester hours) 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."

RURAL LIFE AND EDUCATION CURRICULUM (Four Years)

The Rural Elementary Curriculum (two year) includes foundation courses for the degree, and students are encouraged to complete one of the four-
RURAL CURRICULA

year curricula—elementary or secondary—at the earliest possible time. Additional courses, as well as counsel, are provided by the Department of Rural Life and Education for those wishing further professional specialization as teachers, principals, county commissioners, supervisors, or helping teachers in rural communities—open country, village, or town.

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

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

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

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

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

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

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

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

For specific details of the pre-professional and combined curricula, consult the Annual Catalog, Details of Undergraduate Curricula Bulletin, or curriculum advisers.

AGRICULTURE

The successful completion of this curriculum 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.

BUSINESS ADMINISTRATION

The Department of Business Studies offers a differentiated program for students interested in preparing for a business career. While the department does not prescribe a definite curriculum leading to the professional degree of B.B.A., it does offer a major sequence of courses in accounting, business law, and related subjects in the General Degree curriculum.

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

DENTISTRY

Two programs of work are open to the student: The pre-professional college requirements for entrance to the study of dentistry and a combined curriculum in college and professional work by which a student taking three years at Western Michigan College of Education and the first year at the College of Dentistry of the University of Michigan can earn the bachelor's degree from the former institution.

ENGINEERING

This college has arranged with the several branches of the Engineering School of the University of Michigan for a combined curriculum in letters and engineering. Each of the six or more special fields of engineering has basic courses in mathematics, physics, and chemistry. These may well become the basis for the degree of Bachelor of Science. By arrangement with
the several schools of engineering at the University, a student who has 90 semester hours credit at Western and at least 30 semester hours in a school of engineering at the University may, if properly counselled, be given the degree of Bachelor of Science from this institution.

**FORESTRY AND CONSERVATION**

This is highly technical, but there are basic courses in mathematics and the sciences which may be taken at Western and become a part of a combined academic and professional course. Three years of college and one year at the University of Michigan in the department of Forestry may lead to the degree of Bachelor of Science from this college.

**JOURNALISM**

There are schools of journalism that require a bachelor's degree for entrance, others that admit undergraduates to their courses. Western Michigan College of Education has a curriculum which has been approved as meeting part of the requirements for a degree in journalism at the University of Michigan, Northwestern University, Michigan State College, and the University of Missouri.

**LAW**

Western Michigan College of Education offers pre-professional course requirements for entrance to the study of Law and a combined college and law school curriculum planned to shorten preparation by one year. Such agreements for combined curricula exist with law schools of the University of Illinois and the Detroit College of Law.

**MEDICINE**

The better schools of medicine require three years (90 semester hours) of college work for entrance to the study of medicine. The College has curricula which meet the requirements of entrance to the medical schools of Wayne University and the University of Michigan. Consult the curriculum advisers or the Annual Catalog.

**MEDICAL TECHNOLOGY**

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

**NURSING**

Bronson Methodist School of Nursing, Kalamazoo

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

A curriculum which, satisfactorily completed, meets the requirements of the Council on Medical Education and Hospitals of the American Medical Association and the American Occupational Therapy Association. Graduates of this course are entitled to take the examination for registration in the American Occupational Therapy Association. Those who satisfy the requirements may also receive the Bachelor of Science degree. For full details see the Annual Catalog.

Thirty semester hours of acceptable college credit is a prerequisite for admission to this curriculum.

OCCUPATIONAL THERAPY
Diploma Course for Advanced Students

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

SOCIAL WORK

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

MUSIC

The Department of Music offers curricula in applied music leading to the Bachelor of Music degree. The Bachelor of Music degree is very highly professional in its requirement aims and permits the student to do much more of his work in the field of music. It is strongly recommended that students who wish to major in voice, instruments, or composition aim for the Bachelor of Music degree. All candidates for the Bachelor of Music degree are required to study their applied music performance field, e.g., piano, voice, violin, etc., during their full four-year course. The Bachelor of Music degree
requires a minimum of 132 semester hours of credit for graduation. For full details consult the head of the Department of Music.

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 specialized character. At present there is a wide range of instructional programs offered in Business Training, Home Economics, and Industrial Education. 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.

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

BUSINESS STUDIES

The Department of Business Studies offers many and varied vocational and professional training opportunities in the field of business and industry. The major areas in which a student may study are:

The Business Education Curriculum prepares teachers for the following fields: Secretarial, Accounting, Salesmanship and Retailing, General Business, and Vocational Coordinators.

The Business Administration Curriculum: The student on the A.B. or B.S. degree level 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, and Small Business 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 Cooperative Business Training Curricula: These curricula are two-year work and study programs. The two major areas of training are: Retailing and Secretarial Training. These work-and-school programs give 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.

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.

HOME ECONOMICS

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

The Department of Home Economics has a four-year curriculum for training dietitians.

INDUSTRIAL ARTS EDUCATION

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

INDUSTRIAL TECHNICAL EDUCATION

A variety of technical curricula are offered which are designed for occupational competency in specific fields such as aircraft mechanics, air transportation, airline hostess, refrigeration and air conditioning, machine shop, drafting, printing, radio and television, auto maintenance, and electricity.

For specific details of the Vocational and Practical Arts Curricula consult the Annual Catalog, Description of Curricula Bulletin, or curriculum advisers.

HOMEMAKING CURRICULUM (Two Years)

This curriculum is for the student who does not wish to teach, but who is interested in obtaining some special instruction to make homemaking a career. The opportunity is provided for one to pursue some general education subjects in addition to the specific occupational training.

DIETETICS CURRICULUM (Four Years)

The department of Home Economics offers a four-year curriculum for training dietitians. Graduates who complete the program are eligible for a year's internship in a hospital accepted by the American Dietetics Association.

AIR TRANSPORTATION CURRICULUM (Four Years)

The Air Transportation Curriculum is a four-year course 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. 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 airport operation. Sufficient work is given in mechanics to meet the requirements
VOCATIONAL CURRICULA

for a CAA airplane and engine mechanics license. A minimum of 35 hours of flight training leading to a private pilot’s license is required of all students.

AIRCRAFT MECHANICS CURRICULUM (Two Years)

This two-year curriculum is offered to students who wish to enter the field of aviation for their life work. Special preparation is given for service and maintenance positions with the airlines, repair depots, and commercial and private owners of aircraft. Upon completing the work, students are qualified to receive the Civil Aeronautics Administration license for airplane and engine mechanics.

AIRCRAFT MECHANICS CURRICULUM (Two Years)

This two-year curriculum is offered to students who wish to enter the field of aviation for their life work. Special preparation is given for service and maintenance positions with the airlines, repair depots, and commercial and private owners of aircraft. Upon completing the work, students are qualified to receive the Civil Aeronautics Administration license for airplane and engine mechanics.

AIRLINE HOSTESS CURRICULUM (Three Years)

This is a three-year program for women desiring a practical educational background to qualify for airline hostess employment with commercial airlines. In addition to being a high school graduate, a candidate for this curriculum must meet special airline physical requirements pertaining to height, weight, eyesight, voice, and appearance.

PRINTING (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 a printing plant.

AIR CONDITIONING AND REFRIGERATION CURRICULUM (Two Years)

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

MACHINE SHOP CURRICULUM (Two Years)

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

RADIO CURRICULUM (Three Years)

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

TOOL AND DIE MAKING CURRICULUM (One Year)

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

DRAFTING CURRICULUM (Two Years)

A two-year curriculum offered to students wishing to become industrial draftsmen. The curriculum embodies work in the machine, tool and die design fields of the industrial drafting trade.

ELECTRICAL CURRICULUM (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.

AUTOMOTIVE MAINTENANCE CURRICULUM (Two Years)

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

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

ADMINISTRATIVE OFFICERS

Elmer H. Wilds, Ed.D., Director of the Graduate Division
Margaret T. Mabie, Secretary of the Graduate Division

ADVISORY COUNCIL

William J. Berry
William R. Brown
James H. Griggs
Leonard C. Kercher

Elmer H. Wilds, Chairman
Margaret T. Mabie, Secretary
Paul V. Sangren, Ex Officio

FACULTY

MARVIN D. ALCORN, Ed.D., Professor of Education
WILLIAM J. BERRY, Ph.D., Professor of Geography
ROBERT S. BOWERS, A.M., Professor of Economics
ROY C. BRYAN, Ph.D., Professor of Education
PHIL W. BUCK, Ph.D., Professor of Psychology
ALICE CAGNEY, A.M., Professor of Education
ELWYN F. CARTER, Ed.D., Professor of Music
CLAARA R. CHIARA, Ph.D., Professor of Education
MARION EDMAN, Ph.D., Professor of Education
RUTH E. ELLSWORTH, Ph.D., Professor of Education
JOHN L. FEIRER, Ed.D., Professor of Industrial Education
DONALD G. FORGAYS, Ph.D., Professor of Psychology
ORIE I. FREDERICK, Ph.D., Professor of Education
WALLACE L. GARNEAU, A.M., Professor of Speech
MITCHELL J. GARY, A.M., Professor of Physical Education
JOSEPH W. GIACHINO, Ed.D., Professor of Vocational Education
JULIAN GREENLEE, Ed.D., Professor of Science
JAMES H. GRIGGS, Ed.D., Professor of Education
FRANK J. HINDS, A.M., Professor of Health
PAUL B. HORTON, Ph.D., Professor of Sociology
LEONARD C. KERCHER, Ph.D., Professor of Sociology
ROBERT M. LIMPUS, Ph.D., Professor of English
M. DEZENA LOUTZENHISER, A.M., Professor of English
MARGARET E. MACMILLAN, Ph.D., Professor of History
ARTHUR J. MANSKE, Ph.D., Professor of Education
LUCILLE A. NOBBS, A.M., Professor of English
ARNOLD E. SCHNEIDER, Ph.D., Professor of Business Studies
RUSSELL H. SEIBERT, Ph.D., Professor of History
INFORMATION

GENERAL STATEMENT

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

ORGANIZATION

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

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

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

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

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

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

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

Students may not enroll for the Summer Session unless they have been admitted before June 1. Students who plan to begin their graduate work in the Graduate Division of Western Michigan College of Education may make application on blanks provided for that purpose by the Director of the Graduate Division, and may have their transcripts sent directly to his office. Graduates of Western Michigan College of Education may have their transcripts automatically transferred by filling out these application blanks and returning them to the Graduate Division office.

COURSE REQUIREMENTS

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

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

RESIDENCE REQUIREMENT

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

TIME LIMITATION

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

CREDIT REQUIREMENT

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

After a student has completed twelve hours of his graduate work, he may exercise the option of taking six hours' work in lieu of the thesis, thus making the credit requirement thirty hours without a thesis.

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

SEMINAR REQUIREMENT

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

SCHOLARSHIP REQUIREMENT

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

PROGRAM OF WORK

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

THE PERMANENT TEACHER'S CERTIFICATE

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

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

REGISTRATION

Registration for the summer session of the Graduate Division will be on Saturday, June 23, from 8 to 12 A.M., and Monday, June 25, from 9 to 12 A.M., and from 1 to 4 P.M. All students who enroll later than June 25 must pay in addition to the regular fee a penalty of one dollar for each day of late registration until a maximum penalty of three dollars is incurred.

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

Classes for the summer session will begin on Tuesday, June 26, and will continue through Friday, August 3. All classes meet one hour a day, five days a week, Monday through Friday. Prerequisites for a course should be carefully determined by the student before enrolling in the course.

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

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

<table>
<thead>
<tr>
<th>Fee for summer session</th>
<th>Michigan students</th>
<th>Non-resident students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six credits</td>
<td>$40</td>
<td>$100</td>
</tr>
<tr>
<td>Four credits</td>
<td>40</td>
<td>100</td>
</tr>
<tr>
<td>Two credits</td>
<td>20</td>
<td>50</td>
</tr>
</tbody>
</table>

In case of complete withdrawal, refunds less $10.00 service charges, are granted as follows: (1) at the end of the first week, the entire fee; (2) at the end of the second week, fifty per cent of the fee; (3) at the end of the third week, forty per cent of the fee; (4) after the third week, no refund.

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

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

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

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

OTHER INFORMATION

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

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

COURSES OFFERED

Summer 1951

<table>
<thead>
<tr>
<th>Economics</th>
<th>Education</th>
<th>Summer 1951</th>
</tr>
</thead>
<tbody>
<tr>
<td>121*</td>
<td>Labor</td>
<td>Bowers</td>
</tr>
<tr>
<td>A226*</td>
<td>Workshop in International Education</td>
<td>Edman</td>
</tr>
<tr>
<td>B105</td>
<td>Elementary School Curriculum</td>
<td>Ellsworth</td>
</tr>
<tr>
<td>B120</td>
<td>Improvement of High School Teaching</td>
<td>Chiara</td>
</tr>
<tr>
<td>B122</td>
<td>Modern High School Curriculum</td>
<td>Chiara</td>
</tr>
<tr>
<td>B124</td>
<td>Secondary School Administration</td>
<td>Bryan</td>
</tr>
<tr>
<td>B133*</td>
<td>Visual-Sensory Aids in Education</td>
<td>Snow</td>
</tr>
<tr>
<td>B139</td>
<td>Organization and Adm. of Guidance Prog.</td>
<td>Manske</td>
</tr>
<tr>
<td>B192</td>
<td>Methods of Research in Education</td>
<td>Frederick</td>
</tr>
<tr>
<td>B227s*</td>
<td>Education in an Air Age</td>
<td>Giachino</td>
</tr>
</tbody>
</table>
CURRICULA FOR THE MASTER'S DEGREE

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

*Graduate courses open to seniors.

Full description of these courses with hours of credit and time scheduled will be found under the various departments' Descriptions of Courses.
may be done with the approval of the Director of the Graduate Division, provided the general requirements for the master's degree are satisfied.

TEACHING IN THE ELEMENTARY SCHOOL

REQUIRED COURSES, 12 hours

B105 Elementary School Curriculum
C107a or C107b Psychology of Elementary School Subjects
C175 Psychology of Child Development
B133 Visual-Sensory Aids in Education
B192 Methods of Research in Education
C225 Seminar

ELECTIVE COURSES IN EDUCATION, 4 to 6 hours

Any Education course counting for graduate credit may be elected. The following are suggested: A125, B151, B251, C102, C119, C120, C130, C132, F190.

COGNATE COURSES, 8 hours

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

TEACHING IN THE SECONDARY SCHOOL

REQUIRED COURSES, 10 hours

B133 Visual-Sensory Aids in Education
D Special Methods
B122 Modern High School Curriculum
C120 Mental Hygiene
B192 Methods of Research in Education
B227 Seminar

ELECTIVE COURSES IN EDUCATION, 0 to 4 hours

Any Education course counting for graduate credit may be elected. The following are suggested: A125, B122, B124, C102, C119, C120, C217, E101, F190.

COGNATE COURSES, 8 to 12 hours

Economics 152, 193, 255; Political Science 141, 163, 184; Sociology 115, 118, 158, 159, 160; Health Practice 171; or any course in subject-matter fields taught in high schools.

ADMINISTRATION AND SUPERVISION OF ELEMENTARY SCHOOLS

REQUIRED COURSES, 10 hours

B105 Elementary School Instruction
B250 Principles of Educational Administration
B251 Supervision of Elementary School Instruction
ELECTIVE COURSES IN EDUCATION, 4 hours
Any Education course counting for graduate credit may be elected. The following are suggested: A125, B105, C119, C120, C130, C132, C165, C217, F190.

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

ADMINISTRATION AND SUPERVISION OF SECONDARY SCHOOLS

REQUIRED COURSES, 10 hours
B122 Modern High School Curriculum
B133 Visual-Sensory Aids
B124 Secondary School Administration
B156 High School Supervision
B192 Methods of Research in Education
B227 Seminar

ELECTIVE COURSES IN EDUCATION, 4 hours
Any Education course counting for graduate credit may be elected. The following are suggested: A125, B122, B255, B257, C115, C119, C120, C130, C165, C217, E100, E101, F190.

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

GENERAL EDUCATIONAL ADMINISTRATION

REQUIRED COURSES, 14 hours
B250 Principles of School Administration
B124 Secondary School Administration
B248 State Administration
B225 Legal Basis of Public Education
B255 Social Interpretation
B256 Practicum in School Admin.
B258 School Plant Planning
B192 Methods of Research in Education
B259 Seminar

ELECTIVE COURSES IN EDUCATION, 2 hours
Any Education course counting for graduate credit may be elected. The following are suggested: A125, B105, B122, B156, B248, B257, C115, C119, C120, C130, C165, C217, E100, E101, F190.
CURRICULA FOR THE MASTER’S DEGREE

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

PUPIL GUIDANCE AND PERSONNEL

REQUIRED COURSES, 12 hours
C117 Measurement of Aptitudes
B139 Organization and Adm. of a Guidance Program
C119 Educational Guidance and Adjustment
C217 Techniques of Guidance
C120 Mental Hygiene of Childhood and Adolescence
B192 Methods of Research in Education
C220 Seminar in Guidance and Adjustment

ELECTIVE COURSES IN EDUCATION, 2 hours
Any Education course counting for graduate credit may be elected. The following are suggested: A125, B124, B182, C115, C130, C165.

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

INDUSTRIAL EDUCATION

REQUIRED COURSES, 12 hours
E100 Principles of Vocational Education
E101 Principles and Techniques of Vocational Guidance
E102 Legal and Industrial Relations Aspects of Vocational Education
E106a Coordination in Vocational Education
B192 Methods of Research in Education
E201 Seminar in Vocational Education

ELECTIVE COURSES IN EDUCATION, 4 hours
Any Education course counting for graduate credit may be elected. The following are suggested: B124, B250, B255, C119, E103, E109, E113, E114.

COGNATE COURSES, 8 hours
Economics 121, 141, 152, 255; Psychology 131, 132; Political Science 184; Sociology 158, 160, 162.

BUSINESS EDUCATION

REQUIRED COURSES, 10 hours
D265 The Teaching of Business Subjects
E151 Principles of Business Education
E157 The Curriculum of Business Education
B192 Methods of Research in Education
E201 Seminar in Vocational Education
ELECTIVE COURSES IN EDUCATION, 6 hours

Any Education course counting for graduate credit may be elected. The following are suggested: B124, B250, C117, C119, E101, E102, E103, E105, E109, E113.

COGNATE COURSES, 8 hours

Economics 121, 141, 152, 255; Psychology 130, 132; Political Science 141, 184; Geography 145; Sociology 158, 160, 162.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>90</td>
</tr>
<tr>
<td>Biology</td>
<td>104–106</td>
</tr>
<tr>
<td>Business Studies</td>
<td>122–124</td>
</tr>
<tr>
<td>Chemistry</td>
<td>106–107</td>
</tr>
<tr>
<td>Economics</td>
<td>111–112</td>
</tr>
<tr>
<td>Education</td>
<td>116–120</td>
</tr>
<tr>
<td>English</td>
<td>94–96</td>
</tr>
<tr>
<td>Geography and Geology</td>
<td>107</td>
</tr>
<tr>
<td>History</td>
<td>112–113</td>
</tr>
<tr>
<td>Home Economics</td>
<td>124–125</td>
</tr>
<tr>
<td>Industrial Education</td>
<td>125–128</td>
</tr>
<tr>
<td>Languages</td>
<td>96–97</td>
</tr>
<tr>
<td>Librarianship</td>
<td>120–121</td>
</tr>
<tr>
<td>Mathematics</td>
<td>108–109</td>
</tr>
<tr>
<td>Music</td>
<td>91–93</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>93</td>
</tr>
<tr>
<td>Physical Education for Men</td>
<td>99–100</td>
</tr>
<tr>
<td>Physical Education for Women</td>
<td>100–101</td>
</tr>
<tr>
<td>Physics</td>
<td>109</td>
</tr>
<tr>
<td>Political Science</td>
<td>113–114</td>
</tr>
<tr>
<td>Psychology</td>
<td>109–110</td>
</tr>
<tr>
<td>Rural Life and Education</td>
<td>102–103</td>
</tr>
<tr>
<td>Sociology</td>
<td>114–115</td>
</tr>
<tr>
<td>Speech</td>
<td>97–98</td>
</tr>
</tbody>
</table>

Note.—*For information regarding the significance of course numbers and credit for courses see page 53.
DIVISION OF FINE ARTS
Lydia Siedschlag, Chairman

The Division includes the Departments of Art, Music, and Occupational Therapy. It functions through a committee consisting of the respective heads of these departments. The heads of the department and the departmental counselors will advise students relative to requirements for majors or minors in these departments and concerning any special requirements set up by the departments. In certain cases, where a group major or minor is possible and advisable, the chairman of the Division should be consulted. Major and minor requirements and special departmental requirements are listed under the individual departments in the Annual Catalog.

ART

HARRY HEFNER
ELAINE STEVENSON
JOHN KEMPER

105 Elementary Design

107 Illustrative Handwork

213B History of Art

214 Commercial Art
This course is designed to offer special work in the study of advertising art. Posters for school, for business activities, lettering, typography, packaging design, and other related subjects are done. Various techniques and media, as well as technical methods used in the reproduction of art work are discussed. Prerequisite: Elementary Design 105 and Art Structure 106. M. W. Th. F. 1:50-3:30. Mr. Kemper. Three semester hours.

110 Industrial Art
A studio course in crafts, designed to meet the needs of groups with varied interests. Weaving, bookbinding, blockprinting, etc. M. Tu. Th. F. 8:30-10:20. Miss Stevenson. Three semester hours.

106 Art Structure
A course giving drawing experience, lettering, figure, color, and design. M. Tu. Th. F. 1:50-3:30. Miss Stevenson. Three semester hours.
100A Music for Classroom Teachers
Designed for the classroom teacher in schools where music instruction is a responsibility, with or without supervision. This course deals with the foundation of music, some work in sight-singing, place of music in the education of children, relationship of music to other subject areas, classroom problems in music education, e.g., listening, singing activities, place of performance, use of radio and music of the movies. The song materials studied will later be used in directed teaching. M. Tu. Th. F. 7:30-9:10. Dr. Beloof. Three semester hours.

107B Music Appreciation
This course, primarily a listening one, is designed for students wishing a general cultural course to increase their knowledge and discrimination of music. Various types of music from the folk song and dance to the symphony, oratorio, and opera are presented and discussed. Concerts and outstanding radio programs are related to the course. M. Tu. W. Th. F. 9:30-10:20. Dr. Matthews. Two semester hours.

132 String Orchestra
The orchestra is open to all students who have had a reasonable amount of orchestral experience. Many fine compositions will be studied and played during the year. The orchestra will present at least one public program during the summer. Many unusual instruments are available for the use of students. M. W. 4:40-6:00. Staff. One semester hour.

133 Summer School Band
This organization affords to the student who plays some instrument an opportunity for development in both marching and playing. Many of the instruments are furnished. (May be substituted for physical education credit.) Tu. Th. 4:40-6:00. Mr. Kyser. One semester hour.

134 Summer School Choir
A summer school choir, open to all students having had choral experience, will be organized. Material will be used that will be sung in the following spring at the High School Music Festivals. M. W. 4:40-6:00. Instructor to be announced. One semester hour.

136 Special Music Ensemble
Special instrumental or vocal ensembles may be formed with the permission of the head of the Department of Music. Where a sufficient number of hours of rehearsal per week warrant it, credit will be granted. Time to be arranged. The staff. One semester hour.

207B Music Literature
Designed to satisfy the needs of music majors and minors. Some formal analysis and historical background of the material studied are included.
The larger musical forms are stressed in the selection of material. M. Tu. Th. F. 10:40-12:20. Dr. Matthews. Three semester hours.

208B Elementary School Methods and Materials
The purposes, problems, and procedures of the first six grades, development of independent sight-singing (syllables and words), two- and three-part singing, introduction of tonal and rhythmic problems found in music designed for these grades, introduction of notation, creative music for children, the child voice, and directed listening. M. Tu. Th. F. 7:30-9:10. Instructor to be announced. Three semester hours.

209B Instrumental Methods and Materials
A discussion of the teaching methods for classes in strings and winds, and an evaluation of the materials suitable for these classes and small and large ensembles. M. Tu. Th. F. 7:30-9:10. Mr. Kyser. Three semester hours.

301B Senior High School Methods and Materials
This course involves a study of the place of music in the education of adolescent youth, the changing voice, voice testing and classification, singing and instrumental ensembles, the place of music in all types of integrating courses for secondary schools, and class instruction in voice and the various instruments. M. Tu. Th. F. 1:50-3:30. Instructor to be announced. Three semester hours.

305A or B Counterpoint
Modal and harmonic counterpoint as exemplified by the composers of the fifteenth, sixteenth, seventeenth, and early eighteenth centuries. Modern counterpoint. Practical application through the writing of strict counterpoint in the five species—double counterpoint, obligatos, descants, canons, and fugues. Prerequisite: Advanced Harmony 206A, B. M. Tu. Th. F. 7:30-9:10. Dr. Matthews. Three semester hours.

306A or B Composition
Original work in composition, starting with the smaller forms in both the vocal and instrumental fields. Prerequisite: Advanced Harmony 206A, B. Time to be arranged. Dr. Matthews. Three semester hours.

355A or B Orchestration
A study of the characteristics of the various instruments, application in arranging for various instrumental combinations including accompaniments for solos, vocal and instrumental. The course is about evenly divided between arranging for band and for orchestra. Some attention is given to the problem in score reading. Prerequisite: Advanced Harmony 206A, B. Time to be arranged. Dr. Matthews. Three semester hours.

357A History of Music
Early development of rhythm, scale, and keynote; beginning of harmony, growth of notation; development of instruments and instrumental music; growth of opera and oratorio; crystallizing of schools of composition and the place of various composers in this process; use of nationalism in music

Individual Instruction

Individual instruction in Applied Music, such as Woodwind Instrument Instruction, Brass Instrument Instruction, String Instruction, Piano Instruction, Organ Instruction, and Voice Instruction, can be elected for college credit by any student in the college. Such elected study is granted two semester hours credit in the summer session. Consult the head of the department concerning enrollment for individual instruction.

Open to Seniors and Graduates

460 (D209) Problems in the Organization of School Music

For graduate students, but may be elected by experienced supervisors and instructors in high-school music. Discusses fundamental philosophies and trends in music education; and provides a comparative study of music courses. Stresses community sings, pageants, radio, orchestra, band, and chorus. M. Tu. W. Th. F. 9:30-10:20. Dr. Carter. Two semester hours.

OCCUPATIONAL THERAPY

Jane B. Thomas

227 Leatherwork


303 Weaving

Designed to give a working knowledge of hand looms. Includes discussions of looms, functional adaptations of them for special treatments, reading and drafting patterns, warping and threading looms, and types of weaving. M. Tu. W. Th. F. 10:40-12:20. 1:50-3:30. Mrs. Thomas. Four semester hours.
DIVISION OF LANGUAGES AND LITERATURE

William R. Brown, Chairman

The Division includes the Departments of English, Languages, and Speech. It functions through a committee consisting of the respective heads of these departments. The heads of the departments and the departmental counselors will advise students relative to requirements for major and minors in these departments and concerning any special requirements set up by the departments. In certain cases, where a group major or minor is possible and advisable, the chairman of the Division should be consulted. Major and minor requirements and special departmental requirements are listed under the individual departments in the Annual Catalog.

ENGLISH

THELMA E. ANTON
ROBERT M. LIMPUS
M. DEZENA LOUTZENHISER
JEAN MALMSTROM

HELEN E. MASTER
LUCILLE A. NOBBS
HELEN G. SELLERS
CHARLES A. SMITH

LANGUAGE

106A Rhetoric
The course is planned to aid the student in developing greater facility in the use of language in the common human experiences of thinking, talking, reading and writing. M. Tu. Th. F. 7:30-9:10. Miss Sellers. Three semester hours.

106B. Rhetoric

325 History of the English Language
A course in the development of the language, treating the historic and linguistic forces which have brought about changes in the form, grammar, and vocabulary of English. Required of all English majors and all minors except those in early elementary curriculum and elective for any other student in the college. M. Tu. W. Th. F. 9:30-10:20. Dr. Limpus. Two semester hours.

Open to Seniors and Graduates

425(152) Modern English Grammar
A study of the historical development of the English language with special attention to the evolution of modern syntax and the growth of new meanings of words. M. Tu. W. Th. F. 11:40-12:30. Dr. Limpus. Two semester hours.
LITERATURE

203 Literature for Children
A general survey of the field of literature suited to the needs and tastes of children; the general principles which underlie the selection of literature for children under any given conditions. M. Tu. Th. F. 7:30-9:10. Miss Master. Three semester hours.

207A Great English Writers

210 Literary Interpretation
In this course an attempt is made to introduce the student to the general field of literary study and to develop in him some skill in critical interpretation. The typical forms of literature are carefully studied, and different ways of approaching the subject are considered. M. Tu. Th. F. 10:40-12:20. Miss Sellers. Three semester hours.

216B Contemporary Literature
A detailed study of the major trends and authors represented by them in American literature from the beginning of the century to the present time. M. Tu. W. Th. F. 12:40-1:30. Mrs. Malmstrom. Two semester hours.

225 The Ballad

228 Milton
Milton is approached in this course both as a great literary artist and as one of the most significant liberal thinkers of modern times. Comus, Paradise Lost, Paradise Regained, Samson Agonistes, and a selection of his prose are read and discussed. M. Tu. Th. F. 1:50-3:30. Mr. Smith. Three semester hours.

308A English Drama
The chief aim of the course is to acquaint the students with both interesting and significant plays by Elizabethan and Jacobean playwrights. M. Tu. W. Th. F. 12:40-1:30. Mr. Smith. Two semester hours.

313 English Novel

314 Contemporary Novel
A study of the tendencies in English and American prose fiction since 1898, together with wide reading from the chief novelists of the period. M. Tu. W. Th. F. 9:30-10:20. Miss Anton. Two semester hours.
322 American Literature

This course is intended for juniors and seniors who have not taken English 121A, B. (This course cannot be counted for credit together with courses 121A, B.) M. Tu. Th. F. 7:30-9:10. Miss Nobbs. Three semester hours.

Open to Seniors and Graduates

421 (181) American Literature


TEACHING

401 (D210) Teaching of Secondary English


LANGUAGES

FRANCES NOBLE

HERMANN E. ROTHFUSS

E. ROTHFUSS

MYRTLE WINDSOR

The Language Department will be glad to confer with students whose needs are not met by the courses scheduled.

100A Elementary German

This course is designed both for beginning German students who desire credit and for those who want to prepare for a graduate language examination but do not need credit. The course will offer grammar essentials and selected readings with the aim either of preparing students for German 100B or of laying the foundation for the facile reading of German. M. Tu. W. Th. F. 10:40-12:20. Dr. Rothfuss. Four semester hours.

100A Elementary Spanish

The elements of grammar and pronunciation are given particular attention. The use of oral Spanish is encouraged and reading is begun very early in the course. M. Tu. W. Th. F. 7:30-9:10. Miss Windsor. Four semester hours.

100B Elementary French

This course is a continuation of the basic grammar, pronunciation drill, and work in oral comprehension begun in French 100A. About 150 pages of reading will be used as a basis for conversation practice. French records and the wire recorder will be used frequently. Prerequisite: one year of high school French or 100A. M. Tu. W. Th. F. 10:40-12:20. Dr. Noble. Four semester hours.

201A German Conversation

The aim of this course is to supplement the practice in speaking and writing done in the reading courses. It is required of students majoring
in German. Prerequisite: the equivalent of two years of college German. M. Tu. W. Th. F. 9:30-10:20. Dr. Rothfuss. Two semester hours.

202S Reading from Modern French Novels and Plays

This course is intended for students beyond the first year French level and takes into account, through individual work, differences in preparation. The course consists of reading of novels, plays, and other material as a basis for conversation practice and vocabulary building. M. Tu. W. Th. Fri. 12:40-1:30. Dr. Noble. Two semester hours.

202S Readings in Intermediate Spanish

A short novel will be read to increase the student's vocabulary and to broaden his understanding of Spanish culture. It will be the basis for conversation and for the study of idioms. Prerequisite: Spanish 100A, B, or two years of high school Spanish. M. Tu. W. Th. F. 9:30-10:20. Miss Windsor. Two semester hours.

207 Germany, Past and Present

This course will be given in English and aims to provide the students with an insight into the development of Germany and German life over the centuries to the present day. It will consist of readings and discussions on German cultural history, including German literature, art, geography, philosophy, and education. No prerequisite. M. Tu. W. Th. F. 12:40-1:30. Dr. Rothfuss. Two semester hours.

SPEECH

CHARLES T. BROWN
CLARA N. BUSH
WALLACE GARNEAU
CHARLES VAN RIPER
ZACK YORK

105A Fundamentals of Speech

The basic course for all work in the department. A study and application of the fundamental principles underlying the use of the voice and the body for effective communication. Credit will be given for this course alone, but it is strongly urged that 105A and 105B be taken as a unit. M. Tu. Th. F. 7:30-9:10. Miss Bush. M. W. Th. F. 10:40-12:20. Dr. Brown. Three semester hours.

105B Fundamentals of Speech

Further study of principles, with additional opportunity for individual practice. Students interested in speech are advised to elect both 105A and 105B the first year. Prerequisite: Fundamentals of Speech 105A. M. Tu. W. F. 10:40-12:20. Miss Bush. Three semester hours.

300 Applied Speech Correction

This course is for students interested in the actual practice of speech correction. The course will involve training in the remedial treatment of speech defects in the college clinic and schools associated with the college, service in a traveling speech clinic, and the study of the principles

305 Speech for the Classroom Teacher
The course is designed to help the teacher become more effective in speaking and reading. The content of the course will be adjusted to meet the specific speech needs of the individual members of the class. M. Tu. Th. F. 7:30-9:10. Dr. Brown. Three semester hours.

Open to Seniors and Graduates

430 (198) Teachers' Workshop in Dramatics
A practical workshop in the skill of theatre production with an emphasis on stagecraft and directing for the high school teacher who has had no formal training in the theatre. M. Tu. W. Th. F. 12:40-4:30. Dr. York. Four semester hours.

441 (197) Teachers' Workshop in Radio.
A practical workshop in radio with emphasis upon the use of radio equipment. Planning program series, directing, radio productions, and editing radio scripts. M. Tu. W. Th. F. 12:40-4:30. Mr. Garneau. Four semester hours.

449 (D212) The Teaching of Speech Correction
DIVISION OF PHYSICAL EDUCATION AND HEALTH

Mitchell J. Gary, Chairman

The Division includes the Department of Physical Education for Men and the Department of Physical Education for Women. It functions through a committee consisting of the respective heads of these departments. The heads of the departments and the departmental counselors will advise students relative to requirements for majors and minors in these departments and concerning any special requirements set up by the departments. Major and minor requirements and special departmental requirements are listed under the individual departments in the Annual Catalog.

PHYSICAL EDUCATION FOR MEN

Edward A. Gabel
Mitchell J. Gary
Roy J. Wietz
Charles H. Maher
Ray F. Sorensen

206 History and Principles of Physical Education

In this course the experience of past peoples in the physical development of youth are considered, principles are deduced therefrom and adapted to modern economic and political conditions. M. W. Th. F. 1:50-3:30. Mr. Sorensen. Three semester hours.

208 Fundamentals and Technique of Football


209 Fundamentals and Technique of Basketball

This covers the theory and practice of basketball coaching. Foundation skills are stressed, with a study of offensive and defensive systems. A personal textbook involving all materials is created. M. Tu. W. Th. F. 9:30-10:20. Mr. Gabel. Two semester hours.

210 Fundamentals and Technique of Baseball

Theory and practice in base running, fielding, batting, and pitching; detailed study of each position; offensive and defensive team play; officiating, scoring, study of rules. M. Tu. W. Th. F. 12:40-1:30. Mr. Maher. Two semester hours.

211 Fundamentals and Technique of Track and Field

The accepted forms of starting, hurdling, distance running, pole vaulting, discus and javelin throwing, and sprinting. Factors affecting speed, endurance, and fatigue. The selection and preparation of contestants for track and field events. Managing of meets. M. Tu. W. Th. F. 12:40-1:30. Mr. Wietz. Two semester hours.
306 First Aid and Athletic Training
   Knowledge and skill in meeting emergencies. The use of massage, strappings, and training room techniques from the coach's point of view. Prerequisites: Anatomy 211A, Physiology 211B. M. Tu. W. Th. 7:30-9:10. Mr. Gabel. Three semester hours.

310 Swimming
   This course for physical education majors and minors is basic. Instruction is given to beginners with emphasis on the various strokes. Competent swimmers may participate in qualification tests for Senior Life Saving. M. Tu. Th. 12:40-1:30. Mr. Sorensen. One semester hour.

312 Psychology of Coaching
   Considers principles of psychology and their application to athletics and athletic coaching. Phases considered are: preparation for coaching; practice sessions; presenting material effectively; planning the season's campaign; personality, and will power. M. Tu. W. Th. F. 9:30-10:20. Mr. Wietz. Two semester hours.

320 Playground and Community Recreation
   Nature and function of play; age periods and adaptations of activities; social environment; needs and objectives; playground development, construction, management and supervision. Study of outstanding programs in operation. A survey of recreational material. M. Tu. W. Th. 10:40-12:20. Mr. Maher. Three semester hours.

Open to Seniors and Graduates

433 (F211) Current Studies in the Administration of Physical Education
   For administrative officers as well as for teachers and directors of physical education. Includes a study of representative programs of physical education and a discussion of standards for evaluating such programs. M. Tu. W. Th. F. 9:30-10:20. Mr. Gary. Two semester hours.

PHYSICAL EDUCATION FOR WOMEN

DORIS HUSSEY
CRYSTAL WORNER

101 Early American Dancing
   M. W. 6:30-7:45 P.M. Miss Worner. One-third semester hour.

108 Restricted Physical Education
   A course in modified sports and recreation activities for students with physical limitations. M. Tu. Th. 12:40-1:30. Miss Hussey. One-third semester hour.

110 Swimming
113 Tennis

118 Archery

120 Badminton

122 Social Dancing
Tu. Th. 6:30-7:45 P.M. Miss Montgomery. One-third semester hour.

285 Health Education
In this course the fundamental scientific principles of healthful living are developed through a study of school health problems. An effort is made to make prospective teachers aware of modern methods and materials useful in helping school children solve their health problems. M. Tu. W. Th. F. 12:40-1:30. Miss Worner. Two semester hours.

334 Public School Physical Education
A survey of the needs and interests of children as to physical education and presentation of suitable activities. This course may be substituted for Physical Education courses 233, 330, 331, or 332, which appear in the catalog. M. Tu. W. Th. 3:50-5:00. Miss Montgomery. Two-thirds semester hour.
DIVISION OF RURAL LIFE AND EDUCATION

Wm. McKinley Robinson, Chairman

The Division includes the Departments of Agriculture and Rural Life and Education. It functions through a committee consisting of the respective heads of these departments. The heads of the departments and the departmental counselors will advise students relative to requirements for majors or minors in these departments and concerning any special requirements set up by the departments. In certain cases, where a group major or minor is possible and advisable, the chairman of the Division should be consulted. Major and minor requirements and special departmental requirements are listed under the individual departments in the Annual Catalog.

RURAL LIFE AND EDUCATION

JAMES O. ANSEL

140 Curriculum
A study of the particular needs of rural children, the objectives of education relating to rural needs, and curriculum practices in carrying out accepted objectives. Students have a wide range of experience in observation and in the examination and development of materials suitable for rural schools. M. Tu Th. F. 7:30-9:10. Mr. Vannatter. Three semester hours.

230 Rural Economics
The fundamental principles are considered in terms of rural life relating to the local community and to the national and international scene. Economic interpretation is given topics touched upon in the elementary and secondary-school curricula; notably, conservation, agricultural extension services, cooperatives, insurance, consumer education, etc. M. Tu. Th. F. 7:30-9:10. Dr. Ansel. Three semester hours.

320 Rural Life (Seminar)
Social research, such as local, county, or regional planning of various services and agencies is considered, members of the class devising forms and schedules for a rural community study. Individual problems are studied, field trips are included. Prerequisite: consent of instructor. M. Tu. W. Th. F. 3:50-4:40. Dr. Ansel, Mr. Vannatter. Two semester hours.

346 Rural School Supervision (Seminar)
Planned for principals, supervisors, and superintendents, this includes individual reports on problems related to the curriculum, teaching, and supervision of all types of rural schools and stresses the in-service education of teachers. Prerequisite: consent of instructor. M. Tu. W. Th. F. 3:50-4:40. Dr. Ansel, Mr. Vannatter. Two semester hours.
348 Special Problems of Village and Consolidated Schools (Seminar)

Supplementing 340, considers administrative topics confronting principals and superintendents in rural areas, such as aims and functions of the school in relation to the community, district surveys, location and planning of buildings, finance, transportation, selection, salary and tenure of teachers, extra curricular activities, PTA. Includes trips to nearby schools. Prerequisite: consent of instructor. M. Tu. W. Th. F. 3:50-4:40. Dr. Ansel. Mr. Vannatter. Two semester hours.
DIVISION OF SCIENCE AND MATHEMATICS

Paul Rood, Chairman

The Division includes the Departments of Biology, Chemistry, Geography and Geology, Mathematics, Physics, and Psychology. It functions through a committee consisting of the respective heads of these departments. The heads of the departments and the departmental counselors will advise students relative to requirements for majors or minors in these departments and concerning any special requirements set up by the departments. In certain cases, where a group major or minor is possible and advisable, the chairman of the Division should be consulted. Major and minor requirements and special departmental requirements are listed under the individual departments in the Annual Catalog.

100A Physical Science
This course is designed for students who are not planning to specialize in any of the physical sciences but who desire a general background in this field. The course offers a correlated presentation of selected topics in astronomy, chemistry, geology, and physics. M. Tu. W. Th. F. 7:30-9:20. Dr. Greenlee. Four semester hours.

Open to Graduates

503 (D157) Teaching of Science in the Elementary School
To provide both a background of necessary subject matter and a working knowledge of materials, methods, devices and activities appropriate to the program of elementary science. M. Tu. W. Th. F. 11:40-12:30. Dr. Greenlee. Two semester hours.

BIOLOGY

LAVERNE ARGABRIGHT
FRANK J. HINDS

R. WISEMAN

100A General Biology
This is one of the two semesters of fundamental work in the field of biology. It includes the general organization, structure and physiology of plants and animals. Anatomy and physiology of the vertebrates is taken up, with special emphasis on human structures and functions. M. Tu. W. Th. F. 7:30 to 10:20. Mr. Joyce. Four semester hours.

112 Healthful Living
This course deals with the fundamental principles of health promotion and disease prevention and control, guiding the student toward a more satisfactory adjustment to his environment. The functional rather than the anatomical phases of hygiene are emphasized, and some attention is given to mental and social hygiene. M. Tu. W. Th. F. 12:40-1:30. Mr. Joyce. Two semester hours.
DIVISION OF SCIENCE AND MATHEMATICS

205 Field Biology
This course deals with the collection, care, culturing of and techniques for studying the plant and animal life of the Kalamazoo area. It will be found valuable for the high school teacher of biology, for the elementary teacher who wishes to develop skill in keeping plants and animals in the classroom, and for those who desire a better acquaintance with the life forms of this area. Some preliminary training in biology is desirable. M. Tu. W. Th. F. 3:50-4:40 with field trips as arranged. Mr. Wiseman. Two semester hours.

211A Anatomy
This course is designed to give the student a thorough knowledge of mammalian anatomy with special reference to man. Each system of organs is taken up in detail. In the laboratory the human skeleton is studied and the cat dissected. Prerequisite: 100A, B or equivalent. M. Tu. W. Th. F. 12:40-3:30. Mr. Wiseman. Four semester hours.

231A Nature Study
The aims of this course are to develop an ability to interpret natural phenomena with scientific accuracy, and an understanding and appreciation of some of the laws of nature. Materials are flowers, seed dispersal, flowerless plants, insects, spiders, birds, heat, light, weather, and astronomy. Field trips are part of the scheduled work. M. Tu. W. Th. F. 7:30-10:20. Miss Argabright. Four semester hours.

233 Nature Study Methods and Materials
This course is planned to give the student additional techniques in collecting, classifying and preserving biological and geological specimens. Field excursions and laboratory work are included. The content of supplementary nature materials, such as museum exhibits, moving pictures and nature literature is surveyed. Prerequisite: Biology 100A, B, or Nature Study 231A, B, or consent of instructor. M. Tu. W. Th. F. 9:30-10:20. Miss Argabright. Two semester hours.

Conservation Course at Higgins Lake
Two one-week sessions are held at the Conservation Training School at Higgins Lake near Roscommon, Michigan, one June 17 to 23 and one August 5 to 11. Classes in conservation, game bird ornithology, botany of flowering plants and entomology are conducted each season under the joint auspices of the Conservation Department and the four Colleges of Education. Each course entitles the student to one semester hour of credit, and no more than one course may be taken by any student during a session. Board and room are provided at the school. Write the Director of Adult Education for particulars.

Open to Seniors and Graduates

414 (271) Materials for School Health Education
A practical course of lectures and demonstrations in which emphasis is placed on the effective health supervision of school children, the principles and practices of health teaching in the various grades, and the interrelation of this teaching to that of the other subjects in the curriculum. Open to

CHEMISTRY

JAMES W. BOYNTON

LAWRENCE G. KNOWLTON

ALFRED H. NADELMAN

GERALD OSBORN

BASIC CHEMISTRY COURSES

101A General Chemistry
This is a more advanced course than 100A. The theory and fundamental principles of chemistry are emphasized. It is a foundation course. Prerequisite: one unit of high-school chemistry and one unit of algebra. M. Tu. Th. F. 7:30-9:10. Lab. M. Tu. W. Th. F. 10:40-12:20. Mr. Boynton. Four semester hours.

101B General Chemistry

201 Qualitative Analysis
A lecture and laboratory course treating the theory and practice of separation and identification of both cations and anions. Prerequisite: General Chemistry 100A, B or 101A, B. A knowledge of common logarithms is essential. Lecture, M. Tu. W. Th. F. 9:30-10:20. Laboratory, M. Tu. W. Th. F. 7:30-9:10. 10:20-12:00. Dr. Osborn. Four semester hours.

202 Quantitative Analysis
This course includes the theory and practice of volumetric and gravimetric analysis. Prerequisite: Qualitative Analysis 201. A knowledge of quadratic equations and common logarithms is essential. Lecture, M. Tu. W. Th. F. 9:30-10:20. Laboratory, M. Tu. W. Th. F. 1:30-5:30. Dr. Knowlton. Four semester hours.

205 Everyday Chemistry
Through the media of lecture—demonstrations, sound films, and field trips the student will be given an introduction to the role of chemistry in everyday living. This course is designed for those students who have never studied chemistry. It should be especially helpful to elementary teachers and to all other teachers who are non-specialists in science. M. Tu. Th. 1:50-3:30. Dr. Osborn. Two semester hours.

306A Organic Chemistry
Preparation and reactions of organic compounds, of both the aliphatic and the aromatic series, are studied. These courses are valuable, not only to those students who wish to teach chemistry, but also to those who may later study medicine, dentistry, or chemical engineering. Prerequisite: General Chemistry 100A, B or 101A, B. Open to qualified sophomores. Lecture, M. Tu. W. F. 10:40-12:20. Laboratory, M. Tu. W. Th. F. 1:30-5:30. Dr. Knowlton. Four semester hours.
PULP AND PAPER TECHNOLOGY

131 Summer Mill Practice
In order to gain practical experience, students of pulp and paper technology are required to work in a mill for ten weeks following the second semester. Employment has to be secured and/or approved by the Advisory Committee of the Paper Industry. Prerequisite: Orientation to Pulp and Paper Technology 130A, B. Tu. Th. 1:30-5:30. Dr. Nadelman. Two semester hours.

231 Summer Mill Practice
A continuation of paper-mill work to give the student diversified practical experience. It is expected that the student will work in pulp and paper mills at least two out of three summers. Prerequisite: Pulp and Paper Manufacture 230A, B. Tu. Th. 1:30-5:30. Dr. Nadelman. Two semester hours.

331 Summer Mill Practice
Course 331 is optional for students who receive credit for courses 131 and 231. Tu. Th. 1:30-5:30. Dr. Nadelman. Two semester hours.

GEOGRAPHY AND GEOLOGY

WILLIAM J. BERRY

206 United States and Canada
Study of a real differentiation in Anglo-American and of present-day problems, with emphasis upon occupational crises in selected regions. M. T. Th. F. 7:30-9:10. Dr. Berry. Three semester hours.

208 South America
Historical background for the division of the continent into many countries; distribution of racial and national groups and conditions to which related; economic, social, and political geography of the several countries. M. Tu. W. F. 10:40-12:20. Dr. Stout. Three semester hours.

218 Economic Geography
Course dealing with important commercial products from the standpoint of their places of origin, cultural and natural factors in their production, their flow in commerce, and principal regions of their consumption. M. Tu. W. F. 1:50-3:30. Dr. Stout. Three semester hours.

Open to Seniors and Graduates

406 (163) Geography of Michigan
Detailed but non-technical study of Michigan in which are taken up the major economic, social, and recreational activities with a view to explaining their existence in the state where each activity is prominent. Prerequisite: Introductory Geography 105A, B or Geography 305, or equivalent. M. Tu. W. Th. F. 9:30-10:20. Dr. Berry. Two semester hours.
100A Intermediate Algebra
Designed for students who present for admission only one year of algebra. For such students it should precede all other college courses in mathematics. The course includes a review of the important topics of the first year's course, together with the work usually given in the third term of the high-school geometry. M. Tu. W. F. 1:50-3:30. Mr. Sams. Three semester hours.

100C Plane Trigonometry
Trigonometric ratios, identities and equations, inverse function, theory and use of logarithms, circular measure of angles, solution of triangles. Prerequisite: Intermediate Algebra 100A or a year and a half of high-school algebra, and at least one year of Euclidean geometry. M. Tu. W. F. 7:30-9:10. Miss Ford. Three semester hours.

101 Arithmetic
Lectures and discussions on the history and teaching of the subject, with assigned reading. Extended treatment of typical problems of applied arithmetic. This course is of special value to teachers and prospective teachers. M. Tu. W. F. 10:40-12:20. Miss Ford. Three semester hours.

115 College Algebra
A review of exponents, radicals, and quadratic equations, including systems of quadratic equations, progressions, the binomial theorem, complex numbers, theory of equation, including Horner's method, determinants, permutations and combinations. Prerequisite: one and one-half years of high-school algebra and one or one and one-half years of high-school geometry, or the equivalent. M. Tu. W. F. 1:50-3:30. Miss Ford. Three semester hours.

116 Analytic Geometry
Analytic geometry of the straight line, circle, and conic sections; change of axes; properties of conics, involving tangents, diameters and asymptotes. Prerequisite: trigonometry and college algebra. M. Tu. W. Th. F. 10:40-12:20. Dr. Halnon. Four semester hours.

120 Business Mathematics
This course includes diagnostic and remedial work in the fundamental operations of arithmetic, followed by a study of elementary business problems such as percentage, interest, insurance, annuities. The course is intended primarily for students in the Department of Business Studies. M. Tu. W. Th. F. 9:30-10:20. Dr. Halnon. Two semester hours.

205A Calculus
Functions, limits, continuity, the derivatives of algebraic, trigonometric, inverse, exponential, and logarithmic functions; applications of the derivatives, the differential, curvature, motion. Prerequisite: College Algebra

322 Theory of Equations
Complex numbers, properties of polynomial functions, trigonometric solutions of equations, cubic and quartic equations, algebraic criteria for ruler and compass constructions, approximation to the roots of numerical equations, symmetric functions, determinants. Prerequisite: Calculus 205B. M. Tu. W. Th. F. 9:30-10:20. Mr. Sams. Two semester hours.

PHYSICS

GROVER C. BAKER PAUL ROOD

200 Slide Rule

203A Mechanics, Sound, and Heat
A general college course dealing with the laws of mechanics, of sound, of heat, and their application. Freshmen may elect this course. Prerequisite: high school physics and trigonometry. Lecture, M. Tu. W. Th. F. 10:40-12:20. Laboratory, Tu. Th. 1:50-4:00. Dr. Rood, Mr. Baker. Four semester hours.

204A Problems
A course in the solution of problems in mechanics, sound, and heat. It is designed to accompany 203A. M. W. F. 1:50-3:30. Mr. Baker. One semester hour.

210 Astronomy
A course in descriptive astronomy including the study of the solar system, stars, constellations, and nebulae. Frequent use is made of a Spitz Planetarium and a 4½" refracting telescope. M. Tu. Th. F. 7:40-9:20. Dr. Rood. Three semester hours.

220 Photography
This is an elementary course in the theory and use of photographic materials. To enroll in this course students should get permission from the instructor. M. Tu. Th. F. 10:40-12:20. Mr. Baker. Three semester hours.

PSYCHOLOGY

PHIL W. BUCK
HOMER L. J. CARTER

200 General Psychology
207 Psychology of Personality

Attention is given to individual differences, traits, content, and synthesis of personality; modification of behavior and varieties of adjustive behavior. Emphasis is placed upon constructive personal adjustment and the manner in which it is achieved in various inter-personal relations. M. Tu. W. Th. F. 12:40-2:20. Dr. Buck. Four semester hours.

213 Psychology of Adolescence

This course deals with the various aspects of development in the adolescent. It discusses his problems and difficulties and the proposals for reducing his difficulties and improving his adjustment. M. Tu. Th. F. 10:40-12:20. Dr. Forgays. Three semester hours.

302 Laboratory in Psychological Testing

The course will consider selection, administration, and interpretation of educational, personality, and aptitude tests. A competency in interviewing techniques will be developed. M. Tu. W. Th. F. 7:30-9:10. Mr. Carter. Three semester hours.

Open to Seniors and Graduates

405 (142) The Deviant Individual

Study of the gifted, mentally defective, neurotic, delinquent and criminal, and psychotic; with particular attention to factors in development and to distinctive manifestations of these deviations from the normal. M. Tu. W. Th. F. 2:50-3:40. Dr. Buck. Two semester hours.

410 (145) Learning and Motivation

A survey of the general principles of learning and motivation and an introduction to learning theory. Lectures and laboratory. M. Tu. W. Th. F. 8:30-9:30. Dr. Forgays. Two semester hours.
DIVISION OF SOCIAL SCIENCES

Leonard C. Kercher, Chairman

The Division includes the Departments of Economics, History, Philosophy, Political Science, and Sociology. It functions through a committee consisting of the respective heads of these departments. The heads of the departments and the departmental counselors will advise students relative to requirements for majors or minors in these departments and concerning any special requirements set up by the departments. In certain cases, where a group major or minor is possible and advisable, the counselor of the Division should be consulted. Major and minor requirements and special departmental requirements are listed under the individual departments in the Annual Catalog.

101A Introduction to Contemporary Society
This is an integrated study of contemporary economic, political, and social institutions and problems. Trends and processes of social change are analyzed in order to provide a background for the consideration of selected contemporary problems during the latter part of the course. M. Tu. Th. F. 10:40-12:20. Dr. Bowers. Three semester hours.

301 Social Studies Seminar: England—1951
A foreign study seminar especially designed for teachers and advanced college students in the social studies. Consists of regularly scheduled lecture and discussion courses on British life and institutions, at Ashridge College, England. The courses are supplemented by conducted study trips to points of related interest. Two weeks of free time for independent study and travel are arranged for following the close of the formal seminar session. Dr. Kercher, Dr. Seibert. Six semester hours.

ECONOMICS

ROBERT S. BOWERS THEODORE L. CARLSON
FLOYD W. MOORE

220A Principles of Economics
A study of the fundamental principles of economics and their application to some of our more important economic problems. M. Tu. W. F. 1:50-3:30. Dr. Moore. Three semester hours.

220B Principles of Economics

323 Marketing
A study of the principles, methods, and problems of marketing. Included in the study is a general criticism of the existing market structure and some proposals for its improvement. Prerequisite: Principles of Economics 220A, B. M. Tu. W. F. 7:30-9:10. Dr. Moore. Three semester hours.
326 Business and Government
A study of the regulatory policies of government and their impact on private enterprise. The course seeks to explain the need for regulation, and to provide an analysis and evaluation of the various laws from the viewpoint of encouragement, subsidization, and control. Special attention will be directed to certain aspects of concentration of economic power, public ownership, and nationalization programs. Prerequisite: Principles of Economics 220A, B. Work in Political Science may be substituted in special cases by permission of the instructor. M. Tu. Th. F. 1:50-3:30. Dr. Carlson. Three semester hours.

Open to Seniors and Graduates

421A (121) Labor

HISTORY

ROBERT FRIEDMANN
MARGARET E. MACMILLAN
CHARLES R. STARRING

108A Modern Europe, 1500-1815
A study of the Reformation; the struggle between Spain and England; the rise of the Dutch Republic; the growth of absolutism in France; the establishment of parliamentary supremacy in England; the rise of Russia and Prussia; colonial conflict, social and political ideas of the eighteenth century; the French Revolution; and the era of Napoleon. M. Tu. W. F. 1:50-3:30. Dr. Friedmann. Three semester hours.

108B Modern Europe, 1815 to the Present Time
The reactionary period after 1815; the industrial revolution; the liberal and national movements of the nineteenth century; the Near-Eastern question; the expansion of Europe in Asia and Africa; international relations; World War I; the peace treaties; causes and results of World War II. M. Tu. Th. F. 7:30-9:10. Mr. Mowen. Three semester hours.

201A United States History to 1865

201B United States History, 1865 to the Present
A general survey of United States history for the period. M. W. Th. F. 7:30-9:10. Mr. Starring. Three semester hours.
309 Europe Since World War I
A study of the problems growing out of the peace treaties; successive changes in Italy, Russia, and Germany; the Spanish War; political aspects of the economic tension; causes and outcomes of World War II; the United Nations. M. Tu. Th. F. 1:50-3:30. Mr. Mowen. Three semester hours.

313 History of Michigan
A course designed to show the development of the contemporary political, social, and economic status of Michigan. The relation of the history of the state to that of the nation is stressed. M. W. Th. F. 10:40-12:20. Mr. Starring. Three semester hours.

321 Ancient Rome

404 (172) The Era of the American Revolution 1763-1787

515 (285) Studies in Western Europe: Contemporary Britain.
A seminar conducted on the campus of Ashridge College, England, on twentieth century British life and institutions, and Britain's world relationships. Dr. Kercher and Dr. Seibert. Two or three hours credit.

POLITICAL SCIENCE

230 American National Government

231 American State and Local Government
Since the citizen has many contacts with the state, city, and county government, an effort is made to acquaint the student with the organization, aims, and problems of state, county, and municipal government. Special emphasis on Michigan. M. Tu. Th. F. 9:30-10:20. Dr. Shilling. Three semester hours.

339 International Politics
A study of forces which have operated to bring conflict among states in the international community. The need for international cooperation will be emphasized. Prerequisite: Political Science 230. M. Tu. Th. F. 10:40-12:20. Dr. Phillips. Three semester hours.
114 DESCRIPTION OF COURSES

Open to Seniors and Graduates

431 (142) Municipal Government and Administration
While both organization and administration are studied, special emphasis is placed on the latter. Prerequisite: Political Science 231. M. Tu. W. Th. F. 1:50-2:40. Dr. Shilling. Two semester hours.

432 (151) British Government and Politics
The organization and operation of the government of Great Britain and a survey of contemporary British political issues and problems. Special studies for 1951 will be carried on in the Social Studies Seminar to be conducted on the campus of Ashridge College, England. Dr. Kercher and Dr. Seibert. Two or three semester hours.

PAUL B. HORTON
CHESTER L. HUNT

241 Principles of Sociology
A study of man's social nature and of the social world in which he lives. The biological, social, and cultural factors underlying the development of human personality and the various forms and processes of group association are analyzed. M. Tu. Th. F. 1:50-3:30. Dr. Horton. Three semester hours.

242 Modern Social Problems
A general survey of some of the major social problems now confronting American society, such as inter-group conflict, physical and mental ill health, economic insecurity, juvenile delinquency and crime, population changes, and mass communication. Prerequisite: Principles of Sociology 241. M. Tu. Th. F. 7:30-9:10. Dr. Hunt. Three semester hours.

248 Cultural Anthropology
A descriptive and comparative study of the cultures of primitive peoples; their technology, art, social life, and religion. The course includes also a consideration of the origins and functional interrelationships of significant aspects of contemporary culture. M. Tu. Th. F. 10:40-12:20. Dr. Hunt. Three semester hours.

358A Orientation to Field Work
A course in agency observation and study, aiming to orient the student to a specific field work assignment. A minimum of 50 hours of on-the-spot study of the agency’s organization, functions, and methods are required. Prerequisite: Principles of Social Work 355, and consent of the instructor. M. Tu. W. Th. F. 9:30-10:20. Mrs. Reid. Two semester hours.

358B Supervised Field Work
A continuation of Orientation to Field Work 358A, with emphasis on supervised participation in the work of the agency. Each student is required to complete 100 hours of field work on specific assignments. The student’s
work is evaluated jointly by the agency supervisor and the instructor. Pre-requisite: Orientation to Field Work 358A, and consent of the instructor. M. Tu. Th. F. 10:40-12:20. Mrs. Reid. Three semester hours.

Open to Seniors and Graduates

447 (160) Advanced Studies in the Family
The major aspects of family life are explored. Attention is directed to historical family organizations, the family in other cultures, changing institutional functions, major family problems, and family disorganization and reorganization. Prerequisite: Principles of Sociology 241 or equivalent. M. Tu. W. Th. F. 2:50-3:40. Dr. Horton. Two semester hours.

440 (300) Directed Research
For students desiring to do independent research or study in fields not covered by the curriculum. A staff member supervises the work of each student. Special studies for 1951 will be carried on in connection with the Social Studies Seminar in England to be conducted on the campus of Ashridge College, England. Dr. Kercher, Dr. Seibert. Two or three semester hours.
DIVISION OF TEACHER EDUCATION

James H. Griggs, Director

The Division includes the Departments of Education and Librarianship. The heads of the departments and the departmental counselors will advise students relative to the requirements governing work taken in these departments. Major and minor requirements and special departmental requirements are listed under the individual departments in the Annual Catalog and the Description of Curricula Bulletin.

EDUCATION

MARVIN D. ALCORN
ROY C. BRYAN
ALICE CAGNEY
HOMER L. J. CARTER
CLARA R. CHIARA
MARION EDMAN
RUTH E. ELLSWORTH
ORIE I. FREDERICK

JOSEPH W. GIACHINO
JAMES H. GRIGGS
A. ELIZABETH JOHNSON
DOROTHY J. McGINNIS
ARTHUR J. MANSKE
ESTHER D. SCHROEDER
CARL B. SNOW
SARA SWICKARD

212 Psychology of Reading

A summary of the results of the scientific studies made in the field of reading, with suggestions as to the bearing of these studies upon the materials and methods of teaching. Prerequisite: as many honor points as hours of credit. M. W. Th. F. 7:30-9:10. Miss Schroeder. M. Tu. Th. F. 10:40-12:20. Dr. Ellsworth. Three semester hours.

251 Human Growth and Development

Class will meet four periods a week. Course deals with physical, social, emotional, and intellectual growth and development of children and adolescents. Prerequisite: as many honor points as hours of credit. Tu. W. Th. F. 7:30-9:10. Instructor to be announced. M. Tu. W. F. 10:40-12:20. Miss Johnson. Three semester hours.

330 Educational Therapy in Reading

A study is made of the psychological, sociological and physiological factors affecting children’s reading ability, together with laboratory application of such knowledge in the prevention, diagnosis and treatment of reading problems. Open only to experienced teachers by permission of the instructor. M. Tu. Th. F. 1:50-3:30. Mr. Carter. Miss McGinnis. Three semester hours.

351 Introduction to Directed Teaching

The course is designed to prepare students for successful student teaching. Prerequisite: Human Growth and Development 251 or equivalent and as many honor points as hours of credit. Tu. W. Th. F. 7:30-9:10. Miss Johnson. M. Tu. Th. F. 10:40-12:20. Mr. Snow. Three semester hours.
353 Foundations of Modern Education
This course acquaints the prospective teachers with the historical and philosophical backgrounds of the institution in which he is to work, in order to prepare for intelligent participation in the interpretation of modern educational issues and the solution of present-day educational problems. Prerequisite: Human Growth and Development 251. M. Tu. Th. F. 10:40-12:20. Instructor to be announced. Three semester hours.

378 Problems of Teaching in Elementary and Secondary Schools
Consideration will be given to problems which teachers face in the classroom, school, and community. The major topics studied and discussed in the course include: working with other teachers, supervisors, administrators, homes and community; guiding pupils and providing for their interests and needs; teaching procedures and aids to instruction; sponsoring special activities; adapting curriculum to present-day needs; and evaluation of the outcomes of instruction. M. Tu. W. Th. 1:50-3:30. Miss Schroeder. Three semester hours.

Open to Seniors and Graduates

431 (C130) Education of Exceptional Children
Deals with the problems and methods involved in the adjustment and training of exceptional children in the schools—the mentally retarded, the gifted, the crippled, the deaf, the blind, the emotionally unstable, and the delinquent. M. Tu. W. Th. F. 11:40-12:30. Miss Cagney. Two semester hours.

438 (B133) Visual-Sensory Aids in Education
Acquaints school administrators and teachers with the values and uses of visual materials and auditory aids in education. M. Tu. W. Th. F. 1:50-2:40. Mr. Snow. Two semester hours.

449 (B227s) Education in an Air Age
This course is intended for elementary and secondary school teachers desiring an understanding of various phases of aviation and their relation to social, political, economic and educational problems in the modern world. Opportunities will be provided to analyze various educational activities that are appropriate to different grade levels, and provision will be made for visiting airports and acquiring some flight experience. M. Tu. W. Th. F. 1:50-2:40 and additional hours as required. Dr. Giachino. Two semester hours.

480 (A226) Workshop in International Education
Deals largely with building understandings of and attitudes toward peoples of other nationalities and forms of government, with special emphasis on gaining and maintaining world peace. M. Tu. W. Th. F. 12:40-3:30. Dr. Edman. Four semester hours.

Open to Graduates

507 (C177) Education of Young Children
Primarily for teachers and supervisors of nursery school, kindergarten, and elementary school children. Reviews the planning of school programs

510A (C107a) Psychology of the Elementary School Subjects: Reading and Language
Deals with the psychological principles underlying present and projected practices in the teaching of reading and language. M. Tu. W. Th. F. 10:40-11:30. Dr. Swickard. Two semester hours.

511 (B105) Construction of the Elementary School Curriculum
Acquaints students with theories, techniques, and practices utilized in curriculum building. M. Tu. W. Th. F. 8:30-9:20. Dr. Ellsworth. Two semester hours.

513 (B251) Supervision of Elementary-School Instruction
Required of students preparing for the preliminary examination for the doctorate of elementary education. Presupposes training and experience in elementary education and a rudimentary knowledge of public-school administration. M. Tu. W. Th. F. 1:50-2:40. Dr. Swickard. Two semester hours.

520 (B120) Improvement of High-School Teaching
For teachers of experience, high-school principals, and superintendents who desire to consider the larger problems of classroom instruction. Open also to graduate students without teaching experience. M. Tu. W. Th. F. 9:30-10:20. Dr. Chiara. Two semester hours.

521 (B122) The Modern High School Curriculum
Concerned largely with the literature dealing with the high-school program of studies, the criticisms directed against the existing curriculum, and the more significant proposals for its reform, including core programs. M. Tu. W. Th. F. 11:40-12:30. Dr. Chiara. Two semester hours.

524 (B124) Secondary-School Administration

526 (C117) Aptitude and Vocational Tests
The nature of vocational aptitudes and the means of disclosing them. Practice in the application of tests and the interpretation of data will be provided. M. Tu. W. Th. F. 10:40-11:30. Dr. Manske. Two semester hours.

528 (B139) Organization and Administration of a Guidance Program
Prerequisite: C119. An advanced course in guidance designed primarily for those persons concerned with the organization and administration of a program of guidance services, including purposes and functions, initiating and promoting the program, administrative problems, and evaluative procedures. M. Tu. W. Th. F. 12:40-1:30. Dr. Manske. Two semester hours.
531 (C132) Clinical Study of Atypical Children
This course is intended to illustrate methods of diagnosing and treating the problems of exceptional children, with particular reference to physical disabilities. M. Tu. W. Th. F. 10:40-11:30. Miss Cagney. Two semester hours.

560 (B250) Principles of Educational Administration
Deals with the philosophy and principles underlying school administration. Required for the master's degree in general administration and of all students preparing for the preliminary examination for the doctorate in educational administration. Presupposes a rudimentary knowledge of administration and some practical field experience. M. Tu W. Th. F. 9:30-10:20. Dr. Alcorn. Two semester hours.

561 (B255) Social Interpretation
Deals with community education with respect to the educational program. Considers the principles of education interpretative service and their application in every phase of the system, considering specifically the constructive method of continuous community education. M. Tu. W. Th. F. 12:40-1:30. Dr. Alcorn. Two semester hours.

562 (B192) Methods of Research in Education
Introduces students to the theories and techniques of educational research. Study is made of the selection of problems, preparation of bibliography, statistical treatment of educational data, and the writing of the thesis. M. Tu. W. Th. F. 1:50-2:40. Dr. Frederick. Two semester hours.

DIRECTED TEACHING
The Campus Elementary School is open in the summer session from 8:30 A.M. to 12:00 M. Certain high school classes will be held in Central High School, Kalamazoo, during the morning hours. Courses in directed teaching are offered in both elementary and secondary work for a period of six weeks.

Directed teaching assignments are reserved for students who have not been in residence during the regular term, and for those who are completing the work for a certificate. Since the number of such opportunities is limited, application should be made to the Director of Teacher Education well in advance of the summer session enrollment day.

Pupil enrollment is by application. Children of students attending the summer session are among those accepted, but reservations must be made in advance. The work is designed to furnish profitable experience for the children and to provide opportunity for making up of grades or subjects by those who have failed promotion.

Students enroll for directed teaching at the office of the Director of Teacher Education, Room 107, Health and Personnel Building, on enrollment day. At this time assignment is made to a definite grade and supervisor. Critic meetings with the supervisors are held Mondays, Tuesdays, Thursdays, and Fridays, from 7:30 to 8:30 A.M., and at such other times
as the supervisors may designate. All who enroll for directed teaching must reserve the hours from 8:00 A.M. to 12:00 M.

Students may not enroll for more than 3 semester hours of directed teaching in the summer session.

371 Directed Teaching
This work includes the teaching of classes in the elementary and secondary schools, the observation of lessons taught by the supervisors, the study and measurement of children as individuals and in groups, and meetings with the supervisors of directed teaching and with the principals of the summer schools. Dr. Griggs, Dr. Bryan, Miss Schroeder and supervisors. Three semester hours.

372 Directed Teaching
Open to those who have previously fulfilled a part of their requirements in directed teaching. Similar to description for 371. Dr. Griggs, Dr. Bryan, Miss Schroeder and supervisors. Three semester hours.

LIBRARIANSHIP

MARIE T. GUDDE
MATE GRAYE HUNT

JEANETTE JOHNSON
ALICE LOUISE LEFEVRE

302 Reading Interests of Youth
Study of the fields of literature of interest to youth. Students will read and evaluate, in association with young people, a wide range of books selected from both adult and juvenile levels. Emphasis is placed on the development of appreciation and methods of awakening interest in reading. Attention is given to sources for selection of such books. M. Tu. Th. F. 10:30-12:10. Miss Le Fevre. Three semester hours.

303 Selection of Reading Materials
Building the book collection for the library, with emphasis on the needs of the school clientele and in relation to the community. Attention is given to the evaluation and effective use of sources for selection of books, periodicals, and other materials. M. Tu. Th. F. 1:50-5:30. Miss Johnson. Three semester hours.

305 Curriculum Enrichment
Study of books, pamphlets, periodicals, and audio-visual materials in relation to the elementary and secondary school curriculum. Stresses sources of selection and evaluation of content on the basis of values for various purposes and reading levels. Attention is also given to discussion and practice in methods of instruction in the use of books and other library materials. M. Tu. Th. F. 7:30-9:10. Miss Hunt. Three semester hours.

360 Organization of Library Materials
Methods of organizing various types of materials such as books, periodicals, pamphlets, and audio-visual aids for effective use in relation to the demands of schools and of the community. Emphasis is placed upon practical methods of keeping essential business records, book buying, processing
and distributing books with a minimum of routine in schools and in small public libraries. M. Tu W. Th. F. 12:30-1:20. Miss Hunt. Two semester hours.

361 Administration of School Libraries
Consideration is given the functions of the library in the school, its objectives, contributions to the educational program and administrative procedures. Stressing the responsibility of the library in carrying out the aims of the school program. Covers problems of support, housing and equipment, personnel, public relations, and standards of service. M. Tu. W. Th. F. 9:30-10:20. Miss LeFevre. Two semester hours.

363 Administration of County Libraries
Organization, operation, laws and finances of county and regional libraries with consideration for the Middle Western area. Emphasizes the library's place in cultural and educational activities of the community and its relationship to the State Library and to local social agencies. M. Tu. Th. F. 7:30-9:10. Miss Johnson. Three semester hours.

370 Cataloging and Classification
Introduction to the principles of cataloging and classifying the book collection. Includes principles involved in making the dictionary catalog, classifying according to the Dewey Decimal Classification scheme, assigning subject headings, and filing catalog cards. Students are taught to use the unit card system and are given practice in adapting Library of Congress and Wilson printed catalog cards to the needs of small libraries. M. Tu. Th. F. 1:30-3:20. Miss Gudde. Three semester hours.

380 Library Observation and Practice
Opportunity will be given the student to observe various kinds of library service. Candidates in the county library program will elect this course to provide supervised practice periods in selected cooperating county libraries, and candidates in the school library program who have previously completed practice teaching will need to elect this to provide a practice period under supervision in a school library. M. Tu. W. Th. F. Hours to be arranged. Miss LeFevre and Miss Hunt. Three semester hours.
DIVISION OF VOCATIONAL AND PRACTICAL ARTS EDUCATION

The Division includes the Departments of Business Education, Distributive Education, Home Economics, and Industrial Education. It functions through a committee consisting of the respective heads of these departments. The heads of the departments and the departmental counselors will advise students relative to requirements for majors or minors in these departments and concerning any special requirements set up by the departments. In certain cases, where a group major or minor is possible and advisable the Director of the Division should be consulted. Major and minor requirements and special departmental requirements are listed under the individual departments in the Annual Catalog.

BUSINESS STUDIES

AGNES ANDERSON
J. WM. CUNDIFF
THOMAS W. NULL

100 Coordinated Business Experience
Limited to second-semester students enrolled in Retailing Curriculum. The requirements for credit will be (1) a minimum of 200 clock hours of approved store work, (2) a report from the employer, and (3) a term report by the student. M. Tu. Th. F. 10:40-11:30. Mr. Rice. One semester hour.

101A Elementary Typewriting
The mastery of the keyboard and the proper techniques of typewriting are developed in this course. Open to students with less than one year of high school typewriting credit. M. Tu. W. Th. F. 9:30-10:20. Mr. Null. Two semester hours.

150 Retail Salesmanship
This course analyzes successful retail selling. Actual sales demonstrations made by experts in the field are an integral part of the course. The various steps in a sale are studied along with their accompanying customer reactions. M. Tu. Th. F. 7:30-9:10. Mr. Rice. Three semester hours.

210A Accounting
This course deals with the elementary principles of accounting and considers the more common technical devices for recording business transactions according to those principles. M. Tu. Th. F. 10:40-12:20. Dr. Schneider. Three semester hours.

230A Office Machines
This course provides the student with the operating knowledge of office machines that are commonly used in the modern business office. M. Tu. Th. F. 7:30-9:10. Mr. Null. Two semester hours.
230B Office Machines
A continuation of Office Machines 230A. This course is intended primarily for the student preparing for the various office occupations. M. Tu. Th. F. 7:30-9:10. Mr. Null. Two semester hours.

232 Business Correspondence
Provision is made in this course for an analysis of and practice in writing various types of business letters and reports. A study is made of the principles of effective expression in all letters of business correspondence. M. Tu. Th. F. 1:50-3:30. Miss Anderson. Three semester hours.

251 Store Organization
A study of the basic principles and accepted practices of successful store organization, operation, and management. An opportunity is given to each student to make a study of some particular phase of retailing. M. Tu. W. Th. F. 9:30-10:20. Mr. Rice. Two semester hours.

237 Small Business Management
A study of the fundamental principles involved in the operation of a small business enterprise. The structure, functions, and basic operating principles will be discussed and developed. M. Tu. Th. F. 10:40-12:20. Mr. Thompson. Three semester hours.

312 Tax Accounting
A study of the federal income tax laws, social security, and payroll tax retabulations as they apply to old-age benefits, state unemployment insurance, payroll records, and government reports. Prerequisite: Accounting 210 A, B, or consent of instructor. M. Tu. Th. F. 10:40-12:20. Mr. Cundiff. Three semester hours.

320A Business Law
A study of the basic principles of law applicable to business. Law of contracts, negotiable instruments, debtor or creditor relationships, bailment, are studied from the viewpoint of the businessman. M. Tu. Th. F. 1:50-3:30. Mr. Cundiff. Three semester hours.

342 Advertising
An analysis of the principles and practices used in various types of advertising such as newspaper, radio, and direct mail advertising. Attention is devoted to preparing copy and analyzing current advertising practices. M. Tu. Th. F. 7:30-9:10. Mr. Thompson. Three semester hours.

Open to Seniors and Graduates

474 (E270) Workshop for Distributive Vocational Education
This course provides for the study and organization of a specific problem that is concerned with retailing as taught on Cooperative Training Programs. Each member of the class selects a phase of the problem, develops material for it, organizes it, and completes plans for using the results. Three weeks. June 25 to July 13. M. T. W. Th. F. 7:30 to 9:10 and 1:50 to 3:30. Mr. Trimpe and others. Four semester hours.
Open to Graduates

503(D265a) Improvement of Instruction in Secretarial Business Subjects
A study of the latest research findings, materials, teaching procedures, tests and measurements, and possible future developments in the business subject-matter of this field. M. Tu. W. Th. F. 8:30-9:20. Dr. Schneider. Two semester hours.

HOME ECONOMICS

Opal Stamm
Reva Volle
Betty Taylor

203 Clothes and Personality
This course is to help the student who is interested in spending her clothing dollars more wisely. Laboratory work consists of making garments to develop a knowledge of construction. Emphasis is placed on selection of clothes to suit personality types. M. Tu. W. Th. F. 10:40-12:20. Miss Volle. Two semester hours.

222 Everyday Nutrition for Health
The course offers information of value to everyone interested in building optimum health. The normal nutrition of the pre-school, elementary, high school student, and adults is studied. Signs of good and poor nutrition, diets for children of all ages, school lunches to promote health, and materials for teaching nutrition are included. The course is open to sophomore, juniors, and seniors not in the department of Home Economics. M. Tu. W. Th. F. 9:30-10:20. Miss Taylor. Two semester hours.

304 Tailoring
This course is planned to give experience in tailoring techniques, with emphasis on the making of coats and suits. Prerequisite: Clothing 205 or consent of instructor. M. Tu. W. Th. F. 7:30-9:10. Miss Volle. Two semester hours.

316 Advanced Nutrition
Study of recent developments in nutrition through readings and experiments. Prerequisites: Nutrition 211. M. W. Th. F. 1:50-3:30. Miss Taylor. Three semester hours.

318 Food Demonstration

324 Home Management Practice
Students live together in family-size groups in a house where opportunity is provided for practice in the composite duties of homemaking. The house is managed on three economic levels of income, and students participate

325 Marriage and Family Relationships
This course is a study of the contributions and problems of the family in modern society. It includes a consideration of marital and personality adjustments in family living. It places emphasis on preparation for marriage and gives a perspective of the new tasks in urban and rural living as they affect social relationships and legal problems. Prerequisite: General Psychology 200 or Principles of Sociology 241. Open to both men and women. M. Tu. W. Th. F. 12:40-1:30. Miss Stamm and others. Two semester hours.

INDUSTRIAL EDUCATION

PAUL M. AMERPOHL
HENRY BEUKEMA
LINDSAY G. FARNAN
NEIL SCHOENHALS

104 Rural Wood Shop
A special course in woodwork and in related areas designed particularly for prospective rural school teachers. This course is limited to students enrolled in the rural education department. M. Tu. W. Th. F. 12:40-1:30. Mr. Schoenhals. Two semester hours.

106 Advanced Hand Woodwork
The object of this course is to give the student practice in the fundamental processes of bench work in wood. The course will include care and use of tools, grinding and sharpening, finishing, woodwork techniques, and the construction of several small projects. M. Tu. W. Th. 10:30-12:20. Mr. Beukema. Three semester hours.

120 Drawing
A survey course in the field of general drafting. The student will have an opportunity to explore all types of drawing including machine, free hand, architectural, and others. M. Tu. W. Th. F. 1:50-2:30. Mr. Beukema. Two semester hours.

122 Mechanical Drawing

123 Mechanical Drawing
More advanced problems in mechanical drawing, detailing, design, theory, and application, ranging from simple geometrical problems, through surface development of machine details, cams, gears, and some architectural draw-

150 Introductory Electricity
A survey course in the field of electricity. Special attention will be given to elementary wiring, construction of school shop electrical projects, and a general introduction into the field of electronics and electrical appliances. M. Tu. W. Th. F. 9:30-10:20. Dr. Feirer. Two or three semester hours.

170 General Shop
A comprehensive course covering a variety of mediums used in the industrial-arts field with introductory laboratory experiences. This course is planned for students who will teach in a general shop organization. The theory and organization of the shop will also be included. Tu. W. Th. F. 10:40-12:20. Mr. Plough. Three semester hours.

205A Machine Woodwork
An introductory course on the use of machine woodworking equipment. The student will receive experiences in setting-up, operating, and caring for the more commonly used machines such as circular saw, jointer, shaper, planer, etc. Parts for selected projects will be machined. M. Tu. W. Th. 7:30-9:10. Mr. Farnan. Three semester hours.

205B General Woodwork
This course provides experiences in several areas of woodwork; namely, wood turning, caning, upholstery, inlaying, and wood carving. The wood turning will include face plate and chuck turning. Tu. W. Th. F. 7:30-9:10. Mr. Farnan. Three semester hours.

234A Machine Shop
A course in the fundamentals of machine tool operation, involving turning, milling, shaping, and grinding practices in machining parts of selected projects to be assembled at the bench. M. Tu. W. Th. 1:30-3:20. Mr. Russell. Three semester hours.

234B Machine Shop

239 P.S.* Driver Training and Safety Education
Deals with several aspects of safety education in the home, school and community, with special emphasis on preparing secondary school teachers of driver training and safety education. Materials and methods, psychological testing, sound driving practices, pedestrian protection, “Behind-the-Wheel” training in dual-control cars, and accident prevention procedures are an integral part of the course. M. Tu. W. Th. F. 9:00-12:00 and 1:00-4:00. Mr. Eaton and others. Two semester hours.

(*Aug. 6-Aug. 17 inclusive)
261A Art Metal
An introductory course in the study of art metal. Methods of layout, cutting, forming, and assembly will be stressed. Practical application in the form of finished projects of an artistic nature will be emphasized. M. Tu. W. Th. F. 9:30-10:20. Mr. Schoenhals. Two semester hours.

263 Related Arts and Crafts
A general course in arts and crafts, including leather work, archery, and plastics suitable for leisure-time activities. M. Tu. W. Th. F. 12:40-1:20. Mr. Farnan. Two semester hours.

264A Farm Shop
Experience in cement work, rope work, glazing, farm electrical work, machinery repair, and other activities limited to clock hours required for State certification as a farm shop teacher. M. Tu. W. Th. F. 12:40-1:30. Mr. Plough. Two semester hours.

264B Farm Shop
A continuation of 264A. To complete required hours in needed activities for State certification. M. Tu. W. Th. F. 12:40-1:30. Mr. Plough. Two semester hours.

265 Auto Mechanics
A survey course dealing with the study of the parts of the automobile and the servicing and repair of autos. M. Tu. W. Th. 10:40-12:20. Mr. Plough. Three semester hours.

274A Welding
A course involving the safe use of oxy-acetylene and arc-welding equipment and acquisition of essential welding skills and technical knowledge. M. Tu. W. Th. 7:30-9:30. Mr. Russell. Three semester hours.

300 Aircraft Servicing
The primary objective of this course is to provide practical experience in routine maintenance work at an airport such as gassing, cleaning, inspecting, storing, tying down aircraft, and handling numerous other hangar details. Required for all aircraft mechanics students. M. Tu. W. Th. F. 7:30-3:30. Mr. Amerpohl. Six semester hours.

Open to Seniors and Graduates

448(D260) Problems in the Teaching of Industrial Arts
(Recent Trends and Literature)
A study of the recent trends will be made to bring the teacher up to date on the major problems of the profession. Also all recent literature including new technical books, professional releases and research will be reviewed. M. Tu. W. Th. F. 11:40-12:30. Dr. Feirer. Two semester hours.

474(E105) Special Problems in Vocational Education
Open to Graduates

571(E101) Guidance in Vocational Adjustment

Deals with guidance as a process in our public schools, and as a form of conservation of the native capacities of youth and the education provided for them. Considers the relations of vocational guidance to other forms of guidance and to a liberal education. M. Tu. W. Th. F. 9:30-10:20. Instructor to be announced. Two semester hours.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Education Workshop</td>
<td>33</td>
</tr>
<tr>
<td>Speech Clinic Workshop</td>
<td>34</td>
</tr>
<tr>
<td>Speech, Description of Courses</td>
<td>97</td>
</tr>
<tr>
<td>State Limited Certificate</td>
<td>65</td>
</tr>
<tr>
<td>Student Personnel and Guidance</td>
<td>35</td>
</tr>
<tr>
<td>Teaching Certificates</td>
<td>62</td>
</tr>
<tr>
<td>Tool and Die Making Curriculum</td>
<td>76</td>
</tr>
<tr>
<td>Transcripts</td>
<td>48</td>
</tr>
<tr>
<td>Transfer Students</td>
<td>46</td>
</tr>
<tr>
<td>Transient Students</td>
<td>47</td>
</tr>
<tr>
<td>Tuition Fees</td>
<td>55</td>
</tr>
<tr>
<td>Veterans Counseling</td>
<td>36</td>
</tr>
<tr>
<td>Visiting Professors</td>
<td>21</td>
</tr>
<tr>
<td>Vocational Business Coordinators</td>
<td></td>
</tr>
<tr>
<td>Curriculum</td>
<td>68</td>
</tr>
<tr>
<td>Vocational Industrial Curriculum</td>
<td>68</td>
</tr>
<tr>
<td>Withdrawal from Courses</td>
<td>49</td>
</tr>
</tbody>
</table>