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Bulletin: Western Michigan University Summer Session 1953

Western Michigan University

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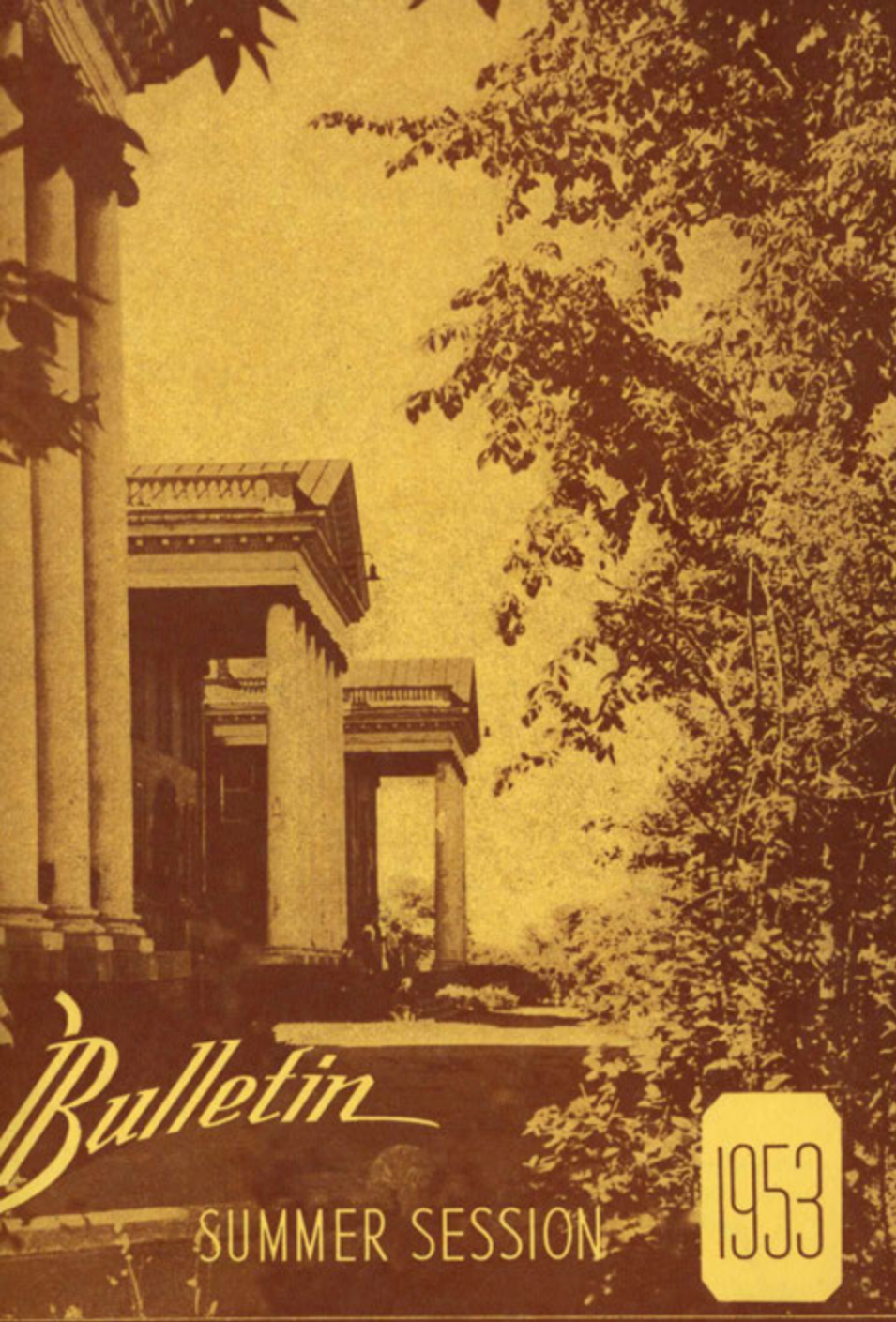

Bulletin

SUMMER SESSION

1953

WESTERN MICHIGAN COLLEGE

KALAMAZOO, MICHIGAN

BULLETIN

Western Michigan College of Education

KALAMAZOO, MICHIGAN

THE FIFTIETH SUMMER SESSION

MONDAY, JUNE 22, THROUGH FRIDAY, JULY 31

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.

Vol. 48 Issued March, 1953 No. 3

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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.

1. EDUCATION BUILDING & WOMEN'S GYM
2. TRAINING SCHOOL - ELEMENTARY & STATE HIGH
3. LIBRARY BUILDING
4. NATURAL SCIENCES BUILDING
5. HEALTH SERVICE BUILDING
6. MEN'S GYMNASIUM
7. VANDERCOOK HALL
8. SPINDLER HALL
9. THE THEATRE
10. WALWOOD HALL [UNION & DORMITORY]
11. GARAGE
12. MECHANICAL TRADES BUILDING
13. INDUSTRIAL ARTS BUILDING
14.
15. a. WALDO STADIUM - N.W. STANDS
    b. WALDO STADIUM - S.E. STANDS
16. HYAMES FIELD
17. BUSINESS EDUCATION BUILDING
18. THEATRE STORAGE
19. ENGLISH HALL
20. INDUSTRIAL EDUCATION ANNEX
21. MAINTENANCE BUILDING
22. GREENHOUSE
23. a. BARTOO HOUSE
    b. COUHECON HOUSE
    c. "TY HOUSE" HERALD OFFICE & BROWN & GOLD OFFICE
    d. FACULTY RESIDENCE
    e. FACULTY RESIDENCE
    f. FACULTY RESIDENCE
24. a. R.O.T.C. BLDG.
    b. R.O.T.C. BLDG.
25. ARCADIA CAFETERIA
26. a. HILLSIDE APARTMENTS
    b. HILLSIDE APARTMENTS
27. McCRACKEN HALL
28. BURNHAM HALLS
29. MATTEE HALL
30. DRAPER-SIEDSCHLAG HALLS
31. KANLEY CHAPEL
32. ADMINISTRATION BUILDING
33. PRESIDENT'S RESIDENCE
34. GOLF COURSE CLUB HOUSE
35. TOOL HOUSE
36. SERVICE BUILDING

CAMPUS OF
WESTERN MICHIGAN COLLEGE OF EDUCATION
Kalamazoo, Michigan

TABLE OF CONTENTS

	Page
Directions to New Students	2
Map of the Campus	4
College Calendar	7
Program of Summer Session Events	8
Administration	10
Faculty	14
General Information	25
Summer Workshops and Clinics	31
Student Service Facilities	35
Undergraduate Division—Rules and Regulations	44
Undergraduate Division—Curricula	58
Graduate Division	79
Description of Courses	89
Index	129

☆ ☆ 1953 ☆ ☆

JANUARY

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DECEMBER

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COLLEGE CALENDAR 1953-1954
WESTERN MICHIGAN COLLEGE OF EDUCATION
KALAMAZOO, MICHIGAN

1. SUMMER SESSION 1953 (6 weeks)

June 20, Saturday and June 22, Monday ..... Graduate Enrollment
June 22, Monday ..... Enrollment for the Summer Session
June 23, Tuesday ..... Recitations Begin
July 30, Thursday ..... Commencement Exercises
July 31, Friday ..... Session Closes

2. SEMESTER I, 1953-1954

September 14 and 15, Monday and Tuesday—Orientation Period ..... Freshmen and Transferees
September 14 and 15, Monday and Tuesday ..... "Counseling Days" for Upperclassmen
September 15, Tuesday ..... Freshman Activities as Scheduled
September 16, Wednesday .. Enrollment of Freshmen and New Transferees
September 17, Thursday ..... Enrollment of Sophomores and Juniors
September 18, Friday ..... Enrollment of Seniors
September 19, Saturday ..... Graduate Division Enrollment
October 24, Saturday ..... Homecoming Holiday
November 25, Wednesday (12 noon, East Campus—12:30 p.m. West Campus) to Monday, November 30 ..... Thanksgiving Recess
December 18, Friday (4:00, East Campus—4:30, West Campus) to Monday, January 4, 1954 ..... Holiday Vacation
January 21, Thursday evening through January 29, Friday ..... Final Examinations
January 30, 1954, Saturday ..... Semester I Ends

3. SEMESTER II, 1953-1954

February 6, 1954, Saturday ..... Graduate Division Enrollment
February 8, Monday ..... Enrollment of Freshmen and Juniors
February 9, Tuesday ..... Enrollment of Sophomores and Seniors
February 10, Wednesday (8:00 East; 8:30 West Campus) ..... Recitations Begin
April 16, Friday (12:00 noon, East Campus; 12:30 p.m. West Campus) to April 26, Monday ..... Spring Vacation
(April 18 is Easter Sunday)
May 1, Saturday ..... Competitive Scholarship Examinations
May 31, Monday ..... Memorial Day Observance
June 3 and June 4 ..... Final Examinations
June 11, Friday (7:30 p.m.) ..... Vesper Services
June 12, Saturday ..... Commencement Exercises
June 12, Saturday ..... Second Semester Ends

4 SUMMER SESSION 1954 (6 weeks)

June 21, Monday ..... Registration
June 22, Tuesday ..... Recitations Begin
July 30, Friday ..... Session Closes

PROGRAM OF SPECIAL EVENTS
SUMMER SESSION, 1953

First Week, June 22-June 27

Saturday, June 20 and Monday, June 22—Graduate Enrollment.

Monday, June 22—Registration.

Tuesday, June 23—Classes begin.

Wednesday, June 24—3:00-5:00 P.M. Annual Tea for Faculty Women and Faculty Dames. Arcadia Brook Club House.

Thursday, June 25—8:00 P.M. Faculty Reception and Entertainment for Summer Session Students. Oscar Brand, America's Leading Balladeer-Humorist, will present "Musical Echoes of America's Song Heritage." Walwood Hall.

Second Week, June 29-July 4

Monday, June 29—8:00 P.M. Student Recital. Harper Maybee Music Hall.

Wednesday, July 1—4:00 P.M. Summer School Faculty Picnic. Pine Lake Camp.

Thursday, July 2—9:00 A.M. Workshop Breakfast. Walwood Hall Cafeteria.

Third Week, July 6-July 11

Annual Book Week

Tuesday, July 7-Thursday, July 9. Exhibits by the leading book companies and school supply concerns. Women's Gymnasium.

Thursday, July 9—8:00 P.M. Feature Entertainment. Helen Roberts and Richard Walker, stars of the D'Oyly Carte Opera Co., will present songs and scenes from the Gilbert and Sullivan operas in costume. Campus Theater.

Fourth Week, July 13-July 18

Monday, July 13—8:00 P.M. Student Recital. Harper Maybee Music Hall.

Thursday, July 16—8:00 P.M. Concert by the Faculty of the Music Department. Kanley Memorial Chapel.

Fifth Week, July 20-July 25

Sunday, July 19—4:00 P.M. High School Clinic Concert, Kanley Chapel Court.

Monday, July 20—8:00 P.M. Student Recital. Harper Maybee Music Hall.

Wednesday, July 22—12:00 Noon. Luncheon of the Faculty and Students of the Graduate Division. Walwood Hall Ballroom.

Thursday, July 23—2:30 P.M. Matinee for Children of the Campus School. Pedal Marionette Theater, "Ali Baba and the Forty Thieves," Campus Theater.

Thursday, July 23—8:00 P.M. Pedal Marionette Theater, "The Imaginary Invalid."

Sixth Week, July 27-July 31

Monday, July 27—8:00 P.M. Vesper Services. Kanley Memorial Chapel.

Tuesday, July 28—7:00 P. M. Open Air Concert by Summer Session Band. Kanley Chapel Court.

Thursday, July 30—8:00 P.M. Graduation Exercises for the Summer Session Graduating Class. Address by Dr. Donald P. Cottrell, Dean of the School of Education, Ohio State University. Women's Gymnasium.

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

Friday, July 31—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
STEPHEN S. NISBET — President
LOUISA DURHAM MOHR
LEE M. THURSTON — Secretary

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

LEE M. THURSTON

EXECUTIVE COUNCIL OF PRESIDENTS

CHARLES L. ANSPACH
Central Michigan College of Education

EUGENE B. ELLIOTT
Michigan State Normal College

PAUL V. SANGREN
Western Michigan College of Education

HENRY A. TAPE
Northern Michigan College of Education — President

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
GEORGE H. HILLIARD, PH.D. — Director of Student Personnel and Guidance
VERN E. MABIE, A.M. — Director of Placement and Alumni Relations
GEORGE E. KOHRMAN, ED.D. — Director of Vocational and Practical Arts Education
OTTO YNTEMA, A.M. — Director of Adult Education and Extension Service

MAINTENANCE OFFICIALS

JOHN A. GOLDSWORTH	Superintendent, Buildings and Grounds
IRVING BARBER	Supervisor, Grounds Service
ROBERT H. WILLIAMS, B.S.	Supervisor, Supplies
RALPH WILLIS	Supervisor, Janitorial Services

MANAGERIAL EXECUTIVES

DONALD N. SCOTT, A.M.	Manager, Union Building and Dormitories
JOHN M. THOMPSON	Manager, College Book Store

ADMINISTRATIVE ASSISTANTS

MARY B. ANDERSON, M.S.	Nursing Consultant
ISABEL BEELER, A.M.	Foreign Student Adviser
KATHERINE B. CHAPMAN	Director, Siedschlag Hall
HOMER M. DUNHAM, A.B.	Athletic Records and Publicity
EVA FALK, A.B.	Secretary, Dean of Women
MARGARET FEATHER, A.B.	Secretary, Dean of Men
LEONARD GERNANT, A.M.	Assistant Director, Adult Education
KENNETH R. HAWKINS, A.M.	Assistant Manager, College Book Store
BERNICE G. HESSELINK	Financial Secretary
MABEL HINKLE	Director, Walwood Hall and Assistant Dean of Women
EDNA L. HIRSCH, B.S.	Secretary, Student Personnel and Guidance
ELIZABETH HOUSEHOLDER	Social Director
HELEN INMAN, A.M.	Director, Draper Hall
VIRGINIA M. JARMAN	Secretary, Campus School
LLOYD E. JESSON, A.B.	Secretary to the President
ELEANORE LINDEN, B.S.	Secretary, Teacher Education
MARGARET T. MABIE, A.B.	Secretary, Graduate Division and Summer Session
CLAYTON J. MAUS, M.S.	Assistant Registrar
MARILYN J. MORREN	Secretary, Dean of Administration
LEROY W. MYERS	Director, Vandercook Hall
LOY NORRIX, PH.D.	Education Consultant
KATHERINE R. PARSONS	Director, Spindler Hall
MYRNA ROSS	Secretary, Adult Education
HERMANN E. ROTHFUSS, PH.D.	Director, Smith Burnham Hall
LUCILLE E. SANDERS, A.B.	Secretary, Rural Life and Education
ALICE SMITH	Placement Secretary
J. TOWNER SMITH, A.M.	Assistant Director, Student Personnel and Guidance
LEAH M. SMITH	Secretary, Extension
EMIL J. SOKOLOWSKI, A.M.	Director, Ernest Burnham Hall
RUSSELL A. STRONG, A.B.	Publicity Director

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; GEORGE E. KOHRMAN, Director of the Division of Vocational and Practical Arts Education.

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.

Terms expiring 1953—WILLIAM R. BROWN; A. VERNE FULLER; KATHARINE STOKES; MARGUERITE PATTON; HESTER B. SKEHAN; VERN E. MABIE.

Terms expiring 1954—FLOYD W. MOORE (Chairman); MITCHELL J. GARY (Vice-Chairman); ELMER BELOOF.

Terms expiring 1955—FRED A. BEELER (Secretary); ANDREW C. LUFF; WILLIS F. DUNBAR.

M.E.A. Representative—ALBERT B. BECKER.

ExOfficio-President—PAUL V. SANGREN; Vice-Pres., WYNAND WICHERS.

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 1953-54

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.

EDUCATIONAL POLICIES — RUSSELL SEIBERT, *Chairman*

1. Charles Brown, James Griggs, Robert Limpus, Walter Marburger.
2. George Kohrman, Emeline McCowen, Wynand Wichers, Lewis Crawford.
3. Vern Mabie, Elmer Wilds, Phoebe Lumaree, Harry Hefner.

GRADUATE COUNCIL — ELMER WILDS, *Chairman*

1. William Brown, James Griggs, George Kohrman.
2. Charles Butler, Mitchell Gary, Elsworth Woods.
3. James Knauss, Louise LeFevre, Elwyn Carter.

INSTITUTIONAL — OTTO YNTEMA, *Chairman*

1. John Buelke, Wallace Garneau, Gayle Pond.
2. Theodore Carlson, Ethel Green.
3. George Hilliard, Wynand Wichers, Louis Govatos.

PUBLIC RELATIONS — WYNAND WICHERS, *Chairman*

1. Wallace Garneau, Frank Hinds, Lucille Nobbs.
2. Willis Dunbar, Leonard Kercher, Winifred MacFee, Russell Strong.
3. Vern Mabie, Ray Pellett, Otto Yntema.

RESEARCH — ORIE L. FREDERICK, *Chairman*

1. Harriette Bartoo, Albert Becker, Frank Fatzinger.
2. William Berry, Sam Clark, George Mallinson.
3. George Bradley, Joseph Giachino, Hazel DeMeyer, Stanley Kuffel.

SCHOLARSHIP AND ADMISSIONS — JOHN FEIRER, *Chairman*

1. Homer Carter, John Hoekje, Howard Mowen, Cyril Stout.
2. Robert Bowers, Frank Hinds, Lillian Meyer.
3. Robert Russel, Clara Chiara, Fred Beeler.

STUDENT ACTIVITIES — JOHN C. HOEKJE, *Chairman*

1. Clara Chiara, Norman Russell.
2. Elizabeth Householder, Cornelius MacDonald.
3. Winifred MacFee, Charles Starring. Plus seven students.

VISITATION, RECRUITMENT AND ORIENTATION .... JOHN HOEKJE, *Chairman*

1. Isabel Crane, Willis Dunbar, Vern Mabie, Winifred MacFee.
2. Frederick Rogers, Charles Starring, Joseph Hoy.
3. Harry Lawson, Esther Schroeder, Helen Sellers, Avis Sebaly.

FACULTY

SUMMER SESSION, 1953

(This list includes only those who are in service during the Summer Session of 1953.)

HEADS OF DEPARTMENTS

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

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

ELWYN F. CARTER, ED.D. — MUSIC
A.B., Alma College; A.M., Ed.D., Teachers College, Columbia University.

HOWARD D. CORBUS, M.S. — AGRICULTURE
B.S., Michigan State College; M.S., Cornell University.

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

MITCHELL J. GARY, A.M. — PHYSICAL EDUCATION FOR MEN
B.S., A.M., University of Minnesota.

JOSEPH W. GIACHINO, ED.D. — VOCATIONAL-INDUSTRIAL AND TECHNICAL EDUCATION
B.S., Wayne University; A.M., University of Detroit; Ed.D., Pennsylvania State College.

JAMES H. GRIGGS, ED.D. — EDUCATION
A.B., Harvard University; A.M., Ed.D., Teachers College, Columbia University.

STANLEY KUFFEL, ED.D. — PSYCHOLOGY
A.B., St. Thomas College; A.M., University of Minnesota; Ed.D., Western Reserve University.

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

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

GAYLE POND, R.N., A.M. — DIRECTOR, HEALTH SERVICE
Presbyterian Hospital, Chicago; B.S., Northwestern University; A.M., Columbia University.

SOPHIA REED, A.M. HOME ECONOMICS
Ph.B., The University of Chicago; A.M., Teachers College, Columbia University.

WM. MCKINLEY ROBINSON, PH.D. RURAL LIFE AND EDUCATION
B.S., Hiram College; A.M., Ph. D., Teachers College, Columbia University.

LYDIA SIEDSCHLAG, A.M. ART
B.A.E., The Art Institute of Chicago; A.M., Teachers College, Columbia University.

MATHILDE STECKELBERG, A.M. LANGUAGES
A.B., University of Nebraska; A.M., Teachers College, Columbia University.

KATHARINE M. STOKES, A.M.L.S. LIBRARIAN
B.S., Simmons College; A.M.L.S., University of Michigan.

CRYSTAL WORNER, A.M., PHYSICAL EDUCATION FOR WOMEN
A.B., Michigan State Normal College; A.M., University of Michigan.

PROFESSORS

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

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

HOMER L. J. CARTER, A.M. PSYCHOLOGY
(Director of Psycho-Educational Clinic)
B.S., Wayne University; A.M., Ohio State University.

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

MANLEY M. ELLIS, PH.D. EDUCATION
A.B., A.M., Ph.D., University of Michigan.

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

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

HARRY W. LAWSON, A.M. STUDENT PERSONNEL AND GUIDANCE
B.S., Boston University; A.M., University of Michigan.

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

CHARLES H. MAHER, A.M. — PHYSICAL EDUCATION FOR MEN
A.B., Western Michigan College of Education; A.M., West Virginia University.

GEORGE G. MALLINSON, PH.D. — EDUCATION AND PSYCHOLOGY
A.B., A.M., New York State College for Teachers; Ph.D., University of Michigan.

WALTER G. MARBURGER, M.S. — PHYSICS
A.B., M.S., University of Michigan.

DONALD G. MAY, M.D. — MEDICAL DIRECTOR
A.B., Kenyon College; M.D., Medical School, Wayne University.

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

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

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

ELMER C. WEAVER, A.M. — INDUSTRIAL ARTS
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GENERAL INFORMATION

THE FIFTIETH SUMMER SESSION

The fiftieth summer session of Western Michigan College of Education will open Monday, June 22, 1953, and continue for six weeks until Friday, July 31, 1953. This will be the only session offered in the summer of 1953. 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, 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 earnings 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 1952, 1019 undergraduates and 400 graduates were enrolled. At the close of the summer session, 164 degrees were granted. These included 106 Bachelor of Science degrees, 56 Bachelor of Arts degrees, and 2 Bachelor of Music degrees.

Teaching certificates were awarded as follows: State Elementary Provisional—63; State Secondary Provisional—22; and State Limited Certificates—26. 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.

GROUNDS AND BUILDINGS

LOCATION

Western Michigan College of Education is located at Kalamazoo, Michigan, midway between Detroit and Chicago on the Michigan Central Railroad. This location ensures easy transportation to the campus from almost any direction, with three major highways, two railroads, an airline and numerous bus routes serving the community. The population of greater Kalamazoo is nearly 100,000, offering numerous cultural opportunities to students.

GROUNDS

The rolling campus of Western Michigan College now covers more than 200 acres, lying astride US-12 at its west entrance to Kalamazoo. The school began on a hilltop, but has expanded greatly and since World War II has moved a mile to the westward where the newer buildings are located. Two unusual features of the local campus are the nine-hole golf course adjacent to the west campus and the Kleinstueck Wild Life preserve one mile south of the east campus.

BUILDINGS

ADMINISTRATION AND CLASSROOM BUILDING—Administrative offices, the Graduate Division, Adult Education and Extension Division, Main Campus Store and other service facilities are housed in this newest structure, opened in the fall of 1952. Situated on the west campus, 25 classrooms are also provided here for the divisions of Language and Literature and Social Sciences.

ARCADIA BROOK CLUBHOUSE AND DINING HALL—This building on the west campus provides a cafeteria and soda bar for faculty and student use, with seating for 100. Faculty clubrooms are also provided.

EDUCATION BUILDING—The oldest building on the campus, it was formerly the Administration Building. It now houses a part of the Campus Training School, the Audio-Visual Center, Educational Service Library, Distributive Education Office and Education Department classrooms and offices.

HEALTH SERVICE BUILDING—This three-story structure, completed in 1940, houses on its first floor the Director of Teacher Education, Director of Vocational and Practical Arts, Director of Research, Rural Life and Education Department and the Psychology Department. The second floor is devoted entirely to the Student Health Service. On the third floor are classrooms for psychology, the Psycho-Educational Clinic and Speech Correction Clinic.

HILLSIDE APARTMENTS—Two modern buildings on the west campus provide 32 living units for faculty members, including bachelor, one-bedroom and two-bedroom apartments.

INDUSTRIAL ARTS BUILDING—This modern industrial arts classroom building, built in 1921, houses classes in printing, woodworking, machine shop, metal work and drafting.

KANLEY MEMORIAL CHAPEL—A main chapel, a smaller chapel in the basement, robing rooms, offices, conference rooms, a social room, kitchenette and bride's room are in this building which was constructed by a bequest from the estate of the late William Kanley. Designed in a modern motif, this structure serves as a campus religious center for all faiths.

LIBRARY BUILDING—The main floor reading room, with adjoining stacks, accommodates 300 students, with a periodical room in the basement holding another 50. The library's book collection now totals more than 91,650 volumes, which are housed in the general library on the east campus, the library annex in the Administration Building and the music library in Maybee Hall. Some 740 periodicals are currently being received, with 325 of them being bound. The Librarianship Department is housed on the second floor of the Library and the Mathematics Department in the basement.

HARPER MAYBEE MUSIC HALL—Of unusual and original design, the music building on the west campus was opened in 1949. It was constructed as a self-liquidating unit. Offices for the department, individual offices with adjoining instruction rooms, choral and instrumental rehearsal rooms, individual and ensemble practice rooms, a music library and a social room are included. The top floor houses the studies of WMCR, campus FM broadcasting station.

MAINTENANCE BUILDING—The maintenance staff here has offices, shops and storage facilities.

WILLIAM MCCRACKEN HALL—Lecture rooms and laboratories for the Departments of Chemistry, Physics, Occupational Therapy, Home Economics and Art are provided in the $1,000,000 classroom building opened in 1949 on the west campus. Quarters for the pulp and paper technology curriculum of the Chemistry Department are also provided.

MECHANICAL TRADES BUILDING—Over 20,000 square feet of floor space are provided in this building through a 1941 gift from the W. E. Upjohn Unemployment Trustee Corporation of Kalamazoo. The Department of Vocational-Industrial and Technical Education is centered here.

NATURAL SCIENCE BUILDING—Housed in this older east campus building are the Departments of Agriculture, Biology and Geography and Geology, with some other classes meeting here. An adjoining greenhouse is stocked with more than 200 species of plants from around the world. Basement space for the campus training school shop is provided.

TEMPORARY BUILDING—Six buildings have been obtained from the federal government for instructional uses. They provide facilities for business education, industrial arts and vocational education, reserve officer training corps and speech and dramatics.

THEATER—This unique little theater on the east campus is a center for campus dramatic activities, with an auditorium seating 350 persons. Classrooms for speech and dramatics, dressing rooms, rehearsal rooms and offices are included.

WALWOOD UNION BUILDING—In this social center, opened in 1939, one finds the Men's Union room and the Davis room for the Associated Women Students, a large cafeteria, private dining rooms, a soda bar and offices. A large ballroom and student offices and committee rooms are on the second floor.

DORMITORIES—Since 1939 Western Michigan College has opened all seven of its dormitories, three on the east campus and four on the west. All but Vandercook hall have their own dining facilities. A new double women's dormitory for the west campus is now being planned.

WALWOOD RESIDENCE HALL FOR WOMEN—This structure houses 115 girls in double rooms. A spacious lounge and recreational facilities are included.

LAVINA SPINDLER HALL FOR WOMEN—In this attractive building on the east campus 193 girls live in single and double rooms. An attractive lobby, reception rooms, recreation rooms, music practice rooms, a laundry, kitchenettes and sunrooms are a part of it.

HENRY B. VANDERCOOK HALL FOR MEN—Housing for 200 men is provided here, with a snack bar in the north lobby. It was named for one of the men instrumental in the founding of Western.

BURNHAM HALLS FOR MEN—This huge double dormitory on the west campus houses 500 men. Fine lounges and recreational facilities are a feature of the building.

BLANCHE DRAPER AND LYDIA SIEDSCHLAG HALLS FOR WOMEN—These twin dormitories house 500 women, adjacent to Burnham halls. Gracious lounges, uniquely and individually decorated, furnish an immediate appeal for the buildings.

ATHLETIC PLANT

HYAMES FIELD—One of the finest collegiate baseball layouts in the nation, permanent seats are provided for 2,500 spectators.

MEN'S GYMNASIUM—Seating for basketball is about 3,000, with other facilities for indoor track and field events, handball courts, baseball practice pit, locker rooms and several classrooms.

WALDO STADIUM—Two concrete stands, each seating 7,500 persons, run from goal line to goal line, with the south stands topped by a large press box and beneath it a concession stand. Locker rooms, officials' rooms and equipment storage are provided under the north stands. An eight-lane quarter-mile track, with 220-yard straightaway, circles the football field.

WOMEN'S GYMNASIUM—Adjoining the Education Building is the women's gymnasium, including a gym floor 60 by 119 feet, with a stage at one side. A running track circles the floor, with offices and classrooms nearby. Beneath are lockers, showers and a swimming pool.

Tennis enthusiasts will find 12 courts, six concrete and six Har-Tru, on the east campus. A nine-hole golf course adjoins the west campus, with several local courses also available.

TRAINING SCHOOLS—A wide range of typical schools are included in the unique training school program at Western Michigan College. Included are a one-room rural school, a consolidated school, a large village school, a city-graded school and a high school. These give the student an opportunity for observation of and directed teaching in any subject and in any grade from kindergarten through the twelfth. Transportation to outlying schools is by college bus.

CAMPUS ELEMENTARY SCHOOL—Included are a nursery, kindergarten, rooms for each grade from one to eight, a library, gymnasium, special rooms for art, vocal music, instrumental music, home economics and shop training. A cafeteria is also provided in the building.

CAMPUS HIGH SCHOOL—One major function of the school is to offer a broad curriculum in which teaching procedures designed by leaders in the field of secondary education are put into practice. Another is to offer an effective laboratory situation for training prospective teachers for secondary schools. Standard facilities are included, and a well-rounded athletic and social program are a part of school life.

HURD ONE-ROOM RURAL SCHOOL—This modern building, west of Kalamazoo on M-43, provides a typical school scene, with an additional room for directed teaching.

PAW PAW LARGE-VILLAGE SCHOOL—Western Michigan College and the Paw Paw board of education unite to make this school a progressive one in every particular. Organized on the six-three-three plan, it is an outstanding school in the state.

PORTAGE TOWNSHIP SCHOOLS—Several elementary schools and a modern high school provide excellent laboratory situations.

KLEINSTUECK WILD LIFE PRESERVE

In 1922 the late Mrs. Caroline Hubbard Kleinstueck deeded to the State Board of Education for the use of Western Michigan College nearly 50 acres in a tract about one mile south of the east campus.

This wild life preserve abounds with land and water birds and many of the native plant species of the area. A 25-year stand of pine covers part of the area, with a hardwood forest, swamp and lake also to be found. Classes and student groups make a wide use of the area for instructional and recreational purposes.

MICHIGAN VETERANS VOCATIONAL SCHOOL

The Michigan Veterans Vocational School is located on Pine Lake, 22 miles from Kalamazoo. The school has been administered by Western Michigan College since November 1, 1945. In 1947, the property on Pine Lake was deeded by the W. K. Kellogg Foundation to the State of Michigan. In 1952, the Michigan Legislature established the school as a State Institution under the supervision and management of the State Board of Education and to be operated in conjunction with Western Michigan College. The Veterans Vocational School operates as a single and self-sustained unit whose purpose it is to provide technical and vocational training on a non-collegiate level for veterans and non-veterans who need rehabilitation or who can profit from such vocational training as the school offers. Students are admitted on the basis of their ability to benefit from the instruction offered with preference given to veterans.

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, business machines, typewriter servicing, printing, appliance servicing, woodworking and upholstering. Other courses may be added as the demand dictates.

Direct application for admission may be made to the school by writing Michigan Veterans Vocational School, Pine Lake, Doster, Michigan.

SUMMER WORKSHOPS AND CLINICS

READING WORKSHOP

For the seventh 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 many phases of the reading problem. The course, Educational Therapy in Reading, will provide both graduate and undergraduate credit. In addition to and supplementing this course, the Psycho-Educational 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, Natural Science Building.

DISTRIBUTIVE EDUCATION WORKSHOP

An exceptionally good program has been planned for those interested in the teaching of distributive education subjects. The theme of the workshop will be "Timely 'N Tested Teaching Techniques." New ideas for teaching the distributive education subjects such as salesmanship, store organization, job attitudes, textiles, advertising, store mathematics, etc., will be demonstrated and discussed.

The consultants are nationally known leaders in the field of distributive education. The workshop will be held at some nearby camp and run for ten days starting August 3. It will carry both graduate and vocational certification credit.

The workshop should prove most helpful and useful, since the results will be in the form of a manual of teaching aids for each participant.

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.

MUSIC CLINIC

The two-week Summer Music Clinic, offering a stimulating musical experience in a vacation atmosphere, will be in session from July 6 through July 19. Staffed by the faculty of the College Music Department, the Clinic will be open to high school students, from the 9th through the 12th grades. College students who assist with the Clinic may earn 3 hours of undergraduate credit or 2 hours of graduate credit.

The integrated program will emphasize all phases of music, and will include, as well, planned recreational activities. The Clinic will offer daily instruction in orchestra, choir, band, and theory. Students may also participate in small ensembles and receive private instruction.

The session will close with a concert by the various groups.

RADIO WORKSHOP

The radio workshop is planned to give teachers experience in planning, writing, and producing simple radio programs in various subject matter areas. Its aim is to prepare teachers to make more effective use of radio as an educational tool. Emphasis will be placed on the preparation and utilization of magnetic-tape recordings as motivation aids. Projects will be worked out in co-operation with the various grades in the Campus School.

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.

WORKSHOP IN EDUCATIONAL ADMINISTRATION (School Buildings)
July 6-17, 1953

The Workshop in Educational Administration is being offered this summer to provide an opportunity for experienced administrators and others preparing for administrative positions to study and prepare solutions for school building problems. Emphasis will be placed upon the problems brought to the workshop by participating members, such as problems of planning and decorating school buildings, school finance, public relations, and educational leadership. Selected school administrators will participate as resource persons from time to time as needed. The workshop will provide excellent opportunities for school administrators to work out common solutions to some very important problems of relating school buildings to educational programs.

WORKSHOP FOR COACHES OF ATHLETIC SPORTS

The Workshop for Coaches is offered for the first time this summer as a result of enthusiastic oral response from many of our present graduate students to the proposal of such a course.

Enrollment is open to graduate students only who have had coaching experience or who have completed undergraduate courses in the sport concerned. The course will consider problems in the coaching of fundamentals, the organization of practice periods and offensive and defensive strategy.

Football and basketball will be considered during the first three weeks of the session and baseball and track during the second three weeks of the session.

Coaches of varsity teams will instruct.

Classwork in the course will extend over three periods of two hours duration each week. The football and basketball clinics will be offered during the period 1:50-3:30 on June 23, 24, 25, 29 and 30, July 1, 6, 7, and 8. Baseball and track clinics will be offered during the period 1:50-3:30 on July 13, 14, 15, 20, 21, 22, 27, 28 and 29. Thus with the exception of the first week, the clinics will be offered on Monday, Tuesday and Wednesday of each week in the summer session.

WORKSHOP IN CONTEMPORARY BRITAIN AND ANGLO-AMERICAN RELATIONS

The workshop in Contemporary Britain and Anglo-American Relations is an outgrowth of the Social Studies Seminar in England conducted by Western Michigan College, in cooperation with Ashridge College, England, as part of its regular 1951 Summer Session.

The workshop is designed for graduate and advanced undergraduate students who have an interest in American foreign policy, world political and economic developments, and international relations. It aims to in-

crease the students' understanding of world conditions with particular reference to Britain and her relations with the United States today. From a survey of the historical forces reshaping contemporary Britain, it proceeds to a study of the economic, political and social changes of the twentieth century, and to a consideration of Britain's changing position in world affairs.

Collaborating with Dr. Seibert of Western's history staff in conducting the workshop will be two instructors coming directly from England, Mr. John Cross and Mr. David Mitchell. Both are graduates of Cambridge University who, as tutors, won the high respect of Western's students in the Social Studies Seminar at Ashridge in 1951.

The workshop sessions run for 5 weeks, June 23-July 24 inclusive, and carry 5 semester hours of credit.

WORKSHOP IN ADMINISTRATIVE PROBLEMS OF SCHOOL LIBRARIES

The object of this workshop is to provide opportunity for experienced school librarians to make intensive study of one or more administrative problems of the modern school library. The workshop will extend from July 6 through July 17. Conferences, panel discussions and lectures will be held each afternoon. Students enrolling for credit will complete an individual project. Open to graduate students only and to school librarians who have had a basic course in school library administration. Two semester hours of graduate credit may be earned.

The workshop will be held in the quarters of the Department of Librarianship, but observation trips will be made to school libraries in the area. School administrators and others will be called in as resource people for lectures and conferences. Among the problems to be considered will be planning and remodeling school library quarters; the function and activities of the library in the elementary school; supervision and coordination of school library activities within a school system; personnel problems; training of student library assistants; and the role of the school library in the modern curriculum.

SPEECH CORRECTION WORKSHOP

This workshop gives a total of five semester hours of graduate credit in the following two courses: 452 Stuttering and Allied Disorders and 555 Public School Speech Correction. The course 452 Stuttering and Allied Disorders is also open to qualified upperclassmen. It is specifically designed to aid the teacher or speech therapist in working with the speech problems presented by the public schools. A group of children with articulation disorders will provide experience in demonstrated and actual therapy, and work with other speech defects will also be carried on. Daily planning sessions precede the speech therapy sessions and a post-therapy period permits immediate discussion of the techniques used. The following correlated courses are also available: 431 Education of Exceptional Children and 533 Hearing Rehabilitation.

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 and the Korean War. Counselors assist veterans in enrolling and preparing the necessary papers for securing Veterans Administration subsistence.

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

OCCUPATIONAL COUNSELING SERVICE

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

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

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

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. Spindler Hall on the east and Draper Hall on the west campus will be open. The regular dormitory rules will be relaxed for the summer session for mature women over 25 years of age, graduate women students, and those who are married. 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)	28.50

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)	$25.50
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.

ADMINISTRATIVE REGULATIONS

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

Hitch-hiking. There is to be no hitch-hiking. No college woman is to accept a ride with any person she does not know.

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.

ARCADIA BROOK CAFETERIA AND SNACK BAR

Monday through Friday only	7:00 A.M.-6:30 P.M.
Saturday	8:30-9:30, 11:30-1:00, 5:00-6:30.
Sunday	8:30-9:30, 3:00-8:00.

SHUTTLE BUS

Shuttle bus service between the east and west campuses will be in operation during the summer session at frequent intervals. The schedule for this service will be published in the *Summer Session Events,* the weekly publication of the summer session.

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: No. 1 in the Administration Building and No. 2 in the Education Building.

SERVICE TO FOREIGN STUDENTS

Students from many countries give a cosmopolitan atmosphere to Western's campus. In the regular school year of 1952-1953 more than fifty foreign students, displaced persons, and American citizens from overseas were enrolled. Among the countries represented were: France, Germany, Latvia, Poland, England, Finland, Liberia, Belgium, Hawaii, Turkey, Colombia, Canada, Austria, Venezuela, Japan, Pakistan, Iran, Holland, Nicaragua, and Hungary.

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.

Students are entitled 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 on the east campus, in the Health Service building, is open for consultation and treatment 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.

It is necessary to concentrate all of the work in the main office during the summer session; therefore, the branch office in the Administration Building will be closed.

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 95,000 volumes. Approximately 740 periodicals are currently received and of these more than 300 are bound for permanent retention.

About 1500 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 2100 phonograph records which can be used in the adjoining listening room.

In Room 208, Administration Building, the Library Annex has a seating capacity of 90. The library's holdings include 1300 books in the physical sciences, over 400 books on closed reserve for the social sciences and English, and some 400 general reference books. The library subscribes to 75 current science and to 13 general periodicals, and to 4 newspapers. The holdings include 750 volumes of bound periodicals in science. The Library Annex is also a branch of the General Library and is supervised by a member of the general library staff.

During the summer session, the General Library is open for service from 7:00 A.M. to 10:00 P.M. Mondays through Thursdays; 7:00 A.M. to 9:00 P.M. Fridays; and 8:00 A.M. to 5:00 P.M. Saturdays.

The Music Library is open from 8:00 A.M. to 4:00 P.M. Mondays through Fridays. The Library Annex is open from 8:00 A.M. to 5:00 P.M. Mondays through Fridays.

EDUCATIONAL SERVICE LIBRARY

The Educational Service Library, formerly the Textbook Library and Curriculum Bureau, Room 103, Education 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 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.

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 Division of Student Personnel and Guidance, and local psychiatrists, pediatricians, and ophthalmologists. The average case load each month has consisted of approximately fifty-two clinical, advisory, and vocational problems. Approximately 34 per cent of these cases are referred by social and relief agencies in Michigan, 35 per cent by school authorities, 18 per cent by parents and relatives, 10 per cent by other persons and organizations, and 3 per cent by private physicians.

READING LABORATORY

Individuals wishing to improve their reading skill may spend from one to two hours in the Reading Laboratory on Tuesday and Thursday of each week. The personnel of the laboratory consists of the director and three technicians. Twenty-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 22,000 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."

OFFICE OF EXTENSION AND ADULT EDUCATION

The Office of Extension and Adult Education offers educational opportunities to persons who do not participate in the regular full-time undergraduate or graduate program of the college.

Serving primarily the 16 counties of Southwestern Michigan, Western's offerings through Extension and Adult Education last year reached 17,697 persons. Of these, 4,540 represented extension class and correspondence enrollments. The remainder were contacted through adult education activi-

ties in conferences and discussion groups; through in-service education programs; and through extension course planning meetings.

A variety of courses is offered to benefit teachers in the field and the other interested adult students. Course offerings in the 16 counties are planned in committees with county superintendents, public school superintendents, and their teacher committees. Courses are offered on both the undergraduate and graduate levels. A special schedule of on-campus offerings is planned each semester for persons who can attend Saturday or evening classes.

There is also a wide variety of correspondence courses available. These may be taken for credit and applied toward the undergraduate degree within the limitations described in this bulletin on page 61.

In the field of adult education the office supplies advising services, speakers, discussion leaders, and persons qualified to handle leadership training programs. Upon request, such services are available to farm groups, labor unions, schools, church organizations, and other organizations.

In-service education programs are planned with schools, businesses, and any institutions seeking to improve personnel within the institutions. Advisory services are offered, as well as actual training programs.

For a schedule of fees, details of policy, and further information please write the Office of Extension and Adult Education.

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 wish to 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 requested.

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

CREDENTIALS SHOULD BE SENT IN ADVANCE

All prospective 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 and revised subsequently.

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 ½ or 1 unit, Solid Geometry ½ unit,
Trigonometry ½ unit, [1]Physics 1 unit

D. Science Group
Any two units selected from the following constitute a minor sequence and any three or more units constitute a major sequence.

[1]Physics 1 unit
Chemistry 1 unit
Botany 1 unit
Zoology 1 unit
Biology (Botany ½ unit and Zoology ½ 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.

Ancient History 1 unit
[2]European History 1, 1½ units, or 2 units
[3]American History ½ or 1 unit
[3]American Government ½ unit
Sociology ½ unit
[3]Economics ½ 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 of the the following constitutes a minor sequence; a total of three units of any one constitutes a major sequence.

Agriculture
[4]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.

[5]Music
[6]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.

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[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 wishes to enroll for the summer session but 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 John C. Hoekje, 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.

College authorities, school officials and boards of education desiring transcripts of records of students or graduates 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 dean of administration prepares a special form, giving full information for enrollment. A copy of this form may be obtained upon request.

Enrollment for the summer session will occur on Monday, June 22, 1953. A circular giving detailed information relative to registration may be ob-

tained at the Information Desk in the Administration Office on enrollment day.

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 receiving their degrees:

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

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

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

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

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

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

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

REGULATIONS RELATING TO EXAMINATIONS

1. A final examination is given in every course.

2. Students are required to take 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.

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

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 upperclassmen 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.*

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

First Period	7:30- 9:10	(100 minutes)
Second Period	9:30-10:20	(50 minutes)
Third Period	10:40-12:20	(100 minutes)
Fourth Period	12:40- 1:30	(50 minutes)
Fifth Period	1:50- 3:30	(100 minutes)
Sixth Period	3:50- 4:40	(50 minutes)

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

First Period	7:30-8:20	(graduates only)
	8:30-9:20	(graduates only)
Second Period	9:30-10:20	(graduates and upperclassmen)
Third Period	10:40-11:30	(graduates only)
	11:30-12:30	(graduates only)
Fourth Period	12:40-1:30	(graduates and upperclassmen)
Fifth Period	1:50-2:40	(graduates only)
	2:50-3:40	(graduates only)
Sixth Period	3:50-4:40	(graduates and upperclassmen)

EXPENSES

FEES FOR UNDERGRADUATES

Schedule of fees for the Summer Session, 1953:

	Tuition Fees		Local Fees*	Total Tuition and Fees	
	Resident	Non-Resident		Resident	Non-Resident
1-3 semester hours	$ 7.50	$15.00	$20.00	$27.50	$35.00
4-6 semester hours	15.00	30.00	20.00	35.00	50.00
7-9 semester hours	22.50	45.00	20.00	42.50	65.00

*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.

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.

Late Enrollment Fee

By action of the State Board of Education all students who enroll after the established registration 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

SUMMER SESSION

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

1. A student who withdraws seven calendar days or less after the last official registration day will be entitled to a refund of 90% of the total paid.
2. No refund will be granted if the student withdraws after the seventh calendar day after the last official registration day of the summer session.
3. No refunds will be granted unless applied for by the 14th day after the last official registration day of the term in which the student withdraws.
4. 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.
5. Refunds are not automatic upon withdrawal from college but must be applied for at the Business Office within the prescribed time limits.

ESTIMATE OF EXPENSE

An estimate of expenses for the Summer Session may be formed from the following table:

Room (one-half of a double room)	$ 25.50	to	$ 36.00
Board	60.00	to	84.00
Laundry	0.00	to	15.00
Textbooks and Supplies	15.00	to	25.00
Incidentals	12.00	to	24.00
Tuition and Fees	27.50	to	45.00
Total for 6 weeks	$140.00	to	$229.00

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 and 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 literature, modern language and literature, certain courses as indicated in the Departments of Librarianship and Speech.

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

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

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

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

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

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

DEGREES DEFINED

BACHELOR OF ARTS (WITH OR WITHOUT TEACHING CERTIFICATE)

The student who regularly completes a curriculum conforming to the degree requirements and embracing at least 70 semester hours from Groups I, II, and III, including at least 8 semester hours in one foreign language, is eligible for the degree of Bachelor of Arts. If two or more units of one

foreign language are presented for entrance, the requirements for foreign language may be waived.

BACHELOR OF BUSINESS ADMINISTRATION

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

BACHELOR OF SCIENCE (WITH OR WITHOUT TEACHING CERTIFICATE)

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

REQUIREMENTS

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

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

2. *Bachelor's Degree and State Elementary Provisional Certificate.* The academic training shall include four minors, or a major (may be a group

major) and two minors. The equivalent of two minors must be in subjects or subject fields taught in the elementary grades.

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

REGULATIONS AND SUGGESTIONS

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

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

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

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

II. TEACHING CERTIFICATES

The following types of teaching certificates are granted:

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

1. State Elementary Provisional Certificate

   a. This certificate qualifies the holder to teach for a period of five years from date of issue in the elementary grades (kindergarten to eighth) in any public school in Michigan.

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

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

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

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

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

   d. For procedure for permanent certification see page 65.

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 page 65.

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 "Directions to Holders of Limited Certificates Based on the Michigan Teachers' Certification Code," on page 66.
   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 Sciences 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-

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-curricula 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.

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. The department offers a definite curriculum leading to the professional degree of B.B.A., which may be completed at Western.

Students interested in pursuing, during their freshman and sophomore years, the pre-professional curriculum for the purpose of 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 to those schools 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

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

The required courses in this curriculum provide for a social science major of 32 to 35 semester hours and a minor in social work of 18 semester hours. Some 45 semester hours of elective courses are allowed. These electives should be used primarily to fulfill the requirements for the general degree and to strengthen the general education of the student. To meet the need of certain students for special skill, however, some elections from such tool subjects as the following may well be considered. Elementary Typewriting 101A, Home and Its Management 222, Economics of Consumption 223, Community Recreation, Scouting, and Campfire 276, Laboratory and Psychological Testing 302, Clinical Psychology 309, Human Genetics 306, and Labor Problems 325A, B. Some students in their senior year may find it

advisable also to elect some of the more specialized courses in social work offered in the Graduate Division.

MUSIC

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 B.B.A. 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 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 services 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.

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 mold 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

ADMINISTRATIVE OFFICERS

Elmer H. Wilds, Ed.D., Director of the Graduate Division
Margaret T. Mabie, A.B., Secretary of the Graduate Division
George G. Mallinson, Ph.D., Chairman of Graduate Advisers

ADVISORY COUNCIL

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Charles H. Butler
Elwyn F. Carter
Mitchell J. Gary
James H. Griggs
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Margaret T. Mabie, Secretary
George G. Mallinson,
Chairman of Graduate Advisers
Paul V. Sangren, *Ex Officio*

FACULTY

RACHEL ACREE, A.M., Associate Professor of Home Economics
ELMER R. BELOOF, Ed.D., Associate Professor of Music
WILLIAM J. BERRY, Ph.D., Professor of Geography and Geology
HENRY J. BEUKEMA, A.M., Assistant Professor of Industrial Arts
HOWARD F. BIGELOW, A.M., Associate Professor of Economics
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ELWYN F. CARTER, ED.D., Professor of Music
HOMER L. J. CARTER, A.M., Professor of Education
CLARA R. CHIARA, Ph.D., Professor of Education
HOWARD D. CORBUS, M.S., Associate Professor of Agriculture
JOHN CROSS, A.M., Visiting Professor of Social Science
GEORGE G. DALES, A.M., Associate Professor of Physical Education for Men
HERBERT E. ELLINGER, A.M., Assistant Professor of Vocational Education
MANLEY M. ELLIS, Ph.D., Professor of Education
FRANK A. FATZINGER, Ph.D., Assistant Professor of Psychology
WENDALL B. FIDLER, Ed.M., Associate Professor of Distributive Education
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 for Men
JOSEPH W. GIACHINO, Ed.D., Professor of Vocational Education
JOHN W. GILL, A.M., Associate Professor of Physical Education for Men
LOUIS A. GOVATOS, Ph.D., Associate Professor of Education
JAMES H. GRIGGS, Ed.D., Professor of Education

D. J. Heathcote, A.M., Visiting Professor of Education
H. Glenn Henderson, Associate Professor of Music
Joseph T. Hoy, M.S., Associate Professor of Physical Education for Men
Hannah Hunt, B.L.S., Visiting Professor of Librarianship
Roy E. Joyce, M.S., Associate Professor of Biology
John G. Kemper, A.M., Assistant Professor of Art
Rosalia A. Kiss, B.S., Assistant Professor of Occupational Therapy
George E. Kohrman, Ed.D., Professor of Vocational Education
Stanley Kuffel, Ed.D., Professor of Psychology
Alice Louise LeFevre, M.S., Professor of Librarianship
Robert M. Limpus, Ph.D., Professor of English
M. Dezena Loutzenhiser, A.M., Assistant Professor of English
Jean E. Lowrie, B.S.L.S., Assistant Professor of Librarianship
Dorothy J. McGinnis, A.M., Assistant Professor of Psychology
Margaret E. Macmillan, Ph.D., Associate Professor of History
Charles H. Maher, A.M., Associate Professor of Physical Education for Men
George G. Mallinson, Ph.D., Professor of Education
Jerome G. Manis, A.M., Assistant Professor of Sociology
Walter G. Marburger, M.S., Professor of Physics
Helen E. Master, A.M., Associate Professor of English
Holon Matthews, Ph.D., Professor of Music
Leonard V. Meretta, M.M., Associate Professor of Music
David Mitchell, A.B., Visiting Professor of Social Science
Howard A. Mowen, A.M., Assistant Professor of History
Louis C. Nanassy, Ed.D., Visiting Professor of Business Studies
Charles S. Nichols, A.M., Associate Professor of Industrial Arts
Loy Norrix, Ph.D., Professor of Education
Marguerite Patton, A.M., Assistant Professor of Business Studies
Herman Peters, Ph.D., Visiting Professor of Education
Joseph K. Peterson, A.M., Associate Professor of Mathematics
Jack E. Petoskey, A.M., Associate Professor of Physical Education for Men
John H. Plough, A.M., Assistant Professor of Industrial Arts
Jay Pylman, Ph.D., Visiting Professor of Education
Sophia Reed, A.M., Professor of Home Economics
Edward E. Reynolds, M.S., Assistant Professor of Biology
Conway C. Sams, A.M., Associate Professor of Mathematics
Avis L. Sebaly, Ph.D., Associate Professor of Education
Russell H. Seibert, Ph.D., Professor of History
Joseph E. Sheehan, Ph.D., Visiting Professor of Speech
Lydia Siedschlag, A.M., Professor of Art
Thomas C. Slaughter, A.M., Associate Professor of Physical Education for Men
Charles A. Smith, A.M., Associate Professor of English
Carl B. Snow, A.M., Associate Professor of Education

OPAL STAMM, A.M., Assistant Professor of Home Economics
CHARLES R. STARRING, A.M., Associate Professor of History
MATHILDE STECKELBERG, A.M., Associate Professor of Languages
LEO C. STINE, PhD., Associate Professor of Political Science
SARA RUTH SWICKARD, Ph.D., Associate Professor of Education
ALFRED R. THEA, M.S., Visiting Professor of Education
EUGENE S. THOMAS, A.M., Visiting Professor of Education
ROBERT B. TRADER, M.S., Assistant Professor of Business Studies
ADRIAN TRIMPE, A.M., Associate Professor of Distributive Education
ELMER C. WEAVER, A.M., Professor of Industrial Arts
ROBERT B. WETNIGHT, PH.B., Associate Professor of Business Studies
CRYSTAL WORNER, A.M., Associate Professor of Physical Education for Women

GRADUATE DIVISION
WESTERN MICHIGAN COLLEGE OF EDUCATION

General Statement

Graduate instruction has been given at Western Michigan College of Education since February, 1939, under a cooperative arrangement with the University of Michigan. The Board of Regents of the University of Michigan at their 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 three Michigan Teachers Colleges (as they were known at that time) and Michigan State Normal College in planning a program of graduate instruction. According to this action, a Graduate Division, organized and administered as an extra-mural unit of the Horace H. Rackham School of Graduate Studies, was set up at each of the four colleges.

On October 12, 1951, the State Board of Education approved the proposal of the Presidents of the Colleges of Education to set up independent graduate divisions in each of the four colleges to offer graduate curricula in all areas involved in the preparation of teachers, administrators and supervisors for the public schools of Michigan as soon as each college felt that it was desirable and possible to do so. The State Board authorized the Colleges of Education to grant the master's degree with specialization in Education to those completing such a program under the rules, regulations and procedures adopted by each institution and approved by the State Board of Education. Western Michigan College of Education in October, 1951, decided to inaugurate its own graduate program at the beginning of the fall semester of 1952 as permitted by this State Board action.

The major purposes of the graduate program at Western Michigan College of Education are:

1. to increase the effectiveness of elementary and secondary school teachers in present and future positions.

2. to prepare teachers for supervisory, administrative, and guidance positions.

3. to prepare curriculum coordinators, school librarians, and teachers of special education.

4. to improve abilities of school people in human relations with pupils, teachers, supervisors, administrators, and the general public.

5. to develop ability of school people to evaluate and use results of research in practical situations.

Administration

The Graduate Division is administered by a Director and a Graduate Council of nine members, each appointed for a term of three years with the Director acting as Chairman and the President of the College as a member ex-officio.

Admission to Enroll

Admission to enroll in graduate courses will be granted to those students who present evidence that they have received the bachelor's degree from an accredited college whose requirements for the degree are on as high a scholastic level as those maintained by Western Michigan College of Education.

A graduate from a non-accredited college may be admitted to take up to six hours of graduate work with a review of his status after he has taken these six hours. Any student from Western Michigan College of Education who is within six hours of receiving his bachelor's degree may be admitted to enroll in up to six hours of graduate credit during the last semester before receiving his degree.

Admission to Candidacy for the Master's Degree

A student may apply for admission to candidacy for the degree only after the completion of at least ten semester hours of graduate work with an average grade of B.

At the time he applies for candidacy he must present references testifying to his success in teaching or promise of success.

A candidate must present at least fifteen hours of undergraduate credit in education courses or the equivalent.

A candidate must show evidence of personal qualities essential to the teaching profession and an ability to use the English language effectively before being admitted.

At the time of his application for candidacy, a candidate must submit a program of study approved by his curriculum adviser.

Students who have been admitted to the Horace H. Rackham School of Graduate Studies under the cooperative plan before the fall semester of 1952 shall be automatically admitted to candidacy for the master's degree.

Transfer Credit

After the student has been admitted to candidacy for the degree, a total of six hours of satisfactory work taken at other approved institutions, for

which such institutions grant graduate credit, may be transferred to a master's degree program in the Graduate Division of Western Michigan College of Education, provided such courses are approved by the Curriculum Adviser as a part of the student's program of studies. The student must ask that a transcript of such credits be sent by the institution to the Director of the Graduate Division and then request that the Graduate Division apply the credit to the degree.

Extension Credit

A total of twelve hours of satisfactory graduate work taken through the Extension Division of Western Michigan College of Education may be counted toward the requirements for a degree, provided such courses are approved by the student's Curriculum Adviser as a part of the student's program of studies.

Requirements for the Degree

The Graduate Division will require a minimum of thirty hours of graduate work with an average mark of B for a master's degree with a thesis being optional and not to count for more than six hours in the thirty-hour program. The degree granted will be designated as the "Master of Arts."

All students will be required to complete one of the outlined curricula which have been set up as leading to the degree. The details of these curricula have been set up in terms of the vocational objectives of those preparing for types of educational service such as: Elementary Teaching; Elementary Administration and Supervision; Teaching in the Fields of Art, Business Education, Distributive Education, Home Economics, Industrial Education, Literature and Language, Music, Occupational Therapy, Physical Education, Science and Mathematics, Social Science, and Speech Education; Guidance; Special Education; School Librarianship; Curriculum Development and Coordination; Secondary Administration and Supervision; and General Administration and Supervision.

At least fifteen hours must be earned in courses restricted to graduate students.

A minimum of eighteen hours must be taken in on-campus resident credit from the Graduate Division, leaving twelve hours that may be taken through (1) off-campus courses offered by the Western Michigan Extension Division or (2) up to six hours of advanced credit transferred from another approved institution.

All credits earned by the student before September, 1952, under the cooperative arrangements with the University of Michigan will be transferred automatically to Western Michigan College of Education, but the student must assume the responsibility of submitting transcripts of such work not taken through the Graduate Division of Western Michigan College of Education. Students who have started a program of work under the cooperative plan before September, 1952, may, if they desire, complete the required thirty hours for the degree by taking courses recommended under the University sequences.

No student will be granted the degree unless he has been enrolled for at least two semester hours of credit in the Graduate Division of Western Michigan College of Education after September, 1952.

Diploma Application

Before the degree is awarded, the student must fill out the diploma application blank in the Graduate Office. *The diploma application must be filed by those expecting to graduate during the summer session by the end of the second week of the session.*

Registration

Registration for the summer session in the Graduate Division will be on Saturday, June 20, and Monday, June 22, from 8 to 12 A.M., and from 1 to 4 P.M. Registration will take place in the Graduate Division Offices in the Administration Building, under the direction of the Registrar.

Classes for the summer session will begin on Tuesday, June 23, and will continue through Friday, July 31. Most graduate courses giving two hours of credit meet one hour a day, five days a week, Monday through Friday. The student should consult the Schedule of Classes for instructors, hours, and places of meeting. Prerequisites for a course should be carefully determined by the student before enrolling in a course. Generally speaking, prerequisites for courses are, in addition to graduation from a four-year curriculum in an accepted college or university, one year of college work in the field of the subject elected. In some cases, courses may require specific prerequisites or an amount of prerequisite credit in excess of the general requirement.

All enrollments should be completed by the beginning of classes, Tuesday, June 23. Any necessary changes in enrollment must have been made by the end of the first complete week of the summer session. Permission to drop a course or to change enrollment must be secured from the Director of the Graduate Division.

Living Expenses

All questions regarding room, board, and other living expenses should be addressed to the Dean of Men or Dean of Women, Western Michigan College of Education, Kalamazoo, Michigan.

Tuition and Fees

Graduate students will be charged fees as follows:

Sem. Hrs.	Tuition Fees		Local Fees*	Total	
	Resident	Non-Res.		Resident	Non-Res.
1-3	$ 7.50	$15.00	$20.00	$27.50	$35.00
4-6	15.00	30.00	25.00	40.00	55.00

*These local fees are collected each semester for the general maintenance of the Graduate Division Office and the graduate student's share of the support of such activities as athletics, health service, student union, library, departmental laboratories, graduation, etc.

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.

Refunds

1. Refunds are not automatic upon withdrawal from graduate classes but must be applied for at the Graduate Office within the prescribed time limits.

2. A 90% refund will be granted to a student who withdraws not more than one week after the beginning of the summer session.

3. No refunds will be granted after the first week of the summer session.

COURSES OFFERED

Summer 1953

Agriculture	410	Agriculture in Michigan	Corbus
Art	414	Advanced Commercial Art	Kemper
Biology	400E	Recent Advances in Biological Science	Reynolds
	414	Materials for School Health Education	Joyce
Business Studies	412	Income Tax Accounting	Wetnight
	439	Advanced Salesmanship	Trader
	440	Office Management	Patton
	442	Advanced Advertising	Trader
	501	Principles of Business Education	Nanassy
Distributive Education	400A	Store Laboratory Experience	Fidler
	400B	Store Laboratory Experience	Fidler
	410	Organization and Operation of Distributive Education	Trimpe
	425	Instructional Materials in Distributive Education	Trimpe
	430	Coordination Techniques in Distributive Education	Fidler
	500A	Problems in Distributive Education	Trimpe
	500B	Problems in Distributive Education	Trimpe
Economics	424	International Economics	Carlson
	425	Consumption and Standards of Living	Bigelow
	426	Business and Government	Carlson
Education	410	Parent Education	Govatos
	411B	The Elementary Curriculum	Griggs
	430	Educational Therapy in Reading	Carter
	431	Education of Exceptional Children	Thea
	436	Mental Hygiene of Childhood and Adolescence	Ellis

	438	Audio-Visual Education	Snow
	480	Introduction to Guidance Services	Peters
	482	Occupational Information for Counselors and Teachers	Kohrman
	501	Educational Research	Mallinson
	502	The School Curriculum	Frederick
	503	Foundations of American Education	Sebaly
	504	Educational Psychology	Ellis
	512	Guiding Child Development in the Elementary School	Swickard
	514	Elementary School Administration	Norrix
	520	Improvement of Teaching in Secondary Schools	Chiara
	522	Core Programs in Secondary Schools	Chiara
	524	Administration of Secondary Schools	Bryan
	525	High School Supervision	Thomas
	533	Hearing Rehabilitation	Thea
	560	Principles of Educational Administration	Heathcote
	566	Workshop in Educational Administration	Pylman and Siedschlag
	570	Directed Teaching	Griggs
	581	Interpretation and Use of Tests in Guidance	Peters
	600	Thesis in Education	Staff
	601	Special Individual Studies	Staff
English	401	Teaching of Secondary English	Loutzenhiser
	403	Source Material for Literature in the Elementary Grades	Master
	408	Elizabethan Tragedy	Smith
	425	Modern English Grammar	Limpus
	522	The American Character and Society in American Literature	Limpus
Geography	411	Historical Geography of North America	Berry
History	409	Europe: 1925 to Present	Mowen
	513	Studies in Michigan History	Starring
Home Economics	403	Recent Trends in Textiles	Stamm
	439	Consumer Buying	Acree
	500	Supervision of Home Economics	Reed
Industrial Arts	400	Problems in Metalworking	Weaver
	405	Problems in Woodworking	Nichols
	407	Furniture Construction	Nichols
	410	Problems in Electricity	Plough
	416	Advanced Problems in Graphic Arts	Brink
	420	Advanced Drafting Practices	Beukema

Languages	442	Modern Language Instruction	Steckelberg
Librarianship	402	Reading Interest of Youth	Hunt
	405	Curriculum Enrichment Materials	Lowrie
	561	Workshop in Administrative Problems of School Libraries	LeFevre
Mathematics	401	Teaching of Secondary Mathematics	Sams
	411	History of Mathematics	Peterson
	473	Introduction to Statistical Theory	Sams
Music	403	Psychology of Music Education	Beloof
	460	Workshop in Special Problems	Staff
	507	Opera and Oratorio	Matthews
	509	Band Techniques and Organization	Meretta
	560	Seminar in Music Education	Carter
	615-688	Individual Instruction in Applied Music	Applied Music Staff
Occupational Therapy	425	Ceramics and Jewelry	Kiss
Physical Education for Men	401	Curriculum Planning in Physical Education	Petoskey
	501	Current Studies in the Administration of Physical Education	Gary
	502	Community Recreation	Slaughter
	503	Camp Administration	Slaughter
	504A, B, C, D	Advanced Techniques in the Coaching of Athletics	Gill, Hoy, Maher, Dales
Physical Education for Women	550	Problems and Trends in Physical Education	Worner
Physics	501E	Modern Advances in Physical Science	Marburger
Political Science	452	Governments and Problems of the Far East	Stine
	471	Problems of Public Administration	Stine
Psychology	406	Vocational Psychology	Kuffel
	407	Mental Testing	McGinnis
	408	Survey of Personnel Psychology	Fatzinger
Science Div.	571	The Teaching of Science	Mallinson
Social Science Division	400	Teaching of the Social Studies	Macmillan
	401	Workshop on Contemporary Britain and Anglo-American Relations	Cross, Mitchell, Seibert
Sociology	442	Social Pathology and Personal Deviation	Manis
Speech	409	Persuasion	C. Brown
	442	Teachers' Workshop in Radio	Garneau
	452	Stuttering and Allied Disorders	Sheehan
	555	Public School Speech Correction	Sheehan
Vocational Div.	470	Principles of Practical Arts and Vocational Education	Kohrman

Vocational-Industrial and Technical Education	422	Automotive Transportation Workshop	Ellinger
	472	Course Planning and Construction	Giachino
	477	Welding for Teachers	Ellinger
	575	Curriculum Construction in Industrial Arts and Vocational Education	Giachino

DESCRIPTION OF COURSES*

	Pages
Agriculture	102
Art	90
Biology	104–105
Business Studies	121–123
Chemistry	105–106
Directed Teaching	118–119
Distributive Education	123–124
Economics	110–111
Education	115–119
English	94– 95
Geography and Geology	106–107
History	111–112
Home Economics	124–125
Industrial Arts	125–127
Languages	96
Librarianship	119–120
Mathematics	107–108
Music	91– 93
Occupational Therapy	93
Physical Education for Men	98–100
Physical Education for Women	100–101
Physics	108–109
Political Science	112–113
Psychology	109
Rural Life and Education	102–103
Science Division	104
Social Science Division	110
Sociology	113–114
Speech	96– 97
Vocational Division	121
Vocational-Industrial and Technical Education	127–128

*For information regarding the significance of course numbers and credit for courses see page 54.

DIVISION OF FINE ARTS

Lydia Liedschlag, 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 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*.

ART

HARRY S. HEFNER JOHN G. KEMPER

ELAINE L. STEVENSON

105 Elementary Design

A fundamental course in art, developing design and color theory through problems in various media. Mr. Kemper. Three semester hours.

106 Art Structure

A course giving drawing experience, lettering, figure, color, and design. Miss Stevenson. Three semester hours.

107 Illustrative Handwork

An elementary craft course with manual problems related to interests in the primary grades. Mr. Hefner. 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. Miss Stevenson. Three semester hours.

212 Handicraft

Includes problems in screen painting, metal, wood, leather tooling, and other handwork. Emphasis on technique. Prerequisite: Art Structure 106, Industrial Art 110, or consent of instructor. A fee of two dollars will be charged for materials. Mr. Hefner. Three semester hours.

Open to Upperclassmen and Graduates

414 Advanced Commercial Art

A course with emphasis on typographic layout, booklet design, letterheads, mailing pieces, packaging and display design, school annuals, newspaper layout, posters and programs. Mr. Kemper. Three semester hours.

MUSIC

ELMER R. BELOOF
ELWYN F. CARTER
MARCELLA FAUSTMAN
JACK FREY
H. GLENN HENDERSON
DANIEL A. KYSER
HOLON MATTHEWS
LEONARD V. MERETTA
JULIUS STULBERG

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. This course is a continuation of 107A. Dr. Matthews. Two semester hours.

109 Rural School Music Methods and Materials

This course consists of sight reading of unison songs, introduction of part singing, organization of music work in the school and the community. The importance and value of music in the life of school and community are emphasized; materials for the school music program, community singing, and recreation are considered. Mrs. Faustman. Three 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. Mr. Stulberg. 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.) Mr. Meretta. 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. Mr. Frey. One semester hour.

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. Mr. Kyser and Mr. Stulberg. Three semester hours.

301A Junior High School Methods and Materials

This course involves a study of the place of music in the education of adolescent youth, the changing voice, voice testing and classification, sing-

ing 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. Mr. Frey. 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. Dr. Matthews. Three semester hours.

Individual Instruction

Individual instruction in Applied Music, such as Woodwind Instruments, Brass Instruments, String Instruments, Piano, Organ, and Voice, 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 Upperclassmen and Graduates

403 Psychology of Music Education

The purpose of this course is to develop understanding of such problems as: differences in musical ability, various music tests, attitudes toward music and behavior in musical organizations. Materials for the course are largely drawn from Educational Psychology. Dr. Beloof. Two semester hours.

460 Workshop in Special Problems

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

Open to Graduates

507 Opera and Oratorio

A course designed to give the graduate student the historical and appreciative background into two of the great vocal forms of music from the 17th century to the present. Style and analysis to be considered. Dr. Matthews. Two semester hours.

509 Band Techniques and Organization

A study of the organization of the school instrumental program. Rehearsal techniques. Survey of band literature. Analysis and discussion of the problems of the instrumental teacher. Mr. Meretta. Two semester hours.

560 Seminar in Music Education

Each participant will be expected to develop a project which is of interest to him, but each project will be subject to group discussion, review and analysis. The lectures and reading will be of a general nature referring to the whole field of Music Education. Dr. Carter. Two semester hours.

615-688 Individual Instruction in Applied Music

Individual instruction in Applied Music, such as Woodwind Instruments, Brass Instruments, String Instruments, Piano, Organ, and Voice, can be elected for graduate credit by any qualified graduate student. Such elected study is granted two semester hours in the student's major performance medium or one semester hour in his secondary performance medium. A total of not more than four semester hours in the major performance area and not more than two semester hours in a secondary performance may be applied on the master's degree. The Applied Music Staff. One or two semester hours.

OCCUPATIONAL THERAPY

ROSALIA A. KISS

216A Kinesiology

A basic study of the muscles of the body, classified as to joint motion. Each muscle studied according to origin, insertion and action. This study accompanied by a review of the skeletal and nervous systems and basic terminology of kinesiology. Prerequisite: Anatomy 211A and Physiology 211B. Miss Kiss. Two semester hours.

Open to Upperclassmen and Graduates

425 Ceramics and Jewelry

A course dealing with the fundamentals of work in clay and other media, together with the designing and construction of jewelry in silver and other metals, and wood. Miss Kiss. Two 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
HELEN E. MASTER
LUCILLE A. NOBBS
HELEN G. SELLERS
CHARLES A. SMITH

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. Miss Anton. Three semester hours.

106B Rhetoric

A continuation of 106A. Miss Sellers. Three semester hours.

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. Miss Master. Three semester hours.

207A Great English Writers

Emphasis is placed on the study of Chaucer, Shakespeare's *Henry IV*, Part 1, *Twelfth Night*, Milton's *Paradise Lost*, and Boswell's *Johnson*. 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. Miss Nobbs. Two semester hours.

313 English Novel

A study of the technique of the novel and its development in England from Defoe to Hardy. Miss Loutzenhiser. Three semester hours.

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. Miss Anton. Two semester hours.

322 American Literature

This course is intended for juniors and seniors who have not taken English 221A, B. (This course cannot be counted for credit together with courses 221A, B.) Miss Nobbs. Three semester hours.

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 of all minors except in the Elementary Curriculum. Mr. Smith. Two semester hours.

Open to Upperclassmen and Graduates

401 Teaching of Secondary English

A course in the selection and methods of presentation of literature in the high school. Miss Loutzenhiser. Two semester hours.

403 Source Material for Literature in the Elementary Grades

The course aims to acquaint the student with information about books and materials for children's literature as well as critical and historical literature of the subject, children's magazines, records of literature of childhood and similar materials. Prerequisite: Literature for Children 203. Miss Master. Two semester hours.

408 Elizabethan Tragedy

A study of the rise of English tragedy, its theories and variations, together with a detailed study of plays by Kyd, Marlowe, and Webster, as well as Shakespeare's *Othello*. Mr. Smith. Two semester hours.

425 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. Dr. Limpus. Two semester hours.

Open to Graduates

522 The American Character and Society in American Literature, 1850-1950

A history of the representation of American character and of the institutions of American society in American literature (1850-1950) by such major authors as Thoreau, Hawthorne, Melville, Whitman, Twain, James, Norris, Crane, Dresser, Mencken, Lewis, Hemingway, Dos Passos, Steinbeck. Dr. Limpus. Two semester hours.

LANGUAGES

MATHILDE STECKELBERG 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 wish 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 attainment in reading. Miss Steckelberg. Four semester hours.

100A Elementary Spanish

This course aims to give the student an understanding of the structure of the Spanish language and some facility in speaking, writing and reading it. Miss Windsor. Four semester hours.

100B Elementary French

This is a continuation of French 100A. Work in oral comprehension, pronunciation, basic grammar, reading, and conversation receives attention. Miss Windsor. Four semester hours.

Open to Graduates and Upperclassmen

442 Modern Language Instruction

This is a course for teachers of French, German, or Spanish in the high school and grades. Problems common to all three will be considered. The basis for the course will be psychological principles underlying language learning, an evaluation based on them of current methodology, and a critical survey of cultural materials in the three civilizations, suitable for present-day school use. Miss Steckelberg. Two semester hours.

SPEECH

CHARLES T. BROWN WALLACE L. GARNEAU
CLARA N. BUSH JOSEPH E. SHEEHAN

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. Miss Bush, Dr. C. 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. Miss Bush. Three semester hours.

Open to Upperclassmen and Graduates

409 Persuasion

There are two aspects of the course, skills and content. Speech skills are developed by the presentation of studies in persuasion, by participation in discussion and by criticism of both. The content of the course is the psychological theories and experimentation in motives and theories in persuasion ethics. Recommended particularly to teachers, pre-ministerial, pre-law, and business students. Dr. C. Brown. Three semester hours.

442 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. Mr. Garneau. Four semester hours.

452 Stuttering and Allied Disorders

This course is designed to provide the student with more detailed knowledge of the nature, causes, development, and treatment of the more serious speech disorders. The literature of stuttering, cleft palate, deaf and aphasic individuals will be surveyed, and the various methods of treating these disorders will be described in detail. Case studies and presentation will be provided. Prerequisite: Principles of Speech Correction 251. Dr. Sheehan. Three semester hours.

Open to Graduates

555 Public School Speech Correction

This course deals with the organization and administration of speech therapy in the public schools. Problems of examination, certification, scheduling, inter-departmental relationships, parent and teacher education, techniques of group therapy, individual therapy, speech improvement methods for the elementary grades, and the philosophy of public school speech correction. Dr. Sheehan. Two semester hours.

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

George G. Dales
Mitchell J. Gary
John W. Gill
Joseph T. Hoy
Charles H. Maher
Jack E. Petoskey
Thomas C. Slaughter
Raymond F. Sorenson

101 Fundamentals and Techniques of Tennis

Designed for students interested in the teaching of tennis. The course will involve practice in the fundamental strokes, instruction in rules and nomenclature, practice in methods for the teaching of tennis to individuals or groups. If the student desires, the course may be applied toward general physical education credit. Mr. Sorenson. One semester hour.

203A General Physical Education

Activities of this course are designed to meet the physical needs of college sophomores with emphasis on participation in the sports in season with advanced work in gymnastics and tumbling. Mr. Maher. One semester hour.

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. 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. Mr. Dales. Two 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. Mr. Sorensen. One semester hour.

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. Mr. Sorenson. Three semester hours.

Open to Upperclassmen and Graduates

401 Curriculum Planning in Physical Education

A study and evaluation of present-day trends in secondary physical education for boys. A discussion of principles and procedures for curriculum construction and criteria for selection of activities and judging of outcomes. Individual projects will be developed. Mr. Petoskey. Two semester hours.

Open to Graduates

501 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. Mr. Gary. Two semester hours.

502 Community Recreation

Course considers problems in community recreation. The essential elements pertaining to leadership, areas, facilities, program, activities and methods of organization and administration are considered. A study is made of outstanding programs in operation. Recreation material is surveyed. Mr. Slaughter. Two semester hours.

503 Camp Administration

The organization and administration of camps; their program requirements and standards. Consideration is given to philosophy and objectives, personal skills in camp activities and methods of teaching them. Excursions are taken out-of-doors in cook outs; overnight hikes. Weekend camping will be experienced. Visits will be made to camps operating in this vicinity. Mr. Slaughter. Two semester hours.

504A, B, C, D Advanced Techniques in the Coaching of Athletics

The course will consider problems in the coaching of fundamentals, the organization of practice periods, and offensive and defensive strategy. Prerequisite: Either coaching experience or completion of an undergraduate course in the sport concerned.

504A Football 1 semester hour. Mr. Gill.
504B Basketball 1 semester hour. Mr. Hoy.
504C Baseball 1 semester hour. Mr. Maher.

504D Track 1 semester hour. Mr. Dales.

504A and 504B are offered during the first three weeks of the summer session.

504C and 504D are offered during the second three weeks of the summer session.

Either 504A or 504B and 504C or 504D may be completed during one summer session.

PHYSICAL EDUCATION FOR WOMEN

MARGIE J. MINER CRYSTAL WORNER

JEAN SMITH

101 Square Dancing

Miss Smith. One-third semester hour.

108 Restricted Physical Education

A course in modified sports and recreation activities for students with physical limitations. Miss Smith. One-third semester.

110 Swimming

Swimming, diving, and life-saving. Prerequisite: Physical Education 100. Miss Miner. One-third semester hour.

113 Tennis

Prerequisite: Physical Education 100. Miss Smith. One-third semester hour.

118 Archery

Prerequisite: Physical Education 100. Miss Smith. One-third semester hour.

120 Badminton

Prerequisite: Physical Education 100. Miss Miner. One-third semester hour.

122 Social Dancing

Miss Smith. 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. 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. Miss Smith. Two-thirds semester hour.

Open to Graduates

550 Problems and Trends in Physical Education

Deals with modern trends and with instructional and supervisory problems involved in conducting an effective program of physical education. Critical appraisal of present practices. Miss Worner. Two semester hours.

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*.

AGRICULTURE

HOWARD D. CORBUS

105 Rural School Agriculture

A course designed to present to prospective rural school teachers as much information and materials as time permits concerning the environment surrounding representative rural schools. Consideration is given to the amounts and sources of cash used to support family and school costs in farming areas. Mr. Corbus. Three semester hours.

301 Land Use and Soil Conservation

This course is aimed at establishing an understanding of the movement promoting better use of the various types of land, and the recommended practices for conserving the productivities of these lands. Mr. Corbus. Three semester hours.

Open to Upperclassmen and Graduates

410 Agriculture in Michigan

This course includes a survey of Michigan agricultural production, the areas, volume and types of production and the marketing systems in operation. The place of Michigan agriculture in national and international production is included. There will also be a survey of the different types of education in Agriculture at the various grade levels in Michigan

Mr. Corbus. Two semester hours.

RURAL LIFE AND EDUCATION

JAMES O. ANSEL WM. MCKINLEY ROBINSON

140 Curriculum

A study of the objectives of education relating to rural children and rural needs, and curriculum practices in carrying out the objectives. Students have a wide range of experience in observation and in the examination and development of materials suitable for rural schools. 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. Dr. Ansel, Dr. Robinson. Two semester hours.

340 Rural School Administration

Problems met by teachers in rural schools are considered, such as district reorganization, community schools, public relations, support and control, county superintendent, state department, school plant, equipment and supplies, school law, professional ethics. Dr. Robinson. Three 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. Dr. Ansel, Dr. Robinson. 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. Prerequisite: consent of instructor. Dr. Ansel, Dr. Robinson. Two semester hours.

DIVISION OF SCIENCE AND MATHEMATICS

William J. Berry, 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*.

Open to Graduates

571 The Teaching of Science

Analyzes and evaluates the objectives of science as a high-school subject and considers modern practices with respect to such topics as classroom method, motivation, laboratory work, directed study, and like problems. Dr. Mallinson. Two semester hours.

BIOLOGY

Roy E. Joyce — Myrtle M. Powers

Edward E. Reynolds

100A General Biology

This and the following course cover the field of biology and serve as a foundation for the advanced courses. This course includes a study of the cell and protoplasm, unicellular organisms, and the animals groups in the order of advancing complexity. Mr. Joyce. Four semester hours.

112 Healthful Living

A study of the principles underlying sound health practices. Factors in the causation, prevention, and the control of disease are considered, and some attention is given to mental and social hygiene. Miss Powers. Two semester hours.

211A Anatomy

A study of the gross and microscopic structure of the vertebrates with special reference to man. In the laboratory the cat is dissected in detail. Prerequisite: 100A, B or equivalent. Mr. Reynolds. Four semester hours.

231A Nature Study

The development of ability to interpret natural phenomena with scientific accuracy and to gain an understanding and appreciation of the relationships of life forms to each other and their environment. Topics receiving special emphasis are flowering and nonflowering plants, insects, spiders,

winter birds, mammals, and astronomy. Field trips are part of the scheduled work. Miss Powers. Four semester hours.

Open to Upperclassmen and Graduates

400E Recent Advances in Biological Science

A unit of a three-course group (with Teaching of Science and Recent Advances in Physical Science) designed particularly to aid high school teachers in keeping abreast of developments in the biological field. Mr. Reynolds. Two semester hours.

414 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. Mr. Joyce. Two semester hours.

CHEMISTRY

ROBERT T. ELIAS LAWRENCE G. KNOWLTON

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. Dr. Knowlton. Four semester hours.

101B General Chemistry

A continuation of course 101A. Prerequisite: General Chemistry 101A. Dr. Knowlton. 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. 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. 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. Dr. Osborn. 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. Mr. Elias. 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. Mr. Elias. Two semester hours.

331 Summer Mill Practice

Course 331 is optional for students who receive credit for courses 131 and 231. Mr. Elias. Two semester hours.

GEOGRAPHY AND GEOLOGY

WILLIAM J. BERRY MARGUERITE LOGAN

206 United States and Canada

Study of areal differentiation in Anglo-America and of present-day problems, with emphasis upon occupational crises in selected regions. Prerequisite: Geography 105A or Geography 305. Dr. Berry. Three semester hours.

207 Europe

Course discloses the ways man has adjusted his economic, political, and social life to the natural environmental conditions within the regions of the continent. Prerequisite: Introductory Geography 105A or Geography 305. Miss Logan. Three semester hours.

303 Geographic Techniques

Guidance is given in the selection, interpretation, and use of all major types of geographical materials such as texts, library materials, pictures, and maps. Special emphasis is placed upon the organization of geographic findings. Prerequisite: Geography 105A, or Geography 305. Miss Logan. Three semester hours.

Open to Upperclassmen and Graduates

411 Historical Geography of North America

Migrations and routes of travel of the various European colonizers. Pattern and progress of settlement together with the geographical conditions

encountered in development of each part of the continent for human use. Dr. Berry. Two semester hours.

MATHEMATICS

PEARL L. FORD JOSEPH K. PETERSON

CONWAY C. SAMS

100A Intermediate Algebra

For students who present for admission only one year of high school algebra and one year of plane geometry, this course should precede trigonometry and college algebra. It includes a review of the important topics of the first year's course, and covers the work usually given in the third semester of high school algebra. Prerequisite: One year of high school algebra and one year of plane geometry. Miss Ford. Two semester hours.

100C Plane Trigonometry

A study of trigonometric functions, identities, and equations, inverse functions, logarithms, radian measure, and the solution of triangles. Prerequisite: 1½ years of high school algebra (or Math. 100A) and one year of plane geometry. Mr. Peterson. Three semester hours.

101 Arithmetic for Teachers

This course is designed for students who expect to teach arithmetic in the grades. It deals with the history, philosophy, objectives, and methods of teaching arithmetic, and includes a thorough review of the subject matter of arithmetic. Miss Ford. Three semester hours.

115 College Algebra

A review of exponents, radicals, and quadratic equations; systems of quadratic equations, progressions, the binomial theorem, complex numbers, and such other topics as time permits. Prerequisite: 1½ years of high school algebra (or Math. 100A) and one year of plane geometry. Miss Ford. Three semester hours.

116 Analytic Geometry

The analytic geometry of the straight line, circle, conics, and certain of the higher plane curves; transformation of axes, polar coordinates, and parametric and polar equations. A brief introduction to solid analytic geometry is given near the end of the course. Prerequisite: Trigonometry and college algebra. Mr. Sams. Four semester hours.

120A Business Mathematics

Diagnostic and remedial work in the fundamental operations of arithmetic, together with a study of elementary business forms and problems. This course is intended primarily for students in the department of Business Studies. Miss Ford. Two semester hours.

205A Calculus

This is the first half of a year's work in calculus. It includes the study of functions, limits, continuity, derivatives differentials, and integrals.

Properties of algebraic and transcendental functions are investigated and some common applications of calculus are studied. Prerequisite: Analytic Geometry. Mr. Peterson. Four semester hours.

Open to Upperclassmen and Graduates

401 Teaching of Secondary Mathematics

In this course, some consideration is given to curriculum problems and trends in secondary school mathematics, but the main emphasis will be upon specific problems of teaching mathematics effectively to secondary school students. Prerequisite: Analytic Geometry. Mr. Sams. Two semester hours.

411 History of Mathematics

This course treats of the history of geometry and trigonometry from earliest times to the present. Prerequisite: Analytic Geometry. Mr. Peterson. Two semester hours.

473 Introduction to Statistical Theory

Fundamental concepts and procedures involved in elementary statistical work, with applications to educational problems. Prerequisite: Analytic Geometry. Mr. Sams. Two semester hours.

PHYSICS

GROVER C. BAKER WALTER G. MARBURGER

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. Selected topics in science, such as the solar system, energy, chemical change, the generation and use of electricity, x-rays and radioactivity, and others, are discussed. Mr. Baker. Four semester hours.

100B Physical Science

A continuation of 100A. Further studies are carried on in chemistry and astronomy. In addition a study of weather and climate, rocks and minerals, erosion, and other geological subjects is also made. Mr. Baker. Four semester hours.

103A Mechanics, Sound, and Heat

A general college course dealing with mechanics, sound, and heat and their applications. Required for students majoring in physics and for engineers; recommended for students planning to teach physics. Mr. Marburger. Four semester hours.

Open to Upperclassmen and Graduates

501E Modern Advances in Physical Science

Some modern developments in the fields of chemistry and physics will be treated. Such topics as: additions to the periodic table, radio-active isotopes, new organic compounds, ultra-sonics, semi-conductors and transistors, and

nuclear energy will be considered. Lectures, demonstrations, readings. Prerequisite: 16 semester hours in physics and/or chemistry. Mr. Marburger and Dr. Osborn. Two semester hours.

PSYCHOLOGY

HOMER L. J. CARTER
FRANK A. FATZINGER
STANLEY KUFFEL
DOROTHY J. MCGINNIS

200 General Psychology

A brief survey of the elementary principles of psychology. This course affords a general introduction to the field. Dr. Fatzinger. Three semester hours.

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 interpersonal relations. Mr. Carter. Four semester hours.

213 Psychology of Adolescence

This course deals with the various kinds of development in the adolescent. It discusses his problems and difficulties and the proposals for reducing his difficulties and improving his adjustment. Dr. Kuffel. Three semester hours.

Open to Upperclassmen and Graduates

406 Vocational Psychology

The problems of vocational choice and of occupational group-differences. Lectures, reading, and an occasional laboratory period substituted for a class hour. Dr. Kuffel. Two semester hours.

407 Mental Testing

The purpose of this course is to provide training in the administration, scoring, and interpretation of various mental tests. This course supplements 402 in giving the student practice in use of diagnostic tests. Miss McGinnis. Two semester hours.

408 Survey of Personnel Psychology

An introduction to the psychological problems of personnel administration and to the methods of personnel psychology. Lectures, discussions and visits to personnel offices. Dr. Fatzinger. Two semester hours.

DIVISION OF SOCIAL SCIENCES

James O. Knauss, 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*.

Open to Upperclassmen and Graduates

400 Teaching of the Social Studies

Teaching of the social studies in the Junior and Senior High School. Definition of objectives. Selection, organization and development of content materials. Study of the procedures and problems of effective teaching in the social studies. Dr. Macmillan. Two semester hours.

401 Workshop on Contemporary Britain and Anglo-American Relations

A study of the historical forces that have molded contemporary Britain, her government and society; economic, political, and social changes in the twentieth century; and the structure of the British Commonwealth of Nations. England's international relations will be studied with particular attention to her relations with the United States. Mr. Cross, Mr. Mitchell, and Dr. Seibert. Two-five semester hours.

ECONOMICS

Howard F. Bigelow — Theodore L. Carlson

Marguerite Patton

220A Principles of Economics

A study of the fundamental principles of economics and their application to some of our more important economic problems. Mrs. Patton. Three semester hours.

220B Principles of Economics

A continuation of Principles of Economics 220A. Prerequisite: 220A. Mr. Bigelow. Three semester hours.

Open to Upperclassmen and Graduates

424 International Economics

A general course in international relations with special emphasis on the fundamentals of international trade theory and the impact of national economic policies on international relations. Prerequisite: Principles of Economics 220A and B. Dr. Carlson. Two semester hours.

425 Consumption and Standards of Living

A comparative study of standards and levels of living, designed to acquaint the student with the ways people actually live in different types of communities and on various economic levels. Of special interest to the teacher. Prerequisite: Principles of Economics 220A, B or consent of the instructor. Mr. Bigelow. Two semester hours.

426 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. Dr. Carlson. Three semesters hours.

HISTORY

ROBERT FRIEDMANN
MARGARET E. MACMILLAN
HOWARD A. MOWEN
RUSSELL H. SEIBERT
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. 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. Mr. Mowen. Three semester hours.

201A United States History to 1865

A general survey of American history from the beginning of the Thirteen Colonies to the end of the Civil War. Dr. Seibert. Three semester hours.

201B United States History, 1865 to the Present

A general survey of United States history for the period. Dr. Macmillan, 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. Mr. Starring. Three semester hours.

COURSES IN PHILOSOPHY

394 Great Religions of the World

Analysis of religious experiences and of the types of religious phenomena. Primitive religions. Mythology. Religions of India, China, and Japan. Persian religion. The religion of the Old and New Testament, Judaism and Christianity. Islam. Dr. Friedmann. Three semester hours.

Open to Upperclassmen and Graduates

409 Europe: 1925 to Present

An investigation into the nature of the crucial problems and the varied solutions offered. Special study of the World Depression; the revolutionary alternatives posed by Fascism and Communism; tensions and ideological conflicts culminating in World War II; the positions of victor and vanquished after modern war. Mr. Mowen. Three semester hours.

Open to Graduates

513 Studies in Michigan History

Studies in the history of Michigan since its admission as a state. Attention is given to the critical use of historical materials and the preparation of bibliographies. Mr. Starring. Two semester hours.

POLITICAL SCIENCE

RAYMOND H. GUSTESON LEO C. STINE

230A American National Government

An introductory course dealing with the national government structure, processes and functions. The structure and functions of political parties are touched upon incidentally. Emphasis is placed on the relationships and obligations of citizens to their government. Motion pictures and other visual aids are used in addition to class lecture and discussion. Dr. Gusteson. Three semester hours.

230B State and Local Government

Detailed attention is given to the structure, functions, and processes of state, county, township, municipal, and school government, with emphasis upon Michigan patterns and practices. The work is supplemented and enriched by guest speakers, field trips, and visual aids as time, facilities, and group interests dictate. Dr. Gusteson. Three semester hours.

Open to Upperclassmen and Graduates

452 Governments and Problems of the Far East

This course includes a study of the governmental organization and administration of Japan, India, the Philippines, and other countries of the Far East. Special attention will be given to such problems as the growth of communism, land reform, industrialization efforts, and the development of democratic philosophy. Dr. Stine. Two semester hours.

471 Problems of Public Administration

The course will include an analysis of some typical problems of administration at all three levels of government. An attempt will be made to develop some principles which will aid the administrator in his consideration of such matters as organization and reorganization of agencies of government personnel and financial administration, techniques or control within the unit and public relations. Individual problems will be assigned at the level of government in which each is particularly interested. Dr. Stine. Two semester hours.

SOCIOLOGY

RAYMOND L. HIGHTOWER JEROME G. MANIS

NELLIE N. REID

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. Mr. Manis. Three semester hours.

342 Criminology

A study of crime as a social problem. Course includes (1) an analysis of causative factors in crime, (2) a study of American police and court systems, (3) a survey of the problems of penology, and (4) a consideration of crime prevention. Visits to institutions are made. Prerequisite: Principles of Sociology 241. Dr. Hightower. Three semester hours.

347 Race and Inter-Group Relations

A study of race and inter-group conflict, stressing (1) the meaning of race, (2) the nature and roots of race prejudice, race discrimination, and inter-group conflict, and (3) the character and effectiveness of various means of adjustment to the problem. Prerequisite: Principles of Sociology 241. Dr. Hightower. Two 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 is required. Prerequisite: Principles of Social Case Work 355, and consent of the instructor. 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. Prerequisite: Orientation to Field Work 358A, and consent of the instructor. Mrs. Reid. Three semester hours.

Open to Upperclassmen and Graduates

442 Social Pathology and Personal Deviation

A study of the social aspects of personal deviation. Subject-matter would include consideration of the alcoholic, the drug addict, the marginal man, and the sexually maladjusted. Course considers deviate behavior in light of social background, causative factors, and possible therapy. Prerequisite: Principles of Sociology 241, or Introduction to Contemporary Society 101A, or Social Dynamics of Human Behavior 540. Mr. Manis. Two 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.*

Roy C. Bryan
Homer L. J. Carter
Clara R. Chiara
Manley M. Ellis
Orie I. Frederick
Louis A. Govatos
James H. Griggs
D. J. Heathcote
George E. Kohrman
Dominic B. Leonardelli
George G. Mallinson
Loy Norrix
Herman J. Peters
Jay L. Pylman
Esther D. Schroeder
Avis L. Sebaly
Lydia Siedschlag
Carl B. Snow
Sara R. Swickard
Alfred R. Thea
Eugene S. Thomas

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. Miss Schroeder and Dr. Swickard. 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. Dr. Govatos and Mr. Leonardelli. 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. Dr. Sebaly. Three semester hours.

370C General Educational Problems

Course content includes such matters as social, political, and economic influences on education; historical and philosophical backgrounds of present-day education; changes and trends in education; and current problems in education. Mr. Leonardelli. 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, administra-

tors, 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. Miss Schroeder. Three semester hours.

Open to Upperclassmen and Graduates

410 Parent Education

Places major emphasis on home problems which have educational implications for the child. Parent-teacher relationships, council programs, and cooperative efforts for improvement of education in home and in school are studied. Dr. Govatos. Two semester hours.

411B The Elementary Curriculum

A continuation of 411A. Emphasis will be placed on developing and organizing research materials for actual use in school systems represented by those taking the course. Dr. Griggs. Two semester hours.

430 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. Mr. Carter. Two semester hours.

431 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. Mr. Thea. Two semester hours.

436 Mental Hygiene of Childhood and Adolescence

Deals with the problems of emotional adjustment and maladjustment in childhood and adolescence. Dr. Ellis. Two semester hours.

438 Audio-Visual Education

Acquaints teachers and administrators with the principles and practical uses of multi-sensory aids to education, including field trips, machines, and creative materials. Mr. Snow. Two semester hours.

480 Introduction to Guidance Services

A basic introductory course for all secondary and elementary teachers, including a survey of the history, principles, problems, methods, organization and methods of guidance. Special attention is centered on the individual, his needs and adjustments, and on counselling procedures. Dr. Peters. Two semester hours.

482 Occupational Information for Counselors and Teachers

Stresses knowledge of sources, use, evaluation and techniques of imparting occupational information. Recent trends in the major occupations are also discussed. Dr. Kohrman. Two semester hours.

Open to Graduates

501 Educational Research

Acquaints students with the nature and methods of research, with special emphasis upon the practical application of research findings to the solution of educational problems. Dr. Mallinson. Two semester hours.

502 The School Curriculum

A study of educational programs for children and youth, emphasizing principles and problems of curriculum development common to all levels of instruction. Dr. Frederick. Two semester hours.

503 Foundations of American Education

A study of American education as affected by the great traditions and movements of Western culture. Consideration is given to historical, socio-economic and philosophical factors in the interpretation of modern educational issues and the solution of present-day educational problems. Dr. Sebaly. Two semester hours.

504 Educational Psychology

A study of the forces which motivate behavior and affect the learning process, with particular reference to problems of growth and adjustment, to the development of meanings and insights, and to individual differences. Provisions are made to meet the needs of students with varying backgrounds in psychology. Dr. Ellis. Two semester hours.

512 Guiding Child Development in the Elementary School

This course is designed to help nursery school, kindergarten and elementary school teachers gain an understanding of the manner in which skills, information, attitudes and behavior patterns are acquired and modified. The contributions made by each curricular area, such as language arts, science, arithmetic, social studies and health are stressed, with emphasis on suitability of experiences for different stages of growth, instructional practices, and appropriate procedures of evaluation. Dr. Swickard. Two semester hours.

514 Elementary School Administration

Deals with general and specific problems confronting the elementary school principal, such as: organization of the school program, parent and community relationships, personnel problems, discipline, evaluation, and the like. Open to students of maturity and experience who wish to fit themselves for administrative and supervisory positions. Dr. Norrix. Two semester hours.

520 Improvement of Teaching in Secondary Schools

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. Dr. Chiara. Two semester hours.

522 Core Programs in Secondary Schools

An analysis, interpretation and comparison of newer practices regarding integration of knowledge from several fields around the needs of secondary youth. Designed especially for students now engaged in or preparing for unified programs in junior and senior high schools. Dr. Chiara. Two semester hours.

524 Administration of Secondary Schools

Designed for superintendents, principals, and experienced teachers interested in administrative matters. Makes detailed study of the general problems of organization, supervision, and management of the high school. Dr. Bryan. Two semester hours.

525 High School Supervision

Deals with the measure, aims, and principles of supervision of secondary school subjects. Mr. Thomas. Two semester hours.

533 Hearing Rehabilitation

This course considers lip reading, hearing aids, auditory training and speech re-education as rehabilitative measures. Laboratory work consists of observation and supervised teaching of hard-of-hearing children and adults. Mr. Thea. Two semester hours.

560 Principles of Educational Administration

Deals with the philosophy and principles underlying school administration, including areas of governmental control, school plant, finance, personnel, and the internal organization of school systems. Presupposes a rudimentary knowledge of administration and some practical field experience. Mr. Heathcote. Two semester hours.

566 Workshop in Educational Administration

Open to experienced administrators and others interested in working through administration problems in school systems. Areas to be studied include: school buildings, finance, public relations, internal administrative problems, personnel policies, and educational leadership.* Dr. Pylman and Miss Siedschlag. Four semester hours.

581 Interpretation and Use of Tests in Guidance

Designed to familiarize students with various psychological tests and scales that may be used in school guidance programs. Tests are taken and scored by students, and the results are interpreted and evaluated. Class discussion is based upon information gained through tests, readings, demonstrations, and class reports. Dr. Peters. Two semester hours.

DIRECTED TEACHING

The Campus Elementary School is open in the summer session from 8:30 A.M. to 12:00. 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

*Offered July 6-17, 1953, for two semester hours as a special workshop in school building programs.

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.

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

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, supervisors. Two or three semester hours.

Open to Graduates

570 Directed Teaching

Open to graduate students who have completed the major portion of professional courses required for certification. Dr. Griggs, Dr. Bryan, and supervisors. Two or three semester hours.

LIBRARIANSHIP

HANNAH HUNT ALICE L. LEFEVRE

JEAN LOWRIE

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. Miss Lowrie. Three semester hours.

306 Storytelling

Underlying principles of the art of storytelling: techniques; content and sources of materials. Practice in telling stories before groups of children is provided. Planning the story-hour program for various ages as a means of developing appreciation of literature and stimulating an interest in reading. 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 proce-

dures. Stresses the responsibility of the library in carrying out the aims of the school program. Covers problems of support, housing and equipment, personnel, public relations, and standards of service. Miss LeFevre. Two semester hours.

370 Classification and Cataloging

Introduction to the principles of cataloging and classifying the book collection. Includes principles involved in making the dictionary catalog, classifying according to the Dewey Decimal Classification scheme, assigning 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. Miss LeFevre. 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. Miss Hunt. Three semester hours.

Open to Upperclassmen and Graduates

402 Reading Interests of Youth

Study of the fields of literature, both adult and juvenile, of interest to youth. Wide reading of books followed by critical and descriptive analysis. Provision made for individual investigation of reading interests through association with groups or individuals in Campus School. Emphasis is placed on development of appreciation and methods of awakening interest in reading. Open to students in Education Department and others who expect to work with youth. Miss Hunt. Three semester hours.

405 Curriculum Enrichment Materials

Study of selection of teaching materials, books, pamphlets, periodicals, maps and audio-visual materials in relation to the elementary and secondary school curriculum. Emphasis laid on evaluation of content and on methods of distribution in relation to the school organization. Considers sources of selection for various types of materials. Discussion and practice in methods of instruction in use of such materials. Open to students in Education Department and teachers in service. Miss Lowrie. Three semester hours.

Open to Graduates

561 Workshop in Administrative Problems of School Libraries

Designed for the experienced school librarian who has had basic courses in administration of school libraries. Analysis of the problems involved in establishing a system of school libraries or information centers in county, city, or state units and of problems of supervision. Miss LeFevre. Two semester hours.

DIVISION OF VOCATIONAL AND PRACTICAL ARTS EDUCATION

George E. Kohrman, Director

The Division includes the Departments of Business Studies, Home Economics, Industrial Art, and Vocational Industrial and Technical Education.

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*.

Open to Upperclassmen and Graduates

470 Principles of Practical Arts and Vocational Education

The place and function of the practical arts and vocational education in the modern school; fundamental principles upon which this work is based. For teachers of agriculture, business, home economics, industrial subjects, and administrators. Dr. Kohrman. Two semester hours.

BUSINESS STUDIES

Agnes E. Anderson
Louis Nanassy
Marguerite Patton
Glenn Rice
Robert Trader
Robert Wetnight

100 Coordinated Business Experience

Limited to second-semester students enrolled in Retailing Curriculum. The requirement 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. Mr. Rice. Two semester hours.

100A Shorthand

A study of the theory and principles of Gregg shorthand. Typewriting 101A or its equivalent is a requirement for course credit. Miss Anderson. Three semester hours.

100B Shorthand

A continuation of 100A. Dictation is given at various rates of speed. Typewriting 101B or its equivalent is a requirement for course credit. Prerequisite: Shorthand 100A and Typewriting 101A. Miss Anderson. Three semester hours.

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. Dr. Nanassy. 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. Mr. Rice. Three semester hours.

200A Coordinated Business Experience

Limited to second-year students who are currently enrolled in Store Organization 251. Credit will be granted upon completion of (1) a minimum of 200 clock hours of approved store work, (2) a report from the employer, and (3) a term paper by the student. Mr. Rice. Two 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 principals. Prerequisite: Sophomore standing or consent of instructor. Mr. Wetnight. Three semester hours.

235 Business Statistics

An introduction to basic applied business statistics. A study of various statistical and financial ratios as guides to efficient business management and the interpretation of financial data. Prerequisite: Accounting 210A. Mrs. Patton. 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. Mr. Rice. Two semester hours.

339 Management Problems

An opportunity to approach business from the case-study viewpoint. Problems to be studied will be correlated with the students' major interest in their field of business. Wherever possible, actual business cases in the surrounding business area will be used. Mr. Wetnight. Three semester hours.

Open to Upperclassmen and Graduates

412 Income 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, pay-roll records, and government reports. Prerequisite: Accounting 310A, or consent of instructor. Mr. Wetnight. Three semester hours.

439 Office Management

Areas of office services from the managerial viewpoint. A brief overview of the problems of organizing, constructing, installing, and maintaining office systems. Mrs. Patton. Three semester hours.

440 Advanced Salesmanship

A detailed course with background of basic principles and analysis of selling techniques applied principally to specialty fields. Mr. Trader. Three semester hours.

442 Advanced Advertising

A course with special concentration on media, copy and layout. Study and projects on radio, television, newspapers and magazines. Mr. Trader. Three semester hours.

Open to Graduates

501 Principles of Business Education

Principles and philosophies of business education and their implications for the classroom teacher of business subjects. A study of objectives, guidance, occupational research, extra-curricular activities, and the growth and status of business education in the United States. Dr. Nanassy. Two semester hours.

DISTRIBUTIVE EDUCATION

WENDALL FIDLER ADRIAN TRIMPE

Open to Upperclassmen and Graduates

400A Store Laboratory Experience

This course provides further opportunity for those in distributive education to acquire recent coordinated work experience on a full-time basis. It requires the cooperation of an employer who will agree to give the student paid employment. Provision will be made for securing experience in different departments. Conferences will be held and the student will be required to make written reports and submit a term report based on his store experience. This course may be taken on or off campus on an individual basis. Mr. Fidler. Two semester hours.

400B Store Laboratory Experience

A continuation of 400A. Mr. Fidler. Two semester hours.

410 Organization and Operation of Distributive Education

Deals with the organization and operation of distributive education in relation to the total educational program. It is concerned with preparatory, cooperative and adult programs. Consideration is given to advisory committees and local, state, and federal relationships. Mr. Trimpe. Two semester hours.

425 Instructional Materials in Distributive Education

A study of the sources and use of such instructional materials as visual aids, field trips, trade publications, pamphlets, books, speakers, display materials, dummy merchandise, demonstrations and exhibits. Mr. Trimpe. Two semester hours.

430 Coordination Techniques in Distributive Education

This is a study of the duties and responsibilities of the coordinator. The organization and establishment of training programs, supervision of trainees on the job, development of individual training programs, establishing working relationships between the school, business, and home; and participation in extra-curricular activities in the community. Especially adapted to prospective coordinators. Mr. Fidler. Two semester hours.

Open to Graduates

500A Problems in Distributive Education

Designed to provide an opportunity to study and organize problems in the field of distributive education. It will be possible for each member to select a problem in this field. Open to advanced students, experienced teachers and personnel in the distributive field, or by special permission of instructor. May be taken on an individual basis. Mr. Trimpe. Two semester hours.

500B Problems in Distributive Education

This course provides individuals with an opportunity for further study or the selection of another problem in the field of distributive education. Mr. Trimpe. Two semester hours.

HOME ECONOMICS

RACHEL ACREE SOPHIA REED

OPAL STAMM

118 Food for the Family

A basic course in cooking. Experience is given in menu planning, buying and serving of family meals. Elective for non-majors. Miss Acree. Two semester hours.

203 Clothing

This course is planned to give experience in using commerical patterns and learning elementary construction techniques. Elective non-majors. Miss Reed. Two semester hours.

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 two economic levels of income, and students participate in social activities of a family group suited to each status of living. Prerequisite: Home Management 322. Miss Stamm. Three semester hours.

Open to Upperclassmen and Graduates

403 Recent Trends in Textiles

New developments in the textile field. Selection, use, and care of the newer textile fabrics which are used in clothing and home furnishings. Prerequisite: At least one course in textiles and clothing. Miss Stamm. Two semester hours.

439 Consumer Buying

A study of the consumer-education movement; sources of information for the consumer; laws affecting the consumer; the labeling, grading, and standardization of consumer goods; the theory of buying; and an analysis of factors involved in prices. Open to both men and women. Miss Acree. Two semester hours.

Open to Graduates

500 Supervision of Home Economics

New developments in teaching home economics will be studied. Problems the students have met on the job will receive major consideration. Recent changes in the vocational homemaking program, methods of evaluation, use of visual aids, recent textbooks, magazines and plans and equipment for laboratories will be studied. Miss Reed. Two semester hours.

INDUSTRIAL ARTS

HENRY J. BEUKEMA
CHARLES S. NICHOLS
JOHN H. PLOUGH
ELMER C. WEAVER

104 Rural Practical Arts

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. Mr. Plough. Two semester hours.

106 Advanced Hand Woodworking

This course gives students the practice in advanced hand bench processes and in wood turning. The course will include the care and use of tools, grinding and sharpening, finishing, and turning techniques. Prerequisite: 100. Mr. Nichols. 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. Mr. Beukema. Two semester hours.

130 Metals

Hand tool processes on the fabrication of metal projects suitable for construction by junior high school students in the areas of bench metal, forging, sheet metal, and art metal. Mr. Weaver. 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. Mr. Nichols. Three semester hours.

221 Mechanical Drawing

Special attention is given to orthographic projection, detailing assemblies, and other fundamentals of drafting. This course is the equivalent of Drawing I of the School of Engineering, University of Michigan, and satisfies the requirements of engineering students. Mr. Beukema. Three semester hours.

226 Mechanical Drawing

A continuation of principles emphasized in Drawing 120. Basic elements of machine design are studied together with project drawing and illustration. Emphasis is placed on modern drafting room practice including reproduction of tracings and intermediates. Prerequisite: Drawing 120 or equivalent. Mr. Beukema. Three semester hours.

227 Mechanical Drawing

More advanced problems in mechanical drawing, detailing, design, theory and application, ranging from simple geometrical problems through surface development, cams, gears, and some architectural drawing. Special emphasis on review of the fundamentals of drawing and discussion problems. Mr. Beukema. Two semester hours.

234A Machine Shop

A course in the fundamentals of machine tool operation, involving turning, milling, shaping, and grinding practices in machining parts of selected projects to be assembled at the bench. Mr. Weaver. Three semester hours.

234B Machine Shop

Advanced practice in the operation of machine tools in finishing machine parts, making of jigs and fixtures for producing duplicate parts, tempering and heat treatment of steel. Mr. Weaver. Three semester hours.

267 Leather, Plastics, and Archery

A course for prospective Industrial Arts Teachers in the major crafts of leather, archery, and plastics. Students will have an opportunity to construct projects and do activities suitable to leisure time work. Mr. Plough. Two semester hours.

Open to Upperclassmen and Graduates

400 Problems in Metalworking

Practical laboratory experiences in forging, foundry, heat treating, machine shop, and arc and acetylene welding. Course will emphasize methods of selecting and developing course materials for junior and senior high school students. Course content will be adapted to meet the needs of individual students. Mr. Weaver. Two semester hours.

405 Problems in Woodworking

Advanced laboratory experiences in some of the more common areas of woodworking such as patternmaking, carpentry, upholstery, caning, and finishing. Content selection, project building and new techniques will be covered. Mr. Nichols. Two semester hours.

407 Furniture Construction

A course covering the design and construction of fine furniture. Each student will be required to design and carry to completion a finished piece of furniture. Mr. Nichols. Two semester hours.

410 Problems in Electricity

Special problems in the technical and social phases of electricity which arise in the planning of courses, shops, and equipment for instruction in this field. Mr. Plough. Two semester hours.

420 Advanced Drafting Practices

Advanced laboratory experiences in the fields of mechanical, architectural and machine drawing in conjunction with a study of current technical literature in these areas. Written reports will be required. Advanced instruction in engineering drawing and descriptive geometry will also be available. Course content will be adapted to individual needs. Mr. Beukema. Two semester hours.

VOCATIONAL-INDUSTRIAL AND TECHNICAL EDUCATION

HERBERT E. ELLINGER
J. W. GIACHINO
GEORGE KOHRMAN
ROBERT RING

214A Pilot Training and Flight Theory

This unit provides 35 to 40 hours of flight instruction and necessary ground-school theory to qualify a student for a private pilot's license. Mr. Ellinger and Mr. Ring. Two semester hours.

214B Pilot Training and Flight Theory

This unit is intended for those who already have their private and commercial pilot's license, and who wish to secure their instructor's rating. The maximum number of hours of flight instruction allowed will be 40. Mr. Ellinger and Mr. Ring. Two semester hours.

214C Pilot Training and Flight Theory

This unit is planned for those who want a refresher course to qualify for a commercial license, or who want additional flight time beyond their private. The maximum number of hours allowed will be 40 for one semester. Mr. Ellinger and Mr. Ring. Two semester hours.

214D Pilot Training and Flight Theory

This unit is planned for students who wish a few hours of flight experience and are not necessarily interested in obtaining a license. Mr. Ellinger and Mr. Ring. Two 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. Mr. Ellinger and Mr. Ring. Six semester hours.

Open to Upperclassmen and Graduates

422 Automotive Transportation Workshop

Practical experience is provided to secure an understanding of the basic elements of automotive and aircraft transportation. Instructional material will be developed for use in teaching units of transportation in junior or senior high schools. Mr. Ellinger. Two semester hours.

472 Course Planning and Construction

Principles and techniques of selecting and analyzing suitable teaching activities and arranging such material into a functional instructional order. Instructional units prepared will be based on an analysis of a trade, occupation or activity. Opportunity will be provided to prepare a detailed course of study. Dr. Giachino. Two semester hours.

477 Welding for Teachers

Instruction will cover oxy-acetylene, DC and AC arc, Heli-arc, and Atomic-Hydrogen welding. Attention will be given to organizing instructional material for setting up welding units in junior and senior high school shop classes. Mr. Ring. Two semester hours.

Open to Graduates

575 Curriculum Construction in Industrial Arts and Vocational Education

Deals with the study of bases for determining subject matter to be taught and its content and scope for varying grade levels. Devotes special attention to subjects, their relations with other subjects, and their arrangement into curricular form. Dr. Giachino. Two semester hours.

INDEX

	Page
Absences	50
Administration	10
Administrative Council	12
Admission	44
Admission to Graduate Division	82
Agriculture, Description of Courses	102
Air Conditioning and Refrigeration	77
Aircraft Mechanics Curriculum	77
Airline Hostess Curriculum	77
Air Transportation Curriculum	77
Alumni Organization	42
Anglo-American Relations, Workshop in Contemporary Britain	33
Art, Description of Courses	90
Athletic Board of Control	12
Athletic Sports, Workshop for Coaches	33
Auditors' Fees	56
Automotive Maintenance	78
Biology, Description of Courses	104
Business Administration	72
Business Studies	75
Business Studies, Description of Courses	121
Cafeterias	37
Chemistry, Description of Courses	105
College Calendar	7
Commencement	52
Credit Requirement, Master's Degree	83
Degree Requirements	61
Degrees	59
Degrees, Graduate	83
Dentistry	72
Dietetics Curriculum	77
Directed Teaching	40
Directed Teaching, Description of Courses	118
Distributive Education, Description of Courses	123
Distributive Education Workshop	31
Drafting Curriculum	78
Economics, Description of Courses	110
Educational Administration, Workshop	33
Educational Service Library	39
Educational, Description of Courses	115
Electrical Curriculum	78
Elementary Curriculum	69
Employment	35
Engineering	72
English, Description of Courses	94
Entrance Requirements	44
Examinations	47
Expenses	56
Extension Division	42
Extra Hours	50
Faculty	14
Faculty Council	12
Faculty Standing Committees	12
Fees, Graduate	84
Foreign Students	38
Forestry and Conservation	73
General Degree Curriculum	69
Geography and Geology, Description of Courses	106
Graduate Course Requirements	83
Graduate Courses Offered	85
Graduate Division	79
Graduate Division, Admission	82
Graduate Faculty	79
Graduate Fees	84
Graduate Registration	84
Graduation Requirements	63
Health Service	38
High Scholarship	51
History, Description of Courses	111
Home Economics	76
Home Economics, Description of Courses	124
Homemaking Curriculum	76
Honors in Course	51
Housing for Men	36
Housing for Women	36
Industrial Arts Education	76
Industrial Education, Description of Courses	125
Industrial Technical Education	76
Journalism	73
Language, Description of Courses	96
Law	73
Librarianship Curriculum	70
Librarianship, Description of Courses	119
Library	27
Literature, Description of Courses	94
Local Fees	56
Low Scholarship	52
Machine Shop Curriculum	78
Marking System	51
Master's Degree, Credit Requirement	83
Master's Degree Curricula	83
Mathematics, Description of Courses	107
Medical Technology	73
Medicine	73
Music	75
Music Clinic	32
Music Curriculum	70
Music, Description of Courses	91
Nursing	73
Occupational Counseling	36
Occupational Therapy	74
Occupational Therapy, Description of Courses	93
Permanent Certification	65
Physical Education for Men, Description of Courses	98
Physical Education for Women, Description of Courses	100
Physics, Description of Courses	108
Placement Service	41
Political Science, Description of Courses	112
Printing	77
Program of Special Events	8
Psycho-Educational Clinic	40
Psychology, Description of Courses	109
Pulp and Paper Technology, Description of Courses	105
Radio Curriculum	78
Radio Workshop	32
Reading Laboratory	40
Reading Workshop	31
Refunds	57
Registration	49
Registration, Graduate Division	84
Residence Requirement, Graduate	83
Rural Elementary Curriculum	70
Rural Life and Education Curriculum	70

Page
Rural Life and Education, Description of Courses 102

School Libraries, Workshop in Administrative Problems 34
Secondary Curriculum 69
Social Work 74
Sociology, Description of Courses..... 113
Special Education Curricula 70
Special Education Workshop 31
Speech Correction Workshop 34
Speech, Description of Courses..... 96
State Limited Certificate 65
Student Personnel and Guidance..... 35

Page
Teaching Certificates 64
Tool and Die Making Curriculum..... 78
Transcripts 49
Transfer Students 47
Transient Students 48
Tuition Fees 56
Veterans Counseling 36
Visiting Professors 22
Vocational Business Coordinators Curriculum 70
Vocational Industrial Curriculum..... 70
Vocational-Industrial and Technical Education, Description of Courses..... 127
Withdrawal from Courses 50
Workshops and Clinics 31