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## Bulletin: Western Michigan College Details of Undergraduate Curricula 1954

Western Michigan University

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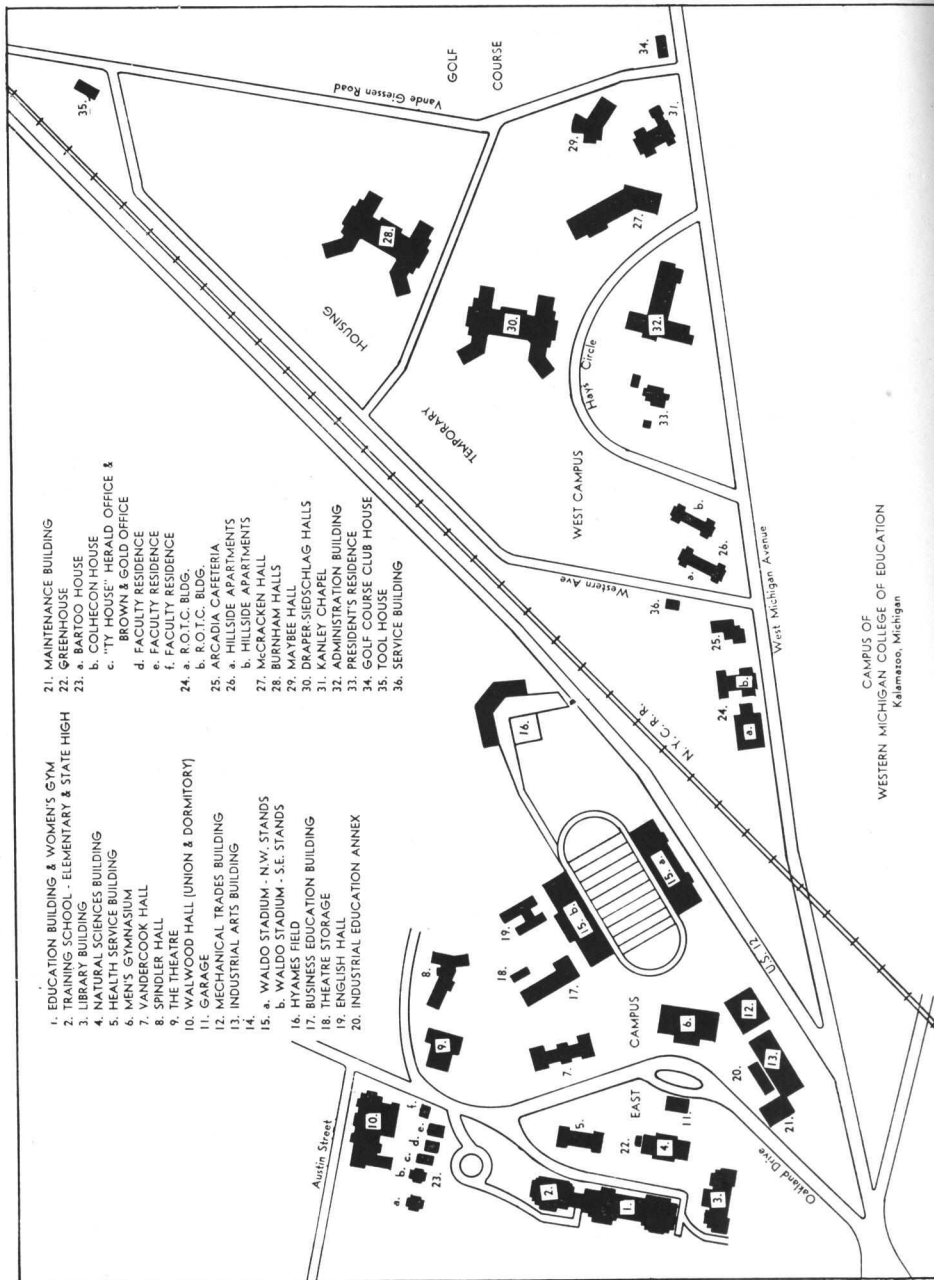


# *Bulletin*

DETAILS OF  
UNDER GRADUATE CURRICULA

WESTERN MICHIGAN COLLEGE

ALAMAZOO, MICHIGAN



# BULLETIN

Western Michigan College of Education  
KALAMAZOO, MICHIGAN

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## Details of UNDERGRADUATE CURRICULA



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

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Vol. 50

Issue of October, 1954

No. 2

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## Year Begins on Thursday

# 1953

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

## Year Begins on Friday

# 1954

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

## Year Begins on Saturday

# 1955

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

## 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 Registrar.*
- b) Concerning the adjustment of credits—*The Registrar.*
- c) Concerning board, rooms, and remunerative work for men—*The Dean of Men.*
- d) Concerning board, rooms, and remunerative work for women—*The Dean of Women.*
- e) Concerning rural 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 Personnel and Guidance.*
- k) Concerning veterans' matters—*The Veterans' Counselor.*
- l) Concerning R.O.T.C.—*The Director of the Division of Military Science and Tactics.*
- m) Concerning vocational education—*The Director of Vocational Education.*
- n) Other general inquiries—*The Dean of Administration-Registrar.*

## INFORMATION FOR NEW STUDENTS

A student applying for admission should:

- a) if entering as a freshman, request an official admission application blank and 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 and have all transcripts for admission to the graduate division mailed to him;
- d) have credits sent in at as early a date as possible.

## OFFICIAL COLLEGE CALENDAR

Approved by the Administrative Council May 18, 1954

### 1. Summer Session 1954 (6 Weeks)

June 21, Monday	Enrollment
June 22, Tuesday	Recitations Begin
July 5, Monday	Observance of Independence Day
July 29, Thursday	Summer Session Commencement Exercises
July 30, Friday	Summer Session Closes

### 2. Semester I, 1954-1955

September 13 and 14, Monday and Tuesday	Orientation Period for Freshmen and new Transferees and "Counseling Days" for undergraduate upperclassmen
September 15, Wednesday	Enrollment of Freshmen and New Transferees
September 16, Thursday	Enrollment of Sophomores and Juniors
September 17, Friday	Enrollment of Seniors
September 18, Saturday	Graduate Division Enrollment
September 20, Monday	Recitations Begin
October 16, Saturday	Homecoming
November 13, Saturday	"Dad's Day"
November 24, Wednesday (12 noon-East Campus) (12:30 p.m.-West Campus) to Monday, November 29	Thanksgiving Recess
December 17, Friday (4:00-East Campus) (4:30-West Campus) to Monday, January 3, 1955	Holiday Recess
January 20, Thursday through January 28, Friday	Final Examinations
January 23, Sunday (2:30 p.m.)	Mid-Year Commencement Exercises
January 29, Saturday	Semester I Ends

### 3. Semester II, 1954-1955

February 5, Saturday	Graduate Division Enrollment
February 7, Monday	Enrollment of Freshmen and Juniors
February 8, Tuesday	Enrollment of Sophomores and Seniors
February 9, Wednesday (8:00-East Campus; 8:30 West Campus)	Recitations Begin
April 8, Friday (12:00 noon-East Campus) (12:30 p.m.-West Campus) to April 18, Monday; (8:00-East Campus; 8:30-West Campus) (April 10 is Easter Sunday.)	Spring Vacation
May 7, Saturday	Competitive Scholarship Examinations
May 30, Monday	Memorial Day Holiday
June 2, Thursday through Friday, June 10	Final Examinations
June 10, Friday (7:30 p.m.)	Vesper Services
June 11, Saturday (9:30 a.m.)	Commencement Exercises
June 11, Saturday	Second Semester Ends

### 4. Summer Session 1955 (6 Weeks)

June 20, Monday	Enrollment for the Summer Session
June 21, Tuesday	Recitations Begin
July 4, Monday	Observance of Independence Day
July 28, Thursday	Summer Session Commencement Exercises
July 29, Friday	Session Closes



## OFFICIAL COLLEGE CALENDAR

Approved by the Administrative Council May 18, 1954

### Semester I, 1955-1956

1956 is a Leap Year

September 12 and 13, Monday and Tuesday.....Orientation Period for  
Freshmen and new Transferees and "Counseling Days" for under-  
graduate upperclassmen  
September 14, Wednesday .....Enrollment of Freshmen, Seniors and  
New Transferees  
September 15, Thursday .....Enrollment of Sophomores and Juniors  
September 16, Friday .....Recitations Begin  
September 17, Saturday .....Graduate Division Enrollment  
November 23, Wednesday (12 noon-East Campus) to Mon., Nov. 28  
(12:30 p.m.-West Campus) Thanksgiving Recess  
December 16, Friday (4:00-East Campus) to Monday, Jan. 2, 1956  
(4:30-West Campus) .....Holiday Vacation  
January 19, Thursday through January 27, Friday...Final Examinations  
January 22, Sunday (2:30 p.m.)....Mid-Year Commencement Exercises  
January 28, Saturday.....Semester I Ends

### Semester II, 1955-1956

February 4, Saturday .....Graduate Division Enrollment  
February 6, Monday .....Enrollment of Freshmen and Seniors  
February 7, Tuesday .....Enrollment of Sophomores and Juniors  
February 8, Wednesday (8:00-East Campus; 8:30-West  
Campus) .....Recitations Begin  
February 29, Wednesday ..... "Leap Year"  
March 30, Friday (12:00 noon-East Campus) to April 9, Monday  
12:30 p.m.-West Campus) .....Spring Vacation  
April 1 is Easter Sunday..... (8:00-East Campus; 8:30-West Campus)  
May 5, Saturday .....Competitive Scholarship Examinations  
May 30, Wednesday.....Memorial Day Holiday  
May 31, Thursday through Friday, June 8.....Final Examinations  
June 8, Friday (7:30 p.m.) .....Vespers  
June 9, Saturday (9:30 a.m.) .....Commencement Exercises  
June 9, Saturday .....Semester II Ends

### Summer Session 1956 (6 weeks)

June 18, Monday.....Enrollment for the Summer Session  
June 19, Tuesday .....Recitations Begin  
July 4, Wednesday .....Independence Day  
July 26, Thursday.....Summer Session Commencement Exercises  
July 27, Friday.....Summer Session Closes

# GENERAL INFORMATION

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## PURPOSE

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

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

## HISTORICAL SKETCH

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

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

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

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

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

# COMMUNITY ADVANTAGES

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

# ENROLLMENT DATA

July 1, 1952-June 30, 1953

## Undergraduate Work:

Summer 1952 .....	1019
Fall 1952 .....	3800
Spring 1953 .....	3365

## Graduate Work:

Summer 1952 .....	400
Fall 1952 .....	345
Spring 1953 .....	329

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

**EDUCATION BUILDING**—The oldest building on the campus 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, 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 100,000 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 C. 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 studios 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 this \$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 SCIENCES 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 BUILDINGS**—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.

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

**WALWOOD HALL UNION BUILDING**—In this social center, opened in 1939, one finds the Davis room for the Associated Women Students, the Men's Union room, a large cafeteria, private dining rooms, a soda bar and offices. A large ballroom, 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 large 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 adjacent to Burnham halls, house 500 women. Gracious lounges, uniquely and individually decorated, furnish an immediate appeal for the buildings.

**NEW WOMEN'S DORMITORY**—A new women's residence, designed for 500 students, is under construction on the west campus. Half of the residence area is due for completion for the Fall, 1954 semester. A great change has been effected in this building, with each two girls having a study room, bedroom and bath to themselves. Many other new developments are included in this structure.

**MARRIED STUDENT APARTMENTS**—During the past year, 96 tastefully furnished apartments, in eight units, were completed on the west campus. Of permanent block construction, these units replace many temporary post-war structures. The average apartment has about 600 square feet of living space, with one bedroom. A few two-bedroom units are included. Laundry and storage facilities are also provided in the buildings. They are located adjacent to the Draper-Siedschlag and Burnham residences.

#### ATHLETIC PLANT

**HYAMES FIELD**—One of the finest collegiate baseball layouts in the nation, provides 2,500 permanent seats for 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.

**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 twelfth. Transportation to outlying schools is by college vehicle.

**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-TEACHER 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.

#### 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 a state institution under the supervision and management of the State Board of Education and is operated in conjunction with Western Michigan College. The major objectives of the school are to furnish the best possible vocational and trade training for veterans, and, as far as possible, to be a center for the rehabilitation of non-veterans authorized to take such training under Public Law 113. It is located on the north side of Pine Lake, 22 miles from Kalamazoo.

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

# STUDENT SERVICE FACILITIES

## TEACHER EDUCATION AND RELIGION PROJECT

On December 4, 1953, Western Michigan College of Education was selected as one of fifteen institutions in the United States to participate in the Teacher Education and Religion Project of the American Association of Colleges for Teacher Education. Funds to underwrite the beginning of the project were provided by the Danforth Foundation.

The A.A.C.T.E. through its committee on Teacher Education and Religion has formulated the following statement of purpose:

"The Committee recommends that the chief purpose of this study of Teacher Education and Religion be to discover and develop ways and means to teach the reciprocal relation between religion and other elements in human culture in order that the prospective teacher, whether he teaches literature, history, the arts, science or other subjects, be prepared to understand, to appreciate, and to convey to his students the significance of religion in human affairs."

A committee of faculty members is working to stimulate interest at Western along the lines of curriculum, counseling, student religious activities at Kanley Memorial Chapel, and teacher training, as related to becoming informed about religion. These activities involve no sectarian approaches on the part of the college.

## STUDENT WELFARE

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

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

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



### STUDENT PERSONNEL AND GUIDANCE SERVICES

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

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

### EMPLOYMENT FOR MEN AND FOR WOMEN

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

### VETERANS COUNSELING SERVICES

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

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

### OCCUPATIONAL COUNSELING SERVICE

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

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

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

### THE ATHLETIC DEPARTMENT

The Athletic Department of Western Michigan College administers a broad program of intercollegiate athletics under the policies established by

the Athletic Board of the College, the National Collegiate Athletic Association, the Mid-American Conference and the North Central Association of Colleges.

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

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

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

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

### HOUSING FOR MEN

All Freshmen men not living at home are required to live in College dormitories, in so far as facilities are available. Any deviation from the above will be carefully considered through the office of the Dean of Men. Other men are required to live in residences approved by the office of the Dean of Men. A list of approved rooms is available and will be furnished upon request.

#### Burnham Halls—Room and Board

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

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

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

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

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

**HOUSING FOR WOMEN**

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

**Residence Halls for Women**

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

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

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

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

## THE COLLEGE CAFETERIAS

The Cafeteria hours are:

## Walwood Hall Cafeteria

## Lunch:

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

## Dinner:

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

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

## Walwood Soda Bar

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

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

## Arcadia Brook Cafeteria

Monday through Friday ..... 11:00 A.M. to 1:30 P.M.

## Arcadia Snack Bar

Sunday ..... 3:00 P.M. to 10:30 P.M.

Monday through Friday ..... 7:00 A.M. to 10:30 P.M.

Saturday ..... 8:00 A.M. to 1:00 P.M.

## WESTERN'S CAMPUS STORES

Western Campus Stores serve as a convenience to people on the campus.

Store No. 1 is located in the new Administration Building and Store No. 2 in the Education Building.

Service is the keynote of the stores, and every effort is made to keep an adequate stock of all items needed by students in their on-Campus life.

## DIRECTIVE LIST FOR BUYING BOOKS AT CAMPUS STORES

NEW AND SECOND-HAND BOOKS and equipment for the departments below to be sold on west

campus from store No. 1 in Administration Building.

1. Art
2. Business Studies
3. Chemistry
4. Economics
5. English
6. History
7. Home Economics
8. Industrial Arts
9. Languages
10. Occupational Therapy

11. Music
12. Paper Technology
13. Philosophy
14. Physics
15. Physical Education—Men
16. Physical Science Course in General Education
17. Political Science
18. Sociology
19. Vocational—Ind. and Technical Education



NEW AND SECOND-HAND BOOKS and equipment for the departments below to be

sold on east campus from store No. 2 in Education Building.

- |                          |                       |
|--------------------------|-----------------------|
| 1. Agriculture           | 7. Physical Ed.—Women |
| 2. Biology               | 8. Psychology         |
| 3. Education             | 9. Rural Education    |
| 4. Geography and Geology | 10. Speech            |
| 5. Librarianship         | 11. Elementary School |
| 6. Mathematics           | 12. High School       |

### STUDENT HEALTH SERVICE

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

All students, on entering college for the first time (except for the Summer Session only), are required to have a physical examination by the Health Service physicians. This examination is a part of the registration process, and special clinics are arranged at the beginning of each semester. Failure to complete the examination during the time assigned will necessitate another appointment, and this can be obtained only upon payment of a \$2.00 penalty at the Health Service.

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

1. Medical examinations and conferences.
2. Dental examinations and conferences.
3. First-aid emergencies.
4. Care of minor ailments and follow-up treatments, as advised by the doctor during clinic hours.
5. Infirmary care at a moderate cost, if advised by the physician.

The main Clinic and the Infirmary are located in the Health Service Building on the East Campus. The clinic will be open for consultation and treatments from 8:00 A.M. until 4:30 P.M., Monday through Friday, and from 9:00 to 12:00 Noon on Saturday.

The college physician is in the office from 8:30 until 10:00 A.M. daily Monday through Friday. Other services are available as follows: a surgical clinic is held from 1:00 to 4:00 P.M. on Wednesdays; the dental clinic is open on Tuesday and Thursday mornings; a special skin clinic is held twice a month, and psychiatric counseling is available by appointment.

Limited clinic service is available on the West Campus. A registered nurse will be in charge of a branch health office in room 141 in the new Administration building. Since this nurse also supervises the emergency work in the new dormitories, the clinic is open only during the following hours: 9:00 A.M. to 12:00 Noon, and 1:00 to 4:00 P.M. Any serious illness is referred to the main Health Service for medical consultation.

Consultations and treatments given in the Health Service are free to the students, except for special medications and the materials used by the dentist. Infirmary care is furnished at a nominal fee, if recommended by the physician.

### 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 97,000 volumes. Approximately 740 periodicals are currently received and of these more than 325 are bound for permanent retention.

About 1,800 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 2,100 phonograph records which can be used in the adjoining listening room.

In Room 208, Administration Building, the Library Annex has a seating capacity of 85. The library's holdings include 1,400 books in the physical sciences, over 400 books on reserve for the Social Sciences and English, and some 500 general reference books. The library subscribes to 75 current science and 13 general periodicals, and to 4 newspapers. The holdings include 950 bound periodicals in science. The Library Annex is also a branch of the main Library and is supervised by a member of the general library staff.

During the academic year the General Library is open for service from 7:30 A.M. to 10:00 P.M. Monday through Thursday; 7:30 A.M. to 9:00 P.M. Friday; 8:00 A.M. to 5:00 P.M. Saturday; and 2:30 P.M. to 5:30 P.M. Sunday.

The Music Library is open through the academic year from 8:00 A.M. to 4:00 P.M. Monday through Friday, 7:00 P.M. to 9:00 P.M. Monday through Thursday, and 9:00 A.M. to 3:00 P.M. on Saturday.

The Library Annex is open from 8:00 A.M. to 9:00 P.M., Monday through Thursday, 8:00 A.M. to 5:30 P.M. Friday, and from 8:00 A.M. to 12:00 noon on Saturday.

### 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.

### CARNEGIE GIFT OF BOOKS AND PICTURES

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

### ART COLLECTION

Through the courtesy of the family of the late Hon. Albert M. Todd, an interesting collection of paintings, sculpturing, and fine ceramics gathered by Mr. Todd in many years of travel has been presented to the College.

These were formerly concentrated in an exhibition room in the Library, but through the extensive building program they have been distributed among different buildings to provide distinctive decorative notes appropriate to the building.

### 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 directors, and assistants, members of the Health Service, members of the Speech Clinic, local psychiatrists, pediatricians, and ophthalmologists.

### 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 assignments have been prepared, and each student is expected to proceed from assignment to assignment as his ability permits. These assignments show the student how to improve his reading ability as he does his regular college work. The facilities of the Psycho-Educational Clinic will be drawn upon to provide clinical service whenever the student's needs warrant.

### 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) placement 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 24,000 individuals. More than 55,000 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 in 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."

### TRAINING SCHOOL FACILITIES

The Training Schools of Western Michigan College of Education are unique in that they include a wide range of typical schools: a one-room rural school, a township-unit school, a large village school, a city graded school, and a high school—thus approximately the types of schools students may expect to work in after graduation. In addition some use is made of neighboring public school systems. These schools give the student an opportunity for observation of and directed teaching in any subject and in any grade from kindergarten to the twelfth grade inclusive. Transportation to the outlying schools is afforded by the college vehicles.



### DIVISION OF EXTENSION AND ADULT EDUCATION

The Division 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 28,373 persons. Of these, 4,975 represented extension class and correspondence enrollments. The remainder were contacted through adult education activities 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 an undergraduate degree within the limitations described in this bulletin.

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 details of policy, and further information please write the Office of Extension and Adult Education.

Fees for undergraduate credit are \$9.50 per semester hour; for graduate credit, \$10.00 per semester hour.

Fees for auditors are one-half the amounts indicated.

### RURAL DIVISION

The Division of Rural Life and Education is concerned with the professional preparation of county superintendents, supervisors, principals, and superintendents of community and village schools, as well as with teachers—elementary and secondary, especially of agriculture and farm shop—preparing to work in rural areas; i.e., the open country or centers of less than 2,500 in population. Ministers, librarians, social workers, recreational, and cultural leaders of music, art, and drama, etc., looking toward service in rural communities, will find guidance and helpful courses in this Division.

### SPECIAL EDUCATION

There are curricula at Western Michigan College of Education in three areas of Special Education. These curricula are for the preparation of

teachers of (1) mentally handicapped children, (2) occupational therapy, and (3) speech correction. Adequate course offerings and clinical facilities are provided in all of the curricula attempted, plus numerous other courses in collateral fields which are necessary or recommended for special-education students. The curriculum in speech correction is conducted in connection with the Speech Clinic of Western Michigan College of 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.

### MILITARY SCIENCE AND TACTICS

The United States Army has established a Reserve Officer Training Corps Unit, Quartermaster Branch, at Western Michigan College. The Military Science Course is voluntary, and consists of four years of academic work.

The first two years of ROTC is referred to as the Basic Course, and the final two years as the Advanced Course. Uniforms and textbooks are furnished, then Advanced Course students also receive a monetary allowance of approximately \$27.00 each month in lieu of subsistence. Two semester hours credit is allowed for the Basic Course, and four semester hours credit is allowed for the Advanced Course.

Upon completion of the four year course, and attendance in summer camp training, students are eligible to apply for appointment as Second Lieutenant, United States Army Reserve.

### MILITARY TRAINING

In view of the existing international tension, and the duty to serve our country in time of emergency, the administration of Western Michigan College advises each new student to consider seriously the relative advantages of the ROTC program. Enrollment in ROTC, with academic grades to insure graduation, will entitle a student to draft deferment by the Army, and the opportunity to complete college without interruption.

Students who are interested must enroll in ROTC upon entering Western Michigan College, since the Military Science course is a four year program which may not be consolidated. Transfer students who participated in ROTC will be granted credit commensurate with the work completed, and those eligible permitted to continue the program.

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# **UNDERGRADUATE DIVISION**

**Rules and Regulations**

**Curricula**

**Description of Courses**

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# UNDERGRADUATE DIVISION

## Rules and Regulations

### ADMISSION REQUIREMENTS

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

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

### GENERAL QUALIFICATIONS

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

### CREDENTIALS SHOULD BE SENT IN ADVANCE

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

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

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

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

**Information to Students and Principals:** The student will no doubt agree that the following procedures of admission are liberal and fair. At the outset he may think that graduation from high school will assure college admission. This may or may not be true.

To derive the greatest benefit from college a high school student should carry a liberal program of studies and achieve a good quality of work. If he is planning a program of study in college which requires specific high school subjects as prerequisites, he should include those subjects in

his preparation for college. He may be admitted to college without them but he may not be admitted fully to his chosen curriculum. For example, if he is planning an engineering course he should take the prescribed high school mathematics to prepare him for that curriculum in college. In the event he does not take these prerequisites in high school, it will be necessary for him to make them up in high school or take them in college before he can proceed on his chosen college curriculum. This is costly in time and money because it may extend his stay in college by a semester or longer.

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

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

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

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

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

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

V. **ADMISSION AS A SPECIAL STUDENT:** A person who holds a Bachelor's Degree or a higher degree for which it is prerequisite, may be admitted to the college as a special student upon presentation of credentials showing that he holds such degree or degrees. A person twenty-one years of age or older who wishes to study at this college may be admitted by the Supervisor of Admissions with the approval of the President, provided he is unable to furnish other credentials upon which his admission might be based. Before any special student can receive a degree or certificate from this college, he must have met the requirements for admission prescribed under the other admission procedures numbered I-IV above.



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

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

### TRANSFERRING STUDENTS

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

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

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

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

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

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

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

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

### TRANSFER TO OTHER COLLEGES AND UNIVERSITIES

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

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

### TRANSCRIPTS

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

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

### IDENTIFICATION PHOTOGRAPH

When a student enrolls for the first time, he is required to have taken an identification photograph of which three copies are made. One copy becomes part of the student's permanent record, another copy is given to the student to serve to identify him, while a third copy is filed in the appropriate 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 of service in advising students regarding their scholastic work and therefore are to be taken before the student is counseled.

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

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

### REGISTRATION, CLASSIFICATION, ENROLLMENT, ETC.

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

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

### GENERAL INSTRUCTIONS FOR ENROLLMENT

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

### CLASS LOAD

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

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

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

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

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

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

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

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

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

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

### CLASSIFICATION OF STUDENTS

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

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

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

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

Seniors—Students credited with more than 90 semester hours.

The above classification relates to eligibility for participation:

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

### WITHDRAWAL FROM COURSES

1. Necessary changes in enrollment must have been made by the end of the first complete week of a semester.

2. Permission to drop courses will be given to upperclassmen for adequate reasons through the third complete week of a semester; to freshmen, through the fourth week.

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

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

### ABSENCES AND EXCUSES

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

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

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

## HONORS IN COURSE

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

Recipients of honors receive their degrees:

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

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

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

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

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

## REGULATIONS RELATING TO EXAMINATIONS

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

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

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

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

## MARKING SYSTEM

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

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

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

\*For Directed Teaching only.



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

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

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

Upon his entrance to the institution, after the acceptance of his entrance credentials, A Student's Credit Book is made out for each student. It may be secured at the Records Office. Freshman grades are mailed directly to parents by the registrar.

### ATTENDANCE AT COMMENCEMENT

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

### SCHOLARSHIP INDEX

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

### STANDARD FOR GRADUATION

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

### HIGH SCHOLARSHIP LIST

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

### LOW SCHOLARSHIP LIST

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

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

3. No student may be restored to good standing until the point-hour ratio for any probationary semester has been raised to a minimum of 1.0.
4. No student may be granted a third consecutive semester of probation.
5. Any student who receives E in 75 percent or more of the work attempted during a semester shall be automatically dropped from college.
6. In the case of a student who is dropped, at least one full semester shall elapse before the student is eligible for consideration for re-admission.
7. In administering the above regulations, the Dean of Administration has authority to permit deviations in unusual circumstances. He will, each semester, report to the President the progress of students granted such special dispensation.

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

1. A maximum of two semester hours of academic credit annually is given for one year's regular participation in each of the following activities: Band, Glee Club, Orchestra, College Choir, and Auxiliary Choir.
2. Eight semester hours of academic credit is the maximum allowed for participation in any one of the five activities indicated.
3. A grand total of not to exceed twelve semester hours of academic credit is allowed for participation in the five activities noted.
4. Participation in Band may be substituted for physical education credit up to a maximum of three semester hours. A minimum of one semester hour of credit must be earned by actual participation in general physical education classes by each student who is participating in Band. Substitution of Band participation for physical education credit during second semester is possible only if the student has participated in the marching Band during the first semester.
5. Official enrollment cards must bear notations of the work in music the student wishes to carry. Semester-hour values must be indicated.

#### SIGNIFICANCE OF COURSE NUMBERS

##### I. Course numbering and availability

###### 1. Courses numbered

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

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

## II. Explanation of numbering

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

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

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

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

c. The number 102 is reserved for fundamental courses having as prerequisite two years of high-school work.

d. The number 103 is reserved for fundamental courses having as prerequisite three years of high-school work.

e. The number 104 is reserved for fundamental courses having as prerequisite four years of high-school work.

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

4. Prerequisites for all courses numbered 200-499, inclusive, may be found in the Description of Courses as printed in the current college catalog.

5. All consecutive courses are numbered sequentially.

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

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

8. To the number of a course offered by extension for residence credit in the field there is added *R.Cl.*

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

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

## CREDIT IN SEMESTER HOURS

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

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

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

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

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

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

## OFFICIAL SCHEDULE OF FINAL EXAMINATIONS

### Semester I, 1954-1955

#### I. UNDERGRADUATE CLASSES

Examination Period Day	Date		For Classes with Initial Weekly Recitations or Lecture Periods as Shown Below
Thursday	January 20	7:00- 9:30 p.m.	Uniform Rhetoric Examination for all classes
Friday	January 21	8:00-10:00 10:30-12:30 2:00- 4:00	Monday, 9:00 and 9:30 Tuesday, 9:00 and 9:30 Monday, 1:00 and 1:30
Monday	January 24	8:00-10:00 10:30-12:30 2:00- 4:00	Monday, 10:00 and 10:30 Tuesday, 8:00 and 8:30 Monday, 2:00 and 2:30
Tuesday	January 25	8:00-10:00 10:30-12:30 2:00- 4:00	Monday, 8:00 and 8:30 Tuesday, 2:00 and 2:30 Monday, 11:00 and 11:30
Wed'day	January 26	8:00-10:00 10:30-12:30 2:00- 4:00	Tuesday, 1:00 and 1:30 Monday, 3:00 and 3:30 Tuesday, 10:00 and 10:30
Thursday	January 27	8:00-10:00 10:30-12:30 2:00- 4:00	Tuesday, 11:00 and 11:30 Monday, 12:00 and 12:30 Tuesday (a) 3:00 and 3:30 (b) conflicts and all others
Friday	January 28	8:00-10:00 10:30-12:30 2:00- 4:00	Tuesday, 12:00 and 12:30 Monday, 4:00 and 4:30 Tuesday, 4:00 and 4:30

#### II. GRADUATE CLASSES

1. Classes open to graduate students *and* upper classmen ("400 courses") will follow the above schedule.
2. Classes for graduate students only ("500 courses") will be scheduled for final examinations during the last regular meeting of the classes.

III. Students in On-Campus Extension Classes will have their final examinations during the last regular meeting of the classes.

N.B. Deviations from this schedule may be made by instructors only upon the approval of the Committee on Final Examinations; by students, only with the approval of the Dean of Administration.

## OFFICIAL SCHEDULE OF FINAL EXAMINATIONS

### Semester II, 1954-1955

#### I. UNDERGRADUATE CLASSES

Day	Date	Examination Period	For Classes with Initial Weekly Recitations or Lecture Periods as Shown Below
Thursday	June 2	7:00- 9:30 p.m.	Uniform Rhetoric Examination for all classes
Friday	June 3	8:00-10:00 10:30-12:30 2:00- 4:00	Monday, 9:00 and 9:30 Tuesday, 9:00 and 9:30 Monday, 1:00 and 1:30
Monday	June 6	8:00-10:00 10:30-12:30 2:00- 4:00	Monday, 10:00 and 10:30 Tuesday, 8:00 and 8:30 Monday, 2:00 and 2:30
Tuesday	June 7	8:00-10:00 10:30-12:30 2:00- 4:00	Monday, 8:00 and 8:30 Tuesday, 2:00 and 2:30 Monday, 11:00 and 11:30
Wed'day	June 8	8:00-10:00 10:30-12:30 2:00- 4:00	Tuesday, 1:00 and 1:30 Monday, 3:00 and 3:30 Tuesday, 10:00 and 10:30
Thursday	June 9	8:00-10:00 10:30-12:30 2:00- 4:00	Tuesday, 11:00 and 11:30 Monday, 12:00 and 12:30 Tuesday (a) 3:00 and 3:30 (b) conflicts and all others
Friday	June 10	8:00-10:00 10:30-12:30 2:00- 4:00	Tuesday, 12:00 and 12:30 Monday, 4:00 and 4:30 Tuesday, 4:00 and 4:30

#### II. GRADUATE CLASSES

1. Classes open to graduate students *and* upper classmen ("400 courses") will follow the above schedule.

2. Classes for graduate students only ("500 courses") will be scheduled for final examinations during the last regular meeting of the classes.
- III. Students in On-Campus Extension Classes will have their final examinations during the last regular meeting of the classes.
- N.B. Deviations from this schedule may be made by instructors only upon the approval of the Committee on Final Examinations; by students, only with the approval of the Dean of Administration.

## EXPENSES

### FEES FOR UNDERGRADUATES

Schedule of Fees effective Semester I, 1954-55.

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

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

### Residence Requirements

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

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

The residence of wives shall follow that of their husbands.

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

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

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



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

#### Late Enrollment Fee

By action of the State Board of Education all students who enroll after the established registration days of a semester will be charged an additional fee of \$5.00. The penalty for late pre-enrollment is \$2.00.

#### Auditor's Fees

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

#### Refunds—Regular School Year

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

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

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

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

#### Estimate of Expense

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

# UNDERGRADUATE DIVISION—DEGREES AND CERTIFICATES

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## REGULATIONS RELATING TO CURRICULA OBJECTIVES AND GENERAL SCOPE OF CURRICULA

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

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

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

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

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

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

This program represents sixty semester hours of work, at least half of which must fall in Groups I, II, III. The student must complete during the first year at least *six semester hours of Rhetoric* or its equivalent 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 science, certain courses as indicated in the Department of Librarianship, and certain courses in occupational therapy

Group VII. Physical Education and Health

Health, physical education and recreation

## 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 OR BUSINESS ADMINISTRATION**

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

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

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

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

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

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

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

#### **GENERAL DEGREE (WITHOUT TEACHING CERTIFICATE)**

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

#### **SECOND BACHELOR'S DEGREE**

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

## DEGREE REQUIREMENTS

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

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

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

1. Not more than 40 semester hours may be taken in any one subject, unless required by the curriculum.

2. At least two-thirds of the work beyond the second year must be in courses not open to first-year students.

3. The student must complete a major subject of at least 24 semester hours and at least two minor subjects of not less than 15 semester hours. (A candidate for the elementary provisional certificate may present, instead, 4 minors, 15 semester hours each.) Credits in the required English Composition and credits in Education which are required in general on all curricula do not count toward majors or minors.

4. Minimum residence requirements: (a) every candidate for the bachelor's degree or full certification must have earned at least thirty semester hours of credit on the campus; and (b) must offer residence credit as the final work required during the last semester or summer session preceding graduation. Final residence may be satisfied by attending a six weeks' summer session at any one of the four Michigan Colleges of Education. (An exception is made in the combined pre-professional curricula.)

5. Courses must be selected so that the requirements in some one of the provisional certificate curricula are fulfilled.

6. Students who wish to qualify for the bachelor's degree without the teacher's certificate will not be required to take the work prescribed under Group IV but must satisfy all the other requirements.

## Summary of General Education Requirements

Western Michigan College of Education is interested not only in the training of students for specific skills, but in the development of their general education. To that end, the following minimum requirements are operative beginning with the Fall of 1954.

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

**Minimum General Education Requirements****GROUP I—Language and Literature—12 Semester Hours**

Student to choose one of the following:

Communication—8 semester hours, plus  
Literature or Foreign Language,  
total 12 semester hours.

or

College Writing—6 semester hours, plus  
Literature or Foreign Language,  
total 12 semester hours.

Either College Writing or

Communications should be taken in the Freshman year.

**GROUP II—Science—8 Semester Hours**

Student to choose 8 semester hours from the following courses:

Physical Science 100A—4 semester hours

Physical Science 100B—4 semester hours

Biological Science 102—4 semester hours

Human Geography 105—4 semester hours

If the student demonstrates proficiency in any of the above subjects, he may elect other courses from the division upon recommendation of his counselor.

**GROUP III—Social Science—8 Semester Hours**

Student to choose one of the following:

Foundations of Western Civilization—8  
semester hours.

or

Man and Society—8 semester hours.

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

**GROUP VII—Physical Education—4 Semester Hours**

Should be taken in the Freshman and Sophomore years.

**MAJOR AND MINOR REQUIREMENTS AND REGULATIONS****REQUIREMENTS**

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

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

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

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

### REGULATIONS AND SUGGESTIONS

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

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

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

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

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

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

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

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



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

### RESTRICTIONS

1. It is usually not permissible to use education as a major or minor in any undergraduate curriculum.
2. The following courses are not to be counted as satisfying major and minor requirements:
  - a. Required courses in rhetoric (see Group I).
  - b. Uniformly required courses in education from Group IV: Human Growth and Development 251, Introduction to Directed Teaching 240 or 351, and Directed Teaching, Laboratory in Education, and General Education Problems 370A, B, C.
  - c. Professional courses numbered 300 to 302. These are courses in teaching school subjects.
3. A combination of foreign languages, or of English or American literature with a foreign language, is not permissible. The major or minor must be in one language only.
4. Mathematics may not be combined with science (physics, geography, chemistry, biology) for a major or minor sequence.

### REQUIREMENTS FOR GRADUATION

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

#### I. BACHELOR DEGREES

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

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

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

3. The final six hours required for graduation may be taken in residence at any of the four Michigan Colleges of Education.

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

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

## II. PROVISIONAL TEACHING CERTIFICATES

The following types of teaching certificates are granted:

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

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

### III. PROCEDURE FOR PERMANENT CERTIFICATION

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

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

## IV. MISCELLANEOUS PROVISIONS REGARDING CERTIFICATES

1. A candidate presenting credits as a graduate of a Michigan County Normal School and who in addition thereto presents entrance credits satisfying the requirements of this institution shall be granted:
  - a. toward the Provisional Certificate, 25 semester hours;
  - b. toward the State Limited Certificate, 25 semester hours.
2. Not more than one-fourth of the number of hours necessary for any certificate or degree may be taken in extension or by correspondence or both. Such credit, however, cannot be applied to modify the minimum or final residence requirements. Each student enrolling for credit in *correspondence* courses after December 31, 1951, shall be limited to 15 hours on a degree program or 8 hours on a State Limited Certificate program. Students having completed more than 15 hours but not to exceed 30 hours on a degree program, or 8 hours and not to exceed 15 hours on a State Limited Certificate program are entitled to such credit if used prior to June 30, 1957.
3. No teacher's certificate will be granted to any person who is less than eighteen years of age.
4. No teacher's certificate will be granted to any person who is not a citizen of the United States or who has not declared his intention of becoming a citizen.
5. A person who holds an expired provisional certificate on either the elementary or the secondary level may renew such certificate and restore it to good standing by completing ten semester hours of acceptable college work. Application for reinstatement must be made through the institution upon whose recommendation the certificate was issued. For an application for reinstatement, please write to John C. Hoekje, Dean of Administration.
6. The State Board of Education has approved a plan whereby credit may be earned in Directed Teaching by a course offered in the field, as a part of the requirement for the provisional and limited certificates. The student should consult with the Director of Teacher Education before enrolling in this course.

## DIRECTIONS TO HOLDERS OF LIMITED CERTIFICATES

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

the year following expiration of his certificate, after which date renewal privileges are cancelled.

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

evaluation and by it transmitted to the State Board of Education with recommendations.

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

## ADDITIONAL REGULATIONS

1. 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.

2. 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.

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

4. 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.

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

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

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## REQUIREMENTS OF THE VARIOUS CURRICULA

### I. THE GENERAL DEGREE CURRICULUM

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

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

### GENERAL DEGREE CURRICULUM

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

#### GROUP REQUIREMENTS

Group I. Language and Literature to total 14 semester hours.

Student to choose one of the following:

Communications—8 semester hours, plus Literature, Foreign Language or Speech—6 semester hours; or Rhetoric—6 semester hours, plus Literature, Foreign Language, or Speech—8 semester hours.

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

Group II. Science to total 12 semester hours.

Student to choose 8 semester hours from the following courses:

	Semester Hours
Physical Science 100A.....	4
Physical Science 100B.....	4
Biological Science 102.....	4
Human Geography 105.....	4

Electives—4 semester hours—to be chosen in cooperation with the counselor from courses in any department within the Division of Science and Mathematics, including the above courses. The student must present work in at least two departments in the division.

If the student demonstrates proficiency in any of the above subjects, he may elect other courses from the division upon recommendation of his counselor.

Group III. Social Science to total 12 semester hours.

Student to choose one of the following:

Foundations of Western Civilization—8 semester hours and Political Science—2 semester hours; or Man and Society—8 semester hours.

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

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

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

**II. CURRICULA FOR TEACHERS**

On the following pages are outlines of the various curricula for teachers offered by Western Michigan College of Education. They are designed to give prospective teachers a broad general education with a reasonable degree of specialization in the subject-matter fields through well-planned majors and minors. In addition, they furnish an adequate background in professional study for the graduate to enter teaching with a knowledge of the purposes and objectives of public education, the nature of child growth and development, the modern methods of teaching, and the means of appraising instruction.

**ELEMENTARY CURRICULUM**

A.B., or B.S. Degree

State Elementary Provisional Certificate

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

**Group Requirements**

	Semester Hours
<b>Group I. Language and Literature</b> .....	<b>14</b>
Communication 104A, B .....	8
or	
College Writing 106A, B (6) and Elective (2)	
Literature, Speech, or Foreign Language .....	6
<b>Group II. Science</b> .....	<b>12</b>
Biological Science 102 .....	4
Human Geography 105 .....	4
Physical Science 100A .....	4
If the student demonstrates proficiency in any of the above subjects, he may elect other courses from the division upon recommendation of his counselor.	
<b>Group III. Social Science</b> .....	<b>12</b>
Foundations of Western Civilization 100A, B* .....	8
or	
Introduction to Contemporary Society 101A, B	
Elective .....	4
<b>Group IV. Education</b> .....	<b>24</b>
Human Growth and Development 251 .....	3
Psychology of Reading 212 .....	3
Introduction to Directed Teaching 351 .....	3

Directed Teaching, Laboratory in Education and General Educational Problems 370A, B, C .....	15
Groups V and VI. Fine Arts (Art, Music) and Practical Arts** .....	12
Group VII. Physical Education and Health .....	4
Elective .....	46

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

Early Elementary  
Later Elementary  
Rural Elementary  
Special Education.

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

\*\*Includes at least one course in Art, one course in Music, and one course in Practical Arts.  
2. The academic training shall include four minors, or a major (this may be a group major) and two minors. The equivalent of two minors must be in subjects or subject fields taught in the elementary grades.

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

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

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

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

## SECONDARY CURRICULUM

A.B. or B.S. Degree

State Secondary Provisional Certificate

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

### Group Requirements

	Semester Hours
Group I. Language and Literature .....	14
Communication 104A, B .....	8
or	
College Writing 106A, B(6) and Elective (2)	
Literature, Speech, or Foreign Language .....	6
Group II. Science .....	12
Student to choose 8 semester hours from the following courses:	
Physical Science 100A .....	4
Physical Science 100B .....	4
Biological Science 102 .....	4
Human Geography 105 .....	4

Electives—4 semester hours—to be chosen in cooperation with the counselor from courses in any department within the Division of Science and Mathematics, including the above courses.

The student must present work in at least two departments in the division.

Group III. Social Science .....	12
Foundations of Western Civilization 100A, B* .....	8
or	
Introduction to Contemporary Society 101A, B	
Elective .....	4
Group IV. Education .....	21
Human Growth and Development 251 .....	3
Introduction to Directed Teaching 351 .....	3
Directed Teaching, Laboratory in Education and General Educational Problems 370A, B, C .....	15
Group VII. Physical Education and Health .....	4
Elective .....	61

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

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

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

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

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

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

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

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

## SPECIAL EDUCATION CURRICULUM—MENTALLY HANDICAPPED

### B.S. Degree

#### State Elementary Provisional Certificate

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

	Semester Hours
Group I. Language and Literature .....	14
Communication 104A, B .....	8
or	
College Writing 106A, B, (6) and Elective (2)	
Literature for Children 203 .....	3
Literature, Speech, or Foreign Language .....	3
Group II. Science .....	
General Biology 100A, B .....	8
Healthful Living 112 (or Health Education 285) .....	2
General Psychology 200 .....	3
Abnormal Psychology 305 .....	3
Mental Testing 307 .....	2

**Group III. Social Science**

Introduction to Contemporary Society 101A, B .....	8
Elective .....	4

**Group IV. Education**

Human Growth and Development 251 .....	3
Introduction to Special Education 231 .....	2
or	
Education of Exceptional Children 431 .....	2
Psychology of Reading 212 .....	3
Mental Deficiency 434 .....	3
Introduction to Mental Hygiene 235 .....	3
or	
Mental Hygiene of Childhood and Adolescence 436 .....	2
Education and Control of Mental Deviates 432 .....	3
Methods of Teaching Mentally Handicapped Children 437 .....	2
Introduction to Directed Teaching 351 .....	3
Directed Teaching, Laboratory in Education, and General Educational Problems 370A, B, C .....	15

**Group V & VI. Fine Arts (Art, Music) and Practice Arts\* .....** 12**Group VII. Physical Education and Health .....** 4

Elective ..... 33 or 34

Note.—The academic training shall include a major in Special Education (mentally handicapped) and two minors. The equivalent of two minors must be in subjects or subject fields taught in the elementary grades or in special classes for mentally retarded children. Courses included in the major in Special Education must be elected under guidance, and must include those subjects, groups and hours required by the Department of Public Instruction for certification.

\*Includes at least one course in Art, one course in Music, and Industrial Arts for Elementary Teachers (4 semester hours).

**SPECIAL EDUCATION CURRICULUM—OCCUPATIONAL THERAPY****B.S. Degree and Diploma****State Elementary Provisional Certificate****(For the preparation of teachers of occupational therapy)****Group I. Language and Literature**Semester  
Hours

Communication 104A, B .....	8
or	
College Writing 106A, B (6) and Fundamentals of Speech (3) ....	9
Literature for Children 203 .....	3
Introduction to or Principles of Speech Correction 250 or 251 .....	3
Literature, Speech, or Foreign Language .....	3

**Group II. Science**

Biology 102 .....	4
Nature Study 231A or B .....	4

Anatomy 211A .....	4
Physiology 211B .....	4
Kinesiology 216A .....	2
Applied Kinesiology 216B .....	2
General Psychology 200 .....	3
Abnormal Psychology 305 .....	3
*Neurology and Psychiatry 330 .....	3
Group III. Social Science	
Foundations of Western Civilization 100A, B, or	
Introduction to Contemporary Society 101A, B .....	8
Hospital Case Studies 352 .....	4
Group IV. Education	
Theory of Occupational Therapy 210A, B and 410A .....	6
Theory of Occupational Therapy (Medical Lectures) 410B .....	3
Human Growth and Development 251 .....	3
Introduction to Directed Teaching 351 .....	3
General Education Problems 370C .....	3
Directed Teaching 374 .....	5
Group V. Fine Arts	
Elementary Design 215 .....	3
Ceramics and Jewelry 425 .....	2
Weaving 428 .....	4
Minor Crafts 225 .....	3
Art Structure 106 .....	3
Elective .....	1
Group VI. Practical Arts	
O. T. General Shop 167 .....	3
O. T. Special Education Shop 308 .....	3
Printing 144 .....	3
Therapeutic Crafts 224 or Minor Crafts 225 .....	2
Stitchery 223 .....	3
Clothing 203 .....	2
Recreational Therapy 222 .....	2
Group VII. Physical Education .....	4
(2 on campus; 2 on affiliation)	

### Clinical Training

Nine calendar months at affiliating hospitals. This includes the course starred above plus undifferentiated credit totaling ..... 5

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

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

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



## SPECIAL EDUCATION CURRICULUM—SPEECH CORRECTION

## B. S. Degree

## State Elementary Provisional Certificate

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

Semester  
Hours

## Group I. Language and Literature

Communication 104A, B.....	8
or	
College Writing 106A, B (6) and Elective (2)	
Speech for Teachers 105.....	3
Introduction to Speech Correction 250.....	3
Principles of Speech Correction 251.....	3
Phonetics 318.....	3
Basic Voice and Speech Science 451.....	3
Stuttering and Allied Disorders 452.....	3
Applied Speech Correction 453.....	3

## Group II. Science

General Biology 100A, B.....	8
or	
Physical Science 100A, B (8) with Healthful Living 112 (2).....	10
General Psychology 200.....	3
Abnormal Psychology 305.....	3
Mental Testing 307.....	2

## Group III. Social Science

Introduction to Contemporary Society 101A, B.....	8
Marriage and the Family 345.....	3
Elective.....	2-3

## Group IV. Education

Human Growth and Development 251.....	3
Problems of the Deaf and Hard of Hearing 351.....	3
Introduction to Mental Hygiene 235.....	3
or	
Mental Hygiene of Childhood and Adolescence 436.....	2
Introduction to Special Education 231.....	2
Introduction to Directed Teaching 351.....	3
Directed Teaching, Laboratory in Education, and General Educational Problems 370A, B, C.....	15

## Group VII. Physical Education and Health..... 4

## Elective..... 32-34

Suggested electives: Anatomy 211A, Illustrative Handwork 107, Interpretive Reading 210, Public Speaking 206, Social Psychology 243, Principles of Social Work, 355, Psychology of Reading 212.

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

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

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

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

### MUSIC CURRICULUM

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

State Elementary or Secondary Provisional Certificate

(For Instrumental or Vocal Supervisor)

#### First Year

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

#### Second Year

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

#### Third Year

Major Performance .....	4
**Major Performance Literature 323.....	0
or	
*French Diction and Song Literature 322.....	0
†Junior and Senior High School Methods and Materials 301A, B.....	6
†Instrumental Methods and Materials 209A, B.....	6
Instrumental Conducting 311B.....	1

Choral Conducting 311A .....	1
Brass Class 320A, B .....	2
Percussion Class 321 .....	1
Introduction to Directed Teaching 351 .....	3
American National and State Government 230A .....	3
or	
Survey of American Government 234 .....	2
Elective (non-music) .....	11-12

## Fourth Year

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

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

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

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

## MUSIC CURRICULUM

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

## First Year

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

## Second Year

Major Performance .....	4
Advanced Music Reading 205A, B .....	4
Advanced Harmony 206A, B .....	6
†Elementary School Methods and Materials 208A, B .....	6
†Instrumental Methods and Materials 209A, B .....	6
Advanced Piano Class 217A, B .....	2

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

### Third Year

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

### Fourth Year

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

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

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

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

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

## LIBRARIANSHIP CURRICULUM

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

State Elementary or Secondary Provisional Certificate

### For Teacher-Librarians

#### First Year

	Semester Hours
106 or 104 College Writing or Communication.....	6-8
100 Physical Science Survey.....	8
or	
102 Biological Science.....	4

105	Human Geography .....	4
100	Foundations of Western Civilization .....	8
	Modern Language .....	8
	Physical Education .....	2

#### Second Year

200	General Psychology .....	3
230	American National and State Government .....	3
203	Literature for Children .....	3
	Electives .....	15
	Physical Education .....	2
	English electives .....	6
	(It is recommended that students continue a second year of modern language).	

#### Third Year

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

#### Fourth Year

##### First Semester

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

##### Second Semester

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

### HOME ECONOMICS CURRICULUM

#### B.S. Degree

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

##### First Year

	Semester Hours
Clothing and Textiles 103 .....	3
Elementary Design 105 .....	2 or 3
Principles of Food Preparation 111 .....	3

\*To be elected by those in elementary curriculum in place of 405.

Communications 104A, B.....	8
Chemistry 105A, B.....	8
Problems of Consumers' 142.....	3
Effective Living 145.....	2
Physical Education.....	1
Electives .....	2

#### Second Year

Costume Design 209.....	2
Biology 100A or 102.....	4
Clothing 205 .....	3
Nutrition 211 .....	3
Advanced Food Preparation and Table Service 311.....	3
Foundations of Western Civilization 100A, B or Man and Society 100A, B.....	8
Principles of Sociology 241.....	3
Physical Education .....	2
Electives .....	4

Chosen from Home Furnishings 211, Home Nursing 223, Human Growth and Development 251, and English or Literature.

#### Home Economics Major With a Minor in Clothing

##### Third Year

American National or State and Local Government 230A or B.....	3
(If Foundations of Western Civilization was chosen)	
Home Management 322.....	2
Home Management Practice 324.....	3
Family Clothing 305.....	2
Introduction to Directed Teaching 351.....	3
Problems in Home Economics Education 300.....	3
Physical Education .....	1
Electives .....	12-14

Including those named in second year and not taken.

##### Fourth Year

Clothing (Draping and Flat Patterns) 306.....	2
Quantity Foods Management 312.....	2
Tailoring 404 .....	3
Directed Teaching 370A.....	8
Laboratory in Education 370B.....	4
General Educational Problems 370C.....	3
Marriage and Family Relations 325.....	2
Electives .....	6-8

Including Housing 421, Experimental Foods 419, Food Demonstration 318 or Advanced Nutrition 416.

## Home Economics Major With a Minor in Foods

## Third Year

American National or State and Local Government 230 A or B.....	3
(If Foundations of Western Civilization was chosen)	
Home Management 322.....	2
Home Management Practice 324.....	3
Family Clothing 305.....	2
Food Demonstration 318.....	2
Quantity Foods Management 312.....	2
Problems in Home Economics Education 300.....	3
Introduction to Directed Teaching 351.....	3
Physical Education.....	1
Electives.....	10

Including those named in the second year and not taken.

## Fourth Year

Experimental Food Study 319 or	
Advanced Nutrition 416.....	2 or 3
Directed Teaching 370A.....	8
Laboratory in Education 370B.....	4
General Education Problems 370C.....	3
Marriage and Family Relations 325.....	2
Electives.....	10 or 11

Including Housing 421, Clothing 306, Tailoring 404 or Recent Trends in Textiles 403.

## General Home Economics Major

## Third Year

American National or State and Local Government 230A or B.....	3
(If Foundations of Western Civilization was chosen)	
Home Management 322.....	2
Home Management Practice 324.....	3
Quantity Foods Management 312.....	2
Family Clothing 305.....	2
Problems in Home Economics Education 300.....	3
Introduction to Directed Teaching 351.....	3
Physical Education.....	1
Electives.....	12

Including those named in the second year and not taken.

## Fourth Year

Directed Teaching 370A.....	8
Laboratory in Education 370B.....	4
General Education Problems 370C.....	3
Electives.....	16



## INDUSTRIAL ARTS CURRICULUM

## B.S. Degree

## State Secondary Provisional Certificate

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

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

## First Year

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

## Second Year

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

## Third Year

Human Growth and Development 251	3
Teaching of I.A. and I.V.E. 348	3
Plan and Organization of a School Shop 347	2
Course Making in Industrial Education 351	2
Shop Electives	7 to 9
Electives	14 to 16

## Fourth Year

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

## VOCATIONAL INDUSTRIAL CURRICULUM

## B.S. Degree

State Secondary Provisional Certificate, and State Trade  
and Industrial Certificate

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

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

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

## First Year

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

## Second Year

Introduction to Vocational Education 200 .....	2
General Psychology 200 .....	3
Coordinated Industry 250 and 252 .....	6
Physical Education .....	2
Man and Society 101A, B .....	8
Electives .....	11

## Third Year

Plan and Organization of a School Shop 347 .....	2
Course Making in Industrial Education 351 .....	2
Human Growth and Development 251 .....	3
Labor Problems 421A .....	2
Coordinated Industry 350, 352 .....	6
Electives .....	17

\*Students with one year of high school drafting may substitute some other technical shop course.

## Fourth Year

Teaching of Vocational Industrial Education 352 .....	3
Introduction to Directed Teaching 351 .....	3
Integrated Professional Education 370A, B, and C .....	15
Testing and Grading in Industrial Education 474 .....	2
Electives .....	9
Total Semester Hours for Graduation .....	128
Major—Vocational-Industrial Education .....	31
First Minor—Industrial Arts .....	20
Second Minor—Elective .....	

## VOCATIONAL DISTRIBUTIVE EDUCATION CURRICULUM

## B.S. Degree

## State Secondary Provisional Certificate

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

The prerequisites to admission to this curriculum are:

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

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

Courses required unless previously taken to meet minimum group requirements:

## Third Year

	Semester Hours
Communication 104B .....	4
or	
College Writing 106B .....	3
Physical Science 100A and B .....	8
or	
Biological Science 102 .....	4
and	
Human Geography 105 .....	4
Foundations of Western Civilization 100A and B .....	8
Man and Society 101A and B .....	8
Electives (Group I) .....	0-6
Electives (Group II) .....	0-4
Electives (Group III) .....	0-4
Human Growth and Development 251 .....	3
Physical Education .....	1

**Summer**

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

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

**VOCATIONAL OFFICE TRAINING CURRICULUM****B.S. Degree****State Secondary Provisional Certificate**

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

The prerequisites to admission to this curriculum are:

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

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

Courses required unless previously taken to meet minimum group requirements:

**Third Year**

	Semester Hours
Business Correspondence 232 .....	3
Electives (Group I) .....	0-12
Electives (Group II) .....	0-10
Electives (Group III) .....	0-6
Electives (Groups V-VI) .....	6
Human Growth and Development 251 .....	3
Physical Education .....	1

**Summer**

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

Principles of the Practical Arts and Vocational Education 470 .....	2
Methods of Teaching Business Subjects 346 .....	2

Cooperative Education in the Secondary School 460.....	2
Introduction to Directed Teaching 351.....	3
Directed Teaching 370A.....	8
Laboratory in Education 370B.....	4
Physical Education .....	1
Electives .....	9

## COMMUNITY COLLEGE

### COLLEGE OF EDUCATION COOPERATIVE TEACHER TRAINING

The State Board of Education has approved a program whereby students may satisfy the minimum requirements for the State Limited Certificate as described in the 1942 Revision of the Certification Code. Three of the four semesters may be spent upon the campus of the Community College and the fourth semester may be spent upon the campus of any one of the four State Colleges of Education in Michigan.

During at least the third semester of the student's program a Coordinator from the Teachers College shall counsel all prospective students on the Community College Campus and make out the student's program for the final semester on the campus of the College of Education. The final recommendation for the State Limited Certificate shall be made by the College of Education.

#### The Approved Minimum Program

##### *Junior College—three semesters*

Group I. Language and Literature.....	9 sem. hours
(Including Rhetoric or Communication and Children's Literature*)	
Group II. Science and Mathematics.....	8 sem. hours
(Including Elementary Science* and Geography)	
Group III. Social Science .....	9 sem. hours
General Sociology or Rural Soc.*.....	3 sem. hours
U. S. History .....	3 sem. hours
American Government .....	3 sem. hours
Group IV. Education .....	6 sem. hours
Education Psychology or	
Human Growth and Development**.....	3 sem. hours
Introduction to Directed Teaching**.....	3 sem. hours
Group V and VI. Fine and Practical Arts*.....	6 sem. hours
Art, Music and Practical Arts	
Group VII. Physical Education .....	2 sem. hours
Electives .....	5-8 sem. hours

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45-48 sem. hours

*College of Education—one semester*..... 15-16 sem. hours

Education .....	9 sem. hours
(Including Directed Teaching Methods in Elementary School Subjects Problems in Rural Education or Rural Sociology or Curriculum)	
Electives .....	6-7 sem. hours
	60-64 sem. hours

\*May be offered either on the Junior College Campus or at the College of Education.

\*\*Given on the Junior College Campus either by qualified Junior College faculty members or by College of Education faculty members through extension.

N.B. At least 30 semester hours must be taken in Groups I, II, III.

N.B. To meet the needs of various institutions, equivalents will be accepted.

### RURAL ELEMENTARY CURRICULUM (Two Years)

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

	Semester Hours
Group I. English <sup>1</sup> .....	6
College Writing 106A (in addition) .....	3
Group II. Science <sup>2</sup> .....	8
Group III. Social Sciences <sup>3</sup>	
Rural Sociology 220 .....	3
Rural Economics 230 .....	3
Elective .....	3
Group IV. Education <sup>4</sup>	
Curriculum 140 .....	3
Introduction to Directed Teaching 240 .....	3
Directed Teaching 241 .....	4
Rural School Administration 340 .....	3
Elective .....	3
Groups V and VI. Fine and Practical Arts <sup>5</sup>	
Fine Arts .....	5
Practical Arts .....	1
Group VII. Physical Education <sup>6</sup> .....	2
Men: General Physical Education 102A, B or 103A, B	
Women: Physical Education 100, Rural School Physical Education	233
Electives <sup>7</sup> .....	12

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

Note.—†This "limited-time" curriculum is necessary because of the acceptance of a double standard, despite the call for equal educational opportunity, in the professional preparation of teachers for rural and urban schools. It has been arranged to assist students in

obtaining as broad and, at the same time, as specific and practical a professional preparation for working with children in farm and rural non-farm communities, as is possible in a period of two years.

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

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

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

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

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

5. Art Structure 106, Rural School Music 109, Industrial Art 110, Learning Through Art 112, Auxiliary Choir 134; Rural Practical Arts 104, Food for the Family 118, Clothing 203, Home Furnishing 221, Everyday Nutrition 222, Consumer Buying, 439.

6. Early American Dancing 101, Swimming 110, Tennis 113, Archery 118, Badminton 120, Social Dancing 122, (men) Rural School Physical Education 233.

7. These electives may well be chosen from the preferred courses listed in the above notes (1 to 6) not used to meet minimum group requirements, supplemented if necessary from such courses as follow: Rhetoric 106B; Fundamentals of Speech 105B; Reading Interests of Children 202; Literary Interpretation 210; The Familiar Essay 212; The English Bible 218A, 218B; Principles of Speech Correction 230; Regional Geography 105B; Physical Science 100A, 100B; United States History 201A; Illustrative Handwork 107.

## DEGREES IN RURAL LIFE AND EDUCATION

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

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

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

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



are enrolled in either the rural elementary or the rural secondary degree curricula.

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

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

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

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

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

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

## AGRICULTURE

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

## First Year

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

## Second Year

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

## BUSINESS ADMINISTRATION

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

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

## First Year

	Semester Hours
College Writing 106A, B or Communication 104A, B .....	6-8
Trigonometry and College Algebra 103A, College Algebra and Analytic Geometry 103B .....	10
or	
College Algebra and Analytic Geometry 104A, B .....	8

Language or Literature .....	6-8
Foundations of Western Civilization 100A, B .....	8
or	
Man and Society 101A, B .....	8
Physical Education .....	1
Elective .....	6

#### Second Year

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

#### SELECTED COURSES FOR PRE-DENTISTRY

All Pre-Dental students should have a catalog from the Dental School of their choice. The requirements vary to some extent from college to college and it is your responsibility to see that you meet your particular school's requirements.

In general, the following program should be followed:

#### First Year

	Semester Hours
College Writing 106A, B .....	6
Biology 100A, B .....	8
Chemistry 100A, B or 101A, B .....	8
Man and Society 101A, B .....	8
or	
Foundations of Western Civilization 100A, B .....	8
Physical Education 103A, B or R.O.T.C. ....	2-3
Trigonometry (If none in high school) .....	3

#### Second Year

Physics 102A, B .....	8
Organic Chemistry 306A, B .....	8
Physical Education 203A, B or R.O.T.C. ....	2-3
Language, Literature, or Speech .....	6-8
Electives .....	6-8

#### Third Year

Zoology .....	8
Psychology .....	6
Electives (complete minors)	

## ENGINEERING

(Combined Curriculum in Letters and Engineering)

University of Michigan

## First Year

	Semester Hours
College Writing 106A, B.....	6
Trigonometry and College Algebra 103A, College Algebra and Analytic Geometry 103B .....	10
or	
College Algebra and Analytic Geometry 104A, B.....	8
General Chemistry 100A, B, or 101A, B.....	8
Mechanical and Machine Drawing 221.....	3
Descriptive Geometry 222.....	3
Physical Education .....	1
Elective .....	3-4

## Second Year

Chemical and Metallurgical

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

## Third Year

Chemical and Metallurgical

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

## Second Year

Aeronautical, Civil, Electrical, Marine, and Mechanical

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

**Third Year****Aeronautical, Civil, Electrical, Marine, and Mechanical**

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

Note.—1. Language requirement: one year of a foreign language is required unless two years of a single foreign language were presented for entrance.

2. All students must have 12 semester hours in Group III (Social Science), including two hours of political science.

3. Electives: Differential Equations 321 is required in Aeronautical Engineering, Electrical Engineering, and Engineering Mechanics. Geology 230 should be elected in the third year of the Civil Engineering curriculum.

4. Civil Engineering requires Surveying.

**FORESTRY**

(Two year program approved by the University of Michigan)

Students planning to transfer to the University of Michigan at the end of the second year must plan on attending the University's summer camp before beginning work on the Ann Arbor campus.

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

	Semester Hours
College Writing 106A.....	3
or	
Communication 104A .....	4
General Chemistry 100A.....	4
Foundations of Western Civilization 100A.....	4
or	
Man and Society 101A.....	4
General Biology 100A.....	4

15 or 16 hrs.

**Semester II**

College Writing 106B.....	3
or	
Communication 104B .....	4
General Chemistry 100B.....	4
Trigonometry 100C .....	3
Foundations of Western Civilization 100B.....	4
or	
Man and Society 101B.....	4
General Biology 100A.....	4

15 or 16 hrs.

**Second Year  
Semester I**

Geology 230A .....	4
Physics 103A .....	5
Soils 200 .....	3
Economics 220A .....	3
	15 hrs

**Semester II**

Surveying 210 .....	3
Botany 221B .....	4
Botany 223 .....	2
Economics 220B .....	3
	15 hrs

**FORESTRY**

(Two year program approved by Michigan State)

**First Year  
Semester I**

	Semester Hours
College Writing 106A .....	3
Speech 105A .....	3
Physical Science 100A .....	4
Mathematics .....	3, 4 or 5
Soils 200 .....	3
Phys. Ed. ....	1

**Semester II**

College Writing 106B .....	3
Drawing 221 .....	3
Biological Science 102 .....	4
Mathematics .....	3, 4 or 5
Comparative Arts 215 .....	4

**Second Year  
Semester I**

Man and Society 101A .....	4
Foundations of Western Civilization 100A .....	4
Botany 221A .....	4
Chemistry 101A .....	4
Phys. Ed. ....	1

**Semester II**

Man and Society 101B .....	4
Foundations of Western Civilization 100B .....	4
Botany 221B .....	4
Chemistry 101B .....	4

**JOURNALISM**

(University of Michigan)

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

	Semester Hours
College Writing 106A .....	3
Foundations of Western Civilization 100A .....	4
General Biology 100A .....	4
Foreign Language .....	4

**Semester II**

College Writing 106B .....	3
Foundations of Western Civilization 100B .....	4
General Biology 100B .....	4
Foreign Language .....	4

**Second Year****Semester I**

Journalism 201A .....	3
Genetics 305 .....	3
Sociology (Intro) 241 .....	3
Economics 220A .....	3
or	
Political Science 230A .....	3

**Semester II**

Journalism 201B .....	3
Evolution 306 .....	3
Gen. Psychology 200 .....	3
Economics 220B .....	3
or	
Political Science 230B .....	3

Electives from Mathematics, Philosophy, U.S. History to make at least 15 hours each semester.

**JOURNALISM**

(Michigan State College Requirements)

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

	Semester Hours
College Writing 106A .....	3
Speech 105A .....	3
Physical Science 100A .....	4
Military Science .....	2



**Semester II**

College Writing 106B .....	3
Biology Survey 102 .....	4
Man and Society 101B .....	4
Military Science .....	2
Electives .....	3

**Second Year****Semester I**

Journalism 201A .....	3
U.S. History 201A .....	3
Foundations of Western Civilization 100A .....	4
Comparative Arts 215 .....	4
Military Science .....	2

**Semester II**

Journalism 201B .....	3
U.S. History 201B .....	3
Foundations of Western Civilization 100B .....	4
Electives .....	4
Military Science .....	2

**LAW**

(Combined Curriculum in Letters and Law)

College of Law, University of Illinois

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

**First Year**

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

**Second Year**

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

### Third Year

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

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

### PRE-MED STUDENTS

Students seeking admission to a medical school should make application prior to January 1 for the following fall semester. Most schools require a non-refundable fee at the time the application is made, to defray the cost of processing the application. Most schools require a partial payment of the first year's tuition upon notification of acceptance.

All applicants should take the Medical College Admission Test given in the fall at Kalamazoo College or during the spring semester at Western Michigan College. For further information see Dr. Frederick, 105 Health Service Building.

Four scores from this test are reported to the medical schools; namely, a score in what is known as the verbal factor, one in quantitative ability, one on social science and one in science. These scores are never divulged to the students.

Major and minor fields should be selected during the sophomore year on campus. Consult your pre-med counselor who will direct you and assist you. Many medical schools accept pre-med students with ninety semester hours credit while a few recommend a bachelor's degree.

It is your responsibility to obtain a catalog from three medical schools of your choice and to meet their requirements.

The following schedules of courses will in most instances satisfy medical school requirements:

#### First Year

	First Sem.	Second Sem.
College Writing 106A, B .....	3	3
Biology 100A, B .....	4	4
Chemistry 100A, B, or 101A, B .....	4	4
Language .....	4	4
Physical Education or R.O.T.C. ....		

#### Second Year

Qual. and Quant. 201-202 .....	4	4
Physics 102A, B .....	4	4
Language (not required) .....	4	4
Man and Society 101A, B .....	4	4
Physical Education or R.O.T.C. ....		

Third Year

Zoology 242A, B .....	4	4
Organic Chemistry 306A, B .....	4	4
Group III .....	3	3
Group I or V .....	3	3
Electives .....	2	2

Summer

Emb. 342 or Histology 341 .....

Fourth Year

(If four-year pre-med is taken then omit summer session above.)

Complete major and minor requirements and other degree requirements.

Take electives in Art, Music, Literature, Speech and Social Sciences.

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 the Registry of the American Society of Clinical Pathologists. Upon successful completion of the fourth year, the student may be granted the degree of Bachelor of Science, if all requirements have been satisfied for a general degree.

Minors should be established in biology and chemistry and final counseling should be obtained upon completion of forty-five semester hours. The major is "Medical Technology", 335, thirty semester hours taken during the fourth year at a recognized hospital for training Med-Tech students or at the Michigan Department of Health. State tuition must be paid during the senior year while on affiliation.

First Year

	Semester	
	First Sem.	Second Sem.
Biology 100A, B .....	4	4
College Writing 106A, B .....	3	3
Chemistry 100A, B, or 101A, B .....	4	4
Mathematics or Man and Society .....	3-5	3-5
P.E. ....	$\frac{2}{3}$	$\frac{2}{3}$

Second Year

Qual. and Quant. 201-202 .....	4	4
Bacteriology 312A .....	4	
Physiology 211B .....		4
Man and Society 101A, B, or Government ....	4	4
Group I .....	3-4	3-4
P.E. ....	$\frac{2}{3}$	

**Third Year**

Physics 102A, B .....	4	
Zoology 242B .....		4
Organic Chemistry 306A .....	4	
Biochemistry 350-351 .....		4
Electives Group I-II-III .....	6	9
	—	—
To total at least .....		92 S.H.

**Fourth Year**

Medical Technology 335 .....	30
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**NURSING**

Pre-professional preparation for transfer to a college of nursing may be taken at Western Michigan College for one or two academic years.

Universities offering a four-year-correlated-program leading to a B.S. degree and R.N. accept transfer students from an accredited institution upon the satisfactory completion of one year meeting specified requirements.

A typical one-year pre-professional required program:

College Writing 106A, B or Communications 104A, B .....	6-8 semester hours
Chemistry 101A, B or 100A, B .....	8 semester hours
Biology 100A, B .....	4-8 semester hours
Psychology 200 .....	3 semester hours
Social Science .....	8 semester hours
Physical Education .....	Each semester
Electives .....	to bring total to at least 30 semester hours

Certain other colleges of nursing admit candidates at the end of two years from an accredited institution meeting specified requirements.

A typical two-year pre-professional required program:

College Writing 106A, B or Communications 104A, B .....	6-8 semester hours
Chemistry 101A, B or 100A, B .....	8 semester hours
Biology 100A, B .....	8 semester hours
Zoology 242A, B .....	4-8 semester hours
Psychology 200 .....	3 semester hours
Social Studies .....	14-18 semester hours
Physical Education .....	Each semester
Electives .....	to bring total to at least 60 semester hours

IN CO-OPERATION WITH THE NURSING COUNSELOR, STUDENTS SHOULD PLAN WITH CARE TO MEET THE ADMISSION REQUIREMENTS OF THE SCHOOL THEY WISH TO ATTEND.

## GENERAL DEGREE WITH A MAJOR IN NURSING

## B.S. Degree

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

Students may take either one or two years of college work before entering the school of nursing, or complete their college work for a degree after three years in the school of nursing. They will make application directly to the accredited school of nursing\* of their own choice.

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

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

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

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

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

Minimum required program includes:

	Semester Hours
Rhetoric 106A, B, or Communications 104A, B .....	6-8
Science .....	12-16
Biology 100A, B	
Chemistry 100A, B, or 101A, B	
Or, other science courses approved by counselor	
Foundations of Western Civilization 100A, B .....	8
American, National and State Governments 230A (or equivalent) ..	3
Literature or Language .....	6-8
Sociology .....	6
General Psychology 200 .....	3
Human Growth and Development 251 .....	3
Physical Education .....	2
Electives .....	To total 124

(See pages 104-105 for details re: minors and other specific degree requirements.)

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

## OCCUPATIONAL THERAPY

## B.S. Degree and/or Diploma

## First Year

	Semester Hours
College Writing 106A, B and Fundamentals of Speech 105A.....	9
or	
Communications 104A, B .....	8
Man and Society 101A, B .....	
or	
Foundations of Western Civilization 100A, B.....	8
Biological Science 102 .....	4
Outdoor Science 232 .....	4
Art Structure 106 .....	3
Printing 144 .....	3
Physical Education .....	1

31-34

## Second Year

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

30

## Third and Fourth Year

Literature or Foreign Language .....	3
Literature for Children 203 .....	3
Kinesiology 216A .....	2
Applied Kinesiology 216B .....	2
Theory of O. T. (Med. Lectures) 410B.....	3
Abnormal Psychology 305 .....	3
Introduction to Speech Correction 250 or Principles of Speech Correction 251 .....	3
Theory of Occupational Therapy 410A .....	2
Recreational Therapy 222 .....	2
O. T. Special Wood Shop 308 .....	3
Weaving 428 .....	4
Elementary Design 215 .....	3
Ceramics and Jewelry 425 .....	2
Clothing 203 .....	2
Hospital Case Histories 352 .....	3
Clinical Practice 311 .....	5

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

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

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

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

## SOCIAL WORK

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

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

#### First Year

Communication 104A, B .....	8
Biological Science 102, or equivalent .....	4
Foundations of Western Civilization 100A, B (recommended)	
or	
Man and Society 101A, B or equivalent .....	8
Physical Education .....	2
Electives .....	10

#### Second Year

General Psychology 200 .....	3
Psychology of Personality 207 .....	4
or	
Introduction to Mental Hygiene 235 .....	3
or	
Human Growth and Development 251 .....	3
Economics of Consumption 223 or Principles of Economics 220A....	3
Principles of Sociology 241 .....	3
Modern Social Problems 242 .....	0-3
Social Psychology 243 .....	3
Fields of Social Work 255 .....	2
Physical Education .....	2
Electives .....	9-13

#### Third and Fourth Years

Community Hygiene 212 or Genetics 305.....	3-2
A minimum of eight hours from the following sociology courses:	
Rural Sociology 220 .....	3
The City 247 .....	2
Cultural Anthropology 248 .....	3



Criminology 342 .....	3
Marriage and the Family 345 .....	3
Industrial Sociology 346 .....	2
Race Relations 347 .....	2
Social Pathology and Personal Deviation 442 .....	2
Population Problems 443 .....	3
Juvenile Delinquency and the Community 446 .....	3
Comparative Culture Studies 448 .....	2
Contemporary Social Movements 449 .....	2
American National, and State and Local Government 230A, B .....	6
Introduction to Social Research 348 .....	3
Family and Child Adjustment 351 .....	3
Introduction to Public Welfare 353 .....	3
or	
Community Welfare Organization 357 .....	2
Principles of Social Case Work 355 .....	2
or	
Principles of Social Group Work 356 .....	2
Orientation to Field Work 358A .....	2
Supervised Field Work 358B .....	3
Electives .....	31-35

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

2. The required courses in this curricula provide for a social science major of 34 or 37 semester hours and a minor in social work of 17 or 18 semester hours. Some 55 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 Management 322, Community Recreation, Scouting and Camp-fire 276, Laboratory Psychological Testing 402, Clinical Psychology 309, and Labor Problems 421A, B.

## MUSIC

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

First Year	Semester Hours
College Writing 106A, B .....	6
Voice 45A, B .....	6
Freshman Theory 106A, B .....	6
Elementary Acoustics 110 .....	2
Piano Class 117A, B .....	2
English Diction and Song Literature 122 .....	0
Physical Education .....	2
Elective .....	8

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

## Second Year

Voice 46A, B .....	6
Advanced Music Reading 205A, B .....	4
Advanced Harmony 206A, B .....	6
Music Literature 207A, B .....	6
Advanced Piano Class 217A, B .....	2
Italian Diction and Song Literature 222 .....	0
English Literature Electives .....	6
Physical Education .....	2

## Third Year

Voice 47A, B .....	6
Counterpoint 305A, B .....	6
Composition 306A, B .....	6
Style and Structure 310A .....	3
Contemporary Music 310B .....	3
Conducting 311A, B .....	2
French Diction and Song Literature 322 .....	0
Elective .....	6

## Fourth Year

Voice 48A, B .....	6
Orchestration 355A, B .....	6
History of Music 357A, B .....	6
Advanced Conducting 451A, B .....	2
German Diction and Song Literature 324 .....	0
American National and State Governments 230A, B .....	6
or	
Survey of American Government 234 .....	2
or	
Man and Society 101A, B .....	8
Elective .....	6-10

## MUSIC

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

## First Year

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

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

## Second Year

Major Performance, level 6, A, B .....	6
Advanced Music Reading 205A, B .....	4
Advanced Harmony 206A, B .....	6
Music Literature 207A, B .....	6
Advanced Piano Class 217A, B .....	2
Physical Education .....	2
Elective .....	6

## Third Year

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

## Fourth Year

Major Performance, level 8, A, B .....	6
Major Performance, Literature .....	0
Orchestration 455A, B .....	6
History of Music 357A, B .....	6
American National and State Governments 230A, B .....	6
or	
Survey of American Government 234 .....	2
or	
Man and Society 101A, B .....	8
Elective .....	8-12

## MUSIC

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

## First Year

	Semester Hours
College Writing 106A, B .....	6
**Applied Music .....	4
Freshman Theory 106A, B .....	6
Elementary Acoustics 110 .....	2
String Class 118A, B .....	2
Piano Class 117A, B .....	2
Physical Education .....	2
Elective .....	14

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

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

## Second Year

Applied Music .....	4
Advanced Music Reading 205A, B .....	4
Advanced Harmony 206A, B .....	6
Music Literature 207A, B .....	6
Advanced Piano Class 217A, B .....	2
Woodwind Class 219A, B .....	2
Style and Structure 310A .....	3
Contemporary Music 310B .....	3
Physical Education .....	2

## Third Year

Applied Music .....	6
Counterpoint 305A, B .....	6
Composition 306A, B .....	6
Conducting 311A, B .....	2
Brass Class 320A, B .....	2
Percussion Class 321 .....	1
Elective .....	9

## Fourth Year

Applied Music .....	6
Orchestration 455A, B .....	6
Advanced Composition 456A, B .....	6
History of Music 357A, B .....	6
American, National and State Governments 230A, B .....	6
or	
Survey of American Government 234 .....	2
or	
Man and Society 101A, B .....	8
Elective .....	2-6

## LIBRARIANSHIP CURRICULUM

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

## Public, County and Regional Library Service

		First Year	Semester Hours
106 or 104	College Writing or Communication .....		6-8
100	Physical Sciences Survey .....		8
	or		
102	Biological Science and Human Geog. ....		8
100	Foundations of Western Civilization .....		8
	Modern Language .....		8
	Electives .....		2
	Phys. Educ. ....		2
		Second Year	
200	General Psychology .....		3
241	Sociology .....		3
220	Economics .....		3
201	Journalism .....		3
203	Literature for Children .....		3
202	Reading Interests of Children .....		3
313	Michigan History .....		3
	Electives .....		9
	Phys. Educ. ....		2
		Third Year	
251	Human Growth and Development .....		3
342	Modern Social Problems .....		3
360	Organization of Library Materials .....		2
411	Reference Service .....		3
304	Reading Interests of Adults .....		2
363	Rural and Urban Library Administration .....		3
406	Storytelling .....		2
	Electives .....		12
		Fourth Year	
402	Reading Interests of Young Adults .....		2
403	Selection of Reading Materials .....		3
470	Introd. to Classification and Cataloging .....		4
*380	Field Assignment and Laboratory .....		3
362	Library in the Modern Community .....		2
438	Audio-visual Education .....		2
	English Electives .....		6
	Electives .....		8

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

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

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

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##### BUSINESS STUDIES

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

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

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

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

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

**The Cooperative Curricula:** The two-year Cooperative Retailing Program and Cooperative Secretarial Training Program are on a work-and-school basis. This gives the student an outstanding opportunity to meet, on a

practical work-for-pay basis, the requirements of the full-time job for which he is preparing.

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### DISTRIBUTIVE EDUCATION

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

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

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

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### HOME ECONOMICS

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

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

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

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

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### INDUSTRIAL ARTS EDUCATION

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

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

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

All of the elementary courses are open to women.

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### VOCATIONAL INDUSTRIAL TEACHER EDUCATION

This curriculum provides for a combination work-study program, specifically for the preparation of trade and industrial teachers. It leads to a B.S. degree, a secondary provisional certificate, and a vocational trade and industrial certificate. Coordinated practical work experience in industry or

its equivalent is mandatory. It is necessary for a student to work a total of at least four years. In general, the type of industry selected is governed by the nature of the student's interest in the industrial phase which he expects to teach.

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### INDUSTRIAL TECHNICAL EDUCATION

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

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

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

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

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

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

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### AVIATION EDUCATION

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

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

#### Air Transportation

This curriculum is four years in length, leading to a B.S. degree. It is designed to train students to manage and operate airports, and for various administrative, supervisory, and sales positions in the business field of aviation. It requires concentration in four areas—mechanics, pilot training, business administration, and airport operation. Sufficient work is given



in mechanics to meet the requirements for a CAA airplane and/or engine mechanic's license. A minimum of 35 hours of flight training leading to a private pilot's license is required for all students.

#### **Pilot Training**

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

#### **Aviation Teacher Education**

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

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

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

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### **PAPER TECHNOLOGY**

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

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### **BUSINESS ADMINISTRATION**

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

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

hours a student may present for graduation is 45 in the Department of Business Studies.

### BUSINESS ADMINISTRATION

#### First and Second Years

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

#### Third and Fourth Years

Physical Science 100A, B or Biological Science 102 and Human Geography 105A .....	8
General Psychology 200 .....	3
Survey of Business Insurance 322 .....	3
Business Law 320A, B .....	6
Management Problems 339 .....	3
Physical Education .....	2
Electives (See Major and Minor requirements) .....	30-34
Recommended Electives:	
Economic Geography 218 .....	3
Economic History of United States 312 .....	3
Psychological Aspects of Business 210 .....	3
Applied Psychology 204 .....	2
American National and State Governments 230A .....	3
Survey of American Government 234 .....	2
Principles of Sociology 241 .....	3

#### Majors in Business Administration

- I. Accounting: Accounting 210A, B; Intermediate Accounting 310A, B; Cost 411, Tax 412, Auditing 313, Accounting Theory and Problems 314. All courses listed are major requirements, and should be taken, insofar as possible, in the sequence listed. Students are admitted to a Major in Accounting only upon approval of the Accounting Staff. Students planning on majoring in Accounting should take

\*Mathematics minors waive this requirement.

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

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

210A, and B in their Freshman year. Mathematics minor required. Sequence A or B.

II. Air Transportation: (Students under the Air Transportation curriculum may major in Business Administration.)

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

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

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

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

V. Insurance: Insurance Principles 322; Life Insurance 423; Property Insurance 324; Casualty Insurance and Suretyship 326. Majors intending to enter the agency phase of insurance will also be required to take Salesmanship 340, and Advertising 342 or Small Business Management 237. Those intending to enter the home office phase will also be required to take Office Management 439, and Business Report Writing 433 or Records Administration 101, and show proficiency in Typewriting or take Typewriting 101A.

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

VII. Management:

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

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

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

4. Retail Store Management: Retail Salesmanship 150; Fundamentals of Retailing 140; Merchandise Information 151A or 151B;

Retail Merchandise Mathematics 111; Retail Advertising 240; Retail Credit and Collections 241 or Credit Management 345.

5. Small Business Management: Salesmanship 340; Sales Management 341; Credit Management 345; Real Estate Fundamentals 350; Advertising 342; Personnel Administration 436; Small Business Management 237.
6. Industrial Management: Purchasing 348; Cost Accounting 411; Personnel Administration 436; Business Report Writing 433; Industrial Organization and Management 343; Industrial Management Problems 344; Introduction to Industrial Psychology 300. Student is required to take a minor in Vocational Industrial to be approved by the Major and Minor advisors.

### VIII. Business Teacher Training.

1. For majors and minors in the field of Business Teachers Education refer to the Business Teacher Training Curriculum in the catalog.

### TECHNICAL BUSINESS CURRICULA (Two Years)

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

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

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

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

First Year		Semester Hours
Communications 104A, B or	.....	8
College Writing 106A, B	.....	6
Industrial and Business World 135A, B	.....	4
Business Mathematics 120A, B	.....	4
Principles of Accounting 210A, B	.....	6

Business Correspondence 232 .....	3
Physical Education .....	1
Electives .....	5-7

#### Second Year

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

#### Fields of Specialization in Technical Business Curriculum

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

#### COOPERATIVE PROGRAM IN RETAILING (Two Years)

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

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

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

**First Year**

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

**Second Year**

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

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

**COOPERATIVE PROGRAM IN SECRETARIAL TRAINING (Two Years)**

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

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

**First Year**

	Semester Hours
College Writing 106A, B or Communications 104A, B .....	6-8
Industrial and Business World 135A, B .....	4
Business Mathematics 120 .....	2
*Secretarial Science 130A, B .....	10
Personal and Social Problems 120 .....	1

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

Physical Education .....	1
Man and Society 101A, B .....	8

#### Second Year

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

### HOMEMAKING CURRICULUM (Two Years)

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

A diploma is issued at the completion of this course

#### First Year

	Semester Hours
Effective Living 145 .....	2
Clothing and Textiles 103 .....	3
Food for the Family 118 .....	2
Elementary Design 105 .....	2 or 3
Communications 104A, B .....	8
Healthful Living 112 .....	2
Physical Education .....	1
Electives .....	10 or 11

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

#### Second Year

Clothing 205 .....	3
Costume Design 209 .....	2
Everyday Nutrition 222 .....	2
Human Growth and Development 251 .....	3
(Home Economics Section)	
Home Furnishings 221 .....	2
Home Nursing 223 .....	2
American, National and State Governments 230A, B .....	6
Physical Education .....	1
Electives .....	10

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

### DIETETICS CURRICULUM

#### First Year

	Semester Hours
Effective Living 145 .....	2
Foods 111 .....	3

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

Clothing and Textiles 103 .....	3
Elementary Design (art) 105 .....	2 or 3
Communication 104A, B .....	8
Chemistry 101A, B or 100A, B .....	8
Physical Education .....	1
Electives .....	3 or 4

### Second Year

Sociology 241 .....	3
Nutrition 211 .....	3
Advanced Food Preparation and Table Service 311 .....	3
Biology 100A .....	4
Organic Chemistry 306A .....	4
General Psychology 200 .....	3
Foundations of Western Civilization 100A, B .....	8
Physical Education .....	2
Electives .....	2

### Third Year

Principles of Economics 220A .....	3
Quantity Food Management 312 .....	3
Bacteriology 312A .....	4
Biochemistry 350, 351 .....	4
American National Government 230A .....	3 or 4
Advanced Nutrition 416 .....	3
Physical Education .....	1
Electives .....	10 or 11

### Fourth Year

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

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

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



**PAPER TECHNOLOGY**

(Vocational and Scientific Curriculum)

Sponsored Jointly by the Division of Vocational Education  
and

The Department of Chemistry

B.S. Degree

This curriculum is intended to prepare students for work in the paper industry in the technical, manufacturing, sales, and executive areas. It is foundational in nature, and provides for actual work experience during the summers in the paper mills. It is expected that the student will work in the mills at least two of the three summers indicated. The plan operates co-operatively through the use of an advisory committee composed of eight members from the industry and four members from Western Michigan College. Option I stresses preparation for production and technical areas, whereas Option II prepares students for sales and management areas in the paper industry.

**OPTION ONE**

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

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

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

**Second Semester**

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

**Summer**

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

## First Semester

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

## Second Semester

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

## Summer

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

## First Semester

Man and Society 101A .....	4
*Language and Literature .....	3-4
Organic Chemistry 306A .....	4
Pulp Testing 332A .....	2
Fiber Microscopy 333 .....	1
Elements of Industrial Chemistry 334A .....	2

## Second Semester

Man and Society 101B .....	4
*Language and Literature .....	3-4
Organic Chemistry 306B .....	4
Paper Testing 332B .....	2
Elements of Industrial Chemistry 334B .....	2
Wood Chemistry 335 .....	2
Coloring and Filling of Paper 336 .....	1

## Summer

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

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

## Fourth Year

## First Semester

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

## Second Semester

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

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

## OPTION TWO

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

## First Year

## First Semester

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

## Second Semester

Communication 104B .....	4
College Algebra and Analytic Geometry 103B .....	5
or	
Analytic Geometry 104B .....	4

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

General Chemistry 100B or 101B .....	4
Orientation to Paper Technology 130B .....	1
Physical Education .....	1
Electives .....	3

#### Summer

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

##### First Semester

Man and Society 101A .....	4
Business Studies .....	3
General Physics 102A .....	4
Qualitative Analysis 201 .....	4
Pulp Manufacture 230A .....	2
Physical Education .....	1

##### Second Semester

Man and Society 101B .....	4
Business Studies .....	3
General Physics 102B .....	4
Quantitative Analysis 202 .....	4
Paper Manufacture 230B .....	2
Physical Education .....	1

#### Summer

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

##### First Semester

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

##### Second Semester

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

## Summer

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

## Fourth Year

## First Semester

Language and Literature .....	3-4
Auxiliary Equipment for Pulp and Paper Mills 433 .....	1
Chemistry and Technology of Plastics 434 .....	2
Economics 220A .....	3
Business Studies .....	5
Electives .....	3

## Second Semester

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

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

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

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**AIRLINE HOSTESS CURRICULUM**

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

First Year

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

Second Year

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

Third Year

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

Fourth Year

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

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

Major Sequences

Secretarial Administration

Secretarial Science 130A, B .....	10
Office Machines 230A, B .....	4

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

#### Personnel Administration

Management Problems 339 .....	3
Personnel Administration 436 .....	3
Office Organization and Management 239 .....	3
Business Correspondence 232 .....	3
or	
Business Report Writing 433 .....	2
Electives—Business Courses .....	12

#### Office Supervision

Office Machines 230A, B .....	4
Office Organization 239 .....	3
Personnel Administration 436 .....	3
Filing Techniques 103 .....	2
Typewriting 101A, B .....	4
Business Correspondence 232 .....	3
or	
Business Report Writing 433 .....	2
Electives—Business Courses .....	5

#### General Business

Any courses in business.

### AIR TRANSPORTATION CURRICULUM

#### B.S. Degree

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

#### First Year

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

## Second Year

Principles of Economics 220A, B .....	6
Accounting 210A or .....	3
Industrial Accounting 316A, B .....	4
General Psychology 200 .....	3
Psychology of Personality 207 .....	4
Survey of American Government 234 .....	2
*Business Statistics 235 .....	3
Pilot Training and Flight Theory 214A .....	2
Aircraft Sheetmetal 102 .....	2
Welding 274A .....	2
Aircraft Hydraulics and Instruments 200 .....	3
Physical Education .....	2

## Third Year

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

## Fourth Year

Personnel Administration 436 .....	3
Airport Selection, Layout, and Management 303 .....	3
Airline Traffic 304 .....	3
Airline Operation 305 .....	2
Airline Administration 306 .....	2
Air Traffic Control Procedures 307 .....	2
Engine Operation 204 .....	3

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

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

Aircraft Maintenance 203 .....	3
Propellers 205 .....	2



Personnel Relations 279 .....	3
Electives .....	6

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

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

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

### INDUSTRIAL SUPERVISION CURRICULUM

#### B.S. Degree

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

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

#### Third Year

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

#### Fourth Year

Occupational Analysis and Classification 404 or .....	2
Vocational Psychology 406 .....	2
Personnel Administration 436 .....	3
Labor Problems 421A, B .....	4
Industrial Cost Accounting 316A, B .....	4
Quality Control 354 .....	3
Production Control 356 .....	3
Introduction to Industrial Psychology 300 .....	2

Business Report Writing 433 .....	2
Time and Motion Study 358 .....	3
Electives .....	8

Total of 128 semester hours for graduation.

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

### AIRCRAFT MAINTENANCE ENGINEERING (Two Years)

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

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

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

#### First Year

##### First Semester

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

##### Second Semester

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

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

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

**Second Semester**

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

**Summer Session****(One Summer Session Required)**

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

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

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

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

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

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

**Second Semester**

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

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

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

**Second Semester**

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

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

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

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

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

**Second Semester**

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

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

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

**Second Semester**

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

**PRINTING TECHNOLOGY (Two Years)**

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

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

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

**Second Semester**

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

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

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

**Second Semester**

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

**MACHINE TOOL TECHNOLOGY (Two Years)**

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

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

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

**Second Semester**

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

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

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

**Second Semester**

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

**RADIO AND TELEVISION TECHNOLOGY (Two Years)**

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

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

	Semester Hours
Introductory Radio 135A .....	5
Electricity 174 .....	2
Applied Mathematics 112 .....	3
Physical Education .....	1
Communications 104A .....	4
Drawing 170A .....	2

**Second Semester**

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

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

Principles of Television 235A .....	5
Trigonometry 100C .....	3
Technical Physics 273 .....	3
Machine Shop 176 .....	2
Principles of Industrial Electronics 272 .....	3

**Second Semester**

Commercial Radio and Television Techniques 235B .....	5
Personnel Relations 279 .....	3
Welding 274A .....	2
Testing of Materials 178 .....	3
Physical Education .....	1

## ELECTRICAL AND ELECTRONICS TECHNOLOGY (Two Years)

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

## First Year

## First Semester

Semester  
Hours

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

## Second Semester

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

## Second Year

## First Semester

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

## Second Semester

Small Business Management 231 .....	3
Personnel Relations 279 .....	3
Industrial Electronics 246 .....	4
Testing of Materials 178 .....	3
Sheetmetal 275 .....	2
Physical Education .....	1



**AUTOMOTIVE TECHNOLOGY (Two Years)**

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

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

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

**Second Semester**

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

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

Automotive Analysis 255A .....	5
Drawing 170A .....	2
Machine Shop 176 .....	2
Basic Metallurgy 231 .....	3
Physical Education .....	1
Trigonometry 100C .....	3

**Second Semester**

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

**AUTOMOTIVE TRANSPORTATION CURRICULUM****B.S. Degree**

The Automotive Transportation curriculum is intended for those who wish to prepare themselves for employment in automotive servicing stations and automotive manufacturing industries. The curriculum is especially planned to train personnel for such positions as automotive service managers, automotive salesmen, and various supervisory and administrative positions in automotive manufacturing industries.

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

Communications 104A, B .....	8
Physical Science 100A, B .....	8
Automotive Engine and Accessories 155A .....	5
Automotive Body and Running Gear 155B .....	5
Electricity 174 .....	2
Machine Shop 176 .....	2
Physical Education .....	2

**Second Year**

Economics 220A, B .....	6
Automotive Electricity and Ignition 255A .....	5
Automotive Analysis 255B .....	5
General Psychology 200 .....	3
Applied Psychology 204 .....	2
Business Correspondence 232 .....	3
Drawing 170A .....	2
Welding 274A .....	2
Physical Education .....	2
Survey of American Government 234 .....	2

**Third Year**

Personnel Relations 279 .....	3
Quality Control 354 .....	3
Industrial Cost Accounting 316A, B .....	4
Psychology of Personality 207 .....	4
Plant Maintenance 355 .....	2
Sheetmetal 275 .....	2
Sales Management 341 .....	3
Salesmanship 340 .....	3
Electives .....	8

**Fourth Year**

Time and Motion Study 358 .....	3
Production Control 356 .....	3
Labor Problems 321A, B .....	4
Introduction to Industrial Psychology 300 .....	2
Occupational Analysis and Classification 404 or Vocational Psychology 406 .....	2
Advertising 343 .....	3
Credit Management 345 .....	3
Purchasing Principles and Practices 348 .....	3
Fundamentals of Industrial Supervision 353 .....	2
Industrial Organization and Management 343 .....	3
Automotive Service Management 370 .....	2
Electives .....	2

**Total Semester Hours for Graduation—128**

First Major—Automotive—32 semester hours

Second Major—Business—25 semester hours

First Minor—Industrial Supervision—16 semester hours

Second Minor—Economics or Psychology—15 semester hours

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**MILITARY SCIENCE AND TACTICS**

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

**First Year**

	Semester Hours
Military Science 101 .....	2
Military Science 102 .....	2

**Second Year**

Military Science 201 .....	2
Military Science 202 .....	2

**Third Year**

Military Science 301 .....	4
Military Science 302 .....	4

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

**Fourth Year**

Military Science 401 .....	4
Military Science 402 .....	4

# **DIVISION OF BASIC STUDIES**

**Elsworth P. Woods, Head**

The Division of Basic Studies is responsible for coordinating and administering the basic courses in general education. It functions through an Advisory Council which is responsible to the Educational Policies Committee. Within each subject area there is a planning committee which is responsible to the Advisory Council and the head of the Division. The chairman of each planning committee is chosen by committee members subject to the approval of the Department Heads within the area and the head of the Division of Basic Studies. Staff members in this division are also members of another department in the college.

The Basic Courses offered under the division include the following areas:  
(Courses described on pages indicated)

## **Communications**

104A Communications 201

104B Communications 201

## **Sciences**

102 Biological Science 250

105A Human Geography 262

100A Physical Science 248

100B Physical Science 248

## **Social Science**

101A Man and Society 286

101B Man and Society 286

100A Foundations of Western Civilization 292

100B Foundations of Western Civilization 292

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General Education .....	45	Speech Correction .....	62
Home Economics .....	66-96	State Limited Certificate .....	51
Homemaking .....	104	Student Personnel and Guidance .....	15
Housing .....	16-17	Technical Business .....	101
Industrial Arts .....	69-96	Tuition .....	40
Industrial Supervision .....	114	Vocational Distributive Education .....	71
Industrial Technical Education .....	97	Vocational Industrial .....	70-96
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