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East Carolina College

BULLETIN

Graduate Instruction



1951-1952

GREENVILLE, NORTH CAROLINA

EAST CAROLINA COLLEGE

IS AN ACCREDITED MEMBER OF

**The American Association of Colleges for
Teacher Education**

**The Southern Association of Colleges and
Secondary Schools**

The North Carolina College Conference

and

**The National Association of Business
Teacher-Training Institutions**

East Carolina College

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Published four times each year—March, May, August and December.

Entered as second-class matter March 16, 1936, at the post office at Greenville, N. C., under the act of Congress August 24, 1912

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SPECIAL PREP.	INSERT MATERIAL	BEN. SEW	PERMA-FILM			POCKETS			PRODUCT	VOL.	QTY.	JOB NO.
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CALENDAR FOR 1951

JANUARY							APRIL							JULY							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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21	22	23	24	25	26	27	22	23	24	25	26	27	28	22	23	24	25	26	27	28	21	22	23	24	25	26	27
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FEBRUARY							MAY							AUGUST							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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11	12	13	14	15	16	17	13	14	15	16	17	18	19	12	13	14	15	16	17	18	11	12	13	14	15	16	17
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25	26	27	28				27	28	29	30	31			26	27	28	29	30	31		25	26	27	28	29	30	

MARCH							JUNE							SEPTEMBER							DECEMBER						
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CALENDAR FOR 1952

JANUARY							APRIL							JULY							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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20	21	22	23	24	25	26	20	21	22	23	24	25	26	20	21	22	23	24	25	26	19	20	21	22	23	24	25
27	28	29	30	31			27	28	29	30				27	28	29	30	31			26	27	28	29	30	31	

FEBRUARY							MAY							AUGUST							NOVEMBER						
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MARCH							JUNE							SEPTEMBER							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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30	31						29	30						28	29	30					28	29	30	31				

COLLEGE CALENDAR

FALL QUARTER 1951

- Sept. 3 Monday—3:00 P.M. Faculty and Departmental Meetings.
6:30 P.M., Dinner.
- Sept. 4-5 Tuesday and Wednesday—Freshman registration and testing programs
- Sept. 6 Thursday—Registration of upperclassmen
- Sept. 7 Friday—Class work begins
- Oct. 13 Saturday—Homecoming
- Nov. 21 Wednesday, 12 M.—Fall quarter closes—Thanksgiving holidays begin

WINTER QUARTER 1951-52

- Nov. 26 Monday—Registration and classification
- Nov. 27 Tuesday—Class work begins
- Dec. 11 Tuesday—Faculty dinner
- Dec. 13 Thursday—Christmas Music Program, 8:00 P.M.
- Dec. 14 Friday—Christmas Assembly, 10:00 A.M.
- Dec. 15 Saturday, 12 M.—Christmas holidays begin
- Jan. 2 Wednesday—Class work resumed
- Feb. 23 Saturday—Examinations for winter quarter close

SPRING QUARTER 1952

- Feb. 26 Tuesday—Registration and classification
- Feb. 27 Wednesday—Class work begins
- April 12 Saturday, 12 M.—Spring holidays begin
- April 16 Wednesday—Class work resumed
- May 16 Friday—Examinations for spring quarter close.
- May 18 Sunday—Baccalaureate exercises
- May 19 Monday—Commencement exercises

SUMMER QUARTER 1952

First Term

- June 2 Monday—Registration
- June 3 Tuesday—Class work begins
- June 7 Saturday—Classes will be held
- June 21 Saturday—Classes will be held
- July 9 Wednesday—Examinations—First term closes.

Second Term

- July 10 Thursday—Registration
- July 11 Friday—Class work begins
- July 12 Saturday—Classes will be held
- July 26 Saturday—Classes will be held
- Aug. 9 Saturday—Classes will be held
- Aug. 15 Friday—Examinations—Summer School closes—Commencement Exercises

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I. ADMINISTRATION AND INSTRUCTION

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	Address	Term Expires
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URAN COX.....	Greenville	1953
JOHN P. STEDMAN.....	Lumberton	1953
DR. LEWIS H. SWINDELL.....	Washington	1953
ARTHUR L. TYLER.....	Rocky Mount	1953
JANE HALL.....	Raleigh	1955
JANET PALMER.....	Hookerton	1955
CHARLES F. CARROLL.....	High Point	1955
R. J. WHITE.....	Conway	1955
R. M. GARRETT.....	Greenville	1957
HENRY BELK.....	Goldsboro	1957
MILES CLARK.....	Elizabeth City	1957
MRS. B. T. WILLIAMS.....	Stedman	1957

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Ex Officio Chairman

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CHARLES F. CARROLL

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R. M. GARRETT, *Chairman*

ARTHUR TYLER

JANE HALL

SPECIAL NOTICE TO STUDENTS

The catalogue of East Carolina College, issued in the spring of each year, is intended to give such a description of the work of the College and such a digest of its regulations as are needed by students. Although the courses announced and the regulations given are fairly continuous from year to year, neither of them is valid beyond the succeeding year, for before the end of the succeeding year a new catalogue will have been issued, superseding all previous catalogues.

Ordinarily a student may expect to be allowed to secure a diploma or a degree in accordance with the requirements of the curriculum laid down in the catalogue in force when he first entered the College or in any subsequent catalogue published while he is a student; but the faculty reserves the right to make changes in curricula and in regulations at any time when in its judgment such changes are for the best interests of the students and of the College.

III. EXPENSES

DAY STUDENTS

The fee for day students, i.e., those not living in one of the college dormitories, is \$56.00 a quarter.

DORMITORY STUDENTS

The fee for dormitory students is \$84.00 a quarter. This fee covers tuition, instruction, room, laundry deposit, admission to college entertainments, subscription to the college paper, and infirmary service for minor illness.

RESERVATION FEE

A reservation fee of \$5.00 must accompany the application for admission from all students. The fee is credited to the student's account, provided he enrolls in the quarter for which reservation is made. If he wishes to withdraw his application and notifies the College in writing at least two weeks before the opening of the quarter, the fee will be returned.

FEES PAYABLE EACH QUARTER

	Students Day	Students Dormitory
Registration, etc.	\$ 10.00	\$ 10.00
Tuition	35.00	35.00
Tuition (non-residents of N. C.)	70.00	70.00
Room Rent (Except Wilson and Slay Dormitories)	20.00	_____
Laundry Deposit	8.00	_____
	<hr/>	<hr/>
	\$ 73.00	\$ 45.00
Student Activity Fee*	11.00	11.00
	<hr/>	<hr/>
Total	\$ 84.00	\$ 56.00
Wilson and Slay Dormitories (Addi- tional Room Rent)	3.00	_____

*This fee admits students to music concerts and lecture programs and pays membership or participation in the Student Government, the student newspaper, the annual, athletics, etc.

The College operates a cafeteria in which meals are available to all students at moderate prices. Coupons in books of \$5.00 are available for the convenience of students who wish to purchase them.

OTHER FEES

Private music lessons (a quarter).....	\$15.00
Student teaching	10.00
Diploma fee (with application for graduation).....	5.00
Late Registration	1.00
Changes in schedule (a subject).....	.25
Transcript (after first).....	1.00
Transcript (evaluation fee).....	5.00
“Auditor” in one or more courses.....	6.00
Infirmary fee**	1.00

Special students, i.e., day students who schedule not more than eight credit hours a quarter, will pay a fee of \$4.00 a credit hour scheduled.

These fees are subject to revision by the Board of Trustees of the College, and it reserves the right to revise them at any time it is found necessary or advisable to do so.

To be exempt from the out-of-state fee:

1. The parent or guardian of a student must be residents of the State at the time of his registration, or
2. The student must have established residence in the State at least six months before he entered the College.

A resident student is construed to be one who actually lives in the State and not one who has merely moved into the State for the purpose of securing an education from one of the State Institutions.

LATE REGISTRATION

A student registering later than the date for his regular registration must pay an additional fee of \$3.00. If a student wishes to appeal from the late registration

**Charged day students not living in own homes. Gives infirmary service.

charge, he may file such an appeal in writing with the Registrar. Students will not be excused from paying the late registration fee unless delay was due to circumstances clearly beyond the student's control.

TEXTBOOKS

Students are required to purchase their textbooks. For their convenience the College will maintain a depository where all necessary books may be purchased.

WITHDRAWALS, REFUNDS, CREDITS

Students who, for any reason, withdraw from the College before registration for the quarter is closed will have one-half of the fees for room and tuition refunded. Refund will be calculated from the date of official withdrawal from the College.

A student desiring to withdraw from the College should do so with the consent of his parent or guardian and the approval of the Registrar. Students who withdraw without following this procedure are not eligible to re-enroll in the College. Furthermore, a student who withdraws without the permission of the Registrar receives a grade of 5 on all courses for which he was registered at the time of withdrawal.

CREDIT—No degree, diploma, or certificate will be granted or a transcript of credits furnished a student until all financial obligations to the College, other than student loans, have been paid.

All previously incurred expenses and accounts at the College must be fully paid or secured before a student may reenter at the beginning of any quarter.

GRADUATE INSTRUCTION

1. Purpose: The primary function of East Carolina College is to prepare teachers and school administrators for all types of public-school work. As the state certification requirements for teachers and administrators advance, the College extends its curricula to prepare its students to meet the new requirements. Graduate instruction is intended to provide an advanced program of study for North Carolina teachers and school administrators and to enable them to meet the requirements for the graduate certificates issued by the State Department of Public Instruction.

2. Administration: The administration and direction of graduate instruction is in charge of the Committee for the M.A. Degree and the Dean of Instruction.

3. Admission to Graduate Instruction: Application for admission to graduate instruction must be made to the Dean of Instruction. Blanks for this purpose may be secured from the Registrar's office.

To be admitted to graduate instruction, an applicant must hold a Bachelor's degree from this College or from some other institution of equal rank or lack not more than six quarter hours of work to complete the resident requirements for the Bachelor's degree, provided he is recommended for graduate standing by the director of his major department. He must also have met the undergraduate requirements for his major and minor fields and made not less than an average grade of "3" in all his undergraduate work.

If the undergraduate work of an applicant does not show the completion of at least fifteen quarter hours in English, nine of which shall be Composition, and twenty-four quarter hours in a combination of Education and Psychology, such deficiencies shall be made up before the Master's degree will be conferred.

Admission to graduate study is not equivalent to admission to candidacy for the degree of Master of Arts.

4. Transcripts. Graduate from other institutions must present an official transcript of all college work completed. This transcript should be filed with the Registrar of the College before the first enrollment.

5. General Information. Each graduate student should choose a major field and consult the director of that department with reference to the work to be done in that department.

Courses numbered 300-399 followed by letter G indicate Senior-graduate courses and are open to seniors and graduate students only.

Courses numbered 400 or above are open to graduate students only.

6. Marks. Credit is given for graduate instruction only for marks "1," "2," and "3".

REQUIREMENTS FOR THE DEGREE OF MASTER OF ARTS

1. At least one academic year must be spent on the campus of East Carolina College. The academic year must consist of three full quarters or a minimum of thirty-three weeks done within five consecutive years. All course requirements must also be completed within five consecutive years. A minimum of twelve quarter hours completed on the campus may be counted as a quarter's work, except that each student must carry a minimum load of twelve quarter hours at least one quarter.

A maximum of nine quarter hours in any curriculum leading to the Master's degree may be taken in off-campus extension work given by East Carolina College.

A graduate student may earn a maximum of nine quarter hours in another institution having equal standards of graduate work, except that the maximum is reduced by the number of quarter hours the student has earned in off-campus extension courses at East Carolina College. For example, a student who has graduate credit

for three quarter hours in extension work may not count more than six quarter hours of graduate work in another institution. Work done in another institution must be approved by the student's major adviser before the work is started. Except as stated in this regulation, graduate work may not be transferred from any other institution for credit toward the Master's degree. Equivalent graduate credit may be transferred to East Carolina College for the purpose of satisfying a specific curriculum requirement and thereby permitting the substitution of an elective course.

2. Admission to Candidacy. Each student must make application to the Chairman of the Committee for the M.A. degree for admission to candidacy. A graduate student will not be admitted to candidacy for the Master's degree until he has completed satisfactorily at least six quarter hours, one half of which must be in the candidate's major field. A graduate student must be approved for candidacy for the Master's degree before he is permitted to continue graduate study beyond 15 quarter hours.

3. No more than fifteen quarter hours of work may be taken in any one quarter. Not more than nine hours may be taken in any one summer term.

4. Not more than fifty per cent of the student's graduate credit may be taken in Senior-graduate courses.

5. Course Requirements. At least forty-five quarter hours of graduate work must be completed with no grade below a "3". An average of at least "2" is required. The work may be done under any one of the following plans. Not fewer than six quarter hours may be elected in any field.

Plan A: Administration Major in Education

Plan B: Elementary Education Major

Plan C: Secondary Education Major with minor in any one of the following departments:

1. Business Education
2. English
3. Library Science
4. Mathematics
5. Science
6. Social Studies
7. Health and Physical Education
8. Music Education

REQUIREMENTS FOR M.A. DEGREE

Plan A: Administration Major in Education

A. Required courses:	<i>q.h.c.</i>
Education 406 (formerly Adm. 405).....	3
Education 409 (formerly Adm. 409).....	3
Education 424* (formerly Adm. 424).....	3
or	
Education 425* (formerly Adm. 422).....	3
Education 428 (formerly Adm. 428).....	3
Education 480	3
Education 481	3
	18

B. Candidates must elect 6 quarter hours from the following:

Education 358G**	3
Education 360G (formerly Adm. 360G).....	3
Education 400*** (formerly Adm. 400a-b).....	3
Education 404 (formerly Adm. 404).....	3
Education 407**** (formerly Adm. 407).....	3
Education 408**** (formerly Adm. 408).....	3
Education 410 (formerly Adm. 433).....	3
Education 411 (formerly Adm. 482).....	3
Education 424* (formerly Adm. 424).....	3
Education 425* (formerly Adm. 422).....	3
Education 429 (formerly Adm. 484).....	3
Education 434 (formerly Adm. 434).....	3
	6

*Either 422 or 424 is required for principal's certificate. Either may be taken as an elective.
 **Education 358G is required unless taken as an undergraduate.
 ***Candidates who elect to write a thesis are required to take 6 quarter hours of seminar.
 ****Candidates for the superintendent's certificate are required to take 407 and 408 listed under Section B and to have a total of 27 hours in administration.

C. Candidates must elect 21 quarter hours from any graduate courses offered in the following departments: (Not fewer than six quarter hours may be taken in any field elected.)

1. Business Education
2. Education
3. English
4. Geography
5. Library Science
6. Mathematics
7. Music Education
8. Physical Education
9. Psychology
10. Science
11. Social Studies
12. Or other areas

REQUIREMENTS FOR M.A. DEGREE

Plan B: Elementary Education—45 Quarter Hours

A. Required courses: *q.h.c.*

Education 480	3
Education 481	3

B. Candidates must elect 15 quarter hours from graduate courses in Education and Psychology in addition to Education 480 and 481.

C. Candidates must elect at least 9 quarter hours in academic work. (Not fewer than 6 quarter hours may be taken in any field elected.)

D. Candidates must elect 15 quarter hours from any graduate courses offered in the following departments:

1. Business Education
2. Education
3. English
4. Geography
5. Health and Physical Education
6. Library Science
7. Mathematics
8. Music
9. Psychology
10. Science
11. Social Studies

REQUIREMENTS FOR M.A. DEGREE

Plan C: Secondary Education—45 Quarter Hours

A. Candidates must elect 12 quarter hours from the following:

	<i>q.h.c.</i>
Education 358G*	3
Education 420	3
Education 422	3
Education 480*	3
Education 481*	3
Psychology 415	3
Psychology 420	3
Psychology 421	3
Psychology 440	3
Psychology 450	3

B. Candidates must elect 18 quarter hours from any one of the following departments:

1. Business Education
2. English
3. Health and Physical Education
4. Library Science
5. Mathematics
6. Music Education
7. Science
8. Social Studies

C. Candidates must elect 15 quarter hours from graduate courses in any department.

6. Thesis. If a thesis is written it must show the result of an investigation of some educational problem related to the major field. The subject of the thesis must be approved by the director of the major department and the Graduate Committee at least two quarters before the degree is conferred. The thesis must be approved by the director of the major department and by the Graduate Committee at least two weeks before the degree is conferred. One bound typewritten copy of the thesis must be filed with the librarian of the College and one copy must be filed with the director of the major department before the degree is conferred.

*Education 358G is required unless taken as an undergraduate.

**Required.

No credit will be given for the seminar until after the thesis has been accepted.

7. Teaching Ability. Each student must satisfy the Graduate Committee as to his ability to teach. This may be done in either of two ways: (a) successful teaching experience, or (b) successful student teaching.

8. All candidates for the degree of Master of Arts must hold a class A certificate or satisfy that requirement before the degree is awarded.

COUNSELOR TRAINING PROGRAM

The Master of Arts Degree in Education with a major in Guidance requires the completion of 45 quarter hours as listed below:

I. Required Courses	27 quarter hours
Education 360G Principles of Guidance.....	3
Psychology 370G Mental Hygiene.....	3
Education 401a Analysis of the Individual-Non-Test Data	3
Education 401b Analysis of the Individual-Testing.....	3
Education 402 Occupational and Educational Information.....	3
Education 403 Organization and Administration of Guidance Services	3
Education 404 Counseling Techniques	3
Education 482a Supervised Practice Counseling.....	3
Education 482b Seminar-Counseling Problems.....	3
	—
	18

II. Electives

The remaining 18 quarter hours are to be distributed among related courses in education, economics, psychology, and sociology depending upon the needs of the student and the requirements of the college.

Counselor's Certificate

- I. Hold or be qualified to hold a Class A Teacher's Certificate.
- II. Have at least 3 years of successful teaching experience.
- III. Have the time equivalent of at least one year of occupational experience in one or more wage earning jobs other than teaching or counseling.

IV. A Master's degree in the professional field of guidance to include:

1. A minimum of 18 semester hours of professional courses distributed among the following areas:
 - *Principles of Guidance
 - Analysis of the Individual
 - Counseling Techniques
 - Occupational and Educational Information
 - Administrative Relationship of the Guidance Program
 - Supervised Practicum
2. 12 hours of work distributed among related courses in the areas of education, economics, psychology, sociology.

**Requirements for Principal's Certificate, Effective
As of July 1, 1943**

- A. Hold or be qualified to hold the Class A Teacher's Certificate (secondary or elementary).
- E. Have three years' teaching experience within the past five years.
- C. Hold a Master's degree from an institution of higher learning with recognized graduate standards approved by the State Department of Public Instruction.
- D. Have credit for a minimum of 18 quarter hours (27 recommended) of graduate work in Education selected from the following areas:
 1. Fundamental Bases of Education.
 - a. The Curriculum, at least 3 quarter hours required.
 - b. Human Growth and Development.
 - c. Social Foundations of Education.
 2. Instructional and Supervisory Techniques.
 - a. Principles of Supervision, at least 3 quarter hours required.
 - b. Teaching Procedures.
 - c. Guidance and Pupil Personnel and Accounting.
 - d. Measurements.
 3. Organization and Administration.
 - a. High School Administration, at least 3 quarter hours required.
 - b. Elementary School Administration, at least 3 quarter hours required.
 - c. General Administration.

- d. School Plant.
- e. Staff Personnel.
- f. Community Relations.

E. Electives-----18-27 quarter hours

This elective credit may be of the candidate's choice, subject to such requirements as the institution may have for the Master's degree, but it should be designed primarily to add to one's equipment as a teacher.

**Requirements for Superintendent's Certificate,
Effective As of July 1, 1943**

- A. Hold or be qualified to hold the Class A Teacher's Certificate (secondary or elementary).
- B. Have five years' experience within the past ten years, with at least two years as principal of an elementary or secondary school of seven or more teachers, during which time the applicant held or was qualified to hold a Principal's Certificate under requirements set up.
- C. Hold a Master's degree from an institution of higher learning with recognized graduate standards approved by the State Department of Public Instruction.
- D. Have credit for 27 quarter hours of graduate work in Education selected from the following areas:
 - 1. Fundamental Bases of Education.
 - a. The Curriculum, at least 3 quarter hours required.
 - b. Human Growth and Development.
 - c. Social Foundations of Education.
 - 2. Instructional and Supervisory Techniques.
 - a. Principles of Supervision, at least 3 quarter hours required.
 - b. Teaching Procedures.
 - c. Guidance and Pupil Personnel and Accounting.
 - d. Measurements.
 - 3. Organization and Administration.
 - a. General Administration, at least 3 quarter hours required.
 - b. School Finance, at least 3 quarter hours required.
 - c. School Plant.
 - d. Staff Personnel.
 - e. Community Relations.

E. Electives-----18 quarter hours

These elective credits may be in Education, or in a field of the candidate's choice, subject to such requirements as the institution may have for the Master's degree. It is recommended, however, that if the applicant does not already have such an understanding, either through his undergraduate work, or through 1, 2 and 3 above, the elective afford an opportunity to secure a general understanding of the relations of the school to social and political institutions of the community.

Requirements for Graduate Secondary and Graduate Elementary Certificates, Effective As Of July 1, 1941

I Graduate Secondary Certificates:

- A. Hold or be qualified to hold the Class A High School Teacher's Certificate.
- B. Have three or more years' teaching experience.
- C. Have a Master's degree from an institution of higher learning with recognized graduate standards approved by the State Department of Public Instruction. This would include:
 - 1. Subject matter in the certificate fields-----18 q.h.
 - 2. Education (Philosophy, Principles, Curriculum
Psychology, etc.) ----- 9 q.h.
 - 3. Electives ----- 18 q.h.

II. Graduate Elementary Certificate:

- A. Hold or be qualified to hold the Class A Primary or Grammar Grade Teacher's Certificate.
- B. Have three or more years' teaching experience.
- C. Have a Master's degree from an institution of higher learning with recognized graduate standards approved by the State Department of Public Instruction. This credit would include:
 - 1. Academic work----- 9-18 q.h.
This should include subject matter in those fields in which there are manifest weaknesses in the equipment of the individual, as well as subject matter that would strengthen points already strong.
 - 2. Education (Philosophy, Principles
Curriculum, Psychology, etc.)----- 9 q.h.
 - 3. Electives-----18-27 q.h.

COURSES OF INSTRUCTION

Significance of course numbers:

For seniors 300 to 399, graduate students 400 to 499.

The letter G following course numbers indicates Senior-Graduate courses.

BUSINESS

SECRETARIAL SCIENCE

420. Skill Building in Typewriting.

Three hours a week. Credit: three quarter hours.

This course is concerned with the techniques of skill building at the typewriter. Emphasis is placed upon specific learning aids and the development of correct typing procedures.

Prerequisite: Graduate standing.

421. Skill Building in Gregg Shorthand.

Three hours a week. Credit: three quarter hours.

This course is concerned with the building of skill in Gregg Shorthand. Shortcuts in the skill building program are examined and tested.

Prerequisite: Graduate standing.

ACCOUNTING

322G.a.b.c. Accounting Apprenticeship.

Fall, winter and spring quarters. Six hours a week.

Credit: three quarter hours.

The student will be required to do supervised work in one of the following situations: Office work in an approved office downtown; office work in an approved college office; or supervision of accounting laboratories.

Open to seniors and graduate students only.

Prerequisite: Business Education 141 or equivalent.

360G. Federal Tax Accounting.

Five hours a week. Credit: five quarter hours.

A study of the special problems involved in the accounting for income taxes, the capital stock tax, the gift tax, the estate tax, the excess profits tax, and social security taxes.

361G. Auditing.

Five hours a week. Credit: five quarter hours.

A study of auditing procedure, cash, securities, receivables, inventories, fixed assets, and related topics.

Prerequisite: Business Education 141 or equivalent.

362G. Cost Accounting.

Five hours a week. Credit: five quarter hours.

Topics: method of collecting costs of material, labor, and overhead; perpetual inventories; legal phases of cost accounting; cost accounting for departments and branches. A manufacturing set is a part of the required work.

Three extra hours per week required in the accounting laboratory.

Prerequisite: Business Education 141.

412. C.P.A. Problems—Accounting Theory and Practice.

Three hours a week. Credit: three quarter hours.

An extensive study of accounting problems that have been used in C.P.A. examinations by the American Institute of Accountants.

Prerequisite: 10 hours of college accounting.

413. C.P.A. Problems—Auditing.

Three hours a week. Credit: three quarter hours.

An intensive study of auditing problems that have been used in C. P. A. examinations by the American Institute of Accountants.

Prerequisite: 10 hours of college accounting.

414. C.P.A. Problems—Commercial Law.

Three hours a week. Credit: three quarter hours.

An intensive study of legal problems that have been used in C. P. A. examinations by the American Institute of Accountants.

Prerequisite: 10 hours of college accounting and 10 hours of college business law.

BUSINESS ADMINISTRATION**410. Current Trends in Business.**

Three hours a week. Credit: three quarter hours.

Emphasis is placed upon recent developments in the field of business and in the field of business education.

415. Advanced Business Law.

Three hours a week. Credit: three quarter hours.

The law of negotiable instruments is emphasized in this course.

416. Advanced Business Law.

Three hours a week. Credit: three quarter hours.

The law of contracts is emphasized in this course.

417. Advanced Business Law.

Three hours a week. Credit: three quarter hours.

This is a course covering business law problems. The student will develop a research investigation of one of the following legal situations: law and its administration, sale of personal property, employer-employee, insurer-insured, business organizations, real property, and torts and business crimes.

440. Current Problems in Business.

Three hours a week. Credit: three quarter hours.

This course deals in the areas of business principles and trends that should be of common knowledge to the layman. It does not present technical materials which require a background in specific business courses. It is primarily a research course and will require extensive investigation into the resource materials related to the topics selected by the student. Topics for investigation: contracts, negotiable instruments, insurance, property rights, employer and employee relationships, problems of business management, types of business organization, business and the consumer, business and taxation, and accounting for small businesses.

BUSINESS EDUCATION

401. Problems in Business Education.

Three hours a week. Credit: three quarter hours.

A course designed for business teachers who wish to make special investigations of certain phases of business education. Topics for study include curriculum making, administration of business departments, and the equipment of a department.

430. The Business Education Curriculum.

Three hours a week. Credit: three quarter hours.

This course deals with an interpretation of the modern philosophy of business education. The purpose of the course is to develop principles of curriculum that harmonize with a workable philosophy of secondary education in a democracy.

EDUCATION

306G. Social Sciences in the Elementary School.

Three hours a week. Credit: three quarter hours.

Open to seniors and graduate students only.

The purpose of this course is to show child development through science experiences.

307G. The Primary School.

Three hours a week. Credit: three quarter hours.

Senior elective.

Emphasis is laid upon the professional growth necessary if the prospective teacher is to make a success in this field. This course consists of observations in the laboratory school followed by readings in primary education for the purpose of evaluating classroom activities; conducting teacher-pupil conferences; studying the curriculum; and discovering what may be expected of the child during and at the close of this period.

324G. Observation and Student Teaching in Special Education.

Six hours a week. Credit: six quarter hours.

Frequent conferences with the college supervisor regarding the problems associated with teaching exceptional children.

Observation of teaching exceptional children and practice teaching in the area of special education.

358G. Tests and Measurements.

Three hours a week. Credit: three quarter hours.

Aim: To acquaint the student with the construction and uses of teacher-made and standardized tests.

Topics: History and background of measurements in education, construction and uses of teacher-made tests, general types of standardized tests, administering, scoring, interpreting and using standardized tests, elementary statistical techniques used in developing norms and validating standardized tests.

360G. Principles of Guidance (formerly Adm. 360G).

Three hours a week. Credit: three quarter hours.

A basic course in the principles and practices of a guidance program.

This course includes a discussion of the basic assumptions for guidance; the need and extent of guidance needs of pupils; the classroom teacher's responsibility in the total guidance program; fundamental guidance practices to be understood, such as the individual inventory, occupational information, counselling, training opportunities, placement and follow-up.

461G. Introduction to Exceptional Children.

This course offers an introduction to the problems of the hard-of-hearing, the partially sighted, the crippled, the speech defective, the slow learner, and the maladjusted gifted child.

362G. Speech Pathology.

Three hours a week. Credit: three quarter hours.

A study of the anatomy of the vocal mechanism, the etiology of cleft palate speech, spastic speech, aphasia, stuttering and the speech problems of the hard-of-hearing.

363G. Speech Development and Correction.

Three hours a week. Credit: three quarter hours.

A survey course in the development and correction of speech sounds and discussion of speech faults in older children. This course includes a discussion of the normal development of speech; the treatment of articulatory disorders, cleft-palate speech, spastic speech, the speech of the hard-of-hearing, voice problems; emphasis on the treatment of secondary stutters.

364G. Outdoor Education Workshop.

Credit: three quarter hours.

This workshop is offered to give teachers a better knowledge of how they can use the outdoors to supplement work in the classroom.

365Ga,b,c. Resource-Use Education Workshop.

Credit: nine quarter hours.

This workshop will be open to elementary and secondary teachers, superintendents, supervisors and principals who desire help in: developing better understanding and appreciations concerning the natural, human and social resources about them.

400a.b.c. Seminar.

Two hours a week. Three quarters. Credit: six quarter hours.

In this course each student, under the direction and guidance of his adviser, presents at least one problem or subject each quarter. These problems are to be discussed and each student is supposed to take the lead in the discussion of his problem. Problems are to be chosen from major fields. The study of the problem must show original research or original organization on the part of the student presenting it.

401a. Analysis of the Individual-Non-Test Data.

Three hours a week. Credit: three quarter hours.

Aim: To achieve competency in the collection, organization, and interpretation of data on individual students with emphasis on data helpful in counseling.

Topics: Tools and techniques for obtained data such as observational records, summative records, rating scales, etc.;

organization of data for interpretation; training teachers in the collection and interpretation of such data; establishment of a logical and meaningful record system.

Prerequisites: Ed. 360G, Psych. 370G.

401b. Analysis of the Individual-Testing.

Three hours a week. Credit: three quarter hours.

Aim: To develop an understanding of objective measuring instruments and competency in their administration and interpretation.

Topics: Study of specific objective measuring instruments—intelligence, achievement, aptitude, interest and personality tests; types of norms; graphic representative of test data; study of validity and reliability on specific tests.

Prerequisites: Ed. 360G, Psych. 370G, Ed. 358G.

402. Occupational and Educational Information.

Three hours a week. Credit: three quarter hours.

Aim: To gain an understanding of the great mass of occupational and educational information and competency in using it in the school guidance program.

Topics: Development of information on various types of occupations; classification systems; job families; collection, evaluation, abstracting, and filing of occupational materials; collection and use of educational and training information; use of occupational and educational information in the school counseling program.

Prerequisite: Ed. 360G.

403. Organization and Administration of Guidance Services.

Three hours a week. Credit: three quarter hours.

Aim: To develop in the counselor-in-training an understanding of his place in the total school organization and to develop competency in assuming his role and adequately organizing the school's guidance program.

Topics: Activating the guidance program; in-service training of teachers in their respective roles; basic principles of organizing.

404. Counseling Techniques.

Three hours a week. Credit: three quarter hours.

Aim: To develop an understanding of the basic principles and techniques of counseling and to develop competency in applying these techniques to the work situation.

Topics: Appraising the individual for counseling purposes, use of tests in counseling, the interview in counseling, case study methods, types of problems met in counseling, various

approaches to counseling, organization and administration of counseling services, evaluation of counseling.

405. Investigation in the Teaching of Reading.

Three hours a week. Credit: three quarter hours.

The course consists of making an analytical study of researches that have been reported on the various phases of the teaching of reading. The child's difficulties in becoming familiar with the reading processes, the teaching difficulties in the subject, remedial work designed for the child's benefit, and a critical evaluation of the research studies with special reference to the psychological principles involved and the educational implications to be derived are given serious consideration in this course.

406. Elementary School Administration (formerly Adm. 405).

Three hours a week. Credit: three quarter hours.

Among the topics to be discussed are the following: the qualifications of the principal; the purpose and scope of elementary education; grouping of children for wholesome development; pupil progress; the daily program; pupil personnel and adjustment services; the school library; health of children; provision for exceptional children; the school office and the school plant. Required for the principal's certificate. Fall Quarter.

407. Public School Finance (formerly Adm. 407).

Three hours a week. Credit: three quarter hours.

This course is designed to provide the student an opportunity to gain an over-view of the development of American educational finance and present trends. Some practical experience will be provided in budgeting school funds, auditing school accounts, making cost analyses and financial reports.

408. Public School Administration (formerly Adm. 408).

Three hours a week. Credit: three quarter hours.

Among the topics to be discussed in this course are the following: Administrative personnel and organization; administration of instructional employees; administration of the school plant; administration of school business affairs; administration of pupil personnel; administration of instructional materials.

409. High School Administration (formerly Adm. 409).

Three hours a week. Credit: three quarter hours.

Illustrative of the topics to be considered are the following: the development of the secondary school; aims of secondary

education; organization and management of secondary schools; classroom control; supervision; the home room; the health program; extracurricular activities; the school library; appraising and reporting pupil progress; present practices and trends in high school administration.

This course is required for the principal's certificate. Spring Quarter.

410. Staff Personnel Problems (formerly Adm. 433).

Three hours a week. Credit: three quarter hours.

This course includes a discussion of such topics as: teacher supply and demand; recruiting and selecting teachers; in-service preparation of teachers; certification of teachers; introducing the new teacher to her work; married teachers; evaluating teacher effectiveness; teacher load; teachers' salaries; teacher turn-over; tenure; professional organizations; the health and recreation of teachers; professional ethics; the legal and social status of teachers.

411. Problems in Educational Administration (formerly Adm. 482).

Three hours a week. Credit: three quarter hours.

This course is designed for majors in administration with administrative experience. Each member of the class will be expected to do research on a problem in administration and to present the results of this research to the class for discussion.

412. Improvement of Reading Instruction in the Elementary Grades.

Three hours a week. Credit: three quarter hours.

This course is planned for teachers of experience. Individual teaching problems will be given consideration.

Topics: Factors conditioning children's success in reading; a study of the experiences of children which affects their reading interests; the utilization of these interests in the acquiring of desirable reading attitudes, habits, and skills; evaluation of methods of teaching reading, and materials characteristic of current practice. Demonstrations of the telebinocular and other mechanized reading aids are a part of this course.

There will be observations in the Training School.

413. School Buildings and Grounds.

Three hours a week: Credit: three quarter hours.

Planning school facilities to meet community needs. New trends in school design and materials. The layout of school grounds. Problems of maintenance.

416. Problems in the Lower Elementary Grades.

Three hours a week. Credit: three quarter hours.

This is a problem course. It is planned for experienced teachers who wish to work on some specific problem or problems in their respective fields. Each student will have the opportunity to make an intensive study of his problem in its relation to the school program. There will be regularly scheduled observations in the Training School provided for members of the class.

417a. Study of Some of the Major Problems of the Grammar Grades.

The student will distribute the working time each week as follows: A minimum of two hours observation in the Training School, two hours library work, two hours group conference a week, and three hours a week in conference with the instructor.

Credit: three quarter hours.

The class divides into working committees with a chairman and a secretary. Each committee schedules its own time and place for meetings. Each student selects some major problem or problems with which he wants to work. A list of these problems is given to the teacher for evaluation before the student begins work on them. Reports are to be presented both orally to the whole group, and to the teacher in writing with complete records of individual and group activities attached. The chairman of each group keeps a check on attendance for individuals in his group. Pre-observation conference with the critic teachers is necessary before observing the room. The groups meet the critic teachers in conference following the observations.

417b. Study of Some of the Major Problems of the Grammar Grades.

Credit: three quarter hours.

This course is a continuation of Education 417a. New problems will constitute the content of this course. The student will distribute the working time each week as follows: A minimum of two hours observation in the Training School; two hours library work; two hours in group conference; and three hours each week in conference with the instructor.

417c. Study of Some of the Major Problems of the Grammar Grades.

Credit: three quarter hours.

This is a continuation of Education 417a and Education 417b. New problems will constitute the content of this course. The

student will distribute working time each week as follows: A minimum of two hours observation in Training School; two hours library work; two hours in group conference; and three hours each week in conference with the instructor.

420. Teaching Aids in Education.

Three hours a week. Credit: three quarter hours.

For teachers and administrators who wish to make use of objective teaching aids, including the school journey, slides, prints, and the motion picture. Available materials in these fields are surveyed and attention given to the problem of selection and integrated use in the school program.

Sources of supply for all materials and projection apparatus, and care of materials and equipment will be considered. A survey of literature in this field will be made.

422. History and Philosophy of Education.

Three hours a week. Credit: three quarter hours.

This course takes up the historical development of the principles and practices of education from the earliest times to the present. Education as an expression of the aims of life for the individual and social group is studied.

423. History and Philosophy of Education.

Three hours a week. Credit: three quarter hours.

This course is a continuation of Education 422.

424. The High School Curriculum (formerly Adm. 424).

Three hours a week. Credit: three quarter hours.

Topics to be discussed are: the present status of secondary education; philosophy of secondary education; studying the adolescent as a basis for curriculum re-organization; types of secondary curricula; procedures in curriculum re-organization, present trends. Required for certification as high school principal or supervisor. Winter Quarter.

425. The Elementary School Curriculum (formerly Adm. 422).

Three hours a week. Credit: three quarter hours.

This course is based on the following units: Understanding the elementary school child; guiding life in the school; organizing and presenting learning experiences by the unit approach; sources of materials; current practices and trends in teaching social science, the language arts, quantitative thinking, science, health and creative arts; evaluating changes in the child.

Required for elementary school principals and recommended for elementary teachers and supervisors. Fall Quarter.

428. Principles and Practices of Supervision (formerly Adm. 428). .

Three hours a week. Credit: three quarter hours.

The following topics will be included: an emerging conception of supervision; the principles of supervision; the administrative organization for supervision; planning supervisory programs; studying and improving the teacher learning situation; evaluating supervision.

Required for certification as a principal or supervisor. Winter Quarter.

429. Problems in Educational Supervision (formerly Adm. 484).

Three hours a week. Credit: three quarter hours.

This course is designed for superintendents, principals and supervisors. Each member of the class is expected to do research on one or more problems in supervision and to present the results of this research to the class for discussion.

430. Educational Statistics.

Three hours a week. Credit: three quarter hours.

Designed for prospective principals and supervisors. Continuation of Administration and Supervision 330.

Topics: partial correlations, multiple correlations, linear regressions, use of normal probability curve to interpret data; weighing scores; comparing groups; tabulations, etc.

434. Home-School-Community Relations.

Three hours a week. Credit: three quarter hours.

Such topics as the following will be considered: the need for home-school-community relations; growth of community interest in public education; influence of the community on public education; propaganda; financial support of public schools; school publicity; community organizations and the schools; problems and policies in public relations; suggested procedures in building a constructive program.

464. Re-education of Acoustically Handicapped Children.

Three hours a week. Credit: three quarter hours.

This is a study of the nature and causes of hearing disabilities and the techniques in the conservation of residual hearing.

465. Audiometric Testing.

Three hours a week. Credit: three quarter hours.

This course deals with the methods of measuring hearing. Students are given actual practice in the use of audiometers.

The interpretations of audiograms and the re-education of acoustically handicapped children are studied.

466. Lip Reading.

Three hours a week. Credit: three quarter hours.

A study is made of the fundamentals of the visible movements involved in speech and of the various methods, techniques, and materials for the teaching of lip reading.

467. Phonetics.

Three hours a week. Credit: three quarter hours.

This course offers a detailed study of speech sounds, the mastery of the International Phonetic Alphabet and training in phonetic transcriptions.

480. Interpretation and Use of Research Reports.

Three hours a week. Credit: three quarter hours.

Required of all master's degree candidates. The purpose of this course is to provide some training and experience in the field of educational research and in the more intensive specialization usually associated with it.

481. Educational Foundations.

Three hours a week. Credit: three quarter hours.

Required of all master's degree candidates.

This course introduces the students to the most fundamental problems of education in the contemporary world through discussion of the series of topics designed to develop prospective understanding and purpose as a foundation for practical, professional colleges and schools. Specific topics considered are art, music, ethics, aesthetics, philosophy, etc.

482a. Supervised Practice Counseling.

Credit: three quarter hours.

This course, with the seminar, represents the final phase of counselor training. Students will be assigned to do practical work in actual counseling situations in local schools or at the college. All other courses in the guidance sequence must be completed before the student is ready for this assignment.

482b. Seminar-Counseling Problems.

Three hours a week. Credit: three quarter hours.

This course is to be taken in conjunction with the practical work in counseling. The content will grow out of the problems faced by the students in the actual counseling situation.

485. Remedial Reading for Handicapped Children.

Credit: three quarter hours.

This course will be concerned with the problems of teaching children who are retarded in reading because of mental, physical or social handicaps.

486. Problems, Materials and Methods in Teaching Slow-Learning Children.

Credit: six quarter hours.

Diagnosis, program building on the basis of pertinent data, and methods of teaching slow-learning children will be given special emphasis. Every student in the course will teach a handicapped child under the direct supervision of the instructor. Each student will test a child, plan his academic program on the basis of test and interview results, and then teach him for the tenure of the course. Opportunities for the appraisal of teaching and learning will be provided. There will be many opportunities for exchange of real and immediate experiences in working with these children.

487a,b. Clinical Practice and Procedure in Special Education.

Credit: six quarter hours.

It is the purpose of this course to furnish a center for speech correction and hearing training for children needing help and to furnish a center of observation of and training in the teaching of speech correction for special education students. Each student will be required to devote at least fifty per cent of his time in the actual teaching of handicapped children. The remaining time will be spent in observation, demonstration of techniques, research, and classroom instruction in special education.

ENGLISH

305G. Current Problems in English. (Formerly 405).

Three hours a week. Credit: three quarter hours.

A critical study of some of the current writings on major linguistic, literary, and professional problems.

306G. Language Arts.

Three hours a week. Credit: three quarter hours.

Consideration of the function of language in education, including studies in the areas of literature, semantics, communication, linguistics, Basic English, etc. Reading, writing, speaking, listening on all levels of learning will be stressed. New research emerging from the latest psychological studies of language and their application in the modern world will be included.

314G. Modern Drama.

Winter quarter. Three hours a week. Credit: three quarter hours.

Elective.

Offered in alternate years.

A study of representative modern dramatists—Maeterlinck, Hauptmann, Galsworthy, Barrie, Shaw, O'Neill, and a number of others—with some attention to types and movements.

318Ga. The Literature of the American Age of Reason.

Three hours a week. Credit: three quarter hours.

Prerequisite: English 210 or its equivalent.

A comprehensive study of the writers of the American Age of Reason (1760-1800) with reference to their over-all effect on the development of American thought. Representative authors, major and minor, and their works will be analyzed in the light of the influences—scientific, political, philosophical—which produced them.

318Gb. The Literature of the American Renaissance.

Three hours a week. Credit: three quarter hours.

Prerequisite: English 210 or its equivalent.

A thorough study of the American Renaissance (1825-1855) with respect to the blending of European and American ideologies. Major and minor authors will be discussed with particular reference to the innovators of Transcendentalism, and their works will be analyzed in the light of the influences and traditions which led to America's cultural independence.

319G. Modern Poetry.

Spring quarter. Three hours a week: Credit: three quarter hours.

Offered in alternate years.

A survey of American and English poetry from 1900 to the present time, including a study of the poetic movements and contemporary trends of the major poets, and representative poems.

326G. Romantic Poetry.

Spring quarter. Three hours a week. Credit: three quarter hours.

Prerequisite: English 112b.

Wordsworth, Coleridge, Byron, Shelley, and Keats emphasized. Some attention to lesser contemporaries.

327G. Victorian Poetry.

Fall quarter. Three hours a week. Credit: three quarter hours.

Prerequisite: English 112B.

A study of the work of the leading poets of the Victorian Era—Arnold, Clough, Mrs. Browning, the Rossettis, Morris, Swinburne, and others, with special emphasis on the poetry of Tennyson and Browning.

328G. Whitman (Formerly 418).

Three hours a week. Credit: three quarter hours.

Offered in alternate years.

Prerequisite: English 110 and 111.

A comprehensive study of poetry and prose from Whitman. Collateral reading and some investigative writing are required.

329G. Milton.

Three hours a week. Credit: three quarter hours.

A study of a number of Milton's minor works and the whole of Paradise Lost.

333. Playwriting.

Three hours a week. Credit: three quarter hours.

Offered once a year.

Prerequisite: Consent of the instructor.

Writing of sketches and plays for the theatre and the microphone.

Religion and Philosophy

334G. Ethics and Human Understanding.

Offered in alternate years. Three hours a week. Credit: three quarter hours.

Prerequisite: English 226 (or its equivalent) or consent of the instructor.

An analysis of the fundamental ethical theories of the Stoics, Epicureans, Kantians, Utilitarians, Pragmatists, Realists, and Idealists, together with an evaluation of their effects on human conduct. The need for an understanding of conflicting aims will be stressed in connection with their influences on the symbolic expressions of man. Oral and written reports will be required.

335G. Principles of Criticism.

Three hours a week. Credit: three quarter hours.

Offered in alternate years.

Prerequisite: At least one course in the appreciation of art or music and three literary survey courses.

A study of the theories and practices of critics and the underlying techniques of taste, judgment, and evaluation.

FOREIGN LANGUAGES**FRENCH****316G. French Poetry. (Formerly 316G).**

Three hours a week. Credit: three quarter hours.

320G. Choses Francaises. (Formerly 320G.)

Four hours a week. Credit: four quarter hours.

A general informational course on France and the French people, intended to give the teacher of the language a background and fund of information useful in the teaching of French.

321G. The Novel. (Formerly 321G.)

Three hours a week. Credit: three quarter hours.

A study of the development of the French Novel during the nineteenth century.

SPANISH**320. Cosas Espanolas. (Formerly 320.)**

Four hours a week. Credit: four quarter hours.

A general informational course on Spanish and Spanish-American civilization, intended to give the teacher of Spanish a background and fund of information useful in teaching the language.

GEOGRAPHY**410. Geography of World Problems.**

Three hours a week. Credit: three quarter hours.

A study of current international problems in the light of their environmental setting. Emphasis is placed upon the following topics: geography and the evolution of nations; the expansion of Europe; European influence in world affairs; the British Empire and its many problems; geography and conflicting interests of the war-torn nations of Europe and Asia and their effects upon the United States.

420. Geography of Latin America.

Three hours a week. Credit: three quarter hours.

This course has a threefold purpose: first, to establish a better understanding and appreciation of the regions, countries, and products of Latin America; second, to survey the conditions that have retarded or promoted its progress; and, third, to point out the reciprocal relations between these areas and the United States in defense of the Western Hemisphere.

440. Climatology.

Three hours a week. Credit: three quarter hours.

The first part of the course is devoted to a rapid and intensive survey of climatic controls. This is followed by a study of the various climatic environments found in different parts of the world. The student will be directed in compiling, graphing, and mapping climatic data and in interpreting the results.

450. Economic Geography of the South.

Three hours a week. Credit: three quarter hours.

A detailed study of the influences of geography on the development of the several regions of the American South. From the basis of physical complex, through economic products, are traced the lines of force that determine the life and labor of the contemporary South in Cotton Belt and Piney Woods, Delta and Southern Highlands, Industrial Piedmont and Texas Oil Fields, Sugar Bowl and Fishing Fringe, Rice Zone, and Florida subtropics.

460. Geography of the Orient.

Three hours a week. Credit: three quarter hours.

It is the purpose of this course to assist the student in understanding the geography of Eastern Asia in the light of the recent world conflict. The approach is through a study of race, political and social customs; regions and their commodities; and types of industry and commerce.

HEALTH AND PHYSICAL EDUCATION

HEALTH

321G. Physiology of Exercise.

Three hours a week. Credit: three quarter hours.

The function of exercise and its effects upon the human body.

331G. Prevention and Care of Athletic Injuries.

Three quarter hours a week. Credit: three quarter hours.

Practical training in strapping, bandaging, and use of special protective equipment in the diagnosis and treatment of athletic injuries.

335G. Principles of Public Health.

Five hours a week. Credit: five quarter hours.

A more detailed analysis of the principles of public health work today, combined with a study of contemporary health problems and practices.

345G. Alcoholism in Health Education.

Three hours a week. Credit: three quarter hours.

A study of the effects of alcohol on the human body with sociological and economical implications as they apply to everyday living.

PHYSICAL EDUCATION**341G. Recreation Leadership.**

Three hours a week. Credit: three quarter hours.

Principles of organization, equipment and management of playgrounds and recreation centers.

401. Advanced Administration of Health and Physical Education.

Three hours a week. Credit: three quarter hours.

Principles of supervision and administration of health and physical education in local schools and the various duties of administrative officers.

411. Public School Curriculum of Physical Education.

Three hours a week. Credit: three quarter hours.

The formulation and evaluation of educational criteria used in the construction of a curriculum in physical education.

421. Current Problems in Health and Physical Education.

Three hours a week. Credit: three quarter hours.

Individual and group attack of current problems by intensive study of basic literature in the field of health and physical education.

431. Administration of Athletics.

Three hours a week. Credit: three quarter hours.

A study of factors entering into the administration of athletics in the average high school.

441. History of Physical Education.

Three hours a week. Credit: three quarter hours.

Special emphasis upon the various systems of physical education will be made.

451. Scientific Basis for P. E.

Three hours a week. Credit: three quarter hours.

Contributions of biology, psychology, sociology and physiology in the formulation of an integrated program of P.E.

461. **Technique of Research in P. E.**

Three hours a week. Credit: three quarter hours.

Various techniques used in research in physical education such as historical, philosophical, questionnaire, job analysis, etc.

471. **Safety in Physical Education.**

The course deals with the various controls used in physical education to protect the health and safety of participants.

HOME ECONOMICS302G. **Adult Education for Homemaking.**

Three hours a week. Credit: three quarter hours.

An overview of adult homemaking education, what it is, and how to carry it on. Understanding of both program planning and methods as they must be adapted when working with adults. Major consideration of those programs of adult education that are carried on through organized groups.

Prerequisite: Home Economics 223.

LIBRARY SCIENCE403-404. **Reference and Bibliography.**

Five hours a week for two quarters. Credit: ten quarter hours.

The aims of these courses are to familiarize students with the principles of reference work and with the selection and use of basic bibliographic and reference books, public documents, periodicals and periodical indexes. Extensive practice is given in the selection of reference and bibliographic materials for school libraries.

405. **Government Publications.**

Three quarter hours.

This course deals with the forms, distribution, care and use of all types of government publications.

406. **History of Books and Libraries.**

Three quarter hours.

A study of the development of communications through the media of writing and printing.

434. **Advanced Cataloging and Classification.**

Five quarter hours.

This course is a continuation, on an advanced level, of work started in Library Science 204.

MATHEMATICS**300G. Introduction to Graduate Mathematics.**

Fall and summer quarters. Three hours a week. Credit: three quarter hours.

Prerequisite: a major or minor in undergraduate mathematics or consent of the instructor.

Required of Master's degree candidates who wish to minor in mathematics. To be taken at beginning of graduate work in mathematics.

The aim of this course is to bridge the gap between undergraduate and graduate mathematics. Proof of the fundamental rules of algebra are given. Emphasis is laid on rigor, giving more meaning to the theorems in plane analytic geometry, trigonometry, and the calculus. Properties of different mathematical systems are studied with applications from undergraduate mathematics. The course is expected to give a better understanding of modern mathematics.

342G. Mathematical Theory of Statistics.

Three hours a week. Three quarter hours.

Prerequisite: Calculus courses 216 and 217.

In this course the formulas are developed for handling statistical data. Practice in the use of these formulas is given.

365G. Introduction to Number Theory.

Three hours a week. Credit: three quarter hours.

An elementary course in the theory of rational integers, divisibility, simplest properties of prime numbers, Diophantine equations, congruences, and quadratic residues.

371G, 372G. Theory of Equations.

Three hours a week. Credit: three quarter hours.

Prerequisite: Courses 216 and 217.

A study of complex numbers, roots, geometric construction, cubic and quartic equations, graphs, isolation of real roots, solution of numerical equations, determinants, and symmetric functions.

401. Foundations of Arithmetic.

Three hours a week. Credit: three quarter hours.

For grammar-grade and elementary majors.

In this course the foundations of arithmetic are critically examined with a view of reaching a more thorough understanding of the subject.

432, 433. Differential Equations.

Three hours a week. Credit: three quarter hours.

Prerequisite: Courses 216 and 217.

A study of ordinary differential equations of the first and second orders, and their application to elementary mechanics, with emphasis on geometric interpretations and application.

442. Advanced Calculus.

Three hours a week. Credit: three quarter hours.

Prerequisites: Courses 216 and 217.

The study of the definite integral as a sum and its applications, partial derivatives, development in series, and multiple integrals.

443. Solid Analytic Geometry.

Three hours a week. Credit: three quarter hours.

Prerequisites: Courses 216 and 217.

A study of co-ordinate geometry in space: the point, the line, the plane, surfaces of revolution, the quadric surfaces.

462. Problems in Mathematics Education.

Three hours a week. Credit: three quarter hours.

A laboratory course designed for the study of problems in the field of mathematics education relative to specific schools or school systems in which the student is employed or otherwise vitally interested.

471. Modern Algebra.

Three hours a week. Credit: three quarter hours.

Prerequisite: Theory of Equations.

A course dealing with certain fundamental aspects of modern Algebra. Topics studied are groups, rings, fields, and matrices.

MUSIC EDUCATION

HISTORY AND LITERATURE OF MUSIC

306G. Music of America.

Spring quarter. Three hours a week. Credit: three quarter hours.

A course designed for students desiring a general knowledge of the musical literature of America. A study of early American folk music; Indian music; Negro music and its influence on folk and modern music; the jazz age; American composers and their works with special emphasis on contemporary music; music of Latin America.

Prerequisite: Music 216 or 106a.

400. Problems in Music

Class meetings and conferences. Credit: three quarter hours. Work on individual problems in music through conferences, group discussions, library research and investigations. Problems will be selected to meet the specific interests and needs of the students concerned.

Open to Elementary and Music majors.

406a.b.c. Advanced Music Literature.

Three hours a week. Credit: three quarter hours each quarter.

A survey of style characteristics of periods, forms, and types of music and of individual composers through a study of representative musical compositions. The work will include lectures, listening periods, class and individual projects, outside reading, musical analysis, and the investigation of source and reference materials.

Prerequisite: One year of History, Appreciation, or Literature of Music.

MUSIC EDUCATION**423. Supervision of Music.**

Three hours a week. Credit: three quarter hours.

Organization, administration, and supervision of music in city and county school systems; materials, methods, organizations, public performances, and festivals.

APPLIED MUSIC**438a.b.c. Applied Music.**

One private lesson, one class meeting, and one ensemble meeting a week. Credit: three quarter hours each quarter.

Private instruction on the instrument of the student's choice, class meetings on repertoire, and rehearsal and performance in various ensembles. Fee: \$15.00 each quarter.

Open to Elementary and Music Majors.

PSYCHOLOGY**315G, 316G, 317G, 318G. Problems in Psychology Testing.**

This is a series of one-credit courses. Any quarter on request of individual students.

Prerequisite: Psychology 103 or its equivalent.

Unit one: The development and the use of the Stanford-Binet Scale are stressed. The objective is to acquaint the student

with the materials of the 1937 Revision of the Scale, Form L; and to provide, through demonstration and practice, training in administering and scoring the tests and in interpreting the test results. Each student will administer six individual tests.

Unit two: To receive two hours' credit, the student must achieve some competency in the use of the 1937 Revision of the Stanford-Binet Scale, Form L, by administering it to twelve individuals, scoring the tests, and interpreting the results.

Unit three: This unit emphasizes the use of intelligence tests in school practice. Topics to be treated include: test selection; administering and scoring group intelligence tests; interpreting and reporting test data. Opportunity for some practice testing will be provided. A student may select as a project the development of a testing program for a specific class or school.

Unit four: Emphasis is upon the development and basic theory of psychological measurement. The student will read extensively and will become familiar with the classical studies and current literature in the field. Individual reports on readings will be required.

340G. Psychology of Adolescence.

Four hours a week. Credit: four quarter hours.

Prerequisite: Psychology 103, or its equivalent.

This course is intended to make a study of pre-adolescence and adolescence. Behavioristic changes that are concomitant with the physiological changes of adolescence; their meaning and treatment in education training; social institutions designed to meet these changes, such as Boy Scouts and Campfire Girls, are some of the topics given consideration.

370G. Mental Hygiene in the School.

Three hours a week. Credit: three quarter hours.

This course is planned as a part of the professional training of the teacher in the elementary and high schools. Two fundamental considerations are treated. First, the mental and social problems of the teacher. Second, mental hygiene training for children as a function of the school.

Topics: The meaning and development of the wholesome and effective personality for both the teacher and the pupil. Poor adjustments in school, disciplinary problems, remedial work, and the effect of special educational methods in the light of psychological and genetic principles. The relation between the school and the home is given correlative though subordinate consideration.

401. Psychology of Childhood.

Three hours a week. Credit: three quarter hours.

Prerequisite: Psychology 103, or its equivalent.

Aim: To treat such topics as the original nature of the child, individual differences, discipline, brightness, dullness, and mental, social, and educational adjustment of the child.

A study of the investigations in this field will be conducted.

415. Psychological Testing.

Three hours a week. Credit: three quarter hours.

Prerequisite: Psychology 103, or its equivalent.

This course emphasizes the techniques of administering, scoring, and interpreting the most frequently used psychological tests. Opportunities are provided for gaining experience in the use of the following: Stanford-Binet, Form L (1937); Wechsler-Bellevue, Form I; and Arthur Point Scale. Other clinical instruments are also studied. Administration of various tests is demonstrated, and some supervised practice in the use of individual psychological tests is provided. Each student will be required to administer a satisfactory number of tests to show competence in the work.

421. Social Psychology.

Three hours a week. Three credits.

Prerequisites: Six hours credit in psychology, including general psychology.

This course begins with the study of two major dichotomies of behavior. These include the symbolic-nonsymbolic group, and the overt-covert group; how these become the medium of the individual's behavior, and how they also become functional in his social and nonsocial adjustments; motives as biological processes; interactional behavior as it eventuates out of the child's original drives as they are modified through feeding and care; the permanence of the individual's behavior as the basis of social groups; leadership; institutions and doctrines; frustrations; and the mechanisms of behavior.

440. Applied Psychology.

Three hours a week. Credit: three quarter hours.

Prerequisite: Psychology 103 or some equivalent course in general psychology.

This is a non-technical study of some of the practices in the applications of psychological facts and principles that have been made and are being made in the various occupations and professions. These will include vocational guidance and personnel selection in business, industry, salesmanship, advertising, education, medicine, law, and the processes operative in the development of personal efficiency.

450. Clinical Psychology.

Three hours a week. Credit: three quarter hours.

Prerequisite: Psychology 103, or its equivalent.

A survey of the field of mental disorders and abnormal behavior. Topics treated include: Meaning, nature, and methods of clinical psychology; changing concepts of abnormality; relation of abnormal to normal behavior; types of behavior disorders encountered; techniques of diagnosis; methods of therapy; theories of psychopathology; principles of effective mental hygiene and psychotherapy. Psychoneuroses and psychoses are studied in respect to symptoms, causes, treatment, and outcome.

NATURAL SCIENCE

BIOLOGY

306G. Embryology.

Winter quarter. Two lecture and four hours of laboratory a week. Credit: four quarter hours.

The early development of the vertebrates is studied, including the formation of the systems of organs. The development of some one vertebrate is studied in the laboratory. Slides showing this development are prepared by the students.

Prerequisite: Two years of college biology.

310G. Bacteriology.

Fall and winter quarters. Three lectures and three hours of laboratory work a week. Credit: four quarter hours.

This course includes a study of yeasts, molds, and bacteria with special emphasis on bacteria in their more intimate relations to man.

Prerequisites: 18 hours of Science including Biology 34, 35; Chemistry 44, 45, and 46; and Chemistry 207 strongly recommended.

325G. Animal Ecology.

Two lectures and four hours of laboratory work a week. Credit: four quarter hours.

A study of the relationships of animals to each other, to plants and to physical factors in their environments.

Prerequisite; A year of biology.

330G. Heredity.

Spring quarter. Three hours of lecture a week and two hours of laboratory work a week optional. Credit: three or four quarter hours.

A study of the laws of heredity and their applications in evo-

lution and eugenics. The laboratory work includes experiments with the fruit fly, *Drosophila melanogaster*.

Prerequisites: Biology 34, 35, 36, or their equivalent or consent of instructor.

335. Comparative Anatomy.

Two lectures and four hours of laboratory work a week. Credit: four quarter hours.

A study of the structure and relationships of the vertebrates, emphasizing the development of organ systems up through the various classes.

Prerequisite: Science 111, 112.

350G. Histology.

Fall quarter. Two lectures and four hours of laboratory work a week. Credit: four quarter hours.

Slides of plant and animal tissues are prepared. Students learn to identify plant and animal tissues from these slides. Students are given the opportunity to prepare a collection of slides for their own use.

Prerequisite: At least two years of college biology.

351G. Anatomy and Physiology of the Ear and Voice Mechanisms.

Three hours a week. Credit: three quarter hours.

In this course special emphasis is placed on the physical structure of the parts of the body used in the speech and hearing. An equal stress is placed on related physical defects and how they affect speech and understanding.

408. Plant Anatomy and Morphology.

Winter quarter. Two lecture and four hours of laboratory work a week. Credit: four quarter hours.

A study of the origin and development of structures found in the vascular plants. A study of both prepared slides and fresh materials which the student will prepare in the laboratory.

Prerequisites: Biology 34, 35, 36 and Botany 130, 131 or their equivalent.

450a.b.c. Special Problems in Biology.

Hours to be arranged. Credit: three quarter hours each.

Individual and group study and investigation of special problems in biology by graduate students possessing the necessary qualifications.

Prerequisites will vary somewhat with the problem selected.

CHEMISTRY

331G, 332G, 333G. Physical Chemistry.

Fall, winter, and spring quarters. Three lectures a week.

Credit: three quarter hours each.

Introduction to theoretical chemistry including the fundamental laws and concepts.

Prerequisite: A year of general chemistry.

PHYSICS

317G. Electricity.

Three lectures and two hours of laboratory work a week.

Credit: four quarter hours.

This is an advanced course in the theory and applications of direct and alternating current electricity.

Prerequisite: A year of general physics.

PHYSICAL SCIENCE

315G. Integrated Science for Elementary Teachers.

Three lectures per week. Credit: three quarter hours.

The purpose of this study is to acquaint the elementary school teacher with the content and methods of presentation of elementary science. It includes a study of State-approved science books in series and the continuity of subject matter they offer.

322a.b.c. Apprenticeship Science.

Fall, winter, and spring quarters. Credit: three quarter hours each.

Open to science majors of junior or senior standing.

400a.b.c. Problems in Science.

Three hours a week. Credit: three quarter hours each.

This course is designated to provide the student with experience in the analysis and solution of problems in the areas of his major interests.

405a.b.c. Science for the Elementary School Teacher.

Three hours a week. Credit: three quarter hours.

A content course for teachers who wish to improve their background for teaching science in the elementary schools. Topics selected for study will be based on the needs of the group.

Prerequisite: Graduate standing and consent of instructor.

410. Contemporary Science.

Fall, winter, or spring quarter. Three hours a week.

Credit: three quarter hours.

Lectures, readings, reports, and discussions concerning the development of scientific thought with emphasis on recent advances.

Prerequisite: Two years of college science.

420a.b.c. Problems in Elementary Science.

Three hours a week. Credit three quarter hours each.

A course designed to offer opportunities for special investigations in the field of elementary science.

455. Experimental Evaluations in Science.

Three hours a week. Credit: three quarter hours.

This course deals with the evaluation of science texts and reference material; classroom and laboratory equipment; and the coordination of the various sciences.

465. Current Problems in Science.

Three hours a week. Credit: three quarter hours.

This course deals with the current investigations in science; critical evaluations of techniques, materials, results, and conclusions.

475. Historical Development of School Science.

Three hours a week. Credit: three quarter hours.

This course traces the development of the study of science from its early stages to the present time. Special emphasis is placed upon the development of the present-day secondary school sciences.

485. The Lives and Works of Great Men of Science.

Three hours a week. Credit: three quarter hours.

This course deals with the development of science as portrayed by the contribution of noted scientists. The private lives and environments of these individuals will be stressed.

SCIENCE EDUCATION

402. Modern Science.

Three hours a week. Credit: three quarter hours.

This course deals with new discoveries and inventions in the field of science and their economic and cultural implications.

430. The Teaching of General Science in Secondary Schools.

Fall quarter. Three hours a week. Credit: three quarter hours.

This course deals with content, methods, laboratory work, equipment, textbooks, tests, and reference readings of the introductory course in high school science. Attention will be given to the special studies made in the field of general science.

440. Teaching of the Biological Sciences in Secondary Schools.

Fall quarter. Three hours a week. Credit: three quarter hours.

This course deals with content, methods, laboratory work, equipment, textbooks, tests, and reference readings of the high school course in biology. Attention is given to the special studies made in the field of the high school biological studies.

SOCIAL STUDIES

HISTORY

300G. The American Revolution and Counter-Revolution—1769-87. .

Three hours a week. Credit: three quarter hours.

A study of the growth of revolutionary sentiments and radicalism, and the return to conservatism under the Constitution.

Prerequisite: Senior standing.

310G. Growth of Sectionalism in the U. S., 1789-1860.

Three hours a week. Credit: three quarter hours.

A brief consideration of the geographical background followed by a more detailed study of sectional rivalries from the adoption of the Federal Constitution to the outbreak of the Civil War.

Prerequisite: Senior standing.

329G. Russia and the Near East.

Three hours a week. Credit: three quarter hours.

A survey of the rise of Russia from feudal principality to great power, followed by a more detailed study of Russian imperialism and the Near East question.

Prerequisite: Modern European History and a total of 18 hours of History and senior standing.

- 340G. Background for European Nationalism.
Three hours a week. Credit: three quarter hours.
Evolution of the idea of nationalism from its origin in the experience of ancient Hebrews to the national monarchies of the eighteenth century.
Prerequisite: Senior standing.
401. Europe Since 1918.
Three hours a week. Credit: three quarter hours.
Prerequisite: Graduate standing and 18 hours of History.
402. Diplomatic History of the United States to 1898.
Three hours a week. Credit: three quarter hours.
403. Diplomatic History of the United States Since 1898.
Three hours a week. Credit: three quarter hours.
404. The Renaissance and the Reformation.
Three hours a week. Credit: three quarter hours.
Prerequisite: Graduate standing and 18 hours of History.
407. The Civil War and Reconstruction.
Three hours a week. Credit: three quarter hours.
Prerequisite: Graduate standing and 18 hours of History.
408. United States History Since 1877.
Three hours a week. Credit: three quarter hours.
Prerequisite: Graduate standing and 18 hours of History.
412. Formation of the Federal Union, 1781 to 1801.
Three hours a week. Credit: three quarter hours.
Prerequisite: Graduate standing and 18 hours of History.
420. International Relations.
Three hours a week. Credit: three quarter hours.
A study of international organizations and relationships.
422. The Growth of Constitutional Government.
Three hours a week. Credit: three quarter hours.
A study of the history and growth of constitutional development with emphasis upon the sources of the American Constitution.
430. The Far East Since 1850.
Three hours a week. Credit: three quarter hours.
This is a survey course in the history of East Asia and the Pacific from the time of Commodore Perry to Pearl Harbor.

440. The Evaluation of European Nationalism since 1789.
Three hours a week. Credit: three quarter hours.
A study of the development of modern nationalism among the British, French, German, Italian, and Russian peoples.
Prerequisite: Graduate standing and 18 hours of History.
450. Colonial Social and Cultural History.
Three hours a week. Credit: three quarter hours.
Prerequisite: Graduate standing and 18 hours of History.
451. Social and Cultural History of the United States, 1787 to 1865.
Three hours a week. Credit: three quarter hours.
Prerequisite: Graduate standing and 18 hours of History.
455. Economic and Social History of North Carolina.
Three hours a week. Credit: three quarter hours.
A survey of the origin and development of economic and social institutions. Assigned readings, lectures, and individual reports from a wide range of secondary materials.
456. North Carolina History Since 1865.
Three hours a week. Credit: three quarter hours.
Readings and lectures on general development in the state. Individual research papers on the historical background for issues of contemporary interest.
460. The Expansion of Europe.
Three hours a week. Credit: three quarter hours.
The history of the spread of Europeans and European Civilization overseas and its consequences, 1415-1763.
465. Principles of International Law.
Three hours a week. Credit: three quarter hours.
A survey of the development of International Law.

FOR REFERENCE
Do Not Take From This Room



JUNE 75



N. MANCHESTER,
INDIANA

