Graduate Academic Catalog (1957-1958 and 1958-1959)

Municipal University of Omaha
UNIVERSITY OF OMAHA
SEPTEMBER, 1956

Bulletin of the
Graduate Division
for the academic years
1957-1958
1958-1959
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UNIVERSITY OF OMAHA

FIRST SEMESTER, 1956-1957
September 15-16 — Wed., Thurs. Registration of graduate students for day and evening classes. Late registration for day classes 3 after Sept. 15.
September 16 — Thurs. Classes begin, day school and evening.
September 17 — Thurs. Last date for adding evening classes.
September 29 — Wed. Theses due in Graduate Office.
October 6 — Wed. Last date for adding evening classes.
November 12 — Fri. Theses due in Graduate Office.
January 8 — Sat. Last date for filing applications for degrees to be conferred in January, 1957.
January 12 — Sat. Final written comprehensive examinations for Master of Science in Education candidates.
January 22-28 — Sat.-Fri. Final course examinations.

SECOND SEMESTER, 1956-1957
January 31 — Mon. Registration of day students.
February 1 — Tues. Registration and classes begin for evening students. Day classes begin. Late registration for day students.
February 8 — Tues. Late registration for evening students.
February 14 — Mon. Last date for adding day classes.
February 21 — Mon. Last date for adding evening classes.
March 25 — Fri. Theses due in Graduate Office.
March 31 — Thurs. Last date for filing applications for degrees to be conferred at June Commencement.
May 7 — Sat. Final written Comprehensive Examination for Master of Science in Education candidates.
May 25-June 1 — Sat.-Fri. Final course examinations.
June 3 — Sun. Bachelor's degree.
June 6 — Mon. Forty-eighth Commencement.

SUMMER SESSION, 1957
June 10-July 12 First term for day classes.
June 11-August 1 Term for evening classes.
June 25 — Sat. Theses due in Graduate Office.
July 9, 10 — Wed., Thurs. Final written Comprehensive Examination for Master of Science in Education candidates.
July 18-August 29 Second term for day classes.
July 27 — Wed. Last date for filing applications for degrees to be conferred in August, 1957.
FIRST SEMESTER, 1957-1958

September 9-10 — Mon., Tues.  Registration for evening classes; 5 to 8 p.m.
September 11-14 — Wed. - Sat.  Registration for day students.
September 16 — Mon.  Classes begin, day and evening.
September 16 — Mon.  Late registration, day school.
September 23 — Mon.  Late registration for evening classes.
September 28 — Mon.  Last date for adding day or evening classes.
November 12 — Tues.  Theses due in Graduate Office.
December 14 — Sat.  Last date for filing applications for degrees to be conferred in January, 1958.

January 11 — Sat.  Final written Comprehensive Examinations for Master of Science in Education candidates.
January 20 — 25  Final course examinations.

SECOND SEMESTER, 1957-1958

January 27-28 — Mon., Tues.  Registration for day students.
January 29 — Wed.  Day classes begin.
January 29 — Wed.  Late registration, day school.
January 30-31 — Thurs., Fri.  Registration for evening classes; 5 to 8 p.m.
February 5 — Mon.  Evening classes begin.
February 10 — Mon.  Late registration for evening classes.
February 12 — Wed.  Last date for adding day classes.
February 15 — Sat.  Last date for adding evening classes.
March 25 — Mon.  Theses due in Graduate Office.
April 12 — Fri.  Last date for filing application for degrees to be conferred in June, 1958.
May 4 — Sat.  Final written Comprehensive Examinations for Master of Science in Education candidates.
May 24-31  Final course examinations.
June 1 — Sun.  Baccalaureate.
June 2 — Mon.  Forty-ninth Commencement.

SUMMER SESSION, 1958

June 6 (1-4 p.m.) — June 7  Registration for first term.
9-12 (Noon) Fri., Sat.  First term for day classes.
June 9-July 12
June 10-August 1  Term for evening classes.
June 25 — Wed.  Theses due in Graduate Office.
July 9, 10 — Wed., Thurs.  (afternoons)  Final written Comprehensive Examinations for Master of Science in Education candidates.
July 19 — Sat.  Last date for filing application for degrees to be conferred in August, 1958.
July 14-August 16  Second term for day classes.

SUMMER SESSION, 1959

June 5 (1-4 p.m.) — June 6  Registration for first term.
(9-12 Noon) Fri., Sat.  First term for day classes.
June 8-July 11
June 9-July 30  Term for evening classes.
June 25 — Thurs.  Theses due in Graduate Office.
July 8, 9 — Wed., Thurs. (afternoons)  Final written Comprehensive Examinations for Master of Science in Education candidates.
July 10 — Sat.  Last date for filing application for degrees to be conferred in August, 1959.
July 13-August 15  Second term for day classes.
ACCREDED STANDING

The University of Omaha is fully accredited by the North Central Association of Colleges and Secondary schools, the American Association of Colleges of Teacher Education, and is a member of the National Commission on Accrediting (not an accrediting agency), the American Association of Urban Universities, the Association of American Colleges, the National University Extension Association, and the American Council on Education. It is on the approved list of the American Association of University Women and was included on the last accredited list issued by the Association of American Universities. Its courses are accepted, for purposes of certification, by the Nebraska State Department of Public Instruction.

Course credits from the University of Omaha are accepted by other colleges and universities which are members of the North Central Association and by other regional accrediting agencies.

The University maintains an institutional membership in the Conference of Deans of Graduate Schools.

UNIVERSITY REGULATIONS

The University and its various colleges, divisions, and departments reserve the right to change the rules controlling admission to, instruction in, and graduation from the University or its various divisions.

Such regulations are operative whenever the University authorities deem necessary and apply not only to prospective students but also to those currently enrolled in the University.

The University also reserves the right to withdraw courses, to reassign instructors, and to change fees at any time.
THE GRADUATE FACULTY

FREDERICK W. ADRIAN ........................................History
Ph.D., Ohio State University, 1942; Associate Professor

THOMAS N. BONNER ..........................................History and Social Science
Ph.D., Northwestern University, 1931; Associate Professor; Head, Social Science Department

STEWART J. BRIGHT ........................................Psychology
Ph.D., Purdue University, 1935; Instructor; Director, Bureau of Industrial Testing and Institutional Research

LAWRENCE B. BUTLER ......................................Secondary Education
E.D., University of Kansas, 1956; Assistant Professor

BEN L. COLLINS ...........................................English
Ph.D., University of New Mexico, 1954; Assistant Professor

JOSEPH G. DUNN ........................................Elementary Education
E.D., University of Missouri, 1953; Assistant Professor

DONALD G. EMERY ........................................Education
Ph.D., State University of Iowa, 1949; Professor; Dean of the College of Adult Education and Director of Summer Sessions

FRANK H. GORMAN ..........................................Education
Ph.D., University of Missouri, 1931; Professor and Dean of the College of Education

ROBERT D. HARPER .........................................English
Ph.D., University of Chicago, 1949; Professor

FRANCES HOLLIDAY .........................................Elementary Education
E.D., George Washington University, 1949; Professor and Head of Department

FRANCES M. HURST .........................................Psychology
E.D., Indiana University, 1954; Assistant Professor

HARRY W. JOHNSON .......................................Secondary Education
Ph.D., University of Chicago, 1931; Assistant Professor; Director of Reading Improvement Laboratory

PAUL C. KENNEDY .........................................Secondary Education
E.D., University of Kansas, 1955; Assistant Professor

JAY B. MACGREGOR ........................................Education
Ph.D., State University of Iowa, 1933; Professor; Dean of Student Personnel

B. GALE OLSEN ...............................................Education
Ph.D., University of Wyoming, 1953; Assistant Professor; Director, Academic Testing and Counseling

WILFRED PAYNE ...........................................Philosophy
Ph.D., University of Wisconsin, 1936; Professor; Head, Department of Humanities

ROBERT B. PECK ...........................................Sociology
Ph.D., Iowa State College, 1932; Assistant Professor

ROY M. ROBINS ...........................................History
Ph.D., University of Wisconsin, 1929; Professor; Director of Graduate Division

PAUL C. RODGERS ...........................................English
Ph.D., Columbia University, 1955; Assistant Professor

RICHARD S. THOMAS ......................................Geography
Ph.D., University of Chicago, 1935; Associate Professor and Head of Department

WILLIAM H. THOMPSON ................................Psychology
Ph.D., Ohio State University, 1950; Professor and Head, Department of Philosophy and Psychology; Dean of the College of Arts and Sciences; Director of Child Study Service in cooperation with Omaha Public Schools

SARAH R. TIRELL ..........................................History
Ph.D., Columbia University, 1946; Assistant Professor

RALPH M. WARE ..........................................English
Ph.D., Harvard University, 1940; Professor and Head of Department

GEORGE L. WILBER ......................................Sociology
Ph.D., University of Nebraska, 1952; Associate Professor and Acting Head of Department

GARLAND S. WOLLARD ................................Education
E.D., University of Missouri, 1954; Associate Professor
THE GENE EPPLEY LIBRARY

The University Library offers excellent facilities for graduate study. It has a strong reference collection, 500 current periodical subscriptions with bound files of scholarly journals, a general collection of 106,000 volumes, and 30,000 United States government documents, from the earliest period to the present.

Every effort is made to give the best possible service to students in their use of the library for research purposes. Special units of study on the subject of the library and the graduate student are incorporated into introductory research courses in the various fields with emphasis on reference tools, source books, bibliographies, catalogs, and indexes. The needs of graduate students in recent years have been given special consideration through the purchase of reference and source books, and purchase of back files of periodicals. In addition, facilities for study in research rooms, and a curriculum laboratory have been provided.

Microcard and microfilm readers make possible the use of film and microcards particularly for files of older newspapers and periodicals. Through use of these means of reproduction, the library has been able to strengthen its holdings of newspapers and periodicals for reference use.

The library is a contributing member of the Nebraska Union Catalog and the Bibliographical Center for Research. Through inter-library loan services, the library is able to provide almost unlimited library resources.

The new library building, which cost one million dollars, is completely air-conditioned. It has many graduate research facilities: carrels, seminar rooms, as well as the facilities noted above.

BUREAU OF TEACHING AIDS

The Bureau of Teaching Aids is designed to assist faculty and students in procurement, distribution, utilization, and evaluation of audio-visual materials and equipment. All films, filmstrips, slides, and recordings are listed in the Library card catalog. The service is particularly valuable to students who are planning to go into the teaching profession.

There is increasing need for each of the services of the Bureau: (1) To provide information, materials, and equipment to University faculty and classes; (2) To provide photographic services, including darkroom facilities for classes and student publications; (3) To schedule and arrange appropriate exhibits in the display cases; (4) To provide a graphic arts service; (5) To provide pre-service and in-service training in audio-visual education for teachers and education students; (6) To provide audio-visual materials and consultation to schools and community groups.

HISTORICAL SKETCH

The University of Omaha became a municipal university in 1930, but its history as an educational institution began more than twenty years earlier.

In 1908, through the efforts of a group of far-sighted citizens, the University of Omaha was incorporated as a coeducational, non-sectarian college. The first college term opened in September, 1909, under the leadership of Dr. Daniel E. Jenkins. The original campus was located at 2414 and Pratt Streets.

The University grew rapidly in these early years. Its physical plant was developed through the acquisition of additional properties. The John Jacobs Memorial Gymnasium, a gift of Mrs. M. O. Maull and Joslyn Hall, a gift of Mr. George A. Joslyn, were the major buildings.

The movement to make the University a municipal institution began in 1929. In that year the Legislature of Nebraska passed an act authorizing cities of the metropolitan class to establish and maintain municipal universities.

The citizens of Omaha voted on May 6, 1930, to establish the Municipal University of Omaha. In the summer of 1930, the Omaha Board of Education selected the first University Board of Regents, which was inducted into office on July 1, 1930. In January, 1931, the new Board of Regents took over the old University of Omaha and its properties.

In November, 1936, the University received a grant from the Public Works Administration. This grant, together with accrued building funds, financed in 1937-38 the erection of a modern educational structure of Georgian style on the permanent, fifty-one acre site south of Dodge Street at 60th.

Since the University of Omaha became a municipal institution, important advances have been achieved in faculty personnel, curricular reforms, administrative organization, scientific laboratories, and in library facilities during the presidencies of Dr. W. E. Sealock, 1931-1935, Dr. Rowland Haynes, 1935-48, and Dr. Milo Bail, who took office in 1948. The University now has five colleges, a Graduate Division, and Correspondence Department.

In 1949, the $750,000 Fieldhouse, Stadium and playing fields were completed, providing facilities in all sports. In the city election of May, 1951, Omaha citizens voted authority to the University to levy to the extent of two mills. In June, 1951, an Air Force ROTC unit was established. The $850,000 Gene Eppley Library was completed in 1955.
STUDENT HEALTH SERVICE

All full-time students must complete physical examinations in the Student Health Office before admittance to the University. The Student Health Office does not prescribe hearing aids, glasses, or dental care, nor does it offer complete diagnosis or treatment of diseases. In all such matters, the student is advised and urged to consult his own family physician.

First aid is given in case of accidents or illness. This service is extended to all persons on the campus, but other services of the Office are for students only. Students with symptoms of illness are expected to report to the Student Health Office instead of to their classes. Thus communicable illnesses can be identified at the earliest possible moment, the student advised to consult his physician, and the general student body protected against the spread of infection.

While the treatment of disease and the correction of defects is left to the family physician, this Office conducts a program of education in correct health habits, takes a sympathetic interest in the student’s problems and anxieties over his physical condition, and aims to encourage him and support him in his efforts to establish and maintain a high level of health and well-being.

No registration is complete until the Student Health Nurse, Room 250, has stamped the student’s identification card with his health rating.

PLACEMENT

TEACHER PLACEMENT

The Office of Teacher Placement is maintained by the College of Education in Room 221. This office endeavors to assist all qualified students and former students in locating and securing teaching positions.

School administrators and school boards are cordially invited to make full use of the services offered by the Office of Teacher Placement in their efforts to secure competent teachers for their schools.

This service is available without charge.

STUDENT PLACEMENT

Students desiring employment should register in Room 274. The Placement Office is maintained to assist students in selecting suitable vocations, in developing successful interview techniques, and in obtaining career jobs.

UNIVERSITY OF OMAHA

ASSISTANTSHIPS AND INTERNSHIPS

Some departments have assistantships and internships available to graduate students. Applications should be made to the head of the department in which the student plans to take his graduate major. Write to the Graduate Office for announcement of these assistantships and internships.

BOOK STORE

Textbooks and necessary supplies may be purchased in the Book Store only by students and faculty of the University of Omaha. Clerks may require students to show identification cards at any time, and the Book Store Manager may refuse to sell merchandise which he has reason to believe is going to persons other than students or faculty.

Used books may be left at the Book Store for sale "on consignment." A commission of 10 per cent will be retained by the Book Store and the balance of the sale price remitted to the student. All sales in the Book Store are on a strictly cash basis.

CAFETERIA

The Cafeteria and the Student Center are not public restaurants. Because of the distance of the University from the main business district, the Cafeteria and the Center are maintained for the convenience of the students and the faculty. Student activities cards may be demanded by the cashier at any time. Students may bring guests occasionally, but the practice is not encouraged.

All food is dispensed on a strictly cash basis. No one may defer payment for meals. Food and beverages from the Cafeteria may not be taken to other parts of the building for consumption.
UNIVERSITY OF OMAHA

THE SUMMER SESSION

The Summer Session of the University gives graduate students an exceptional opportunity to study for the Master's degree. Every effort is made to make the summer work as attractive and valuable as that of the other sessions. Outstanding authorities from all over the country are sought for workshops, institutes, and courses of instruction.

The main administrative and classroom building as well as the new Library building are air-conditioned.

EVENING DIVISION

A major number of graduate courses are offered in the Evening Division of the College of Adult Education. For this reason the graduate student should consult the schedules and bulletins of the College of Adult Education for the most recent information on particular courses and registration information. A student with a full-time position can take as many as six credit hours per semester in Evening work. Practically all of the University faculty offers courses in the Evening schedule.

SOCIAL ORGANIZATIONS

The Graduate Club is open to all graduate students, both men and women. There are four meetings a year, three dinners, and a picnic.

Phi Delta Gamma is a national fraternity for graduate women in all fields. Membership is by invitation.

THE GRADUATE DIVISION

ROY M. ROBBINS, Director

HISTORY AND PURPOSE

The Graduate Division of the University of Omaha was established in 1942 to provide the opportunity for advanced study and independent investigation in a limited number of fields of learning for qualified students:

1. To work toward a Master of Arts or Master of Science in Education degree.
2. To earn graduate credit for the issuance or renewal of certificates for teachers and administrators.
3. To provide for professional advancement and scholarly objectives.

Consistent with these objectives, numerous opportunities are provided for advanced students to pursue their studies to the point of original research and investigation, to the discovery of facts, methods, or values. Under the guidance of a major adviser, the student must rely upon his own initiative to apply the principles of methodical study; to master, criticize, and evaluate; and to discover the existing literature in a chosen field of study. To enable the student to attain these objectives, the Graduate Division provides the following facilities: workshops, institutes, seminars, research and special problems courses, supervised thesis instruction, and the supervision of special projects in undergraduate courses open to graduate credit.

Thus the Graduate Division promotes the spirit of free investigation and free inquiry in the various fields of knowledge, and at the same time serves to unite the various branches of the University in the common task of advancing human knowledge and providing for society intelligent, capable leadership.

ADMINISTRATION

The Director of the Graduate Division is nominated by the President and appointed by the Board of Regents. The Graduate Council, which is the legislative and executive body of the Division, prescribes the qualifications of all professors who offer graduate work and approves all courses which may be taken for graduate credit. The Director is chairman of the Council. The members of the Council are chosen by the President. Mem-
bers of the Graduate Faculty are recommended by the Council and approved by the President.

Membership on the Graduate Faculty is subject to the following prerequisites: a minimum of a Doctor's degree and rank of assistant professor; interest in scholarly research as evidenced by study and publication; interest in graduate work; and ability of the member's department to offer a major or minor in graduate work. Members of the Graduate Faculty serve on the final Comprehensive Examination committees, as well as counsel the graduate student in his major and minor work. They are also primarily responsible for arranging those courses within their departments which are offered for graduate credit.

AIMS AND OBJECTIVES

Arts and Sciences

Convinced that there has been too much emphasis on the material side of civilization and not enough upon the spiritual, moral, social, and intellectual side, Omaha University gives considerable attention to the study of humanities and the social sciences, such as literature, languages, history, philosophy, psychology, political science, and sociology. The spiritual and moral values of civilization, past and present, are measured and a guide to a better way of life is formulated. Sufficient graduate work in many departments is offered to constitute a graduate major, while other departments offer enough to constitute a minor. While much of the graduate work in the arts and sciences furnishes "content" preparation for students entering the teaching profession, nevertheless, it must also be noted that pre-professional training, along many other lines, is adequately provided. The University has excellent research facilities close at hand. In fact, the metropolitan community of Omaha with a third of a million people, in the center of a thriving rural population, with many varied institutions and agencies, offers unlimited opportunities to study present-day urban and rural life.

Education

The graduate program in the College of Education has been organized to afford teachers in the profession an opportunity to pursue advanced courses in terms of their abilities, interests, and needs. The complexity of modern democratic society places a premium on trained leadership to guide and direct it intelligently. Particularly is this true of the teaching profession, where the teacher is responsible for establishing an environment conducive to the training of citizens for effective living in a democracy. The specific problems which teachers face in their respective teaching-learning situations become the subject matter for intensive study in the Graduate Division. The teaching-learning situation is literally put under

the microscope by experts in elementary and secondary education, educational, child, and adolescent psychology, tests and measurements, and educational history and philosophy, as they aid teachers in solving their own problems. Thus, the graduate courses are vitalized by the practical applications and improvements which teachers are able to make in their teaching-learning situations.

Graduate students are expected to become familiar with the latest research in educational methods and techniques. At the University of Omaha, they are given opportunities to engage in the study of child growth and development, while continuing their studies in the teaching subjects. Workshops in curriculum building, as well as clinics in language arts, reading, and child psychology are a definite part of the program. Teachers who wish to advance in the profession by becoming principals, supervisors, or superintendents may take a graduate program leading to these particular certificates.

The university brings nationally recognized authorities to the campus to conduct conferences and clinics in various phases of educational administration and supervision. Teachers, supervisors, and administrators are thus enabled to secure specific aid which will be of value to them in the solution of their individual teaching-learning problems.

ADVANCED DEGREES

The Master's degree is conferred by the Board of Regents upon recommendation of the Graduate Council and the University Faculty. The University Faculty makes its recommendation upon certification by the Graduate Council.

The Division offers work toward the following degrees: the Master of Science with major in education; and the Master of Arts Degree with major in education, English, history and government, psychology, and sociology.

THE MASTER OF ARTS DEGREE

The program for the Master of Arts degree will usually be arranged to conform to the following general pattern:

1. A major of fifteen semester hours in the major field of study.
THE MASTER OF SCIENCE IN EDUCATION DEGREE

This degree is designed primarily for the master teacher, supervisor, or administrator. It is granted upon the completion of a program of advanced study to students who are working professionally in the field of education.

The student's program will consist of thirty-three semester credit hours, always including: Education 501, Educational Research, as a first course; Psychology 510, Advanced Educational Psychology; Education 540, Practicum in Public School Administration and Supervision; and Education 550, Seminar, as the last course, and will usually be structured to conform to the following general pattern:

(1) Twenty-one semester hours in the major field of specialization; such as, elementary education, secondary education, educational administration, and guidance.

(2) Nine semester hours in a minor field.

(3) A three-hour course in practicum.

The patterns of courses cover three areas: professional education, specialized teaching fields, and directed academic electives.

Professional education may include curricula in the following fields: administration, supervision, secondary education, elementary education, educational guidance, and master teacher preparation.

Students may major in the following fields: elementary education, guidance, public school administration, secondary education, nursing education, special education, and college business management. Minor fields include: audio-visual education, education (for those majoring in academic fields), elementary education, guidance, public school administration, physical education, and recreation. Consult the College of Education for the exact courses included in the above major and minor fields.

The major will be determined by the student and his major adviser; the minor by the student and his minor adviser.

Modification of a program of study once approved is permissible only upon consent of the major adviser if the major is concerned, and the minor adviser if the minor is concerned. The student may elect a straight major upon recommendation of the head of the major department and approval of the Graduate Council.

MAJOR FIELDS

Students pursuing a master's degree in education shall be expected to take at least nine semester hours in directed electives. These should preferably be in courses other than those offered in the College of Education. These courses shall be selected on the basis of advisement and availability. For purposes of brevity, such courses shall be designated as directed electives. The following proposed programs are for the M.S. in Education degree.

Master Teaching Degree — Elementary

**1. Academic electives ......... 18 hrs.**

II. Required Courses ......... 12 hrs.

Ed. 501, Educational Research
Ed. 506, Topics in Elementary Education
Ed. 550, Educational Seminar (or Thesis)

Pay. 510, Adv. Educational Psychology

III. Select one course from the following:

Ed. 418, Mental Health in the School
Ed. 511, Audio-Visual Materials in Education
Ed. 472, Tech. in Teaching Reading in the School
Ed. 503, Topics in Supervision
Ed. 513, Curriculum Principles
Ed. 512, Cultural and Content Subjects in Elem. School

Except where otherwise specified.

**Students who elect to take the M.A. degree will also reduce their electives by three hours.**

**Students may elect to take an alternate of required subject; e.g. Ed. 507 may be taken as an elective or vice versa.**

Guidance

I. Directed electives ......... 9 hrs.

II. Required Courses ......... 21 hrs.

Ed. 501, Educational Research
Ed. 506, Topics in Elementary Education
Ed. 550, Educational Seminar (or Thesis)

Pay. 510, Adv. Educational Psychology

III. Select one course from the following:

Ed. 417, Statistical Methods
Ed. 480, Tests and Measurements

Total Credit Hours ......... 33

Master Teaching Degree — Secondary

**1. Academic electives ......... 18 hrs.**

II. Required Courses ......... 12 hrs.

Ed. 501, Educational Research
Ed. 507, Topics in Secondary Education
Ed. 514, Improvement of Secondary School Instruction
Ed. 550, Educational Seminar (or Thesis)

Pay. 520, Adv. Educational Psychology

III. Select one course from the following:

Ed. 418, Mental Health in the School
Ed. 511, Audio-Visual Materials in Education
Ed. 472, Tech. in Teaching Reading in the School
Ed. 503, Topics in Supervision
Ed. 513, Curriculum Principles
Ed. 512, Cultural and Content Subjects in Elem. School

Except where otherwise specified.

**Students who elect to take the M.A. degree will also reduce their electives by three hours.**

**Students may elect to take an alternate of required subject; e.g. Ed. 507 may be taken as an elective or vice versa.**

Guidance

I. Directed electives ......... 9 hrs.

II. Required Courses ......... 21 hrs.

Ed. 501, Educational Research
Ed. 506, Topics in Secondary Education
Ed. 550, Educational Seminar (or Thesis)

Pay. 510, Adv. Educational Psychology

III. Select one course from the following:

Ed. 417, Statistical Methods
Ed. 480, Tests and Measurements

Total Credit Hours ......... 33
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<td>Individual Psychology</td>
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<td>Psy. 510</td>
<td>Advanced Psychology</td>
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<td>Ed. 522</td>
<td>Guidance in Elementary School</td>
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<td>Ed. 532</td>
<td>Social Foundations of Education</td>
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<td>Ed. 541</td>
<td>Social and Economic Science</td>
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**Foundations of Education (General Education)**

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<td>Ed. 532</td>
<td>Social Foundations of Education</td>
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<td>Ed. 541</td>
<td>Social and Economic Science</td>
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**Special Education**

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<td>Ed. 522</td>
<td>Guidance in Elementary School</td>
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<td>Ed. 532</td>
<td>Social Foundations of Education</td>
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<td>Ed. 541</td>
<td>Social and Economic Science</td>
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<td>Ed. 543</td>
<td>Social Problems of Human Nature</td>
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**Minor Fields**

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<tr>
<td>Audio-Visual</td>
<td>Ed. 401</td>
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<td>Education</td>
<td>Ed. 402</td>
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<td>Minor Sis</td>
<td>Ed. 403</td>
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<tr>
<td>Theology</td>
<td>Ed. 404</td>
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**College Business Management Major**

A degree for administrators of colleges and universities — presidents, business managers, accountants, comptrollers, purchasing agents, registrars, etc. For more details, please refer to the graduate office or the Office of Business Administration for the University of Omaha.

**Business Administration Major**

A degree for administrators of colleges and universities — presidents, business managers, accountants, comptrollers, purchasing agents, registrars, etc. For more details, please refer to the graduate office or the Office of Business Administration for the University of Omaha.

**Education**

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<tr>
<td>Ed. 501</td>
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<td>Psy. 421</td>
<td>Individual Psychology</td>
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<td>Psy. 480</td>
<td>Principles of Supervision</td>
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<td>Psy. 510</td>
<td>Advanced Psychology</td>
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<td>Ed. 522</td>
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<td>Ed. 543</td>
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**Physical Education for Men**

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<tr>
<td>P.E. 401</td>
<td>Physical Education for Men</td>
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<td>P.E. 402</td>
<td>Physical Education for Women</td>
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**Athletic**

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<td>Ed. 543</td>
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**Academic Minor**

At least nine hours in any one of the following subjects: English, History, Government, Psychology, Sociology, Biology, Chemistry, Economics, French, German, Spanish, Mathematics, and Social Science.
RULES, REGULATIONS, AND PROCEDURES

ADMISSION AND TRANSCRIPTS

Admission to the Graduate Division is granted to students who hold a baccalaureate degree from an accredited institution, and who offer at least fifteen hours of undergraduate work in the field of the proposed graduate major.

Application for admission should be made on a form-sheet obtainable from the Graduate Office (Room 288); and, except in case of graduates of the University of Omaha, must be accompanied by an official transcript of the applicant's undergraduate record and graduate record if any has been done in any other institution. Application for admission together with transcripts must be filed not only by those students desiring to work for a degree, but also by students desiring certification of graduate credit for teacher's license or graduate credit to be transferred to some other graduate school.

The application blank should be completed by the student in consultation with his major adviser—that is, the professor under whom he is planning to do the major portion of his graduate work. The major adviser will check the undergraduate preparation of the student and determine whether or not it is sufficient for the field of graduate study. The adviser's form sheet, bearing his signature, is then returned immediately to the Graduate Office. If the undergraduate study is found to be satisfactory, the student will be admitted to the Graduate Division and the Director will confirm the admission by mail.

The application for admission and the transcripts of undergraduate credits, or any other transcripts of credits, should be on file at the Graduate Office of the University of Omaha at least three weeks before the semester in which the student desires to matriculate. A student whose application is received too late for proper review may be admitted provisionally. The provisional status will not be removed until one month after the opening of the semester.

Admission to the Graduate Division does not admit the student to candidacy for the Master's degree. (See below under "Candidacy").

REGISTRATION PROCEDURE

The student is to follow the usual procedure in registering for courses by filling out the proper class-cards and other registration blanks, and by paying fees at the business office. At the time of each semester's registra-

tion, the student must secure the signature of his major adviser and of the Director.

Any student holding a baccalaureate degree should register in the Graduate Division, unless he seeks an additional undergraduate degree. Graduate students who are not working toward a Master's degree are regarded as "Unclassified" students. (See below for "Unclassified" tuition rates.) Unclassified students include:

1) students working for graduate certification in teaching certificates,
2) graduate students taking a Master's degree in another graduate school,
3) graduate students working for professional growth,
4) graduate students working for cultural advancement,
5) and graduate students whose admission is on a provisional basis.

Graduate Work For Certification and Professional Growth: Students who wish to take courses for graduate credit to be used for certification purposes, or professional growth, should consult the Dean of the College of Education. They must also make application for admission to the Division of Graduate Instruction and at the same time file an official undergraduate transcript in the Graduate Office.

All work counting toward the Master's degree and all work which must be certified for graduate credit, must be charged at the graduate tuition rate. (See below.) This does not prejudice the privilege of the graduate student to take undergraduate courses as electives at the undergraduate rate of tuition.

TUITION AND FEES

All courses numbered 500 or above, and all work leading to the Master's degree, as well as work to be certified as graduate work, must be charged at the graduate rate of tuition. Undergraduate courses may be taken for professional growth purposes or for teacher certification (provided graduate credit is not required) — and in such cases, the undergraduate rate of tuition is charged.
Tuition Charges:

Day courses, per credit hour ........................................... $8.00
Evening courses, per credit hour ................................. 8.00
Summer session, one credit hour ................................. 8.00
three credit hours .................................................. 24.00
six credit hours ................................................... 48.00
nine credit hours .................................................. 72.00
(Non-residents of the City of Omaha pay an additional $6.00 per credit hour).

Fees:

Registration, Day student ........................................... $3.00
Evening student ..................................................... 1.50
Summer student ..................................................... 1.50
Matriculation (paid only once) ................................... 2.00
Activity fee, Day student ........................................... 2.00
Evening student ..................................................... 2.00
Summer student ..................................................... 2.00
Health Service, Day student ........................................ 2.00
Summer student ..................................................... 2.50
Change of schedule ................................................ 1.00
Late Registration ................................................... 1.00
(for the first week; $1.00 additional for each succeeding week).
Graduation Fee ....................................................... 15.00
(covers diploma, cap and gown)
Thesis Binding Fee ................................................ 10.00
(covers three copies)
Transcripts of credit ................................................ first one free.
(Additional copies, $1.00 each. Duplicate copies of transcript requested at the same time as the original, $.25 each.)

Admission to Candidacy for Degree

Admission to the Graduate Division does not admit the student to candidacy for the Master's degree. After nine hours of graduate work have been completed the Graduate Council will vote upon candidacy for the degree. It is the responsibility of the student to make application for candidacy for the degree as soon as possible after the completion of nine hours of work. No degree can be awarded in the same semester at candidacy for the degree is voted.

Forms may be obtained at the Graduate Office, Room 288, and should be filled out by the student in consultation with his major adviser. Both the major and minor programs are finally arranged at this time and must be signed by the major and minor advisers. The candidacy for the degree application together with the programs of study must be returned to the Graduate Office for filing, and the student will be notified of the action of the Graduate Council upon his application for candidacy for the degree.

Any modification of a program of study once approved is permissible only upon consent of the major adviser if the major is concerned, and of the minor adviser if the minor is concerned. Blanks for change of program can be obtained at the Graduate Office. The student may elect to take a straight major upon recommendation of the head of the major department and approval of the Graduate Council.

A grade average of "B" is required for admission to candidacy for degree.

Application for the Degree

After the candidacy for the degree has been voted, and not later than the beginning of the third week in the semester or session in which the student plans to receive his degree, application is to be filed in the Registrar's Office for the degree. The Graduation Fee (see Fees above) need not be paid at this time, but must be paid prior to the date of commencement.

Thesis

All candidates for the Master of Arts degree are required to prepare a thesis under the direction of the major adviser. The thesis provides an
opportunity for the student to obtain first-hand experience in research methods under competent direction. Up to six hours of credit is allowed for the thesis, and the candidate must include the thesis as a course in his schedule during one semester in residence. The thesis should be initiated at least eight months before the commencement in which the student plans to receive his degree. Three typewritten copies of the thesis (two copies for the University Library, together with the student’s personal copy) must be approved by the major adviser and submitted to the Graduate Office in final form no later than November 12 in the fall semester, March 25 in the spring semester, or June 25, in case of the Summer Session. The first copy should be on bond paper of 20 pound weight; the other two copies should be on paper of at least 16 pound weight. Either pica or elite type may be used in typing.

Thesis Manual: The responsibility for placing the thesis in final form rests with the student and his major adviser. All theses must be written in accordance with the standard thesis manual. The Graduate Council has approved the following manual for use: William Giles Campbell, Form and Style in Thesis Writing (1954 edition), which may be purchased at the University Bookstore.

The cost of binding three copies (see Fees) must be paid by the candidate at the time the thesis is submitted in final form to the Graduate Office. The fees are payable at the Business Office (Room 238).

FINAL COMPREHENSIVE EXAMINATION

A final comprehensive examination is required of all candidates for the Master’s degree near the conclusion of their graduate study. For those who are candidates for the thirty-three hour Master of Science in Education degree, the examination is a written examination held on a specified date: the second Saturday in January, the first Saturday in May, and the last week of the first term of the Summer Session.

For the degree of Master of Arts, the final comprehensive examination may be either written or oral. If written, it must be arranged at the convenience of the major adviser. Candidates for the Master of Arts degree, and those Master of Science degree candidates who are taking a comprehensive examination in the field of the academic minor must have completed both the major and minor comprehensives not later than thirty days prior to the convocation at which the degree is to be granted during the regular semesters, and not later than the first week of the second term of the Summer Session. If the comprehensive is to be oral, it should be arranged at the time of the oral examination over the thesis, at which time one-half of the examination can be devoted to the courses taken by the candidate, and one-half to the thesis.

If the course work has been of very high quality, the minor professor may excuse the candidate from the comprehensive examination covering the minor field. This does not prejudice the privilege of the minor professor giving a comprehensive, if he so desires. The minor comprehensive is given at a date arranged at the convenience of both the student and the minor adviser, but falling within the limits established for all comprehensive examinations.

ORAL EXAMINATION ON THESIS

After the thesis has been delivered to the Graduate Office in final form, the Director upon nomination from the major adviser will appoint a committee to read the thesis and to conduct the oral examination over the thesis and thesis field. This committee shall consist of members from the major department and at least one graduate faculty member from other departments of the University. If the thesis examination is to be combined with the oral comprehensive (noted above), one-half the time shall be devoted to the thesis, and one-half to the graduate courses taken by the candidate.

Final comprehensive oral examinations must be taken at least thirty days before the convocation at which it is expected that the degree will be conferred.

Oral examinations cannot be scheduled during the period between the close of the first term of the Summer Session and the beginning of the subsequent Fall Semester.
OTHER RULES AND REGULATIONS

TIME LIMIT FOR ALL MASTER'S DEGREES:

In evaluating credits earned toward an advanced degree, credits dating back five years or more are subject to reduction in value as determined by the Graduate Council. Once a student has been admitted to the Graduate Division, he is expected to have completed the requirements for the degree within a period of five years. Time spent in the military service of the United States is excepted in the application of this rule.

QUALITY OF WORK:

A "B" average, with no grade lower than "C", in all work taken as part of the requirements for the degree. A final grade of "C" in each of two courses will require action on the part of the Graduate Council before the student is allowed to count further work toward the degree.

Grades made in courses that are not a part of the requirements for the degree are not counted as a part of the grade requirements.

For other rules governing grades, withdrawals from courses, incompletes, etc., see the General University Catalog. For rules on absence, see the General University Catalog.

STUDY-LOAD:

A student is expected to register for not more than the equivalent of one semester credit of work per week.

COURSES FOR GRADUATE CREDIT:

Courses which are available for graduate credit are those which have been especially approved by the Graduate Council with syllabi on file in the Graduate Office.

Students taking upper-division undergraduate courses (300 and 400 numbered) for graduate credit are expected to do supplementary work under the direction of the instructors of the courses.

RESIDENCE REQUIREMENTS:

A minimum of thirty semester credit hours in residence (thirty-three in case of the Master of Science in Education degree), or equivalent, is required for granting of the Master's degree, except as provision is made for the transfer of credit. No credit will be allowed for correspondence work.

The last six hours of course work must be done in residence.

Twelve hours of work may be taken in courses offered at Offutt Air Force Base, provided such courses and instructors have been approved beforehand by the Graduate Council.

TRANSFER OF CREDIT:

Students who have completed graduate courses at other approved graduate schools (excluding extension schools) may petition to transfer as much as six hours of credit, provided the courses considered are pertinent to the student's graduate program. Courses for which transfer is requested must not have been used to satisfy the requirements for any previously awarded degree. Grades in courses for transfer of credit must be the equivalent of "B" or higher. No transfer of credit can be made until the student has been admitted to candidacy for the degree. All work accepted for transfer of credit must have been taken within the five-year period allowed for the Master's degree.

CONDITIONAL ADMISSION:

A student who is within three semester hours of having completed all requirements for the Bachelor's degree at the University of Omaha, may be provisionally admitted to the Graduate Division.

WORKSHOPS:

No more than one workshop of three hours credit may count toward the Master's degree. (College Business Management program excepted).

Exceptions to the above general and special rules and regulations may be made in meritorious cases only with the consent of the Graduate Council upon recommendation of the major or minor adviser.
COURSES OF INSTRUCTION

On the following pages are listed the courses of the Graduate Division. Graduate courses are offered primarily in the evenings as indicated; I, first semester; II, second semester; S, Summer. Courses marked (E) are offered only in the School of Adult Education. Courses without any designation will be offered as the demand requires.

Courses numbered 500 or above are open to graduate students only. Courses numbered 400 are open to both seniors and graduates. Courses numbered 300 are open to graduate students for graduate credits only upon approval of the department head, the major adviser, and the Graduate Council.

For description of 300 and 400-numbered courses, consult the undergraduate sections of the University Catalog.

MAJOR SUBJECTS

EDUCATION

SPECIAL REQUIREMENTS IN THE DEPARTMENT OF EDUCATION CONCERNING CERTIFICATION AND DEGREE REQUIREMENTS

Those students who are preparing to meet the requirements for an Administrative or Supervisory Certificate must submit to the Office of the Dean of the College of Education, at the time of application for certification, the names of three persons who can relate their personal and professional qualifications as a prospective school administrator.

Every student who has not had a workshop course may substitute a workshop for any Education course except Education 501, 520, 522, and 550, provided that the purpose of the workshop and the work covered in it are similar in intent to that of the prescribed course it replaces and the substitution is approved by the Dean of the College of Education. A workshop may be substituted for only one regular course.

Note: The 400 courses listed below may be taken for graduate credit by special permission. Their course descriptions may be found in the College of Education offerings in the General Catalog.

The 500 courses listed below are open only to graduate students.

UNIVERSITY OF OMAHA

ADMINISTRATION AND SUPERVISION

499 Special Problems In College Business Management: Consists of one or more individual projects determined by the needs of the student and the requirements of the instructor. Offered only by special assignment. Prerequisite: Permission Dean, College of Education (open only to students in College Business Management).
Credit 1-3 hours (I, II, S) ........................................ Mr. Gorman

501 Introduction to Educational Research: Lectures, discussions, and reports to aid students in learning to analyze and interpret educational research data and products; required of all graduate students in education; should be taken as first course. Prerequisite: Graduate standing.
Credit 3 hours (I, II, S) ........................................ Mr. Gorman

502 Principles of School Administration: The principles and activities of modern school administration as they relate to the superintendency and elementary and secondary schools. Prerequisite: Education 501.
Credit 3 hours (I, II, S) ........................................ Mr. Kennedy

503 Principles of Supervision: The nature, functions, and principles of supervisory practices in modern schools. Prerequisite: Education 501.
Credit 3 hours (I, S) ........................................ Miss Holliday

504 Curriculum Principles: Principles and issues involved in the selection, organization, development, and control of the modern school curriculum, from kindergarten through the high school. Prerequisite: Education 501.
Credit 3 hours (I, II, S) ........................................ Mr. Wolland

505 School Business Management: The principles and practices of management of the school plant and school finances. Includes class and laboratory activities. Prerequisite: Education 501.
Credit 3 hours (I, S) ........................................ Mr. Noble

513 School Law: Considers legal principles and practices which are applicable to public education for public school teachers and administrators. Prerequisite: Education 501.
Credit 3 hours (I, S) ........................................ Mr. Noble

520 Principles of Guidance: Principles underlying effective guidance practices in the school; both elementary and secondary levels. Prerequisite: Education 501.
Credit 3 hours (I, S) ........................................ Mr. Oleson

521 Problems in Guidance Administration and Service: Guidance programs with emphasis on vocational information. Prerequisite: Education 501, 520.
Credit 3 hours (I, S) ........................................ Mr. Pilbrower

522 Counseling Techniques: The initiation and development of practices designed to provide information and techniques for individual, group, and classroom counseling. Prerequisite: Education 501, 520.
Credit 3 hours (I, II, S) ........................................ Mr. Oleson

533 Modern Developments in Education: An analytical study of recent educational theories and practices. Prerequisite: Education 501.
Credit 3 hours (I, S) ........................................ Mr. Al McGregor
Social Foundations of Education: The rise of educational practice as it has been interpreted with changes in social and educational philosophy, research, and economic, industrial, and cultural conditions, especially in the United States. Prerequisite: Education 501. Credit 3 hours (I, II, S) ... Mr. MacGregor

540 Practicum in Public School Administration and Supervision: Guided study and practice in administrative and supervisory fields as the interests and needs of the student require. Prerequisite: Education 501 and 9 credit hours of course work in major field. Credit 3 hours (II, S) ... Mr. Wolland and Staff

546 Workshop in College Business Management: Problems of college business management, including such phases as: financing, budgeting, purchasing, managing student loans, organizational funds, selecting and directing personnel, conducting auxiliary services and administrative organization. Prerequisite: graduate standing. Credit 1 hour per week (S) ... Mr. Gorman

590 Educational Seminar: Educational problems, to be taken as the last course in program for Master of Science degree. Credit 3 hours (II, S) ... Mr. Wolland and Staff

601 Graduate Thesis: Required of all students taking Master of Arts Degree. See major advice for information. Credit 3 hours (I, II, S) ... Mr. Wolland and Staff

ELEMENTARY EDUCATION

475 Problems in Teaching Reading in the Elementary School Credit 3 hours (I, S) ... Mr. Johnson

477 Diagnostic and Remedial Instruction Credit 3 hours (I, S) ... Mr. Johnson

506 Topics in Elementary Education: Selected topics involving principles, problems, and trends in modern elementary education. Prerequisite: Education 501. Credit 3 hours (II, S) ... Mrs. Holliday

511 Tool Subjects in the Elementary School: The history, philosophy, principles, methods, and materials involved in the teaching of the tool subjects in the elementary school. Prerequisite: Education 501 and 505. Credit 3 hours (I, S) ... Mr. Dow

512 Cultural and Content Subjects in the Elementary School: The history, philosophy, principles, methods, and materials involved in the teaching of the cultural and content subjects. The problem of integration will also be considered. Prerequisite: Education 501 and 506. Credit 3 hours (II, S) ... Mr. Dow

FOUNDATION AND GENERAL COURSES

417 Statistical Methods (Biometry) Credit 3 hours (I, S) ... Mr. Briggs

418 Mental Health in the School Credit 3 hours (I, II, S) ... Mr. Porterfield

446 Workshop in College Business Management Credit 1 hour per week (S) ... Mr. Gorman and Staff

461 Audio-Visual Materials in Education Credit 3 hours (I, II, S) ... Staff

468 Audio-Visual Production Credit 3 hours (I, II, S) ... Staff

481 Principles of Adult Education Credit 3 hours (I, II, S) ... Mr. Emery

500 In-Service Teacher Education: A series of intensive courses especially for teachers in service—scheduled as needed and conducted as regular classes, seminars, workshops, or special projects, according to purpose. Not more than 3 hours of credit will be accepted in workshops or special problems projects toward the degree. Prerequisite: Graduate standing and permission of the Instructor. Credit variable (I, II, S) ... Mr. Gorman and Staff

508 Topics in Audio-Visual Education: Selected topics involving principles, problems, trends, and materials in audio-visual education for students who have completed six hours in audio-visual education and are interested in further study of materials and techniques for elementary and secondary grades. Prerequisite: Graduate standing and Education 468. Credit 3 hours (II, S) ... Staff

NURSING EDUCATION

509 Organization and Administration of Nursing Education Program: Content and the principles of administration of the total curricular program of an approved school of nursing. Prerequisite: Education 501 or equivalent, Psychology 510 and Education 501. Credit 3 hours (I, S) ... Staff

540 Topics in Nursing Education: Selected topics involving principles, problems, and trends in nursing education. Prerequisite: Education 501. Credit 3 hours (II, S) ... Staff

PHYSICAL EDUCATION FOR MEN

526 Advanced Physical Education Activities: Lecture participation, supervision, and instruction in team and individual sports and other related activities, stressing new games and new activities and improving various types of equipment. Prerequisites: Graduate standing and permission of Dean, College of Education. Credit 3 hours (S) ... Mr. Brock

PHYSICAL EDUCATION FOR MEN AND WOMEN

497 Problems in Physical Education Credit 3 hours (S) ... Mr. Brock
SECONDARY EDUCATION

458 Co-Curricular Activities
Credit 3 hours (II, S) .......................... Mr. Pflaueer

474 Problems in Teaching Reading in the Secondary School
Credit 3 hours (S, S) .......................... Mr. Johnson

507 Topics in Secondary Education: Selected topics involving principles, problems, trends, and issues in secondary education. Prerequisite: Education 501.
Credit 3 hours (I, S) .......................... Mr. Kennedy, Mr. Wallard

514 Improvement of Secondary School Instruction: A study of the secondary school student in light of the nature and need of the adolescent child and in relation to the goals of education, with implications for teachers, counselors, and administrators. Emphasis will be placed on instructional procedure, curriculum, and classroom management. Prerequisite: Education 501 and 507.
Credit 3 hours (II, S) .......................... Mr. Kennedy, Mr. Wallard

SPECIAL EDUCATION

421 Teaching Speech to the Deaf
Credit 3 hours (I) .......................... Mr. Gorman and Staff

422 Teaching Speech to the Deaf
Credit 3 hours (II) .......................... Mr. Gorman and Staff

423 Teaching Language to the Deaf
Credit 3 hours (I) .......................... Mr. Gorman and Staff

424 Teaching Language to the Deaf
Credit 3 hours (II) .......................... Mr. Gorman and Staff

425 Supervised Teaching in Special Education
Credit 3 hours (II) .......................... Mr. Gorman and Staff

488 Methods and Materials in Special Education
Credit 3 hours (II, 1957-1959, S) .......................... Miss Holliday

ENGLISH

433 Sixteenth Century Literature
Credit 3 hours (I) .......................... Mr. Collins

434 Chaucer
Credit 3 hours (II) .......................... Staff
411 Europe 1815-1870. Prerequisite: Junior standing.

412 Europe 1870-1919. Prerequisite: Junior standing.

422 Europe Since 1919. Prerequisite: Junior standing.

425 Civil War and Reconstruction. Prerequisite: Junior standing.

426 Twentieth Century America, 1898-present. Prerequisite: Junior standing.

435 Representative Americans. Prerequisite: History 211, 212 and junior standing.

436 Standing. Credit 3 hours each (I, II) - Mr. Robbins

485 Far East. Prerequisite: Junior standing.

490 Independent Study of Problems of History: Designed to permit the student to pursue independent study of problems in history in which his special interest lies. Approval of the instructor is required. Prerequisite: Senior standing.

501 Seminar on Recent America. An introduction to bibliography and methods of historical research. Prerequisite: Graduate standing.

601 Graduate Thesis.

602 Credit 3 to 6 hours (I, II, S) - Staff

The following courses may be taken for major, minor, or Master Teacher by special permission:

618 Constitutional Law. Prerequisite: Junior standing.

619 Political Theory. Prerequisite: Junior standing.

620 Problems in Government. A seminar for advanced students in government organization to be arranged in consultation with members of the government staff. Prerequisite: Senior standing and major.

621 Graduate Thesis.

622 Credit 3 to 6 hours (I, II, S) - Staff

The following courses may be taken for major, minor, or Master Teacher by special permission:

SOCIOLOGY

401 Group Leadership Training. Prerequisite: Sociology 323.
Credit 1 to 3 hours (E) ............ Staff 404 Population Analysis. Prerequisite: Basic courses in Soc.
Credit 3 hours (I) 414 Urban Sociology. Prerequisite: One year of Sociology.
Credit 3 hours (I, II, S) Mr. Wilker 416 Ethnic Relations. Prerequisite: Senior standing and 6 hours of Sociology.
Credit 3 hours (E) Mr. Sullivan 438 Elements of Social Casework. Prerequisite: One year of Sociology.
Credit 3 hours (E) Staff 451 Methods of Social Research: Methods used in social investigation; original research in the field of interest of students is undertaken. Prerequisite: Two years in Sociology.
Credit 3 hours each (I—II) Mr. Sullenger 453 Research Seminar: Special projects; open only to advanced students in the Department. Prerequisite: Two years in Sociology.
Credit 1 to 6 hours (I—II) Mr. Sullenger 490 History of Social Thought. Prerequisite: Basic courses in Sociology.
Credit 3 hours (I) Mr. Sullivan 503 Twentieth Century Social Theory: The nature of science, social change, social problem, social differentiation, ecology, revolution, personality, social causation, sicometry, and psychoanalysis. Prerequisite: Graduate standing in Sociology.
Credit 3 hours (II) Mr. Wilber 510 Occupational Sociology: Occupations, occupational associations, vocational choice, assignment of work, occupational mobility, and the relation of occupation to other factors. Credit 3 hours (I, II, S) Mr. Wilber 517 Propaganda and Social Control: Major techniques of propaganda and social control.
Credit 3 hours (E) Mr. Wilber 601 Graduate Thesis. Credit 3 to 6 hours (I, II, S.) Staff 602 The following courses may be taken by special permission: Sociology 304, 305, 319, 333, 380. (See University Catalog for description.)

COURSES FOR MASTER TEACHER
AND MINOR FIELDS

BIOLOGY

The following courses may be taken by special permission:
Biology 330, 335, 341, 395, 396, 415, 417, 493, 496. (See University Catalog for description.)
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SUMMARY OF PROCEDURES FOR STUDENTS WORKING TOWARD THE MASTER'S DEGREE

1. File official transcripts of undergraduate credits (and graduate, if any) and application-for-admission form in the Graduate Office (Room 288). Consult with major adviser and return form sheet bearing signature to the Graduate Office.

2. Arrange your class schedule with your adviser, and have him sign your registration slip before presenting it to the Director of the Graduate Division. If in education, the class schedule must also be signed by Professor Wolfard, coordinator of graduate work in that college.

3. Apply for admission to candidacy for the degree at the conclusion of nine hours of work, and arrange the final program of study on form sheet. Return the completed form to the Graduate Office. The degree requirements must be completed within five years of the first matriculation date.

4. Prior to the fourth week of the semester, or session, in which the degree is to be conferred, the candidate must file his intention of taking the degree in the Office of the Registrar (Room 220).

5. Arrange with your adviser three weeks in advance for the major Comprehensive Examination and notify the Graduate Office of the time and place. In the case of candidates for the Master of Science degree, the established schedule is: Fall Semester, second Saturday in January; Spring Semester, first Saturday in May; Summer Session, some time to be arranged during the last week of the first term. Arrange with your minor adviser three weeks in advance of the intended date to take the minor Comprehensive Examination, and notify the Graduate Office of the time and place.

6. The thesis for the Master of Arts degree must be submitted in final form to the Graduate Office not later than the second week in November in the Fall Semester, the fourth week in March in the Spring Semester, or the second week of the Summer Session.

7. Master of Arts candidates must arrange for the Oral Examination to be given at least thirty days before the date of convocation. In the Summer Session, Oral Examinations must be completed before the close of the first term.

8. Order the cap and gown from the Book Store.

9. Attend Commencement unless excused by petition to the Graduate Council.