Graduate Academic Catalog (1959-1960 and 1960-1961)

Municipal University of Omaha

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UNIVERSITY OF OMAHA
SEPTEMBER, 1959

Bulletin of the
Graduate Division
for the academic years
1959-1960
1960-1961
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UNIVERSITY OF OMAHA

SECOND SEMESTER, 1958-1959

January 26-27 - Mon., Tues. ...................... Registration for day classes
January 28 - Wed. .................................. Classes begin, day school
January 28 - Wed. .................................. Late registration for day school
January 28-30 - Thurs., Fri. ...................... Registration for evening classes; 4:30 to 8:30 p.m.
February 2 - Mon. .................................. Evening classes begin
February 2 - Mon. .................................. Late registration for evening classes
February 9 - Mon. .................................. Last date for adding day classes
February 16 - Tues. .................................. Last date for adding evening classes
February 14 - Sat. ................................... Thesis due in Graduate Office
March 25 - Wed. .................................. Last date for filing applications for degrees to be
April 8 - Wed. .......................................... conferred in June, 1959

May 2 - Sat. .............................................. Final written Comprehensive Examinations for
May 23-29 .............................................. Master of Science in Education candidates
May 31 - Sun. .......................................... Final course examinations
June 1 - Mon. .......................................... Baccalaureate

SUMMER SESSION, 1959

June 5 (1:45 p.m.)-June 6 (9-12 Noon) (Fri., Sat.)
June 8-July 11 ...........................................
June 9-July 20 ...........................................
June 23-27 - Thurs., Thrus. .............................
July 8, 9 - Wed., Thurs. ..................................
July 10-14 (Afternoon) .................................
July 18-22 - Sat. ...........................................
July 13-August 15 ........................................

FIRST SEMESTER, 1959-1960

September 8 - Tues., Wed. ...................... Registration for evening classes; 4:30 to 8:30 p.m.
September 10-15 - Thurs.-Tues. ............ Registration for day classes
September 17 - Thurs. .............................. Classes begin, day and evening
September 17 - Thurs. .............................. Late registration for evening classes
September 24 - Wed. .................................. Last date for adding day classes
September 24 - Thurs. .............................. Last date for adding evening classes, until
November 13 - Fri. .................................. 6:30 p.m.
December 18 - Fri. .................................. Thesis due in Graduate Office
January 9 - Sat. ..........................................
January 21-27 - Thurs., Wed. ................. Last date for filing applications for degrees to be
SECOND SEMESTER, 1959-1960 ...........................................

September 28-29 - Thurs., Fri. .............. Registration for day and evening classes; 4:30 to
February 1 - Mon. .................................. 8:30 p.m.
February 1 - Mon. .................................. Classes begin, day and evening
February 6 - Sat. ..................................... Last date for adding day classes
February 8 - Mon. .................................. Last date for adding evening classes, until
March 25 - Fri. ..........................................
April 8 - Fri. ............................................ 6:30 p.m.
May 7 - Sat. .............................................. Thesis due in Graduate Office
May 27-June 3 - Fri.-Fri. ......................... Last date for filing applications for degrees to be
June 3 - Sat. .............................................. conferred in June, 1960
June 6 - Mon. ...........................................

Fifty-first Commencement
**SUMMER SESSION, 1960**

**June 10 (1-4 p.m.) — Fri.**

**June 11 (9-12 Noon) — Sat.**

**June 12 — July 16**

**June 14 — August 4**

**June 23 — Sat.**

**July 13, 14 — Wed., Thurs. (afternoons)**

**July 18 — August 20**

**July 22 — Wed.**

Registration for first term

First term for day classes

Term for evening classes

Thesis due in Graduate Office

Final written Comprehensive Examination for Master of Science in Education

Second term for day classes

Last date for filing applications for degrees to be conferred in August, 1960

**FIRST SEMESTER, 1960-1961**

**September 12-13 — Mon., Tues.**

**September 14-16 — Wed., Fri.**

**September 19 — Mon.**

**September 19 — Mon.**

**September 24 — Sat.**

**September 26 — Mon.**

**November 11 — Fri.**

**December 16 — Fri.**

**January 14 — Sat.**

**January 21-28 — Sat., Sat.**

Registration for evening classes; 4:30 to 8:30 p.m.

Registration for day classes

Classes begin, day and evening

Late registration for day and evening classes

Last date for adding day classes

Last date for adding evening classes, until 6:30 p.m.

Thesis due in Graduate Office

Final date for filing applications for degrees to be conferred in January, 1961

Final written Comprehensive Examination for Master of Science in Education

Final course examinations

**SECOND SEMESTER, 1960-1961**

**January 30-31 — Mon., Tues.**

**February 1 — Wed.**

**February 1 — Wed.**

**February 7 — Tues.**

**February 8 — Wed.**

**March 14 — Fri.**

**April 7 — Fri.**

**May 6 — Sat.**

**May 26-June 2 — Fri., Fri.**

**June 4 — Sun.**

**June 5 — Mon.**

Registration for day and evening classes

Classes begin, day and evening

Late registration for day and evening classes

Last date for adding day classes

Last date for adding evening classes, until 6:30 p.m.

Thesis due in Graduate Office

Final date for filing applications for degrees to be conferred in June, 1961

Final written Comprehensive Examination for Master of Science in Education

Final course examinations

Baccalaureate

Fifty-second Commencement

**SUMMER SESSION, 1961**

**June 9 (1-4 p.m.) — Fri.**

**June 10 (9-12 Noon) — Sat.**

**June 12-July 5**

**June 15-August 3**

**June 24 — Sat.**

**July 12, 13 — Wed., Thurs. (afternoons)**

**July 21 — Fri.**

**July 17-August 19**

Registration for first term

First term for day classes

Term for evening classes

Thesis due in Graduate Office

Final written Comprehensive Examination for Master of Science in Education

Last date for filing application for degrees to be conferred in August, 1961

Second term for day classes

**UNIVERSITY OF OMAHA**

**ACCREDITED 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 Midwest Conference on Graduate Study.

**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 BOARD OF REGENTS

OFFICERS

Louis Somberg ............................................ President
F. E. Borchers .......................................... Vice-President
Mrs. John Merriam .................................... Secretary

Term Expiring July 1, 1959
Henry Karr, Omaha National Bank
Ralph Kiplinger, Guarantee Mutual Insurance

Term Expiring July 1, 1960
Den Campbell, Thomas Kilpatrick Company
Louis Somberg, Nation's 4 Inc.

Term Expiring July 1, 1961
Louis R. Leigh, Attorney
Mrs. John Merriam

Term Expiring July 1, 1962
F. E. Borchers, Swift and Company
Frank Fouts, WOW-WOW-TV
Varrn Rhodes, First National Bank

ADMINISTRATIVE OFFICERS

Philip M. Hall, Ph.D., LL.D. ......................... President
Rowland Haynes, M.A., LL.D. ...................... President Emeritus
Rodger B. Crane, M.B.A. ............................ Assistant to the President
J. B. MacGregor, Ph.D. .............................. Dean of Student Personnel
Alice C. Smith, B.A. .................................. Registrar
Maxie C. Wholstar, B.A., LL.B. ................. Business Manager

THE GRADUATE COUNCIL

Chairman of the Council
Frank Gorman, Ph.D. .................................. Dean, College of Education and Professor of Education

Fred Hill, M.A. ........................................... Associate Superintendent of Schools
Paul C. Kennedy, Ed.D. ............................... Associate Professor of Education
Edmund G. McCurtain, Ph.D. ....................... Professor and Head, Department of Sociology
George R. Rasmussen, Ed.D. ....................... Associate Professor of Education
W. H. Thompson, Ph.D. .............................. Dean, College of Arts and Sciences, Professor of Psychology, and Head, Department of Philosophy and Psychology
A. Stanley Trickett, Ph.D. ......................... Professor and Head, Department of History
Ralph M. Wardle, Ph.D. .............................. Professor and Head, Department of English

THE GRADUATE FACULTY

Frederick W. Adrian ..................................... History
Ph.D., Ohio State University, 1942; Associate Professor

Hollie B. Bethel ......................................... Elementary Education
Ed.D., University of Colorado, 1937; Associate Professor; Head of Department

Thomas N. Bonner ..................................... History and Social Science
Ph.D., Northwestern University, 1951; Associate Professor; Head of Social Science Department

Lawrence B. Butler .................................... Secondary Education
Ed.D., University of Kansas, 1956; Assistant Professor

Joseph G. Dunn ........................................ Elementary Education
Ed.D., University of Missouri, 1935; Associate Professor

Donald G. Emery ....................................... Education
Ph.D., State University of Iowa, 1940; 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

Francis M. Hurst ...................................... Psychology
Ed.D., Indiana University, 1946; Assistant Professor

William F. Haynes .................................... Psychology
Ph.D., Ohio State University, 1955; Assistant Professor; Director of Bureau of Industrial Testing and Institutional Research

Harry W. Johnson ..................................... Secondary Education
Ph.D., University of Chicago, 1951; Assistant Professor; Director of Reading Improvement Laboratory

Paul C. Kennedy ...................................... Secondary Education
E.D., University of Kansas, 1952; Associate Professor

W. C. B. Lambert ....................................... Political Science
Ph.D., Washington University, 1938; Associate Professor

Jay B. MacGregor ..................................... Education
Ph.D., State University of Iowa, 1931; Professor; Head of Student Personnel
THE GENE EPPELEY LIBRARY

The University Library offers excellent facilities for graduate study. It has a strong reference collection, over 500 current periodical subscriptions with bound files of scholarly journals, a general collection of 120,000 volumes, and 40,000 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.

AUDIO-VISUAL DEPARTMENT

The Audio-Visual Department 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 Department:

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 24th 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. Maul, and Joslyn Hall, a gift of Mr. George A. Joslyn, were the major buildings.

A 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 a 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.

In 1959, the Student Activities Building and the Applied Arts-Classroom Building were completed for use in an expanded educational program.

STUDENT SERVICES

UNIVERSITY OF OMAHA

UNIVERSITY OF OMAHA

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 full-time 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 240. The Placement Office is maintained to assist students in selecting suitable vocations, in developing successful interview techniques, and in obtaining career jobs.
Part-time jobs that fit into class schedules may require considerable
time to arrange. Applications should be made well in advance. The Placement
Office makes an active effort to obtain employment for all students
desiring jobs. It cannot, however, guarantee to secure employment for
every student.

INTERNSHIPS AND ASSISTANTSHIPS

Graduate Internships in Education, Guidance, History, Social Science,
Sociology, Reading, and Industrial Psychology are available for qualified
students. Internships carry stipends of $1,600 each with the remission of
tuition. The graduate program for such students is limited to approximately
12 hours a semester. An Intern must be a graduate student enrolled in a
program of courses carrying credit toward a Master's degree in the particular
department in which the Internship has been granted. The purpose of the
Internship is to provide the student with practical experience which will
be of coordinate or supplementary value to his degree work. This profes­sional
activity requires approximately 20 hours a week. Applications
and their supporting credentials must be received on or before March 1.
Address requests for information and applications to the Director of
Graduate Division.

Some departments have Assistantships available to graduate students.
Applications should be made to the head of the department in which the
student plans to take his graduate major.

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.

All classroom buildings, The Gene Eppley Library and the Student
Activities 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 regis­
tration 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

HISTORY AND PURPOSE

The first Master's degree was awarded by a special vote of the Board of Regents of the "old" University of Omaha in June 1931. Graduate work leading to the Master of Arts degree was authorized by the newly organized Municipal University, September 1931, to be supervised by a Committee on Graduate Studies. In 1942, the Graduate Division was established.

The degree Master of Science in Education, was approved in 1948, to provide the opportunity for advanced study and independent investigation in a limited number of fields of learning for qualified students:

The Graduate Division of the University of Omaha was established 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 methodic 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. Members 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 Doctor's degree, or a demonstrated interest in scholarly research and graduate teaching, as well as the recommendation of the dean of the college concerned. 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 citizenry 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 definite parts 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, 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.

(2) A minor of nine semester hours in a related field of interest.

(3) A thesis not to exceed six semester hours in independent study under the direction of the major 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).

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, in the first nine hours; Psychology 510, Advanced Educational Psychology; and Education 550, Seminar, or Education 532, History and Philosophy of Education; at the last course, and will usually be arranged 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 to twelve semester hours in a minor field.

(3) Curricula in administration will also include Education 540, Practicum in Public School Administration and Supervision.

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 for men, reading, secondary education, special foundations of education, and others. 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 minor adviser if the minor is concerned. The student may elect a straight major upon recommendation of the head of the major department). MAJOR FIELDS

Students pursuing a Master's degree in education shall be expected to take at least nine semester hours in academic 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 academic electives. The following proposed programs apply to the Master of Science in Education degree and the Master of Arts in Education degree.

Masters Teaching Major — Elementary

**I. Academic Electives .................. 18 hrs.
   II. Required Courses ................. 12 hrs.
   Ed. 501, Educational Research
   Ed. 505, Administration and Supervision in the Elementary School
   Ed. 506, Educational Seminar
   Psy. 510, Advanced Educational Psychology
   Ed. 473, Problems in Teaching Reading in the Elementary School
   Ed. 503, School Plant Planning and Operation
   Ed. 505, Educational Seminar
   Ed. 550, Educational Seminar
   Psychology
   III. Select two courses from the following:
   Ed. 418, Mental Health in the School
   Ed. 451, Audio-Visual Materials in Education
   Ed. 504, Curriculum Principles
   Ed. 506, Administration and Supervision in the Elementary School
   Ed. 510, Research in School Administration and Supervision
   Ed. 511, Test Subjects in the Elementary Grades
   Ed. 512, Cultural and Content Subjects in the Elementary School
   Ed. 532, History and Philosophy of Education
   Public School Administration

**II. Academic Electives .................. 6 hrs.
   II. Required Courses ................. 18 hrs.
   Ed. 501, Educational Research
   Ed. 502, Principles of School Administration
   Ed. 504, Curriculum Principles
   Ed. 505, School Business Management
   Ed. 506, Administration and Supervision in the Elementary School
   Ed. 540, Practicum
   Ed. 550, Educational Seminar
   Psy. 510, Advanced Educational Psychology
   III. Select one course from the following:
   Ed. 458, Co-Curricular Activities
   Ed. 461, Audio-Visual Materials in Education
   Ed. 473, Problems in Teaching Reading in the Secondary School
   Ed. 474, Problems in Teaching Reading in the Secondary School
   Ed. 481, Principles of Adult Education
   Ed. 503, School Plant Planning and Operation
   Ed. 507, Administration and Supervision in the Secondary School
   Ed. 510, Research in School Administration and Supervision
   Ed. 511, Test Subjects in the Secondary School
   Ed. 512, Cultural and Content Subjects in the Secondary School
   Ed. 532, History and Philosophy of Education

UNIVERSITY OF OMAHA

**I. Academic Electives .................. 9 hrs.
   II. Required Courses ................. 21 hrs.
   Ed. 501, Educational Research
   Ed. 502, Principles of School Administration
   Ed. 503, School Plant Planning and Operation
   Ed. 507, Administration and Supervision in the Secondary School
   Ed. 540, Practicum
   Ed. 550, Educational Seminar
   Psy. 510, Advanced Educational Psychology
   III. Select one course from the following:
   Ed. 457, Statistical Methods
   Psy. 480, Tests and Measurements

* Except where otherwise specified
** Students may elect to take the M.A. degree in addition to the B.A. degree if they wish to complete the M.A. degree at the University of Nebraska at Omaha.
UNIVERSITY OF OMAHA

Nursing Education

**I. Academic Electives** .......... 6 hrs.
Ed. 501, Educational Research
Ed. 502, Educational Research
Ed. 503, School Plant Planning and Operation
Ed. 509, Organization and Administration of Nursing Education
Ed. 522, Concepts in Nursing Education (Prerequisite: Ed. 520 or Permission of Instructor)
Ed. 545, Topics in Nursing Education
Psy. 485, Tests and Measurements
Psy. 510, Advanced Educational Psychology

Special Education

**I. Academic Electives** .......... 9 hrs.
Ed. 501, Educational Research
Ed. 502, Practicum
Ed. 505, Educational Seminar
Psy. 510, Advanced Educational Psychology
Ed. 486, Methods and Materials in Special Education

III. Select at least four courses from the following or directed by advisor ........ 12 hrs.
Psy. 402, School Adjustment to Child Problems
Psy. 415, Mental Hygiene
Psy. 506, Individual Tests
Psy. 507, Counseling Techniques
Psy. 510, Advanced Tests and Measurements
Psy. 522, The Psychopath Child
Psy. 530, Introduction to the Education of the Deaf
Ed. 421, Teaching Speech to the Deaf
Ed. 422, Teaching Speech to the Deaf
Ed. 423, Teaching Language to the Deaf
Ed. 432, Teaching Language to the Deaf
Ed. 433, Speech Reading to the Deaf
Ed. 448, Teaching Elementary School Subjects to the Deaf
Ed. 449, Teaching Elementary School Subjects to the Deaf
Ed. 450, Teaching Elementary School Subjects to the Deaf
Ed. 451, Teaching Auditory and Verbal Behaviors to the Deaf
Ed. 452, Auditory and Verbal Behaviors to the Deaf
Ed. 453, Auditory and Verbal Behaviors to the Deaf

College Business Management Major:

A degree for administration of colleges and universities—presidents, business managers, comptrollers, purchasing agents, registrars, etc. For more complete details of this program, write to the Graduate Office or the Dean of the College of Education.

A substantial portion of this degree-program consists of workshops (Education 545, Workshop in College Business Management, 2 hours credit), offered during one week of the summer session, generally the last week in July.

In addition to the 4 to 10 hours in workshops, the candidate for the Master's degree will offer 12 hours of standard courses in the field of education as noted below (Education 481C, 500, 532, and 550). Academic electives, comprising 12 to 17 credit hours, may be taken from graduate level courses in education, economics, political science, psychology, or business administration. In total hours, in work-

shops, regular education courses, and electives, the student must present a total of 3 hours for the Master of Science in Education degree. If the student desires, he may receive a Master of Arts degree in Education by writing a thesis of 3 to 6 hours credit in place of a corresponding number of hours of elective work. It will be noted that as many as 6 hours of credit may be transferred from other accredited graduate schools, provided the transferred credits can be fitted into the degree program.

Prerequisites: Bachelor's degree from an accredited institution and preparation in accounting and major work in either business administration or education. Students with inadequate preparation in accounting must achieve reasonable proficiency in order to be admitted to the program for the degree.

**I. Academic Electives** .......... (Not to exceed 16 hrs.)
(From graduate level courses in Education, Political Science, Psychology, or Business Administration)

II. Required Courses .......... 15 hrs.
Ed. 481, Principles of Adult Education
Ed. 417, Statistical Methods
Psy. 490, Tests and Measurements
Psy. 510, Advanced Educational Psychology
Ed. 520, Principles of Guidance
Ed. 400, Administration and Supervision in the Elementary School
Ed. 561, Administration and Supervision in the Secondary School

III. Select two courses from the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ed. 400</td>
<td>Administration and Supervision in the Elementary School</td>
<td></td>
</tr>
<tr>
<td>Ed. 561</td>
<td>Administration and Supervision in the Secondary School</td>
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UNIVERSITY OF OMAHA

MINOR FIELDS

Academic-Visual

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ed. 452</td>
<td>Audio-Visual Production</td>
<td></td>
</tr>
<tr>
<td>Ed. 453</td>
<td>Topics in Audio-Visual Education</td>
<td></td>
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</tbody>
</table>

Guidance

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<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>Ed. 417</td>
<td>Statistical Methods</td>
<td></td>
</tr>
<tr>
<td>Ed. 421</td>
<td>Principles of Guidance</td>
<td></td>
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<tr>
<td>Ed. 500</td>
<td>Educational Seminar</td>
<td></td>
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<tr>
<td>Ed. 522</td>
<td>Counseling Practices</td>
<td></td>
</tr>
<tr>
<td>Ed. 472</td>
<td>Research Methods</td>
<td></td>
</tr>
<tr>
<td>Psy. 490</td>
<td>Tests and Measurements</td>
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</table>

Physical Education for Men

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>P. E. 497</td>
<td>Problems in Physical Education</td>
<td></td>
</tr>
<tr>
<td>P. E. 520</td>
<td>Adv. Physical Education Activities</td>
<td></td>
</tr>
<tr>
<td>P. E. 521</td>
<td>Adv. Physical Education Administration and Administration of Physical Education</td>
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</tr>
</tbody>
</table>

Academic Minors

At least nine hours in any of the following subjects: English, History, Political Science, Economics, Economics, History, Social Science, Psychology, Sociology, and Mathematics.
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 department 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 their 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.

Foreign students must provide letters of recommendation, statements of financial independence, and evidence of ability to speak and write the English language. The baccalaureate must have been received from an institution accredited by the proper accrediting agencies.

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 registration, 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; i.e., advanced Seniors, students who have undergraduate deficiencies, students from certain unaccredited institutions, etc.

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: $10.00
- Evening courses, per credit hour: $10.00
- Summer session, six credit hours: $50.00

(Non-residents of the City of Omaha pay an additional $7.50 per credit hour.)

FEES:

- Registration, Day student: $3.00
- Registration, Evening student: $1.00
- Matriculation (paid only once): $1.00
- Student Health Service: $2.00
- Day student: $12.00
- Evening student: $1.50
- Summer student (per session): $2.00
- Change of schedule: $1.00
- Late Registration: $3.00 (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
AND PROGRAM OF STUDY

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 as 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 advisor. Both the major and minor programs are finally arranged at this time and must be signed by the major and minor advisors. The candidacy for the degree application together with the programs of study must be returned to the Graduate Division 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 advisor if the major is concerned and of the minor advisor 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.

A grade average of "B" is required for admission to candidacy for the 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) 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 advisor. 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. If the department conducting the thesis requires an additional copy, it is to be bound at departmental expense. 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.
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 grade of "C" earned in a course taken before September, 1954 constituted a "failing" grade. After this date, a "D" or "F" constituted a "failing" grade. 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.

INC. — A student may be reported incomplete if some major portion of the work remains unfinished, provided the student's standing in the course is not below "D". An incomplete must be made up during the first nine weeks of the following semester. After this time an "Inc." becomes a failure, unless the Deans of the Colleges have approved an extension of the time limit.

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.

UNIVERSITY OF OMAHA

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.

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 advisor.
REQUIRED PROCEDURE
FOR GRADUATE STUDENTS

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.

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.

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 College of Adult Education.

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

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.

Students who have 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.
DEPARTMENT OF GRADUATE STUDIES

499 *Special Problems in College Business Management
Credit 1-3 hours (I, S) ........................................ Mr. Gorman

500 In-Service Teacher Education
Credit variable (I, II, S) ....................................... Mr. Gorman and Staff

501 Introduction to Educational Research
Credit 3 hours (I, II, S) ....................................... Mr. Gorman

502 Principles of School Administration
Credit 3 hours (II, S) .......................................... Mr. Rachford

503 School Plant Planning and Operation
Credit 3 hours (I, S) .......................................... Mr. Rachford

504 Curriculum Principles
Credit 3 hours (I, S) .......................................... Mr. Rachford

505 School Business Management: An analysis of the functions of business management: budgetary procedures; financial accounting; auditing and reporting; management of funds; purchasing procedures and inventory; administration and protection of property; and administration of transportation.
Credit 3 hours (I, S) .......................................... Mr. Nolte, Mr. Rachford

506 Administration and Supervision in the Elementary School
Credit 3 hours (II, S) .......................................... Mr. Bethel, Mr. Dunn

507 Administration and Supervision in the Secondary School
Credit 3 hours (II, S) .......................................... Mr. Butler, Mr. Rachford

508 Topics in Audio-Visual Education
Credit 3 hours (II, S) .......................................... Miss Moline

509 Organization and Administration of Nursing Education Programs
Credit 3 hours (I, S) .......................................... Staff

510 Research in School Administration and Supervision
Credit 1-3 hours (I, II, S) .................................... Mr. Rachford and Staff

511 Tool Subjects in Elementary Education: The history, philosophy, principles, methods, and materials involved in teaching the tool subjects in the elementary school. Prerequisite: Education 501 and 506.
Credit 3 hours (I, S) .......................................... Mr. Dunn

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

*May not be taken for undergraduate credit.

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514 Improvement of Secondary School Instruction: A study of the secondary school student in light of the nature and needs 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.
Credit 3 hours (II, S) .......................................... Mr. Butler, Mr. Kennedy

515 School Law
Credit 3 hours (I, S) .......................................... Mr. Nolte, Mr. Rachford

520 Principles of Guidance
Credit 3 hours (I, S) .......................................... Mr. Olenon

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

522 Counseling Practices
Credit 3 hours (II, S) .......................................... Mr. Olenon

526 Advanced Physical Education Activities
Credit 3 hours (S) ............................................. Staff

527 Advanced Organization and Administration of Physical Education, Intramurals and Athletics
Credit 3 hours (I, S) .......................................... Mr. Cotton

532 History and Philosophy of Education
Credit 3 hours (I, II, S) ...................................... Mr. Wollard and Staff

540 Practicum in Public School Administration and Supervision: Guided study and practice in elementary, secondary or general administration and supervision as the interests and needs of the student require.
Credit 3 hours (I, II, S) ...................................... Mr. Rachford and Staff

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

549 Topics in Nursing Education
Credit 3 hours (I, II, S) ...................................... Staff

550 Educational Seminar
Credit 3 hours (II, S) ......................................... Mr. Wollard and Staff

601 Graduate Thesis
Credit 3 hours (I, II, S) ...................................... Mr. Wollard and Staff

ELEMENTARY EDUCATION

473 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
FOUNDATION AND GENERAL COURSES

417 Statistical Methods (Biometry)  Credit 3 hours (I, S) ................................................ Mr. Joyce
418 Mental Health in the School  Credit 3 hours (I, II, S) ............................................................. Staff
461 Audio-Visual Materials in Education  Credit 3 hours, (I, II, S) ................................................ Miss Mallise
468 Audio-Visual Production  Credit 3 hours (II, S) ................................................................. Miss Mallise

SECONDARY EDUCATION

541 The Junior High School  Credit 3 hours (II, S) ................................................................. Mr. Kennedy
458 Curricular Activities  Credit 3 hours (II, S) ................................................................. Mr. Pfaisterer
474 Problems in Teaching Reading in the Secondary School  Credit 3 hours (II, S) .......................... Mr. Johnson

SPECIAL EDUCATION

420 Introduction to the Education of the Deaf  Credit 2 hours (II) ........................................ Mr. Gorman and Staff
421 Teaching Speech to the Deaf  Credit 3 hours (I, II) ............................................................. Mr. Gorman and Staff
424 Teaching Language to the Deaf  Credit 3 hours (I, II) ............................................................. Mr. Gorman and Staff
433 Speech Reading to the Deaf  Credit 2 hours (I) ................................................................. Mr. Gorman and Staff
435 Teaching Elementary School Subjects to the Deaf  Credit 2 hours (II) ............................. Mr. Gorman and Staff
436 Teaching Secondary School Subjects to the Deaf  Credit 2 hours (I) ............................. Mr. Gorman and Staff

ENGLISH

437 Auditory Training for the Deaf  Credit 1 hour (I) .................................................. Mr. Gorman and Staff
438 Anatomy of Speech and Hearing Mechanisms  Credit 2 hours (II) ................................. Mr. Gorman and Staff
488 Methods and Materials in Special Education  Credit 3 hours (II) ................................. Mr. Gorman and Staff

433 Sixteenth Century Literature  Credit 3 hours (I, odd years, i.e., '60-61) ........................ Staff
434 Chaucer  Credit 3 hours (II) ................................................................. Mr. Harper
437 Shakespeare's Tragedies  Credit 3 hours (I, odd years, i.e., '60-61) ........................ Mr. Wardle
439 Shakespeare's Comedy and Histories  Credit 3 hours (I) ................................................ Mr. Wardle
440 Eighteenth Century Literature  Credit 3 hours (II, odd years, i.e., '60-61) ........................ Mr. Wardle
448 Seventeenth Century Literature  Credit 3 hours (I, odd years, i.e., '60-61) ........................ Mr. Rodgers
465 The English Novel  Credit 3 hours (I) ................................................................. Staff
467 The American Novel  Credit 3 hours (I, odd years, i.e., '60-61) ................................ Mr. Harper
468 History of the English Language  Credit 3 hours (II, odd years, i.e., '60-61) ........ Mr. Harper
481 Literature of the Romantic Period  Credit 3 hours (I, odd years, i.e., '60-61) ........ Mr. Wardle
482 Literature of the Victorian Period  Credit 3 hours (I) ................................................ Mr. Rodgers
502 Romance and Reality: Studies in English and American Literature of the nineteenth and twentieth centuries. Credit 3 hours (II, odd years, i.e., '60-61) ........................ Mr. Rodgers
504 History of Literary Criticism: Literary criticism from the beginning to the present time, with emphasis on the criticism of ancient Greece and Rome, nineteenth century England, and twentieth century America. Credit 3 hours (II) ............................. Mr. Wardle
506 American Literary Movements: The major literary movements in nine
15th and twentieth century America as they are expressed in poetry, fiction,
drama, and criticism.
Credit 3 hours (II, odd years, i.e., '60-'61) .............. Mr. Harper
508 Studies in the Literature of the English Renaissance: A seminar in a few
significant literary figures of the English Renaissance.
Credit 3 hours (II, even years, i.e., '59-'60) .............. Staff
510 Studies in Victorian Literature: Selected masterworks of Victorian prose
and poetry.
Credit 3 hours (II, odd years, i.e., '60-'61) .............. Mr. Rodgers
601 Graduate Thesis
602 Credit 3 to 6 hours (I, II, S) .......................... Staff

HISTORY
411 Representative Americans: (411), 1600-1800; (412), 1800 to the present.
Prerequisite: History 111 and 112; for 412, 411 or permission.
Credit 3 hours each (I, II, odd years, i.e., '66-'67) .......... Mr. Robbins
416 The Jacksonian Era. Prerequisite: History 111 and 112.
Credit 3 hours (I) ........................................... Mr. Adrian
418 Civil War and Reconstruction. Prerequisite: History 111 and 112.
Credit 3 hours (I) ........................................... Mr. Robbins
428 Twentieth Century America. Prerequisite: History 111 and 112.
Credit 3 hours (I) ........................................... Mr. Adrian, Mr. Bovner
429 Ideas in Twentieth Century America. Prerequisite: History 111 and 112.
Credit 3 hours (II) .......................................... Mr. Bovner
433 American Constitutional History: (433), 1600; (434), since 1860.
Prerequisite: History 111 and 112; for 434, 433 or permission.
Credit 3 hours each (I, II) ................................. Mr. Berk
454 Sixteenth Century Europe. Prerequisite: History 151 and 152 or Social
Science 101. Credit 3 hours (II, even years, i.e., '59-'60) .... Mr. Rathbun
455 Seventeenth Century Europe. Prerequisite: History 151 and 152 or Social
Science 101.
Credit 3 hours (I, even years, i.e., '59-'60) ............... Mr. Rathbun
456 Eighteenth Century Europe. Prerequisite: History 151 and 152 or Social
Science 101.
Credit 3 hours (II, odd years, i.e., '60-'61) ............... Mr. Rathbun
457 Nineteenth Century Europe: (457), 1815-1870; (458), 1870-1914.
Prerequisite: History 151 and 152 or Social Science 101; for 458, 457 or permission.
Credit 3 hours each (I, II) ................................. Mr. Berk, Mr. Trinkett
Graduate Thesis
Credit 3 hours (I, II, S) ................................. Mr. Adria, Mr. Bower, Mr. Robbins, Mr. Trickett

The following courses may be taken by special permission:
(See University Catalog for description.)

PSYCHOLOGY

Minor Problems: Investigation of minor problems in the various fields of psychology. Prerequisite: Sixteen hours of psychology and permission. Credit 1 or more hours per semester (I, II) ................................. Mr. Thompson

School Adjustment to Child Problems: Prerequisite: Nine hours of psychology and permission. Credit 2 to 3 hours (I, II, S) ................................. Mr. Thompson

Psychology of Politics. Prerequisite: Permission. Credit 3 hours (I, II, S) ................................. Mr. Thompson

Statistical Methods (Also Education 417). Prerequisite: Knowledge of elementary algebra. Credit 3 hours (I, S) ................................. Mr. Jaynes

Mental Hygiene. Prerequisite: Six hours of psychology. Credit 3 hours (I, II, S) ................................. Staff

Individual Mental Tests. Prerequisite: Permission. Credit 3 hours (I, II, S) ................................. Mr. Thompson

Clinical Tests. Prerequisite: Six hours of psychology. Credit 3 hours (I, II, S) ................................. Staff

Abnormal Psychology. Prerequisite: Six hours of psychology and Junior standing. Credit 3 hours (I, II, S) ................................. Mr. Thompson

The Problem Child. Prerequisite: Six hours of psychology. Credit 3 hours (I, II, S) ................................. Mr. Thompson

Psychology of the Exceptional Child. Prerequisite: Nine hours of psychology and permission. Credit 3 hours (I, II, S) ................................. Mr. Thompson

Industrial Psychology. Prerequisite: Permission. Credit 3 hours (I, II, S) ................................. Mr. Jaynes

Advanced Industrial Psychology (Business Psychology). A continuation of Psychology 433. Credit 3 hours (E) ................................. Mr. Jaynes

Tests and Measurements. Prerequisite: Six hours of psychology. Credit 3 hours (I, II, S) ................................. Mr. Hurst

SOCIology

Introduction to Social Group Work. Prerequisite: Sociology 330. Credit 3 hours (I, II, S) ................................. Mr. McCurry

Population Analysis. Prerequisite: Six hours of sociology. Credit 3 hours (I, II, S) ................................. Mr. McCurry

Urban Sociology. Prerequisite: Six hours of sociology. Credit 3 hours (II, S) ................................. Mr. McCurry

Ethnic Relations. Prerequisite: Six hours of sociology. Credit 3 hours (E) ................................. Staff

Elements of Social Case Work. Prerequisite: Six hours of sociology. Credit 3 hours (I, II, S) ................................. Mr. McCurry

Methods of Social Research: Methods used in social investigation; original research in the field of interest of students is undertaken. Prerequisite: Twelve hours of sociology. Credit 3 hours (I, II, S) ................................. Staff

Research Seminar: Special projects open only to advanced students in the Department. Prerequisite: Twelve hours of sociology. Credit 3 hours (I, II, S) ................................. Mr. McCurry

Development of Social Theory. Prerequisite: Twelve hours of sociology. Credit 3 hours (I, II, S) ................................. Mr. McCurry

Graduate Thesis
Credit 3 to 6 hours (I, II, S) ................................. Staff

The following courses may be taken by special permission:
Sociology 304, 310, 310, 343, 343, 343. (See University Catalog for description.)
COURSES FOR MASTER TEACHER
AND MINOR FIELDS

BIOL OGY
The following courses may be taken by special permission:
Biology 305, 309, 310, 320, 325, 361, 403, 404, 417, 495, 496. (See University Catalog for description).

CHEMISTRY
The following courses may be taken by special permission:
Chemistry 413, 414, 451, 452, 495, 496. (See University Catalog for description).

ECONOMICS
The following courses may be taken by special permission:
Economics 511, 515, 518, 519, 412, 416, 417, 450, 451. (See University Catalog for description).

FRENCH
The following courses may be taken by special permission,
French 313, 320, 324, 325, 328, 335, 336, 338, 443. (See University Catalog for description).

GERMAN
The following courses may be taken by special permission:
German 333, 335, 336, 338, 422, 443, 445. (See University Catalog for description).

SPANISH
The following courses may be taken by special permission:
Spanish 335, 356, 357, 358, 359, 359, 355, 356, 358, 443. (See University Catalog for description).

MATHEMATICS
The following courses may be taken by special permission:
Mathematics 311, 324, 411, 341, 412, 425, 445. (See University Catalog for description).

POLITICAL SCIENCE
The following courses may be taken by special permission:

SOCIAL SCIENCE
Elect at least three subjects (but not more than nine hours in any one subject) from the following: economics, geography, history, political science, and sociology.

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