7-1-1932

General Academic Catalog (1931-1932)

Municipal University of Omaha

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The Municipal University of Omaha

VOL. I JULY 1, 1931 NO. 1

General Catalog 1931-32

Published by
THE MUNICIPAL UNIVERSITY OF OMAHA
The Municipal University of Omaha

Vol. I  July 1, 1931  No. 1

General Catalog

1931-32

Published by

THE MUNICIPAL UNIVERSITY OF OMAHA
<table>
<thead>
<tr>
<th>1931 CALENDAR 1931</th>
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<tr>
<td><strong>JANUARY</strong></td>
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<tr>
<th>1932 CALENDAR 1932</th>
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<tr>
<td><strong>JANUARY</strong></td>
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</tr>
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<td><strong>FEBRUARY</strong></td>
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<tr>
<td><strong>MARCH</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>
# MUNICIPAL UNIVERSITY OF OMAHA

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STUDENT CALENDAR

June 1 - August 14—Summer Session 1931

Academic Calendar for year 1931-32

First Semester

September 10-12 .......... Registration for First Semester.
September 12 .............. Entrance Examinations.
September 14 ............. Fall Semester classes begin.
September 14 ............. Late Registration.
September 16 ............. Last day for change in registration without charge.
October 2 ................... No change in registration hereafter.
November 10-13 .......... Mid-semester examinations and reports.
November 20 .............. Home-coming.
November 26-28 .......... Thanksgiving Recess.
Dec. 18 - Jan. 4 .......... Christmas Vacation.
January 4 ................... Classes resume.
January 25-29 ............ Final examinations and reports.

Second Semester

February 1-2 .......... Registration for Second Semester.
February 3 .............. Classes begin.
February 3 .............. Late Registration.
February 5 .............. Last day for change in registration without charge.
February 19 ............. No change in registration hereafter.
March 31 - April 5 ...... Mid-semester examinations and reports.
April 6-9 .................. Spring Vacation.
May 27 .................... Gala Day.
May 30 .................... Decoration Day.
June 2-8 .................. Final examinations and reports.
June 5 ..................... Baccalaureate.
June 9 ..................... Commencement.
THE BOARD OF REGENTS

Officers of the Board

J. E. Davidson . . . . . . . . . . Chairman
Paul L. Martin . . . . . . . . . . Vice-Chairman
Hird Stryker . . . . . . . . . . Secretary
E. A. Baird . . . . . . . . . . Treasurer

Term Expiring July 1, 1932

J. E. Davidson . . Nebraska Power Company
Dr. W. L. Shearer . . Oral and Plastic Surgeon
1226 Medical Arts Building

Term Expiring July 1, 1933

Mrs. Harlean C. Fetters . . 301 South 57th Street
Hird Stryker . . 637 Omaha National Bank Building

Term Expiring July 1, 1934

Edgar A. Baird . . Conservative Savings & Loan Association
Alvin E. Johnson . . Live Stock National Bank
Paul L. Martin . . 524 Omaha National Bank Building

Term Expiring July 1, 1935

W. T. Graham . . 754 Peters Trust Building
Frank T. B. Martin . . Martin Brothers Insurance Company

OFFICERS OF THE ADMINISTRATION

William E. Sealock, Ph. D. . . . . . . President
T. Earl Sullenger, Ph. D . . . . . . Dean of Men
Mrs. Rene E. H. Stevens . . . . . . Dean of Women
Carl W. Helmstadter, A. M. . . . . . Registrar
L. D. Crenshaw . . . . . . . . . . Bursar
Inez Chestnut, A.M. . . . . . . . . . Librarian

All telephones are Kenwood 0772
THE MUNICIPAL UNIVERSITY OF OMAHA

FACULTY

BRADFIELx, LLOYD M., A.M. . . . Assistant Professor of Psychology
DIAMOND, RUTH, A.B. . . . . Director of Physical Education for Women
DUNLAP, A. J., B.S., LL.B. . . Professor of Salesmanship and Law
EARL, JAMES M., Ph.D. . . . Associate Professor of Mathematics
Head of Dept. of Business Administration
GARLOUGH, LESLIE N., Ph.D. . Professor of Zoology
Head of Department of Science

Gearhart, Mrs. Mildred, A.M. . . . Instructor in English
Gunn, Grace, A.M. . . . . Instructor in Mathematics
Hammex, Irwin A., A.M. . . . Associate Professor of Education
Hartman, Sed, A.B. . . . . Athletic Director and Head of Physical Education for Men

Helmstadter, C. W., A.M. . . . . . Registrar and Instructor in Business Administration

Holt, Edgar A., Ph.D. . . . . Prof. of History, Head of Dept. of History, Government, and Economics
Jackson, J. W. . . . . Assistant Instructor in Engineering
James, W. Gilbert, Ph.D. . . Professor of English, Head of Department of English
Johnson, A. M., A.M. . . . . Instructor in English
Johnson, Mrs. Leslie F., A.M. . . Instructor in English
Kincalde, Gertrude, A.M. . . Assistant Professor of French
Knight, Augusta, A.B. . . . . Assistant Instructor in Art
Kurtz, Gloria . . . Assistant Instructor in Commercial Arts
Kurtz, John W., B.S. . . Assistant Instructor in Engineering
Maxwell, R. J., A.M. . . . . Instructor in Spanish
Orr, Hugh R., A.M. . . . . Assistant Professor of English
Stauss, Hildegard, A.M. . . . . Instructor in German
Sullenger, T. Earl, Ph.D. . . . . Professor of Sociology
Head of Department of Sociology

Taylor, L. O., A.M. . . . . Assistant Professor of Education
Thompson, W. H., Ph.D. . . Professor of Psychology,
Head of Dept. of Philosophy and Psychology

Vartanian, V. H., A.M., D.D. . . Assistant Professor of Philosophy
Ward, Nell, A.M. . . . . Associate Professor of Chemistry
Weber, Mrs. Pearl, A.M. . . Instructor in Philosophy and Psychology
Witman, S. L., A.M. . . . . Instructor in Political Science
Wood, Frances, A.M. . . . . Assistant Professor of Education
HISTORICAL SKETCH

The following facts concerning the history of the University of Omaha have been gleaned from former catalogs and reports filed by its founder, the late Dr. Daniel E. Jenkins.

Actuated by the modern educational trend in the direction of establishing institutions of higher liberal, technical, and professional training in the great centers of population, and by a sincere civic pride and devotion, a group of representative citizens organized themselves, in the early summer of 1908, into a Board of Trustees and began the active promotion of a movement for the founding of a non-sectarian, co-educational institution under such auspices as would conduce to the highest type of intelligent and efficient citizenship.

This Board was incorporated as the University of Omaha on October 8, 1908, and inaugurated its educational work on September 14, 1909, with an enrollment of twenty-six students. The success of the enterprise abundantly vindicated the hopes and the aims of its promoters until now more than 1,400 students are enrolled in its regular, extension, and summer sessions.

The University, at the outset, acquired the tract known as the Redick Reserve, on which stood the "Old Redick Mansion," and erected on this site two commodious, well-appointed buildings, Joslyn Hall and the John Jacobs Memorial Gymnasium.

The central unit in any well conceived university scheme of education is a Collegiate Department, with its broad fundamental training in Sciences, Mathematics, Literature, History, Economics, Government, and Philosophy, as well as Applied and Fine Arts. Accordingly, the promoters devoted their efforts to the establishment of a general collegiate course, and a well-rounded curriculum.

In the year 1913, four years after its establishment, the University was authorized by the State Department of Education to grant First Grade Certificates. Since that time, the University has continued year by year to add other educational features. A Summer Course for Teachers was organized early in the history of the school and has since maintained a highly successful standard of work, applicable and convenient to the teachers and students in the trade territory of the school.

Extension work, consisting of late afternoon classes, Saturday morning classes, and night classes, was put into prosecution in 1918 and has become a very important department and factor in the University organization. Each year from 200 to 300 adult students have availed themselves of such work.

The Department of Commerce and Business Administration began its work September, 1925, and has since kept an expanding and profitable contact with the industrial and commercial interests of the city.

The demands upon the University made in recent years by eager students and the necessary standards of education involved such a financial burden that those interested in the institution and its continued value in the community conceived that its perpetuity must be made possible through the organization of a Municipal University, financed from public funds. To this end, the Legislature of Nebraska, and the people of Omaha on April 4, 1930, authorized the city to levy a one-mill tax for the support and development of a municipal university.

The Municipal University of Omaha thus became a reality, and the dreams and aspirations of its founders and predecessors are being fulfilled as years pass.
GENERAL INFORMATION

Location

The College of Arts and Sciences of the Municipal University of Omaha is located in a very attractive residential part of Omaha, closely adjoining Kountze Place, and also quite near to Kountze Park. It is easily accessible from all parts of the city and its environs, by way of the North Twenty-fourth Street car line, which is the principal thoroughfare of the city. The Science Building is located at 24th and Ames Avenue.

Moral and Religious Influence

The educational system of the University is built on the assumption that moral and religious atmosphere is not only conducive to the completest culture, but that it is necessary to the development of the highest type of manhood and womanhood. The students are encouraged to maintain an active interest in their own religious welfare by identifying themselves with the churches of the city and with the Y. M. C. A. and Y. W. C. A. of the University.

Student Organizations

Y. M. C. A. and Y. W. C. A.

There are two distinctively religious organizations of students, namely, the Young Men’s Christian Association, and the Young Women’s Christian Association. Both are well organized for the purposes of volunteer study of the Bible, of Missions, and of practical religious problems. These organizations also aim to promote the highest type of social life among the students and, particularly, to aid new students in every possible way during the early days of each new school year.

Student Council

The Municipal University of Omaha has a Student Council whose purpose is to cooperate with the Administration and Faculty in an endeavor to create a high standard of scholarship, to maintain a spirit of loyalty toward the school, and to perpetuate a high standard of morality among the students.

Debating Club

This club, to which all students of the University are eligible, aims to promote oratory, debate, and a general forensic interest. Public contests are held among the members and with other institutions of learning. From its membership are chosen representatives for the Intercollegiate debates.

Chemistry Club

This club is non-social with membership open to those who declare their intention of majoring or minoring in chemistry. All students are invited to attend. Lectures are given by chemists of the city, and field trips sponsored.

Pre-Medical Club

Lectures are given by different medical men and women of the city. Membership is limited to pre-medical students of standard scholarship. All are invited to attend.

Business Administration Club

The club is the student organization of commerce students. Besides offering the students social contact with each other, it offers practice in parliametary law. It arranges for and conducts excursions and visits to the various factories and plants in the city.
Art Club

The Paint Pot Club fosters interest in art by monthly meetings for work and sociability. It is composed of present and former members of the Art Department, and has contributed in various ways to the equipment of the department.

Glee Clubs, Band and Orchestra

Training in choral singing, band and orchestra is afforded under able leaders.

Alumni Association

The Alumni Association is composed of graduates holding degrees and diplomas conferred by the University. Its object is to advance the interests of the University, to revive and renew the associations of college days, to promote class reunions at commencement seasons, to keep a complete list of the names, addresses, and after-college employment of all matriculates.

Student Publications

There are two student publications, "The Gateway" and the Annual, or "Omahan."

The "Gateway," which is published bi-weekly, is the usual type of college newspaper conducted by a student staff. The "Omahan" is the year book, which is intended to perpetuate the memory of the personal traits and achievements of the graduating class.

Honorary Fraternities

Gamma Pi Sigma

The purpose of this organization is to promote scholarship and interest in the Department of Chemistry. There are four different rankings of members, which are determined by honors. These honors may be earned in any course in the subject in this University, or may be transferred from other universities.

Sigma Pi Phi

This educational society is devoted to the advancement of the interests of students enrolled in the two-year teacher training courses, and full membership is limited to those who have sixteen semester hours of the course, with an average grade of "B." This includes students enrolled in the Kindergarten-Primary, Normal, Public School Music, and Public School Art Courses.

Psi Kappa Gamma

This society promotes study and research in psychology. Membership to this society is dependent upon the completion of nine semester hours in psychology and more than average ability to carry out research work in this field.

Sigma Tau Delta

Sigma Tau Delta, national honorary English fraternity, is represented by a local chapter, Kappa Gamma. The purpose is to foster a first-hand acquaintance with the great literary masters, and to encourage talent in written expression.

Alpha Kappa Delta

This is a national honorary sociology fraternity. The chapter here is the Alpha of Nebraska. Membership is based primarily on efficiency in social research. Students may be recommended for membership by the local chapter if they have had at least twelve hours of sociology, with no grade below "B."
SCHOLARSHIPS AND HONORS

Mary Stoddard Scholarship, a fund of $1,000 bequeathed by Mrs. Stoddard to the University of Omaha.

Dr. S. K. Spalding Scholarship, a fund of $2,000 donated to the University of Omaha by Mrs. Spalding, in memory of her husband.

Colonial Dames Americanization Scholarship, a fund comprising an initial donation of $251.30 from the Douglas County branch of the Woman's Committee of the Council of National Defense and supplemented by an additional donation of $750.00 from the Omaha Society of Colonial Dames.

Marie H. Martin Scholarship, a fund of $2,000 donated by Mrs. C. Vincent in memory of her deceased friend, (Mrs.) Marie H. Martin, who was for many years a much beloved teacher in the Omaha Public Schools.

Joseph Barker, Sr., Scholarship, a fund of $2,000 donated by Joseph Barker, Jr., to establish a scholarship in memory of his father, a prominent and highly esteemed pioneer citizen of Omaha.

Ware Scholarship, a fund of $2,000 established by Miss Alice R. Ware, in memory of her sister, Ellen R. Ware, and her brother, John D. Ware. The annual interest from this fund is to be devoted to paying the tuition of some worthy student, especially one looking forward to some distinctly religious work.

Webster Student Loan Fund, a fund of $1,000 established by John R. Webster and his son, John Potter Webster, both of Omaha, from which loans may be made to worthy students for the purpose of aiding them in defraying college expenses.

Hannah E. Black Scholarship, a fund of $2,000 donated by C. W. Black, of Malvern, Iowa, to establish a scholarship in memory of his wife, Hannah E. Black.

C. W. Black Scholarship, a fund of $2,000 donated by C. W. Black to establish a permanent endowment scholarship.

Stoddard Loan Scholarship of the Woman's Club, a fund of $200 donated to the University through the Omaha Woman's Club for the purpose of providing, from time to time, a loan to some worthy young woman.

Jerome Economics Prize, a prize of $15 offered annually by Professor Harry Jerome, of Wisconsin State University, to the student of Economics writing the best essay on an assigned subject.

D. A. R. History Prize, a prize of $5 offered annually by the Sadler Chapter for the best essay on an assigned subject in American History.

Alice R. Ware Prize Fund, a fund of $500 donated by Miss Alice Ware, of Omaha, the interest income from which is to be applied to providing annual prizes to be awarded by competition to the two persons adjudged the best singers in an annual contest of students who are taking vocal instruction in the University Conservatory of Music.

Alpha Kappa Delta Prize, a prize of $10 offered by the University of Omaha chapter for the best research thesis by a sociological student on some assigned subject.

Note: Scholarships in the University of Omaha are available only for such students as are planning to complete their Liberal Arts course in this institution, except in cases where scholarships are definitely designated for aid to pre-medical students.
RESIDENCE OF STUDENTS

For the purpose of determining the tuition rate which is to be paid, the following people shall be deemed to be residents of Omaha, unless circumstances in any particular case show the fact to be otherwise, viz.:

1. Any unmarried person under twenty-one years of age living within the City of Omaha with his parents or legal guardian, if Omaha is the place of domicile of such parents or guardian.

2. Any unmarried person over twenty-one years of age who, at the time of becoming twenty-one, was living within the City of Omaha with his parents or legal guardian, if Omaha was the place of domicile of such parents or guardian, and who has resided in Omaha continuously since becoming twenty-one years of age.

3. Any unmarried person who has resided in the City of Omaha continuously for one year or more immediately prior to enrolling in the University of Omaha, and who has chosen Omaha as his place of domicile. The attendance at a school or college does not establish a residence.

4. Any husband living with his wife, or wife living with her husband, within the City of Omaha, when such husband and wife have chosen Omaha as the place of their domicile.

5. Any person enjoying the right of resident tuition shall forfeit the right upon abandoning the City of Omaha as his place of domicile, but may regain the right upon reestablishing his domicile in Omaha for one year.

In every case where right to the resident rate of tuition may be in doubt, the burden of proving such right shall rest on the applicant.

TUITION AND FEES

At the meeting of the Board of Regents of the Municipal University of Omaha, held on May 29, 1931, it was moved, seconded and carried that registration, library and maintenance fees for resident students of the Municipal University of Omaha be fixed at $110.00 per year; for non-resident students a registration, library and maintenance fee be fixed at $110.00 and in addition a tuition fee of $40.00 per year, making a total of $150.00 for non-residents; with the understanding that additional fees will be charged to cover the actual cost of materials used and depreciation of apparatus and equipment in such lines of work as Science, Typewriting, Fine and Applied Arts; it being further understood that all fees paid such as matriculation, diploma and certification fees are not included in the foregoing; and it being further understood that a fee will be charged for late registrations, and also a fee for change of registration.

These fees have been divided into charges for two semesters and on a basis of sixteen credit hours per semester, as follows:

<table>
<thead>
<tr>
<th></th>
<th>Residents</th>
<th>Non-Residents</th>
</tr>
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<tbody>
<tr>
<td>Registration fee (payable each time a student registers)</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>Library fee, per credit in course</td>
<td>4.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Maintenance fee, per credit in course</td>
<td>48.00</td>
<td>48.00</td>
</tr>
<tr>
<td>Tuition fee, per credit in course</td>
<td>20.00</td>
<td>20.00</td>
</tr>
<tr>
<td>Total per semester</td>
<td>$55.00</td>
<td>$75.00</td>
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### Complete Schedule of Tuition, Laboratory, and Fine Arts Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology laboratory, per course</td>
<td>$4.00</td>
</tr>
<tr>
<td>*Biology laboratory deposit</td>
<td>1.00</td>
</tr>
<tr>
<td>Botany laboratory, per course</td>
<td>3.00</td>
</tr>
<tr>
<td>*Botany laboratory deposit</td>
<td>1.00</td>
</tr>
<tr>
<td>Certificates, Teachers Institutional</td>
<td>2.00</td>
</tr>
<tr>
<td>Certificates (Life Validation of any Certificate)</td>
<td>1.00</td>
</tr>
<tr>
<td>Change of schedule, each complete change</td>
<td>.50</td>
</tr>
<tr>
<td>Chemistry laboratory, per course</td>
<td>5.00</td>
</tr>
<tr>
<td>*Chemistry laboratory deposit</td>
<td>5.00</td>
</tr>
<tr>
<td>Design, Advanced I and II, per credit in course</td>
<td>2.50</td>
</tr>
<tr>
<td>Design, Introductory I and II, per credit in course</td>
<td>2.50</td>
</tr>
<tr>
<td>Dramatic Production, per course</td>
<td>1.50</td>
</tr>
<tr>
<td>Drawing, Advanced I and II, per credit in course</td>
<td>7.25</td>
</tr>
<tr>
<td>Drawing, Elementary I and II, per credit in course</td>
<td>7.25</td>
</tr>
<tr>
<td>Expression, Private, per credit in course</td>
<td>27.00</td>
</tr>
<tr>
<td>Graduation fee, two-year courses</td>
<td>5.00</td>
</tr>
<tr>
<td>Graduation fee, four-year courses</td>
<td>10.00</td>
</tr>
<tr>
<td>Journalism, per course</td>
<td>3.00</td>
</tr>
<tr>
<td>Kindergarten Handwork, laboratory per course</td>
<td>2.50</td>
</tr>
<tr>
<td>Late registration, after first week</td>
<td>5.00</td>
</tr>
<tr>
<td>Late registration, after first week</td>
<td>2.00</td>
</tr>
<tr>
<td>Library fee, per credit in course</td>
<td>.25</td>
</tr>
<tr>
<td>Locker fee, per semester</td>
<td>.75</td>
</tr>
<tr>
<td>Maintenance fee, per credit in course</td>
<td>3.00</td>
</tr>
<tr>
<td>Matriculation fee, payable only once</td>
<td>5.00</td>
</tr>
<tr>
<td>Painting, Advanced I and II, per credit in course</td>
<td>7.25</td>
</tr>
<tr>
<td>Painting, Water Color I and II, per credit in course</td>
<td>7.25</td>
</tr>
<tr>
<td>Perspective I and II, per credit in course</td>
<td>7.25</td>
</tr>
<tr>
<td>Physics laboratory, per course</td>
<td>5.00</td>
</tr>
<tr>
<td>*Physics laboratory deposit</td>
<td>3.00</td>
</tr>
<tr>
<td>Physical Education, per course</td>
<td>1.00</td>
</tr>
<tr>
<td>Pictorial Composition, per credit in course</td>
<td>2.50</td>
</tr>
<tr>
<td>Registration fee, payable each time student registers</td>
<td>3.00</td>
</tr>
<tr>
<td>Special Examination, final</td>
<td>2.00</td>
</tr>
<tr>
<td>Special examination, other than above</td>
<td>1.00</td>
</tr>
<tr>
<td>*Shop laboratory deposit, per course</td>
<td>10.00</td>
</tr>
<tr>
<td>Transcript (one copy furnished free)</td>
<td></td>
</tr>
<tr>
<td>Each additional original copy</td>
<td>1.00</td>
</tr>
<tr>
<td>Duplicate copies, requested at the same time as original</td>
<td>.25</td>
</tr>
<tr>
<td>Tuition, for all residents</td>
<td>None</td>
</tr>
<tr>
<td>Tuition, for all non-residents, per credit in course</td>
<td>1.25</td>
</tr>
<tr>
<td>Typewriting laboratory, per credit in course</td>
<td>1.00</td>
</tr>
<tr>
<td>Zoology laboratory, per course</td>
<td>4.00</td>
</tr>
<tr>
<td>*Zoology laboratory deposit</td>
<td>1.00</td>
</tr>
</tbody>
</table>

*Note: Punch cards will be issued for each deposit. Any unused portions of punch cards will be refunded at the Bursar's office, if presented within thirty days after the close of the school year during which the card was issued.*
REFUNDS

No refunds will be made on matriculation or registration fees.

Students dropping their work will receive refunds on maintenance, tuition, and fine arts fees on the basis of class hours of instruction received. A charge of 10 per cent of the original credit charge will be made for each class hour used per credit after the first week.

Laboratory refunds are computed on the basis of the number of sessions attended.

No allowances will be made for intermittent absences either for class work or laboratory work.

Students should immediately notify the Registrar upon dropping a course, as the date of this notification will be taken into consideration in making a refund.

The term "class hour" as used above is a 50-minute class period or a two-hour laboratory period.

ADMISSION TO THE UNIVERSITY

Credentials which are accepted toward admission to the University become the property of the University and are kept permanently in the files. All credentials must be filed with the Registrar. They should be mailed at least two months before the beginning of any semester or session, to insure prompt attention. Attention to this request will save applicants much inconvenience.

Admission to the University is gained only through matriculation. Admission may be (1) to freshman standing, (2) to advanced standing, (3) as adult special students. For full admission to freshman standing, applicants must present 15 entrance units, if a graduate of a four-year high school, or 12 units in grades 10, 11, and 12.

An entrance unit indicates the work of 5 recitations a week, of 40 to 50 minutes each recitation, for at least 36 weeks. In laboratory courses, an entrance unit indicates 3 recitations and 2 double periods of laboratory work each week for at least 36 weeks.

Students admitted conditionally must remove the conditions at the earliest possible opportunity. The student is personally held responsible for seeing that the conditions are met. No student will be admitted to the upper group until such conditions are removed.

Admission by Certificate—Admission by certificate may be had from the secondary schools on the accredited list of the University and from the secondary schools which are members of the North Central Association of Colleges and Secondary Schools, and of accrediting associations of equal rank.

Applicants from secondary schools must secure and file with the Registrar an officially certified record showing the length of time of attendance, the length of each course in weeks, the number of recitations, the length of recitations, and the grades secured.

Admission by examination—Graduates of non-accredited high schools are required to pass entrance tests.

Applicants who are not graduates but wish to enter from secondary schools accredited to the University must present at least 11 entrance units completed in grades 10, 11, and 12, and a proper recommendation from the Superintendent that the applicant be admitted before graduation. They must also file an officially certified record of their work.
ENTRANCE SUBJECTS

Graduates of accredited high schools may have full admission to freshman standing on 12 entrance units properly selected and completed in grades 10, 11, and 12. Conditional entrance may be granted on 11 units.

Nine academic units are required, 7 of which shall consist of a major (3 units) and 2 minors (2 units each), which shall include English, mathematics, and foreign languages. Academic subjects are defined as English, foreign languages, mathematics, natural sciences, and social sciences. A major in foreign languages may consist of a year of one language and two of another, but a minor must be in a single language. A major or minor in mathematics must include a year of algebra and a year of geometry. A unit of algebra and a unit of foreign language completed below grade 10, while not counting toward the units for admission, may be applied toward meeting majors and minors.

Graduates of accredited schools, presenting at least 12 units as specified above, may make up deficiencies in required entrance subjects by carrying college work in those subjects. Such credits may apply on the hours for graduation as free electives, but not to meet group or other prescribed courses.

Advanced Standing—Applicants for admission from other universities or colleges must file with the Registrar (1) a letter of honorable dismissal, (2) an officially certified statement of college work completed, and (3) an officially certified statement of high school work.

Full credit is given for work completed at institutions which maintain standards of admission and graduation equal to those of this University. Credits submitted from other schools will be properly evaluated and adjusted. At least 30 of the last 36 hours required for the Bachelor's degree must be registered for and carried in residence at this University.

College credit is given for work done in a secondary school, in addition to full entrance requirements, upon examination and then for a maximum of nine hours credit, and only in applied music, chemistry, Greek, mechanical drawing, solid geometry, trigonometry, third and fourth year German, French, and Latin, and fourth year English. This must count as elective credit except that applied music is allowed to count on a music major or minor requirement. To receive college credit for such work, application must be made at time of first registration, and examination must be taken by the end of the first semester.

Adult Special—Persons at least 21 years of age, who cannot fulfill the regular admission requirement for freshman standing, but who present an equivalent academic training, or who have otherwise acquired adequate preparation for collegiate courses, may be admitted, upon approval, as "adult specials." Adult special students are governed by the same rules as regular students, and are not candidates for graduation until they have fulfilled all requirements, including those for admission.

REQUIREMENTS FOR GRADUATION

I. General Requirements:

1. One hundred twenty-five (125) semester hour credits are required for the degree, Bachelor of Arts or Bachelor of Science.

2. Not later than the end of the Sophomore year, each student must elect the department in which he intends to do his major work. Upon the approval of this department, he will be assigned to a major advisor by the department. He will then, upon the advice and approval of the
major advisor, choose his minors. Any change in the major department may be made upon the approval of the Dean and the chairman of the classification committee.

3. Every candidate for graduation with the degree Bachelor of Arts or Bachelor of Science is required to select work amounting to at least 36 semester hours, in a group consisting of one major and two minors, or two majors. Such groups shall be arranged by the advisor after consultation with the student.

4. A major shall consist of eighteen (18) semester hours designated and approved by that department. Elementary or beginning courses open to Freshmen shall not be included.

5. A minor shall consist of twelve (12) semester hours designated and approved by the major department. Elementary or beginning courses open to Freshmen shall not be included.

6. Thirty-six (36) semester hours of the degree work must be in classes into which no Freshmen are admitted.

7. Of the 125 semester hours required for the Bachelor degree, 100 semester hours must be of “C” grade or above. Credit for work to be applied on a major or a minor will be allowed only when the grade is “C” or above.

8. For the degree Bachelor of Science, of the 125 semester hours required, at least sixty (60) hours must be in science and mathematics.

9. A student in the upper division (Junior and Senior years) may in no case register for more than one-third of the work listed in the lower division. A student in the lower division (Freshman and Sophomore years) may take work in the upper division only upon recommendation of the departments concerned and authorization of the Dean of the College. Neither students nor advisors have the authority to waive these requirements.

10. At least 30 of the last 36 hours offered for the Bachelor degree must be registered for and carried in residence at this University.

11. A maximum of forty (40) semester hours in any one subject may be applied toward a degree.

12. Candidates for degrees and certificates must file an application with the Registrar not later than the end of the first six weeks of the last semester of the course.

II. Group Requirements:

Group A ENGLISH: Rhetoric, Literature, Public Speaking......14 credits

Group B FOREIGN LANGUAGES: French, German, Spanish, Latin ........................................................................6-12-16 credits

Group C SOCIAL SCIENCES: Economics, Business Administration, History, Political Science, Sociology.................................12-18 credits

Group D SCIENCE AND MATHEMATICS: Biology, Botany, Chemistry, Physics, Mathematics, Physiology, Zoology.............12 credits

Group E PHILOSOPHY AND PSYCHOLOGY........................................12 credits

Other Requirements:

Physical Education ...........................................................................4 credits

Orientation ...................................................................................2 credits
INTERPRETATION OF GROUP REQUIREMENTS

Group A
Six (6) credits in Rhetoric; six (6) credits in the Survey of English Literature; two (2) credits in either Public Speaking or Expression. (English 111, 112, 231, 232, and 262, 264, or 161, 162.)

Group B
Two (2) years (four semesters) of one language. However, students who enter with three or more years of one language from high school may fulfill this requirement by completing two semesters [six (6) semester hours] in the same language.

Group C
Six (6) credits from each of two different departments, one of which must be History. However, students who enter with only one (1) year of high school History will be required to make a total of twelve (12) credits in History and six (6) credits in another subject of this group.

Group D
Six (6) credits in either Mathematics, Physics or Chemistry and six (6) credits in either Biology, Botany, or Zoology. However, subjects elected will be determined by the science taken in high school, the general rule being that the student must study both Biological and Physical Science.

Group E
Six (6) credits each in Psychology and Philosophy. (Psychology must be Psychology 111 and 112.)

III Advanced Standing:
For admission to the upper group (Junior and Senior Years) all the specific group requirements must be completed, except not to exceed twelve (12) semester hours and these must be completed during the Junior year.

IV. Student Study Load:
Sixteen (16) semester hours will be the maximum load except as stated below:
(a) Students who have an average of “C+” or 85 percent, for the previous semester, may carry a study load of 17 semester hours.
(b) Students who have an average of “B” or 90 percent, for the previous semester, may carry a study load of 18 semester hours.
(c) Students who are following special courses outlined in the catalog.
(d) Students will in no case be allowed to carry more than an eighteen (18) semester hour study load.

V. Student Classification:
For purposes of voting and holding offices, the minimum requirements for class standing is as follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>Minimum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore</td>
<td>26</td>
</tr>
<tr>
<td>Junior</td>
<td>56</td>
</tr>
<tr>
<td>Senior</td>
<td>86</td>
</tr>
</tbody>
</table>
Degrees: Two baccalaureate degrees are conferred by the College of Liberal Arts and Sciences, namely, the degrees of Bachelor of Arts and Bachelor of Science. The former degree is conferred on all graduates of the College of Liberal Arts and Sciences who, having satisfied all other requirements of the curriculum for graduation, have sufficiently specialized in languages and literature. The latter degree is similarly bestowed upon those who, having satisfied all other requirements of the curriculum for graduation, have sufficiently specialized in the sciences, business management, or education.

The Bachelor of Science degree may be granted to medical students who complete the pre-medical requirements of this University and present transcripts showing an additional two years work in a class A medical college.

The Bachelor of Arts degree may be granted to medical students who complete the pre-medical requirements of this University and present transcripts showing an additional two years work in a class A medical college, providing that both the fixed requirements and electives of the University have been met. This requires five years.

The Bachelor of Music degree is conferred on students who complete the prescribed course of study in Music.

Diplomas without degrees are granted to students completing satisfactory courses in Public School Art, Expression, Kindergarten-Primary work, and Public School Music.

No student is permitted to be a candidate for more than one degree at a time.

EXAMINATIONS AND GRADES

All grades are reported to the Registrar's office at the end of each semester. Grades are determined in part by the daily record of the student and in part by the semester and mid-semester examinations, the weight attached to each being determined by the instructor giving the course.

The record of the student is indicated by the following system:

A—indicates superior work.................................96-100%
B—indicates above average..................................90-95%
C—indicates average ........................................76-89%
D—indicates below average..................................70-75%
P—Indicates passed but not graded
F—Indicates failure
Con.—indicates condition.
Inc.—indicates work incomplete.

Con.—A condition indicates that the student has not done sufficient satisfactory work to entitle him to his credit. The instructor shall determine how the condition may be removed and report to the Registrar's office when the condition is removed or becomes a failure. This must not be longer than one year.

Inc.—A student may be reported incomplete if some minor portion of the work remains unfinished, providing the student's standing in the course is not below "D." All incompletes must be made up during the first nine weeks of the following semester of school work. After this time, an incomplete becomes a failure.
When a student finds it necessary to drop a course, he should notify the Registrar immediately. If a student is passing at the time he withdraws, he will be marked "W," indicating that he withdrew in good standing. If the student is failing at the time he withdraws, he will be marked "X," indicating that he is delinquent at the time of withdrawal.

All examinations must be taken at schedule time. Students are held responsible for any deviation from this rule.

Final credits are not granted in year courses until the full course is completed, if such credits are to be applied toward specific graduation requirements.

DEPARTMENT OF BUSINESS ADMINISTRATION
Prof. Dunlap (Head), Instructors Helmstadter, Witman,
Assistant Instructor Kurtz

A major shall consist of 18 hours taken from prescribed Commerce and Economics Courses numbered above 100, except Accounting 101 and 102, Salesmanship 121 and 122, Business Administration 125 and 126.

Order of Subjects Prescribed for Graduation with Bachelor of Science in Business Administration

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 111</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 101</td>
<td>3</td>
</tr>
<tr>
<td>Commercial Law I</td>
<td>3</td>
</tr>
<tr>
<td>Math. or Science (1)</td>
<td>3 or 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 112</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 102</td>
<td>3</td>
</tr>
<tr>
<td>Commercial Law II</td>
<td>3</td>
</tr>
<tr>
<td>Math. or Science (1)</td>
<td>3 or 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales 121</td>
<td>3</td>
</tr>
<tr>
<td>Shorthand I or III</td>
<td>3 or 5</td>
</tr>
<tr>
<td>Typewriting (2)</td>
<td>2 or 3</td>
</tr>
<tr>
<td>Language</td>
<td>3 or 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales 122</td>
<td>3</td>
</tr>
<tr>
<td>Shorthand II</td>
<td>5</td>
</tr>
<tr>
<td>Typewriting</td>
<td>2 or 3</td>
</tr>
<tr>
<td>Language</td>
<td>3 or 5</td>
</tr>
</tbody>
</table>

(1) Students must take 6 hours of mathematics and 6 hours of one science, or 12 hours of two sciences. Students are strongly advised to take both mathematics and science, and to take mathematics in the first year. They should normally take Mathematics 111 in the first semester and Mathematics 112 or Mathematics of Business the second semester.

(2) 10 hours of shorthand and 4 hours of typewriting may apply toward graduation.
### SECOND YEAR

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Literature</td>
<td>3</td>
</tr>
<tr>
<td>Science or Math</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 111</td>
<td>3</td>
</tr>
<tr>
<td>Intro. to Business Admin</td>
<td>2</td>
</tr>
<tr>
<td>Economic Theory I</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Literature</td>
<td>3</td>
</tr>
<tr>
<td>Science or Math</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 112</td>
<td>3</td>
</tr>
<tr>
<td>Intro. to Business Admin</td>
<td>2</td>
</tr>
<tr>
<td>Economic Theory II</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ. History of Europe</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 203</td>
<td>3</td>
</tr>
<tr>
<td>Language</td>
<td>3</td>
</tr>
<tr>
<td>Business Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

### THIRD YEAR

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporation Finance</td>
<td>2</td>
</tr>
<tr>
<td>Insurance</td>
<td>3</td>
</tr>
<tr>
<td>Ethics or Logic</td>
<td>2</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 305</td>
<td>3</td>
</tr>
<tr>
<td>Economic Problems</td>
<td>2</td>
</tr>
</tbody>
</table>

### FOURTH YEAR

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Cycles</td>
<td>3</td>
</tr>
<tr>
<td>Intro. to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>10 to 12</td>
</tr>
</tbody>
</table>

#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Finance</td>
<td>3</td>
</tr>
<tr>
<td>Adv. Economics</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>10 to 12</td>
</tr>
</tbody>
</table>

### COURSES OF INSTRUCTION

#### DEPARTMENT OF BUSINESS ADMINISTRATION

**Commercial Arts**

1. **Shorthand I**: The Gregg System; speed an accuracy in transcription. First or second semester. Credit 3 to 5 hours.

2. **Shorthand II**: Speed writing, eighty to one hundred words per minute on new matter; business vocabulary; spelling; punctuation; paragraphing. Second semester. Prerequisite: Shorthand I. Credit 3 or 5 hours.

3. **Typewriting I**: Drills, with attention to rhythm; touch system; mechanics of letter writing. First or second semester. Credit 3 hours.

4. **Typewriting II**: Speed drills; preparation of manuscripts; legal forms; tabulations; care of the machine; dictaphone. Second semester. Prerequisite: Typewriting I. Credit 3 hours.
THE MUNICIPAL UNIVERSITY OF OMAHA

Business Management

101 Accounting I: Principles and theory. The principal aim is to have a thorough professional training in practical accounting. 
First or second semester. Credit 3 hours.

102 Accounting II: Continuation of Accounting I. 
Second semester. Prerequisite: Business 101. Credit 3 hours.

121 Salesmanship: Analysis, synthesis; method; interviews; closing; planning. 
First or second semester. Credit 3 hours.

122 Sales Administration: Selecting the medium, distributor; sales contracts; price policies; advertising campaigns. 
Second semester. Prerequisite: Business 121. Credit 3 hours.

123 Business Law I: Elementary law; contracts; agency; cases. 
First or second semester. Credit 3 hours.

124 Business Law II: Negotiable instruments; suretyship; partnership; insurance; private corporations. 
Second semester. Prerequisite: Business 123. Credit 3 hours.

125 Business Administration: A systematic descriptive survey of the organization and operation of business, of its typical activities and their relationship to each other. 
First semester. Credit 2 hours.

126 Business Administration: Continuation of Course 125. 
Second semester. Credit 2 hours.

137 Corporation Finance: Development of corporate form of business; its advantages and disadvantages; legal position of the corporation; promotion; sources of capital; internal financial management; receivership and reorganization. 
Second semester, alternate years. Credit 2 hours.

161 General Insurance: General principles of insurance, uses, types of organizations, policies, premiums, loan values, liability and compensation, fire, life, casualty. This course is designed to lay the foundation for specialization. 
Second semester, alternate years. Credit 3 hours.

203 Accounting III: Advanced accounting; compound interest; amortization of bond premium and discount, capital stock, balance sheets, consolidations, mergers. 
First semester, alternate years. Prerequisite: Business 102. Credit 3 hours.

204 Accounting IV: Continuation of Accounting III. 
Second semester, alternate years. Prerequisite: Business 203. Credit 3 hours.

221 Problems in Sales Administration: Methods of policies; control of sales operations; handling inquiries; channels of distribution; advertising policies; research and investigation in planning advertising and sales campaigns. 
Second semester, alternate year. Prerequisite: Business 122. Credit 3 hours.
222 **Marketing**: This subject is an excellent course for students interested in salesmanship of all types. Includes market functions; the middleman; jobber; selling agencies; market systems; efficiency systems; prices.
First semester, alternate years. Credit 3 hours.

237 **Money and Banking**: Study of principles of money and banking, the existing monetary and banking systems of the United States. Our present Federal Reserve Banking System is carefully studied.
First semester. Credit 3 hours.

305 **Accounting V**: Cost Accounting. Special attention given to the installation and operation of cost systems; plant management.
First semester, alternate years. Prerequisite: Business 102. Credit 3 hours.

306 **Accounting VI**: Controlling ledger; production; betterment and maintenance; orders; departmental cost sheets and production records; distribution records; administrative expense.
Second semester, alternate years. Prerequisite: Business 305. Credit 3 hours.

337 **Investments**: Elements of sound investments. Government, municipal, railroad, steamship, street railway, gas, electric, water power, real estate, timber and irrigation securities as investments.
First semester. Prerequisite: Business 137. Credit 2 hours.

407 **Accounting VII**: Income Tax accounting; federal income tax procedure; gross income and deductions, with special attention to the problems arising in connection with computation of tax, income tax problems, federal estate tax and federal capital stock tax.
First semester. Prerequisite: Business 306. Credit 3 hours.

408 **Accounting VIII**: Auditing.
Second semester. Prerequisite: Same as Business 407. Credit 3 hours.

411 **Personnel Management**: The nature of employment relations, selection and placement of workers, job analysis, labor turnover, wage systems, safeguarding the worker's health, physical and social environment of employees.
First semester. Prerequisite: Twelve hours of economics and business. Credit 3 hours.

412 **Elements of Statistics**: The purpose of the course is to provide students with a knowledge of statistical methods and of their application to economic, business and social problems.
Second semester. Prerequisite: Same as Business 411. Credit 3 hours.

**DEPARTMENT OF EDUCATION**

Dr. Sealock (Head), Associate Professor Hammer, Assistant Professors Bradfield, Taylor, Wood, Assistant Instructor Knight.

**Teacher Training**

It is intended that this department shall provide a systematic and comprehensive training for those who may choose teaching as a profession. Courses in academic and professional subjects are designed for the preparation of teachers for city and rural elementary schools, high schools, and colleges.
Education is a matter of behavior changes. It is a matter of being able to effectively appropriate the experiences of the past in living; and the school, through the teacher, must direct these changes and assist in making possible this appropriation.

This institution, in recognition of these needs, attempts to provide a program of study and training, both in theory and practice, for teaching, for supervisory and administrative positions in kindergarten, elementary, secondary, and special schools.

The curriculum is designed to furnish to the prospective teacher, who would be thoroughly equipped for this work:

1. Courses calculated to give sound scholarship and that culture rightly expected of college students.
2. Courses in the subjects and fields of his or her interests and abilities, and of such a character and so organized that when graduated, he or she will in a measure have a thorough understanding of these subjects or fields of interest.
3. Courses in the organization and control of the public school as a social institution and as an instrument of social control.
4. Courses in the most modern methods of teaching. (This knowledge to be both general and concrete and to come in a large measure from actual practice in teaching.)
5. Courses in educational history and philosophy.
6. Courses in research and investigation designed to provide the teacher with the tools of research and measurement and to encourage a spirit of exploration.

CERTIFICATES AND DIPLOMAS

Under the State Certification Law, the Municipal University of Omaha is authorized to issue, to those who complete the prescribed courses, the following certificates with the approval of the State Board of Examiners and the State Superintendent of Public Instruction:

1. The University First Grade State Certificate.
2. The University Junior First Grade State Certificate.
3. The University General Elementary Certificate.
4. The Special Kindergarten-Primary Diploma.
5. The Special Art Supervisors Diploma.

Note: The special diploma carries with it the University Junior First Grade State Certificate.

CERTIFICATE REQUIREMENTS

University First Grade State Certificate: All requirements as prescribed for the degree Bachelor of Arts or Bachelor of Science must be fulfilled. The following professional courses must be included in the courses offered to meet the degree requirements:

- Educ. 111 Introduction to Teaching, 2 hours.
- Educ. 112A Foundations of Teaching, for elementary teacher (or Educ. 112B Foundations of Teaching, for secondary teacher) 2 hours.
- Educ. 281 Educational Psychology, 3 hours.
- Educ. 355 Technique of High School Teaching, 3 hours.
- Educ. 356 Special Methods, 2 hours.
Educ. 457 Practice Teaching, 3 hours.
Educational electives, 5 hours.

Educational electives to be chosen from the following, or upon the approval of the adviser and the Chairman of the department:

Educ. 212 History of Education in the U. S., 2 hours.
Educ. 315 Social Factors in Education, 2 hours.
Educ. 318 Philosophy of Education, 2 hours.
Educ. 319 Advanced Principles of Education, 2 hours.
Educ. 350 Principles of Secondary Education, 3 hours.
Educ. 357 Secondary School Program of Studies, 2 hours.
Educ. 372 Tests and Measurements for the Secondary School, 2 hours.

Note: Educational electives must not total more than twenty, and preferably not more than ten semester hours.

Major and Minor requirements: In addition to and beside the professional courses in education, a student must offer an academic major and an academic minor, in order to meet the certificate requirements.

University Junior First Grade State Certificate: The candidate must offer for this certificate not less than 66 semester hours, and have fulfilled one of the courses of study as outlined. Those preparing to teach in Primary and Kindergarten departments must have a minimum of 20 semester hours in professional work and a minimum of 36 semester hours in academic work. All others shall have a minimum of 16 semester hours in professional work and a minimum of 42 semester hours in academic work.

**STUDENT TEACHING**

All student teaching is done in the Omaha, Council Bluffs City Schools, and nearby rural schools. It is at all times under the close supervision of a specialist from the University faculty, who cooperates with the school organization and the regular room teacher. The advantages of being permitted to do student teaching under actual public school conditions and in systems as well known as Omaha and Council Bluffs are not to be denied.

Student Teaching Prerequisites:

1. Students may do student teaching in the kindergarten and elementary grades during the sophomore or later years of their college course, only after the completion of the prescribed prerequisite work.

2. (a) A student must have an average of "C" in professional courses (education, psychology and methods) before he may do student teaching in any school.
   (b) A student must have an average of "C" or above in English composition before he may do student teaching in any school. The student who does not meet this requirement must complete an additional course in English composition before being allowed to do student teaching.
   (c) A student who wishes to do student teaching in any school must be able to make a score of 80 on the Ayers Scale for Handwriting, before being allowed to teach.

3. Students may do student teaching in high school grades during the senior year of their college course, provided they have completed or are now taking fifteen hours of professional work, including Education 111, 112, 281, 355 and 356 (or their equivalent).
Advisers

All students in the Department of Education and expecting to qualify for a teacher’s certificate will be advised through this department. The board of advisers consists of the Chairman of the department and such other members of the department faculty as he may designate.

Bureau of Recommendations: This Bureau seeks to serve both the student graduate and nearby public schools. We desire to recommend only those who are adequately prepared for the specific position. The Bureau seeks in this way to do justice to student and employer alike, by giving employers confidential and discriminating information.

COURSE PROGRAMS OF STUDY
Kindergarten-Primary Diploma

FIRST YEAR

<table>
<thead>
<tr>
<th>Professional Requirements</th>
<th>Hours</th>
<th>Professional Requirements</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>Educ. 111 Intro. to Teaching...</td>
<td>2</td>
<td>Educ. 112 Found. of Teaching...</td>
<td>2</td>
</tr>
<tr>
<td>Educ. 137 Kdgn-Primary Educ...</td>
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<td>Educ. 138 Kdgn-Primary Educ...</td>
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<td>Psy. 111 Intro. to Psy..........</td>
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<td>Bio. 116 Biology for Teachers..</td>
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<td>Educ. 131 Plays and Games......</td>
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<td>Educ. 136 Manual Arts...........</td>
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<td>Educ. 133 Children's Literature.</td>
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<td>F. A. 10 Kindergarten Art.......</td>
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<td>P. Ed. 2 Adv. Floor Work......</td>
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SECOND YEAR

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<td>Educ. 233 Primary Methods......</td>
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<td>Educ. 184 Child Psychology......</td>
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<td>Educ. 237 Practice Teaching....</td>
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<td>Educ. 234 Primary Methods......</td>
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<td>Educ. 238 Practice Teaching....</td>
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<tr>
<td>Educ. 231 Nature Study.........</td>
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<td>P. E. 13 Hyg. &amp; Health Educ....</td>
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Professional requirements: 23 hours
Academic requirements: 36 hours
Optional electives: 7 hours
Required semester hour total: 66 hours
## Elementary Grades Diploma

### FIRST YEAR

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<tr>
<th>Professional Requirements</th>
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<th>Hours</th>
<th>Second Semester</th>
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<tr>
<td>Educ. 111 Intro. to Teaching</td>
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<td>Educ. 112 Found. of Teaching</td>
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<td>Educ. 140 Elementary Educ</td>
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<td>Educ. 184 Child Psychology</td>
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<td>Eng. 111 Rhetoric</td>
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<td>Psy. 111 Intro. to Psy</td>
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<td>F. A. 11 Public School Art</td>
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| Electives | 5 or 6 |

### SECOND YEAR

<table>
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<th>Professional Requirements</th>
<th>First Semester</th>
<th>Hours</th>
<th>Second Semester</th>
<th>Hours</th>
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<tr>
<td>Educ. 241 Reading in the Grades</td>
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<td>Educ. 184 Child Psychology</td>
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<td>Educ. 247 Practice Teaching</td>
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<td>Educ. 242 Geog. in the Grades</td>
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<tbody>
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<td>Educ. 231 Nature Study</td>
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| Electives | 9 |

| Required or optional | 7 |

### Public School Art Diploma

(See Department of Fine Arts)
COURSES OF INSTRUCTION

Department of Education

HISTORY AND PHILOSOPHY OF EDUCATION

111 Introduction to Teaching: The nature and method of study; teaching as a profession; educators of the past and present; trends of the modern public school as a social institution.
First semester. Credit 2 hours.

112 Foundations of Teaching: An enlargement upon method; special methods; devices and techniques; learning and teaching; routine and personality.
Second semester. Credit 2 hours.

212 History of Education in the United States: The analysis and interpretation, in the light of the historic evolution of their component factors, of present educational institutions, practices and theories.
Second semester. Credit 3 hours.

315 Social Factors in Education: A study of the social aspects of the teacher's work and of education as a means of determining progress and social control; the relation of the school to other social institutions.
First semester. Prerequisite: 6 hours of Psychology or Sociology. Credit 2 hours.

317 Character Education: A study of how experiences, essentially social and moral in their implication, may be provided and integrated with the subject-matter of the schools.
First semester. Prerequisite: 6 hours of Psychology. Credit 2 hours.

318 Philosophy of Education: Principles underlying education as a biological, psychological and social process, and the school as a social institution.
Second semester. Prerequisite: Educ. 212 and 281. Credit 3 hours.

319 Advanced Principles of Education: A study of certain major educational problems and the principles underlying their possible solution.
First semester. Prerequisite: 6 hours of Education. Credit 3 hours.

KINDERGARTEN-PRIMARY EDUCATION

131 Plays and Games: Various types of play and child activities are studied to prepare the student teacher to understand and guide the child's natural play life.
First semester. Credit 2 hours.

133 Literature for Children: An intensive study of the stories and poems suitable for use with young children. Principles of selection and methods of presentation are developed.
First semester. Credit 2 hours.

137 Kindergarten-Primary Education with Observation: Various types of programs will be examined and evaluated in the light of modern methods and principles.
First semester. Prerequisite: Educ. 111. Credit 2 hours.

138 Kindergarten-Primary Education with Observation: A continuation of Education 137.
Second semester. Prerequisite: Educ. 137. Credit 2 hours.
236 Manual Arts for Kindergarten-Primary Grades: Readings and discussions on the kinds, values and methods of presenting handwork materials in relation to the other curricular activities. Second semester. Credit 2 hours.

233 Primary Methods I: Principles of teaching, organization, and equipment of a modern primary school. Special techniques and devices for the teaching of primary subject-matter. First semester. Prerequisite: Educ. 111 and 112. Credit 3 hours.

234 Primary Methods II: Continuation of Education 233. Second semester. Prerequisite: Educ. 233. Credit 3 hours.

231 Nature Study: Methods of obtaining, organizing and caring for the natural science materials are developed and students are required to develop specific units of work with these materials. First semester. Credit 2 hours.

237 Practice Teaching: Classroom teaching in the Omaha and Council Bluffs City Schools under special observation and supervision. First and second semesters. Credit 3 hours per semester.

ELEMENTARY AND RURAL EDUCATION

140 Principles of Elementary Education with Observation: Consideration of such fundamental principles of the teaching process as pertain to elementary education. Second semester. Prerequisite: Educ. 111 and 112. Credit 2 hours.

240 The Elementary School Curriculum: Principles underlying the selection and organization of subject-matter for courses in the elementary school and the nature of the scientific method in curriculum building. Second semester. Prerequisite: Educ. 111 and 112. Credit 2 hours.

241 The Teaching of Reading in the Intermediate Grades: A study of reading content, materials of instruction and teaching procedures for the middle grades. First semester. Prerequisite: Educ. 111 and 112. Credit 2 hours.


243 The Teaching of History in the Intermediate Grades: A study of history content, materials of instruction and teaching procedures for the middle grades. First semester. Prerequisite: Educ. 111 and 112. Credit 2 hours.


247 Practice Teaching: Classroom teaching in the Omaha and Council Bluffs City Schools under special supervision and observation. First and second semesters. Credit 3 hours per semester.
SECONDARY EDUCATION

350 **Principles of Secondary Education:** Consideration of such fundamental principles of the teaching process as pertain to secondary education. 
   First semester. Prerequisite: Educ. 281. Credit 3 hours.

355 **Technique of High School Teaching:** A study of the principles of teaching which underlie the most effective methods employed by progressive teachers in our modern secondary schools. 
   Second semester. Prerequisite: Educ. 350. Credit 3 hours.

356 **Special Methods in Teaching High School Subjects:** Methods courses must be carried in the major subject if possible; if not, in the minor. 
   Second semester. Prerequisite: Educ. 350. Credit 2 or 3 hours.

357 **Secondary School Program of Studies:** A study in curriculum construction for the secondary school and the underlying principles which determine the reliability and utility of such a curriculum. 
   First semester. Prerequisite: Educ. 281. Credit 2 hours.

457 **Practice Teaching:** Classroom teaching in the Omaha City Schools under special observation and supervision. 
   First or second semester. Prerequisite: Educ. 356. Credit 3 hours.

SCHOOL ADMINISTRATION AND SUPERVISION

363 **Classroom Management:** Problems involved in training pupils in the mass. 
   First semester. Prerequisite: Educ. 111 and 112. Credit 2 hours.

364 **Public School Administration:** Principles and policies underlying the administration of small school systems; organization, aims and duties of the public school. 
   Second semester. Prerequisite: Educ. 350. Credit 3 hours.

365 **Problems of the Secondary School:** An intensive study of many of the problems relating to secondary education. Problems selected to be determined by the needs of the group electing the course. 
   First semester. Prerequisite: Educ. 350. Credit 2 hours.

368 **Education of Exceptional Children:** The psychology and school care of the maladjusted school child. 
   Second semester. Prerequisite: 6 hours of psychology. Credit 3 hours.

EDUCATIONAL MEASUREMENTS AND RESEARCH

272 **Tests and Measurements for the Primary and Intermediate Grades:** The nature of educational measurements and of mental tests. The technique of giving, scoring and interpreting these tests. 
   Second semester. Prerequisite: Educ. 111 and Psy. 111. Credit 2 hours.

372 **Tests and Measurements for the Secondary School:** Similar to Education 272, except the application is to the secondary school subjects. 
   Second semester. Prerequisite: Educ. 281 and 350. Credit 2 hours.

374 **Construction and Administration of New-Type Tests:** Factors involved in the construction of tests, together with actual construction and evaluation of new-type examinations. 
   Second semester. Prerequisite: 6 hours of Psychology. Credit 2 hours.

EDUCATIONAL PSYCHOLOGY (See Psychology, Page 44)
DEPARTMENT OF ENGLISH AND COMPARATIVE LITERATURE

Professor James (Head), Assistant Professor Orr, Instructors Gearhart, Johnson (A. M.), Johnson (Mrs. Leslie)

Major and Minor: Courses required of all students: 111 and 112. The major requirement is 18 hours. The minor requirement is 12 hours. English 111, 112, 115, and 116 cannot be included for a major or minor. Some advance course in constructive English must be included in the major. An equal amount of constructive English and classical and modern literature is highly recommended. Students majoring in English are advised to turn especial attention to the subjects of Classical Language, Modern Language, History, and Philosophy, when selecting suitable minors.

English Entrance Requirements: All new students are required to take an English entrance examination. Those failing to pass this examination with a satisfactory grade are assigned to English 111A or 112A for at least one semester.

CONSTRUCTIVE ENGLISH

111 Freshman Rhetoric and Composition: Fundamental rhetorical principles are stressed. Themes and exercises. Required of all Freshmen.

112 First and second semesters. Credits 3 hours per semester.

111A Corrective English: The same course as 111-112, except that the class shall meet two extra days each week without credit. Required of matriculants who fail to satisfy the Rhetoric Chairman of their ability to pursue English 111-112.

112A First and second semesters. Credit 3 hours per semester.

Note: Students who make unsatisfactory grades in the above courses or who later show themselves consistently deficient in the use of English may be held for further work at the discretion of the Scholarship Committee.

225 Principles of Journalism: A study of the basic principles of news gathering, writing and editing. Practice in the writing of news stories, editing, and headline writing. First semester. Prerequisite: Courses 111 or 111A and 112. Credit 3 hours.

226 Principles of Journalism: Continuation of Course 225. Second semesters. Credit 3 hours.

312 Short Story Writing: Structural principles of the Short Story. Writing will form the bulk of the course. Second semester. Credit 2 hours.

315 Philosophy of Composition: A practical course in advanced composition designed to give a critical and philosophical basis to one's judgment of written composition. First and second semesters. Prerequisite: English 232. Credit 2 hours.

326 Editorial Writing: The editorial functions of the newspaper will be studied, together with practice in the writing of editorials. Second semester. Prerequisite: Course 225. Credit 2 hours.

327 Feature Writing: The technique of the feature article, with a study of selected models, and practice in writing feature stories. First semester. Prerequisite: Course 225. Credit 2 hours.
Creative Writing: Advanced composition developing individual talent in writing.  
First semester. Prerequisite: English 232. Credit 2 hours.

Writing for Publication: The writing of various types of magazine articles, including both formal and informal essays.  
Second semester. Prerequisite: English 411. Credit 2 hours.

ENGLISH LITERATURE AND COMPARATIVE LITERATURE

Introduction to English Literature: This course is intended to prepare a student for better work in 231, 232, and all succeeding courses in literature. Elective to all Freshmen and recommended for all other students who may not be required to carry English 231 and 232.  
First and second semesters. Credit 2 hours per semester.

Survey Course in English Literature: Required of all Sophomores for graduation and all students taking the subsequent literature courses.  
First and second semesters. Prerequisite: English 112. Credit 3 hours per semester.

Survey Course in American Literature: Strongly recommended to precede all subsequent literature courses.  
First and second semesters. Credit 2 hours per semester.

Chaucer: Canterbury Tales and selected poems with attention to literary values.  
First semester. Prerequisite: English 232. Credit 2 hours.

Shakespeare: A critical study of Shakespeare's art, with emphasis on principal plays.  
First and second semesters. Prerequisite: English 232. Credit 2 hours per semester.

First semester: Prerequisite: English 232. Credit 3 hours.

Victorian Age in English Literature:  
Second semester. Prerequisite. English 232. Credit 3 hours.

Introduction to Browning: Interpretative reading and critical discussion of representative work.  
First semester. Prerequisite: English 232. (A course in Philosophy is strongly recommended.) Credit 2 hours.

Advanced Browning: Several of the longer works will be studied.  
Second semester. Prerequisite: English 343. Credit 2 hours.

Eighteenth Century Prose and the Origin of the Novel:  
First semester. Prerequisite: English 232. Credit 2 hours.

Second semester. Prerequisite: English 232. Credit 3 hours.

Contemporary Poetry: Representative work of the chief American and British poets of the present day.  
First semester. Consent of instructor required. Credit 2 hours.
355 Short Story Appreciation: Analysis and technique of the short story, with emphasis upon famous short stories of literature.
First semester. Consent of instructor required. Credit 2 hours.

452 Contemporary Drama: Representative American and European dramatists of the present day.
Second semester. Consent of instructor required. Credit 2 hours.

453 Contemporary Novel: Representative American and British novelists since 1900.
First semester. Consent of instructor required. Credit 2 hours.

455 Literary Criticism: Principles of criticism; the history of the development of literary standards; and the present status of critical opinion.
First semester. Should be elected in Senior year. Credit 3 hours.

456 Essays in Contemporary Thought: This course includes both formal and informal essays by writers of today, with attention to current periodical literature.
Second semester. Senior elective. Credit 2 hours.

457 World Literature: A course designed to acquaint the student with masterpieces of various types of world literature.
First and second semesters. Credit 3 hours per semester.

First semester. Senior elective. Credit 2 hours.

462 American Types: Emerson, Whitman, Mark Twain. A study of the essays, poetry, and fiction, respectively of Emerson, Whitman, and Mark Twain.
Second semester. Senior Elective. Credit 2 hours.

464 Dante and the 13th Century: Reading of "The Divine Comedy" in English translation.
Second semester. Consent of instructor required. Credit 2 hours.

PUBLIC SPEAKING AND EXPRESSION

161 Fundamentals of Expression: Instruction in the management of the breadth, vocal purity, vocal energy, English phonation, methods of acquiring perfect articulation, qualities of voice and their use, application of force, stress, pitch, quality, and emphasis and the use of inflection for gaining emphasis, expression, and variety in expression. Required of all students specializing in public speaking and expression. Open to others by permission.
First and second semesters. Credit 2 hours per semester.

175 Play Production: Training in stage craft and the presentation of plays. Students are required not only to study the theory of play production, but to actually direct at least one play for public performance.
First and second semesters. Credit 2 hours per semester.

263 Practical Public Speaking: Lectures and text book. Continuous practice before the class with criticism. Work adapted to any line of endeavor, where it is necessary to induce others to act. Required for graduation.
First or second semester. Credit 2 hours.
271 Advanced Expression: This course naturally follows 161-162 and emphasizes the foregoing by applying the principles upon selections suitable for public delivery.

First and second semesters. Credit 2 hours per semester.

272 Development of the Oration: A study of the oration as a distinct type of literature, both written and delivered.

First and second semesters. Prerequisite: Eng. 112, 263, 264. Credit 1 Credit 1 hour per semester.

EXPRESSION

For those desiring to specialize in Public Speaking and Expression, the following course is offered. The course covers a period of two years, based on at least fifteen units of work from an accredited high school. Those completing the course satisfactorily are given a certificate or diploma. Students pursuing an A.B. course in the University, and majoring in English, language, literature, and speaking, may be given a diploma in Oratory, if they so desire, providing the following subjects have been included in their Bachelor course:

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<th>First Year</th>
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<tr>
<td>English 111-112..................</td>
<td>Shakespeare...................</td>
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<td>Survey of English Literature...</td>
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<td>Private Lessons...............</td>
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<td>Private Lessons................</td>
<td>Practical Public Speaking....</td>
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<td>Physical Culture.............</td>
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<td>36</td>
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DEPARTMENT OF FINE AND APPLIED ARTS

The Art Department offers technical and professional courses intended to give a conception of the fundamental principles of art structure which help the student to a better interpretation of art in its various forms; to provide a working basis for creative art expression; and to develop power and skill. In the technical courses, the purpose is to increase the student's power of expression and to aid in the understanding of art structure; in the more professionalized courses, dealing more specifically with problems in art education, the purpose is to familiarize the student with methods of teaching, organization of subject matter, supervision and administration of art teaching, and research.

Public School Art Diploma

<table>
<thead>
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<th>First Semester</th>
<th>Hours</th>
<th>Second Semester</th>
<th>Hours</th>
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<td>Bio. 118 Bio. for Teachers..</td>
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<td>Educ. 112 Found. of Teaching...</td>
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<tr>
<td></td>
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34
# COURSES OF INSTRUCTION

**Department of Fine and Applied Arts**

1. **Elementary Drawing:** Drawing from still life; cast and rapid sketching from life. The study is directed to the expression of line, form and color. Use of charcoal, pencil and pen.
   - First semester. Credit 1 or 2 hours.

2. **Advanced Drawing:** (Continuation of Fine Arts 1)
   - Second semester. Credit 1 or 2 hours.

3. **Introductory Design:** The principles of design and color, with typical problems to illustrate their use.
   - First semester. Credit 1 or 2 hours.

4. **Advanced Design:** (Continuation of Fine Arts 3)
   - Second semester. Credit 1 or 2 hours.

5. **Freehand Perspective:** A foundation course in perspective. Outdoor sketching when possible.
   - First semester. Credit 1 or 2 hours.

6. **Advanced Perspective:** (Continuation of Fine Arts 5)
   - Second semester. Credit 1 or 2 hours.

7. **Water-color Painting:** Studies in still life and composition, with practice in the technique of water-color painting.
   - First semester. Credit 1 or 2 hours.

8. **Advanced Water-color Painting:** (Continuation of Fine Arts 7)
   - Second semester. Credit 1 or 2 hours.

9. **Kindergarten Art Methods and Materials:** A course designed to give a knowledge of the fundamental principles of drawing with individual projects.
   - Second semester. Credit 2 hours.

10. **Public School Art Methods and Materials:** A course similar to Fine Arts 10, except that it covers grades 3 to 8.
    - First semester. Credit 2 hours.

11. **Elementary Handicrafts:** Applications of design problems to various crafts, as leather, jewelry, block-printing, batik and gesso.
    - First semester. Prerequisite: Fine arts 4 or its equivalent. Credit 1 or 2 hours.
14 Advanced Handicrafts: (Continuation of Fine Arts 13)
Second semester. Credit 1 or 2 hours.

15 Elementary Lettering: Practice in the Roman and other alphabets, with
special application to posters and other forms of commercial art.
First semester. Credit 1 or 2 hours.

16 Advanced Lettering: (Continuation of Fine Arts 15)
Second semester. Credit 1 or 2 hours.

17 History of Art: A study of art of primitive people to the close of the
Italian Renaissance.
First semester. Credit 2 hours.

18 History of Art: A study of art from the period of the Italian Renais­
sance to the present.
Second semester. Credit 2 hours.

237 Practice Teaching: Supervision of art work in the public school.
First semester. Credit 2 hours.

238 Practice Teaching: (Continuation of Fine Arts 237)
Second semester. Credit 2 hours.

DEPARTMENT OF FOREIGN LANGUAGES
Assistant Professor Kincaide (Acting Head), Instructors Johnson (Mrs. Leslie),
Maxwell, Stauss.

The College of Arts and Sciences makes a minimum requirement, for the
A.B. degree, of sixteen hours in one foreign language. The list of courses in
foreign languages is given below. Those open to Freshmen are as follows:
Students with one semester in High School take course 111.
Students with two or three semesters in High School take course 112.
Students with four semesters in High School take course 211.
A major in a foreign language represents eighteen semester hours, exclu­
sive of first year work.
A minor in a foreign language represents twelve semester hours, exclu­
sive of first year work.

COURSES OF INSTRUCTION
FRENCH LANGUAGE AND LITERATURE
(A major in French must include courses 213, 214, 325, and 443)

111 Beginning French: Pronunciation; essentials of grammar; reading.
First semester. Credit 5 hours.

112 Beginning French: Continued.
Second semester. Prerequisite: French 111. Credit 5 hours.

211 Second Year French: Continuation of first year, with emphasis upon
reading.
First semester. Prerequisite: French 112. Credit 3 hours.

212 Second Year French: Continued.
Second semester. Prerequisite: French 211. Credit 3 hours.
213 Second Year French: Prose and composition; emphasis upon practical vocabulary.
   First semester. Prerequisite: 1 year French or equivalent. Credit 2 hours.

214 Second Year French: 213 continued.
   Second semester. Prerequisite: French 213. Credit 2 hours.

323 Modern French Drama: Study of leading French dramatists since 1850.
   First semester. Prerequisite: 19 hours or equivalent. Credit 3 hours.

324 Modern French Novel: Study of late nineteenth century and contemporary novelists.
   Second semester. Prerequisite: 16 hours or equivalent. Credit 3 hours.

325 Classical Authors: Study of seventeenth century writers, including Corneille, Racine, Moliere, Boileau, Madame de Sevigne.
   First semester. Prerequisite: 19 hours or equivalent. Credit 3 hours.

326 Eighteenth Century French Literature: Study of certain writers, including Voltaire, Montesquieu, Beaumarchais. Outside reading and reports.
   Second semester. Prerequisite: French 325. Credit 3 hours.

443 Survey Course: Required for major in French.
   First semester. Credit 2 hours.

444 Modern French Poetry: A study of some of the best French poets of the nineteenth and twentieth centuries.
   Second semester. Prerequisite: 19 hours or equivalent. Credit 2 hours.

SPANISH LANGUAGE AND LITERATURE
   (A major in Spanish must include 425, 426, 427, and 428)

111 Grammar and Reading Course:
   First semester. Credit 5 hours.

112 Grammar and Reading Course: 111 continued.
   Second semester. Prerequisite: Spanish 111. Credit 5 hours.

211 Reading, Composition, and Conversation:
   First semester. Prerequisite: Spanish 112 or equivalent. Credit 3 hours.

212 Reading, Composition, and Conversation: 211 continued.
   Second semester. Prerequisite: Spanish 211. Credit 3 hours.

335 Commercial Correspondence:
   Second semester. Prerequisite: 16 hours or equivalent. Credit 2 hours.

423 Latin-American Literature:
   First semester. Prerequisite: 16 hours or equivalent. Credit 2 hours.

425 The Modern Drama:
   First semester. Prerequisite: 16 hours or equivalent. Credit 2 hours.

426 The Modern Drama: 425 continued.
   Second semester. Prerequisite: Spanish 425. Credit 3 hours.

427 The Modern Novel:
   First semester. Prerequisite: 16 hours or equivalent. Credit 3 hours.
428  The Modern Novel:
    Second semester. Prerequisite: 16 hours or equivalent. Credit 3 hours.

GERMAN LANGUAGE AND LITERATURE

(A major in German must include courses 321, 322, and 421)

111  Elementary German: Pronunciation; essentials of grammar; reading.
    First semester. Credit 3 hours.

112  Elementary German: 111 continued.
    Second semester. Prerequisite: German 111. Credit 5 hours.

211  Second Year German: Reading; composition; conversation.

212  Second Year German: 211 continued.
    Second semester. Prerequisite: German 211. Credit 3 hours.

321  German Literature: Reading; interpretation and discussion of outstanding works of German writers.
    First semester. Prerequisite: 16 hours or equivalent. Credit 3 hours.

322  German Literature: 321 continued.
    Second semester. Prerequisite: German 321. Credit 3 hours.

323  Survey of German Literature: Outline course in German Literature.
    First semester. Prerequisite: 16 hours or equivalent. Credit 2 or 3 hours.

421  Goethe: A study of his literary and cultural importance. Special attention given to the first part of Goethe's Faust.
    First semester. Prerequisite 19 hours or equivalent. Credit 2 hours.

432  Scientific German: The reading and discussion of texts on Biology, Chemistry, Physics, Physiology, Economics and Psychology. Acquaintance with scientific vocabulary and diction.
    Second semester. Prerequisite: 13 hours or equivalent. Credit 2 hours.

LATIN

225  Cicero: Selected Letters and Orations. De Senectute and De Amicitia.
    First and second semesters, alternate years. Prerequisite: 2 years High

226  School Latin. Credit 3 hours per semester.

227  Livy: Books XXI and selections from Books XXII-XXX. Livy's History of the Punic War.

228  First and second semesters, alternate years. Prerequisite: Latin 225-226. Credit 3 hours per semester.
DEPARTMENT OF HISTORY, GOVERNMENT AND ECONOMICS

Professor Holt (Head), Instructor Witman

(A major in Social Science consists of a minor in one of the following subjects: History, Government, Economics, or Sociology, and a year's work in each of the other three courses not selected as a minor.)

Division of History

(A major in History consists of 18 hours, exclusive of History 111 and 112; a minor in History consists of 12 hours, exclusive of History 111 and 112.)

111 Modern European History to 1815: Beginning with a general survey of the late Middle Ages, this course traces the evolution of European Civilization from 1500 through the Napoleonic era.
First semester. Credit 3 hours.

112 Modern and Contemporary European History (1815-1870): 111 continued, including a survey of the causes of the World War and the progress of events since the Treaty of Versailles.
Second semester. Prerequisite: History 111. Credit 3 hours.

211 American History (1763-1865): A survey of the main features of American life from the destruction of the French Empire in America through the second American Revolution.
First semester. Credit 3 hours.

212 American History (1865-1931): Survey of American Civilization, with emphasis upon political, social, economic and intellectual developments.
Second semester. Prerequisite: History 211. Credit 3 hours.

First semester. Credit 3 hours.

322 The Renaissance and Reformation: A study of scholarship, art, and philosophy of the Age of Renaissance and of the culture, thought and leadership of the Reformation. Not given 1931-1932.
Second semester. Credit 3 hours.

323 American Colonial History: European backgrounds; organization of colonial administration; economic and social aspects of the American Revolution.
First semester. Prerequisite: History 111. Credit 3 hours.

324 Middle Period of American History (1787-1860): A study of the chief forces leading to the adoption of the Constitution; conflict between particularism and nationalism.
Second semester. Prerequisite: History 211. Credit 3 hours.

325 Civil War and Reconstruction (1861-1876): A study of the political and economic forces involved in the Civil War and the complicated problems of reconstructing national life.
First semester. Prerequisite: History 212. Credit 3 hours.

326 Contemporary American History (1877-1931): Effects of industrialization; United States as a world power; liberalizing of American institutions.
Second semester. Prerequisite: History 212. Credit 3 hours.
327 **The French Revolution and the Napoleonic Era:** A study of the causes, events and results of this revolutionary period of French History, with an emphasis upon its vital influence on the history of all other nations. First semester. Prerequisite: History 111. Credit 3 hours.

411 **European History (1815-1870):** A study of the rise of national states and of the influences of the industrial revolution, philosophy and science upon European Civilization. First semester. Prerequisite: History 112. Credit 3 hours.

412 **Contemporary Europe (1870-1931):** A study of modern economic imperialism resulting in the growth of armed alliances and the outbreak of the World War. Second semester. Prerequisite: History 112. Credit 3 hours.

**Division of Government**

(A major in Government consists of 18 hours, exclusive of Political Science 111 and 112; a minor in Government consists of 12 hours, exclusive of Political Science 111 and 112.)

111 **American Federal Government:** An examination of the activities, organization, and legal powers of the federal government, with practical applications. A basic course. First semester. Credit 3 hours.

112 **American State Government:** The organization, activities, and legal powers of the states; their relation to the federal government, and significance to the citizen. Second semester. Credit 3 hours.

126 **International Government:** Methods of conducting international relationships. Organization of international society viewed from an executive, legislative, and judicial standpoint. Second semester. Credit 3 hours.

211 **Political Parties:** This course deals with the structure, activities, and powers of the party. Shows definitely the relationship between citizen and his government. First semester. Credit 2 hours.

212 **Principles and Problems of Government:** A study of the general principles of government. Discussions held on the relative value of different principles, and on current problems. Second semester. Consent of instructor required. Credit 3 hours.

224 **Comparative Government:** A study of the principal characteristics of the outstanding governments of Europe, including Russia, Italy, and the Balkan states. First semester. Prerequisite: Government 111. Credit 3 hours.

351 **Political Research:** Individual research, under the personal supervision of the instructor, into some specific problem of government.

352 First and second semesters. Consent of instructor required. Credit to be arranged.

312 **Federal Constitution:** A study of the antecedents, philosophy and principles as well as the separate sections, of the constitution. Second semester. Credit 2 hours.
Division of Economics

(A minor in Economics consists of 12 hours, exclusive of Economics 111 and 112.)

111 Economic History of Europe: Foundations of our modern economic life as they were laid after the fall of the Roman Empire through the changes in the organization of Europe.
   First semester. Credit 3 hours.

112 Economic History of the United States: Economic aspects of national development from colonial times to the present.
   Second semester. Credit 3 hours.

211 Economic Theory I: An analysis of our present economic organization, stressing the fundamental principles of business, prices, and money.
   First semester. Credit 3 hours.

212 Economic Theory II: 211 continued. Emphasizes more particularly the individual's relation to economic life.
   Second semester. Credit 3 hours.

313 Economic Behavior: A thorough analysis of the relationship of the individual to the more significant aspects of the economic organization.
   First semester, alternate years. Prerequisite: Economics 211 and 212. Credit 2 hours.

336 Public Finance: Methods and means of financing government. Emphasis placed upon taxation in its various forms. Discussion of public credit, and financial legislation.
   Second semester. Credit 2 hours.

337 Money and Banking: A survey of the functions and kinds of money. Emphasis is placed upon types and methods of banking. Federal Reserve system analyzed.
   First semester, alternate years. Credit 3 hours.

PRE-LEGAL COURSE

While acquiring a liberal education, the student may by judicious selection of courses in history, economics, political and social sciences, etc., advance his preparation materially for the study of law. He may also pursue legal studies with attorney-at-law in the city and thus shorten his preparation for admission to the bar.

FIRST YEAR

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<tr>
<th>First Semester</th>
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<td>French or German II.......</td>
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<td>Rhetoric I................</td>
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<td>History of Europe.........</td>
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<td>Political Science.........</td>
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<td>Pol. and Social History of U. S.</td>
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Note: Other collegiate courses may be substituted for any of the above, according to the requirements of the school granting the degree. The subjects listed above are essentially those subjects which are required in the first two years of practically every law school.

### DEPARTMENT OF MATHEMATICS

**Associate Professor Earl (Head), Instructor Gunn,**

**Assistant Instructors Jackson, Kurtz**

(A minor in Mathematics consists of 12 hours, exclusive of Mathematics 111, 112, and 113.)

**111A College Algebra:** Graphical representation of first and second degree equations, systems of simultaneous equations, solution and theory of quadratic equations, the binomial theorem, and progressions. First semester. Prerequisite: Two semesters of high school algebra, and two semesters of high school geometry. Credit 3 hours.

**111B College Algebra:** First semester. Prerequisite: Three semesters of high school algebra, and two semesters of high school geometry. Credit 3 hours.

**112 Plane Trigonometry:** Trigonometric functions, solution of right oblique triangles, graphic representation of trigonometric functions, solution of trigonometric equations. Second semester. Prerequisite: Three semesters of high school algebra or course 111, and two semesters of plane geometry. Credit 3 hours.

**113 College Algebra and Trigonometry:** This covers the material of courses 111 and 112 in one semester. For Pre-engineers and those majoring or minoring in mathematics. First semester. Prerequisite: Three semesters of high school algebra, and two semesters of plane geometry. Credit 5 hours.

**114 Analytical Geometry:** This course covers course 211 and additional material. For students majoring or minoring in mathematics and Pre-engineering students. Second semester. Prerequisite: Mathematics 111 and 112, or 113. Credit 5 hours.

**211 Plane Analytical Geometry:** Elements of plane analytical geometry, including straight line and conic sections, rectangular and polar coordinations. First semester. Prerequisite: Mathematics 111 and 112, or 113. Credit 3 hours.
311 **Differential Calculus**: Differentiation of algebraic and transcendental functions, maxima, minima, curve tracing, applications of calculus to geometry and physics.  
First semester. Prerequisite: Mathematics 211. Credit 3 hours.

312 **Integral Calculus**: Nature of integration and standard forms; use of integral tables; application to geometry and physics.  
Second semester. Prerequisite: Mathematics 311. Credit 3 hours.

314 **Theory of Equations**: Fundamental properties of algebraic equations, transformations, location of the roots of an equation, algebraic solution of the cubic and quartic, symmetric functions of the roots of an equation, and determinants.  
Second semester. Prerequisite: Mathematics 311, permission of the department. Credit 3 hours.

**PRE-ENGINEERING**

Students registering in the Pre-Engineering course should decide at an early date the institution in which they wish to complete their degree, in order that they may satisfy the specific requirements for the first two years of that institution.

**FIRST YEAR**

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<th>First Semester</th>
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<tr>
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<td>English 112</td>
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<td>Analytical Geometry</td>
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<td>Chemistry 111</td>
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<td>Shop Work (Wood)</td>
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**SECOND YEAR**

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<td>Physics</td>
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<tr>
<td>Chemistry 213</td>
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<td>Shop Work (Metal)</td>
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<tr>
<td>Economics 211</td>
<td>3</td>
<td>English 264</td>
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<td>Bus. Administration</td>
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**Note**: Other collegiate courses may be substituted for any of the above, according to the requirements of the school granting the degree.

The subjects listed above are essentially those subjects which are required in the first two years of any Engineering Course, including Aeronautical Engineering.
COURSES OF INSTRUCTION

Mechanical Drawing, Descriptive Geometry, Physics, Chemistry, Rhetoric, Mathematics, and Shop Work make up the work of the first two years in Engineering. Following are the courses in Mechanical Drawing, Descriptive Geometry, and Shop Work:

111 Mechanical Drawing: The care and use of drafting instruments, instrument exercises, geometrical construction, lettering, orthographic projections, exercises in drawing to scale and dimensioning. Eight hours per week in drafting room. One hour lecture.

First semester. Credit 3 hours.

112 Mechanical Drawing: Continuation of Engineering 111, including orthographic projections, rotation of objects, sectioning, auxiliary views, intersections, development of surfaces, isometric, oblique, cabinet, and perspective drawings. Eight hours per week in drafting room. One hour lecture.

Second semester. Credit 3 hours.

211 Mechanical Sketching and Drafting: A series of graded exercises in the measuring and sketching of mechanical constructions, and the subsequent detail drafting of the same. Eight hours per week in drafting room.

First semester. Prerequisite: Engineering 111 and 112. Credit 3 hours.

212 Elementary Principles of Design: This includes eccentrics, machines and gears. Other plates may be substituted to answer requirements of student's course.

Second semester. Credit 3 hours.

213 Descriptive Geometry: A critical study of the science of representing by drawing; the location of points, lines, planes, intersections, warped surfaces, and surfaces of revolution, with their relation to each other. Eight hours drawing per week. One hour lecture.

Second semester. Credit 3 hours.

115 Woodworking: Bench work; care and use of bench tools; exercises in wood; lathe work; practice with turning tools and wood working machinery. Eight hours per week in shop. One hour lecture.

First and second semesters. Credit 3 hours per semester.

116 Metal Working: Bench work; lathe work; drilling, etc.; shop practice. Eight hours per week in shop. One hour lecture.

First and second semesters. Credit 3 hours per semester.

215 Forge Work: Characteristics of metals, bending, welding, shaping, sharpening, annealing, hardening, tempering, etc. Eight hours per week in shop. One hour lecture.

First semester. Credit 3 hours.

216 Pattern Making and Casting: Lead aluminum, and brass. Hours and credit to be arranged with instructor.

Second semester. Credit 2 or 3 hours.
DEPARTMENT OF PHILOSOPHY AND PSYCHOLOGY

Division of Philosophy

Professor Thompson (Head), Assistant Professor Vartanian,
Instructor Weber

(A major in Philosophy consists of 18 hours, exclusive of courses open to Freshmen; a minor in Philosophy consists of 12 hours, exclusive of courses open to Freshmen.)

111 Practical Ethics: An introductory course dealing with the consideration of the primary social groups and the relation the individual must assume toward them. Credit 2 hours per semester.

112 First and second semesters.

113 Philosophical Ideals of the First Century: Consists of a thorough examination of the First Century Literature in their ethical ideals. Credit 2 hours per semester.

114 First and second semesters.

115 Old Testament Ideals: More significant portions of the literature of the Old Testament, studied in the light of modern methods of investigation. Credit 2 hours per semester.

116 First and second semesters.


118 First and second semesters.

215 Biblical Literature: A thorough study of the sources of the different types of Biblical literature; an examination into the historical situations under which they were written. Credit 2 hours per semester.

216 First and second semesters.

311 History of Philosophy: A survey of the history of philosophic thought from 600 B.C. to time of Descartes. First semester. Credit 2 hours.

312 Modern Philosophy: A general course covering the development of philosophy from Bacon and Descartes to Kant and Hegel. Second semester. Credit 3 hours.

313 Logic: A technical investigation of the laws and essentials of logical thinking and scientific methods. First semester. Credit 2 hours.

314 Logic: 313 continued. Second semester. Prerequisite: Philosophy 313. Credit 2 hours.

316 Aesthetics: This course deals with the psychology of beauty and art and the appreciation and criticism of art. First semester. Credit 2 hours.
Philosophy of Thinking: A study of the various types of thinking, with special attention to reflection, its logical aspects, its place in life and in education.
Second semester. Credit 2 hours.

Ethics—Science and Philosophy of Morals: A careful survey of the history of morals. An analytic study of moral consciousness and the conception of the "highest good."
First semester. Credit 3 hours.

Advanced Ethics—Reconstruction of Social Order: Analysis of social institutions and their philosophic coordination toward a constructive human goal.
Second semester. Credit 3 hours.

Problems of Philosophy: Consists of an examination of the major issues of philosophy.

First and second semesters. Credit 2 hours per semester.

Development of Philosophical Thought: An advanced course in the history of thought, Ancient and Medieval.
First semester. Credit 2 hours.

Comparative Religion: A thorough and comparative study of the great religions of the world. Their moral, religious and social values analyzed and compared, bringing out the universal elements in world religions.
Second semester. Credit 3 hours.

Present Philosophical Tendencies: A careful examination of recent movements and theories in philosophy.
First and second semesters. Credit 2 hours per semester.

Psychology of Religion: A consideration of the fundamental nature of religion and a study of mental phenomena of religious experience. "Religious Consciousness" by James Pratt is used as a text.
First semester. Credit 3 hours.

Philosophy of Religion: A study of the fundamental principles of religion, the nature and ultimate goal of religious experience. A review of the different philosophical beliefs found in the great religions of the world.
Second semester. Credit 3 hours.

Division of Psychology
Professor Thompson (Head), Assistant Professor Bradfield, Instructor Weber

The aim of this department is to present a broad cultural basis of psychology, guiding students into vocational, social, and professional interests. The courses offered fall into four groups. The following approximate sequences are suggested for the guidance of students desiring a consistent program of preparation in one of these fields.
I. Normal Psychology 101, 102, 111, 112, 211, 212, 213, 300

II. Educational Psychology 125, 184, 281, 282, 284, 374, 382

III. Clinical Psychology 325, 341, 342

IV. Applied Psychology 141, 241, 242, 243

An undergraduate major in psychology consists of the following courses: Psychology 211 and fifteen semester hours of psychology electives.

An undergraduate minor in psychology consists of the following courses: Psychology 211 and nine semester hours of psychology electives.

Students who have completed sixteen hours of psychology may be enrolled in Psychology 300 for one or more credit hours by permission of the Chairman of the Department.

NORMAL PSYCHOLOGY

101 Problems of the Student (Orientation): A course dealing with personnel problems of college students. Required of all Freshmen.
First and second semesters. Credit 1 hour per semester.

102 Problems of the Student (Orientation): A continuation of Psychology 101. Required of all Freshmen.
First and second semesters. Credit 1 hour per semester.

111 Introduction to Psychology: An introductory course and fundamental to all subsequent courses in the department.
First semester. Credit 3 hours.

112 Intermediate General Psychology: A continuation of Psychology 111 with special emphasis on fundamental principles and experiments in the general field of psychology.
Second semester. Credit 3 hours.

211 Experimental Psychology: A course designed to give systematic training in psychological method.
First semester. Prerequisite: Psychology 111 and 112. Credit 3 hours.

212 Experimental Psychology: A continuation of Psychology 211.
Second semester. Prerequisite 211. Credit 3 hours.

213 Theoretical Psychology: A consideration of the fundamental tenets of the various schools of modern psychology: Structuralism, Behaviorism, Functionalism, Gestalt, and Self Psychology.
First semester. Prerequisite: Twelve hours of Psychology. Credit 3 hours.

300 Minor Problems: Investigation of minor problems in the various fields of psychology.
First and second semesters. Prerequisite: Sixteen hours of Psychology and permission of Chairman of the Department.
Credit 1 or more hours per semester.
EDUCATIONAL PSYCHOLOGY

125 Mental and Educational Tests: A brief course covering the administration and use of group tests of ability and school achievement.
First semester. Prerequisite: Six hours of Psychology. Credit 3 hours.

184 Child Psychology: A study of the growth, behavior and mental development of the child, including the pre-school period, primary, and elementary grades.
Second semester. Prerequisite: Psychology 111. Credit 3 hours.

281 Educational Psychology: The course presents a brief study of the innate capacities and interests of children and individual differences in these capacities.
First semester. Open to those of Sophomore standing. Credit 3 hours.

282 Psychology of Elementary School Subjects: An analysis of the specific psychological processes involved in Arithmetic, Reading, Writing, and other elementary school subjects.
First semester. Prerequisite: Psychology 281. Credit 2 hours.

Second semester. Prerequisite: Psychology 281. Credit 2 hours.

374 Problems of Test Construction and Administration: Reliability and validity of tests. Factors in the construction and administration of tests. Interpretation of test results.
Second semester. Prerequisite: Six hours of Psychology. Credit 2 hours.

382 Advanced Educational Psychology: The implication of various schools of psychological thought to the problems of education.
Second semester. Prerequisite: Six hours of Psychology. Credit 3 hours.

CLINICAL PSYCHOLOGY

325 Mental Hygiene: A general survey of principles of Mental Hygiene. A study of mental efficiency, social and emotional adjustment and personality in the light of principles of mental hygiene.
First semester. Prerequisite: Six hours of Psychology. Credit 2 hours.

First semester. Prerequisite: Permission of the instructor. Credit 2 hours.

342 Abnormal Psychology: Abnormal mental phenomena, viz., disorders of perception, association, memory, affection, volition, and personality.
Second semester. Prerequisite: Six hours of Psychology. Credit 3 hours.

APPLIED PSYCHOLOGY

141 Introduction to Applied Psychology: A systematic discussion of problems, method and typical results of psychology in the practical fields of the professions and industry.
First semester. Prerequisite: Psychology 111. Credit 3 hours.
First semester. Prerequisite: Permission of the instructor. Credit 3 hours.

Second semester. Credit 3 hours.

243 Vocational Psychology: Psychological principles as they apply to the management and administration of various occupations, trade tests, advertising, rating scales, and other techniques.
First semester. Prerequisite: Permission of the instructor. Credit 3 hours.

PHYSICAL EDUCATION AND ATHLETICS

PHYSICAL EDUCATION FOR MEN
Hartman (Head)

The work in Physical Education includes systematic physical culture, gymnastics, intramural and intercollegiate athletic sports, theory and technique of physical education. Two years of physical education are required. Regularly this work is taken during the Freshman and Sophomore years.

1 Physical Education I: Instruction in fundamentals, use of apparatus, drills, calisthenics, volley ball, basketball.
First semester. Required of Freshmen. Credit 1 hour.

2 Physical Education II: Physical Education I continued.
Second semester. Required of Freshmen. Credit 1 hour.

3 Physical Education III: Advanced floor and apparatus work.
First semester. Required of Sophomores. Credit 1 hour.

4 Physical Education IV: Physical Education III continued.
Second semester. Required of Sophomores. Credit 1 hour.

PHYSICAL EDUCATION FOR WOMEN
Diamond (Head)

The work in Physical Education includes systematic physical culture, gymnastics, intramural and intercollegiate athletic sports, theory and technique of physical education. Two years of physical education are required. Regularly this work is taken during the Freshman and Sophomore years.

1 Physical Education I: Instruction in fundamentals, use of apparatus, drills, calisthenics, volley ball, basketball.
First semester. Required of Freshmen. Credit 1 hour.

2 Physical Education II: Physical Education I continued.
Second semester. Required of Freshmen. Credit 1 hour.

3 Physical Education III: Advanced floor and apparatus work.
First semester. Required of Sophomores. Credit 1 hour.
4 Physical Education IV: Physical Education III continued.  
Second semester. Required of Sophomores. Credit 1 hour.

13 Hygiene and Health Education: Consideration of the hygiene of physical and mental growth; health supervision of school children; teaching of health subjects; the sanitation, ventilation and lighting of the school plant.  
First or second semesters. Credit 2 hours.

15 Personal Hygiene: The course includes a study of the respiratory, circulatory, and muscular systems; the coordination of muscular and mental activity; the relation of health, beauty, and physical exercise.  
First or second semesters. Credit 2 hours.

DEPARTMENT OF SCIENCES  
Associate Professors Garlough (Head), Earl, Ward

(A major in any science consists of 18 hours, exclusive of courses open to Freshmen; a minor in any science consists of 12 hours, exclusive of courses open to Freshmen. A major in General Science consists of a minor in one science and one year’s work in each of the other sciences. Choice of courses in both major and minor work will be made after consultation with the department.)

BIOLOGY

111 General Biology: A study of the structures, functions, life histories and relationship of plants and animals. Lectures, quiz, and laboratory work.  
First semester. Credit 4 hours.

112 General Biology: 111 continued.  
Second semester. Prerequisite: Biology 111. Credit 4 hours.

116 Biology for Teachers: A brief study of the fundamental principles of plant and animal life. Lectures, quiz, and laboratory work.  
Second semester. Prerequisite: Biology 111. Credit 4 hours.

211 Comparative Anatomy of Vertebrates: A comparative study of selected vertebrate types. Lectures and laboratory.  
First semester. Prerequisite: Biology 111 and 112, or equivalent. Credit 3 hours.

BOTANY

113 General Botany: A study of the structures, functions, life histories and classification of plants. Lectures and laboratory.  
First semester. (Second semester required) Credit 4 hours.

114 General Botany: 113 continued.  
Second semesters. Prerequisite: Botany 113. Credit 4 hours.
CHEMISTRY

111A General Inorganic Chemistry: Lectures, quiz, and laboratory work. First semester. Credit 4 hours.


111B General Inorganic Chemistry: Lectures, quiz, and laboratory work. First semester. Prerequisite: One year of high school Chemistry. Credit 4 hours.

112B General Inorganic Chemistry: 111B continued. Second semester. Prerequisite: Chemistry 111B. Credit 4 hours.

211 Qualitative Chemical Analysis: Analysis of simple mixtures, accompanied by lectures and quizzes. The application of chemical laws and theories to analytical methods. First semester. Prerequisite: Chemistry 112. Credit 3 hours.

212 Qualitative Chemical Analysis: 211 continued. Second semester. Prerequisite: Chemistry 211. Credit 3 hours.

213 General Organic Chemistry: The general properties, preparations, characteristic reactions, and relationships of the different classes of carbon compounds. Lectures, quiz, and laboratory work. First semester. Prerequisite: Chemistry 112. Credit 4 hours.


311 Quantitative Chemical Analysis: Lectures and laboratory work on theory, principles, and practices of analysis. Second semester. Prerequisite: Chemistry 212. Credit 3 hours.

412 Cooperative Chemistry: Practical experience in laboratories of cooperating firms, while college courses are being continued. First or second semester. Prerequisite: Varies. Credit 3 to 5 hours.

PHYSICS

111A General Physics: Properties of matter, wave motion, sound and heat. Lectures, quiz and laboratory work. First semester. Prerequisite: Two years of high school mathematics and three hours of college mathematics, or Math. 111 carried concurrently. Credit 4 hours.


111B General Physics: Properties of matter, wave motion, sound and heat. Lectures, quiz, and laboratory work. First semester. Prerequisite: Two years of high school mathematics and one year of high school physics. Credit 4 hours.

112B General Physics: Electricity, magnetism, and light. Second semester. Prerequisite: Physics 111B. Credit 4 hours.
ZOOLOGY

111 General Zoology: A study of the structures, functions, life histories, and classification of animals. Lectures and laboratory work. First semester. (Second semester required) Credit 4 hours.

112 General Zoology: 111 continued:
Second semester. Prerequisite: Zoology 111. Credit 4 hours.

PRE-MEDICAL COLLEGE COURSE

For admission to the two year pre-medical college course, students shall have completed a four year course of at least fifteen units in a standard accredited high school, or other institution of standard secondary school grade.

The minimum requirements for admission to acceptable medical schools, in addition to the high school work specified above, is sixty semester hours of collegiate work (Nebraska requires sixty-five hours for entrance), exclusive of military and physical education.

Schedule of subjects for the two year Pre-medical College Course:
Required subjects:

- Chemistry (four of which must be organic) .......................................... 12
- Physics .................................................................................................................. 8
- Biology .................................................................................................................. 8
- English Composition and Literature .......................................................... 6
- Other non-science subjects. .............................................................................. 12

Subjects strongly urged:
- Modern Language (German or French) ................................................ 6-12
- Advanced Biology ........................................................................................ 3-6
- Psychology and Logic .................................................................................. 3-6
- Mathematics (Algebra and Trigonometry)............................................. 3-6

Additional courses in chemistry.............................................................. 3-6

Other electives suggested:
- English, economics, history, sociology, political science, mathematics, Latin, Greek, and drawing.

PRE-MEDICAL COURSE

FIRST YEAR

<table>
<thead>
<tr>
<th></th>
<th>First Semester</th>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>English 111</td>
<td>3</td>
<td>English 112</td>
</tr>
<tr>
<td>Algebra</td>
<td>3</td>
<td>Trigonometry</td>
</tr>
<tr>
<td>Modern Language</td>
<td>3-5</td>
<td>Modern Language</td>
</tr>
<tr>
<td>Chemistry 111</td>
<td>4</td>
<td>Chemistry 112</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>Psychology</td>
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<td>16-18</td>
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</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th></th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phys. 111</td>
<td>4</td>
<td>Phys. 112</td>
</tr>
<tr>
<td>Organic Chemistry</td>
<td>4</td>
<td>Organic Chem.</td>
</tr>
<tr>
<td>Modern Language</td>
<td>3</td>
<td>Modern Language</td>
</tr>
<tr>
<td>Biology 111</td>
<td>4</td>
<td>Biology 112</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
<td>Electives</td>
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<tr>
<td></td>
<td>18</td>
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</tbody>
</table>
Note: By the use of the two years of pre-medical work and the first two years of the medical course as electives in his collegiate course, the student may receive the degree of Bachelor of Science at the end of four years. The course outlined for the pre-medical work must be followed exactly.

By the use of three years of pre-medical work (96 hours) and the first year of medical work as electives in his collegiate course, the student may receive Bachelor of Arts. This degree is granted only to those who meet the requirements of the Bachelor of Arts as stated for the College of Arts and Science.

**DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK**

**Professor Sullenger (Head)**

(A major consists of 18 hours, exclusive of Sociology 211 and 212; a minor consists of 10 hours, exclusive of Sociology 211 and 212)

**211 Introduction to Sociology:** A study of the origin, development, and function of human association.
First semester. Credit 3 hours.

**212 Principles of Sociology:** It deals with group unity, continuity and change, social order and disorganization.
Second semester. Prerequisite: Sociology 211. Credit 3 hours.

**214 Urban Sociology:** A study of the city and its place in modern society. Special attention is given to the problem of human behavior in urban centers.
Second semester. Prerequisite: Sociology 211. Credit 3 hours.

**241 Community Organization:** A course to give the various methods used in studying a community, analyzing the processes involved through the use of case studies.
First semester. Prerequisite: Sociology 211. Credit 2 hours.

**261 Scope of Social Work:** The course gives the student an approach to the fields of specialization through lectures by representatives of the various fields of social work.
Second semester. Consent of instructor required. Credit 2 hours.

**325 Social Psychology:** A study of mental processes as shown in social relationships.
First semester. Prerequisite: Sociology 211. Credit 3 hours.

**331 The Family:** The evolution of the family; its various forms and problems.
Second semester. Prerequisite: Sociology 211. Credit 2 hours.

**335 Criminology:** A study of crime, its cause, effect and means of prevention; treatment of criminals in past and present ages.
First semester. Prerequisite: Sociology 211. Credit 3 hours.

**347 Child Welfare:** This is a study of the child in relation to its environment.
Second semester. Credit 3 hours.

**351 Methods of Social Research:** A critical study of the various methods of social investigation. The laboratory method is followed.
First semester. Prerequisite: Sociology 211 and 212. Credit 3 hours.
352 Advanced Social Research: A continuation of Sociology 351, with special emphasis on the application of research methods. Second semester. Prerequisite: Sociology 351. Credit 3 hours.

353 Research Seminar: Special research projects. Open only to advanced students. First and second semesters. Credit 1 to 2 hours per semester.

SUMMER SESSION AND EXTENSION

Summer Session

The Summer Session is planned to meet the needs of all who wish to use part of the summer vacation for study. The courses of instruction are especially adapted to the following purposes:

1. Teachers holding college degrees may study to fit themselves more thoroughly for their immediate work; or they may review courses in preparation for state examination.

2. Teachers who are not college graduates may fit themselves more thoroughly for their profession and at the same time secure credit toward college degrees.

3. College students may work off conditions or may secure advanced credit on their college courses.

4. Students preparing to enter Omaha or another university in September may secure advanced credit on their courses.

5. Persons engaged in business or professional work may pursue to advantage any of the courses for which they are qualified.

Extension

In every community are found men and women who desire to continue their educational development but who, because of business or professional relations or economic conditions, find it impossible to invest their major time in study. These individuals may use the facilities of the Extension Department to great advantage.

This Department is designed to make the entire vicinity its campus, to enable the University to come to those who cannot come to it. It endeavors to duplicate its residence work through extension methods, but there is also a tendency to render any educational service for which there is a demand and for which they are equipped. There is a wide variety for these activities.

These classes are held from September to June, in the late afternoons, evenings, and Saturdays.

(For further information address the Registrar, Municipal University of Omaha, or telephone Kenwood 0772.)