General Catalog
1933-34
"In every case those active in the establishment (of the Municipal University) have stressed as a most important reason for the creation of such an institution the fact that it would enable many to secure a college education who would otherwise be unable to do so."

"The municipal university . . . is essentially an extension upward of the public school system of the city. It is an attempt to do for the citizens of the city what the state university does for the citizens of the state. It has an immense advantage in that it can reach a large group of people who desire and need a higher education but who are unable to leave home to secure it."

"One of the most striking features of the work of the municipal university is the extent to which it renders services especially adapted to its community."

"As noted in chapters dealing with the various institutions, every one (of the municipal universities) conducts classes in the late afternoon or evening or both, for the benefit of those employed during the regular collegiate hours—Municipal universities not only offer courses at times which meet the needs of local employed persons, but many courses the content of which is adapted to their urban constituencies."

"Services to, and cooperation with their respective cities and their citizens take many other forms and include many activities outside classroom and laboratory instruction."

"The work of the University of Cincinnati may be divided into teaching and public service—important as is the educational service, the service of the University in cooperation is even more striking."

"It is believed, therefore, that the municipal university, whose origin and development has been discussed in the present study, is destined to play an increasingly important part in the education of America and of the world."

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ACADEMIC CALENDAR for YEAR 1933-34

First Semester

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<tr>
<td>September 11-12</td>
<td>Freshman proficiency tests.</td>
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<tr>
<td>September 13</td>
<td>Registration for freshmen.</td>
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<tr>
<td>September 14-16</td>
<td>Registration for sophomores, juniors and seniors.</td>
</tr>
<tr>
<td>September 18</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>September 20</td>
<td>Last day for change in registration without charge.</td>
</tr>
<tr>
<td>October 6</td>
<td>No change in registration hereafter.</td>
</tr>
<tr>
<td>October 20</td>
<td>First quarter reports.</td>
</tr>
<tr>
<td>November 14-17</td>
<td>Mid-semester examinations and reports.</td>
</tr>
<tr>
<td>Nov. 30-Dec. 1</td>
<td>Thanksgiving recess.</td>
</tr>
<tr>
<td>December 18</td>
<td>Third quarter reports.</td>
</tr>
<tr>
<td>Dec. 16-Jan. 1</td>
<td>Christmas vacation.</td>
</tr>
<tr>
<td>January 2</td>
<td>Classes resume.</td>
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<tr>
<td>January 25-31</td>
<td>Final examinations and reports.</td>
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Second Semester

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>February 1-3</td>
<td>Registration for second semester.</td>
</tr>
<tr>
<td>February 5</td>
<td>Classes begin.</td>
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<td>February 7</td>
<td>Last day for change in registration without charge.</td>
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<tr>
<td>February 23</td>
<td>No change in registration hereafter.</td>
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<tr>
<td>March 9</td>
<td>First quarter reports.</td>
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<tr>
<td>April 5-6, 9-10</td>
<td>Mid-semester examinations and reports.</td>
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<tr>
<td>April 11-14</td>
<td>Spring vacation.</td>
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<tr>
<td>April 16</td>
<td>Classes resume.</td>
</tr>
<tr>
<td>May 4</td>
<td>Third quarter reports.</td>
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<tr>
<td>May 25</td>
<td>Gala Day.</td>
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<td>May 30</td>
<td>Memorial Day holiday.</td>
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<tr>
<td>May 31-June 6</td>
<td>Final examinations and reports.</td>
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<td>June 3</td>
<td>Baccalaureate.</td>
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<td>June 7</td>
<td>Commencement.</td>
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Summer Session, 1934

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<td>June 8-9</td>
<td>Registration.</td>
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<tr>
<td>June 11</td>
<td>Classes begin.</td>
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<tr>
<td>July 20</td>
<td>Close of six weeks term.</td>
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<tr>
<td>July 21</td>
<td>Registration for five weeks term.</td>
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<tr>
<td>August 10</td>
<td>Close of nine weeks term.</td>
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<tr>
<td>August 25</td>
<td>Close of five weeks term.</td>
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THE BOARD of REGENTS

Officers of the Board

J. E. DAVIDSON .......................................................... Chairman
P A U L L. M A R T I N .................................................... Vice-Chairman
H I R D S T R Y K E R .................................................. Secretary
E. A. BAIRD ............................................................ Treasurer

Term Expiring July 1, 1933

MRS. HARLEAN C. FETTERS, 301 South 57th Street.
HIRD STRYKER, Attorney, 637 Omaha National Bank Building.

Term Expiring July 1, 1934

EDGAR A. BAIRD, President, Conservative Savings & Loan Association.
ALVIN E. JOHNSON, Vice-President, Live Stock National Bank.
P A U L L. M A R T I N, Attorney, 524 Omaha National Bank Building.

Term Expiring July 1, 1935

W. T. GRAHAM, Realtor, 748 Insurance Building.
FRANK T. B. MARTIN, Insurance, Martin Brothers Insurance Co.

Term Expiring July 1, 1936

J. E. DAVIDSON, President, Nebraska Power Company.
DR. W. L. SHEARER, Oral and Plastic Surgeon, 1226 Medical Arts Building.

OFFICERS of the ADMINISTRATION

WILLIAM E. SEALOCK, Ph. D. ........................................... President
EDGAR ALLAN HOLT, Ph. D. ........ Dean of the College of Arts and Sciences
W. GILBERT JAMES, Ph. D. ..................... Dean of the School of Fine Arts
WILLIAM HERTZOG THOMPSON, Ph. D. ............ Dean of Men
RENE E. HAMILTON STEVENS ........................................ Dean of Women
EVERETT M. HOSMAN, M. A. ................ Director of the Extension Division
CARL W. HELMSTADTER, M. A. ...................... Registrar
LEWIS D. CRENSHAW .................................................. Bursar
INEZ LORETTA CHESNUT, M. A. ......................... Librarian

All telephones are Kenwood 0772.
FACULTY

*Lloyd M. Bradfield, M. A., Assistant Professor of Psychology.

Martin William Bush, Head of Department of Music.

Ruth Maxine Diamond, B. S., Director of Physical Education for Women.

James Mayberry Earl, Ph. D., Head of Department of Mathematics, Professor of Mathematics.

Leslie Nathan Garlough, Ph. D., Head of Department of Science, Professor of Biological Sciences.

Mildred Morrison Gearhart, M. A., Instructor in English.

Nell Griscom Gillard, Instructor in Public School Music.

Grace Thompson Gunn, M. A., Instructor in Mathematics.

Irwin Allen Hammer, M. A., Associate Professor of Education.

Cecil Le Roy Hartman, B. S., Head of Department of Physical Education for Men, Athletic Director.

Carl W. Helmstadter, M. A., Assistant Professor of Business Administration.

Edgar Allan Holt, Ph. D., Head of Department of History and Government, Professor of History.

Jesse Walter Jackson, Assistant Instructor in Engineering.

Walter Gilbert James, Ph. D., Dean of School of Fine Arts, Professor of Public Speech.

Jean Mae Jarmin, A. B., Instructor in Dramatics.

Albert Martinee Johnson, M. A., Instructor in English.

Laura Myers Johnson, M. A., Instructor in English.

Elizabeth Ellen Kaho, B. M., Part-time Instructor in Music.

Gertrude Kincaide, M. A., Assistant Professor of French.

Berthe Couch Koch, Ph. D., Head of Department of Painting, Sculpturing, and Architecture, Associate Professor of Art.

Gloria Kurtz, Assistant Instructor in Commercial Arts.

John Winfield Kurtz, B. S., Head of Department of Engineering, Assistant Instructor in Engineering.

*On leave of absence 1932-33
WILLIAM DAYTON MACLAY, Ph. D., Assistant Professor of Chemistry and Physics.
RAYMOND J. MAXWELL, M. A., Instructor in Spanish.
HUGH ROBERT ORR, M. A., Assistant Professor of English.
WILFRED PAYNE, Ph. D., Associate Professor of Philosophy.
CAROL MARHOFF PITTS, Part-time Instructor in Music.
THOMAS CLARK POLLOCK, Ph. D., Acting Head of Department of English, Professor of English.
JOSEPH HOWARD RHOADS, Ph. D., Head of Department of Business Administration, Professor of Business Administration.
RUDOLPH F. SEIDL, Part-time Instructor in Music.
HILDEGARD ROSE STAUSS, M. A., Instructor in German.
CLAUDE WILLIAM STIMSON, Ph. D., Head of Department of Economics, Associate Professor of Economics.
THOMAS EARL SULLINGER, Ph. D., Head of Department of Sociology, Professor of Sociology.
LESLIE OWEN TAYLOR, Ph. D., Assistant Professor of Education.
WILLIAM HERTZOG THOMPSON, Ph. D., Head of Department of Philosophy and Psychology, Professor of Psychology.
VAHAN H. VARTANIAN, M. A., M. Th., Assistant Professor of Philosophy.
NELL MARGARET WARD, M. A., Associate Professor of Chemistry.
PEARL LOUISE WEBER, M. A., Instructor in Philosophy and Psychology.
VICTOR ROYCE WEST, Ph. D., Acting Head of Department of Foreign Languages, Assistant Professor of English and German.
RALPH GAULT WHISLER, Ph. D., Assistant Professor of Psychology.
SHEPHERD LUTHER WITMAN, M. A., Instructor in Political Science.
FRANCES ETHEL WOOD, M. A., Assistant Professor of Education.

Assistants
RUSSELL DERBYSHIRE, M. A., Assistant in Biology.
NEVA HEFLIN, A. B., Assistant in Sociology.
PHILIP M. RICKABAUGH, A. B., Assistant in Chemistry.

*On leave of absence 1932-34.
STANDING COMMITTEES

of the

UNIVERSITY FACULTY

Committee on Athletics

W. H. Thompson, Chairman
L. D. Crenshaw
E. A. Holt
R. J. Maxwell
C. L. Hartman

Committee on Student Activities

W. G. James, Chairman
Wilfred Payne
I. A. Hammer
Miss Nell Ward
Miss Ruth Diamond

Course of Study Committee

H. R. Orr, Chairman
Miss Gertrude Kincaide
L. O. Taylor
Wilfred Payne
L. N. Garlough
Martin Bush

Schedule Committee

Miss Nell Ward, Chairman
J. M. Earl
Claude W. Stimson

Advanced Standing Committee

C. W. Helmstadter, Chairman
E. A. Holt
L. O. Taylor
Berthe C. Koch
W. G. James
L. N. Garlough
V. H. Vartanian
HISTORICAL STATEMENT

To serve the educational needs of Omaha as these were presented by citizens and representatives, the Legislature of Nebraska passed a bill in 1928 (Senate File 244) authorizing cities of the metropolitan class to vote on the question of the establishment and maintenance of municipal universities.

Shortly after the passage of this act the Greater Omaha Association initiated a movement to secure for Omaha a municipal university under the provisions of the bill. The campaign, managed by a committee of outstanding citizens, resulted in the establishment of the Municipal University of Omaha on May 6, 1930, by a vote of the citizens.

In compliance with the provisions of the statute a Board of Regents, composed of nine representative citizens of Omaha, was appointed by the Board of Education of the city, and duly inducted into office July 1, 1930. Just as the Board of Regents initiated its administration, it was enjoined from levying a tax for the support of the newly established institution. The right of the Board of Regents to levy a tax for the maintenance of the municipal university was upheld by both the District Court and the State Supreme Court, and consequently the Municipal University of Omaha became a reality in January, 1931.

On January 31, 1931, in accordance with an order of the Trustees of that institution, the properties of the University of Omaha were formally transferred to the City of Omaha, and were accepted by the Board of Regents of the new Municipal University of Omaha.

The older institution thus turned over to the City of Omaha had been organized in 1908 by a group of far-sighted citizens who desired to found in Omaha a co-educational and non-sectarian institution of higher learning. This institution opened September 14, 1909, with twenty-seven students enrolled. It took as its campus the tract known as the Redick Reserve, where classes were held in the old Redick mansion. Here were erected, at later dates, the John Jacobs Memorial Gymnasium, given by Mrs. M. O. Maul, and Joslyn Hall, given by Mr. George A. Joslyn.

The first eighteen years of the history of the University of Omaha epitomized the unusual devotion, persistence, vision, industry, and the human understanding of its first president and its founder, Dr. Daniel E. Jenkins. During the year immediately following the termination of the presidency of Dr. Jenkins in 1926, and during the year immediately preceding the opening of the new municipal school, the University of Omaha was administered by Dr. W. Gilbert James. During the academic year 1927-28 the president was Dr. Karl F. Wettstone, and during the years 1928-30 the president was Dr. Ernest W. Emery.

The present incumbent, Dr. W. E. Sealock, formerly Dean of the Teachers College, University of Nebraska, assumed the duties of president September 1st, 1931. At this time eleven additions were made to the faculty of the university.
GENERAL INFORMATION

Organization of the University

The educational program of the University centers around the College of Arts and Sciences which confers all degrees, certificates, and diplomas. For the advantage of those who seek specialized training in education, business administration, and the Fine Arts separate organizations are provided by which the student may obtain the degrees of Bachelor of Science in Education, Bachelor of Science in Business Administration; Bachelor of Fine Arts in Painting, Sculpturing, and Architecture; or Bachelor of Fine Arts in Music, or Bachelor of Fine Arts in Public Speech. In addition, courses of instruction are offered for those who are preparing to enter such professional colleges as law, medicine, and dentistry. Training in secretarial science is also provided by the University. The University extends further opportunity for educational advancement through a summer session and the Extension Division.

Graduate Study

The University offers graduate courses in certain fields of learning for those graduates of accredited colleges who desire to do intensive work in a field of specialization. Graduate work is limited to those fields for which there are ample facilities in the way of library and laboratory materials and instructional staff. It is under the direction of a Graduate Committee. For further information consult the chairman of this committee.

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 North Twenty-fourth Street car line, which is the principal thoroughfare of the city.

The Science Building is located at Twenty-fourth 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.

Bureau of Recommendations

The University maintains a Bureau of Recommendations, the purpose of which is to recommend students to positions for which they are qualified. Its facilities are available to students who have been or are regularly enrolled in the University for at least twelve semester hours. The service of
the Bureau is free to registrants, except for a necessary, nominal charge to cover postage and stationary. It is extended to students seeking initial place­ment and to those who seek advancement to better positions.

Prospective employers are invited to avail themselves of the services of the Bureau when in need of selected personnel.

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

There are two distinctly 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 parlia­mentary 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 meeting 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

Among the student publications, *The Gateway*, which is published weekly, is the usual type of college newspaper conducted by a student staff.

French Club

Students of the department of French are eligible to membership in the French Club. The purpose of this organization is to promote scholarship and interest in the study of French.

German Club

Students and instructors who are interested in the German language and literature and in German life and culture are eligible to membership in the German Club, which meets in general twice a month.

The Press Club

An organization which is open to all university students and has as its purpose to create intense interest in every activity of the institution.

The Women's Athletic Association

The Women's Athletic Association offers a varied sports program to all university women. The W. A. A. of the Municipal University of Omaha is a member of the athletic conference of American College Women.

The Department of Physical Education for Women assists the Women's Athletic Association in offering the following sports program throughout the year: archery, hiking, Nebraska ball, basketball, baseball, ping-pong, volleyball, and tennis.

Both intramural and interclass competition are used, and individual points are given at the end of each sport season. Membership in the organization is determined by participation in a sport, not by the earning of so many points. The right to wear the W. A. A. pin, the class numeral, and the letter, which is the highest honor the Association offers, is awarded after the required number of points has been earned.
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".

**Alpha Pi Epsilon**

Alpha Pi Epsilon, honorary history fraternity, was organized for the purpose of promoting interest in history, developing and maintaining high standards of scholarship, fostering research, and providing for the cultural growth of its members.

**SCHOLARSHIPS and HONORS**

Scholarships are granted to the graduates of the Omaha high schools at present as follows: Two scholarships each to Central, Technical, and South High Schools, and one scholarship each to Benson and North High Schools.

In addition to these scholarships the Board of Regents has provided a small number of scholarships to be given to worthy students of junior and senior rank. These scholarships will be granted on the basis of achievements
in scholarship, or on account of unusual merit in some field of collegiate endeavor.

The income from the following funds is available each semester to students of the Municipal University of Omaha.

**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 Women's Committee of the Council of National Defense and supplemented by an additional donation of $750.00 from the Omaha Society of Colonial Dames.

**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 WOMANS CLUB**, a fund of $200 donated to the University through the Omaha Womans 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 University, to the student of Economics writing the best essay on an assigned subject.

**ALICE R. WARE PRIZE FUND**, a fund of $500 donated by Miss Alice Ware of Omaha, to provide 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.
DAUGHTERS OF THE AMERICAN REVOLUTION HISTORY PRIZE, a prize of $10 offered annually by the Major Isaac Sadler Chapter for the best essay on an assigned subject in American History.

THE ALWILDA CLARK PRIZE of $5, made possible by her daughter, Geneive, is awarded annually through the Major Isaac Sadler Chapter of the Daughters of the American Revolution to the writer of the best essay on an assigned subject in American history.

ALPHA KAPPA DELTA PRIZE, a prize of $10 offered by the Municipal University of Omaha chapter for the best research thesis by a sociological student on some assigned subject.

Note: Scholarships in the Municipal 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 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 guardians.

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. A fee of $25 will be charged for misrepresentation of residence.
TUITION and FEES

Tuition and fees have been established by the Board of Regents as follows:

Matriculation Fee

A matriculation fee of $5.00 payable but once is charged when the student first registers in the University.

Fees and Tuition Payable Each Semester

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$3.00</td>
</tr>
<tr>
<td>Incidental Fee</td>
<td>1.00</td>
</tr>
<tr>
<td>Library Fee, per credit</td>
<td>.25</td>
</tr>
<tr>
<td>Maintenance Fee, per credit</td>
<td>3.00</td>
</tr>
<tr>
<td>Tuition Fee, per credit (charged to non-resident students only)</td>
<td>1.25</td>
</tr>
</tbody>
</table>

Total amount of these fees will depend upon the number of credit hours for which the student registers. Additional fees will be charged each semester to cover actual cost of materials used and depreciation on apparatus and equipment in such lines of work as Science, Typewriting, Fine and Applied Arts.

A fee of $2.00 will be charged for late registration, (the first week after the close of registration), and a fee of $5.00 for registration thereafter.

A fee of $25.00 will be charged for misrepresentation of residence.

The residence fee per semester including the incidental fee is $56.00, and the non-residence fee, $76.00, for sixteen credit hours, but if a student registers for more than this number, he must pay the per credit hour charge applicable.

A complete schedule of tuition, laboratory, and other fees will be found on the opposite page.

Refunds

No refunds will be made on matriculation or registration fees.

Students dropping their work will receive refunds on maintenance, tuition, and other 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. The term “class hour” as used is a 50-minute class period or a two-hour laboratory period.

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.

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.
## Schedule of Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee (in USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Art deposit, per course</em></td>
<td>5.00</td>
</tr>
<tr>
<td>Art studio fee, per course</td>
<td>5.00</td>
</tr>
<tr>
<td>Biology laboratory, per course</td>
<td>4.00</td>
</tr>
<tr>
<td><em>Biology laboratory deposit</em></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><em>Chemistry laboratory deposit</em></td>
<td>5.00</td>
</tr>
<tr>
<td>Dramatic Production, per credit</td>
<td>1.50</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>Incidental fee, payable by everyone, each semester</td>
<td>1.00</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, first week</td>
<td>2.00</td>
</tr>
<tr>
<td>Late Registration, after first week</td>
<td>5.00</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>
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</tr>
<tr>
<td>Music, Applied, per credit in course</td>
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<td>Physics laboratory, per course</td>
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<td><em>Physics laboratory deposit</em></td>
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</tr>
<tr>
<td>Physical Education, per course</td>
<td>1.00</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 final</td>
<td>1.00</td>
</tr>
<tr>
<td>Shop laboratory, per course</td>
<td>5.00</td>
</tr>
<tr>
<td><em>Shop laboratory deposit, per course</em></td>
<td>5.00</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>
</tbody>
</table>

Tuition, for all residents: None

Tuition, for all non-residents, per credit in course: 1.25

Typewriting laboratory, per credit in course: 1.00

*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.*
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, and sent directly by the proper official of the high school or college in which credits were earned. 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 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 division 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 or principal 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 requirements 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

The College of Arts and Sciences offers courses leading to the degrees of Bachelor of Arts and Bachelor of Science. Within the first two years the student is required to meet certain minimum requirements in the form of introductory courses covering the general fields of knowledge which relate most closely to present day life. The last two years are to be devoted to those special fields of knowledge in which the student is most interested.

The following general requirements for graduation have been established by the College of Arts and Sciences:

1. One hundred and twenty-five semester hour credits for the degree Bachelor of Arts or Bachelor of Science.

2. The establishment of special fields of proficiency consisting of two majors or a major and two minors amounting to a minimum of thirty-six semester hours. A major shall consist of eighteen semester hours designated by the department. A minor shall consist of twelve semester hours similarly selected. In most cases the major or minor hour requirements must be met by upper division courses. Not later than the end of the sophomore year the student must select the field in which he intends to do his major work, selecting a professor in that department as adviser. With the approval of the adviser he will then select another major or two minors. Changes may be made in the major or minors only with the approval of the Dean of the College.

3. Underclassmen shall not be permitted to enter an upper division course except with the consent of the Dean; nor shall upperclassmen be admitted in a lower division course except with the consent of the Dean.

4. Of the 125 semester hours required for the baccalaureate degree, 100 hours must be of "C" grade or above, and no credit shall be allowed on a major or minor when the grade is below "C".

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

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

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

8. 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.

The following specific requirements for graduation with the degree of Bachelor of Arts or Bachelor of Science have been established by the College.*

*See page 23 for full description of introductory and sequence courses.
1. The candidate for the baccalaureate degree must give satisfactory evidence, through comprehensive examinations, of having mastered the material contained in the introductory courses in the social sciences and the humanities. In like manner he must satisfactorily complete an introductory course either in physical science or biological science.

2. A reading knowledge of one modern foreign language, or the passage of an acceptable examination in Latin or Greek, is required of all students in the College before the end of the second year. This requirement may be met by satisfactorily passing a proficiency test to be given by the Department of Foreign Languages at the beginning of the fall semester or at the end of the first or second academic year.

3. Ability of expression in clear, concise English is required of all students before the end of the second year. This requirement may be met by passing a proficiency test at the beginning of the fall semester or at the end of the first or second academic year.

4. All students are required to complete two sequence courses of at least three semester hours in each of two different fields.

5. Besides meeting the above requirements, the student before entering the upper division must complete enough electives in the lower division to amass a total of sixty-four hours including prescribed and elective courses.

6. All students must acquire a total of four semester hours of physical education in the lower division.

**Student Study Load**

Sixteen (16) semester hours will be the maximum load except as stated below:

1. Students who have an average of “C+” for the previous semester, may carry a load of 17 semester hours.

2. Students who have an average of “B”, or above, for the previous semester, may carry a load of 18 semester hours.

3. Students who are following special courses outlined in the catalog.

4. Students will in no case be allowed to carry more than an eighteen (18) semester hour study load.

**Student Classification**

For the purposes of voting and holding office, the minimum semester hour requirements for class standing are as follows: Sophomore, 23; Junior, 53; Senior, 89.
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 scholastic quality of a student's work is recorded by the following system:

A—superior work .......................... 93—100%
B—above average .......................... 85— 92%
C—average .................................. 77— 84%
D—below average .......................... 70— 76%
F—failure.
Con.—condition.
Inc.—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.
COLLEGE of ARTS and SCIENCES

Introductory and Sequential Courses

Within the first two years of the College of Arts and Sciences the student is expected to obtain a discriminating understanding of the essential features of three of the four general fields of knowledge. From a general knowledge of these fields the student is expected to discover the area of knowledge in which he is particularly interested. In the upper division the student will concentrate his courses in the fields of his chosen interest. Before passage to the upper division the student must meet the requirements described on pages 23, 24, and 25. Comprehensive examinations at the end of the first semester and at the end of the year determine the student's mastery of these introductory general courses.

Candidates for the Bachelor of Arts or Bachelor of Science degrees must satisfactorily acquire the knowledge organized under the introductory general courses in the humanities and the social sciences. In addition he must pass satisfactorily an introductory course either in the biological or physical sciences. For the introductory course in physical science he may substitute a year of mathematics and a year of physics or chemistry.

The Biological Sciences

Introductory General Course

101 Introduction to the Biological Sciences. A study of plants, lower animals, and man, from the standpoint of structure, activities, and environmental relationships and distribution; the principles and processes involved in the form and development of the individual organism, such as cell division, changes of form during growth, variation in form and function, heredity and breeding, and the development of the race. Throughout, adaptability is indicated as a constant characteristic of living beings. Informational background, practical utility, and cultural appreciation are the criteria for the selection of subject matter. A knowledge of common forms of plants, insects, and birds with their economic significance is stressed. Lectures, discussion, quiz, laboratory.

First and second semesters continuous (both must be taken for credit).

Credit 4 hours per semester. Dr. Garlough and staff.

Sequence Courses

(See page 41 for description.)

Bio. 213 Invertebrate Zoology. First semester. Credit 3 hours.


Bio. 251 Morphology and Physiology of Spermatophytes. First semester. Credit 3 hours.

The Humanities

Introductory General Course

101 Introduction to the Humanities. This course presents the basic material necessary for an understanding of the general fields of philosophy, philology, literature, and the other arts. It studies a number of works of literature, philosophy, and art as significant expressions of the human spirit and introduces the student to adult understanding of the concepts underlying human expression in these fields.

First and second semesters continuous (both must be taken for credit).

Credit 5 hours per semester.

Sequence Courses

(See pages 26, 35, and 64 for description.)

Eng. 225 Reporting and News Writing. First semester. Credit 3 hours.

Eng. 231 English Literature. First semester. Credit 3 hours.

Eng. 232 English Literature. Second semester. Credit 3 hours.

Phil. 201 Logic. First semester. Credit 3 hours.

Phil. 212 Introduction to Philosophy. Second semester. Credit 3 hours.

Phil. 221 Philosophy of Science. First semester. Credit 3 hours.

Phil. 222 Philosophy of Science. Second semester. Credit 3 hours.

P. S. A. 241 History of Modern Art. First semester. Credit 3 hours.


Selection of the sequence courses in languages shall be based on the extent of the student's knowledge as revealed in the proficiency test. For further information, consult the Head of the Department of Foreign Languages.

The Social Sciences

Introductory General Course

101 Introduction to the Social Sciences. The student is introduced to a study of the social aspects of Western culture. The development of social institutions and relationships from the Greek and Roman periods to the present day is presented. Present-day economic, political, and sociological activities of Western civilization are analyzed.

First and second semesters continuous (both must be taken for credit).

Credit 5 hours per semester.

Dr. Stimson and staff.
Sequence Courses
(See pages 31, 53, 32, 46, and 37 for description.)

Hist. 211 American History (1763-1865). First semester. Credit 3 hours.


Econ. 211 Principles of Economics. First semester. Credit 3 hours.

Econ. 212 Principles of Economics. Second semester. Credit 3 hours.


Soc. 211 Introductory Sociology. First semester. Credit 3 hours.

Soc. 212 Principles of Sociology. Second semester. Credit 3 hours.

Psych. 111 Introduction to Psychology. First semester. Credit 3 hours.

Psych. 112 Intermediate General Psychology. Second semester. Credit 3 hours.

The Physical Sciences

Introductory General Course

101 Introduction to the Physical Sciences. This course is primarily for students wishing a general knowledge of the physical sciences as an element of their cultural background rather than as a part of their professional or technical training. By an integration of selected chemical and physical phenomena, the student is assisted to an understanding of the underlying principles as well as to an appreciation of the methodology of the physical sciences. The nature of matter and energy is discussed and events of daily life are analyzed in terms of these fundamentals. In order that laws susceptible to simple mathematical expression may be intelligible to the student, needed parts of algebra and trigonometry are included at appropriate places. First and second semesters continuous (both must be taken for credit). Credit 4 hours per semester. Dr. Maclay and staff.

Sequence Courses
(See pages 42, 44, and 33 for description.)

Chem. 111A or 111B General Inorganic Chemistry. First semester. Credit 4 hours.

Chem. 112A or 112B. General Inorganic Chemistry. Second semester. Credit 4 hours.

Phys. 111 or 211 General Physics. First semester. Credit 4 hours.

Phys. 112 or 212 General Physics. Second semester. Credit 4 hours.

Math. 111B College Algebra. First semester. Credit 3 hours.

ENGLISH

Professor Pollock (Acting Head), (Professor James), Assistant Professors Orr, (West); Instructors Gearhart, A. M. Johnson, and Mrs. Johnson.

A major in English consists of 18 hours of upper division courses. A minor consists of 12 hours of upper division courses.

Introduction to the Humanities. Credit 10 hours. (See page 24.)

111 Introductory Rhetoric: An intensive study of the minimum essentials of clear writing.
Either semester. Credit 3 hours. Mr. Johnson, Mrs. Johnson, Mrs. Gearhart.

122 English Composition: A study of the art of writing.
Either semester. Credit 3 hours. Mr. Johnson, Mrs. Johnson, Mrs. Gearhart.

225 Reporting and News Writing: An introduction to newspaper practice, including a study of news values, training in gathering news, and practice in news writing. Prerequisite: Proficiency in general composition.
First semester. Credit 3 hours. Mr. West.

231 English Literature: A study of the major movements and types in English and American literature, emphasizing their contributions to modern culture.
First semester. Credit 3 hours. Mr. Pollock, Mr. Orr, Mrs. Gearhart.

232 English Literature: Continuation of Course 231.
Second semester. Credit 3 hours. Mr. Pollock, Mr. Orr, Mrs. Gearhart.

334 English Literature Before Shakespeare: A study centering around Chaucer. Given 1933-34 and alternate years.
Second semester. Credit 3 hours. Mr. West.

336 Elizabethan Drama: A study of the contemporaries of Shakespeare. Given 1933-34 and alternate years.
Second semester. Credit 3 hours. Mr. Pollock.

337 Shakespeare: A critical study of the tragedies. Given 1933-34 and alternate years.
First semester. Credit 3 hours. Mr. Pollock.

339 Shakespeare: A critical study of the comedies and historical plays. Given 1934-35 and alternate years.
First semester. Credit 3 hours. Mr. Pollock.

338 Seventeenth Century Literature: Given 1934-35 and alternate years.
Second semester. Credit 3 hours. Mr. Pollock.

Second semester. Credit 3 hours. Mr. Johnson.

First semester. Credit 3 hours. Mrs. Gearhart.
342 Victorian Poetry: A study of the Victorian era, with emphasis on Browning and Tennyson.
Second semester. Credit 3 hours. Mrs. Gearhart.

343 Introduction to Browning: Interpretative reading and critical discussion of representative work. A course in philosophy is strongly recommended as a prerequisite.
First semester. Credit 3 hours. Mr. James.

344 Advanced Browning: Continuation of Course 343. Several of the longer works of Browning will be studied. Prerequisite: English 343.
Second semester. Credit 3 hours. Mr. James.

345 Nineteenth Century Literature: A study of the fiction, essay, and drama of the nineteenth century.
First semester. Credit 3 hours. Mr. West.

346 Newspaper Editing: Training in copy reading, headline writing, and newspaper make-up, with a study of the functions of the city desk.
First semester. Credit 3 hours. Mr. West.

452 Contemporary European Drama: A study of British and continental drama from Ibsen to the present day.
Second semester. Credit 3 hours. Mr. Orr.

453 Contemporary European Novel: A study of the British and continental novel from Hardy to the present day.
First semester. Credit 3 hours. Mr. Orr.

455 Literary Criticism: A study of the principles of criticism, the history of the development of literary standards, and the present status of critical opinion. Given 1933-34 and alternate years.
First semester. Credit 3 hours. Mr. Orr.

457 World Literature: Given 1934-35 and alternate years.
First semester. Credit 3 hours. Mr. Orr.

450 American Poetry: A study of poetic expression in America, emphasizing the period from Walt Whitman to the present. Given 1933-34 and alternate years.
Second semester. Credit 3 hours. Mr. Pollock.

459 American Prose: Given 1934-35 and alternate years.
First semester. Credit 3 hours. Mr. Pollock.

463 American Drama: A study of the cultural development of America as seen in the drama. Given 1933-34 and alternate years.
First semester. Credit 3 hours. Mr. Pollock.

First semester. Credit 3 hours. Mr. Johnson.

466 English Poetry: Given 1934-35 and alternate years.
Second semester. Credit 3 hours. Mr. Pollock.
468 The History of the English Language: Given 1934-35 and alternate years.
Second semester. Credit 3 hours. Mr. West.

470 Advanced Composition: An advanced study of the art of critical and creative writing. By permission only.
Second semester. Credit 3 hours. Mr. Orr.

FOREIGN LANGUAGES

Assistant Professors West (Acting Head), Kincaide; Instructors Maxwell, Stauss.

A major in a foreign language represents eighteen semester hours of courses numbered 200 or above.
A minor in a foreign language represents twelve semester hours of courses numbered 200 or above.
The Head of the Department will confer especially with students who desire courses in the languages which are not represented in the catalog.

FRENCH

A major in French must include courses 213, 214, 325, and 443.

Introduction to the Humanities. Credit 10 hours. (See page 24.)

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

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

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

212 Second Year French: Continuation of French 211. Prerequisite: French 211.
Second semester. Credit 3 hours. Miss Kincaide.

213 Conversation and Composition: Emphasis on the practical vocabulary. Prerequisite: One year French or equivalent.
First semester. Credit 2 hours. Miss Kincaide.

214 Conversation and Composition: Continuation of French 213. Prerequisite: French 213.
Second semester. Credit 2 hours. Miss Kincaide.

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

324 Classical Authors: Study of seventeenth century writers. Prerequisite: Nineteen hours or equivalent.
Second semester. Credit 3 hours. Miss Kincaide.

325 Modern French Novel: Prerequisite: Sixteen hours or equivalent. (Not offered 1933-34.)
First semester. Credit 3 hours. Miss Kincaide.
### Eighteenth Century Literature:
- **Prerequisite:** Nineteen hours or equivalent. (Not offered 1933-34.)
- **Second semester:** Credit 3 hours. Miss Kincaide.

### Special Readings:
- Each student reads French writers of the particular field in which he is interested. **Prerequisite:** Acceptable reading knowledge of French.
- **First semester:** Credit 3 hours. Miss Kincaide.

### Modern French Poetry:
- A study of some of the best poets of the nineteenth and twentieth centuries. **Prerequisite:** Nineteen hours or equivalent.
- **Second semester:** Credit 3 hours. Miss Kincaide.

### GERMAN

#### Introduction to the Humanities.
- Credit 10 hours. (See page 24.)

#### Beginning German:
- Pronunciation; essentials of grammar; oral and written work. For students who have had no German.
- **First semester:** Credit 5 hours. Miss Stauss.

#### Beginning German:
- **Prerequisite:** German 111 or one year of high school German.
- **Second semester:** Credit 5 hours. Miss Stauss.

#### Second Year German:
- Reading, oral practice. **Prerequisite:** German 112 or two years of high school German.
- **First semester:** Credit 3 hours. Miss Stauss.

#### Second Year German:
- Continuation of German 211. **Prerequisite:** German 211 or equivalent.
- **Second semester:** Credit 3 hours. Miss Stauss.

#### Composition and Conversation:
- **Prerequisite:** One year of German in the University, or equivalent. (Not offered 1933-34.)
- **First semester:** Credit 2 or 3 hours. Mr. West.

#### Composition and Conversation:
- **Second semester:** Credit 2 or 3 hours. Mr. West.

#### German Romanticism:
- **First semester:** Credit 3 hours. Mr. West.

#### The German Classical Period:
- Development of the classical drama: Lessing, Goethe, Schiller. **Lectures in German.**
- **Second semester:** Credit 3 hours. Miss Stauss.

#### Poetry of the Middle Ages in Germany:
- **Second semester:** Credit 3 hours. Mr. West.

#### Modern German Lyric Poetry:
- Lilliencran, Dehmel, Rainer Maria Rilke, George. **Special emphasis on parallel movements in art and philosophy. Lectures in German.**
- **First semester:** Credit 3 hours. Miss Stauss.
LATIN

Introduction to the Humanities. Credit 10 hours. (See page 24.)

225 Cicero: Selected letters and treatises. De Amicitia. Prerequisite: Two years of Latin or by examination.
First semester. Credit 3 hours.

226 Cicero: De Senectute.
Second semester. Credit 3 hours.

227 Livy: (Not offered 1933-34.)
First semester. Credit 3 hours.

228 Horace: (Not offered 1933-34.)
Second semester. Credit 3 hours.

313 Tacitus: Germania.
First semester. Credit 3 hours. Mr. West.

314 Catullus: Carmina.
Second semester. Credit 3 hours. Mr. West.

SPANISH

A major in Spanish must include courses 335, 425, and 430.

Introduction to the Humanities. Credit 10 hours. (See page 24.)

111 Beginning Spanish: Principles of grammar; emphasis on reading and pronunciation.
First semester. Credit 5 hours. Mr. Maxwell.

112 Beginning Spanish: Continuation of Spanish 111. Prerequisite: Spanish 111.
Second semester. Credit 5 hours. Mr. Maxwell.

211 Second Year Spanish: Reading, composition, and conversation.
Prerequisite: Spanish 112 or equivalent.
First semester. Credit 3 hours. Mr. Maxwell.

212 Second Year Spanish: Continuation of Spanish 211. Prerequisite: Spanish 211 or equivalent.
Second semester. Credit 3 hours. Mr. Maxwell.

335 Advanced Composition and Conversation: Study and practice of idiomatic expression in speaking and writing. Prerequisite: Sixteen hours of Spanish or equivalent.
First semester. Credit 3 hours. Mr. Maxwell.

336 Commercial Correspondence: Translation and composition of Spanish commercial letters and documents. Prerequisite: Sixteen hours of Spanish or equivalent.
Second semester. Credit 3 hours. Mr. Maxwell.

425 The Modern Drama: Spanish drama from the post-romantic period to the present. Prerequisite: Sixteen hours of Spanish.
First semester. Credit 3 hours. Mr. Maxwell.

430 The Golden Age: Don Quixote and other works. Prerequisite: Sixteen hours of Spanish or equivalent.
Second semester. Credit 3 hours. Mr. Maxwell.
GENERAL LINGUISTICS

324 Foreign Elements in American Speech. Introduction to the comparison of languages affecting American speech. Second semester. Credit 3 hours. Mr. West.

HISTORY AND GOVERNMENT

Professor Holt (Head), Assistant Professor ———, *Instructor Witman.

A major in Social Science consists of a minor in history, government, economics, or sociology, and two semesters’ work in each of the other three fields not selected as a minor. To certify as a teacher of the social sciences the student must select history as a minor with two semesters’ work in each of the other three fields.

A major in history consists of eighteen hours of upper division courses. A minor in history consists of twelve hours of upper division courses.

HISTORY

Introduction to the Social Sciences. Credit 10 hours. (See page 24.)

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. Mr. Holt.

212 American History (1860-1930): Survey of American civilization, with emphasis upon political, social, economic, and intellectual developments. Prerequisite: History 211. Second semester. Credit 3 hours. Mr. Holt.

311 England to 1688: This course is a general treatment of English political, social, and economic history to the Revolution of 1688. First semester. Credit 3 hours.

312 England Since 1688: A continuation of the preceding course with emphasis upon the development of responsible government, political democracy, and economic and colonial imperialism. Second semester. Credit 3 hours.

321 Medieval Europe: (Not offered 1933-34.) First semester. Credit 3 hours.

322 The Renaissance and Reformation: (Not offered 1933-34.) 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. Credit 3 hours. Mr. Holt.

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. Prerequisite: History 211. Second semester. Credit 3 hours. Mr. Holt.

*On leave of absence 1933-34.
325 Civil War and Reconstruction (1861-1876): Prerequisite: History 212. (Not offered 1933-34.) First semester. Credit 3 hours. Mr. Holt.

326 Contemporary American History (1877-1931): Prerequisite: History 212. (Not offered 1933-34.) Second semester. Credit 3 hours. Mr. Holt.

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. 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. Credit 3 hours.


GOVERNMENT

A major in Government consists of 18 hours credit in upper division courses. A minor in Government consists of 12 hours credit in upper division courses.

Introduction to the Social Sciences. Credit 10 hours. (See page 24.)

201 American Government: A survey of the basic principles, structure, power, and forces to be found in the national, state, and local governments of the United States. First semester. Credit 3 hours.

202 Comparative Government: An introduction to the principal types of government in Europe, designed to give the student a basic knowledge of their natures. Particular emphasis will be placed upon the governments of England, France, Italy, and Russia. Second semester. Credit 3 hours.

315 American State and Local Government: Prerequisite: Government 201 and 202. (Not offered 1933-34.) First semester. Credit 3 hours.

316 Political Parties: Prerequisite: Government 201. (Not offered 1933-34.) Second semester. Credit 3 hours.

321 International Government: Prerequisite: Government 201 and 202. (Not offered 1933-34.) First semester. Credit 3 hours.
322 **International Government**: (Not offered 1933-34.)
Second semester. Credit 3 hours.

331 **Modern Political Theories**: This course presents the chief theories of the nature and functions of government from the sixteenth century to the middle of the nineteenth century. Prerequisite: Government 201 and 202 or consent of the instructor.
First semester. Credit 3 hours.

332 **Contemporary Political Theories**: This course examines the more important trends of contemporary political thought as to the nature of the state, of government, and of law. Prerequisite: Government 201 and 202 or consent of the instructor.
Second semester. Credit 3 hours.

**PRE-LEGAL COURSE**

Mr. Stimson, Adviser.

Students who are planning to enter a law school after the completion of two years of college work may enroll for courses recommended by the leading law schools and at the same time receive the broad cultural training afforded by the general courses offered by the University. Law schools recommend courses in English and American history, economics, political science, rhetoric, logic, psychology, Latin, French, German, public speaking, debate, English literature, and the physical and biological sciences. Pre-legal students should take the foreign language and rhetoric placement tests to determine the college courses needed in those fields. Social Sciences 101 and 102, and Physical Sciences 101 and 102 or Biological Sciences 101 and 102 should be taken the first year, and Humanities 101 and 102 the second year.

**MATHEMATICS**

Professor Earl (Head), Instructor Gunn.

The major requirement of at least 18 hours or the minor requirement of at least 12 hours may be fulfilled from courses numbered 200 or above.

111A **Algebra**:
Topics from third semester algebra and from introductory college algebra. Prerequisite: One year of high school algebra and one year of high school geometry.
Second semester. Credit 3 hours. Mr. Earl, Miss Gunn.

111B **College Algebra**:
The usual course in college algebra. Prerequisite: Three semesters of high school geometry.
First semester. Credit 3 hours. Miss Gunn.

111 **Algebra**:
For students of Mathematics and of Science. Includes the work usually given in third semester algebra and selected topics from college algebra. Prerequisite: One year of high school algebra and one year of high school geometry.
First semester. Credit 5 hours. Mr. Earl, Miss Gunn.

112 **Trigonometry and Analytic Geometry**:
The elements and the applications of trigonometry and of analytic geometry. Prerequisite: Mathematics 111 or 111B.
Second semester. Credit 5 hours. Mr. Earl, Miss Gunn.
113 **College Algebra and Trigonometry**: For students of Mathematics, Science, and Engineering; the less advanced topics of college algebra and trigonometry. Prerequisite: Three semesters of high school algebra and two semesters of high school geometry. First semester. Credit 5 hours. Mr. Earl, Miss Gunn.

114 **College Algebra and Analytic Geometry**: A sequel to Mathematics 113; the more advanced topics of college algebra and the elements of plane and of solid analytic geometry. Prerequisite: Mathematics 113. Second semester. Credit 5 hours. Mr. Earl, Miss Gunn.

153 **Commerge Algebra**: For students of commerce and business administration; algebraic manipulation, ratio and proportion, exponents and radicals, progressions, graphical representation, and logarithms. Prerequisite: One year of high school algebra and one year of high school geometry. First semester. Credit 3 hours. Mr. Earl.

154 **Mathematics of Finance**: Simple and compound interest, annuities, amortization of debts, sinking funds, depreciation and capitalized cost, and bonds. Prerequisite: Mathematics 153 or equivalent. Second semester. Credit 3 hours. Mr. Earl.

223 **Differential Calculus**: An intensive course in differential calculus together with an introduction to formal integration. Prerequisite: Analytic Geometry. First semester. Credit 4 hours. Mr. Earl.

224 **Integral Calculus**: A sequel to Mathematics 223. Prerequisite: Mathematics 223. Second semester. Credit 4 hours. Mr. Earl.

254 **Theory of Equations**: Prerequisite: Mathematics 112 or equivalent. (Not offered 1933-34.) Second semester. Credit 3 hours. Mr. Earl.

311 **Differential Equations**: Prerequisite: Mathematics 224. (Not offered 1933-34.) First semester. Credit 3 hours. Mr. Earl.

312 **Finite Differences**: Prerequisite: Mathematics 223. (Not offered 1933-34.) Second semester. Credit 3 hours. Mr. Earl.

349 **Mechanics I**: Mechanics of particles and of rigid bodies. Prerequisite: Mathematics 223. First semester. Credit 3 hours. Mr. Earl.

350 **Mechanics II**: A continuation of Mathematics 349. Prerequisite: Mathematics 349. Second semester. Credit 3 hours. Mr. Earl.

364 **Projective Geometry**: The fundamental notions of projective geometry are developed synthetically. Prerequisite: One year of college mathematics. Second semester. Credit 3 hours. Mr. Earl, Miss Gunn.

412 **Higher Algebra**: (Not offered 1933-34.) Second semester. Credit 3 hours. Mr. Earl.
PHILOSOPHY AND PSYCHOLOGY

Professor Thompson (Head), Associate Professors Payne, (Hammer); Assistant Professors Bradfield, (Taylor), (Wood), Vartanian; Instructor Weber.

PHILOSOPHY

A major in philosophy consists of Philosophy 311 and 312 and twelve semester hours of electives in philosophy.

A minor in philosophy consists of twelve semester hours of electives in philosophy.

Introduction to the Humanities. Credit 10 hours. (See page 24.)

201 Logic: Traditional, or deductive logic, a naturalistic account of thinking, a descriptive account of the method of the sciences. First semester. Credit 3 hours. Mr. Payne.

212 Introduction to Philosophy: An elementary exposition of characteristic types of philosophy. Second semester. Credit 3 hours. Mr. Payne.

221 Philosophy of Science: The contrast between ancient and contemporary descriptions of physical substance, including modifications of the theory of atomic structure introduced since 1925; modern theories of nature which dispense with a definition of the concept of substance. First semester. Credit 3 hours. Mr. Payne.

222 Philosophy of Science: Rise of the theory of evolution as the principle of explanation in the natural sciences, its identification with mechanism, inadequacy of mechanism. Vitalism, tychism, and emergence proposed as alternative theories of evolution. Second semester. Credit 3 hours. Mr. Payne.

311 History of Ancient and Medieval Philosophy: A survey of the history of philosophic thought from 600 B.C. to the time of Descartes.

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

316 Aesthetics: The philosophy and psychology of beauty and art. Second semester. Credit 3 hours. Mrs. Weber.

321 Contemporary Philosophy: A study of contemporary schools of philosophy, effected by reading of recent and authoritative articles by leading thinkers in each school. First semester. Credit 3 hours. Mr. Payne.

322 Contemporary Philosophy: Course 321 continued. Second semester. Credit 3 hours. Mr. Payne.

331 Ethics: A careful survey of the history of morals. An analytic study of moral consciousness and the concepts of the "highest good". First semester. Credit 3 hours.
RELIGION

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

112 Practical Ethics: Continuation of Course 111. Second semester. Credit 2 hours. Mr. Vartanian.

211 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. First semester. Credit 3 hours. Mr. Vartanian.


315 Old Testament: (Not offered 1933-34.) First semester. Credit 3 hours. Mr. Vartanian.

316 Old Testament: Course 315 continued. Second semester. Credit 3 hours. Mr. Vartanian.

332 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. Second semester. Credit 3 hours. Mr. Vartanian.

335 Comparative Religion: A thorough and comparative study of the great religions of the world; their moral, religious, and social values analyzed. First semester. Credit 3 hours. Mr. Vartanian.

336 Comparative Religion: Course 335 continued. Second semester. Credit 3 hours. Mr. Vartanian.

PSYCHOLOGY

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 courses are suggested for students desiring a consistent program of preparation in one of these fields.

1. Normal Psychology 101, 102, 111, 112, 211, 212, 400, 413.
2. Educational Psychology 281, 382, 383, 386, 482.

A major in psychology consists of the following courses: Psychology 211 and 15 semester hours of psychology electives.
A minor in psychology consists of the following courses: Psychology 211 and 9 semester hours of psychology electives.

Students who have completed 16 hours of psychology, or who have permission of the Head of the Department, may be enrolled in Psychology 400 for one or more credit hours.

**Introduction to the Social Sciences.** Credit 10 hours. (See page 24.)

**Normal Psychology**

**101 Problems of the Student:** A course dealing with personnel problems of college students.
Either semester. Credit 1 hour. Mr. Thompson.

**102 Problems of the Student:** A continuation of Psychology 101.
Either semester. Credit 1 hour. Mr. Thompson.

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

**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. Mrs. Weber.

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

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

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

**400 Minor Problems:** Investigation of minor problems in the various fields of psychology. Prerequisite: Sixteen hours of psychology and permission of the Head of the Department.
Either semester. Credit 1 or more hours per semester.

**Educational Psychology**

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

**380 Mental and Educational Tests:** A brief course covering the administration and use of group tests of ability and school achievement. Prerequisite: Six hours of psychology.
Second semester. Credit 3 hours. Mr. Bradfield.
381 Problems of Test Construction and Administration: Reliability and validity of tests. Factors in the construction and administration of tests. Interpretation of test results. Prerequisite: Six hours of psychology. First semester. Credit 2 hours.

382 Psychology of Elementary School Subjects: An analysis of the specific psychological processes involved in arithmetic, reading, writing, and other elementary school subjects. Prerequisite: Psychology 281. Second semester. Credit 2 hours.

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

384 Psychology of High School Subjects: An analysis of the specific psychological processes involved in algebra, language, science, and other high school subjects. Prerequisite: Psychology 281. Second semester. Credit 2 hours. Mr. Taylor.

385 Adolescence: A study of the adjustment problems of the adolescent child. Prerequisite: Psychology 281 or Psychology 112. First semester. Credit 3 hours.

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

Applied Psychology

331 Introduction to Applied Psychology: A systematic discussion of problems, methods, and typical results of psychology in the practical fields of the profession and industry. Prerequisite: Psychology 111. First semester. Credit 3 hours. Mr. Bradfield.

333 Industrial Psychology: Problems of adjustment in industrial personnel. Application of psychological methods to industrial and vocational problems. Prerequisite: Permission of the instructor. First semester. Credit 3 hours. Mr. Bradfield.


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

434 Advanced Vocational Psychology: Problems of vocational organization, and research in the field of vocational psychology. Second semester. Credit 3 hours. Mr. Bradfield.
Clinical Psychology


322 Clinical Tests: Training in technique of administering performance tests. Laboratory demonstrations and individual testing. Prerequisite: Six hours of Psychology. Second semester. Credit 3 hours.

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. Prerequisite: Six hours of psychology. First semester. Credit 3 hours.

326 The Problem Child: A study of the unadjusted child with special consideration of mental and physical factors leading to maladjustment. Prerequisite: Six hours of psychology. Second semester. Credit 3 hours.

424 Abnormal Psychology: Abnormal mental phenomena, viz., disorders of perception, association, memory, affection, volition, and personality. Prerequisite: Six hours of Psychology. Second semester. Credit 3 hours.
PHYSICAL EDUCATION FOR MEN
Mr. Hartman, Director.

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, volleyball, basketball. Required of freshmen.
   First semester. Credit 1 hour. Mr. Hartman and Assistant.

2 Physical Education II: Physical Education I continued. Required of freshmen.
   Second semester. Credit 1 hour. Mr. Hartman and Assistant.

3 Physical Education III: Advanced floor and apparatus work. Required of sophomores.
   First semester. Credit 1 hour. Mr. Hartman and Assistant.

4 Physical Education IV: Physical Education III continued. Required of sophomores.
   Second semester. Credit 1 hour. Mr. Hartman and Assistant.

13 Personal Hygiene.
   Either semester. Credit 2 hours. Mr. Hartman.

PHYSICAL EDUCATION FOR WOMEN
Miss Diamond, Director.

Physical Education is required of all women for the first two years of residence except: (1) Students over twenty-five years of age, and (2) students carrying no more than 10 hours. A special course in Individual Gymnastics is arranged for those physically unfit for general work. In rare cases a student may defer the departmental requirement until the junior or senior year, by permission of the Director.

111 Gymnastics, Sports, and Dancing: Laboratory 3 hours. Miss Diamond.
   First semester. Credit 1 hour.

112 Gymnastics, Sports, and Dancing: Physical Education 111 continued. Miss Diamond.
   Second semester. Credit 1 hour.

211 Gymnastics, Sports, and Dancing: Laboratory 3 hours. Miss Diamond.
   First semester of second year. Credit 1 hour.

212 Gymnastics, Sports, and Dancing: Laboratory 3 hours. Miss Diamond.
   Second semester of second year. Credit 1 hour.

311 Advanced Gymnastics, Sports, and Dancing with Technique of Teaching: By permission only. Miss Diamond.
   First semester. Credit 3 hours.
312 Advanced Gymnastics, Sports, and Dancing with Technique of Teaching: Prerequisite: Physical Education 311. Second semester. Credit 3 hours. Miss Diamond.

123 Personal Hygiene Applied: A study of how to live hygienically. Special emphasis is given to the adaptation of the individual to the everyday health problems. First semester. Credit 2 hours. Miss Diamond.

224 Health Education: A course for prospective teachers which provides for the study of the child’s health problems in and out of the classroom, placing special emphasis upon the detection and correction of physical defects and bad health habits. Second semester. Credit 3 hours. Miss Diamond.

SCIENCE

Professor Garlough (Head), Associate Professor Ward, Assistant Professor Maclay.

A major in any science will consist of at least 18 credit hours in courses numbered 200 or over; a minor will consist of a least 12 credit hours in courses numbered 200 or over. Courses will be selected under the direction of the Head of the Department and the science faculty.

BIOLOGY

Introduction to the Biological Sciences. Credit 2 hours. (See page 23.)

213 Invertebrate Zoology: A detailed study of the more important invertebrate phyla. Structure, function, and relationships will be considered, together with a study of the phylogenetic significance of each group. Lectures, discussion, quiz, laboratory. Prerequisite: Biology 101 and 102. First semester. Credit 3 hours. Mr. Derbyshire.

214 Comparative Anatomy of Vertebrates: A comparative study of organ systems of vertebrate types and their phylogenetic history. Primitive forms and the more complex mammalian anatomy are studied in the laboratory. Lectures, discussion, quiz, and laboratory. Prerequisite: Biology 101 and 102. First semester. Credit 3 hours. Mr. Derbyshire.

251 Morphology and Physiology of Spermatophytes: A detailed study of the gross and microscopic structure, and of the functions, of the seed-bearing plants. Discussion, quiz, and laboratory. Prerequisite: Biology 101 and 102. First semester. Credit 3 hours. Mr. Garlough.

252 Systematic Botany: The structure and life cycles of representative forms of non-seed-bearing plants, and a detailed study of types of seed-plants and their classification. Discussion, quiz, and laboratory. Prerequisite: Biology 101 and 102. Second semester. Credit 3 hours. Mr. Garlough.

311 Entomology: A study of insect structure and its bearing upon classification. More or less independent field, laboratory, and readings, with scheduled conferences. A collection of insects is to be made, and identified as far as families. Students whose achieve-
ment and collection warrant it may elect a second semester. Prerequisite: Biology 101 and 102.
First (and in special cases second) semester. Credit 3 hours per semester.

Mr. Garlough, Mr. Derbyshire.

321 Histology and Microtechnique: A study of the microscopic structure of the tissues and organs of animals with practice in the preparation of materials. More or less independent laboratory and readings, with scheduled conferences. Prerequisite: Biology 101 and 102.
Either or both semesters. Credit 3 hours per semester.

Mr. Garlough.

351 Parasitology: A study of internal and external parasites affecting man and the lower animals. The student will be expected to collect a portion of the forms studied. More or less independent field, laboratory, and readings, with scheduled conferences. Prerequisite: Biology 101 and 102.
Either or both semesters. Credit 3 hours per semester.

Mr. Garlough, Mr. Derbyshire.

413 Introduction to Statistical Methods: The nature of, and practice in the use of some of the commoner procedures, both graphic and numerical, employed in the analysis of variation. For students whose majors have to do with the analysis of massed quantitative data; e.g., biology, business, education, psychology, sociology, medicine, etc. Prerequisite: Algebra.
First semester. Credit 3 hours.

Mr. Garlough.

414 Advanced Statistical Methods: The nature and use of the more complex graphic and numerical procedures. Problems and practice will depend upon the needs of the individual student. Prerequisite: Introductory Statistics.
Second semester. Credit 3 hours.

Mr. Garlough.

495 Problems in Biology: Independent work upon special problems, with scheduled conferences and written report including survey of literature involved. Prerequisite: At least lower division biology and consent of instructor.
Either or both semesters. Credit arranged.

Mr. Garlough, Mr. Derbyshire.

CHEMISTRY

Introduction to the Physical Sciences. Credit 8 hours. (See page 25.)

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

Miss Ward.

112A General Inorganic Chemistry: Lectures, quiz, and laboratory.
Second semester. Credit 4 hours.

Miss Ward.

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

Miss Ward.

112B General Inorganic Chemistry: Lectures, quiz, and laboratory.
Prerequisite: One year high school Chemistry.
Second semester. Credit 4 hours.

Miss Ward.
211 **Qualitative Chemical Analysis:** Analysis of simple mixtures, accompanied by lectures and quizzes. The application of chemical laws and theories to analytical methods. Prerequisite: Courses 111 and 112.
First semester. Credit 3 hours. Miss Ward.

212 **Qualitative Chemical Analysis:** Continuation of Course 211.
Second semester. Credit 3 hours. Miss Ward.

213 **Organic Chemistry:** A survey of organic chemistry from the point of view of the constitution and the properties of the different classes of organic compounds; preparation of representative compounds; experimental determination of their properties. Prerequisite: Chemistry 112. Lecture, 3 hours; laboratory and quiz, 4 hours.
First semester. Credit 4 hours. Mr. Maclay.

214 **Organic Chemistry:** A continuation of Course 213. Prerequisite: Chemistry 213.
Second semester. Credit 4 hours. Mr. Maclay.

215 **Quantitative Chemical Analysis:** Lectures and laboratory work on theory, principles and practices of analysis. Prerequisite: Chemistry 211 and 212.
First semester. Credit 3 hours. Miss Ward.

216 **Quantitative Chemical Analysis:** A continuation of Chemistry 215. Prerequisite: Chemistry 215.
Second semester. Credit 3 hours. Miss Ward.

313 **Organic Preparations:** For students who wish additional laboratory work in organic chemistry. Prerequisite: Courses 213 and 214. Laboratory 9 hours, conference 1 hour.
Either or both semesters. Credit 3 hours. Mr. Maclay.

349 **Physical Chemistry:** Kinetic molecular theory, molecular and electrical properties of solutions. Prerequisite: Chemistry 216. Lecture and laboratory.
First semester. Credit 3 hours. Mr. Maclay.

350 **Physical Chemistry:** Chemical kinetics and equilibrium, ionic theory. Prerequisite: Course 349.
Second semester. Credit 3 hours. Mr. Maclay.

411 **Cooperative Chemistry:** Practical experience in laboratories of cooperating firms, while college courses are being continued. Prerequisite: Consult the instructor.
First semester. Credit 3 to 5 hours. Miss Ward.

412 **Cooperative Chemistry:** Continuation of Chemistry 411. Prerequisite: Consult the instructor.
Second semester. Credit 3 to 5 hours. Miss Ward.

495 **Problems in Chemistry:** Independent work upon special problems, with scheduled conferences, and written report including survey of literature involved. Prerequisite: At least lower division chemistry and consent of instructor.
Either or both semesters. Credit arranged. Miss Ward, Mr. Maclay.


PHYSICS* 

Introduction to the Physical Sciences. Credit 8 hours. (See page 25.)

111 General Physics: Mechanics, sound, and heat. Prerequisite: Three semesters of high school algebra and two semesters of high school geometry. Lecture 3 hours, laboratory 4 hours. First semester. Credit 4 hours. Mr. Maclay.

112 General Physics: Magnetism, electricity, and light. A continuation of Course 111. Prerequisite: Physics 111. Second semester. Credit 4 hours. Mr. Maclay.

211 General Physics: Mechanics, sound, and heat. Prerequisite: Two semester's entrance credit in physics and trigonometry. Lecture, 3 hours; laboratory, 4 hours. First semester. Credit 4 hours. Mr. Maclay.

212 General Physics: Magnetism, electricity, and light. A continuation of Course 211. Prerequisite: Physics 211. Second semester. Credit 4 hours. Mr. Maclay.

375 Electricity and Magnetism I: Prerequisite: Physics 111 and 112, or 211 and 212, and Calculus. (Not offered 1933-34.) First semester. Credit 3 hours.

376 Electricity and Magnetism II: Prerequisite: Physics 375. (Not offered 1933-34.) Second semester. Credit 3 hours.

PRE-MEDICAL COLLEGE COURSE

Miss Ward, Adviser

For admission to the pre-medical college course, see requirements for admission to the University, page 18.

The minimum requirements for admission to acceptable medical schools, in addition to the high school work specified in requirements for admission, 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:  

<table>
<thead>
<tr>
<th>Subject</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry (four of which must be organic)</td>
<td>12</td>
</tr>
<tr>
<td>Physics</td>
<td>8</td>
</tr>
<tr>
<td>Biology</td>
<td>8</td>
</tr>
<tr>
<td>English Composition and Literature</td>
<td>6</td>
</tr>
<tr>
<td>Other non-science subjects</td>
<td>12</td>
</tr>
</tbody>
</table>

Subjects strongly urged:  

<table>
<thead>
<tr>
<th>Subject</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modern Language (French or German)</td>
<td>6-12</td>
</tr>
<tr>
<td>Advanced Biology</td>
<td>3-6</td>
</tr>
<tr>
<td>Psychology and Logic</td>
<td>3-6</td>
</tr>
<tr>
<td>Mathematics (Algebra and Trigonometry)</td>
<td>3-6</td>
</tr>
<tr>
<td>Additional courses in Chemistry</td>
<td>3-6</td>
</tr>
</tbody>
</table>

Other electives suggested:  

<table>
<thead>
<tr>
<th>Subject</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English, Economics, History, Sociology, Political Science, Mathematics, Latin, Greek, and Drawing.</td>
<td></td>
</tr>
</tbody>
</table>

*Mathematics 349 and 350 may be offered for Physics credit.
SUGGESTED PRE-MEDICAL SCHEDULES

Students entering with three semesters of high school algebra may take Physics without further mathematics. This makes a difference in the schedules possible. For those with three semesters of algebra, the first schedule may be considered as basic; those needing more mathematics should work from the second schedule. Physical Education is required in the first year.

SCHEDULE NO. 1

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 111</td>
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SECOND YEAR

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SCHEDULE NO. 2

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SOCIOMETRY AND SOCIAL WORK

Professor Sullenger (Head of Department and Director of Bureau of Social Research).

A major consists of 18 hours and a minor of 10 hours exclusive of Sociology 211 and 212. Major students are advised to select one minor in an allied social science department. Students who desire professional training in social work should confer with the Head of the Department on or before the date of registration.

Certificate in Social Work is awarded on the completion of 30 hours in Sociology and Social Work and 30 hours in electives selected on advice of the Head of the Department.

Introduction to the Social Sciences. Credit 10 hours. (See page 24.)

212 Principles of Sociology: This course is a study of the evolution of society under the influence of physical environment and cultural heritage. Prerequisite: Sociology 211. Second semester. Credit 3 hours. Mr. Sullenger.


312 Introduction to Family Case Work: Two hours a week are devoted to class work and four hours to actual case work in a family case work agency. The aims, ideals, and philosophy of case work are discussed. Prerequisite: Sociology 211. Second semester. Credit 3 hours.

314 Urban Sociology: An intensive study of modern city life. A study of local surveys of city life in Omaha. Prerequisite: Sociology 211. Second semester. Credit 3 hours. Mr. Sullenger.

325 Sociology of Personality and Leadership: Sociological factors in the formation of personality, attitudes, and leadership will be considered in this course. Prerequisite: Sociology 211. First semester. Credit 3 hours. Mr. Sullenger.

332 The Family: The family as a basic social institution; theories of its origin and development; and the function of the family in the development of social life. Prerequisite: Sociology 211. Second semester. Credit 3 hours. Mr. Sullenger.

335 Criminology: The development of the general concept of crime and criminals, and historical methods of dealing with crime and criminals. Field trips to city, county, and state penal institutions. Prerequisite: Sociology 211. First semester. Credit 3 hours. Mr. Sullenger.

353 Research Seminar: Special research projects. Open only to advanced students in the department. Either semester. Credit 1 to 3 hours. Mr. Sullenger.
Field Work: Practice is arranged in six leading fields of social work in connection with local agencies for students planning to go into professional social work. Prerequisite: Sociology 211 and 212.

Either semester. Credit 1 to 2 hours per semester.

History of Social Thought: (Not offered 1933-34.)
First semester. Credit 3 hours.

Methods of Social Research: A critical study of the approaches and methods used in social investigation. Original research in the field of interest of the student is undertaken. Prerequisite: Sociology 211 and 212.
First semester. Credit 3 hours.

Advanced Social Research: A continuation of Sociology 451 with special emphasis on the application of research methods. Emphasis is placed on the preparation of research projects for publication. Prerequisite: Sociology 451.
Second semester. Credit 3 hours.

EDUCATION

President Sealock (Head), Associate Professor Hammer, Assistant Professors Taylor, Wood; Instructor Gillard.

The purpose of the Department of Education is to correlate the forces of the University which contribute professionally to the training of teachers, supervisors, and school administrators. The professional training curricula are closely integrated with the cultural program of the College of Arts and Sciences and thus encourage study which is comprehensive and thorough as well as distinctly professional.

Courses are provided for:
Students who desire to teach in high school.
Students who desire to teach in the kindergarten or elementary school.
Teachers now in service.
Those desiring graduate work in Education.
Those not desiring to teach but who wish to know more about the American educational system.

Placement Service

The services of the University Bureau of Recommendations are available to qualified students of the Department seeking initial placement and to former students who seek advancement to better positions in the teaching profession.

Teacher Training Facilities

The Department offers courses necessary to meet the professional requirements as outlined by the State Department of Public Instruction. Situated in a city possessing a fine public school system there is ample opportunity for students to obtain practical teaching experience under normal classroom conditions.
BACHELOR OF ARTS

and
THE UNIVERSITY (FIRST GRADE STATE) CERTIFICATE

Students preparing to teach in high school will comply with the four-year curriculum requirements of the College of Arts and Sciences and the following professional requirements:

Psych. 281 Elementary Educational Psychology ..... 3 hours
Educ. 311 The American Educational System .......... 3 hours
Educ. 351 Principles of Secondary Education .......... 3 hours
Educ. 352 Technique of High School Teaching .......... 3 hours
Educ. 352 Technique of High School Teaching .......... 3 hours
Educ. 452A Practice Teaching .......................... 3 hours
Educ. 452B Special Methods (In first teaching field) 2 hours
Education elective ........................................ 3 hours

Total .................................................. 20 hours

BACHELOR OF SCIENCE IN EDUCATION

and
THE UNIVERSITY (FIRST GRADE STATE) CERTIFICATE

Students preparing to teach in the Kindergarten or Elementary School, or to teach Public School Music will, upon the satisfactory completion of one of the four-year professional curricula, be granted the degree Bachelor of Science in Education and the University Certificate.

Requirements for Graduation

Candidates for the degree Bachelor of Science in Education must satisfy the following:

I—The admission requirements to the College of Arts and Sciences.

II—One hundred twenty-five semester hours distributed as follows:

1.—“Lower Group” requirements:
   a—Introduction to the Biological Sciences .......... 8 hours
   b—Introduction to the Humanities ................. 10 hours
   c—Introduction to the Social Sciences .......... 10 hours
   d—Physical Education .............................. 4 hours
   e—Modern Foreign Language (reading ability).
   f—Elective sequences, approved by the Department
      of Education adviser ............................ 28 hours

2.—Education major ........................................ 27 hours
   a—For Kindergarten-Primary Education, 27 hours selected from
      the following:
b—For Elementary Education, 27 hours selected from the following:


c—For Public School Music Education, 27 hours selected from the following:

Required courses: Psych. 281, Educ. 221, 222, 223, 224, 311, 321, 322, 327, 328, 340 or 352.

Elective courses: Approved by adviser.

3.—Academic major (approval by Department of Education and head of major department) .................. 18 hours (In Fine Arts, 24 hours)

4.—Two three-hour sequence courses in three of the following: History, Geography, Sociology, Government, Literature, Fine Arts, or Philosophy. (Approval of the Head of the Department of Education.)

III—Satisfactorily passing a comprehensive examination including both professional and academic work. Students in Public School Music Education must also satisfy the Department of Education, by examination, in applied music (voice and piano).

THE JUNIOR UNIVERSITY FIRST GRADE STATE CERTIFICATE

The University grants a Junior First Grade State Certificate upon the completion of the two-year teacher training course. Candidates for this Certificate must meet the following requirements:

I—Satisfy the admission requirements of the College of Arts and Sciences.

II—Complete sixty-four (64) semester hours, distributed as follows:

a—Introduction to the Biological Sciences ............. 8 hours
b—Introduction to the Humanities .................. . 10 hours
c—Introduction to the Social Sciences ............. . 10 hours
d—Elementary Education with Observation or

Kindergarten-Primary Education with Observation.. 4 hours
e—Psychology (at least 2 hours of Ed. Psych.) ........ 4 hours
f—Art (Public School) .................................. 2 hours
g—Music (Public School) .............................. 2 hours
h—Practice Teaching (second semester, soph. year)... 4 hours
i—Physical Education ................................. 2 hours
j—Electives ........................................... 18 hours
HISTORY AND PHILOSOPHY OF EDUCATION

311 The American Educational System: Lectures and readings designed to give an overview of the evolution of the educational system, teaching as a profession, recent developments in education; and to provide students who do not intend to specialize in education with a general view of the unique characteristics of the American educational system.
First semester. Credit 3 hours. Mr. Hammer.

312 Education and Democracy: Prerequisite: Education, six hours. (Not offered 1933-34.)
Second semester. Credit 3 hours. Dr. Sealock.

KINDERGARTEN-PRIMARY EDUCATION

237 Practice Teaching: Classroom teaching in the Omaha and Council Bluffs city schools.
First semester. Credit 3 hours. Miss Wood.

238 Practice Teaching: Continuation of Education 237.
Second semester. Credit 3 hours. Miss Wood.

330 Kindergarten-Primary Education with Observation: This course is designed to present the developments in the education of young children. Emphasis will be placed upon the recent curriculum developments, equipment, and special techniques in a normal school situation.
Second semester. Credit 4 hours. Miss Wood.

331 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 will be introduced. Prerequisite: Education 311.
First semester. Credit 3 hours. Miss Wood.

332 Primary Methods II: Continuation of Education 331.
Second semester. Credit 3 hours. Miss Wood.

335 Plays and Games: A study of the play activities of children with practice in the selection and presentation of the desirable types of materials.
First semester. Credit 2 hours. Miss Wood.

336 Manual Arts: Readings and discussion on the use of materials in the activities of children. Students will work out problems requiring use of clay, wood, paper, etc.
Second semester. Credit 2 hours. Miss Wood.

337 Literature for Children: An intensive study of literary material for young children, with practice in selection and presentation.
First semester. Credit 2 hours. Miss Wood.

438 Practice Teaching: (Not offered 1933-34.)

ELEMENTARY AND RURAL EDUCATION

247 Practice Teaching: Classroom teaching in the Omaha and Council Bluffs city schools.
First semester. Credit 3 hours. Mr. Hammer.
248 Practice Teaching: Continuation of Education 247. Second semester. Credit 3 hours. Mr. Hammer.

340 Elementary School Education with Observation: Lectures and readings on the evolution of the elementary school and its curriculum; the principles involved in the control of the learning situation; and general instructional techniques. Second semester. Credit 4 hours. Mr. Hammer.


342 Teaching Methods II, Intermediate Grades: Continuation of Education 341 with emphasis upon the social studies and extra-curricular activities. Second semester. Credit 3 hours. Mr. Hammer.

448 Practice Teaching: (Not offered 1933-34.)

SECONDARY EDUCATION

351 Principles of Secondary Education: Principles underlying the democratic high school in American public education, the nature and needs of secondary school pupils as a basis for selection of subject matter. Prerequisite: Psychology 281. First semester. Credit 3 hours. Mr. Taylor.

352 Technique of High School Teaching: Problems incident to the organization of subject matter into teaching units. Methods of learning and technique of teaching instructional materials. The evaluation of materials. Prerequisite: Education 351. Second semester. Credit 3 hours. Mr. Taylor.

452A Practice Teaching: Observation and practice teaching is done in the high schools of Omaha and Council Bluffs. Prerequisite: Education 352. Second semester. Credit 3 hours. Mr. Taylor.


457 The Junior High School: This course is designed to give high school principals and teachers an understanding of the purposes of the junior high school, its organization and administration. Prerequisite: Education 351. First semester. Credit 3 hours. Mr. Taylor.

458 Extra-Curricular Activities: This course is designed to provide a general survey of the organization of the extra-curricular activities of the high school. Topics: school and class organization; school clubs, such as athletic, literary, music, etc.; school publications, fraternities and sororities, school government. Prerequisite: Education 351. Second semester. Credit 3 hours. Mr. Taylor.
SCHOOL ADMINISTRATION, SUPERVISION, AND RESEARCH

471 Public School Organization and Administration: Prerequisite: Graduate status or six hours education. (Not offered 1933-34.) First semester. Credit 3 hours. Mr. Hammer.

472 Scientific Techniques in Education: Introduction to the methods of research in education including the elementary techniques of bibliographical, historical, statistical, survey, and experimental research. Readings and problems will be required for each of the major fields. Prerequisite: Graduate status or six hours of education. Second semester. Credit 3 hours. Mr. Hammer.

PUBLIC SCHOOL MUSIC EDUCATION


202 Normal Training Course in School Music: Aims, methods, materials, and procedures involved in teaching music throughout the grades in both city and rural schools. Prerequisite: Ability to sing in tune. Knowledge of the elements of music notation. Second semester. Credit 3 hours. Mrs. Gillard.


223 Ear-training and Sight-singing *I: Intensive drill in rhythms; keys and scales; rest and active tones; minor mode; intervals; primary chords. First semester. Credit 2 hours. Mrs. Gillard.


321 Junior High School Music Methods, Materials, and Procedures: Arousing and holding the interest during pre-adolescence. Care

*Accepted for one hour credit toward the degree Bachelor of Fine Arts in Music in lieu of Elementary Ear-training.
and treatment of the changing voice. Meeting the emotional needs through the choice of song literature. (Includes two hours observation.)
First semester. Credit 2 hours. Mrs. Gillard.

322 **Senior High School Music Methods, Materials, and Procedures:**
Second semester. Credit 2 hours. Mrs. Gillard.

327 **Practice Teaching I:** Teaching grades I-VI inclusive, under professional supervision six hours each week plus one hour conference.
First semester. Credit 3 hours. Mrs. Gillard.

328 **Practice Teaching II:** Teaching upper grades or junior high school plus assisting in senior high school teaching. Six hours each week. One hour conference.
Second semester. Credit 3 hours. Mrs. Gillard.

**DIVISION OF COMMERCE AND ENGINEERING**

Committee in charge: President Sealock, Chairman; Dr. Stimson (Economics), Dr. Rhoads (Business Administration), and Mr. Kurtz (Engineering).

**ECONOMICS**

Associate Professor Stimson, (Head).

A major in Economics consists of 18 hours of upper division courses. A minor consists of 12 hours of upper division courses. Economics majors are required to take Economics 411 and Biology 413. They are advised to take at least the fundamental courses in history and government.

**Introduction to the Social Sciences.** Credit 10 hours. (See page 24.)

211 **Principles of Economics:** An analysis of modern economic society is presented. Price theory is emphasized. It is recommended that the student have Social Sciences 101 and 102 as a background for this course.
First semester. Credit 3 hours.

212 **Principles of Economics:** This course is a continuation of Economics 211. The theory of distribution is presented. Other economic systems are compared with the capitalistic system. The student is introduced to the chief fields of economics. Prerequisite: Economics 211.
Second semester. Credit 3 hours.

311 **Money and Banking:** The functions of money, and the chief monetary theories are considered. The banking structure is analyzed. Foreign banking systems are compared with the American system. Prerequisite: Economics 212 or the consent of the instructor.
First semester. Credit 3 hours.
312 **Public Finance:** The student is introduced to the principles of government financing. Emphasis is placed upon the various kinds of taxes and the theories underlying them. Prerequisite: Economics 212 or consent of instructor.
Second semester. Credit 3 hours.

315 **The Economics of Labor:** Prerequisite: Economics 212 or consent of instructor. (Not offered 1933-34.)
First semester. Credit 3 hours.

316 **The Economics of Agriculture:** Prerequisite: Economics 212 or consent of instructor. (Not offered 1933-34.)
Second semester. Credit 3 hours.

411 **The History of Economic Thought:** The more important economic doctrines from Greek and Roman times to the present day are presented. The teachings of Adam Smith and the other classical writers, the Austrians, and the neo-classicists, are examined. Prerequisite: Economics 212 and consent of instructor. (Not offered 1934-35.)
First semester. Credit 3 hours.

412 **International Economic Relations:** Problems of international trade are considered, with special emphasis upon tariffs. Prerequisite: Economics 212 and consent of instructor. (Not offered 1934-35.)
Second semester. Credit 3 hours.

511 **Research in Taxation:** Individual investigations of problems in taxation are undertaken. Conferences take the place of class meetings. Prerequisite: Economics 312 and consent of instructor.
First semester. Credit 1 to 3 hours.

512 **Research in Banking:** Individual investigations of problems in banking are undertaken. Conferences take the place of class meetings. Prerequisite: Economics 311 and consent of instructor.
Second semester. Credit 1 to 3 hours.

**BUSINESS ADMINISTRATION**

Professor Rhoads (Head), Assistant Professor Helmstadter, Assistant Instructor Kurtz.

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

A student in the College of Arts and Sciences may obtain a major in Business Administration by taking 18 hours of those Business Administration courses numbered 200 or above that have been approved by the College of Arts and Sciences. Upper division courses in the Department of Economics may be counted as a part of the 18 hours.
Prescribed courses and suggested electives for the degree Bachelor of Science in Business Administration are as follows:

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Introduction to the Social Sciences. Credit 10 hours. (See page 24.)

*Ten hours of shorthand and four hours of typewriting may apply toward the degree Bachelor of Science in Business Administration.*
COMMERCIAL ARTS

1 Shorthand I: The Gregg System; speed and accuracy in transcription. Either semester. Credit 3 or 5 hours. Miss Kurtz.

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

3 Typewriting I: Drills with attention to rhythm; touch system; mechanics of letter writing. Either semester. Credit 3 hours. Miss Kurtz.

4 Typewriting II: Speed drills; preparation of manuscripts; legal forms; tabulations; care of the machine; dictaphone. Prerequisite: Typewriting I. Either semester. Credit 3 hours. Miss Kurtz.

BUSINESS MANAGEMENT

The following courses may be counted toward either the B. A. or the B. S. degree in the College of Arts and Sciences: 101, 102, 125, 126, 323, 324, 339.

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

102 Accounting II: Continuation of Accounting I. Prerequisite: Bus. Adm. 101. Second semester. Credit 3 hours. Mr. Helmstadter.

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


203 Accounting III: Prerequisite: Bus. Adm. 102 (Not offered 1933-1934). First semester. Credit 3 hours.


221 Salesmanship: Types of selling activities, qualifications and duties of salesmen, process of the sale, planning. First semester. Credit 3 hours. Mr. Rhoads.

222 Sales Management: Scope of authority and tasks of the sales manager. Departmental organization and coordination with the divisions of a business concern. The functions of executive control are stressed. Second semester. Credit 3 hours. Mr. Rhoads.
305 Accounting V: Cost accounting. Special attention given to the installation and operation of cost systems; plant management. Prerequisite: Bus. Adm. 102. (Alternate years.)

306 Accounting VI: Controlling ledger; production; betterment and maintenance; orders, departmental cost sheets and production records; distribution records; administrative expense. Prerequisite: Bus. Adm. 305. (Alternate years.) Second semester. Credit 3 hours.

322 Problems in Sales Administration: (Not offered 1933-34.) Second semester. Credit 3 hours. Mr. Rhoads.

323 Business Law I: (Not offered 1933-34.) First semester. Credit 3 hours. Mr. Rhoads.

324 Business Law II: (Not offered 1933-34.) Second semester. Credit 3 hours. Mr. Rhoads.

331 Marketing: Market functions; the middleman; selling agencies; price policies; economic efficiency and appraisal of the present system. (Alternate years.) First semester. Credit 3 hours. Mr. Rhoads.

332 Merchandising and Credit Management: Types of stores; their organization and operation. Development of wholesaling and retailing practices. Credit granting and collection procedure. (Alternate years.) Second semester. Credit 3 hours. Mr. Rhoads.

339 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. (Alternate years.) First semester. Credit 3 hours. Mr. Rhoads.

340 Investments: Elements of sound investments. Government, municipal, railroad, steamship, street railway, gas, electric, water power, real estate, timber, and irrigation securities as investments. (Alternate years.) Second semester. Credit 3 hours. Mr. Rhoads.

341 Regulated Enterprises: A study of public utilities, involving railroad, electric power, gas, telephone, and street railway companies, and other concerns of a semi-monopoly nature. Governmental supervision and control. (Alternate years.) First semester. Credit 3 hours. Mr. Rhoads.

342 General Insurance: General principles of insurance, uses, types of organization, policies, premiums, loan values, liability and compensation, fire, life, casualty. This course is designed to lay the foundation for specialization. (Alternate years.) Second semester. Credit 3 hours. Mr. Rhoads.

407 Accounting VII: Prerequisite: Bus. Adm. 306. (Not offered 1933-34.) First semester. Credit 3 hours. Mr. Rhoads.

408 Accounting VIII: Prerequisite: Bus. Adm. 407. (Not offered 1933-34.) Second semester. Credit 3 hours.
410: Personnel Management: (Not offered 1933-34.)  
Second semester. Credit 3 hours.

426 Business Cycles: (Not offered 1933-34.)  
Second semester. Credit 3 hours.  
Mr. Rhoads.

ENGINEERING

Instructor Kurtz (Head), Assistant Instructor Jackson.

Courses 111, 112, 114, 211, and 212 may be counted toward either the Bachelor of Arts or Bachelor of Science degree.

111 Mechanical Drawing: The care and use of drafting instruments, instrument exercises, geometrical construction, lettering orthographic projections, exercises in drawing to a scale, and dimensioning. Eight hours in the drafting room and one hour lecture per week.  
Either semester. Credit 3 hours.  
Mr. Kurtz, Mr. Jackson.

112 Mechanical Drawing: A continuation of Engineering 111, orthographic projections, rotation of objects, sectioning, auxiliary views, intersections, development of surfaces, isometric, cabinet and perspective drawings. Prerequisite: Engineering 111.  
Either semester. Credit 3 hours.  
Mr. Kurtz, Mr. Jackson.

113 Architectural Drafting: A practical course in reading and understanding plans. The unit parts used in the building trades, such as architectural lettering, symbols, sill construction, cornices, walls, roofs, dormers, moldings, arches, windows, doors, stairs, fireplaces. Methods of framing, including technique, materials and construction for various types of building. Prerequisite: Engineering 111.  
First semester. Credit 3 hours.  
Mr. Kurtz, Mr. Jackson.

114 Descriptive Geometry. A critical study of the science of representation by drawing; the location of points, lines, planes, intersections, warped surfaces, and surfaces of revolution. Eight hours of drawing and one hour lecture per week. Prerequisite: Engineering 111.  
Second semester. Credit 3 hours.  
Mr. Kurtz, Mr. Jackson.

115 Wood Work: Bench work, care and use of bench tools, lathe work, practice with turning tools and woodworking machinery. Eight hours in the shop and one hour lecture per week.  
First semester. Credit 3 hours.  
Mr. Kurtz, Mr. Jackson.

116 Forge Work: Characteristics of metals, bending, welding, shaping, sharpening, annealing, hardening, tempering; oxy-acetylene welding practice; setting up of equipment, position welding, welding of steel sheet metal, bronze and aluminum welding, and brazing. Eight hours in the shop and one hour lecture per week.  
Second semester. Credit 3 hours.  
Mr. Kurtz, Mr. Jackson.

211 Mechanical Sketching and Drafting: A series of graded exercises in the measuring and sketching of mechanical constructions, and their subsequent detail drafting. Eight hours in the drafting room per week. Prerequisite: Engineering 111 and 112.  
First semester. Credit 3 hours.  
Mr. Kurtz, Mr. Jackson.
212 Elementary Principles of Design: Eccentrics, machines, and gears. Other plates may be substituted to answer certain requirements. Prerequisite: Engineering 211. Second semester. Credit 3 hours. Mr. Kurtz, Mr. Jackson.

213 Architectural Drafting: The student is required to construct a complete set of plans, specifications, and material bills for a modern, two-story building in accordance with actual building practice, including floor and roof plans as well as detailed drawings of construction, and of special interior and exterior features. Prerequisite: Engineering 113. Second semester. Credit 3 hours. Mr. Kurtz, Mr. Jackson.

215 Metal Work: Bench work, lathe and shaper work, drilling and shop practice. Eight hours in the shop and one hour lecture per week. Prerequisite: Engineering 115 and 116. First semester. Credit 3 hours. Mr. Kurtz, Mr. Jackson.

216 Pattern Making and Casting: Lead, aluminum, and brass. Prerequisite: Engineering 215. Second semester. Credit 2 or 3 hours. Mr. Kurtz, Mr. Jackson.

318 Advanced Architectural Drafting: Problems in perspective drawing; sketching and design. Course to be arranged with instructor. Either semester. Credit 3 hours. Mr. Kurtz, Mr. Jackson.

317 Advanced Shop Work: Course to be arranged with instructor. Either semester. Credit 3 hours. Mr. Kurtz, Mr. Jackson.

PRE-ENGINEERING COURSE
Mr. Kurtz, Adviser

The first two years of engineering in most colleges consist of a sequence of courses in pure and applied arts, and in science. By a suitable selection of courses in his first two years, the student is able to meet the requirements for junior standing of typical engineering colleges. In order to do this, however, it is essential that he present entrance credits from high school in three semesters of algebra; it is desirable that he present entrance credit in solid geometry, but this requirement may be removed by taking a home study course offered in the Extension Division.

A suggested two-year course is given below.

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<th>FIRST YEAR</th>
<th>Second Semester</th>
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SECOND YEAR

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</table>
SCHOOL OF FINE ARTS

APPLICATION FOR ADMISSION

It is recommended that all applications for admission to the School of Fine Arts be made several weeks before the opening of any semester. Admission to the School of Fine Arts follows the same procedure established by the College of Arts and Sciences. All entering freshmen are required to take psychology, foreign language, and English entrance tests. Students transferring from other accredited colleges may obtain advanced standing by submitting their records to the Committee on Advanced Standing.

SPECIAL STUDENTS

Applicants, irrespective of age, who meet the regular University entrance requirements, but are not candidates for a degree, may be admitted as "Adult Special" students on the approval of the Dean and at the recommendation of any head of a department in the School of Fine Arts.

REQUIREMENTS FOR GRADUATION

To obtain the degree of Bachelor of Fine Arts, the student must satisfactorily complete and have credit for the prescribed course in some one department of the School of Fine Arts. Thirty resident hours must be completed in the department recommending the degree and at least 30 of the last 36 hours required for the baccalaureate degree must be registered for and carried in this University. All rules for graduation follow the regular requirements of the University.

The maximum amount of credit that may be earned by a student during any semester is 18 hours.

DEPARTMENTS OF THE SCHOOL OF FINE ARTS

The School of Fine Arts consists of three departments, namely: Department of Painting, Sculpturing, and Architecture; Department of Music, and Department of Speech. The degree of Bachelor of Fine Arts is granted to any student upon the satisfactory completion of a course of study in one of the three above-named departments.

BACHELOR OF ARTS AND BACHELOR OF SCIENCE IN EDUCATION WITH MAJOR OR MINOR IN FINE ARTS

Students of the College of Arts and Sciences, or of the Department of Education, may select one of the Fine Arts as a major or minor subject. In this case, they must select as adviser the Head of the Department under which the major is taken. Students are referred to the departmental description of courses for an explanation of major and minor requirements.

STUDENT ORGANIZATIONS

The School of Fine Arts maintains the following student organizations: Orchestra, University Chorus, Art Club, Dramatic Club, and Debate Club. All students of the University who qualify may become members of these organizations.
COURSES LEADING TO THE DEGREE OF BACHELOR OF FINE ARTS

Prescribed curricula are offered for students who wish to specialize more thoroughly in the Fine Arts than is possible in a major for the Bachelor of Arts. The following pages give a description of courses in Painting, Sculpturing, and Architecture; Music, and Speech.

PAINTING, SCULPTURING, AND ARCHITECTURE

Associate Professor Koch, (Head)

The function of the Department of Painting, Sculpturing, and Architecture is the general dissemination and promotion of culture throughout the entire community, and the training of professional designers, painters, and public school teachers. The Department aims, through courses in both the applied and pure art fields, to stimulate students to individual creative expression in their respective fields of specialization. Through collaboration with other departments of the University, as well as off-campus institutions, it aims to correlate the Fine Arts of Painting, Sculpturing, and Architecture with the other arts and sciences, so that students may go forth with a highly correlated knowledge as a working basis for making their own life adjustments.

The General Library of the University includes a growing and well selected nucleus of books pertaining to the Fine Arts subjects.

For the convenient reference of students, current art periodicals and reproductions of works of art are kept on file in the office of the Department.

The courses are offered to all students, and those wishing to specialize in any particular field should consult the Head of the Department of Painting, Sculpturing, and Architecture for a logical sequence of courses.

Drawing. The courses in elementary drawing are fundamental to all advanced courses. It is here that the salient line and mass art relationships involved in general composition such as movement, direction, mass, eye control, emphasis and subordination, perspective, balance and so forth are established in monochrome.

Design. Elementary courses in design are fundamental to all courses in color and are urged for all students taking work in the Department. Facilities for advanced specialization in specific fields of applied and pure design are offered.

Painting. Courses in both drawing and design are prerequisite for courses in painting, except in the case of students who enter with advanced technical knowledge in the field, in which case the permission of the Head of the Department may be obtained as substitutive for the prerequisite requirements.

Public School Art. These courses are designed to give as comprehensive a scope in technique and educational approach as is possible in so limited a time. The acquisition of any great amount of technical facility, as dependent upon this course alone, is, of course, impossible. It is, therefore, urged that, whenever possible, the student take instead the fundamental courses in drawing and design.
CURRICULUM LEADING TO THE DEGREE OF BACHELOR OF FINE ARTS IN PAINTING, SCULPTURING, AND ARCHITECTURE

FIRST YEAR

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SECOND YEAR

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<td>P. S. A. 212</td>
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<td>P. S. A. 221</td>
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<td>P. S. A. 222</td>
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THIRD YEAR

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Note: Electives are to be chosen from the following: English 335, 336, 337, 338, 339, 345; History 311, 312, 321, 322, 323, 326, 327; Philosophy 221, 222, 321, 322; Music 315, 316. Students wishing to select electives from the foreign language courses should do so upon the recommendation of the foreign language adviser.

FOURTH YEAR

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</table>

Suggested electives: English 450, 452, 453, 457, 459, 460, 466, 468; History 411, 412, 422; Philosophy 321, 322.

BACHELOR OF ARTS AND BACHELOR OF SCIENCE IN EDUCATION

DEGREE REQUIREMENTS

A minimum major of 30 credit hours in the Department of Painting, Sculpturing, and Architecture, leading to a Bachelor of Arts or Bachelor of Science Degree, consists of twelve credit hours in lower division courses and eighteen credit hours in upper division courses. Twenty-five credit hours in upper division courses are recommended. A minor consists of twelve credit hours of lower division courses and eight

*The Physical Science, Biological Science, Foreign Language, and Psychology requirement will be determined by the student’s ability to meet the foreign language reading requirement and the credits he presents in the sciences.
credit hours of upper division courses. The lower division courses required of all majors and minors in the Department are as follows:

P. S. A. 111-112 **Elementary Freehand Drawing:** Basic work in line and mass relationships. Both semesters. Credit 6 hours.

P. S. A. 121-122 **Elementary Design:** Basic work in color relationships. Both semesters. Credit 6 hours.

**Introduction to the Humanities.** Credit 10 hours. (See page 24.)

111 **Elementary Freehand Drawing:** Two two-hour laboratory periods and one lecture period weekly. An elementary course prerequisite to all advanced courses. A technical course in contour drawing emphasizing the establishment of the fundamental principles of art relationships, in monochrome, through individual expression.

First semester. Credit 3 hours.

112 **Elementary Freehand Drawing:** Two two-hour laboratory periods and one lecture period weekly. Continuation of P. S. A. 111. Prerequisite: P. S. A. 111.

Second semester. Credit 3 hours.

121 **Elementary Design:** Two two-hour laboratory periods and one lecture period, weekly. An elementary course in the fundamental principles of color and color organization. Concurrent with P. S. A. 111.

First semester. Credit 3 hours.

122 **Elementary Design:** Two two-hour laboratory periods and one lecture period, weekly. Continuation of P. S. A. 121. Prerequisite: P. S. A. 121.

Second semester. Credit 3 hours.

201 **Introductory Public School Art:** Two two-hour laboratory periods and one lecture period weekly. The course aims to give the preschol and primary teacher a general technical, pedagogical, and cultural knowledge of the visual fine arts. Not accepted as a prerequisite for advanced courses.

Either semester. Credit 3 hours.

211 **Intermediate Freehand Drawing:** Two two-hour laboratory periods and one lecture period, weekly. Continuation of P. S. A. 111 and 112 emphasizing the dependence of advanced artistic expression upon internal contour and the various possibilities and limitations of the black-white media. Prerequisite: P. S. A. 112 or permission of the Head of the Department.

First semester. Credit 3 hours.

212 **Intermediate Freehand Drawing:** Continuation of P. S. A. 211. Prerequisite: P. S. A. 211.

Second semester. Credit 3 hours.

221 **Intermediate Design:** Two two-hour laboratory periods and one lecture period, weekly. A continuation of P. S. A. 121-122, dealing with the principles of pure design with application in the presentation of organic design problems. Prerequisite: P. S. A. 122.

First semester. Credit 3 hours.
222 Intermediate Design. Continuation of P. S. A. 221. Prerequisite: P. S. A. 221.
Second semester. Credit 3 hours.

241 History of Modern Art: Three lecture periods, weekly. A course dealing with contemporary, 18th, and 19th century painting, sculpture, and architecture. The object of the course is to promote a greater understanding and appreciation of modern art through the study of the various movements, techniques, and modes of expression in the three fields. Not open to freshmen.
First semester. Credit 3 hours.

242 History of Medieval and Renaissance Art: Three lecture periods weekly. An appreciative study of the history of painting, architecture, and sculpture, dating roughly from about 1000 A.D. to the end of the 17th century. Prerequisite: P. S. A. 241 or permission of the Head of the Department.
Second semester. Credit 3 hours.

311 Advanced Freehand Drawing: Prerequisite: P. S. A. 212. (Not offered 1933-34.)
First semester. Credit 3 hours.

312 Advanced Freehand Drawing: Prerequisite: P. S. A. 311. (Not offered 1933-34.)
Second semester. Credit 3 hours.

331 Introductory Oil Painting: Two three-hour laboratory periods, weekly. An introductory course emphasizing the technical handling of oil paints in pictorial color composition by painting from still life, the human model, or landscape. Prerequisite: P. S. A. 112 and 122, or permission of the Head of the Department.
First semester. Credit 3 hours.

Second semester. Credit 3 hours.

341 History of Classical and Ancient Art: Prerequisites: P. S. A. 241 and 242, or permission of the Head of the Department. (Not offered 1933-34.)
First semester. Credit 3 hours.

342 History of Oriental Art: Prerequisite: P. S. A. 341, or permission of the Head of the Department. (Not offered 1933-34.)
Second semester. Credit 3 hours.

351 Minor Technical Problems: Two two-hour laboratory periods and one lecture period weekly. A technical problems course in which the techniques emphasized will include training in such modes of expression as quick block printing, linoleum and wood block printing in both black-white and color, batiking or lithographic drawing. Prerequisites: P. S. A. 112 and 122.
Both semesters. Credit 3 to 5 hours.

421 Thesis: (Not offered 1933-34.)
Either semester. Credit to be determined.
431 Advanced Oil Painting: Prerequisite: P. S. A. 331 and 332. (Not offered 1933-34.)
   First semester. Credit 3 hours.

432 Advanced Oil Painting: Prerequisite: P. S. A. 431. (Not offered 1933-34.)
   Second semester. Credit 3 hours.

451 Intermediate Technical Problems: Prerequisite: P. S. A. 351.
   (Not offered 1933-34.)
   First semester. Credit 3 to 5 hours.

   (Not offered 1933-34.)
   Second semester. Credit 3 to 5 hours.

MUSIC

Martin W. Bush (Head), Instructor Gillard, Part-time instructors Kaho, Pitts, and Seidl.

BACHELOR OF ARTS AND BACHELOR OF SCIENCE IN
EDUCATION DEGREE REQUIREMENTS

A student registered in the School of Fine Arts may elect music as
his field of concentration toward a degree of Bachelor of Fine Arts in
Music. Concentration in this field requires completion of 63 hours of
music. A total of 130 semester hours is required for the Bachelor of
Fine Arts in Music.

Applied music consists of courses in piano, violin, cello, organ, voice,
and orchestral instruments to be taken with any accredited private
instructor in Omaha, subject to a strict recording of daily work and
comprehensive examination each semester, arranged by the University.
Accreditation for such private study is as follows:

- Piano
- Violin
- Cello
- Organ

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<th>Instrument</th>
<th>Credit Hours</th>
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<tr>
<td>Piano</td>
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<tr>
<td>Violin</td>
<td>2 per semester</td>
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<tr>
<td>Cello</td>
<td>3 per semester</td>
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<tr>
<td>Organ</td>
<td>3 per semester</td>
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Prerequisites in Applied Music:

Piano. A satisfactory showing in approximately the following mate-
rival:

- Bach: Easler two-part Inventions.

Pieces of similar difficulty from standard teaching repertoire.
## Violin
A satisfactory showing in approximately the following material:

**Technic:** Scales and arpeggios in first position. Sevcik Bow studies Op. 2 Book 1, Fischel Double Stops.

**Studies:** First 12 of Kayser studies, Kross Classical Violin studies in first position.

Pieces of similar grade from standard teaching repertoire or student concertos such as Sitt Op. 104 memorized.

## Cello
Entrance examinations equal to above.

## Organ
Ability to satisfy instructor of sufficient technical ability on the piano to warrant beginning of organ study.

## Voice
No prerequisite.

Description of Applied Music requirements over the four years, for piano, violin, cello, organ, and voice may be obtained from the Dean of the School of Fine Arts or the Registrar.

### COURSES OF STUDY LEADING TO BACHELOR OF FINE ARTS IN MUSIC

#### FIRST YEAR (No. 1), (No. 2)

<table>
<thead>
<tr>
<th>First Semester</th>
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<tr>
<td>Elementary Harmony</td>
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<tr>
<td>Ear Training</td>
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<tr>
<td>Chorus or Orchestra (No. 4)</td>
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<tr>
<td>Foreign Language (No. 3)</td>
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<tr>
<td>Humanities 101</td>
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#### SECOND YEAR

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<tr>
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#### THIRD YEAR (No. 5)

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#### FOURTH YEAR

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<td>Orchestration, or Composition</td>
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</table>

No. 2. Student is required to have ability to express himself in clear, concise English. Freshman English courses selected on basis of proficiency test.

No. 3. A reading knowledge of one foreign language, preferably French, German, or Italian.

No. 4. All students who register in voice shall be required to register in the University chorus. Those who register in orchestral instruments are required to register in the University orchestra throughout the course.

No. 5. All students who register for the third year must have the approval of the Head of the Department.

No. 6. Students who register in voice are required to complete a two-hour course in Phonetics in the Junior or Senior year.

No. 7. Voice students in senior year receive 6 hours credit in voice. No piano required.

No. 8. Admission only by consent of instructor.

Introduction to the Humanities. Credit 10 hours. (See page 24.)

111 Elementary Harmony: Study of formation of scales, intervals, triads, and first-class discords. Harmonization of melodies and basses with application of work under consideration at keyboard. First semester. Credit 3 hours. Miss Kaho.

112 Elementary Harmony: Continuation and completion of Course 111. Prerequisite: Course 111. Second semester. Credit 3 hours. Miss Kaho.

113 Ear Training: Singing at sight. Interval drill and dictation of melodies from keyboard. Two class hours per week. First semester. Credit 1 hour. Miss Kaho.

114 Ear Training: Continuation of Course 113 to include dictation of two voices. Prerequisite: Course 113. Two class hours per week. Second semester. Credit 1 hour. Miss Kaho.

211 Advanced Harmony: A study of all remaining chordal material used in musical composition. Inharmonic tones and analysis with application of work under consideration at keyboard. Prerequisite: Course 112. First semester. Credit 3 hours. Mr. Bush.

212 Advanced Harmony: Continuation and completion, of Course 211. Prerequisite: Course 211. Second semester. Credit 3 hours. Mr. Bush.

213 Advanced Ear Training: Dictation of four-part harmony paralleling written work of Course 211. Prerequisite: Course 114. Two class hours per week. First semester. Credit 1 hour. Mr. Bush.

214 Advanced Ear Training: Dictation of four-part harmony paralleling written work of Course 212. Prerequisite: Course 213. Two class hours per week. Second semester. Credit 1 hour. Mr. Bush.

311 Counterpoint: Strict counterpoint in the five species in 2, 3, and 4 parts. Advanced harmonic technic applied to contrapuntal texture. Prerequisite: Course 212. First semester. Credit 3 hours. Mr. Bush.
312 **Counterpoint:** Course 311 continued through double counterpoint, invention and fugue. Prerequisite: Course 311.  
First semester. Credit 3 hours. Mr. Bush.

315 **History of Music:** Study of main currents of the history of music from the period of ancient civilizations to the time of Beethoven.  
First semester. Credit 2 hours. Miss Kaho.

316 **History of Music:** Course 315 continued from Beethoven to present. Prerequisite: Course 315.  
Second semester. Credit 2 hours. Miss Kaho.

411 **Orchestration:** Resources of orchestral and band instruments with practice in transposition and simple scoring.  
First semester. Credit 3 hours. Mr. Seidl.

412 **Orchestration:** Study of scores, arranging for small groups, full orchestra and band. Prerequisite: Course 411.  
Second semester. Credit 3 hours. Mr. Seidl.

**SPEECH**

Professors James (Head), (Pollock); Instructor Jarmin.

The completion of 130 credit hours is required for the degree of Bachelor of Fine Arts in Speech.

**Major and Minor:** A major consists of 24 hours. A minor consists of 14 hours. Students of the College of Arts and Sciences are advised to include the following courses when choosing majors and minors: 161, 162, 275, 276, 363, 364, 368.

All entering Fine Arts students are required, without credit, to include in the first year's work lectures on Creative Correlation in Art. A course in English Literature, 231, 232, is required as a background for all subsequent courses in literature. Six hours in French is required, in addition to a reading knowledge sufficient to enable the student to pass the proficiency test in French. The ability to write clear English must be demonstrated to the English Department by the student's passing a proficiency test.

Students qualifying for a Teacher's Certificate should consult with the Department of Education. Students in Education wishing to elect Speech courses should confer with the Department of Speech or refer to the description of courses.

A Junior and Senior recital is required for graduation.

**Introduction to the Humanities.** Credit 10 hours. (See page 24.)

161 **Fundamentals of Speech:** Intensive study of the technique of Speech. Oral reading of different types and kinds of literature. Open to all students. Required of Speech majors.  
First semester. Credit 3 hours. Mr. James.

162 **The Art of Interpretative Speech:** Designed as a criterion of oral interpretation for those preparing to teach oral reading, to teach literature, and for those who expect to specialize in speech. Open to all students, and required of Speech majors.  
Second semester. Credit 3 hours. Mr. James.
265 Debate: This course is open to all collegiate students. If credit is desired, enrollment must be made at the beginning of the semester. May be taken as an extra curricular activity without credit. No student may make more than four credits in debate. First semester. Credit 1 hour. Mr. Pollock.

266 Debate: Continuation of Course 265. Prerequisite: Course 265. Second semester. Credit 1 hour. Mr. Pollock.

275 Dramatic Production: A course in the first principles and problems of play production. Work in pantomime, impersonation, and short plays, modern and classical. Study in stage deportment, simple stage mechanics and make-up. Open to all and required for Speech major. (Students charged a laboratory fee.) First semester. Credit 3 hours. Mrs. Jarmin.

276 Play Production: Theory and practice in directing and producing of plays. Open to students who have completed Course 275. Required for Speech major. (Students charged a laboratory fee.) Second semester. Credit 3 hours. Mrs. Jarmin.

363 Practical Public Speaking: The purpose of the course is to help students to think and speak freely in the every-day social and business relationships of life. Open to all students. Bears a credit of only two hours if taken in the senior year. Required for Speech major. First semester. Credit 3 hours. Mr. James.

364 Practical Public Speaking: Advanced study and practice in the longer forms of public address, formal addresses, after-dinner speeches, and extemporaneous speaking. Requirements as in Course 363. Second semester. Credit 3 hours. Mr. James.

365 Repertoire: The purpose of this course is to acquire greater skill in characterization, impersonation, and interpretation for public performance. Required of all candidates for a degree in Fine Arts in Speech. First semester. Credit 2 hours. Mrs. Jarmin.

366 Repertoire: Continuation of Course 365 with emphasis on longer selections and work in dialects. Second semester. Credit 2 hours. Mrs. Jarmin.

367 Voice and Diction. Required for a degree in Fine Arts in Speech. (Not offered 1933-34.) First semester. Credit 2 hours. Mr. James.

368 Educational Dramatics: Instruction and practice to young teachers planning to teach dramatics in public schools or among younger pupils of school age. Students required to direct and train groups in children’s plays. Recommended to students in the Department of Education. Second semester. Credit 3 hours. Mrs. Jarmin.
471 Advanced Interpretation: Oral interpretation as an art. Emphasis upon tone-color, melody, emphasis, climax, atmosphere, characterization, reading of verse, voice improvement, prose rhythm, etc. Open to upper classmen. Required for Fine Arts degree in Speech.
First semester. Credit 3 hours. Mr. James.

472 Advanced Play Production: Theory and practice. Advanced work in directing and producing public plays, make-up, and costuming. Prerequisite: Course 275. Required for Fine Arts degree in Speech. (Students charged laboratory fee.)
Second semester. Credit 3 hours. Mrs. Jarmin.

First semester. Credit 2 hours. Mr. James.

474 Repertoire: Continuation of Course 473 with emphasis on cuttings from suitable plays for public reading. Prerequisite: Courses 365, 366, 473. Required for Fine Arts degree in Speech.
Second semester. Credit 2 hours. Mr. James.

475 Speech in Radio Broadcasting: (Not offered 1933-34.)
First semester. Credit 2 hours.

476 Pronunciation and Speech Defects: (Not offered 1933-34.)
Second semester. Credit 2 hours. Mr. James.

477 History of Theatre: Required for Fine Arts degree in Speech. (Not offered 1933-34.)
First semester. Credit 3 hours. Mr. James.

Aesthetics: Open to upper classmen, and required of advanced speech students. If interested, confer with Department of Philosophy and register for Philosophy 316.

Creative Dancing: Open to sophomore women majoring in Speech. This course corresponds to Physical Education 5 and 6. Confer with the Director of Physical Education for Women.

Debate: Public Speaking students interested in intercollegiate debate are referred to Courses 265 and 266. Confer at once at the opening of school with the Debate Coach.

Oratory: Public Speaking students interested in intercollegiate oratory should confer at the opening of school each year with the Head of the Department of Speech.
# A SPECIMEN COURSE OF STUDY

## FIRST YEAR

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<th>Course</th>
<th>Credits</th>
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<td>Social Sciences</td>
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<td>Physical Education</td>
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<tr>
<td>Fundamentals of Speech</td>
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<td>Electives</td>
<td>1-3</td>
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## SECOND YEAR

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<td>Dramatic Production</td>
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<td>Humanities Sequence</td>
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<td>Language (French)</td>
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## THIRD YEAR

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<td>Prac. Public Speaking</td>
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<td>English 337</td>
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<td>Philosophy</td>
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## FOURTH YEAR

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<tr>
<td>Adv. Interpretation</td>
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<tr>
<td>History of Theatre</td>
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<td>American Drama</td>
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<tr>
<td><strong>Total</strong></td>
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For further information, confer with the Head of the Department.
THE SUMMER SESSION

The Municipal University of Omaha maintains a summer session as an integral part of the University program, the purpose of which is to extend to those who are otherwise engaged during the school year, the advantages which the University offers for instruction, together with the aid afforded by the library, laboratories, and other facilities for study connected with the University. The Summer Session differs from other sessions of the scholastic year only as the courses of study in the various departments may be contracted, expanded, or specialized to meet the needs of a particular constituency.

Summer courses are equivalent in method, character, and credit value to those offered during the regular year. In the Department of Education, courses for elementary and high school teachers are given to meet certificate and graduation requirements. The instructional staff during the summer session includes in addition to members of the regular faculty, a number of visiting instructors and special lecturers of professional prominence.

The Summer Session is divided into three terms; a six weeks and a nine weeks term which begin on the same date, and a five weeks term which begins at the close of the six weeks term. Classes meet six days a week during the five weeks term.

Requirements for admission to the Summer Session are the same as those for other sessions of the college year, and which are described elsewhere in this catalog. Students may earn a total of 12 hours during the session. Details as to date of the session, specific course offerings, fees, and special regulations are published in the Summer Session Bulletin which will be sent upon request. Address inquiries to the Director, Summer Session, Municipal University of Omaha, Omaha, Nebraska.

THE EXTENSION DIVISION

Mr. Hosman, Director

The Municipal University of Omaha is not content with aiding only those who find it convenient to attend its regular day session classes, but desires to be of service in every appropriate way to all the people of the entire city. It wishes to maintain a close relationship with the homes, the schools, and the industrial and cultural activities of the city to the end that any citizen may feel free to call upon the University for any assistance which the University can render.

The purpose of the Extension Division, which is an integral part of the University, is to assist the University in making the educational opportunities which it provides available to the largest number of people possible, both in the municipality and in its metropolitan area.
It meets the needs of persons who cannot spend their entire time in study in class rooms, libraries, and laboratories in the regular campus schedule. It facilitates and directs study by means of regular academic courses offered in late afternoon, evening, Saturday classes, and home study instruction. All departments of the University offer courses in the Extension Division.

The University thus offers to persons engaged in teaching, other professions, and business who can give only a portion of their time in study programs to pursue certain subjects included in a liberal education, and to have these credited, if they so desire, toward an academic degree. Furthermore, there is an increasingly large number of individuals who, for one reason or another, are not primarily interested in an extrinsically defined program of educational development. Others have already completed their formal study courses and have received academic awards, but nevertheless wish the opportunity for directed intellectual and cultural growth.

Thus the Extension Division of the University makes the services of the University available to individuals who, because of business or professional relations, or economic conditions, find it impractical if not impossible to accommodate themselves to the traditional school day and campus program. The Extension Division is designed to make the entire city its campus, and to enable the University to go to those citizens of Omaha who cannot come to it. It endeavors to duplicate the residence work of the University through approved extension methods. The Division desires to render any educational service for which there is a reasonable demand. These services are varied, but group themselves in general as follows:

**EXTENSION CLASSES**

Extension classes are scheduled from September to June in the late afternoon, in the evening, and on Saturday. They are conducted for all practical purposes like classes of the regular day session. These classes usually meet one or two days a week for one or two hours, depending upon the amount of credit desired. Extension classes are open to all individuals who present evidence of their ability to profit by the work. However, those who desire university credit toward degrees or certificates must satisfy the regular entrance requirements. The University will assist in organizing such classes, and will supply capable instructors when a sufficient number of persons are interested. Generally speaking, a minimum enrollment of at least ten students is required to insure the offering of any particular course.

The extension classes are held in Joslyn Hall, Twenty-fourth and Pratt Streets; in the Y. W. C. A. Building, in cooperation with the Y. W. C. A. Educational Department; in the Public Library of Council Bluffs; at the School for the Deaf, and elsewhere about the city as the mutual convenience of students and instructors may direct.
A full list of extension classes, with a detailed description thereof, is published in a special bulletin which will be sent, upon request, to those interested.

HOME STUDY COURSES

For those who are unable to attend extension classes, the Extension Division offers a number of courses of high school and college grade to be pursued by study at home. Opportunity for occasional conferences with instructors is available to home study students when desired.

Teaching by correspondence has long since passed the experimental stage. While the University recommends residence work when residence work is possible, the substantial advantages of correspondence study are now generally recognized by leading educational institutions. It gives opportunity in a large measure for the practice of initiative, self-reliance, accuracy, and perseverance. These courses are for the most part under the direction of the members of the regular university faculty. Home study students may register at any time and pursue the courses alone. Information concerning these courses is contained in a special bulletin which will be sent upon request. Correspondence with those who desire the cooperation of the Division in helping to work out special problems is invited.

ADULT EDUCATION SERVICE

It is recognized that adult education as such still remains to be adequately defined. There is, however, a growing interest in and demand for a type of educational service which is quite informal and at the same time intensive as compared with regular collegiate classes. In recognition of this demand for a new educational service, the Extension Division provides opportunity for highly specialized and intensive study in a variety of forms.

NEW SIMPLIFIED DEGREE REQUIREMENTS

The Division will, as rapidly as possible, organize its evening and extension classes and other academic courses in subjects required for the Bachelor of Arts and Bachelor of Science Degrees, to conform with the newly organized plan of divisional courses in the Arts College. (For detailed information, refer to graduation requirements listed elsewhere in this catalog.) However, students enrolled in the University prior to September, 1933, and those entering during the school year 1933-34 with a year or more of advanced standing, may work for their degrees either under the old or the new (comprehensive examination) plan, subject to the approval of the Dean of the College and the head of the appropriate department. All questions regarding credit obtainable for work done in other institutions should be addressed to the University Registrar.
ADMISSION REQUIREMENTS

There is no requirement for admission to extension classes other than an ability to pursue the work with profit, except for students seeking university credit. Requirements for academic credit are the same as those for matriculation in the University. For a schedule of fees, consult the special announcement of extension classes, which will be mailed upon request.

RADIO EDUCATION AND LECTURES

The Division also serves as the agency of the University in meeting its obligations in the field of radio education, providing informal and non-credit courses for adults, and supplying speakers when possible for meetings of civic organizations and educational and cultural groups in the city. Other services are described in greater detail in the Special Bulletin issued by the Division, which will be sent upon request.

CORRESPONDENCE

Inquiries relating to or requests for information, or bulletins on extension services, should be addressed to:

Director, Extension Division
Municipal University of Omaha

Phone KEnwood 0772. Omaha, Nebraska.
"A system of general instruction, which shall reach every description of our citizens from the richest to the poorest, as it was the earliest, so it will be the latest of all public concerns in which I shall permit myself to take an interest.

"I am closing the last scene of my life by fashioning and fostering an establishment for the instruction of those who come after us. I hope that its influence on their virtue, freedom, fame, and happiness will be salutary and permanent."

THOMAS JEFFERSON,

speaking of the University of Virginia which he founded.