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General Academic Catalog (1932-1933)

Municipal University of Omaha

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The Municipal University of Omaha

VOL. II JUNE 1, 1932 NO. 1

General Catalog 1932-33

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

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STUDENT CALENDAR

May 30—August 12—Summer Session 1932

Academic Calendar for Year 1932-33

FIRST SEMESTER

September 15-17 Registration for First Semester.
September 17 Entrance Examinations.
September 19 Fall Semester Classes Begin.
September 19 Late Registration.
September 21 Last day for change in registration without charge.
October 7 No change in registration hereafter.
October 21 First Quarter Reports.
November 15-18 Mid-semester Examinations and Reports.
November 24-26 Thanksgiving Recess.
December 16 Third Quarter Reports.
Dec. 16—Jan. 2 Christmas Vacation.
January 2 Classes Resume.
Jan. 30—Feb. 3 Final Examinations and Reports.

SECOND SEMESTER

February 6-7 Registration for Second Semester.
February 8 Classes Begin.
February 8 Late Registration.
February 10 Last day for change in registration without charge.
February 24 No change in registration hereafter.
March 10 First Quarter Reports.
April 4-7 Mid-semester Examinations and Reports.
April 12-15 Spring Vacation.
May 5 Third Quarter Reports.
May 26 Gala Day.
May 30 Decoration Day.
June 1-7 Final Examinations and Reports.
June 4 Baccalaureate.
June 8 Commencement.
THE MUNICIPAL UNIVERSITY OF OMAHA

THE BOARD OF REGENTS

Officers of the Board

J. E. DAVIDSON ______________ Chairman
HIRD STRYKER _______________ Secretary
PAUL L. MARTIN ______________ Vice-Chairman
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.
PAUL L. MARTIN, Attorney, 524 Omaha National Bank Building.

Term Expiring July 1, 1935

W. T. GRAHAM, Realtor, 754 Peters Trust 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 A. HOLT, Ph. D. _______________ Dean of Faculty
WILLIAM H. THOMPSON, Ph. D. __________________ Dean of Men
MRS. RENE E. H. STEVENS ______________ Dean of Women
EVERETT M. HOSMAN, A. M. _______________ Director of Extension
CARL W. HELMSTADTER, A. M. ______________ Registrar
L. D. CRENSHAW ________________________ Bursar
INEZ CHESTNUT, A. M. ______________________ Librarian

All Telephones are Kenwood 0772
FACULTY

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

Burger, Joseph, A. B., LL. B. ..................... Debate Coach

Diamond, Ruth, A. B. .............. Director Physical Education for Women

Dunlap, A. J., B. S., LL. B. .............. Professor of Salesmanship and Law
Head of Department of Business Administration

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

Espinosa, Christopher, Ph. D.* .... Asst. Professor of Modern Languages

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

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

Gillard, Mrs. Nell Griscom ............ Instructor in Public School Music

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

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

Hartman, Sed, A. B. .................... Athletic Director
Head of Physical Education for Men

Helmstadter, C. W., A. M. ........ Asst. Professor of Business Administration

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

Jackson, J. W. .................... Assistant Instructor in Engineering

James, W. Gilbert, Ph. D. .............. Professor of English
Head of Department of English

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

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

Johnson, Mrs. Leslie F., A. M. ........ Instructor in English

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

* Second Semester 1931-32.
Koch, Berthe C., Ph. D. Associate Professor of Art
Kurtz, Gloria Assistant Instructor in Commercial Arts
Kurtz, John W., B. S. Assistant Instructor in Engineering
Maxwell, R. J., A. M. Instructor in Spanish
McMillen, C. M., B. S. Instructor in Rhetoric and Journalism
Orr, Hugh R., A. M. Assistant Professor of English
Payne, Wilfred, Ph. D. Associate Professor of Philosophy
Pollock, T. C., Ph. D. Associate Professor of English
Stauss, Hildegard, A. M. Instructor in German
Stimson, Claude W., Ph. D. Assistant Professor of Government and Economics
Sullenger, T. Earl, Ph. D. Professor of Sociology
Head of Department of Sociology
Taylor, L. O., A. M. Assistant Professor of Education
Thompson, W. H., Ph. D. Professor of Psychology
Head of Department of Philosophy and Psychology
Vartanian, V. H., A. M., D. D. Assistant Professor of Philosophy
Ward, Nell, A. M. Associate Professor of Chemistry
Webber, Mrs. Pearl, A. M. Instructor in Philosophy and Psychology
West, V. Royce, Ph. D. Assistant Professor of English and German
Witman, S. L., A. M.† Instructor in Political Science
Wood, Frances, A. M. Assistant Professor of Education

Assistants
Derbyshire, Russell Assistant in Biology
Heflin, Neva Assistant in Sociology
Rickabaugh, Philip Assistant in Chemistry

† On leave of absence 1932-33.
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
L. M. BRADFIELD
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
A. J. DUNLAP

Schedule Committee

MISS NELL WARD, Chairman
WILFRED PAYNE

J. M. EARL
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. Maul, and Joslyn Hall, given by Mr. 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

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 24th and Ames avenue.

Moral and Religious Influence

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

Student Organizations

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

There are two 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 meetings for work and sociability. It is composed of present and former members of the Art Department, and has contributed in various ways to the equipment of the department.

Glee Clubs, Band and Orchestra

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

Alumni Association

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

Student Publications

There are two student publications, The Gateway, and the Annual, or Omahan. The Gateway, which is published bi-weekly, is the usual type of college newspaper conducted by a student staff. The Omahan is the yearbook, which is intended to perpetuate the memory of the personal traits and achievements of the graduating class.

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.

Honorary Fraternities

Gamma Pi Sigma

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

Sigma Pi Phi

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

Psi Kappa Gamma

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

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

Alpha Kappa Delta

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

SCHOLARSHIPS AND HONORS

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.

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

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

WARE SCHOLARSHIP, a fund of $2,000 established by Miss Alice R. Ware, in memory of her sister, Ellen R. Ware, and her brother, John D. Ware. The annual interest from this fund is to be devoted to paying the tuition of some worthy student, especially one looking forward to some distinctly religious work.
Webster Student Loan Fund, a fund of $1,000 established by John R. Webster and his son, John Potter Webster, both of Omaha, from which loans may be made to worthy students for the purpose of aiding them in defraying college expenses.

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

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

Stoddard Loan Scholarship of the 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.

D. A. R. 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.

An annual prize of $5 for an essay on a historical subject is offered to students in the Department of History by Miss Genieve Clark, as a memory prize to her mother, the late Mrs. George E. Clark, who died November, 1931.

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.
*TUITION AND FEES

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

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.

Matriculation Fee

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

The residents fee per semester including the incidental fee is now $56.00, and the non-residents 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.

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*Tuition and fees were established first by the Board of Regents at a meeting on May 29, 1931, and then modified slightly at a meeting on May 24, 1932.
†For detailed schedule of tuition, laboratory and other fees, see page 17.
## COMPLETE SCHEDULE OF TUITION, LABORATORY AND OTHER FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology laboratory, per course</td>
<td>$4.00</td>
</tr>
<tr>
<td>*Biology laboratory deposit</td>
<td>$1.00</td>
</tr>
<tr>
<td>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>$0.50</td>
</tr>
<tr>
<td>Chemistry laboratory, per course</td>
<td>$5.00</td>
</tr>
<tr>
<td>*Chemistry laboratory deposit</td>
<td>$5.00</td>
</tr>
<tr>
<td>Design, Advanced I and II, per credit in course</td>
<td>$2.50</td>
</tr>
<tr>
<td>Design, Introductory I and II, per credit in course</td>
<td>$2.50</td>
</tr>
<tr>
<td>Dramatic Production, per credit</td>
<td>$1.50</td>
</tr>
<tr>
<td>Drawing, Advanced I and II, per credit in course</td>
<td>$7.25</td>
</tr>
<tr>
<td>Drawing, Elementary I and II, per credit in course</td>
<td>$7.25</td>
</tr>
<tr>
<td>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>$0.25</td>
</tr>
<tr>
<td>Locker fee, per semester</td>
<td>$0.75</td>
</tr>
<tr>
<td>Maintenance fee, per credit in course</td>
<td>$3.00</td>
</tr>
<tr>
<td>Matriculation fee, payable only once</td>
<td>$5.00</td>
</tr>
<tr>
<td>Painting, Advanced I and II, per credit in course</td>
<td>$7.25</td>
</tr>
<tr>
<td>Painting, Water Color I and II, per credit in course</td>
<td>$7.25</td>
</tr>
<tr>
<td>Perspective I and II, per credit in course</td>
<td>$7.25</td>
</tr>
<tr>
<td>Physics laboratory, per course</td>
<td>$5.00</td>
</tr>
<tr>
<td>*Physics laboratory deposit</td>
<td>$3.00</td>
</tr>
<tr>
<td>Physical Education, per course</td>
<td>$1.00</td>
</tr>
<tr>
<td>Pictorial Composition, per credit in course</td>
<td>$2.50</td>
</tr>
<tr>
<td>Registration fee, payable each time student registers</td>
<td>$3.00</td>
</tr>
<tr>
<td>Special Examination, final</td>
<td>$2.00</td>
</tr>
<tr>
<td>Special Examination, other than above</td>
<td>$1.00</td>
</tr>
<tr>
<td>Shop laboratory, per course</td>
<td>$5.00</td>
</tr>
<tr>
<td>*Shop laboratory deposit, per course</td>
<td>$5.00</td>
</tr>
<tr>
<td>Transcript (one copy furnished free)</td>
<td>None</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>$0.25</td>
</tr>
<tr>
<td>Tuition, for all residents</td>
<td>None</td>
</tr>
<tr>
<td>Tuition, for all non-residents, per credit in course</td>
<td>$1.25</td>
</tr>
<tr>
<td>Typewriting laboratory, per credit in course</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

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

No refunds will be made on matriculation or registration fees.

Students dropping their work will receive refunds on maintenance, tuition, and 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.

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

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

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

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

ADMISSION TO THE UNIVERSITY

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

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

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

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

Admission by Certificate: Admission by certificate may be had from the secondary schools on the accredited list of the University and from the sec-
ondary 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 ad-
justed. 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

I. General Requirements:

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

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

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

4. A major shall consist of eighteen (18) semester hours designated and approved by that department. Elementary or beginning courses open to Freshmen shall not be included.
5. A minor shall consist of twelve (12) semester hours designated and approved by the major department. Elementary or beginning courses open to Freshmen shall not be included.

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

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

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

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

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

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

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

II. Group Requirements:

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

Group B—FOREIGN LANGUAGES: French, German, Spanish, Latin. 6–16 credits

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

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

Group E—PHILOSOPHY AND PSYCHOLOGY. 12 credits
Other Requirements:

Physical Education. 4 credits
Orientation. 2 credits

Interpretation of Group Requirements

Group A

Six (6) credits in Rhetoric; six (6) credits in the Survey of English Literature; two (2) credits in either Public Speaking or Expression. (English 111, 112, 231, 232, and 263, 264, or 161, 162.)

Group B

Students who take a different language in college from that studied in high school must have two years, 16 credit hours, of one language. Students continuing a language started in high school, and presenting two or three semesters, will be required to take 11 hours of that same language. Students presenting four or more semesters of high school language and continuing it, meet the requirements by taking 6 college hours.

Group C

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

Group D

Five (5) credits in Mathematics; eight (8) credits in Physics or Chemistry, and eight (8) credits in Biology. However, subjects elected will be determined by the science taken in high school, the general rule being that the student must study both Biological and Physical Science.

Group E

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

III. Explanation of Course Numbers

Courses are numbered to indicate their relationship to the general field of knowledge in which they are placed. Freshman courses are within the "100" grouping. Sophomore courses are placed in the "200" grouping, and Junior and Senior courses are numbered within the "300" and "400" groupings, respectively.
Neither Freshmen nor Sophomores are allowed to register for courses in the "300" or "400" groupings without the consent of the instructor and the Dean of the College.

Upperclassmen, likewise, must not register for lower division courses without the consent of the Dean of the College.

IV. Advanced Standing:

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

V. Student Study Load:

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

(a) Students who have an average of "C+" for the previous semester, may carry a load of 17 semester hours.

(b) Students who have an average of "B" for the previous semester, may carry a load of 18 semester hours.

(c) Students who are following special courses outlined in the catalog.

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

VI. Student Classification:

For the purposes of voting and holding office, the minimum requirements for class standing are as follows:

Sophomore, 26; Junior, 56; Senior, 86.

DEGREES AND COURSES

Degrees: Two baccalaureate degrees are conferred by the College of Liberal Arts and Sciences, namely, the degrees of Bachelor of Arts and Bachelor of Science. The former degree is conferred on all graduates of the College of Liberal Arts and Sciences who, having satisfied all other requirements of the curriculum for graduation, have sufficiently specialized in languages and literature. The latter degree is similarly bestowed upon those who, having satisfied all other requirements of the curriculum for graduation, have sufficiently specialized in the sciences, or business administration.

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

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

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

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

EXAMINATIONS AND GRADES

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

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

- A—indicates superior work. 93—100%
- B—indicates above average. 85—92%
- C—indicates average. 77—84%
- D—indicates below average. 70—76%
- F—indicates failure.
- Con.—indicates condition. Inc.—indicates work incomplete.

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

Inc.—A student may be reported incomplete if some minor portion of the work remains unfinished, providing the student’s standing in the course is not below “D.” All incompletes must be made up during the first nine weeks of the following semester of school work. After this time, an incomplete becomes a failure.

When a student finds it necessary to drop a course, he should notify the Registrar immediately. If a student is passing at the time he withdraws, he will be marked “W,” indicating that he withdrew in good standing. If the student is failing at the time he withdraws, he will be marked “X,” indicating that he is delinquent at the time of withdrawal.

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

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

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

A major shall consist of 18 hours and a minor of 12 hours taken from prescribed Commerce and Economics Courses numbered above 100, except Accounting 101 and 102, Salesmanship 121 and 122, Business Administration 125 and 126.

Course of Study Leading to Bachelor of Science in Business Administration

<table>
<thead>
<tr>
<th>Course of Study Leading to Bachelor of Science in Business Administration</th>
<th>FIRST YEAR</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td><strong>Hours</strong></td>
<td><strong>Hours</strong></td>
</tr>
<tr>
<td>Eng. 111—Rhetoric</td>
<td>3</td>
<td>Eng. 112—Rhetoric</td>
</tr>
<tr>
<td>Bus. 101—Accounting I</td>
<td>3</td>
<td>Bus. 102—Accounting II</td>
</tr>
<tr>
<td>Bus. 123—Business Law I</td>
<td>3</td>
<td>Bus. 124—Business Law II</td>
</tr>
<tr>
<td>Math. or Science (1)</td>
<td>3 or 4</td>
<td>Math. or Science (1)</td>
</tr>
<tr>
<td>Physical Education 1</td>
<td>1</td>
<td>Physical Education 2</td>
</tr>
<tr>
<td>Psych. 101—Orientation</td>
<td>1</td>
<td>Psych. 102—Orientation</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td></td>
<td><strong>Electives</strong></td>
</tr>
<tr>
<td>Bus. 121—Salesmanship I</td>
<td>3</td>
<td>Bus. 122—Salesmanship II</td>
</tr>
<tr>
<td>Bus. 1—Shorthand I</td>
<td>3 or 5</td>
<td>Bus. 2—Shorthand II</td>
</tr>
<tr>
<td>Bus. 3—Typewriting</td>
<td>2 or 3</td>
<td>Bus. 4—Typewriting</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3 or 5</td>
<td>Foreign Language</td>
</tr>
</tbody>
</table>

(1) Students must take 6 hours of mathematics and 8 hours of one science, or 16 hours of two sciences. Students are strongly advised to take both mathematics and science, and to take mathematics in the first year. They should normally take Mathematics 111 in the first semester and Mathematics 112 or Mathematics of Business the second semester.

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

<table>
<thead>
<tr>
<th>Course of Study Leading to Bachelor of Science in Business Administration</th>
<th>FIRST YEAR</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td><strong>Hours</strong></td>
<td><strong>Hours</strong></td>
</tr>
<tr>
<td>Eng. 231—English Literature</td>
<td>3</td>
<td>Eng. 232—English Literature</td>
</tr>
<tr>
<td>Science or Mathematics</td>
<td>3 or 4</td>
<td>Science or Mathematics</td>
</tr>
<tr>
<td>Psych. 111—Gen. Psychology</td>
<td>3</td>
<td>Psych. 112—Gen. Psychology</td>
</tr>
<tr>
<td>Econ. 101—Elem. Economics</td>
<td>3</td>
<td>Econ. 102—Elem. Economics</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td></td>
<td><strong>Electives</strong></td>
</tr>
<tr>
<td>Bus. 203—Accounting III</td>
<td>3</td>
<td>Bus. 204—Accounting IV</td>
</tr>
<tr>
<td>Language</td>
<td>3</td>
<td>Language</td>
</tr>
<tr>
<td>Psych. 251—Indus. Psychology</td>
<td>3</td>
<td>Psych. 252—Indus. Psychology</td>
</tr>
<tr>
<td>Econ. History of Europe</td>
<td>3</td>
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</table>
### THIRD YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus. 321—Marketing</td>
<td>3</td>
<td>Bus. 338—Corp. Finance</td>
<td>2</td>
</tr>
<tr>
<td>Bus. 313—Gen. Insurance</td>
<td>3</td>
<td>Ethics or Logic</td>
<td>2</td>
</tr>
<tr>
<td>Econ. 311—Money and Banking</td>
<td>3</td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>Bus. 306—Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Econ. 214—Econ. Theory I</td>
<td>3</td>
</tr>
<tr>
<td>Bus. 305—Cost Accounting</td>
<td>3</td>
<td>Bus. 337—Investments</td>
<td>3</td>
</tr>
<tr>
<td>Econ. 213—Econ. Theory I</td>
<td>3</td>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>Bus. 322—Sales Administration</td>
<td>3</td>
<td>Bus. 306—Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Ethics or Logic</td>
<td>2</td>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>3</td>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>Electives</td>
<td>10 to 12</td>
</tr>
</tbody>
</table>

### FOURTH YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ. 312—Public Finance</td>
<td>3</td>
<td>Bus. 414—Business Cycles</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>10 to 12</td>
<td>Electives</td>
<td></td>
</tr>
</tbody>
</table>

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### Courses of Instruction

#### Department of Business Administration

#### Commercial Arts

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

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

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

#### Business Management

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. Second semester. Prerequisite: Business 101. Credit 3 hours. Mr. Helmstadter.

121. **Salesmanship**: Analysis, synthesis; method; interviews; closing; planning. First semester. Credit 3 hours. Mr. Dunlap.
122 Sales Administration: Selecting the medium, distributor; sales contracts; price policies; advertising campaigns. Second semester. Prerequisite: Business 121.
Credit 3 hours. Mr. Dunlap.

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

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

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

126 Business Administration: A continuation of Course 125. Second semester. Credit 2 hours. Mr. Dunlap.

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

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

305 Accounting V: Cost Accounting. Special attention given to the installation and operation of cost systems; plant management. First semester, alternate years. Prerequisite: Business 102. (Not offered 1932-33). Credit 3 hours.

306 Accounting VI: Controlling ledger; production; betterment and maintenance; orders; departmental cost sheets and production records; distribution records; administrative expense. Second semester, alternate years. Prerequisite: Business 305. (Not offered 1932-33). Credit 3 hours.

Money and Banking: See Economics 311.

313 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. First semester, alternate years. (Not offered 1932-33). Credit 3 hours. Mr. Dunlap.

322 Problems in Sales Administration: Methods of policies; control of sales operations; handling inquiries; channels of distribution; advertising policies; research and investigation in planning advertising and sales campaigns. Second semester, alternate years. Prerequisite: Business 122. Credit 3 hours. Mr. Dunlap.

331 Marketing: This subject is an excellent course for students interested in salesmanship of all types. Includes market functions; the middleman; jobber; selling agencies; market systems; efficiency systems; prices. First semester, alternate years. Credit 3 hours. Mr. Dunlap.
337 Investments: Elements of sound investments. Government, municipal, railroad, steamship, street railway, gas, electric, water power, real estate, timber and irrigation securities as investments. First semester. Prerequisite: Business 137. Credit 3 hours.

338 Corporation Finance: Development of corporate form of business; its advantages and disadvantages; legal position of the corporation; promotion; sources of capital; internal financial management; receivership and reorganization. Second semester, alternate years. (Not offered 1932-33). Credit 2 hours. Mr. Dunlap.


408 Accounting VIII: Auditing. (Not offered 1932-33). Second semester. Prerequisite: Same as Business 407. Credit 3 hours.

411 Personnel Management: The nature of employment relations, selection and placement of workers, job analysis, labor turnover, wage systems, safeguarding the worker's health, physical and social environment of employees. (Not offered 1932-33). First semester. Prerequisite: Twelve hours of Economics and Business. Credit 3 hours. Mr. Bradfield.

412 Elements of Statistics: The purpose of the course is to provide students with a knowledge of statistical methods and of their application to economic, business and social problems. (Not offered 1932-33). Second semester, alternate years. Prerequisite: Same as Business 411. Credit 3 hours.

414 Business Cycles: Second semester, alternate years. Credit 3 hours.
DEPARTMENT OF EDUCATION

Dr. Sealock (Head); Associate Professors Hammer, Payne; Assistant Professors Taylor, Wood; Instructor Gillard.

The courses in this department are devised for the purpose of preparing young men and young women for the teaching profession. Three steps appear in the training of the teacher: first, courses in educational psychology, history of education, and philosophy of education; second, courses in school management and teaching procedures; and third, a course in student teaching under careful supervision.

Educational Service

Every effort will be made to place students and graduates of the University in positions for which their general education and professional preparation have fitted them. In the recommendation of candidates an attempt will be made not only to render service to the student, but to the school employing the student as well.

Practice Teaching

Practice teaching is done in the Omaha and Council Bluffs schools and in nearby rural schools. A student must have (1) an average of C before he may do student teaching, and then only upon the approval of his supervisory committee. (2) Candidates for the University Junior diploma may do student teaching in the kindergarten-primary and elementary grades and in the special subjects of music and art, but only after the completion of the prescribed prerequisites. (3) Candidates for the University First Grade State Certificate may do student teaching in high school grades during their senior year, provided they have completed, or are now completing, 15 semester hours of professional work.

Teacher Certificates

I. The University First Grade State Certificate

The satisfactory completion of any one of the several curricula entitles the student to receive the Municipal University of Omaha First Grade State Certificate, which is a professional certificate equal in rank with any granted by educational institutions in the middle west.

Students planning to teach in high school will prepare in two or three academic subjects and in addition take the professional courses prescribed. The major subject and correlated subjects which the student will prepare to teach must be selected not later than the beginning of the junior year, and should be chosen by the beginning of the sophomore year.

The professional and academic requirements to qualify for the University First Grade State Certificate are:

Professional Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education 111</td>
<td>Introduction to Education</td>
<td>2</td>
</tr>
<tr>
<td>Education 152</td>
<td>Foundations of Teaching</td>
<td>2</td>
</tr>
<tr>
<td>Education 351</td>
<td>Principles of Secondary Education</td>
<td>3</td>
</tr>
<tr>
<td>Education 352</td>
<td>Technique of High School Teaching</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 281</td>
<td>Elementary Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Education 452</td>
<td>Practice Teaching, materials and methods</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>in first teaching field</td>
<td></td>
</tr>
<tr>
<td>Professional elective</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Total ..................................20 hours
Academic Requirements

The major subject (first teaching field) and correlated subject, or subjects (second teaching field), must total a minimum of 50 credit hours. No second teaching field shall consist of less than 12 credit hours. Combined minors shall be allowed in the biological sciences, physical sciences, and social sciences other than history.

The required minimum semester hours for a first teaching field are 30, except for foreign languages, history and mathematics; while the recommended number is 42. For the foreign languages, history, and mathematics a major is required.

The minimum semester hour requirement for a second teaching field is two-thirds the number as when the field is named as a first teaching field.

The required courses in a teaching field shall have the combined approval of the Head of the academic field involved and of the Head of the Department of Education.

II. The University Junior (Two-Year) Diploma

This diploma is recognized by the Nebraska State Department of Public Instruction as meeting the requirements of the First Grade State Certificate which legally qualifies the holder of such certificate to teach in any elementary school in the State of Nebraska.

This diploma is issued upon the completion of 66 college semester hours of academic and professional work, as outlined in the several course programs which include the following cultural and foundation courses.

Professional Requirements

FIRST YEAR
An Introduction to Education .................................................. 2 hours
Principles of Education .......................................................... 3 hours

SECOND YEAR
Methods and Techniques of Teaching ........................................ 4 hours
Practice Teaching .................................................................... 6 hours

Academic and Cultural Requirements

FIRST YEAR
English (Rhetoric and Composition) .......................................... 6 hours
An Introduction to Psychology .................................................... 3 hours
Physical Education .................................................................. 2 hours
Educational Biology ................................................................ 2 hours
Problems of the Student (Orientation) ......................................... 2 hours
English (Fundamentals of Expression) ....................................... 2 hours
*Electives ............................................................................. 11 hours

SECOND YEAR
Psychology ............................................................................. 3 hours
Nature Study ........................................................................... 2 hours
Health Education ................................................................... 2 hours
Public School Art .................................................................... 2 hours
Public School Music ................................................................ 2 hours
*Electives ............................................................................. 12 hours

Note: Students in the Division of Kindergarten-Primary Education must have a minimum of 20 semester hours in professional work and a minimum of 36 semester hours in academic work. All others shall have a minimum of 16 semester hours in professional work and a minimum of 42 semester hours in academic work.

*See Course Programs for specific division requirements.
Division of Kindergarten-Primary Education

The University Junior Diploma in Kindergarten-Primary Education is issued upon completion of the course as outlined below. The holder of this diploma is qualified to teach in any grade from kindergarten through fourth grade, and meets the requirements for the First Grade State Certificate, the holder of which may legally teach in any grade in any elementary school in the State.

Student Teaching is permitted during the entire second year upon approval by the Department advisers. The students enter the public schools of Omaha and Council Bluffs for three mornings each week. Experience is given in three types of grade work.

Students desiring to major in the kindergarten field must satisfy the Department music requirements in voice and piano.

Course Program

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. 111—Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>Psy. 101—Orientation</td>
<td>1</td>
</tr>
<tr>
<td>P. Ed. 1—Floor Work</td>
<td>1</td>
</tr>
<tr>
<td>Psy. 111—Intro. to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Eng. 161—Fund. of Expression</td>
<td>2</td>
</tr>
<tr>
<td>Educ. 111—Intro. to Education</td>
<td>2</td>
</tr>
<tr>
<td>Educ. 131—Plays and Games</td>
<td>2</td>
</tr>
<tr>
<td>Educ. 133—Children’s Literature</td>
<td>2</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Eng. 112—Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>Psy. 102—Orientation</td>
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<tr>
<td>P. Ed. 2—Adv. Floor Work</td>
<td>1</td>
</tr>
<tr>
<td>Bio. 116—Bio. for Teachers</td>
<td>2</td>
</tr>
<tr>
<td>Educ. 136—Manual Arts</td>
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<tr>
<td>Educ. 138—Kdgn.-Primary Educ.</td>
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SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Psy. 283—Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Mu. Ed. 201—Kindergarten Music</td>
<td>2</td>
</tr>
<tr>
<td>Bio. 217—Nature Study</td>
<td>2</td>
</tr>
<tr>
<td>Educ. 233—Primary Methods</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 237—Practice Teaching</td>
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<tr>
<td>Electives</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>P. Ed. 15—Health Education</td>
<td>2</td>
</tr>
<tr>
<td>Educ. 234—Primary Methods</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 238—Practice Teaching</td>
<td>3</td>
</tr>
<tr>
<td>F. A. 241—Public School Art</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>7</td>
</tr>
</tbody>
</table>

Division of Elementary and Rural Education

The University Junior Diploma in Elementary Education is issued upon completion of the course as outlined below. The holder of this diploma is qualified to teach in any grade from fourth through the eighth grade, and meets the requirements for the First Grade State Certificate, the holder of which may legally teach in any grade in any elementary school in the State.

Student teaching is permitted during the entire second year upon approval by the Department advisers. The students enter the public schools of Omaha and Council Bluffs for three mornings each week.
### Course Program

#### FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. 111—Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>Psy. 101—Orientation</td>
<td>1</td>
</tr>
<tr>
<td>Psy. 111—Intro. to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>P. Ed. 1—Floor Work</td>
<td>1</td>
</tr>
<tr>
<td>Educ. 111—Intro to Education</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Eng. 112—Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>Eng. 161—Fund. of Expression</td>
<td>2</td>
</tr>
<tr>
<td>Psy. 102—Orientation</td>
<td>1</td>
</tr>
<tr>
<td>Bio. 116—Bio. for Teachers</td>
<td>2</td>
</tr>
<tr>
<td>P. Ed. 2—Adv. Floor Work</td>
<td>1</td>
</tr>
<tr>
<td>Educ. 140—Elementary Curric.</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
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</table>

#### SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psy. 281—Educ. Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Eng. 241—Methods in Reading</td>
<td>2</td>
</tr>
<tr>
<td>Bio. 217—Nature Study</td>
<td>2</td>
</tr>
<tr>
<td>F. A. 241—Public School Art</td>
<td>2</td>
</tr>
<tr>
<td>Educ. 247—Practice Teaching</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Educ. 242—Methods in the Social Studies</td>
<td>2</td>
</tr>
<tr>
<td>P. Ed. 15—Health Education</td>
<td>2</td>
</tr>
<tr>
<td>F. A. 56—Ear Training</td>
<td>2</td>
</tr>
<tr>
<td>F. A. 58—Harmony II</td>
<td>2</td>
</tr>
<tr>
<td>Bio. 116—Bio. for Teachers</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>8</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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</tbody>
</table>

### Division of Public School Music Education

The University Junior Diploma in Public School Music Education is issued upon the completion of the course as outlined below. The holder of this diploma is qualified to teach music in any elementary and secondary school in the State.

#### Course Program

#### FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Eng. 111—Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>Psy. 101—Orientation</td>
<td>1</td>
</tr>
<tr>
<td>P. Ed. 1—Floor Work</td>
<td>1</td>
</tr>
<tr>
<td>Educ. 111—Intro to Education</td>
<td>2</td>
</tr>
<tr>
<td>Mu. Ed. 51—Music Methods I</td>
<td>2</td>
</tr>
<tr>
<td>F. A. 55—Ear Training</td>
<td>2</td>
</tr>
<tr>
<td>F. A. 57—Harmony I</td>
<td>2</td>
</tr>
<tr>
<td>Psy. 111—Intro. to Psychology</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Eng. 112—Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>Psy. 102—Orientation</td>
<td>1</td>
</tr>
<tr>
<td>P. Ed. 2—Adv. Floor Work</td>
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</tr>
<tr>
<td>Educ. 140—Elementary Curric.</td>
<td>3</td>
</tr>
<tr>
<td>Mu. Ed. 52—Music Methods II</td>
<td>2</td>
</tr>
<tr>
<td>F. A. 56—Ear Training</td>
<td>2</td>
</tr>
<tr>
<td>F. A. 58—Harmony II</td>
<td>2</td>
</tr>
<tr>
<td>Bio. 116—Bio. for Teachers</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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#### SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Psy. 281—Educ. Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Bio. 217—Nature Study</td>
<td>2</td>
</tr>
<tr>
<td>Mu. Ed. 53—Music Methods III</td>
<td>2</td>
</tr>
<tr>
<td>F. A. 59—Harmony III</td>
<td>2</td>
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<tr>
<td>F. A. 61—Orchestral Instru.</td>
<td>2</td>
</tr>
<tr>
<td>F. A. 65—History of Music</td>
<td>2</td>
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<tr>
<td>Mu. Ed. 267—Practice Teaching</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
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<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>F. A. 241—Public School Art</td>
<td>2</td>
</tr>
<tr>
<td>P. Ed. 15—Health Education</td>
<td>2</td>
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<tr>
<td>Mu. Ed. 54—Music Methods IV</td>
<td>2</td>
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<tr>
<td>F. A. 60—Harmony IV</td>
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<tr>
<td>F. A. 62—Orchestral Instru.</td>
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</tr>
<tr>
<td>F. A. 66—History of Music</td>
<td>2</td>
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<tr>
<td>Mu. Ed. 268—Practice Teaching</td>
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<tr>
<td>F. A. 64—Conduct and Orch.</td>
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<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

Note: All Public School Music students must satisfy the department, in applied music (Voice and Piano) before a diploma is granted. Public School Music students are excused from University Junior Diploma requirements in English 161.
Division of Public School Art Education

The University Junior Diploma in Public School Art Education is issued upon the completion of the course as outlined below. The holder of this diploma is qualified to teach art in any elementary and secondary school in the State.

Course Program

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. 111—Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>Psy. 101—Orientation</td>
<td>1</td>
</tr>
<tr>
<td>P. Ed. 1—Floor Work</td>
<td>1</td>
</tr>
<tr>
<td>Educ. 111—Intro. to Education</td>
<td>2</td>
</tr>
<tr>
<td>Psy. 111—Intro. to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*F. A.—Art Electives</td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Eng. 112—Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>Psy. 102—Orientation</td>
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</tr>
<tr>
<td>P. Ed. 2—Adv. Floor Work</td>
<td>1</td>
</tr>
<tr>
<td>Educ. 140—Elementary Curric.</td>
<td>3</td>
</tr>
<tr>
<td>Bio. 116—Bio. for Teachers</td>
<td>2</td>
</tr>
<tr>
<td>Eng. 161—Fund. of Expression</td>
<td>2</td>
</tr>
<tr>
<td>*F. A.—Art Electives</td>
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SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Psy. 281—Educ. Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Bio. 217—Nature Study</td>
<td>2</td>
</tr>
<tr>
<td>F. A.—Practice Teaching</td>
<td>3</td>
</tr>
<tr>
<td>*F. A.—Art Electives</td>
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</table>

<table>
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<tr>
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<tbody>
<tr>
<td>Mu. Ed. 202—Public School Music</td>
<td>2</td>
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<tr>
<td>P. Ed. 15—Health Education</td>
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</tr>
<tr>
<td>F. A.—Practice Teaching</td>
<td>3</td>
</tr>
<tr>
<td>*F. A.—Art Electives</td>
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</tr>
</tbody>
</table>

Courses of Instruction

History and Philosophy of Education

111 Introduction to Education: A preview of the evolution of the educational system, teaching as a profession, recent developments in education, and the meaning of education and of the school curriculum. Required of all Freshmen in the Department of Education. Credit 2 hours. Mr. Hammer.

211 Bases of Method: Inductive approach to methods of teaching, involving a discussion of principles and practices. Credit 3 hours. Mr. Sealock. Mr. Payne.

312 Education and Democracy: Principles and doctrines; relation of education to progress and state. Open to Juniors and Seniors. Credit 3 hours. Mr. Payne. Mr. Sealock.

Kindergarten-Primary Education

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

133 Literature for Children: An intensive study of the stories and poems suitable for use in teaching young children. Principles of selection and methods of presentation are developed. Credit 2 hours. Miss Wood.

*Art electives will be determined in terms of the needs of the individual student by the Head of the Department of Fine Arts, six hours of which will be in methods and techniques of teaching art.
136 **Manual Arts for Kindergarten-Primary Grades**: Reading and discussion on the kinds, values, and methods of presenting handwork materials in relation to the other curricular activities.  
Second semester.  
Credit 2 hours. Miss Wood.

138 **Kindergarten-Primary Education with Observation**: This course is designed to orientate the student in the field of childhood education. A brief survey of the development and relationship of the kindergarten and primary grades is given. A study is made of modern curricula for young children. Methods and materials are evaluated in the light of modern educational principles. One morning each week is spent in supervised observation.  
Second semester. Prerequisite: Education 111.  
Credit 4 hours. Miss Wood.

233 **Primary Methods I**: Principles of teaching, organization, and equipment of a modern primary school. Special techniques and devices for the teaching of primary subject matter.  
First semester. Prerequisite: Education 111 and 138.  
Credit 3 hours. Miss Wood.

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

237 **Practice Teaching**: Classroom teaching in the Omaha and Council Bluffs city schools under special observation and supervision.  
First semester. Prerequisite: Approval of Division Supervisor.  
Credit 3 hours. Miss Wood.

238 **Practice Teaching**: Continuation of Course 237.  
Second semester. Prerequisite: Approval of Division Supervisor.  
Credit 3 hours. Miss Wood.

**Elementary and Rural Education**

140 **Elementary School Curriculum**: A study of the elementary school curriculum as a resultant of certain social forces, psychological factors, and school traditions. The determination of objectives and techniques in curriculum construction, and an evaluation of modern curriculum changes as they propose to specifically meet individual needs.  
Second semester. Prerequisite: Education 111.  
Credit 3 hours. Mr. Hammer.

241 **The Teaching of Reading and Literature in the Grades**: A survey of subject matter content, materials of instruction, teaching procedures, and testing devices for the middle grades.  
First semester.  
Credit 2 hours. Mr. Hammer.

242 **Teaching the Social Studies**: A survey of geography and history content, materials of instruction, teaching procedures and testing devices for the middle grades.  
Second semester.  
Credit 2 hours.

244 **Teaching the Drill Subjects**: Arithmetic, handwriting and spelling as drill subjects are studied as to materials of instruction and teaching procedures for the middle grades. (Not offered in 1932-33).  
Second semester.  
Credit 2 hours.

245 **Rural School Management**: The daily program; discipline; economy of time; attendance records and reports; class and individual instruction; the State Course of Study and other problems of the rural school teacher. (Not offered in 1932-33).  
First semester.  
Credit 2 hours.
247 Practice Teaching: Class room teaching in the Omaha and Council Bluffs city schools under special supervision and observation. Credit 3 hours. Mr. Hammer.

248 Practice Teaching: A continuation of Education 247. Credit 3 hours. Mr. Hammer.

Secondary Education

152 Foundations of Teaching: The theme of the course is that the American public school has developed in America through economic, political, social, and religious conditions that are peculiar to America. Special attention is given to the evolution of the democratic high school. Credit 2 hours. Mr. Taylor.

351 Principles of Secondary Education: An understanding of the underlying principles that explain the place of the democratic high school in the system of American public education, giving the student an insight into the nature and needs of secondary school pupils. The setting up of aims and objectives by which materials of instruction may be selected and organized in accordance with the underlying principles of secondary education. Credit 3 hours. Mr. Taylor.

352 Technique of High School Teaching: Problems incident to the organization of content into teaching units. Methods of learning and technique of teaching instructional materials. The evaluation of instructional materials. Credit 3 hours. Mr. Taylor.

355 Problems of the Secondary School: An intensive study of many of the problems relating to secondary education. Problems selected to be determined by the needs of the group electing the course. Credit 2 hours. Mr. Taylor.


452 Practice Teaching and Special Methods: Practice teaching combined with the special methods of the subject in which the practice teaching is done. Student teaching is done in the high schools of Omaha. Credit 5 hours. Mr. Taylor.

453 The High School Curriculum: A study in curriculum construction for the secondary school. The underlying principles determining the utility of the high school curriculum. Credit 2 hours.

School Administration and Supervision

371 Public School Administration: Study of the principles and policies underlying the organization and administration of the small school, including such topics as supervision, pupil and teacher personnel, physical education, curriculum making, and finance. Special emphasis will be given to the teacher's relationship to the administrator and the administrative program. Credit 3 hours. Mr. Hammer.
374 **The Construction and Administration of New-Type Tests:** A study of the concepts of validity, reliability, objectivity, sampling, errors of measurement, etc., together with the actual construction and evaluation of new-type examinations, is the purpose of this course. (Not offered in 1932-33).

First semester. Prerequisite: Six hours of Education and Psychology.
Credit 3 hours. Mr. Hammer.

376 **Methods in Educational Research:** This course is designed to give insight into such methods of research as may be applied to problems in education. It includes such general methods as the survey, comparison, analysis and case study. Will take up in some detail the technique and applications of such special methods as the questionnaire, historical, and bibliographical research, statistics, and laboratory experimentation. Each student will be expected to attack and complete some problem within the field of his special interest.

Second semester. Prerequisite: Junior standing and approval of instructor.
Credit 3 hours. Mr. Hammer.

### Public School Music Education

51 **Music Methods I:** Treatment of the methods, materials, and teaching procedures, with special emphasis to grades 1 to 3.
First semester. Credit 2 hours. Mrs. Gillard.

52 **Music Methods II:** Treatment of the methods, materials, and teaching procedures, with special emphasis to grades 4 to 7.
Second semester. Prerequisite: Music Education 51.
Credit 2 hours. Mrs. Gillard.

53 **Music Methods III:** Treatment of the methods, materials, and teaching procedures, with special emphasis to the Junior High School.
First semester. Prerequisite: Music Education 52.
Credit 2 hours. Mrs. Gillard.

54 **Music Methods IV:** Treatment of the methods, materials, and teaching procedures, with special emphasis to the Senior High School.
Second semester. Prerequisite: Music Education 53.
Credit 2 hours. Mrs. Gillard.

55 **Ear Training and Sight Singing I.**
First semester. Credit 2 hours.

56 **Ear Training and Sight Singing II.**
Second semester. Prerequisite: Music Education 55. Credit 2 hours.

57 **Harmony I:** An introductory course laying the foundations for work in musical composition.
First semester. Credit 2 hours.

58 **Harmony II:** Continuation of Music Education 57.
Second semester. Credit 2 hours.

59 **Harmony III:** Continuation of Music Education 58.
First semester. Credit 2 hours.

60 **Harmony IV:** Continuation of Music Education 59.
Second semester. Credit 2 hours.

61 **Orchestral Instruments:** A study of the stringed instruments.
First semester. Credit 2 hours.

62 **Orchestral Instruments:** A study of the brass and wood-wind instruments.
Second semester. Credit 2 hours.
64 Conducting and Orchestration: Fundamentals of orchestra conducting.
Second semester. Credit 2 hours.

65 History of Music I: A study of ancient and medieval music of early composers to and including Bach.
First semester. Credit 2 hours.

66 History of Music II: A study of great composers from Beethoven to the present.
Second semester. Credit 2 hours.

201 Kindergarten Music: Methods and materials for introducing music to little children; presentation rote songs; special attention to non-singers; a development of the kindergarten orchestra, etc.
First semester. Credit 2 hours. Mrs. Gillard.

202 Public School Music: A survey of methods and materials used in teaching public school music throughout the grades. Discussions and solutions of problems involved in teaching music in both city and rural schools.
Second semester. Credit 2 hours. Mrs. Gillard.

227 Practice Teaching: Classroom teaching in the public schools of Omaha under the supervision and observation of a teacher.
First semester. Credit 3 hours. Mrs. Gillard.

228 Practice Teaching: Continuation of Music Education 227.
Second semester. Credit 3 hours. Mrs. Gillard.
DEPARTMENT OF ENGLISH AND COMPARATIVE LITERATURE

Professor James (Head), Associate Professor Pollock, Assistant Professors Orr, West, Instructors Gearhart, A. M. Johnson, Mrs. Leslie Johnson, McMillen, Jarmin.

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

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

Courses of Instruction

Constructive English

111 Freshman Rhetoric and Composition: Fundamental rhetorical principles are stressed. Themes and exercises. Required of all Freshmen. First semester. Credit 3 hours. Mr. Johnson and Mrs. Johnson.

112 Freshman Rhetoric and Composition: Continuation of Course 111. Required of all Freshmen. Second semester. Credit 3 hours. Mr. Johnson and Mrs. Johnson.

111A Corrective English: The same course as 111-112, except that the class shall meet two extra days each week without credit. Required of matriculants who fail to satisfy the Rhetoric Chairman of their ability to pursue English 111-112. First semester. Credit 3 hours. Mr. Johnson and Mrs. Johnson.

112A Corrective English: Continuation of Course 111A. Required as above. Second semester. Credit 3 hours. Mr. Johnson and Mrs. Johnson.

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

225 Principles of Journalism: The course includes the basic principles of news gathering, writing, and editing. Practice in the writing of news stories, editing, and headline writing. First semester. Prerequisites: English courses 111 or 111A and 112. Credit 3 hours.

226 Principles of Journalism: Continuation of Course 225. Second semester. Prerequisites: English courses 111, 112, 225. Credit 3 hours.

229 Journalism Laboratory: Students engaging in four or more hours each week under supervision on student publications may receive credit if the regular registration is followed. First semester. Credit 1 hour.
230 Journalism Laboratory: Continuation of Course 229 and upon the same basis.
Second semester. Credit 1 hour.

312 Short Story Writing: Structural principles of the short story with writing forming the bulk of the course.
Second semester. English 355 is recommended as a prerequisite.
Credit 2 hours. Mr. Orr.

326 Editorial Writing: Editorial functions of the newspaper will be studied, together with practice in the writing of editorials.
Second semester, alternate years. Prerequisites: English 111, 112, 225, 226.
Credit 2 hours.

327 Feature Writing: The technique of the feature article, with a study of selected models, and practice in the writing of feature stories.
First semester, alternate years. Prerequisite: English 225, 226.
Credit 2 hours.

411 Creative Writing: Advanced composition developing individual talent in writing.
First semester, alternate years. Prerequisite: English 111, 112, 231, 232.
Credit 2 hours. Mr. Johnson.

English Literature and Comparative Literature

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

116 Introduction to English Literature: Continuation of Course 115. Open to Freshmen and others as recommended above.
Second semester. Credit 2 hours. Mr. James.

231 Survey of English Literature: This course covers the entire field of English literature from early English to modern times. Required of all Sophomores for graduation and all students taking the subsequent literature courses.
First semester. Credit 3 hours. Mrs. Gearhart.

232 Survey of English Literature: Continuation of Course 231. Required of Sophomores for graduation or any subsequent literature course.
Second semester. Credit 3 hours. Mrs. Gearhart.

233 Survey of American Literature: This course covers the entire field of American literature from colonial times to the present period. Strongly recommended to precede all subsequent literature courses.
First semester. Credit 2 hours. Mrs. Gearhart.

234 Survey of American Literature: Continuation of Course 233.
Second semester. Credit 2 hours. Mrs. Gearhart.

337 Shakespeare and the Elizabethan Drama: A critical study of Shakespeare's art, with emphasis on his principal plays.
First semester. Credit 2 hours. Mrs. Gearhart.

338 Advanced Shakespeare: Continuation of Course 337, with emphasis on the more difficult plays of the time.
Second semester. Credit 2 hours. Mrs. Gearhart.
First semester. Prerequisite: English 231, 232.
Credit 3 hours. Mrs. Gearhart.

342 Victorian Age in English Literature: A critical study of the period, with emphasis on Tennyson and Browning.
Second semester. Prerequisite: English 231, 232.
Credit 3 hours. Mrs. Gearhart.

343 Introduction to Browning: Interpretative reading and critical discussion of representative work.
First semester. Prerequisite: English 231, 232. A course in Philosophy is strongly recommended.
Credit 2 hours. Mr. James.

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

Second semester. Prerequisite: English 231, 232.
Credit 3 hours. Mr. Johnson.

353 Contemporary Poetry: Representative work of the chief American and British poets of the present day.
First semester. Consent of instructor is required.
Credit 2 hours. Mr. Orr.

355 Short Story Appreciation: Analysis and technique of the short story, with emphasis upon famous short stories of literature.
First semester, alternate years. Consent of the instructor is required.
Credit 2 hours. Mr. Orr.

452 Contemporary Drama: Representative American and European dramatists of the present day will be studied.
Second semester. Consent of the instructor is required.
Credit 3 hours. Mr. Orr.

453 Contemporary Novel: Representative American and European novelists since 1900 will be studied.
First semester. Consent of the instructor is required.
Credit 2 hours. Mr. Orr.

455 Literary Criticism: Principles of criticism, the history of the development of literary standards, and the present status of critical opinion are presented. This course should be elected in the Junior or Senior year and is strongly recommended as a major elective.
First semester. Consent of instructor.
Credit 3 hours. Mr. Orr.

456 Modern Essays and Current Periodical Literature: This course includes both formal and informal essays by writers of today, with attention to current periodical literature.
Second semester. Senior elective in alternate years.
Credit 2 hours. Mr. Orr.

457 World Literature: A course designed to acquaint the student with masterpieces of various types of world literature in English translations. Strongly recommended as a Senior elective.
First semester.
Credit 3 hours. Mr. Orr.

458 World Literature: Continuation of English Course 457.
Second semester.
Credit 3 hours. Mr. Orr.
461 **European Masters**: Goethe, Voltaire, Tolstoy in translation. Goethe's "Faust," Voltaire's "Candide," and Tolstoy's "Anna Karenina" with other writings of these masters. First semester. Senior elective in alternate years. Credit 2 hours. Mr. Orr.

464 **Dante and the Thirteenth Century**: Reading of the "Vita Nuova" and the "Divine Comedy" in English translation, with attention to the times of Dante. Second semester. Credit 2 hours. Mr. Orr.

**Public Speaking and Expression**

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

162 **Advanced Expression**: Continuation of Course 161, with emphasis upon selections suitable for public performance. Required of all students specializing in public speaking and expression. Open to others by permission. Second semester. Credit 2 hours. Mr. James and Assistant.

175 **Play Production**: Training in the reading and presentation of plays, stage craft and make-up. Students are required not only to study the theory of play production, but to actually direct plays for public performance. Required of students specializing in public speaking and expression. Open to others by permission. First semester. Credit 2 hours. Mrs. Jarmin.

176 **Play Production**: Continuation of Course 175 with same requirements. Second semester. Credit 2 hours. Mrs. Jarmin.

263 **Practical Public Speaking**: Lectures and textbook. Continuous practice before class with criticism. The work is adapted to any line of endeavor, where it is necessary to induce others to act. Required for graduation. First semester. Credit 2 hours. Mr. James.

264 **Practical Public Speaking**: Continuation of Course 263. Second semester. Credit 2 hours. Mr. James.

265 **Debate**: This course is open to all collegiate students. If credit is desired, the student should enroll at the beginning of the semester. Students may take the work as an extracurricular activity without credit. No student may make more than four credits in debate. First semester. Credit 1 hour. Mr. Pollock.

266 **Debate**: This course is a continuation of Course 265. Second semester. Prerequisite: Course 265. Credit 1 hour. Mr. Pollock.

271 **The Art of Interpretative Speech**: This course follows Courses 161, 162 and emphasizes repertoire work. Required of all students specializing in expression. First semester. Credit 2 hours. Mr. James and Assistant.
272 **Advanced Interpretative Speech:** Continuation of Course 271. At the discretion of the instructor, the work may take the form of Shakespearean interpretation or dialect selections. Required of students specializing in expression.

Second semester. Credit 2 hours.

Note: Oratory and debate will be offered each year as a college activity. Students desiring credit in debate should enroll for this work at the beginning of the school year.

**A Suggested Course for Students of Expression**

**Expression**

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

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<td>Advanced Expression</td>
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DEPARTMENT OF FINE ARTS

Associate Professor Koch (Head).

The function of the Fine Arts Department in 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 Visual Fine Arts 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 fine arts students, current art periodicals and reproductions of works of art are kept on file in the office of the Fine Arts Department.

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

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

Design. Courses in design are urged for all students taking work in the department. Facilities for advanced specialization in specific fields of applied and pure design will be 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 visual arts, 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 for the two-year certificate students and to meet the art requirements of the University Junior First Grade State Certificate. An attempt is made 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. A prerequisite of Elementary Psychology and concurrent Child Psychology and Teaching Methods is made.

Students registering for the two-year Public School Art Diploma should consult the Head of the Department for a Fine Arts Curriculum before registering for any art course.
Courses of Instruction

111 Elementary Freehand Drawing: Two two-hour laboratory periods and one lecture period, weekly. An elementary course prerequisite to all advanced courses in the fine arts. A technical course in contour drawing emphasizing the establishment of the fundamental principles of art relationships, in monochrome, through individual expression.
Both semesters. Credit 3 hours. Mrs. Koch.

112 Advanced Freehand Drawing: Two two-hour laboratory periods and one lecture period, weekly. An advanced course in drawing emphasizing the dependence of advanced artistic expression upon contour and the various possibilities and limitations of the black-white media.
Both semesters. Prerequisite: Fine Arts 111, or permission of the Head of the Department of Fine Arts. Credit 3 hours. Mrs. Koch.

221 Elementary Design: Two two-hour laboratory periods and one lecture period, weekly. A course introducing the principles of pure design with application in the presentation of organic design problems.
Both semesters. Prerequisite: Fine Arts 112, or permission of the Head of the Department of Fine Arts. Credit 3 hours. Mrs. Koch.

222 Advanced Design: Two two-hour laboratory and one lecture period, weekly. A course dealing with specific problems in design, theory, and presentation taking into consideration for decorative and structural elements ceramic, textile, metallic, stone, wood, and combined materials.
Both semesters. Prerequisite: Fine Arts 221. Credit 3 hours. Mrs. Koch.

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.
First semester. Prerequisite: Fine Arts 221, or permission of the Head of the Department of Fine Arts. Credit 3 hours. Mrs. Koch.

332 Advanced Oil Painting: Two three-hour laboratory periods, weekly. Dealing with advanced problems in composition in oil.
Second semester. Prerequisite: Fine Arts 331. Credit 3 hours. Mrs. Koch.

241 Introductory Public School Art: Three laboratory hours and one lecture hour, weekly. A course, general in scope, designed to meet the art requirement for the Two-Year Elementary School Diploma student. The course aims to give the pre-school and primary school teacher a general technical, pedagogical, and cultural knowledge of the visual fine arts in relation to his specific school situation. This course will not be accepted as a prerequisite for advanced courses in art and applicants for the above mentioned diplomas who are desirous of getting a more fundamental knowledge of the Fine Arts are urged to register for Fine Arts 111.
Both semesters. Prerequisites: Elementary Psychology 111 and 4 hours of Educational Theory, Concurrent Child Psychology 184. Credit 2 hours. Mrs. Koch.

411 Advanced Technical Problems: This course is open by permission of the Head of the Department to students who have shown exceptional ability in drawing, painting, or design, and who wish to pursue advanced study in these fields.
First semester. Credit 3 to 5 hours. Mrs. Koch.

412 Advanced Technical Problems: Continuation of Fine Arts 411.
Second semester. Credit 3 to 5 hours. Mrs. Koch.
DEPARTMENT OF FOREIGN LANGUAGES

Assistant Professors Kincaide (Acting Head), *Espinosa, West, Instructors Mrs. Leslie Johnson, Maxwell, Stauss.

The College of Arts and Sciences makes a minimum requirement, for the A. B. degree, of sixteen hours in ONE foreign language. The list of courses in foreign languages is given below. Those open to Freshmen are as follows:

Students with one semester in High School take Course 111.
Students with two or three semesters in High School take Course 112.
Students with four semesters in High School take Course 211.

A major in a foreign language represents 18 semester hours, exclusive of first year work.
A minor in a foreign language represents 12 semester hours, exclusive of first year work.

Courses of Instruction

French

(A major in French must include Courses 213, 214, 325, and 443.)

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

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

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

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

213 Second Year French: Conversation and composition; emphasis upon practical vocabulary. First semester. Prerequisite: One year French or equivalent. Credit 2 hours. Miss Kincaide.

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

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

324 Classical Authors: Study of seventeenth century writers, including Corneille, Racine, Moliere, Boileau, Madame de Sevigne. Second semester. Prerequisite: Nineteen hours or equivalent. Given in alternate years. Credit 3 hours. Miss Kincaide.

325 Modern French Novel: Study of late nineteenth century and contemporary novelists. First semester. Prerequisite: Sixteen hours or equivalent. Given in alternate years. Credit 3 hours. Miss Kincaide.

*For second semester, 1931-32.
443 Survey of French Literature: Required for a major in French. 
First semester. Prerequisite: Nineteen hours or equivalent. 
Credit 2 hours. Miss Kincaide.

444 Modern French Poetry: A study of some of the best poets of the nine­
teenth and twentieth centuries. 
Second semester. Prerequisite: Nineteen hours or equivalent. Given 
in alternate years. Credit 2 hours. Miss Kincaide.

German Language and Literature

(A major in German must include Courses 213, 214, 323, and 421.)

111 Beginning German: Pronunciation, essentials of grammar, oral and 
written exercises. 
First semester. Credit 5 hours. Miss Stauss.

112 Beginning German: Extensive reading and translation. Course 111 
continued. 
Second semester. Prerequisite: German 111 or one year of high school 
German. Credit 5 hours. Miss Stauss.

211 Second Year German: Grammar review and oral practice. 
First semester. Prerequisite: German 112. 
Credit 3 hours. Miss Stauss.

212 Second Year German: Rapid reading. Continuation of 211. 
Second semester. Prerequisite: German 211 or equivalent. 
Credit 3 hours. Miss Stauss.

213 Composition and Conversation: Practice in writing and speaking Ger­
man. Recommended to those who expect to do advanced work in the 
language. Offered in connection with 211. 
First semester. Prerequisite: One year of college German or equiva­
 lent. Credit 2 hours. Miss Stauss.

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

321 German Literature: Extensive reading of classical works. 
First semester. Prerequisite: German 212 or equivalent. 
Credit 3 hours. Miss Stauss.

322 German Literature: Rapid reading course in nineteenth and twentieth 
century fiction. 
Second semester. Prerequisite: German 321 or equivalent. 
Credit 3 hours. Miss Stauss.

323 Survey of German Literature: Lectures in German with outside read­
ing of representative works. (Not offered in 1932-1933). 
First semester. Prerequisite: German 212 or equivalent. 
Credit 2 hours. Miss Stauss.

324 Scientific German: Translation of texts suitable for students special­
izing in science. Recommended for students of medicine and chemistry. 
Second semester. Prerequisite: Thirteen hours of German. 
Credit 2 hours. Miss Stauss.

421 Goethe: His life and works. Special attention given to the first part 
of Faust. 
First semester, alternate years. Prerequisite: Three years of college 
German. Credit 3 hours. Miss Stauss.

422 Modern German Literature: Recent German prose and poetry. 
Second semester, alternate years. Prerequisite: Three years of col­
lege German or equivalent. Credit 3 hours.
Latin

225 Cicero: Selected Letters and Treatises. Reading of De Amicitia. Writing of Latin prose selections. First semester, alternate years. Prerequisite: Three years of high school Latin. Credit 3 hours.

226 Cicero: Continuation of 225. Reading of De Senecute. Open to new students entering with three or more years of high school Latin. Alternate years. Credit 3 hours.

227 Livy: Books XXI and selections from Books XXII-XXX. Livy's History of the Punic Wars. Prerequisite: Three years of high school Latin. Credit 3 hours.

228 Horace: Reading of Odes and Epodes. Second semester, alternate years. Prerequisite: Latin 225-226. Credit 3 hours.

Spanish Language and Literature

(A major in Spanish must include Courses 425, 426, 427 and 428.)

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

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

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

212 Second Year Spanish: A continuation of Spanish 211. Second semester. Prerequisite: Spanish 211. Credit 3 hours. Mr. Maxwell.

336 Commercial Correspondence: Designed to train students to translate and compose Spanish commercial letters and documents with some facility. Second semester. Prerequisite: Sixteen hours of Spanish or equivalent. Credit 2 hours. Mr. Maxwell.

423 Latin-American Literature: Readings from standard authors, accompanied by discussions of Spanish-American life and institutions. First semester, alternate years. Prerequisite: Sixteen hours of Spanish or equivalent. Credit 2 hours. Mr. Maxwell.

425 The Modern Drama: A survey of the Spanish drama from the Post-Romantic period to the present time. First semester. Prerequisite: Sixteen hours of Spanish or equivalent. Credit 2 hours. Mr. Maxwell.


427 The Modern Novel: Representative works of Valdes, Galdos, Pardo Bazan, Valera, Pereda, Concha Espina, Baroja, Valle-Inclan. First semester. Prerequisite: Sixteen hours of Spanish or equivalent. Credit 3 hours. Mr. Maxwell.

DEPARTMENT OF HISTORY, GOVERNMENT, AND ECONOMICS

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

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

Courses of Instruction

Division of History

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

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

112 Modern and Contemporary European History (1815-1930): 111 continued, including a survey of the causes of the World War and the progress of events since the Treaty of Versailles. Second semester. Prerequisite: History 111. Credit 3 hours.

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

212 American History (1865-1930): Survey of American Civilization, with emphasis upon political, social, economic and intellectual developments. Second semester. Prerequisite: History 211. Credit 3 hours. Mr. Holt.

321 Medieval Europe: A study of European Civilization from the fall of Rome to the close of the thirteenth century. (Not given 1932-1933). First semester. Credit 3 hours.

322 The Renaissance and Reformation: A study of scholarship, art, and philosophy of the Age of Renaissance and of the culture, thought and leadership of the Reformation. Second semester. Prerequisite: History 111. Credit 3 hours.

323 American Colonial History: European backgrounds; organization of colonial administration; economic and social aspects of the American Revolution. (Not given 1932-1933). First semester. Prerequisite: History 111. 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. (Not given 1932-1933). Second semester. Prerequisite: History 211. Credit 3 hours. Mr. Holt.

*(On leave of absence 1932-33.)
325 Civil War and Reconstruction (1861-1876): A study of the political and economic forces involved in the Civil War and the complicated problems of reconstructing national life. 
First semester. Prerequisite: History 212. 
Credit 3 hours. Mr. Holt.

326 Contemporary American History (1877-1931): Effects of industrialization; United States as a world power; liberalizing of American institutions. 
Second semester. Prerequisite: History 212. 
Credit 3 hours. 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. 
(Not given 1932-1933). 
First semester. Prerequisite: History 111. Credit 3 hours.

411 European History (1815-1870): A study of the rise of national states and of the influences of the industrial revolution, philosophy and science upon European civilization. 
(Not given 1932-1933). 
First semester. Prerequisite: History 111-112. Credit 3 hours.

412 Contemporary Europe (1870-1931): A study of modern economic imperialism resulting in the growth of armed alliances and the outbreak of the World War. 
Second semester. Prerequisite: History 111-112. Credit 3 hours.

Second semester. Prerequisite: History 111-112. 
Credit 3 hours. Mr. Holt.

Division of Government

(A major in Government consists of 18 hours of credit, exclusive of Courses 101 and 102, but these courses are nevertheless required. A minor consists of 12 hours of credit with the same requirements as for a major.)

101 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.

102 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 governments of England, France, Italy, and Russia. 
Second semester. 
Credit 3 hours.

211 American State and Local Government: The organization, activities, and legal powers of the state, city, and local governmental divisions, their relation to the federal government and significance to the citizen. 
(Not given 1932-33). 
First semester. Prerequisite: Courses 101-102. 
Credit 3 hours.

212 Political Parties: The structure, activities and powers of the parties, and their relationship to government. Shows definitely how the citizen is related to his government. 
(Not given 1932-33). 
Second semester. Prerequisite: Course 101. 
Credit 3 hours.
321 **International Government:** Methods of conducting international relationships. Organization and functions of the League of Nations, World Court, Hague Court, etc., discussed, as well as such current problems as Disarmament, War, and International Social Services. (Not given 1932-33).
First semester. Prerequisite: Courses 101-102. Credit 3 hours.

322 **International Government:** Continuation of Course 321. (Not given 1932-33).
Second semester. Credit 3 hours.

### Division of Economics

(A minor in Economics consists of 12 hours, exclusive of Economics 101 and 102.)

101 **Elementary Economics:** A study of the origin, structure, and operation of the present economic order.
First semester. Credit 3 hours.

102 **Elementary Economics:** A continuation of 101 with emphasis upon those principles which govern the prices of goods, international trade movements, and the distribution of the national income.
Second semester. Credit 3 hours.

213 **Economic Theory:** An analysis of our present economic organization, stressing the fundamental principles which govern our economic life, prices, and money. (Not given 1932-33).
First semester. Credit 3 hours.

214 **Economic Theory:** Continuation of Course 213. (Not given 1932-33).
Second semester. Credit 3 hours.

311 **Money and Banking:** A survey of the functions and kinds of money. A consideration of the types and methods of banking, with considerable emphasis upon the Federal Reserve System.
First semester. Prerequisite: Courses 101-102. Credit 3 hours.

312 **Public Finance:** Methods and means of financing government. Emphasis placed upon taxation in its various forms. Discussions of public credit and financial legislation. (Not given 1932-33).
Second semester. Prerequisite: Courses 102 and 213. It is advisable to have taken courses: Political Science 101 and Economics 311. Credit 3 hours.

315 **Labor Problems:** A study of modern labor problems with special references to America. The worker's position in modern society, including wages, hours, working conditions, and unemployment are studied. (Not given 1932-33).
First semester. Credit 3 hours.
Pre-Legal Course

While acquiring a liberal education, the student may by judicious selection of courses in history, economics, political and social sciences, etc., advance his preparation materially for the study of law.

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SECOND YEAR

<table>
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Note: Other collegiate courses may be substituted for any of the above, according to the requirements of the school granting the degree.

The subjects listed above are essentially those subjects which are required in the first two years of practically every law school.
DEPARTMENT OF MATHEMATICS AND
APPLIED ARTS

Professor Earl (Head), Instructor Gunn, Assistant Instructors Jackson, Kurtz.

The major requirement of at least 18 hours or the minor requirement of at least 12 hours, either for Mathematics or for Applied Arts, may be fulfilled from courses numbered 200 or above. A major may be obtained in a combination of Mathematics and Applied Arts, the requirement being a minor both in Mathematics and in Applied Arts.

Courses of Instruction

Mathematics

111 Algebra: For students entering with one year of high school algebra only; may be used as a prerequisite for Physics 111A, Mathematics 112, or Mathematics 154. Includes the work usually given in higher algebra and selected topics from college algebra.
First semester. Prerequisite: One year of high school algebra and one year of high school geometry.
Credit 5 hours. Mr. Earl, Miss Gunn.

112 Trigonometry and Analytic Geometry: For students wishing a short cut to the calculus, recommended for science students and others who enter college without credit in higher algebra. The elements and applications of trigonometry and analytic geometry.
Second semester. Prerequisite: Mathematics 111.
Credit 5 hours. Mr. Earl, Miss Gunn.

113 College Algebra and Trigonometry: For students of Mathematics, Science and Applied Arts; the less advanced topics of algebra and trigonometry.
First semester. Prerequisite: Three semesters of high school algebra and two semesters of high school geometry.
Credit 5 hours. Mr. Earl, Miss Gunn.

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

125 Analytic Geometry: Elements and applications of plane and solid analytic geometry.
First semester. Prerequisite: Mathematics 113 or equivalent.
Credit 3 hours. Miss Gunn.

154 Mathematics of Finance: Simple and compound interest, annuities, amortization of debts, sinking funds, depreciation and capitalized cost, and bonds.
Second semester. Prerequisite: Mathematics 111 or equivalent.
Credit 3 hours. Miss Gunn.

223 Differential Calculus: An intensive course designed to give a thorough grounding in elementary calculus and its applications.
First semester. Prerequisite: Analytic Geometry.
Credit 5 hours. Mr. Earl.

224 Integral Calculus: A continuation of Mathematics 223.
Second semester. Prerequisite: Mathematics 223.
Credit 5 hours. Mr. Earl.
254 **Theory of Equations:** Algebraic solution of cubic and quartic equations, symmetric functions, isolation of the real roots of an equation, and determinants.
Second semester. Prerequisite: Mathematics 125 or equivalent.
Credit 3 hours. Miss Gunn.

311 **Differential Equations:** Methods of solving ordinary differential equations, and applications to geometry and physics.
First semester. Prerequisite: Integral Calculus.
Credit 3 hours. Mr. Earl.

**Applied Arts**

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.
First or second semester. Credit 3 hours. Mr. Kurtz, Mr. Jackson.

112 **Mechanical Drawing:** A continuation of Mechanical Drawing 111, orthographic projections, rotation of objects, sectioning, auxiliary views, intersections, development of surfaces, isometric, cabinet and perspective drawings.
First or second semester. Prerequisite: Applied Arts 111.
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.
Second semester. Prerequisite: Applied Arts 111.
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.
First semester. Prerequisite: Applied Arts 111 and 112 or 111 and 114.
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.
Second semester. Prerequisite: Applied Arts 211.
Credit 3 hours. Mr. Kurtz, Mr. Jackson.

213 **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, etc. Methods of framing, including technique, materials and construction for various types of building.
First semester. Prerequisite: Applied Arts 111.
Credit 3 hours. Mr. Kurtz, Mr. Jackson.
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 detail drawings of construction, and of special interior and exterior features.

Second semester. Prerequisite: Applied Arts 213.

Credit 3 hours. Mr. Kurtz, Mr. Jackson.

Metal Work: Bench work, lathe work, drilling and shop practice. Eight hours in the shop and one hour lecture per week.

First semester. Prerequisite: Applied Arts 115 and 116.

Credit 3 hours. Mr. Kurtz, Mr. Jackson.

Pattern Making and Casting: Lead, aluminum, and brass.


Credit 2 or 3 hours. Mr. Jackson.

Pre-Engineering Course

The first two years of engineering in most colleges consists of a sequence of courses in pure and applied arts, and science. By a suitable selection of courses in his first two years, the student is able to meet the requirements for junior standing in typical engineering colleges. In order to do this, however, it is essential that he present entrance credits from high school both in higher algebra and in solid geometry; it is desirable that he present entrance credits in physics and in chemistry.

A suggested two-year course is given below.

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<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<td><strong>Hours</strong></td>
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<td>Mechanical Drawing</td>
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<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
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<tr>
<td><strong>Hours</strong></td>
<td><strong>Hours</strong></td>
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<td><strong>Total</strong></td>
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DEPARTMENT OF PHILOSOPHY AND PSYCHOLOGY
Professor Thompson (Head).

Division of Philosophy
Associate Professor Payne, Assistant Professor Vartanian, Instructor Weber.
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.

Courses of Instruction

Philosophy

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.
First semester. Credit 3 hours. Mrs. Weber.

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. (Not offered 1932-33).
Second semester. Credit 3 hours. Mrs. Weber.

321 Contemporary Philosophy: A study of contemporary schools of philosophy, affected by the 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." (Not offered 1932-33).
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.

First semester. Credit 3 hours. Mr. Vartanian.

116 Old Testament: Course 115 continued.
Second semester. Credit 3 hours. Mr. Vartanian.

First semester. Credit 3 hours. Mr. Vartanian.

Second semester. Credit 3 hours. Mr. Vartanian.

335A 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 335A continued.
Second semester. Credit 3 hours. Mr. Vartanian.

339 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. (Not offered 1932-33).
First semester. Credit 3 hours. Mr. Vartanian.

340 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. (Not offered 1932-33).
Second semester. Credit 3 hours. Mr. Vartanian.

Division of Psychology

Professor Thompson (Head), Associate Professor Payne, Assistant Professors Bradfield, Taylor, Instructor Weber.

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

I—Normal Psychology 101, 102, 111, 112, 211, 212, 213, 300.
II—Educational Psychology 125, 281, 282, 283, 374, 382.
III—Clinical Psychology 325, 341, 342.

An undergraduate major in psychology consists of the following courses:
Psychology 211 and 15 semester hours of psychology electives.

An undergraduate 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 may be enrolled in Psychology 300 for one or more credit hours by permission of the Chairman of the Department.
Courses of Instruction

**Normal Psychology**

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

Credit 1 hour per semester. Mr. Thompson.

102 **Problems of the Student (Orientation):** A continuation of Psychology 101. Required of all Freshmen. First and second semesters.

Credit 1 hour per semester. 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. First semester. Prerequisite: Psychology 111 and 112. Credit 3 hours. Mr. Bradfield.

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

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

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

**Educational Psychology**

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

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

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

282 **Psychology of Elementary School Subjects:** An analysis of the specific psychological processes involved in arithmetic, reading, writing, and other elementary school subjects. First semester. Prerequisite: Psychology 281. Credit 2 hours.
285 Psychology of High School Subjects: An analysis of the specific psychological processes involved in algebra, language, science, and other high school subjects.
First semester. Prerequisite: Psychology 281.
Credit 2 hours. Mr. Taylor.

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

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

Clinical Psychology

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

First semester. Prerequisite: Permission of the instructor.
Credit 3 hours. Mr. Bradfield.

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

Applied Psychology

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

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

Second semester.
Credit 3 hours. Mr. Bradfield.

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

254 Advanced Vocational Psychology: Problems of vocational organization, and research in the field of vocational psychology.
Second semester.
Credit 3 hours. Mr. Bradfield.
PHYSICAL EDUCATION AND ATHLETICS

Physical Education for Men
Mr. Hartman (Head).

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

Courses of Instruction
1 Physical Education I: Instruction in fundamentals, use of apparatus, drills, calisthenics, volleyball, basketball.
   First semester. Required of Freshmen. Credit 1 hour.
2 Physical Education II: Physical Education I continued.
   Second semester. Required of Freshmen. Credit 1 hour.
3 Physical Education III: Advanced floor and apparatus work.
   First semester. Required of Sophomores. Credit 1 hour.
4 Physical Education IV: Physical Education III continued.
   Second semester. Required of Sophomores. Credit 1 hour.
13 Personal Hygiene. Credit 2 hours.

Physical Education for Women
Miss Diamond (Head).

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 six 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.

Courses of Instruction
1 Gymnastics, Sports, and Dancing: Laboratory 3 hours.
   First semester. Credit 1 hour. Miss Diamond.
2 Gymnastics, Sports, and Dancing: Laboratory 3 hours.
   Second semester. Credit 1 hour. Miss Diamond.
3 Gymnastics, Sports, and Dancing: Laboratory 3 hours.
   Both semesters. Prerequisite: Physical Education 1 or 2.
   Credit 1 hour. Miss Diamond.
4 Individual Gymnastics: This course is arranged for those physically unfit to take general work. Laboratory 3 hours.
   Both semesters. Credit 1 hour. Miss Diamond.
5 Creative Dancing: This course is arranged for young women particularly interested in the dance. Laboratory 3 hours.
   First semester. Credit 1 hour. Miss Diamond.
6 Creative Dancing: Physical Education 5 continued. Laboratory 3 hours.
   Second semester. Prerequisite: Physical Education 5.
   Credit 1 hour. Miss Diamond.
13 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.
15 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 2 hours. Miss Diamond.
THE MUNICIPAL UNIVERSITY OF OMAHA

DEPARTMENT OF SCIENCE

Professor Garlough (Head), Professor Earl, Associate Professor Ward.

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

Courses of Instruction

Biology

111 General Biology: A study of plants, animals and man from the standpoint of structure, function and environmental relationship; growth and form; racial development. A knowledge of commoner forms of plants, insects, and birds is stressed with their economic significance. Lectures, discussion, quiz, laboratory.
First and second semesters (continuous—both semesters must be taken for credit). Credit 4 hours per semester. Mr. Garlough.

211 Comparative Anatomy of Vertebrates: Lectures, discussion and quiz upon the differences and similarities of structure among backboned animals, with reference to phylogenetic history. In laboratory, anatomy of primitive forms, and special stress upon mammalian anatomy (cat).
First semester. Prerequisite: Biology 111-112.
Credit 3 hours. Mr. Garlough.

212 Histology: A study of the microscopic structure of tissues and organs, with special reference to mammals. Lectures, discussion, quiz, and laboratory.
Second semester. Prerequisite: Biology 111-112.
Credit 3 hours. Mr. Garlough.

311 Entomology: A study of insect structure and its bearing upon classification. More or less independent field and laboratory work, with lectures, discussion and conferences. A collection of insects and their identification as far as families.
First semester. Prerequisite: Biology 111-112 and consent of instructor.
Credit 3 hours. Mr. Garlough.

412 Biometry: Lectures, discussion and laboratory work upon the nature, calculation and interpretation of some of the commoner statistical constants, and their use in the analysis of variation. Open to Juniors and Seniors whose majors have to do with the analysis of massed quantitative data; e. g., biology, education, business, psychology, sociology, etc.
Second semester. Credit 3 hours. Mr. Garlough.

452 Zoological Microtechnique: A laboratory course in the preparation of tissues and organs for microscopical examination.
Second semester. Prerequisite: Student must have had or be taking Biology 212, and obtain consent of instructor. Limited number in class.
Credit 2 hours. Mr. Garlough.
For Education Students Only

116 Educational Biology: A brief study of the fundamental principles and aspects of organic life, with special reference to those features affecting educational thought and practice.
Second semester. Credit 2 hours. Mr. Garlough.

217 Nature Study: The organization of nature study, methods of preparation of materials; a detailed study of commoner forms of woody plants, weeds, grasses, insects, birds; and a discussion of other natural phenomena.
First semester. Credit 2 hours. Mr. Garlough.

Chemistry

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.
First semester. Prerequisite: One year high school Chemistry.
Credit 4 hours. Miss Ward.

112B General Inorganic Chemistry: Lectures, quiz, and laboratory.
Second semester. Prerequisite: One year high school Chemistry and 111B.
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.
First semester. Prerequisite: Courses 111 and 112.
Credit 3 hours. Miss Ward.

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

213 General Organic Chemistry: The general properties, preparations, characteristic reactions and relationships of the different classes of compounds.
First semester. Prerequisite: Chemistry 111 and 112.
Credit 4 hours. Miss Ward.

214 General Organic Chemistry: Continuation of Course 213.
Second semester. Credit 4 hours. Miss Ward.

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

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

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

111A General Physics: Mechanics, heat and sound. Lectures and laboratory work.
First semester. Prerequisite: Three semesters of high school algebra and two semesters of high school geometry. Credit 4 hours.

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

111B General Physics: Mechanics, wave motion, sound and heat. Lectures and laboratory work.
First semester. Prerequisite: Trigonometry and high school physics. Credit 4 hours.

112B General Physics: Magnetism, electricity, and light.
Second semester. Prerequisite: Physics 111B. Credit 4 hours.

Pre-Medical College Course

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

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

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

Required subjects:

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

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<th>Hours</th>
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<tr>
<td>Modern Language (French or German)</td>
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<tr>
<td>Advanced Biology</td>
<td>3-6</td>
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<tr>
<td>Psychology and Logic</td>
<td>3-6</td>
</tr>
<tr>
<td>Mathematics (Algebra and Trigonometry)</td>
<td>3-6</td>
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<tr>
<td>Additional courses in Chemistry</td>
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Other electives suggested:

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

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. Freshman Lectures and Gymnasium are required in the first year.
## Schedule No. 1

### FIRST YEAR

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<tr>
<th>First Semester</th>
<th>Hours</th>
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<td>English 111</td>
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<tr>
<td>Chemistry 111A or 111B</td>
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<td>Chemistry 112A or 112B</td>
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<tr>
<td>Biology 111</td>
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<td>Biology 112</td>
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<tr>
<td>Physical Education</td>
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<tr>
<td>Orientation</td>
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### SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>Physics 111A or 111B</td>
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<td>Physics 112A or 112B</td>
</tr>
<tr>
<td>Organic Chemistry 213</td>
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<td>Organic Chemistry 214</td>
</tr>
<tr>
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<tr>
<td>Electives</td>
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## Schedule No. 2

### FIRST YEAR

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<tr>
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<td>Chemistry 112A or 112B</td>
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<tr>
<td>Algebra</td>
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<tr>
<td>German</td>
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### SECOND YEAR

<table>
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<tr>
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<th>Hours</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>Physics 111A or 111B</td>
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<td>Physics 112A or 112B</td>
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<tr>
<td>Organic Chemistry 213</td>
<td>4</td>
<td>Organic Chemistry 214</td>
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<tr>
<td>German</td>
<td>3</td>
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<td>Biology 112</td>
</tr>
<tr>
<td>Elective</td>
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DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK

Professor T. Earl Sullenger (Head), Director of Bureau of Social Research, Miss Neva Heflin, Research Assistant.

A major consists of 18 hours and a minor of 10 hours exclusive of Sociology 211, 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 Chairman on or before the date of registration.

Courses of Instruction

211 Introductory Sociology: This is a foundation course in the basic concepts and methods of sociology. It includes systematic surveys of the various fields of social relations; the origin, structure, evolution, and control of human society; and applications of sociology to typical social problems. This course is prerequisite for all other sociology courses.

First semester. Credit 3 hours. Mr. Sullenger.

212 Principles of Sociology: This course includes a study of the evolution of society; a study of major forces shaping society, such as physical environment and cultural heritage. It deals with group unity, continuity, social change, social order, and disorganization.

Second semester. Prerequisite: Sociology 211. Credit 3 hours. Mr. Sullenger.

214 Urban Sociology: An intense study of modern city life; the forces, environments, population movements, processes that characterize urban society; use of surveys and sociological measurements in evaluating and guiding welfare work. A study of local surveys of city life in Omaha.

Second semester. Prerequisite: Sociology 211. Credit 3 hours. Mr. Sullenger.

241 Community Organizations: The principles of community organization and an examination of the experiments that have been made; consideration of the theories that underlie group organization in communities; an examination of social forces with a view to discovering the principles involved; a critical examination of typical experiments. (Not offered in 1932-33).

First semester. Prerequisite: Sociology 211. Credit 2 hours. Mr. Sullenger.

242 Child Welfare: A study of the child, its heredity and environment, development of modern standards of child welfare. Care of the dependent, defective, and neglected child by private and public agencies, and a study of the adjustment of the normal child to society. Case studies will be analyzed.

Second semester. Credit 3 hours. Mr. Sullenger.

312 Introduction to Family Case Work: A general introduction to the field of 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, followed by a study of social investigation as the primary step in the case work process. Abundant use of case record material forms the basis for much of the class discussion. Brief attention is given such subjects as the interview, the case record, social diagnosis and treatment.

Second semester. Prerequisite: 211. Credit 3 hours. Mr. Slutes.
325 Sociology of Personality and Leadership: Sociological factors in the formation of personality: attitudes; leadership traits, social stimulation, fashion, custom, convention, crowds, assemblies, publics, and social control will be considered in this course.  
First semester. Prerequisite: Sociology 211.  
Credit 3 hours. Mr. Sullenger.

332 The Family: The family as a basic social institution; theories of its origin and development; the function of the family in the development of social life; legal regulations; problems of disorganization of family life; family life as a factor in social control.  
Second semester. Prerequisite: Sociology 211.  
Credit 2 hours. Mr. Sullenger.

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

351 Methods of Social Research: A critical study of the approaches and methods used in social investigation. Emphasis is placed on the case procedure. The laboratory method is followed in this course. Original pieces of research in the field of interest of the student are undertaken.  
First semester. Prerequisites: Sociology 211 and 212.  
Credit 3 hours. Mr. Sullenger.

352 Advanced Social Research: A continuation of Sociology 351 with special emphasis on the application of research methods. Emphasis is placed on the preparation of research projects for publication and on the preparation of theses for advanced degrees.  
Second semester. Prerequisite: Sociology 351.  
Credit 3 hours. Mr. Sullenger.

353 Research Seminar: Special research projects. Open only to advanced students in the department.  
First or second semester. Credit 1 to 2 hours. Mr. Sullenger.

354 A Survey of the Field of Social Work: The purpose of this course is to give the student an approach to the fields of specialization through lectures by representatives of the various fields of Social Work. Field work required. Special lecturers.  
Second semester. Prerequisites: Sociology 211 and 212.  
Credit 2 hours.

355 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.  
First and second semester. Prerequisite: Sociology 353.  
Credit 1 to 2 hours. Mr. Sullenger and Others.

357 History of Social Thought: A course designed to give a background for understanding the central themes of human progress. The social philosophies of Plato to modern social theorists will be considered. (Not given in 1932-33).  
First semester. Prerequisite: Basic courses in Sociology.  
Credit 3 hours.
1932 SUMMER SESSION

Object of the Summer Session

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

1. Teachers holding college degrees may study to fit themselves better for their immediate work or they may review courses in preparation for state examinations.

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

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

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

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

Busy teachers welcome the change from regular routine; a breathing space for advanced study; an opportunity to get out of the rut, to brush up and enjoy again the sunshine of school days.

Financially, summer work pays large dividends. It is possible in this way to secure a college degree with larger scholarship and increased salary. Administrative officers everywhere are on the lookout for wide awake, energetic, ambitious teachers. They know they are likely to find that type enrolled in the summer schools.

The Summer School invites you to renew your faith in your life work, to enlarge your vision and place yourself in a better position to secure more rapid promotion for yourself and render wider service to mankind.

Dates of the Summer Session

The annual Summer Session of the Municipal University of Omaha begins May 31, 1932, and closes August 12.

1. The First Session opens May 31 and closes June 17. During this session three credits may be earned. The work of this session is adapted to the special needs of rural school and elementary school teachers. Courses for other teachers and for the general college student are offered.

2. The Second Session opens June 20 and closes July 23. The work offered during this session is adapted to all types of teachers and students. During this session classes are held six days a week, and six credits may be earned.

3. The Third Session opens July 25 and closes August 12. The work of this session is selected, in part, to meet the needs of rural and elementary school teachers; in part, to complete courses begun in the second session; and, in part, as separate units that may be used to complete degree or certificate requirements.

4. Classes in science and mathematics open June 13 and close August 12. Science and pre-medical students, during this session, may earn three, six, or eight credits in a varied and interesting group of science courses.

For additional information, communicate with the Registrar of the University, Twenty-fourth and Pratt streets. Phone, Kenwood 0772.
THE MUNICIPAL UNIVERSITY OF OMAHA

THE EXTENSION DIVISION

The Municipal University of Omaha is not content with aiding those who attend its regular day session classes, but desires to be of service in every appropriate way to the people of the entire city. It is believed that the university should be in close relationship with the homes and the schools 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.

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 continued guided intellectual and cultural growth.

Thus the Extension Division of the university attempts to make 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 vicinity of the university its campus, and to enable the university to come to those who cannot come to it. It endeavors to duplicate its residence work through approved extension methods. The Division desires to render any educational service for which there is a reasonable demand and for which the university is equipped. 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.

All departments of the university offer courses in the Extension Division. Credit toward degrees is given for regularly prescribed college subjects. Students are admitted by examination, high school diploma, or honorable dismissal from other colleges and universities, or, if over twenty-one years of age, as special students, not candidates for a degree.

The extension classes are held in Joslyn Hall, Twenty-fourth and Pratt streets; in the Y. W. C. A. building, in co-operation 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 or Correspondence Courses

For those who are unable to attend extension classes, the Extension Division offers a number of courses to be pursued by study at home.

Teaching by correspondence has long since passed the experimental stage. While the university recommends residence work when residence work is possible, educationalists recognize the substantial advantages of correspondence study. It gives opportunity in a large measure for the practice of initiative, self-reliance, accuracy, and perseverance. Beginning in September, 1932, a number of courses of high school and college grade will be available. These courses are for the most part under the direction of the members of the regular university faculty. Correspondence 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 co-operation 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 to regular collegiate classes. In recognition of this demand for a new educational service, the Extension Division provides opportunity for highly specialized and intensive work in a variety of forms.

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.