

1917

1917 The Normal School Bulletin (Mid-spring Term and Summer Session)

Southern Illinois State Normal University

Follow this and additional works at: http://opensiuc.lib.siu.edu/ua_bcc

Recommended Citation

, . "1917 The Normal School Bulletin (Mid-spring Term and Summer Session)." (Jan 1917).

This Article is brought to you for free and open access by the University Archives at OpenSIUC. It has been accepted for inclusion in SIU Bulletins and Course Catalogs by an authorized administrator of OpenSIUC. For more information, please contact opensiuc@lib.siu.edu.

Vol. XI


No. 1




NORMAL BULLETIN




Southern Illinois State
Normal University



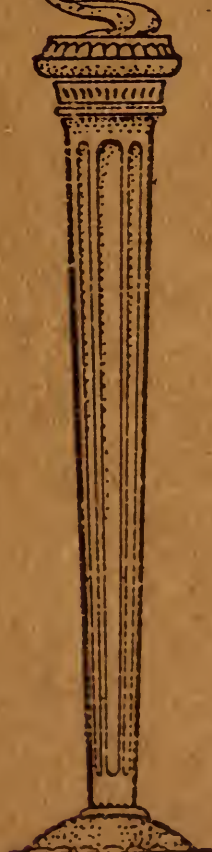
January, 1917
Catalog Number



Published Quarterly in
January, April, July, October
CARBONDALE, ILL.



1874



1917

The Normal School Bulletin

Supplement to Vol. XI.

No. 1.

*January 1917
Southern Illinois State
Normal University*

Mid-spring Term and Summer Session Announcements

*Published by the Southern Illinois State Normal University
January, April, July, and October*

*Entered as second-class mail matter at the post-office at Carbondale, Illinois, under the
Act of Congress of July 16, 1894*

PANTAGRAPH PTG. & STA. CO
BLOOMINGTON ILL.

DANIEL BALDWIN PARKINSON, A. M., Ph. D.,
President Emeritus

BOARD OF TRUSTEES

W. W. Barr - - - - - *President*
CARBONDALE

Francis G. Blair - - - - - *Superintendent of Public Instruction*
Ex-officio, SPRINGFIELD

O. M. Karraker - - - - - *Secretary*
HARRISBURG

W. W. Williams,
BENTON

George McGahey,
OLNEY

Herbert Piper,
SUMNER

C. E. Hamilton - - - - - *Treasurer*
CARBONDALE

FACULTY

1916-1917

Henry William Shryock, Ph. B., President, and Head of English Department,

Martha Buck, Grammar,
Lily Gubelman, Ph. B., Grammar,
Helen Bryden, A. B., Composition, Literature,
Jennie Mitchell, A. B., Dramatic Art.

Department of Languages,

Carlos Eben Allen, Ph. D., Vice President, Registrar and
Business Agent, Latin,
J. M. Pierce, A. M., French, German,
Emma L. Bowyer, A. B., Latin.

Drawing and Design,

Gladys P. Williams,
Grace L. Burket.

Civics and History,

George Washington Smith, A. M., Secretary of Faculty.

Geography and Geology,

Frank H. Colyer, A. B.

Mathematics,

William Troy Felts, Ed. B.
Ward H. Taylor, A. M.

Psychology and Pedagogy,

George D. Wham, Ed. B.

Music,

Glenn C. Bainum, A. B.
Ruth Bradley, Piano,
Julia Dickerman Chastaine, Violin,
Raymond Moore, Cornet,
Dorothy Kecsee Lynn.

Chemistry,

George Mervin Browne.

Physics,

Simeon E. Boomer, A. M.

Biology,

John P. Gilbert, A. M.

W. M. Bailey, S. M.

Mary M. Steagall, Ph. B., Ed. B.

Agriculture,

Renzo Muckelroy, S. B.

H. B. Piper, S. B.

Manual Arts,

Louis C. Petersen, S. B.

Household Arts,

Grace E. Jones,

Lucy K. Woody.

Commercial,

Richard V. Black, Accts. M.

Anne McOmber,

Charles R. Ismert.

Physical Training,

Inez L. Hollenberger, Ph. B., Girls,

Wanda Newsum, Head Physical Welfare Department,
Girls.

William McAndrew, A. B., Boys.

Bureau Rural School Work,

W. O. Brown, A. B.

Training School,

W. A. Furr, A. M., Superintendent.

Principal High School,

F. G. Warren, A. B.

Assistant Senior High School,

E. G. Lentz.

Supervising Critic Junior High School,

Willis G. Cisne.

Critic Junior High School,

Supervising Critic Intermediate Department,

Fadra R. Holmes.

Critic Intermediate Department,

Marguerite Hanford, A. B.,

†Alice Parkinson.

Supervising Critic Primary Department,
Florence R. King.

Critic Primary Department,
Lulu R. Clark.

Librarian,
Mary Louise Marshall.

Museum, Curator and Floriculture,
George Hazen French, A. M.

Secretary to the President,
Kate W. Youngblood.

STANDING COMMITTEES

Degree Courses :

C. E. Allen,
J. M. Pierce,
J. P. Gilbert,
Simeon E. Boomer,
Ward H. Taylor,

Social Life Students :

Inez L. Hollenberger,
Fadra R. Holmes.
Helen Bryden,
William McAndrew,
W. T. Felts,
F. G. Warren.

Boarding Places and Employment :

G. W. Smith,
F. H. Colyer,
Mary M. Steagall,
Inez L. Hollenberger,
R. E. Muckelroy,
Glenn C. Bainum.

Appointments Committee :

G. D. Wham,
W. A. Furr,
R. V. Black, Secretary.

Winter Term, 1917, opens Tuesday, January 9.

Winter Term, 1917, closes Thursday, March 29.

Spring Term, 1917, opens Tuesday, April 3.

Mid-Spring Term, 1917, opens Monday, May 7.

Spring Term and Mid-Spring Terms, 1917, close Wednesday,
June 20.

Summer Session, 1917, opens Monday, June 25.

Summer Session, 1917, closes Thursday, August 2.

Fall Term, 1917, opens Tuesday, September 18.

Fall Term, 1917, closes Thursday, December 20.

Winter Term, 1918, opens Tuesday, January 8.

Winter Term, 1918, closes Thursday, March 28.

Spring Term, 1918, opens Tuesday, April 2.

Mid-Spring Term, 1918, opens Monday, May 6.

Spring and Mid-Spring Terms, 1918, close Wednesday, June 19.

Summer Session, 1918, opens Monday, June 24.

Summer Session, 1918, closes Thursday, August 1.

CALENDAR 1917-1918

1917

1918

JANUARY

JULY

JANUARY

JULY

FEBRUARY

AUGUST

FEBRUARY

AUGUST

MARCH

SEPTEMBER

MARCH

SEPTEMBER

APRIL

OCTOBER

APRIL

OCTOBER

MAY

NOVEMBER

MAY

NOVEMBER

JUNE

DECEMBER

JUNE

DECEMBER

■ Opening day of term. ● Closing day of term.

The following pages contain the syllabi of the various courses offered for the mid-spring term and summer session. Other classes will be organized if there is a sufficient demand to warrant us in doing so.

To secure rooms in Anthony Hall, write to the Registrar, Dr. C. E. Allen; to secure rooms and board in private boarding houses, write to Prof. George W. Smith, chairman, faculty committee on boarding places. For catalogue, bulletins, or other information, address the President, H. W. Shryock, Carbondale, Illinois.

ENGLISH

H. W. SHRYOCK
HELEN BRYDEN
JENNIE MITCHELL
MARTHA BUCK
LILY GUBELMAN

English 8. (Elocution)—Miss Mitchell, Room 24. Text, Cumnock's Choice Readings. A class will be organized at the beginning of the mid-spring term to meet five days a week for six weeks. One-half credit. The same work will be repeated during the summer term.

English 6. (Method in English)—Miss Gubelman, Room 22. One class will be organized at the beginning of the mid-spring term and continue during the summer term, meeting once a day during the twelve weeks, and another one will begin at the beginning of the summer term and will meet twice a day for six weeks. Full credit will be given for the work.

English Grammar 2. (B)—Miss Buck, Room 11. Classes will be organized both at the beginning of the mid-spring term and at the beginning of the summer term. Either a whole credit or a half credit may be made.

English Grammar 2. (State Course)—Miss Gubelman, Room 22. This course will follow the outline of the seventh and eighth years' work in the State Course of Study. One class will be organized at the beginning of the mid-spring term and another at the beginning of the summer term. Whole credit or half credit.

English Grammar 1. (C). A class will be organized at the beginning of the summer term, to meet twice a day for six weeks. Full credit.

English 5. (B Reading)—Miss Bryden, Room 22. This class will meet twice a day during the summer term. Full credit or half credit.

DEPARTMENT OF LANGUAGES

C. E. ALLEN
J. M. PIERCE
EMMA L. BOWYER

Latin 30. Latin Methods. A class in methods for teachers or prospective teachers of Latin. Only those who have credit for at least four years of Latin work will be admitted. Two hours daily; one credit.

Latin 1. Text, Hale's First Latin Book. Thirty lessons will be completed. Two hours daily; one credit.

German*Mid-Spring:*

6. Hoher als die Kirche.

9. Pole Poppenspaeler.

12, with 9, and additional outside reading as individual assignment.

Summer:

1. Text: Bacon's New German Grammar; two hours daily.

4. Immensu or Germelshausen, or a text of equal difficulty; two hours daily.

HISTORY

GEORGE W. SMITH

E. G. LENTZ

Mid-Spring and Summer:

History 6. (B) A class will be formed at the beginning of the spring term in B History. Students entering the mid-spring term may join this class and continue through the summer session. Once daily; full credit.

History 7. (Civics) Students may join the regular Civics class at the beginning of mid-spring term, and complete the study in the summer session. Once daily; full credit.

History 9. (Method History) This is a half credit study, and will be given the summer session. It may be preceded by a half credit in Method Geography, beginning the mid-spring term. (See syllabus in Geography). Once daily; full credit.

History 4. (Illinois History) This is a regular spring term study, but mid-spring term students may join it and complete their work in the summer session. Once daily; full credit.

History 13. (English History) A course in English History will be offered the summer session. Two hours daily; full credit.

History 1. (Review History) A course in Review History covering the seventh and eighth year's work as outlined in the State Course of Study. This is designed to meet the needs of persons preparing to take the state examination or to teach. Twice daily; full credit.

Other Classes.—Other classes may be organized for the summer session if the demands justify.

ART

GLADYS P. WILLIAMS

GRACE L. BURKET

Drawing and Design—Mid-Spring Term.

History of Art first six weeks, covering Architecture and Sculpture; second six weeks, Painting. Students entering mid-

spring term will receive one-half credit, but may finish during the summer term in order to make one credit.

Elementary Water Color.

Advanced Water Color.

Picture Study.

Commercial Design.

Summer Term

Methods to cover eight grades, to meet the demands of the teacher in teaching drawing. Mediums,—pencil, crayon, water color. Time, one period; one-half credit.

Water Color, two periods; one credit.

Blackboard Drawing.

PSYCHOLOGY AND PEDAGOGY

GEO. D. WHAM

Summer Term

School Management.

The following topics indicate the nature of the course: The first day of school; the organization of the school; the making of programs; discipline and moral training; securing and holding attention; the technique of the recitation; school equipment; sanitation and decoration; the teacher's relation to parents, school board, community and profession.

This course aims to meet the requirements of the new certification law as to its demand for the principles and methods of the State Course of Study.

Bagley's Class Room Management and the State Course of Study will be used as texts. One period a day will be given to Part I, and a second period to Part II. Both periods are required for full credit.

Psychology.

This is a course in elementary educational psychology. The various principles that underlie effective teaching are developed and illustrated by concrete exercises and problems.

Colvin and Bagley's "A First Book in Psychology" is the text. Two periods daily. One credit on completion of course.

Mid-Spring Term

The course in School Management is so planned that mid-spring students may take Part II of the text with the regular spring term class, and Part I with the summer term class, thus completing the course in twelve weeks.

MUSIC

GLENN C. BAINUM

RUTH BRADLEY, ASSISTANT

JULIA DICKERMAN CHASTAINE, VIOLIN, CELLO

H. RAYMOND MOORE, BRASS WIND INSTRUMENTS

DOROTHY KEESEE LYNN

Public School Music

MR. BAINUM

Each of the courses in public school music has been divided into six week courses, a half credit being granted in each. Mid-spring students can thus continue their music classes through the summer, receiving a full credit for the twelve weeks' work.

Music 2. (Elementary Music).—Although designed for grade teachers, this course is equally valuable to students in voice, piano, or orchestral instruments. It includes the study of the symbols of notation, major, minor, and chromatic scales, measures in common use, rhythmic patterns, musical terms, syllable singing, song study, etc. Facility and accuracy in sight singing is one of the principal aims of this course.

Texts: Music Notation and Terminology, Gehrkens.

Music 3. (Public School Methods).—Music 3 combines the study of methods, theory, history, and biography. The study of methods includes the systematic study of at least one course in public school music, outlines of the music as presented in the Training School, care and training of the child-voice, monotones, class organization, rote songs, and song interpretation. The study of theory is advanced, and includes the study of diatonic and chromatic scales, key relationship and modulation employing chromatics as members of the dominant seventh chord, common chords, terminology, sight reading, and song analysis. Prerequisite: Music 2.

Texts: Music Notation and Terminology, Gehrkens.

Education Through Music, Farnsworth.

Music 4. (Music Appreciation).—This course includes a thorough study of the history of music, the opera, the development of the modern orchestra, etc. The Victrola is used for purposes of illustration. Two days each week are given to elementary work in harmony. Prerequisite: Music 2, or its equivalent.

Instrumental Music

MISS BRADLEY, MRS. CHASTAINE, MR. MOORE.

The University is prepared to offer free instruction in piano and in all string and wind instruments. Classes will be arranged to accommodate applicants for lessons.

GEOGRAPHY (1)*Mid-Spring Term*

F. H. COLYER

W. O. BROWN

Physiography. Text, Salisbury. This course will begin in the middle of spring term and continue through the remainder of the spring term and the summer session. There will be one recitation each day, and a complete credit will be given for successful work. If, however, the subject is taken six weeks one-half credit will be given.

Geography Methods. Text, Dodge and Kirchway. This course also begins in the middle of the spring term and will be completed in six weeks. One recitation each day. One-half credit will be given for six weeks' work. If a complete credit is desired Method in Geography may be followed by Method in History during summer session.

B Geography. This course is designed for those who wish to begin the work in mid-spring term and continue it through summer session. One recitation daily. One-half credit for each six weeks, or complete credit for entire twelve weeks.

SUMMER SESSION

W. O. BROWN

J. A. KARBER

Physiography. Text, Salisbury. This course is a continuation of the one begun in the middle of spring term. One recitation each day. For mid-spring and summer sessions a complete credit may be secured.

Physiography. Text, Salisbury. This course is designed for those who will be in the summer session only, and wish to make a complete credit by reciting two hours each day. One hour the class will recite with those who are completing work begun in mid-spring term.

B Geography. This course is a continuation of the one begun in mid-spring term, and will recite one hour per day. For the entire twelve weeks' work one full credit may be secured, or one-half credit for six weeks' work.

B Geography. This course is designed for those in the summer session only, and who wish to make a complete credit in six weeks by reciting two hours each day.

MATHEMATICS

W. T. FELTS

WARD H. TAYLOR

M. A. THRASHER

Mid-Spring Term

A class in Methods in Arithmetic will be organized to continue through the mid-spring and summer terms. Either or both sessions it may be taken, for each of which a one-half credit will be given for satisfactory work.

A class in combination Algebra and Geometry will be organized for those who have not had any work in either Algebra or Geometry. Only those who contemplate remaining during the summer term will be received into the class.

A class in D Arithmetic will be organized, to continue during the summer term, for eighth grade graduates who wish to enter. Only those who contemplate remaining for the summer term will be received.

Summer Term

A class in B Algebra will be offered, two periods each day, for the accommodation of those who wish to make up work, and for high school graduates who wish to make the credit towards graduation.

A class in B Geometry to recite twice daily, will also be offered, both hours required.

A class in Arithmetic Methods to recite twice a day, either or both sessions may be taken, one-half credit being given for satisfactory work in either.

B Arithmetic, two periods each day; both required for credit.

Algebra-Geometry for beginners, two periods each day; both required for credit.

Trigonometry, if a sufficient call to justify the organization of a class.

CHEMISTRY

GEORGE M. BROWNE

Spring Term

During the Spring Term of 1917 Courses in Chemistry 2 and 3 will be in session giving opportunity to those having some knowledge of Chemistry to continue the study. Chemistry 2 is the second terms work in Chemistry while Chemistry 3 is the third term's work. A Chemistry 4, Household Chemistry, class will also be in session and is open to those persons that have had a year's previous study of Chemistry.

The periods for the above classes are Chem. 2, 7th and 8th, Chem. 3, 1st and 2 or 5th and 6th, and Chem. 4, 3d and 4th.

Mid-Spring Term

In addition to the regular Spring Term classes, Chemistry 2, Chem. 3, Chem. 4, and Chem. 11, (See Catalog Number) there will be offered a review class to those persons wishing to prepare for the First Grade teachers examination in Chemistry. The course will consist of daily recitations and quizzes on the subject matter presented in the usual high school texts in chemistry.

A course in chemical laboratory practice may be taken with the review course. Only those that have had a year's work in high school chemistry or have done extensive private study are advised to undertake the either of the above courses.

Any text book not more than 10 years old may be used. Pupils are advised to bring their text-books with them to Carbondale.

This review course is offered for the 5th period only.

Summer Term

Chemistry 1, beginning chemistry, will be offered to such as have the time and inclination to pursue the same. The course will require one period of recitation and two periods of laboratory work daily.

The text used will be Smith's Elementary Chemistry.

Courses in more advanced Chemistry will be organized whenever the demand justifies.

PHYSICS

S. E. BOOMER

(C). Mid-spring: First hundred pages of Millikan and Gale's text including liquid pressure, air pressure, molecular motions, forces and motions; accompanying laboratory work in Millikan, Gale, and Bishop's manual. Seven periods per week; one-half credit.

Summer: Continuation of above course through page 206 including molecular forces, thermometry, expansion, work and mechanical energy, machines, work and heat energy, transference of heat; accompanying laboratory work. Seven periods per week. One-half credit.

(A). Mid-spring: Jackson and Jackson's Magnetism and Electricity. Emphasis is placed on practical applications as types of batteries, telegraph, telephone, dynamo, motor, lighting systems. Laboratory and library work accompanying. Seven periods per week. One-half credit.

Summer: Above course continued. General review of Millikan and Gale's physics. Accompanying laboratory and library work. Seven periods per week. One-half credit.

(B). Students may enter the regular class. Sound and light will be given during the mid-spring term. Next spring term the order of treatment will be reversed, if there is sufficient demand, so that magnetism and electricity will be given during the mid-spring term. Each term will receive half credit and both terms will constitute the full course in B physics.

Special lectures. A series of six lectures, one each week during the summer term, will be given on physical and astronomical subjects. No requirements, no credit.

BIOLOGY

J. P. GILBERT

W. M. BAILEY

MARY M. STEAGALL

G. H. FRENCH, CURATOR OF MUSEUM

Biology 1. This is a first course in Zoology for those who have no credit for the subject in a good high school. The course will cover the general field of Zoology, using type studies as a basis for the larger group studies, and as a means of training in method of approach to the study of animals. Considerable emphasis will be placed on field studies as well as on the laboratory and recitation work. This may be taken as the last half of the course started in the mid-spring term, or it may be taken by those entering for the summer term only. One-half credit.

Biology 2. Advanced Zoology, offered for students who have had a thorough course in elementary Zoology. Chiefly field work making a study of local fauna. One-half credit.

Biology 5. Ornithology,—will be offered if students want it.

Biology 21.—Elementary Botany.

A first course in botany. This course presents a general view of the field of botany, and includes an elementary study of the more common types of plants, their structures, functions and life relations. The student is introduced to some of the elementary and important facts concerning the life processes as they may be seen in plants. Attention is also given to presenting the practical and economical phases of the subject. Recitations, laboratory and field studies. This course will be a continuation of the course given in the mid-spring term. It may also be taken by those who attend only the summer term. Half credit.

Biology 26.—Adv. Botany.

A field course. Identification of the seed plants of the local flora, for the purpose of becoming familiar with the common plants,

the distinguishing characters of the principal families, and the use of manuals for identification. Given in the mid-spring and summer terms or in the summer term.

AGRICULTURE

R. E. MUCKELROY

H. B. PIPER

The Agricultural subjects offered the spring term will be Elementary Animal Husbandry and Soil Fertility, Swine, Horticulture, Farm Mechanics, Feeds and Feeding, Farm Management and Poultry. These courses are arranged that students entering the middle of the term may take such as they are prepared for, and make one-half credit or continue the same through the summer term for full credit.

HOUSEHOLD ARTS

MISS JONES

MISS WOODY

Household Arts 5a. Spring—Mid-spring terms—Miss Jones. A general course in cookery and the serving of simple meals. While the work is of practical value for the home, it is also preparatory for courses 6 and 7 in the Household Arts course. Students may enter the class at mid-spring, thereby gaining one-half credit. Text, Greer Text Book of Cookery.

Household Arts 12. Spring—Mid-spring—Miss Jones. House planning and furnishing. Introductory is a brief survey of the evolution of the home, discussion of types of domestic architecture, leading to problems treating of artistic and economic decoration and furnishing. Mid-spring students may enter the last half of the term for half credit.

Household Arts 5a. Summer term—Miss Jones. A continuation of the mid-spring work, thus completing the entire course. Second Section. A class will be organized covering the first half of the course. By entering both sections summer students may complete the work with full credit.

Household Arts 6. Summer term—Miss Jones. Pre-requisite, Household Arts 5a. Those students who wish to continue the cookery work of former summers are eligible for this work. Text, Sherman Food Products.

Household Arts 13. (Home Economics) Summer term.—Miss Jones. A study of home management, including labor saving de-

VICES systematizing housework, household accounts, budgets, and the buying of supplies.

Household Arts 3—Spring term. Miss Woody. This course consists in planning and making two dresses; a study of materials and color combinations in dress; some drafting of patterns, and the elaboration of plain patterns.

In textiles the work covers the study of linen, the dyeing of fabrics, hygiene of clothing, laundering and the economic and social aspects.

Household Arts 2. Miss Woody. This is the course in garment making offered regularly in the winter term.

Household Arts 18. Mid-spring term. Miss Woody. This is a general course for grade teachers, embracing both hand and machine work, and a study of textiles. The articles made embody the fundamental principles involved in sewing, and are suitable to be taught in the grades. The first half term's work, beginning May 7, is so planned as to be complete in itself so that it may be taken without the latter half term's work, which begins with the summer term. Half credit is given for each. This course may be substituted for the regular fall term's course, Household Arts 1.

Household Arts 2. Miss Woody. Students entering in the mid-spring term may take the last half of Household Arts 2 for half credit. They will be enabled to complete the course in the summer term.

Household Arts 18. Summer term. Miss Woody. For description see mid-spring term.

Household Arts 2. Summer term. Miss Woody. This course in garment making (see description under winter term) may be taken for either full or half credit.

MANUAL ARTS

MR. PETERSEN

The students who complete the work offered in the six-weeks' spring term will receive a half credit for each subject. This work is so articulated with that of the summer term that, together, they are equivalent to the work of a regular term.

Benchwork in Wood

Mid-spring: This includes the care and use of tools. Practice in reading working drawings. Method of attacking a problem in construction. Study of the properties of material. Making and finishing useful projects.

Summer: Demonstrations will be given in the various processes of shaping and combining materials into complete articles.

The student will acquire a knowledge of approved shop practice through discussions, reading and experience. Talks on the selection of suitable contents for Courses in Manual Training.

Elementary Construction

Summer: This course includes the construction of a series of useful articles of inexpensive materials and is intended for teachers in the lower grades.

The different occupations and industries are studied and related problems are worked out in the classroom.

The student will study typical processes through observation and practice in making many objects.

The note-book that is kept should prove a rich source of material for reference for the student who is going to teach this subject.

Machine Shop Practice

Summer: This course offers an excellent opportunity for gaining accurate knowledge of the mechanism and operation of metal-working tools and machinery and of shaping and assembling machine parts. The exercises include work at the vise, drill press, lathe and planer.

Addition of valuable machines to this department has recently been made, a fact that should arrest the attention of men who wish to acquire a high degree of mechanical training and a familiarity with modern shop practice.

Projects made by the students include jackscrews, adjustable drawing stands, grinding machines, gasoline engines and 14-inch patternmaker's lathe.

Mechanical Drawing

Summer: This work will be done according to approved drafting-room methods and will include practice in the use of instruments, applied geometry, lettering, orthographic projection, developed surfaces and intersections, working drawings and drawing for reproduction.

PHYSICAL TRAINING

INEZ L. HOLLENBERGER

WILLIAM MCANDREW

WANDA NEWSUM

A course in playground management and games is offered during the spring and summer terms. The spring term work is divided into two six weeks divisions. The work of the summer term is identical with that of the first six weeks of the spring term.

COMMERCIAL DEPARTMENT

Bookkeeping, Banking, Business Arithmetic, Penmanship, Commercial Law, Stenography and Typewriting, Stenotypy

RICHARD V. BLACK

ANNE MCCOMBER, ASSISTANT

CHARLES ISMERT, ASSISTANT

Penmanship

Mid-spring

The work in this course is devoted to the rapid movement and developing exercises and a study of how to make both the small and the capital letters.

The Palmer Method is used as the base for the work in penmanship. Tempo, movement, and form constitute the essential features in each recitation. The type letters of each group are carefully developed. Legibility, rapidity and the art of easy execution are sought with untiring zeal.

Two things are kept constantly in mind: the improvement of your own writing and the best methods of teaching the subject.

Commercial Arithmetic

Mid-spring

The following topics indicate the nature of the course: Rapid calculation, Stocks, Bonds, Taxes, Partnership, Annuities, Balance Sheets, Building and Loan Accounting.

Summer Session

First Period

Percentage, Profit and Loss, Negotiable Paper, Interest, Premium, Discount (Bank and Trade), Brokerage, Commission, Cash Account, Account Sales, Closing and Ruling Ledger Accounts.

Second Period

Mensuration: Measuring and Capacity Tables, Surfaces, Solid Contents, Papering, Carpeting, U. S. Land Survey, Prin. Meridians, Base Lines, Correction Lines, City Lots, Divisions, Subdivisions, Additions.

Bookkeeping

Summer Session

This course is planned for beginners, and especially for those who desire to learn to teach the subject as required the State Course

of Study. Double entry rules for Journalizing. Posting. Trial Balance. Inventories. Business Accounts. Loss and Gain. Present Worth. Financial Statement. Balance Sheet. Cash Account. Real Accounts.

The laboratory plan is used in dealing with business transactions, and the drill given in handling each problem is as near the actual work in the office as it is possible to give in class work.

Shorthand

Mid-spring

Text: Gregg Shorthand Manual.

Five periods a week. One credit.

Shorthand I (Com. 17). A study of the principles given in the Gregg Shorthand Manual. Lessons I to XI inclusive; elementary sounds and their shorthand representatives; word building; word signs; phrasing; reading and writing simple sentences; supplementary reading from the Gregg Writer plates.

Shorthand

Spring

Shorthand III (Com. 19) Review of the fundamental principles and phrases through practice in writing exercises especially arranged for their application; drills in writing proper names and derivatives; dictation from various phases of commercial work for speed practice; supplementary reading for the purpose of cultivating a correct idea of form and proportion, and to acquire smoothness in reading from notes.

Shorthand IV (Com. 20) Speed practice in writing consecutive matter other than correspondence.

Shorthand

Summer

Shorthand IV (Com. 20) Speed practice in writing consecutive matter other than correspondence.

Ten periods a week. One credit.

Typewriting

Spring

Text: Ross' Lessons in Touch Typewriting.

Ten periods a week. One credit.

Typewriting I (Com. 23) Lessons I to XXI inclusive; instruction in correct habits of position, touch, fingering, and care and manipulation of the machine; a study of correct forms of letter

writing and artistic arrangement of material; addressing envelopes and writing on cards.

Typewriting III (Com. 25) Stencil cutting and use of the Neo-style; study of various machines; miscellaneous exercises for study of arrangement; machine dictation.

Actual correspondence, programs, outlines, etc., furnished by the different departments of the school afford a great part of the material for the work.

Typewriting

Summer

Typewriting II (Com. 24) Lessons XXII to XXVI inclusive; rough draft copying; copying legal forms; carbon duplicating; tabulating; billing.

Ten periods a week.

THE TRAINING SCHOOL

Summer Term

I. The Training School will be in Session in grades *One, Two, Three* and *Four*. Regular work will be given beginning at 8:00 A. M. and closing at 10:45 A. M. Excellent opportunity will be offered for a course in observation in each grade. A limited opportunity will be given for practice teaching.

Daily observation $\frac{1}{2}$ credit.

Daily practice teaching $\frac{1}{2}$ credit.

Observation, Grade One, Miss King, 8:00 A. M.

Observation, Grade Two, Miss Clark, 8:45 A. M.

Observation, Grade Three, Miss Hanford, 9:30 A. M.

Observation, Grade Four, Miss Holmes, 8:00 A. M.

II. A general course in preliminary practice will be offered daily at 7:15 A. M. The course will consist of reading, discussion, and lecture. The following lines of work will be considered: The Teacher's Perspective, Physical Conditions for Work, Physical Conditions of Pupils, Physical Condition of Teachers, Daily Program, and Lesson Planning.

Daily 7:15, $\frac{1}{2}$ credit, Mr. Furr.

Courses I and II apply as credit on Practice One of the regular course. By taking one course in observation and the general course one full credit may be given in Practice One.

THE LIBRARY

MARY LOUISE MARSHALL

The Wheeler Library possesses a working library of some 30,000 volumes and 1,400 pamphlets. It is classified according to

the Dewey decimal classification. There is a dictionary card catalogue with full analytical cards (author, title, subject, etc.). The books have been selected with reference to the needs of the various departments. They comprise standard works in literature, travel, history, science, philosophy, pedagogy and art, and general works of reference, including dictionaries, encyclopedias, year books, atlases and books of quotations. All periodical literature, that has permanent value, is bound and made accessible by Poole's index, the Reader's guide, etc. The library subscribes to over a hundred of the best current periodicals, and receives daily many newspapers from surrounding towns and counties. The library contains much bibliographical material on children's literature, many beautifully illustrated books for children by well known illustrators, lists of children's books, etc. Many of the government's reports are catalogued, such as the U. S. Department of Agriculture, Farmers' Bulletins, U. S. Commissioner of Education, etc.

The library is open daily during school hours and on Saturday mornings.

A course in elementary library instruction—the use of books as tools, book selection for a small school library, the use of a card catalog, the preparation of a bibliography, etc., will be given in the summer term if the demand warrants it. It will be untechnical in character. Two periods a week—half credit.