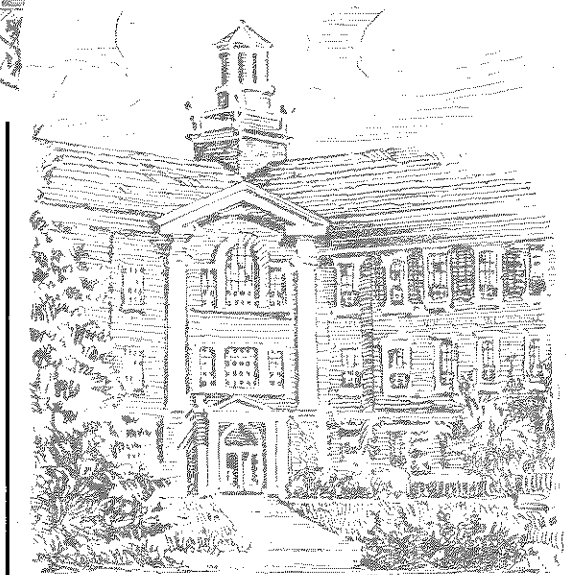




EARLHAM COLLEGE  
INDIANA UNIVERSITY  
EXTENSION CENTER

1947-48



- **Classes**
- **Popular Lectures**
- **Afternoon and Evening Sessions**

OFFICE: ROOM 114, CARPENTER HALL

Telephone 1957

BULLETIN OF EARLHAM COLLEGE

## CLASS SCHEDULE

Monday, 7:15—9:30 P. M.			
Course	Instructor	Cr.	Room
Principles of Economics—101a	Stinneford	3	111
American History—105a	Strahan	3	213
European History—101a	Jaenicke	3	324
Principles of Marketing—222		3	224
*Practical Mathematics	Rivir	0	211
Tuesday, 7:15—9:30 P. M.			
College Algebra—101		3	224
Propaganda Analysis—232	Schnur	3	211
Social Psychology—138	Penery	3	222
Intro. Statistics—232		3	213
4:00—6:15 P. M.			
Criminology—205a	Schnur	3	211
Introductory Psychology—101	Penery	3	222
6:15—9:45 P. M.			
General Chemistry—103a	Scherer	5	Parry
7:30—8:30 P. M.			
Daily News—1a	Dennis, WC	1	111
Wednesday, 7:15—9:30 P. M.			
*Studio Art—151		2	Studio
Biography—EC117	Root	3	320
Foods and Nutrition—214a	Land	3	Parry
Elementary French—101a	Hole	3	314
*Office Management—291		2	213
Public Speaking—102a		3	321
Thursday, 7:15—9:30 P. M.			
Intro. Accounting—101a	McNelly	3	220
American Government—101a		3	211
English Composition—101a	Hole	3	222
Radio Broadcasting—278a	Eward	3	311
*Recreational Crafts—111		2	111
Stagecraft—228a	Morgan	3	Basement
World Literature—103a	Root	3	320
6:15—9:45 P. M.			
General Chemistry—103a (Lab.)			Parry
Friday, 7:15—9:30 P. M.			
Business Law—260	Dennis, D.	3	111
*Trees—117t		2	213
Saturday A. M.			
Education—511 ( 8:00 A. M.)	Somers	2½	211
Education—517 (10:00 A. M.)	Somers	2½	211
*Meet 1½ hours.			

## CALENDAR

1947—

September 15 to 27	Registration
September 22, Monday	Classes begin
November 27, Thursday	Thanksgiving Vacation
December 20, Saturday	Christmas Vacation begins

1948—

January 5, Monday	Classes resume
January 31, Saturday	First semester ends
January 26 to February 7	Registration for second semester
February 2, Monday	Second semester begins
March 27, Saturday	Spring Vacation begins
April 5, Monday	Classes resume
June 5, Saturday	Second semester ends

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Dear Student:

The purpose of the Earlham College-Indiana University Extension is twofold:

First, for the college student the plan is to duplicate or increase the regular offerings of the College wherever the need is apparent and to make possible a flexible arrangement for the student who finds a work-study plan necessary. Courses carrying college credit are conducted strictly on college level by instructors from both Earlham College and Indiana University, or by instructors who meet their standards. Such courses are good for credit at Earlham, Indiana University, and through them to most colleges or universities throughout the country, provided the students meet the regular entrance requirements of the school selected.

Second, it is hoped that the Extension Division will make a very real contribution to the life of Richmond and surrounding community by arousing interest and participation of adults in continuing education for the job; in pursuit of individual hobby interest; and in developing awareness and understanding of world problems of the day. To accomplish this the plan is to offer special series of lectures and non-credit study courses designed for special types of workers and for organized interest or study groups. Leaders and instructors for these attractions will be of wide experience and of popular interest.

THOMAS E. JONES,  
President, Earlham College.

HERMAN B. WELLS,  
President, Indiana University.

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New Series XXIX

August, 1947

Number 3

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STRAHAN, JAMES RUSSELL, Ph.D.	History, Western College for Women
WEBER, KATHRYN, A.B., A.M.	Physical Ed., Earlham College

## GENERAL INFORMATION

CLASSES ARE OPEN to any adult who can pursue the work with profit. Credit, however, is granted only to those who comply with Earlham College or Indiana University entrance conditions.

INSTRUCTORS are regular members of the Faculties of Earlham College and Indiana University or other educational institutions or recognized college or university standing, or are specially qualified business and professional men who have been formally approved for the work scheduled.

ONE-HALF THE REGULAR FOUR-YEAR College or University course or sixty hours of Freshman and Sophomore courses may be completed in Extension, provided the Center offers the subjects which the student wants.

THE RICHMOND CENTER is located at Earlham College in Carpenter Hall, Room 114; Telephone, 1957. Office Hours: 9 A.M. to 5:00 P.M., and 6:45 to 7:30 P.M., Monday through Friday. Saturday, 9:30 A.M. to 12:00 noon. Convenient transportation facilities are available direct to student wants.

TEXTBOOKS are sold at the Extension Office. Students should purchase them when they enroll. After the original supply is exhausted, students should leave individual orders.

Extension students will be entitled to the regular privileges of the Earlham College and Richmond Public Libraries. Arrangements have also been made to provide special shelves of books at both libraries for their use.

## REGISTRATION

REGISTRATIONS are received in the office of the Earlham-Indiana Center, where students may fill out proper blanks, pay their fees, and receive cards admitting them to classes. The enrollment period for the first semester of the school year 1947-48 is from September 15 through September 27. Students may also register and pay fees the evening of the initial class meeting. Enrollment is not complete or official until the proper forms have been filled out, fees provided for, and enrollment cards issued.

After the third meeting, students are admitted to classes only upon approval of the instructor. The office must be notified immediately of any change of class or section.

Students of Earlham College may enroll in evening classes only upon the recommendation of the Dean. Such students will enroll also in the office of the College Registrar.

Students who have been denied readmission by Earlham College, Indiana University, or any other college or university, should present statements from the dean of the college in which they were formerly enrolled, recommending that they undertake work at the Center, and suggesting the courses they should take. Students who fail to report denial of admission or readmission at any college or university at the time of registration must bear the responsibility for loss of credit which may result from such failure.

A student may not enroll in more than sixteen hours of work without special permission. Persons employed full time are not encouraged to take more than two courses at a time. Teachers who are employed in any full-time position may not take more than five hours' work in any one semester at the Richmond Extension Center.

**VISITING CLASSES.** Students may visit credit classes (other than popular lectures) the first meeting if uncertain about enrollment. Early enrollment is necessary, however, to assure a place in the desired section as classes are closed when filled. All non-credit courses must be paid for in full in advance.

### FEES

**Rates.** Fees are based on the amount of work taken, each subject costing \$6 a credit hour. A small additional fee will be charged students taking laboratory courses to cover use of materials and incidental breakage. Graduate work, if offered, will be subject to special arrangement as to fees and credit.

**Payment of Fees.** All students should enroll during the first week of the semester or before; those registering after the second meeting of a class are required to pay additional fee of \$1.00. This additional fee will not be assessed against students registering on the way to the second meeting of any course, but those registering after the class will be required to pay the extra fee. Registration is not complete until fees are paid or a definite arrangement made for deferred payment.

**VETERANS** attending under Public Law No. 346 or Public Law No. 16 should present certificates of eligibility and endorsement in lieu of fees.

**EARLHAM COLLEGE STUDENTS** who have received permission to enroll in Extension classes should also enroll in the office of the College Registrar and pay to the College the regular college rate, instead of the rate for extension courses.

**Deferred Fees.** Extra fee for deferred payments is \$1, payable at the time of enrollment. Students are required to adhere rigidly to the schedule for payments under this plan. Those who do not meet their obligations on time will be withdrawn from classes. All fees must be paid in full by the end of the ninth week.

**An Examination Fee** of \$1 is charged students who take examinations at other than the regular times, no matter what the excuse.

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**Refunds.** Limited refunds in proportion to the unelapsed fraction of the first nine weeks of the semester, dating only from the time of written applications, are allowed except when small classes are continued at a loss to oblige students. For example, if a student taking a three-hour course withdraws at the end of the fourth week, he would be entitled to a refund of  $\frac{5}{9}$  of \$15 or \$8.35. No refunds are made if a student withdraws after the eighth week. If students withdraw from classes, they are required to pay all fees due up to the time of written notification of withdrawal.

### CREDITS

Indiana University or Earlham College credit is given to each student upon the successful completion of a credit course, provided the student has met all prerequisites, including the entrance requirements. Requirements are given in the catalogs of the two schools. The student may have his credits recorded either at Indiana University or Earlham College as he chooses. As Indiana University and Earlham College credits are mutually

interchangeable upon request for transfer this choice is important only for convenience. Grade cards are sent to students at the end of the semester.

**Grades.** Grades stand approximately for per cents as follows: A, 95-100; B, 85-94; C, 75-84; D, 65-74; E, conditioned; I, incomplete; F, failed. Students must notify the office immediately upon withdrawal from a class. Unauthorized withdrawals will be marked "W" or "WF" depending upon whether the student is passing or failing in the work of the course at the time of withdrawal. Students who receive the mark F (failed) must repeat the work in the course before receiving credit for it.

Conditions will be imposed only in the case of poor work. They will be changed to failures when not removed within twelve months. When conditions are removed, the work will receive a grade of D. See College and University Catalogs for "credit points" and other details.

Any student enrolled in full-time work who fails to make a passing grade in at least half of his work, or who fails to secure "credit points," thereafter, numbering half of the hours in which he is enrolled, will be denied readmission. A student who fails to make a passing grade in at least two-thirds of his work with a corresponding proportion of credit points will not be allowed to enroll in more than ten hours of work.

**Change from Credit to Non-Credit.** Students changing from credit to non-credit status should make such change at the office before the mid-semester.

Certain specified credit courses each semester are offered at a lower fee when taken without credit. No refunds of fees is made after the third class meeting to a student who changes from credit to non-credit status in these specified courses.

**Class attendance** must be regular. Credit may not be given to any student who has not attended three-fourths of the class meetings unless arrangements can be made with the instructors for making up the work of the lost meetings.

**Credentials.** All new students taking seven or more hours of work with the intention of applying their credit toward graduation at Earlham College or Indiana University should file applications for admission on blanks secured from the office in advance of enrollment. Students entering for less than seven hours of work will file applications at the time their enrollment brings the total number of credit hours up to seven. Earlham College and Indiana University accept no responsibility for difficulties arising later from a student's failure to indicate his status or from any incorrect information given by him on his enrollment blanks.

### PART-TIME EDUCATION FOR VETERANS

Many men and women now in the armed service and others now returned to civilian status will want to continue their education or to study for the purpose of readjusting to their old positions or of preparing for new types of work. Public Laws Nos. 346 and 16 provide governmental assistance for education, under certain conditions, for these persons. Public Law No. 346, commonly known as the "G. I. Bill of Rights," provides for a continued educational program. Public Law No. 16 makes possible a study program for rehabilitation purposes.

Some former service men and women will want to study on a part-time basis. This part-time study may be carried on in evening classes. It should be noted that veterans studying part time will be charged only for that fraction of time on the total time for study allotted them by the government. Subsistence payments are made by the government in proportion to the amount of work for which the veteran is enrolled. The schedule is as follows:

Veterans enrolled for	Subsistence
12 semester hrs. or more .....	full payment
9 to 11 semester hrs. ....	$\frac{3}{4}$ full payment
6 to 8 semester hrs. ....	$\frac{1}{2}$ full payment
3 to 5 semester hrs. ....	$\frac{1}{4}$ full payment
Less than 3 semester hrs. ....	no payment

Those interested in using their educational benefits for the first time should obtain application blank (Form 1950) from the Extension Office or from the Veterans Training Office. Further instruction will be given at that time for the securing of a certificate of eligibility and entitlement. Veterans who do not have appropriate papers at the time of enrollment will be required to pay the fees and await refund after papers are obtained.

#### "ON-THE-JOB" TRAINING PROGRAM

It is hoped that the extension program will be of service both to the veteran and his employer in providing a part of the 144 hours of classroom instruction required for completion of the veteran's training. Needs for specific classes not listed in the present offering of courses should be registered at the Extension Office.

## POPULAR COURSES

### CIVIC ORCHESTRA

Richmond Civic Orchestra is composed of local and district musicians. The Orchestra will welcome into its membership players of any instrument who are interested in music as a recreational and cultural pursuit.

This organization rehearses two hours weekly on Sunday afternoon and prepares three concerts a season from the classic and semi-classic orchestral literature.

Requirements if taken for credit: regular attendance, satisfactory work, and payment of fee. Such credit will be transferable provided the student meets the requirements of the music department in the institution to which he transfers.

No credit—free. 1 semester hour credit—\$6.

First Meeting: September 21, Sunday 2-4 p. m.

McGuire Hall, Richmond Senior High School.

Directors: Ben G. Graham and Harry A. Pollock.

### COMMUNITY CHORUS—Director, Dail Cox

The Community Chorus is open to all singers of Richmond and vicinity. The aim of the organization is to give its members the opportunity for participation in a large choir capable of presenting some of the major

choral works, and to give the general public the opportunity for hearing such works performed by the singers of their community.

The first concert will be given in December and will be Handel's Messiah. At least three concerts will be given for the season 1947-48.

Requirements if taken for credit: regular attendance, satisfactory work, payment of fee. Such credit will be transferable provided the student meets the requirements of the music department in the institution to which he transfers.

No credit—free. 1 semester hour credit—\$6.

Time of rehearsal: Tuesdays, 7:30, Room 221, Carpenter Hall, Earlham.

First Meeting: September 30, 7:30 p. m.

### MUSIC HOUR

Conducted by Dail Cox

Two evening series on music offerings of the current season in Richmond, Dayton, Cincinnati, and Indianapolis. Illustrated by records and "live" performers from Earlham College and surrounding communities. Included are operas, concert programs, and symphonic performances. Each period closes with an open time for questions and contributions from the floor.

First Series: October 6, 13, 20, 27, November 3, and 10.

Second Series: January 5, 12, 19, 26, February 2, and 9.

(Includes all new material).

Meets at 7:30 p. m. in faculty parlor, Carpenter Hall, Earlham.

Fee: \$3 for each series. Registration: September 15 to 27.

### SHAKESPEAREAN READINGS

Dr. Warren Staebler of the College will present dramatic readings from selected plays of Shakespeare. In the hour, Dr. Staebler gives the background of the play, and outline of the plot and then reads dramatically parts of the play that give a connected story of the drama.

The sessions are free, and the public is cordially invited. Dates will be announced later.

### CHILD GUIDANCE

A series of six practical lectures to promote an understanding of the youngster of 3 to 5 years of age. Parents and those working with the pre-school child will receive special help in the guidance of such children to a satisfactory and happy adjustments.

Meetings: September 24, October 1, 8, 15, 22, 29, at 7:30 p. m., Carpenter Hall, Room 221.

Fee: \$3.

### HISTORY OF INDIANA AND RICHMOND

Four lectures in the month of November on the geography and its influence on the history of Indiana, including Richmond and the surrounding area. "Know your State first!" will be the slogan and places or historical and scenic interest will be discussed.

Meetings: November 5, 12, 19, 26, at 7:30 p. m., Carpenter Hall, Room 221.

Fee: \$2.50.

## CHILDREN'S LITERATURE

Leader: Dr. Daisy Jones

Four meetings in the month of January for the study of children's literature for each period of the child's life. Included will be such types as Mother Goose Rhymes, fables, folk tales, Fairy tales, myths, legends, Bible stories, nature stories, fiction, biography, and poetry. Illustrations for children's books, likes of childhood, and authors will be discussed.

Meetings: January 7, 14, 21, 28—1948; 7:30 p. m., Carpenter Hall, Room 221.

Fee: \$2.50.

## DESCRIPTION OF CREDIT COURSES

Credit courses are practically identical with those courses offered in residence at Earlham College or Indiana University. A student who receives credit for an extension course is not permitted to take the same or similar course in residence and receive credit for both.

The letter E, which appears with each course number, indicates merely that the course is offered by the Extension Division. The letters a and b indicate which semester of the year's work is being announced—a standing for the first semester and b for the second semester.

"Graduate credit" means credit earned after graduation from a four-year university course and intended for application toward an advanced university degree. This term should not be confused with the simple term "credit," which is used throughout the bulletin to mean credit toward graduation with the A.B. or B.S. degree.

The fee for graduate courses is \$7 a credit hour; the fee for other courses is \$6 a credit hour. Numbers in parentheses indicate the amount of College or University credit in semester hours. Hours credit and corresponding fees are stated for a single semester in this catalog.

## ART

E100. Art Appreciation. (2) \$12. Second semester.

Selected lectures on great works of art.

E151ab. Freehand Drawing. (3) \$18. Throughout year.

An introduction to the basic problems of freehand representation, including the study of values, light and shade, perspective, and composition.

E162a. Crafts and Design. (2) \$12. Second semester.

A general course for the elementary teacher giving experience in crafts suitable for the primary and intermediate grades.

E255. Water Color Painting. (3) \$18. Throughout year.

Introduction to the techniques of water color painting in still life and landscape.

E266. Commercial Art. (3) \$18. Throughout year.

Problems in elementary lay-out and lettering in the fields of advertising and commercial design.

## BUSINESS

E101ab. Introduction to Accounting. (3) \$18.

Beginning course. Includes such topics as balance sheets, profit and loss statements, journals, trial balances, interest, discount, adjusting entriese, columnar journals, vouchers, etc. Second semester includes a summary problem to consolidate the principles of previous semester, partnership and corporation accounting, interest on capital stock, departmental accounting, etc.

E209. Commercial Correspondence. (2) \$12. Second semester.

Proficiency in English Composition required. Practice in using correct, forceful, English in business correspondence; class discussion on style, structure, and aims of business letters; study in principles and types of correspondence; practice in preparing application letters; credit and collection letters, sales letters, adjustment letters; practice in dictation.

E222. Principles of Marketing. (3) \$18. First semester.

To give students a broad picture of distributive process and some of the problems met by those engaged in marketing. It examines the marketing structure of the country; why goods are marketed as they are; work of various types of individuals and business concerns engaged in distribution.

E260. Business Law—Contracts. (3) \$18. First semester.

Gives an understanding of the nature of legal institutions; of the essentials of a binding contract, of the legal rules relating to the performance of a contract, of remedies granted in event of breach of contract, and of rights acquired by assignment of contract.

E262. Business Law—Property, Sales, Security Transactions, and Negotiable Instruments. (3) \$18. Second semester.

Prerequisite, Business E260. Gives understanding of the legal problems encountered in the marketing of goods. Treats of the nature of property, the sales of personal property, the securing of credit granted, and the nature and use of negotiable instruments.

E291. Office Management. (2) \$12. First semester.

Operation of a modern office from the point of view of office manager. Includes the function of an office and its relationship to production, sales, and other departments; selection, training, pay, and promotion of office employees; equipment; budgetary control; flow of work; layout; supervisory problems; report writing; quality and quantity standards.

## ECONOMICS

E101ab. Principles of Economics. (3) \$18.

A general introduction to economic principles and problems. Topics covered include: economic organization, production, consumption, distribution of wealth and income, money and banking, value and the pricing process, business cycles, risk and insurance, labor problems, problems of industrial monopoly, and international economic relations.

E206. **Money and Banking.** (3) \$18. Second semester.

Survey of the monetary and banking system of the United States, including consideration of problems of money and prices, of proper organization and functioning of commercial banking and Federal Reserve systems, of problems of monetary standards, and of credit control. Recent monetary and banking trends are emphasized.

E232. **Introduction to Statistical Methods.** (3) \$18. Throughout year.

A study of the basic concepts and elementary techniques fundamental to the statistical method. Topics discussed are central, dispersion, skewness, and kurtosis tendencies; simple, multiple, and partial correlation of ungrouped data; and the elements of large-sampling theory. Techniques and interpretation of results are emphasized.

### EDUCATION

E323. **Visual Education.** (2) \$12. Second semester.

A general course for teachers with emphasis upon sound and visual classroom teaching aids. Attention will be given to the sources, selection, and use of the following aids: school trips, museum materials, motion pictures, still pictures, radio transcriptions, phonograph records, and graphic aids.

### EDUCATION

#### Graduate Courses in Education

All graduate students in education should consult the Bulletin of the School of Education as to general regulations, options for degrees, and possibilities of satisfying administrative license requirements while satisfying the requirements for either the A.M. or M.S. degree.

Beginning graduate students in education should submit an official transcript of their undergraduate work at once to the School of Education, Indiana University. At the same time, request should be made for an admission blank, which should be filled out and returned to the Dean of the School of Education.

Seniors may be admitted to the following courses upon the consent of the instructor. In no case may more than one-third of those enrolled be undergraduates.

#### Graduate education courses scheduled for 1947-48—First Semester

E511. **Advanced Educational Psychology.** (2½) \$17.50.

E517. **Theory and Application of Mental Measurements.** (2½) \$17.50.

#### Second Semester

E537. **High School Curriculum.** (2½) \$17.50.

E555. **Extracurricular Activities in the Secondary Schools.** (2½) \$17.50.

#### 1948-49—First Semester

E532. **Educational Measurements.** (2½)

E551. **School Administration.** (2½)

#### Second Semester

E570. **Public School Finance.** (2½)

E581. **Statistical Method Applied to Education.** (2½)

#### 1949-50—First Semester

E523. **Utilization of Audio-Visual Aids.** (2½)

E535. **Supervision of the Elementary Curriculum.** (2½)

#### Second Semester

E536. **Supervision of Instruction in the Elementary Schools.** (2½)

E624. **Selection of Audio-Visual Aids.** (2½)

### ENGLISH

E101ab. **English Composition.** (3) \$18.

A progressive course in written expression beginning with a mastery of the fundamentals of grammatical relationships and paragraph building and continuing to clear, forceful exposition in the statement of problems and autobiography. Includes 101abc required at Indiana University.

E103ab. **World Literature.** (3) \$18.

A study of the great masterpieces of world literature, from Homer's time to the present.

E105. **Creative Writing.** (3) \$18. Second semester.

Theories of structure and style, extensive writing of poems, stories, essays, and plays.

EC117. **Biography.** (3) \$18. First semester.

A study of the nature and history of biographical writing, its principles and technique with special study of one or two modern or contemporary biographies.

### GOVERNMENT AND HISTORY

**Daily News.** (1) \$6. Throughout year.

E202a. **American Government: Federal.** (3) \$18.

Origin, nature, and development of American federalism. Analysis of national governmental structure and the relation of the individual to the governmental structure and the relation of the individual to the government, political parties, and pressure groups. Current national political problems and trends.

E202b. **American Government: State and Local.** (3) \$18.

Structure and function of state and local government. Current national, state, and local problems and trends.

E101ab. **European History.** (3) \$18.

This course aims to give a general knowledge of Western European civilization. Emphasis is given to the chief contributing facts, events, and ideas that have shaped our world.

E105ab. **American History: General Course.** (3) \$18.

The causes and motives leading to the discovery of America, the claims arising from these discoveries, the growth of the American colonies and the gaining of independence, the development of the constitution, the growth of the West, sectional conflicts, and the political and other changes of the present era. The work of the first semester covers the period up to about 1850.

### HEALTH, PHYSICAL EDUCATION AND RECREATION

E111. **Recreational Crafts.** (Credit arranged). First semester.

Handcraft suitable for the playground, camp and community centers; clay modeling, carving, weaving, braiding, etching, wood-working, reed and raffia, wood burning, toy making, linoleum cutting and printing, leather stamping, serpentine modeling, making of masks, etc. Open to men and women.

E221. **Community Recreation.** (0 or 2) \$12. Second semester.

Consideration will be given to the nature and function of recreation with emphasis on recent developments in the field; community agencies and their contributions; play areas; program planning and material aids for large and small groups at various age levels; also such program features and services as arts and crafts, music, drama, city-wide contests and festivals, athletics and sports.

### HOME ECONOMICS

EC1a. **Foods and Nutrition.** (3) \$18. First semester.

Food selection and composition; foods in their relation to the human body; nutrition studies; practical work in fundamental cookery processes.

E211. **Home Management.** (3) \$18. Second semester.

A study of the management of time, energy, and money; house planning from the standpoint of management; standardization of household operations; selection, arrangement, and care of household equipment.

### MODERN LANGUAGES

E101. **Elementary French.** (3) \$18.

E115ab. **Introductory Spanish.** (3) \$18.

E123ab. **Spanish Conversation.** (2 or 0) \$12.

### MATHEMATICS

1a. **Review of Practical Mathematics.** (non-credit) \$12. First semester.

Fundamental processes used in mathematics, including study in fractions, percentage, and interest.

1b. **Consumer Mathematics.** (non-credit) \$12. Second semester.

Shortcuts in mental arithmetic; home budgeting techniques; personal bookkeeping.

E102. **College Algebra.** (3) \$18. First semester.

This course covers much of the same ground as Mathematics 101 except that every little time is spent on review of elementary topics. Prerequisite, one and one-half years of high school algebra or consent of the instructor.

E103. **Plane Trigonometry.** (3) \$18. Second semester.

Definition and fundamental properties of the trigonometric functions, identities, inverse functions, graphs, radian measure, addition formulas, logarithms, solution of triangles with applications, trigonometric equations, complex numbers.

### PHILOSOPHY

E202-3. **Logic and Ethics.** (non-credit) \$12. Second semester.

Logic: the study of the basic forms that govern all human thinking and reasoning, and of their function in knowledge. Ethics: the study of human conduct as far as this may be judged right or wrong, good or bad, moral or immoral.

### PSYCHOLOGY

E101. **Elementary Psychology.** (3) \$18. First semester.

Aims and scope of the field, nature of human adjustments, physiological basis of behavior, learning, emotion, sensory discrimination, motivation, social behavior, reasoning, personality. Required of majors in business, medicine, education, and nursing. May be taken with Psychology 141 for science credit.

E138. **Social Psychology.** (3) \$18. First semester.

The individual's development and performance of traits within social psychological situations (family, playmate, school, vocational, etc). Place of social psychological interactions in political, economic, aesthetic, religious, educational, and other situations.

E249. **Psychology in Personnel.** (2) \$12. Second semester.

A general survey of psychological principles and procedures involved in evaluating and developing general vocational fitness as they are used in vocational guidance, employment, social work, and business personnel functions.

E258. **Psychology of Childhood.** (3) \$18. Second semester.

A study of the development of behavior in infancy and childhood, including a survey of factors having influence on various kinds of behavior. Heredity, motor development, speech and intellectual development, and personality are among the topics covered.

**Child Guidance**—see Popular Courses, page 8-10.

### SCIENCE

#### Botany

E117t. **Trees.** Non-credit. \$12. First semester.

The identification and economic relations of our common trees and shrubs and of the principles of scientific forestry.

#### Chemistry

E103ab. **General Chemistry.** (5) \$30. (plus \$5 laboratory fee)

The composition of matter, changes in composition, and the laws governing these changes. Introduction to inorganic chemistry. Second semester: Fundamental properties, principles, and reactions of compounds.

#### Zoology

E104. **Birds.** Non-credit. \$12. Second semester.

The identification, evolution, adaptations, and economic importance of birds with field study of those that occur locally.



### SOCIOLOGY

#### E205ab. Criminology. (3) \$18.

##### a. The Causes of Crime.

What is crime? Extent and cost of crime. Trends in crime. Types of crime. Rackets. White collar criminality. Theories of crime and punishment. Factors in physical environment making for crime. Psychological and anatomical characteristics of the criminal. Mental deficiency, epilepsy, personality problems, neurosis, and psychosis related to crime. Biological predispositions to crime. Economic and social factors related to crime.

##### b. The Treatment of the Criminal.

Detection and apprehension of criminals. Lie detector and laboratory equipment. Adult and juvenile courts; probation; jails; workhouses. Houses of correction; reformatories, prisons; parole, pardon. Youth Correction Authority; medical, psychiatric, psychological, and sociological treatment. Juvenile and adult crime prevention programs. Labor, sex, disciplinary, and other problems in prison; prison administration. The indeterminate sentence; diagnosing the criminal; predicting the future criminal behavior of treated criminals before release.

#### E232. Propaganda Analysis. (3) \$18. First semester.

An analysis of the thought models and strategy of the propagandist, educator, and scientist. How the propagandist achieves his will; his rules, techniques and principles of persuasion. Current radio programs, newspapers, magazines, and motion pictures analyzed for propaganda content and techniques. Conditions which facilitate and impede the work of the propagandist.

#### E298. Social Welfare Organization. (3) \$18. Second semester.

Techniques used by public and private agencies to help individuals and communities to achieve a more adequate way of life. Family welfare work. Child welfare services. Child guidance clinics. Visiting teacher work. The court, probation, and parole. Medical social work. Public welfare and public assistance; the Social Security services. Social group work. Community organizations. Case histories are used to illustrate each type of work and the techniques.

How the social worker treats with words. Opportunities in social work. Training needed in social work and where it can be secured. Marriage counseling agencies.

### SPEECH

#### E102ab. Public Speaking. (3) \$18.

a. A basic course giving students understanding of and frequent practice in fundamentals of public speaking. Students are trained in thought

processes necessary to clear, valid, and organized speech content; in personality components of effective delivery; in use of voice and body; in pronunciation and use of language.

b. Affords further practice and criticism in speaking. Emphasis is placed on the development of the longer speech. Some time is given to voice improvement.

#### E228ab. Stagecraft. (3) \$18.

a. This course begins with the fundamental problems of setting a play and proceeds, step by step, through an analysis of the requirements of a play, the construction of the sets, the decoration involved, and the stage management of the production.

b. Stress is laid upon drawing, both working drawings and elevations.

#### E272a. Radio Script Writing. (3) \$18. Second semester.

A study of the principles and methods of writing for an aural medium. Assignments will include: commercial spots, institutional advertising, music continuity, news writing, special events continuity, talks, documentaries, radio drama, the serial and dramatic narrative. Minimum assignment of one script a week.

#### E278ab. Introduction to Radio Broadcasting. (3) \$18.

An introductory course in the principles and practices of commercial and educational broadcasting. Some class time will be assigned to each of these subjects: basic microphone techniques, radio news writing and editing, the interview, the round table, the audience participation show, sportscasts, women's shows, public service broadcasting, program planning, program production and radio sales. Students will be required to do considerable outside reading, to study and analyze programs on the air and to write and produce one show to be recorded.

Class time will be divided between lecture and laboratory practice. It will be possible for a student to select one phase of broadcasting and concentrate the major part of his study on that specialty.