

H&T

Center Office: Northside at Greenlawn. Telephone: Atlantic 2-2341 /

Registration: September 13, 14, and 15. Classes Begin: September 18

/ FIRST-SEMESTER CLASSES 1961-62



<b>SOUTH</b>	<b>BEND - MISHAWAKA</b>	<b>CENTER</b>	<b>/</b>	<b>INDIANA</b>	<b>UNIVERSITY</b>
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SOUTH	BEND - <b>1961 - 1962</b>	CENTER	/	INDIANA	UNIVERSITY
SOUTH	BEND - MISHAWAKA	CENTER	/	INDIANA	UNIVERSITY

# INDIANA UNIVERSITY CENTER SOUTH BEND-MISHAWAKA

Northside Boulevard at Greenlawn Avenue, South Bend

1961							1962							1962								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
Sept.					1	2	Jan.	1	2	3	4	5	6	May		1	2	3	4	5		
	3	4	5	6	7	8	7	8	9	10	11	12	13		6	7	8	9	10	11	12	
	10	11	12	13	14	15	14	15	16	17	18	19	20		13	14	15	16	17	18	19	
	17	18	19	20	21	22	18	19	20	21	22	23	24		20	21	22	23	24	25	26	
	24	25	26	27	28	29	25	26	27	28	29	30	31		27	28	29	30	31			
Oct.	1	2	3	4	5	6	Feb.				1	2	3	June						1	2	
	8	9	10	11	12	13	4	5	6	7	8	9	10		3	4	5	6	7	8	9	
	15	16	17	18	19	20	11	12	13	14	15	16	17		10	11	12	13	14	15	16	
	22	23	24	25	26	27	18	19	20	21	22	23	24		17	18	19	20	21	22	23	
	29	30	31				25	26	27	28					24	25	26	27	28	29	30	
Nov.				1	2	3	Mar.				1	2	3	July	1	2	3	4	5	6	7	
	5	6	7	8	9	10	4	5	6	7	8	9	10		8	9	10	11	12	13	14	
	12	13	14	15	16	17	11	12	13	14	15	16	17		15	16	17	18	19	20	21	
	19	20	21	22	23	24	18	19	20	21	22	23	24		22	23	24	25	26	27	28	
	26	27	28	29	30		25	26	27	28	29	30	31		29	30	31					
Dec.					1	2	April	1	2	3	4	5	6	7	Aug.				1	2	3	4
	3	4	5	6	7	8	8	9	10	11	12	13	14		5	6	7	8	9	10	11	
	10	11	12	13	14	15	15	16	17	18	19	20	21		12	13	14	15	16	17	18	
	17	18	19	20	21	22	22	23	24	25	26	27	28		19	20	21	22	23	24	25	
	24	25	26	27	28	29	29	30							26	27	28	29	30	31		
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Register for First Semester: September 13, 14, and 15

Register for Second Semester: January 24, 25, and 26

Register for Summer Session: June 11 and 12

**Learning Is a Lifelong Pleasure**

# Calendar, 1961-62

FIRST SEMESTER ..... September 13 through January 19  
 Registration ..... September 13, 14, and 15  
 Classes begin ..... September 18  
 Thanksgiving recess ..... November 23 and 24  
 Christmas vacation ..... December 23 through January 3  
 Semester examinations ..... January 15 through January 19

SECOND SEMESTER ..... January 24 through May 25  
 Registration ..... January 24, 25, and 26  
 Classes begin ..... January 29  
 Spring vacation ..... April 19 through April 25  
 Semester examinations ..... May 21 through May 25

SUMMER SESSION ..... June 11 through August 10  
 Registration ..... June 11 and 12  
 Classes begin ..... June 13

Classes scheduled for July 4 will be made up at the discretion of the instructor.

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# Administrative and Instructional Staffs

## 1961-62

### Administrative—Bloomington

Herman B Wells, A.M., LL.D., President of the University  
Ralph L. Collins, Ph.D., Vice-President, and Dean of the Faculties  
Joseph Amos Franklin, B.S., Vice-President, and Treasurer  
John William Ashton, Ph.D., LL.D., Vice-President for Graduate Development,  
and Dean of the Graduate School  
Samuel Edward Braden, Ph.D., Vice-President, and Dean for Undergraduate  
Development  
Charles Edwin Harrell, A.B., LL.B., Registrar, and Director of the Office of  
Records and Admissions  
Smith Higgins, Ph.D., Acting Dean of the Division of University Extension

### Administrative—South Bend

Jack J. Detzler, Ph.D., Director of the South Bend-Mishawaka Center, and  
Assistant Professor of History  
Francis J. A. Molson, A.M., Academic Counselor, South Bend-Mishawaka  
Center, and Resident Lecturer in English  
Robert Newlin Robinson, M.B.A., C.P.A., Administrative Assistant, and  
Assistant Professor of Accounting  
Jacob Sudermann, A.M., Administrator of Adult Education, and Assistant  
Professor of German  
Alice L. Kaniewski, Office Manager  
Alex Jardine, Ed.D., Superintendent of the South Bend Schools  
John J. Young, Ph.D., Superintendent of the Mishawaka Schools  
(Mrs.) Ruth Meuninck, Recorder  
(Mrs.) Veronica Szasz, Librarian  
Freda Whitney, Senior Account Clerk, and Veterans Record Clerk  
(Mrs.) Gloria Carr, Evening Assistant  
Shirley Hojnacki, Secretary  
Mrs. LaVerne L. Morgan, Bookstore Manager

### Instructional Staff

H. Mason Atwood, Ph.D., University of Wisconsin; Instructor in Adult Educa-  
tion  
John Bednar, Ph.D., School of the Art Institute of Chicago; Lecturer in Art  
James J. Boyle, D.S., Kent State University; Lecturer in English  
William E. Brady, A.M., University of Michigan; Lecturer in Speech  
Ralph L. Burlingame, A.B., Emmanuel Missionary College; Laboratory Assist-  
ant in Physics

**Francis Carpinelli, A.M.**, University of Notre Dame; Lecturer in English  
**Howard Carr, A.M.**, Indiana University; Lecturer in Mathematics  
**Martha R. Carter, Ed.D.**, Indiana University; Lecturer in Art  
**John A. Cassidy, Ph.D.**, Western Reserve University; Assistant Professor of English  
**Frank Claeys, B.S.**, Indiana University; Lecturer in Business  
**Donald Cline, M.B.A.**, University of Michigan; C.P.A., Michigan; Lecturer in Accounting  
**Malcolm M. Day, A.M.**, University of Florida; Resident Lecturer in English  
**Cecil Deardorff, A.M.**, Columbia University; Lecturer in Music  
**(Mrs.) Lola Jane Rosenberger Perez de Lara, A.M.**, Middlebury College; Assistant Professor of French and Spanish  
**Jack J. Detzler, Ph.D.**, Indiana University; Assistant Professor of History  
**Isabel M. Doyle, A.M.**, Catholic University of America; Lecturer in Speech  
**Noble I. Frederick, A.M.**, University of Michigan; Lecturer in Education  
**Ernest Hugh Gerkin, Ph.D.**, Indiana University; Associate Professor of Chemistry and Physics  
**Joseph Green, A.M.**, Indiana University; Resident Lecturer in Speech and Theatre  
**John D. Gropp, A.M.**, Columbia University; Lecturer in English  
**Sheldon Halpern, A.M.**, Columbia University; Resident Lecturer in English  
**Hanne J. Hicks, Ed.D.**, University of Missouri; Professor of Education  
**Albert Vern Hinton, Jr.**, B.S. in Bus.Ed., Northwestern University; C.P.A., Indiana; Lecturer in Accounting  
**Goldie L. Ivory, A.M.**, University of Notre Dame; Lecturer in Sociology  
**Paul R. Izdepski, A.B.**, Ripon College; Laboratory Assistant in Chemistry  
**Russell Jaberg, S.T.D.**, Temple University; Lecturer in Philosophy  
**Thelma A. Knudson, A.M.**, State University of Iowa; Lecturer in Speech  
**Ejnar Krantz, D.F.A.**, Chicago Musical College; Lecturer in Music  
**Roy Lawton, A.B.**, University of Denver; C.P.A., Indiana; Lecturer in Accounting  
**Alfred J. Levy, Ph.D.**, University of Wisconsin; Assistant Professor of English  
**Hannah Lindahl, A.M.**, Columbia University; Lecturer in Education  
**John Anthony Lipinski, A.B.**, University of Notre Dame; Lecturer in English  
**William W. Lynch, Jr., Ph.D.**, Yale University; Associate Professor of Education  
**Joseph A. Martellaro, A.M.**, University of Notre Dame; Resident Lecturer in Economics  
**Edward J. Miles, Ph.D.**, Syracuse University; Lecturer in Geography  
**Francis J. A. Molson, A.M.**, University of Notre Dame; Resident Lecturer in English  
**Dennis H. Muir, A.M.**, University of Notre Dame; Lecturer in English  
**Donald C. Munding, Ph.D.**, Washington University; Lecturer in Government  
**Richard C. Mynsberge, B.S.C.**, University of Notre Dame; Lecturer in Accounting

James Nafe, J.D., Indiana University; Lecturer in Business  
 Leonard H. Opperman, A.M., University of Chicago; Lecturer in Government  
 Terry Plunkett, A.M., University of Notre Dame; Lecturer in English  
 Frank Anthony Renkiewicz, A.M., University of Notre Dame; Lecturer in  
 History  
 (Mrs.) Mary J. Rieth, M.S., Purdue University; Lecturer in Nutrition  
 Doris Risler, A.M., University of Notre Dame; Lecturer in Sociology  
 Herbert J. Rissler, Ph.D., Indiana University; Instructor in History  
 Kenneth L. Robinson, A.M., University of Redlands; Lecturer in English  
 Robert N. Robinson, M.B.A., Indiana University; C.P.A., Indiana; Assistant  
 Professor of Accounting  
 William F. Roemer, Ph.D., University of Notre Dame; Lecturer in Philosophy  
 Mary V. Rosenfeld, A.M., Smith College; Lecturer in English  
 Martin L. Stamm, Ph.D., Purdue University; Lecturer in Education  
 Jacob Sudermann, A.M., University of Michigan; Assistant Professor of Ger-  
 man  
 James A. Tankersley, M.S.E.M., University of Notre Dame; Lecturer in  
 Mathematics  
 (Mrs.) Carol Taylor, A.M., University of Colorado; Lecturer in English  
 Kermit H. Thompson, M.S., Indiana University; Lecturer in Education  
 Frances Tyler, B.B.A., University of Wisconsin; C.P.A., Indiana; Lecturer in  
 Accounting  
 Manuel Vargas, Ph.D., University of Chicago; Lecturer in Psychology  
 Janet Vernon, M.S., University of Illinois; Lecturer in Chemistry  
 George J. Wack, Ph.B., University of Notre Dame; Lecturer in German  
 Garret Reed Weathers, M.S. in Ed., Indiana University; Lecturer in Education  
 (Mrs.) Ruth D. Weir, A.M., Indiana University; Lecturer in English  
 Volney Cleland Weir, A.M., Indiana University; Lecturer in Mathematics  
 John Darce Wilmore, A.M., Indiana University; Lecturer in Mathematics  
 Victor Zilaitis, Ph.D., Boston University; Lecturer in Psychology

## Committees

Scholastic Affairs: Molson, Gerkin, Levy, Rissler, Day  
 Student Publications: Levy, Day  
 Library: Cassidy, Rissler, Robinson  
 Adult Education: Sudermann, Cassidy, Halpern, Martellaro  
 Building: Robinson, de Lara, Deardorff, Gerkin, Halpern, Rissler  
 Student Activity: Halpern, Molson, Martellaro

## Special Lecturers

Lathan Baker, M.S.E.E., Purdue University; Assistant Manager of Production  
 and Material Control Department, Bendix—Missiles (Business Systems  
 and Procedures)

**Elmer E. Barnbrook**, M.S. in Ed., Indiana University; Chairman of State Credit Union Education Committee (Credit Union Workshop)  
**Burnett C. Bauer**, A.M., University of Notre Dame; Owner and Manager of Retail Business (Selling—Principles and Practices)  
**John Bednar**, Ph.D., School of the Art Institute of Chicago (Art Introduction)  
**(Mrs.) Ann Lynch Bohan**, A.M., University of Chicago (Business Writing and Vocabulary Building)  
**Martin Braven**, Ph.D., University of Denver; (Understanding Ourselves)  
**Elton Breckenridge**, Graduate, School of the Art Institute of Chicago (Interior Decorating; Painters and Their Paintings)  
**James E. Cole**, A.M., University of Minnesota (Secretarial Training III)  
**Daniel R. Connell**, LL.B., Indiana University (Economics for Consumers)  
**(Mrs.) M. Patricia Crosson**, A.M., Catholic University of America (Psychology: Understanding Our Children)  
**John V. Davis**, A.B., Hanover College (In Charge of Laboratory Sessions—Anatomy and Physiology for Nurses)  
**Cecil Deardorff**, A.M., Columbia University (Evenings with Great Composers)  
**Kenneth C. DeGroff**, B.S., Midland College (Applied Photography)  
**Ben H. Drollinger**, A.B., Indiana University; South Bend Realtor (Economics for Consumers)  
**Jack N. Durben**, M.B.A., Indiana University; Manager, Product and Inventory Control (Personnel Management)  
**(Mrs.) Adelaide Earhart**, A.M., Northwestern University (Speed Reading)  
**Mary J. Eckstein**, Bacteriologist, South Bend Medical Foundation (In charge of Laboratory Sessions—Microbiology for Nurses)  
**Peter Fraenkel**, A.B., Indiana University; Assistant to the President, Indiana University (Areas of American Mission Interest)  
**Carlos G. Gonzales**, M.D., University of Ottawa; Resident in Pathology, South Bend Medical Foundation (Microbiology for Nurses)  
**M. Bruce Harlan**, B.S., University of Notre Dame (Black and White Photography)  
**Harry Heppenheimer**, LL.B., University of Notre Dame (Taxes: State Gross; Law for the Layman)  
**Harold E. Hill**, Ph.D., Yale University; Lecturer in Comparative Religion, Indiana University (Archaeology)  
**Jerome M. Hoffman**, M.A.T., Indiana University (Beginning Russian)  
**E. R. Hudson**, M.S., Indiana University (Mathematics Review)  
**Charles Karst**, B.S., Purdue University (Chemistry for Nurses)  
**(Mrs.) Ella Kepple**, A.B., Oklahoma University; A.M., Hartford Seminary Foundation; Active missionary of the United Society, Disciples of Christ in Mexico (Areas of American Mission Interest)  
**Walter H. Kramer**, D.B.A., Indiana University (Traffic and Transportation)  
**Ejnar Krantz**, D.F.A., Chicago Musical College (Elementary Theory, Ear Training, Sight-singing, and Evenings with Great Composers)  
**John Anthony Lipinski**, A.B., University of Notre Dame (English Review)

- Glen Burton Mather, M.D.**, Indiana University (Anatomy and Physiology for Nurses)
- Theodore E. Matson, A.B.**, Augustana College; **B.D.**, Augustana Theological Seminary; **D.D.**, Augustana College; Executive Director of the Board of American Missions of the Augustana Lutheran Church (Areas of American Mission Interest)
- Howard L. McCombs**, Air Force Reserve Instructor (Air Science—Advanced Navigation)
- John T. McGuckin, A.M.**, New York University; Personnel Manager, Bendix—Missiles (Modern Management Concepts and Issues)
- Bernard H. Natkow, A.M.**, Temple University (Group Leadership)
- Mary K. Oyer, A.Mus.D.**, University of Michigan (Philosophy—Existentialism)
- Elizabeth Ann Price, R.N.**, Supervisor and Clinical Instructor in Obstetrics, Memorial Hospital (Medical Assistants Training Program)
- Rabbi Lypman Z. Rabinowitz, A.B.**, Northwestern University; Hebrew Theological College (Modern Hebrew)
- Edwin S. Ramage, Ph.D.**, University of Cincinnati; Assistant Professor of Classics, Indiana University (Archaeology)
- Walt Risler, A.M.**, University of Chicago; Chief Probation Officer, Parkview Detention Home (Marriage and the Modern Family)
- Michael Rose, B.S.**, Indiana University (Speed Reading)
- Dennis Schmitz, M.S.**, University of Chicago (Literary Writing)
- Rabbi Albert M. Shulman, A.M.**, University of Southern California; **D.D.**, Hebrew Union College (Religions of Mankind)
- Herbert E. Sim, Ph.D.**, Syracuse University (Insurance: C.L.U.)
- Rimvydas Sliuzas, A.M.**, University of Chicago (German—Beginning)
- John W. Snyder, Ph.D.**, University of Minnesota; Assistant Professor of History, Indiana University (Archaeology)
- Diether Thimme, Ph.D.**, New York University; Professor of Fine Arts, Indiana University (Archaeology)
- George W. Viger, M.B.A.**, Louisiana State University; **C.P.A.**; **C.L.U.** (Insurance: C.P.C.U.)
- Walter W. Waring, Ph.D.**, Cornell University (Philosophy—Existentialism)
- Edwin J. Wolaver, B.S.**, Illinois Institute of Technology; State Agent, Hanover Insurance Company (Insurance: Fire and Marine)
- Howard W. Yoder**, Secretary of the Committee on Co-operation in Latin America of the National Council of Churches (Areas of American Mission Interest)
- Jess Yoder, A.M.**, Northwestern University (Practical Public Speaking)
- (Mrs.) **Eileen Zeiger, B.S.**, Indiana University (Spanish)



# The South Bend-Mishawaka Center of Indiana University

The new Indiana University Center Building, at Northside Boulevard and Greenlawn Avenue, provides improved classroom and laboratory facilities for the University and adult programs in the South Bend-Mishawaka area.

The Office of the University Center is located on the second floor, South Area, of the University Center Building. When classes are in progress, the Office is open from 8:30 a.m. to 5 p.m. and from 6:30 to 8:30 p.m., Monday through Thursday; Friday hours are from 8:30 a.m. to 5 p.m. Special hours will be posted during vacations, and the holidays will be observed. The University Bookstore will open Monday through Friday, from 12:30 to 8:30 p.m. Registration hours are indicated below.

## Registration Hours and Information

During the first-semester registration period, students may register only during the following hours: Wednesday, September 13, through Friday, September 15, 12 noon to 4 p.m. and 6 to 8 p.m. A late registration fee of \$3 will be charged those credit students who register late, beginning on Monday, September 18. No registration is official until all required forms have been completed, fees provided for, and appropriate clearance of the student's admission status has been secured. *Registration should be completed September 13, 14, and 15*; only a limited number of late registrations will be accepted.

All entering freshman students must take the following test or tests:

1. Orientation test
2. Language placement test, if the student has taken language courses previously

These tests are to be taken during the week of registration at times to be announced. (See pages 10-16 for general information about admission, fees, grades, etc.)

## Counseling

All students who plan to matriculate on the Bloomington campus are required to take the University orientation test and to meet with the Academic Counselor when the results are available for a discussion of the test scores. In addition to being given during registration week, the orientation test will also be given November 8, 1961, from 7 to 9 p.m. Students planning to take the test should contact the Office of the Academic Counselor prior to the date of testing.

During the regularly scheduled registration periods, Academic Counselors are available daily, 10 a.m. to 4 p.m. and 6 to 8 p.m.

During the semester, Academic Counselors are available Monday through Thursday, 2:30 to 4 p.m. The Counselors are also available from 6:30 to 8 p.m. on dates posted in the Office. During vacation, they are available during the hours posted and at other times by appointment. Appointments may be made by phone: ATLantic 2-2341.

## Smoking Regulations

Smoking will be permitted in certain areas of the University Center Building, as posted.

## Social Activities

Students are invited to assist in the publication of the quarterly *IU Center News*. They are able to gain experience in writing, business management, and newspaper editorship by participation in this activity. Alfred J. Levy and Malcolm Day are faculty sponsors.

The University Center is the sponsor of the Alliance Française de South Bend, which is the local chapter of an international federation of societies for the study of the French language and culture. University Center students and other interested persons are offered the opportunity to hear French and to practice speaking it. The Alliance meets eight times yearly, the first Wednesday of each month, from October through May. Membership dues are \$3 for individuals, \$5 for families, \$1 for students. Mrs. Lola Jane Perez de Lara is the University Center representative to the society.

## Library

Books may be borrowed from the University Center Library for one week and may be renewed once. Reserve books may be used only in the Library. The Library is open Monday through Friday, from 9 a.m. to 8:30 p.m., with usual holidays observed.

The South Bend Public Library and its branches and the Mishawaka Public Library have many books for the use of students of the University Center. Staff members of these libraries are available to assist in selecting books and in otherwise serving students. Students from Bourbon, Elkhart, Goshen, La Porte, Michigan City, New Carlisle, Niles, and Plymouth will find similar services available in their communities.

The name of any student failing to return library books, to pay fines for overdue books, or to pay for extraordinary damage to books will be added to the University check list until satisfactory settlement is made.

Included in the University Center Library is the Turner Society Collection, which consists of approximately five hundred German language books. These books were given to the University Center by the Turner Hall Society of South Bend; the collection includes works of the classic German authors, translations of American authors, lexicons, and miscellaneous items.

The Alliance Française de South Bend also maintains a small but selective library in conjunction with the University Center. It consists of recent French fiction and a weekly newspaper, *France-Amerique*. These books are available for use by all interested persons.

## Bookstore

Textbooks and other supplies are sold in the Bookstore. The Bookstore does not buy or sell used books; however, students wanting to buy or sell used books may post notices on the Bookstore bulletin board.

Texts and supplies should be purchased at the time of registration. Surplus books are returned to the publishers at the end of the third week of classes.

## Scholarships and Awards

A limited number of service scholarships are available each semester at the University Center. These scholarships are awarded to graduates of area high schools on the basis of recommendations of the principals and counselors. Service scholarship students are asked to assist a limited number of hours each week in the University Center Library. Students interested in obtaining a service scholarship are invited to consult the Academic Counselor of the University Center.

Holders of State, Merit, Special, and Child-of-Disabled-Veteran Scholarships may use their scholarships at the University Center. With the exception of the Child-of-Disabled Veterans Scholarship, the holders of the other fee-remission scholarships must carry at least twelve hours of classwork each semester in order to receive the benefits of these scholarships. For information concerning these scholarships, students should write directly to John H. Lochary, Director of Scholarships and Financial Aids, Maxwell Hall, Indiana University, Bloomington, Indiana.

Each spring the faculty of the University Center designates one or more students to receive the Robert E. Cavanaugh Award for Excellence in English Composition. Marilyn Harper and Howard Smith received the fourth annual award, presented May 6, 1961.

# General Information and Policies

Students are urged to read the following items carefully before registering in classes. Students having special questions or problems should arrange to see the Center Academic Counselor.

**Admission.** All students at the Centers are classified as (1) noncredit students; (2) regular undergraduate students; (3) special undergraduate students; and (4) graduate students. *Registration in courses does not constitute admission to Indiana University.* Classes are open to adults who can take the work with profit.

1. *Noncredit Students.* This group includes all students in noncredit courses and noncredit students in credit courses. Entrance credentials are not required, but registration is subject to the approval of the Center Academic Counselor.

2. *Regular Undergraduate Students.* This group includes all students working toward undergraduate degrees or teaching certificates from Indiana University. Such students must be graduates of a commissioned high school of Indiana or its equivalent. Moreover, they must complete the application for regular admission on blanks available at the Office of the Center Academic Counselor. Regular admission, however, is not completed until admission has been granted by the Associate Registrar for Admissions, Indiana University, Bloomington, Indiana. Students who have been graduated from out-of-state high schools, students who have irregularities in their high school work, and transfer students must submit their credentials to the Associate Registrar for Admissions, Indiana University, Bloomington, for his evaluation.

3. *Special Undergraduate Students.* This group includes: (a) All transient students, meaning all students registered at the Center on a temporary basis who have immediate plans to obtain undergraduate degrees or teaching certificates at other colleges or universities. Such students must certify their status as transient students at the time of Center registration, and this certification is subject to verification by the Center Academic Counselor with the institution involved. (b) Other undergraduate credit students not seeking undergraduate degrees or teaching certificates from Indiana University, including adults with nondegree and noncertificate objectives. Such students are admitted by the Center Academic Counselor, but such admission is not valid elsewhere in the University. Moreover, if and when such students begin study toward undergraduate degrees or teaching certificates, they must then be admitted as regular undergraduate students as indicated in section 2 above. (c) All unclassified undergraduate credit students, including students whose admission status is uncertain or in process. Except in unusual circumstances, students may not remain unclassified for more than one semester.

4. *Graduate Students.* This group includes all students working toward graduate degrees and all students taking courses for which they expect to receive graduate credit. Such students are themselves entirely responsible for obtaining their admission from the dean of the school in which their degrees would ultimately be obtained and for his approval of the courses to be taken.

The Center assumes no responsibility for subsequent acceptance for graduate credit of courses taken by students who have not cleared their admission and course approval in the manner suggested. Graduate students are advised to do program planning with the appropriate dean through conference or correspondence in advance of their registration.

**Orientation Tests.** All freshmen and all new students working toward a degree are required to take orientation tests (see page 7); *students who rank in the lower half of their high school graduating class are required to arrange for special counseling with the Center Academic Counselor.*

**Outside Preparation.** Credit classes require a substantial amount of outside study. *Students should not register for credit courses unless they have time to study, can attend regularly, and expect to attend classes throughout the session.*

**Students Seeking Degrees or Teaching Certificates Elsewhere.** No student carrying work at any other college is permitted to register at the Center without written approval of his dean. Students who expect to complete their training at another institution are themselves responsible for ascertaining the admission and degree requirements of that school concerning courses which may be transferred to that institution.

**Academic Counseling.** *All beginning students and any having questions concerning their programs should meet with the Center Academic Counselor before they register.* Degree students must complete the hour and course requirements of the chosen division or school of the University. In the case of certain courses, sequences are mandatory, and students may not register in courses for credit without the proper prerequisites.

**Registration.** Twelve to sixteen credit hours constitute a normal full-time load in a regular semester, and six to eight hours in summer sessions. A credit hour represents the work required in one 50-minute recitation or lecture each week throughout one semester (more hours are required for laboratory courses). (Veterans see page 15.) Permission to carry extra hours may be granted to students whose cumulative academic average is B or better. Five to six hours a semester and two to three hours for summer sessions are the recommended maxima for students who are employed full time, because experience has shown that students who register for more than this amount usually do not have time for adequate preparation without endangering their health or their grade status. A maximum of sixty semester hours of credit toward graduation from Indiana University may be earned at a Center.

Registration should be completed during the designated registration period. Late registration must be approved by both the Center Academic Counselor and the instructors involved. *All changes in program must be approved by the Center Academic Counselor.* All registration and changes in registration (including changes in credit status, both credit to noncredit and noncredit to credit) are prohibited after the second week of classes in the regular semesters and after the first week of classes during the summer session unless approved by the Academic Policies Committee. This Committee will grant such approval sparingly and only to students who show that they are both able and willing to make up the work missed and to complete the course in a desirable manner. (These requirements apply to auditors who change to a credit status.)

*Students are expected to attend the first meeting of classes and, when classes must be limited in size, priority will be given to students who have completed the registration procedure.*

A late registration fee of \$3 will be charged those credit students who register after the end of the official registration period.

**English Composition.** Courses in English composition are required for entrance into every school of the University. The sequence of English W101-W102-W103 constitutes the regular program in composition and that of English W112-W113 the special program for well-equipped students in composition; this latter program is not offered in all Centers. *Students working toward degrees must register in English composition during the first semester and continue such study until all requirements therein have been fulfilled.*

**Foreign Language Requirements.** A foreign language placement test must be taken by all students who intend to continue a language begun before entrance to the University. On the basis of this test, the appropriate language department at Bloomington will recommend the level of work proper for a student. A student continuing a language from high school will be given full credit only for work begun at, and beyond, the level recommended by the department. If a transfer student repeats work done at another college, the transferred credit will be cancelled. Generally, a student beginning French, German, Latin, Russian, or Spanish must take at least one year in that language and receive credit for ten hours in it before the work can be counted toward graduation.

Eighteen semester hours of satisfactory study in one language (unless the student is exempted as the result of a proficiency test) is required of all candidates for the A.B. degree. Proficiency examinations are given three times a year. (Consult the Center Academic Counselor for the schedule.) Language study also is generally either required or accepted for other degrees and for admission to professional schools. Students are advised to take two years in the same language during successive semesters whenever possible. Candidates for the Ph.D. degree are required to demonstrate a knowledge of two of the following three languages: French, German, Russian.

**Comprehensive Examination in Business.** During the semester of the student's junior year in which he completes the seven basic or "core" courses, each undergraduate student in the School of Business is required to pass a comprehensive written examination. The examination is designed to test the student's ability to apply knowledge gained in these courses: Business A201-A202, Introduction to Accounting I-II; Economics E201-E202, Principles of Economics I-II; Economics E370, Interpretation of Business and Economic Data; Business F300, Corporation Finance; Business L300, Business Law—Contracts; Business M300, Principles of Marketing; and Business P300, Principles of Management.

The examination is designed as a test of the ability of the student to apply principles in the solution of practical business problems, not as a test of knowledge of the subject matter of the basic courses. Examinations are given three times a year near the end of each semester and the summer session. It is to the student's distinct advantage to plan his program so that the seven basic courses will be completed not later than the last semester of his junior year. The satisfactory completion of the examination is prerequisite to pursuing senior level courses in business and economics and is a requirement for graduation.

**Grades.** The quality of a student's work will be indicated by the following grades: A, B, C, D, F (failed), W (withdrawn), WF (withdrawn—failing or unauthorized withdrawal), and I (incomplete). Students who receive the mark of F (failed) must repeat the work before they receive credit for it.

The grade of Incomplete may be given only when the completed portion of a student's work in the course is of passing quality. A student must remove an Incomplete within two semesters, or one summer session and one semester, of subsequent residence in the University. If the student fails to remove the Incomplete grade within the time allowed, the Incomplete will be changed to F. A student may not register for credit in a course in which he has a grade of Incomplete.

Once filed in the Office of Records and Admissions, no grade may be changed except upon request of the instructor with the approval of the Academic Policies Committee of the Center and the consent of the Assistant Dean of the Division of University Extension.

Illness is usually the only acceptable excuse for absence from class. Other absences must be explained to the satisfaction of the instructor, who will decide whether or not omitted work may be made up. Instructors are to report promptly to the Center Academic Counselor the names of any students whose attendance is irregular.

**Probation.** Each semester hour of credit is valued in credit points as follows: grade A, three points; grade B, two points; grade C, one point; grade D, no points; grade F or WF, minus one point. A student is placed on probation for the semester succeeding the one in which he fails to earn a C average. A student who in the semester subsequent to being placed on probation does not bring his cumulative average to C *must petition the Academic Affairs Committee of the Center if readmission is desired.*

The schools and divisions of the University generally deny registration from another school or division to students whose cumulative grade average is less than one point. Students with such records at the Centers should contact the Office of Records and Admissions at Bloomington before planning to register for classes on the Bloomington campus. Students on the Bloomington campus with such records must confer in advance with the Center Academic Counselor before registering at a Center.

**Payment of Fees.** Fees, based on the amount of work, are \$15 a semester hour for undergraduate courses; \$18 a semester hour for graduate courses. A \$5 laboratory fee in addition is charged those taking science laboratory courses, and other special fees are sometimes charged. The late registration fee is \$3.

Fees of all types are subject to change by action of the University Board of Trustees without printed notice, except that no change in fee rates will be made for a particular semester during or after the official registration days of that semester.

All fees are payable in full at the time of registration. In special cases, a deferred payment plan may be arranged, with the permission of the Center Director, for students whose fees amount to more than \$45. When fees are deferred, the minimum payment due at registration is either \$45 or four tenths of the total fee, whichever is the larger amount. All fees must be paid by the end of the fifth week of classes. When deferred fees are permitted, a

service charge of \$5 is made, payable at the time of registration. An examination fee of \$1 is charged students who take examinations at other than regular times.

**Insufficient Registration.** Whenever registration in a course is deemed insufficient, the University reserves the right to withdraw that course. When small classes are continued, full payment of fees may be required at the time of registration. In such cases, no refund is permitted.

**Withdrawals.** *Students who discontinue class attendance without following the official withdrawal procedure shall receive grades of WF.* When withdrawal from class is necessary, students must make written application. Withdrawals approved by the Center Academic Counselor during the first four weeks of a regular semester or during the first two weeks of a summer session are marked W by the instructor. Withdrawals approved by the Center Academic Counselor after the first four weeks of a regular semester or after the first two weeks of a summer session are marked W or WF by the instructor, according to whether the student is passing or failing in the work of the course at the time of withdrawal. After four weeks in a regular semester or after two weeks in a summer session, the student shall be required to show the Center Academic Counselor adequate reasons for withdrawal. *Withdrawals cannot be considered official until all fees have been paid and an official withdrawal form has been executed.*

**Refunds.** Limited refunds may be approved under special circumstances and in accordance with the following schedule based on the date of the *written* application for withdrawal. For approved withdrawals, refunds may be as follows:

<i>First and Second Semesters</i>	<i>Refund</i>
Withdrawals before the end of the first week of semester	100%*
Withdrawals before the end of the second week of semester	80%
Withdrawals before the end of the third week of semester	60%
Withdrawals before the end of the fourth week of semester	40%
Withdrawals before the end of the fifth week of semester	20%

  

<i>Summer Session</i>	
Withdrawals before the end of the first week of session	100%*
Withdrawals before the end of the second week of session	66 2/3%
Withdrawals before the end of the third week of session	33 1/3%

No refunds will be made after the end of the fifth week of a regular semester or after the third week of a summer session. No refunds will be made for noncredit registrations, popular lecture courses, certain courses which are permitted to carry with low or limited registrations, or laboratory fees.

**Transcripts.** Credits earned at a Center are regular Indiana University credits and official and permanent grade records are kept in the Office of Records and Admissions at Bloomington. Official transcripts are issued only from that office. Students who desire to transfer credits to another institution should write to the Registrar, Indiana University, Bloomington, Indiana. The initial

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\* In case of complete withdrawals during the first week, \$3 is retained as a registration fee.



transcript is issued free; thereafter, the charge is \$1 a transcript. Students changing from a Center to the Bloomington campus do not need a transcript because their credits are already on record there; however, such students should make arrangements with the Center Academic Counselor as early as possible so that required personnel records may be forwarded to the Office of Records and Admissions for classification in and certification to the appropriate school on the Bloomington campus. Students changing to a Center from the Bloomington campus, from another Indiana University Center, or from another institution must request their counselor or dean to send to the Center Academic Counselor a copy of the record of their previous credits in sufficient time for their record to arrive before registration. Students who need specific courses may substitute a statement to this effect from their dean.

**Educational Benefits for Veterans.** Public Law 550 provides education and training assistance to veterans of the Korean conflict who were in the service prior to January 31, 1955. To qualify for educational benefits, the following requirements must be met: a discharge under conditions other than dishonorable; at least ninety days' total service unless discharged sooner for a service-connected disability; the educational program must be initiated by August 20, 1954, or within three years after release from active duty. Public Law 894 provides for disabled veterans of the Korean conflict. To obtain full financial benefits, undergraduate veterans of the Korean conflict must register for fourteen hours in a regular semester or seven hours in a summer session.

Qualified students from other Centers or from the Bloomington campus should present transfer slips. (Students coming from the Gary and Calumet Centers to the campus or to another Center must submit new certificates of education or secure completed Form 7-1995 *before* leaving their place of training. This form has no retroactive date and subsistence is paid only from the date it is received in the Veterans Administration Regional Office.) Further information may be obtained from the local Office of Veteran Affairs or from Center officials.

Further benefits under Public Law 634, the War Orphans Assistance Act, are available for all children of veterans who died of a service-connected disability, including those of World Wars I and II and the Korean conflict. The children must be between the ages of eighteen and twenty-three, be high school graduates, and be counseled by the Veterans Administration before becoming eligible for benefits. The length of training may be thirty-six months; the rate of pay, \$110 per month. For further information, write to the Office of Veteran Affairs and Military Information, Indiana University, Bloomington, Indiana, or contact any Veterans Administration Office. *NOTE: The above is an interpretation of Veterans Administration policies and procedures as of March 1, 1957. There is a bill under consideration by Congress which may extend the present G.I. Bill with possible slight variations.*

**Graduate Study.** A limited number of courses listed in this *Bulletin* may be applied toward a graduate degree, provided the students (1) have been formally admitted for graduate study, and (2) take courses formally approved by the appropriate dean or department head. Graduate study is offered through the Graduate School; the School of Education; and the School of Health, Physical Education, and Recreation. Admissions to all of these schools are always cleared with the appropriate dean. Study programs for the Graduate School must be approved by the chairman of the department in which

the study is being pursued; study programs for the School of Education and for the School of Health, Physical Education, and Recreation must be approved by the deans of these schools. *When a student registers for graduate credit without such approval, he does so without assurance that credit for such work may be applied toward fulfilling requirements for an advanced degree. Students registering for graduate credit must do so on green cards marked "Enrollment for Graduate Credit."*

Indiana state law dictates that: "Teachers who are employed full time shall not be permitted to earn more than six semester hours of credit in one semester for a maximum total of twelve semester hours for the year of two semesters."

**Correspondence Courses.** The Division of University Extension through its Bureau of Correspondence Study provides instruction at both high school and college levels. Bulletins describing correspondence study courses may be obtained from the Office of the Center or from the Bureau of Correspondence Study, Indiana University, Bloomington, Indiana. Center students must have written approval of the Center Academic Counselor to register in correspondence study and must submit the approval with the application. Correspondence study credits are included in the maximum of sixty hours which may be completed at the Centers.

**Speakers' Bureau.** Indiana University's Division of University Extension maintains a Speakers' Bureau through which speakers on numerous topics may be obtained. The faculty members of the Center are a part of this Bureau and are available to the community upon sufficient notice.

# INDIANA UNIVERSITY

## South Bend-Mishawaka Center

### Schedule of Classes, First Semester, 1961-62

SUBJECT	DAY AND HOUR	INSTRUCTOR	FEE	ROOM	FIRST MEETING
<b>UNIVERSITY NONCREDIT COURSES</b>					
<b>BUSINESS</b>					
Business Systems and Procedures .....	W 8:15-9:45 pm	Baker	\$20	121	October 4
Business Writing .....	W 8:30-10 pm	Bohan	8	116	September 20
Credit Union Personnel Workshop .....	Th 6:45-8:15 pm	Barnbrook	10	120	September 21
Economics for Consumers .....	W 8:30-10 pm	Connell- Drollinger	6	132	September 20
Insurance: C.L.U. ....	Tu 3-5 pm	Sim	72	9	September 19
Insurance: C.P.C.U. ....	M 5-7 pm	Viger	72	134	September 18
Insurance: Fire and Marine .....	M 5:30-7:30 pm	Wolaver	30	14	September 18
Law for the Layman .....	Th 6:45-8:15 pm	Heppenheimer	6	14	September 21
Mathematics Review .....	Tu 8:30-10 pm	Hudson	15	117	September 19
Modern Management Concepts and Issues .....	W 8-9:30 pm	McGuckin	20	7	September 27
Personnel Management .....	W 6:45-8:15 pm		15	14	September 20
Real Estate .....	To be announced	To be announced	25		To be announced
Secretarial Training: Part III .....	W 6:15-8:15 pm	Cole	24	116	September 20
Selling—Principles and Practices .....	W 8:30-10:30 pm	Bauer	15	14	September 27
Taxes: State Gross and Inheritance .....	M 6:45-8:15 pm	Heppenheimer	6	7	September 25
Traffic and Transportation .....	F 6:45-8:15 pm	Kramer	36	7	September 22

SUBJECT	DAY AND HOUR	INSTRUCTOR	FEE	ROOM	FIRST MEETING
<b>LANGUAGE, LITERATURE, AND GENERAL EDUCATION</b>					
German—Easy Conversation and Reading .....	M 6:30-8:30 pm	Slazas	15	11	September 25
Modern Hebrew—Easy Conversation and Reading .....	W 8:20-10:20 pm	Rabinowitz	15	115	October 11
Russian—Easy Conversation and Reading .....	W 6:45-8:45 pm	Hoffman	15	117	September 20
Spanish—Easy Conversation and Reading .....	Th 6:15-8:15 pm	Zelger	15	30	September 21
Spanish (continuing) .....	Th 8:30-10:30 pm	Zelger	15	30	September 21
Areas of American Mission Interest .....	Tu 9:30-11:15 am	Lecturers	2	Theatre	October 3
I.U. Center Foreign Films .....	W 7:30 and 9:15 pm	See page 48	3	River Park Theatre	October 11
English Review .....	M 6:45-8:15 pm	Lipinski	20	132	September 18
English Theme Writing and Grading .....	W 8:30-10 pm	Cassidy	7	13	September 20
Group Leadership .....	Th 7-8:30 pm	Natkow	10	132	September 28
Literary Writing .....	W 6:45-8:45 pm	Schmitz	20	9	September 20
Philosophy—Lectures in Existentialism .....	M 6:45-8:15 pm	Lecturers	8	30	October 2
Photography: Applied .....	Th 8-10 pm	DeGroff	15	DeGroff Studio	September 21
Photography: Basic Black and White .....	Th 8:30-10 pm	Harlan	7	134	September 21
Religions of Mankind .....	Th 8-9:15 pm	Shulman	7	11	October 5
Practical Public Speaking .....	Tu 6:45-8:15 pm	Yoder, J.	15	132	September 19
Speed Reading					
Section 1 .....	W 6:45-8:15 pm	Earhart	20	115	September 20
Section 2 .....	Tu 6:45-8:15 pm	Rose	20	14	September 19
Vocabulary Building .....	W 6:45-8:15 pm	Bohan	7	11	September 20
<b>MUSIC AND ART</b>					
I.U. Concert Series .....	F 8-9:15 pm	Artists	4	Progress Club and University Theatre	October 27
Music Appreciation					
Section 1 .....	Tu 5:20-7:10 pm	Deardorff	10	44	September 19
Section 2 .....	W 7-8:50 pm	Krantz	10	44	September 20

Music: Elementary Theory, Ear Training, and Sightsinging .....	Th 7:30-9:30 pm	Krantz	20	44	September 21
Art Introduction .....	W 3-4:50 pm	Bednar	10	15	September 20
Interior Decorating .....	Th 7:30-9 pm	Breckenridge	5-5	126	September 21
Painters and Their Paintings .....	Th 7:30-9 pm	Breckenridge	5	126	October 26

### SCIENCE

Air Science: Advanced Navigation .....	W 6:30-8:30 pm	McCombs	15	132	September 20
Archaeology: Greece .....	M 8:30-10 pm	Lecturers	6	44	September 25
Audubon Wildlife Screen Tours .....	See page 57	Lecturers	2.50	Auditorium	November 25
Marriage and the Modern Family .....	W 6:45-8:15 pm	Risler, W.	7	33	September 20
Medical Assistants Training Program .....	Tu 8:35-10:35 pm	Price	24	120	September 19
Nurses' Program .....	(See Mr. Sudermann for information)				
Psychology—Understanding Our Children .....	M 8:15-9:45 pm	Crosson	7	121	September 25
Psychology—Understanding Ourselves .....	W 8:15-9:30 pm	Braven	8	118	September 20

### UNIVERSITY CREDIT COURSES

#### BUSINESS

Introduction to Accounting I, A201 (3 cr.)					
Section 1 .....	TuF 5:20-6:30 pm	Claeys	45	114	September 19
Section 2 .....	TuF 6:40-7:50 pm	Claeys	45	114	September 19
Section 3 .....	MTh 6:40-7:50 pm	Tyler	45	114	September 18
Section 4 .....	MTh 8-9:10 pm	Tyler	45	114	September 18
Section 5 (Elkhart) .....	W 7-9:30 pm	Mynsberge	45	Elkhart High School	September 20
Section 6 (La Porte) .....	M 7-9:30 pm	Hinton	45	La Porte High School	September 18
Introduction to Accounting II, A202 (3 cr.) .....	MTh 9:20-10:30 pm	Lawton	45	114	September 18
Industrial Cost Accounting, A205 (3 cr.) .....	TuF 8-9:10 pm	Cline	45	114	September 19
Income Tax, A208 (3 cr.) .....	MTh 6:40-7:50 pm	Robinson, R. N.	45	115	September 18
Intermediate Accounting I, A211 (3 cr.) .....	TuF 9:20-10:30 pm	Cline	45	114	September 19
Business Law—Contracts, L300 (3 cr.) .....	Th 8-10:30 pm	Nafe	45	117	September 21
Principles of Management, P300 (3 cr.) .....	MTh 5:20-6:30 pm	Robinson, R. N.	45	114	September 18

SUBJECT	DAY AND HOUR	INSTRUCTOR	FEE	ROOM	FIRST MEETING
<b>CHEMISTRY</b>					
General Chemistry, C105 (5 cr.)					
Section 1 (Laboratory and Lectures) .....	MTH 6:30-10 pm	Vernon	80	139	September 18
Section 2					
Lectures .....	TuF 8:30-10:30 pm	Gerkin	80	121	September 19
Laboratory A .....	TuF 6:30-8 pm	Izdepski		139	September 19
Laboratory B .....	W 7-10 pm	Poffenberger		139	September 19
Organic Chemistry I, C341 (5 cr.) .....	TuF 6-10:30 pm	Gerkin and Izdepski	80	121-139	September 19
<b>ECONOMICS</b>					
Principles of Economics I, E201 (3 cr.)					
Section 1 .....	MTh 5:20-6:30 pm	Martellaro	45	126	September 18
Section 2 .....	MTh 9:20-10:30 pm	Martellaro	45	126	September 18
Section 3 .....	TuF 10:20-11:30 am	Martellaro	45	17	September 19
Principles of Economics II, E202 (3 cr.) .....	TuF 6:40-7:50 pm	Martellaro	45	16	September 19
<b>EDUCATION</b>					
<i>Undergraduate</i>					
Introduction to Teaching, F100 (2 cr.)					
Section 1 .....	Th 5:20-7:10 pm	Weathers	30	16	September 21
Section 2 .....	Th 8-9:50 pm	Thompson	30	16	September 21
Section 3 .....	M 8-9:50 pm	Frederick	30	14	September 18
Social Studies and Science for the Elementary					
Teacher II, E327 (2 cr.) .....	W 8:10-10 pm	Lindahl	30	120	September 20
Introduction to Educational Psychology, P100 (3 cr.) ....	W 8-10:30 pm	Stamm	45	16	September 20
<i>Graduate</i>					
Survey of Adult Education, D512 (2½ cr.) .....	W 6-8 pm	Atwood	45	21	September 20
Processes and Procedures in Adult Education I,					
D523 (2½ cr.) .....	W 8:15-10:15 pm	Atwood	45	15	September 20
The Teacher and Elementary School Organization,					
E553 (2½ cr.) .....	W 6-8 pm	Hicks	45	126	September 20

Workshop in Teaching Problems, E595 (2½ cr.) .....	W 8:15-10:15 pm	Hicks	45	17	September 20
Psychology in Teaching, P510 (2½ cr.)					
Section 1 .....	W 6-8 pm	Lynch	45	120	September 20
Section 2 .....	W 8:15-10:15 pm	Lynch	45	21	September 20

**ENGLISH**

<b>Elementary Composition I, W101 (2 cr.)</b>					
Section 1 .....	TuF 1-1:50 pm	Halpern	30	115	September 19
Section 2 .....	W 1-2:50 pm	Robinson, K.	30	115	September 20
Section 3 .....	MTh 4-4:50 pm	Molson	30	115	September 18
Section 4 .....	TuF 5:20-6:10 pm	Cassidy	30	115	September 19
Section 5 .....	TuF 6:40-7:30 pm	Plunkett	30	115	September 19
Section 6 .....	MTh 6:40-7:30 pm	Taylor	30	10	September 18
Section 7 .....	TuF 8-8:50 pm	Plunkett	30	115	September 19
Section 8 .....	MTh 8-8:50 pm	Taylor	30	10	September 18
Section 9 .....	MTh 9:20-10:10 pm	Groppe	30	10	September 18
Section 10 .....	MTh 11:40 am- 12:30 pm	Halpern	30	115	September 18
Section 11 .....	MTh 5:20-6:10 pm	Lipinski	30	115	September 18
Section 12 .....	TuF 8-8:50 am	Rosenfeld	30	115	September 19
Section 13 .....	MTh 8-8:50 am	Day	30	115	September 18
Section 14 .....	TuF 9:20-10:10 pm	Muir	30	115	September 19
Section 15 (Elkhart) .....	M 7-8:50 pm	Boyle	30	Elkhart High School	September 18
<b>Elementary Composition II, W102 (2 cr.)</b>					
Section 1 .....	W 7-8:50 pm	Carpinelli	30	10	September 20
Section 2 .....	MTh 10:20-11:10 am	Groppe	30	115	September 18
Section 3 .....	TuF 8-8:50 pm	Muir	30	16	September 19
Elementary Composition III, W103 (2 cr.) .....	TuF 6:40-7:30 pm	Levy	30	10	September 19
<b>Freshman Literature I, L101 (3 cr.)</b>					
Section 1 .....	MTh 9-10:10 am	Day	45	15	September 18
Section 2 .....	MTh 2:20-3:30 pm	Halpern	45	15	September 18
Section 3 .....	MTh 6:40-7:50 pm	Molson	45	15	September 18
Section 4 .....	TuF 11:40 am- 12:50 pm	Halpern	45	15	September 19
Section 5 .....	TuF 8-9:10 pm	Day	45	15	September 19
Section 6 .....	TuF 9:20-10:30 pm	Day	45	15	September 19
Section 7 (Elkhart) .....	Th 7-9:30 pm	Weir, R.	45	Elkhart High School	September 21

SUBJECT	DAY AND HOUR	INSTRUCTOR	FEE	ROOM	FIRST MEETING
Freshman Literature II, L102 (3 cr.)					
Section 1 .....	MTh 5:20-6:30 pm	Levy	45	15	September 18
Section 2 .....	MTh 9:20-10:30 pm	Cassidy	45	15	September 18
Section 3 .....	TuF 4-5:10 pm	Levy	45	21	September 19
The English Novel to 1800, L347 (3 cr.) .....	MTh 8-9:10 pm	Cassidy	45	115	September 18
The American Novel: Cooper to Dreiser, L359 (3 cr.) .....	MTh 6:40-7:50 pm	Levy	45	33	September 18
Children's Literature, L390 (3 cr.) .....	TuF 6:40-7:50 pm	Cassidy	45	15	September 19
<b>FINE ARTS</b>					
Art Appreciation, H100 (2 cr.) .....	W 3-4:50 pm	Bednar	30	15	September 20
Introduction to Design I, S101 (2 cr.) .....	TuF 7-10 pm	Bednar	30	131	September 19
Crafts and Design I, S255 (2 cr.) .....	M 6:40-9:40 pm	Carter	30	131	September 18
Oil Painting I, S333 (3 cr.) .....	TuF 7-10 pm	Bednar	45	131	September 19
Oil Painting II, S334 (3 cr.) .....	TuF 7-10 pm	Bednar	45	131	September 19
Oil Painting III, S433 (3 cr.) .....	TuF 7-10 pm	Bednar	45	131	September 19
<b>FRENCH</b>					
Second-Year Composition and Oral Practice I, F201 (2 cr.) .....	MTh 6:40-7:30 pm	de Lara	30	116	September 18
Modern French Prose I, F211 (3 cr.) .....	MTh 5:20-6:30 pm	de Lara	45	116	September 18
<b>GEOGRAPHY</b>					
Introduction to Physical Geography, G105 (3 cr.) .....	M 5:20-7:50 pm	Miles	45	120	September 18
Introduction to Cultural Geography, G210 (3 cr.) .....	M 8-10:30 pm	Miles	45	120	September 18
<b>GERMAN</b>					
Elementary German I, G101 (5 cr.) .....	TuF 2:20-4:30 pm	Wack	75	115	September 19



Second-Year Composition and Conversation I, G201 (2 cr.) .....	MTh 8-8:50 pm	Sudermann	30	9	September 18
Second-Year Reading I, G211 (3 cr.) .....	MTh 6:40-7:50 pm	Sudermann	45	9	September 18

### GOVERNMENT

Introduction to American Government I, G103 (3 cr.)					
Section 1 .....	M 8-10:30 pm	Munding	45	16	September 18
Section 2 .....	MTh 6:40-7:50 pm	Opperman	45	18	September 18
Section 3 .....	M 5:20-7:50 pm	Munding	45	21	September 18
Introduction to American Government II, G104 (3 cr.) .....	MTh 8-9:10 pm	Opperman	45	18	September 18

### HISTORY

History of Western European Civilization I, H103 (3 cr.)					
Section 1 .....	MTh 1-2:10 pm	Renkiewicz	45	18	September 18
Section 2 .....	TuF 9:20-10:30 pm	Renkiewicz	45	21	September 19
American History: General Course I, H105 (3 cr.)					
Section 1 .....	MTh 10:20-11:30 am	Rissler	45	18	September 18
Section 2 .....	MTh 4-5:10 pm	Rissler	45	18	September 18
Section 3 .....	TuF 6:40-7:50 pm	Rissler	45	18	September 19
English History: General Course I, H308 (3 cr.) .....	TuF 8-9:10 pm	Rissler	45	10	September 19
The American Middle West I, H373 (3 cr.) .....	Tu 4-6:30 pm	Detzler	45	11	September 19

### HOME ECONOMICS

Nutrition, H206 (2 cr.) .....	W 7-8:50 pm	Rieth	30	30	September 20
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### MATHEMATICS

Intermediate and College Algebra, M105 (5 cr.) .....	MTh 6:40-8:40 pm	Carr	75	20	September 18
College Algebra, M107 (3 cr.)					
Section 1 .....	MTh 6:40-8:40 pm	Carr	45	20	September 18
Section 2 .....	MTh 8-9:10 pm	Tankersley	45	116	September 18
Section 3 (Elkhart) .....	W 7-9:30 pm	To be announced	45	Elkhart	
				High School	September 20

SUBJECT	DAY AND HOUR	INSTRUCTOR	FEE	ROOM	FIRST MEETING
<b>Trigonometry, M113 (2 cr.)</b>					
Section 1 .....	TuF 6:40-7:30 pm	Weir, V.	30	116	September 19
Section 2 .....	MTh 8:30-9:20 pm	Wilmore	30	17	September 18
Plane Analytic Geometry I-II, M131-M132 (2-2 cr.) .....	TuF 8-9:45 pm	Weir, V.	60	116	September 19
Elementary Calculus I, M217 (4 cr.) .....	MTh 6:40-8:25 pm	Wilmore	60	17	September 18
<b>MUSIC</b>					
<b>Appreciation of Music I, M174 (2 cr.)</b>					
Section 1 .....	Tu 5:20-7:10 pm	Deardorff	30	44	September 19
Section 2 .....	W 7-8:50 pm	Krantz	30	44	September 20
Applied Music .....	Arranged				
<b>PHILOSOPHY</b>					
<b>Historical Introduction to Philosophy, P100 (3 cr.)</b>					
Section 1 .....	TuF 9-10:10 am	Jaberg	45	15	September 19
Section 2 .....	TuF 5:20-6:30 pm	Roemer	45	17	September 19
Ethics, P240 (3 cr.) .....	TuF 10:20-11:30 am	Jaberg	45	15	September 19
<b>PHYSICS</b>					
<b>General Physics: Mechanics, Heat, and Sound, P201 (5 cr.)</b>					
Lectures .....	MTh 6:40-7:55 pm	Gerkin	80	136	September 18
<b>Laboratory:</b>					
Section 1 .....	MTh 5-6:30 pm	Gerkin-Burlingame		136	September 18
Section 2 .....	MTh 8-9:30 pm	Gerkin-Burlingame		136	September 18

**PSYCHOLOGY**

Introductory Psychology I, P101 (3 cr.)					
Section 1 .....	Tu 5:20-7:50 pm	Vargas	45	13	September 19
Section 2 .....	M 5:20-7:50 pm	Zilaitis	45	13	September 18
Section 3 .....	M 8-10:30 pm	Zilaitis	45	13	September 18
Abnormal Psychology, P324 (3 cr.) .....	Tu 8-10:30 pm	Vargas	45	7	September 19

**SOCIOLOGY**

Principles of Sociology, S161 (3 cr.)					
Section 1 .....	MTh 1-2:10 pm	Risler, D.	45	20	September 18
Section 2 .....	MTh 8-9:10 pm	Risler, D.	45	21	September 18
Section 3 .....	M 5:20-7:50 pm	To be announced	45	20	September 18
Section 4 .....	W 8-10:30 pm	Ivory	45	20	September 20
Section 5 (Elkhart) .....	Tu 7-9:30 pm	Ivory	45	Elkhart High School	September 19

**SPANISH**

Elementary Spanish I, S101 (5 cr.)					
Section 1 .....	TuF 9-11 am	de Lara	75	115	September 19
Section 2 .....	TuF 8-10 pm	de Lara	75	17	September 19

**SPEECH AND THEATRE**

Public Speaking I, S121 (2 cr.)					
Section 1 .....	W 10-11:50 am	Doyle	30	134	September 20
Section 2 .....	W 7-8:50 pm	Doyle	30	114	September 20
Section 3 .....	TuF 1-2:10 pm	Green	30	134	September 19
Section 4 (Elkhart) .....	F 7-8:50 pm	Doyle	30	Elkhart High School	September 22
Fundamentals of Acting, S144 (3 cr.) .....	TuF 8-9:10 pm	Green	45	Stage	September 19
Speech Correction for Classroom Teaching, S160 (3 cr.) .....	W 7-9:30 pm	Knudson	45	134	September 20
Appreciation of the Theatre, S240 (2 cr.) .....	TuF 6:40-7:30 pm	Green	30	Stage	September 19

# Honor Students, 1960-61

Undergraduate students who achieve a superior scholastic rating (a 2.3 credit-point average) are formally recognized at the Annual Student Banquet of the University Center. All students, and their friends and families, are invited to participate with the faculty in this observance. The program includes music, discussion by a representative from the Bloomington campus of some aspects of university life which concern the academic success of students, and the awarding of annual honors.

Students achieving the required Honor List average for the first semester, 1960-61:

## GROUP I (3.00)

Ansbaugh, Lawrence	*Goard, Winona	*Wagner, John A.
*Burns, Bernice		

## GROUP II (2.99-2.30)

*Adnson, Earl	*Hankins, Donald	*Salzman, Murray
Bickel, David	*Horvath, Judith	*Sharp, Everett
Bock, Marilyn	*Isaacs, Dennis	*Smith, Ella
Bolenbaugh, Jane	Klabusich, Irene	Sunderman, Paula
*Bruehlman, Alice	*Mamula, Frances	Svorec, Raymond
Carlson, Judith Ann	Manford, April L.	Szalay, Robert
*Cooper, Robert B.	*Martin, Edward	*Tulchinsky, Ruth
*Cramer, Paula Jean	*Molter, Charles W.	*Wagner, John A.
Drapek, John	Pippenger, Carol	*Wahlstrom, Dale
Guy, Steven	Robinson, Judith	*Ward, Eleanor M.
Hamman, David	Rogers, David	

## GROUP III (2.29-2.00)

*Aker, Virginia	*Gulyanics, Ann	Sciba, Loretta
Burke, Allen	Hanson, David	*Shahin, Loren
*Czarnecki, Christine	*Hunter, Ethel	Taylor, Patricia
Edwards, James Lee	*Jackson, Joan	Trisinger, Janet G.
*Elguera, Jean	Kubasik, Rita	Valentine, Richard
*Fisher, Richard	*McDonald, Phillip	*Warrick, Elizabeth
*Fitch, Martha A.	*Michalski, James	*Weninger, Edgar
*Fox, Leonard	*Murray, Jerry	Whitinger, Beverly
*Fross, Joseph C.	*O'Toole, Margaret	Yazich, Millicent

Printing dates prevent the listing of the second-semester Honor Students for 1960-61 in this *Bulletin*. The names of these students will be listed in the Center's second-semester *Bulletin*.

NOTE: \* Denotes part-time students who accumulate twelve semester hours of credit over two or more semesters.

# Description of Credit Courses

The following University credit courses are offered at the University Center. Unless otherwise specified, the courses described below will be offered during the present year. Roman numerals following each course title indicate whether it is to be offered in the first semester (I), the second semester (II), or the summer session (III). See pages 17-25 for the first-semester schedule.

"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.

## Art

See Fine Arts.

## Business

### A201. Introduction to Accounting I. (3 cr.) I, II, III

Prerequisite, twenty-five hours of university credit or consent of instructor. The accounting cycle, special journals and ledgers, adjustments of prepaid and accrued items, notes and interest, bad debts and depreciation, and business papers.

### A202. Introduction to Accounting II. (3 cr.) I, II, III

Prerequisite, A201. Complex journals, bills of exchange, practice set, interim statements, departmental accounting, the voucher system, partnerships, corporations, accounting for manufacturing, analysis of financial statements, and payroll taxes.

### A205. Industrial Cost Accounting. (3 cr.) I

Prerequisites, A200 or A201 and A202. A study of the management uses of data derived from standard, process, and job order cost accounting systems and flexible budgets. Technical accounting aspects are not emphasized in this course but are deferred to A306.

### A208. Income Tax. (3 cr.) I

Prerequisites, A200 or A201 and A202. Study of the Internal Revenue Code and Regulations. Emphasis on income, exclusions from income, deductions, and credits of various types.

### A211. Intermediate Accounting I. (3 cr.) I

Prerequisites, A200 or A201 and A202. Accounting cycle and statements, cash, receivables, inventories, plant and equipment, intangible assets, investments, liabilities, capital stock and surplus, and statement analysis.

### A212. Intermediate Accounting II. (3 cr.) II

Prerequisite, A211. Statement of application of funds, partnerships, venture accounting, consignments, installment sales, insurance, branch accounting, parent and subsidiary financial statements, estates and trusts, statement of affairs, and foreign exchange.

### A306. Advanced Industrial Cost Accounting. (3 cr.) II

Prerequisite, A205. A study of standard costs, process costs, job order costs, and flexible budgets, with emphasis on the technical accounting aspects and upon presentation of the interpreted data to management.

**A309. Advanced Income Tax. (3 cr.)** **II**

Prerequisites, A208 and A212. Continued study of the Internal Revenue Code and Regulations with stress on the advanced aspects of incomes, deductions, exclusions, and credits, especially as they are related to the tax problems of estates, trusts, partnerships, and corporations. Emphasis is placed on tax forms and practical tax problem situations.

**L300. Business Law—Contracts. (3 cr.)** **I, II, III**

Prerequisite for degree students, junior standing. 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.

**L303. Business Law—Property, Sales, and Negotiable Instruments. (3 cr.)**  
**To be offered, 1962-63**

Prerequisite, L300. Gives an 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.

**L305. Business Law—Agency, Partnerships, and Corporations. (3 cr.)** **II**

Prerequisite, L300. Various relations of principal, agent, and third persons are treated. Agency law is integrated with the law involving the creation, operation, and termination of partnerships and corporations. The rights and liabilities of persons engaged in, having an interest in, or dealing with such business organizations are thoroughly analyzed.

**M300. Principles of Marketing. (3 cr.)** **To be offered, 1962-63**

Prerequisites, Economics E201-E202. Studies the movement of goods from producer to consumer. Discussion of channels of distribution; marketing functions, policies, and costs; the consumer, wholesaling, and retailing. Our present marketing structure is examined within the framework of a dynamic economic system.

**P300. Principles of Management. (3 cr.)** **I**

Prerequisites, Economics E201-E202. Designed to prepare students in the fundamentals of all phases of administrative staff and operative management. Successful management principles and techniques are given for all fields of business. These principles include: business objectives, policies, executive leadership, organization structure and morale, operative procedures, and control procedures.

**R300. Principles of Real Estate. (3 cr.)** **II, III**

Prerequisites, Economics E201-E202. Location factors with special reference to the economic background of cities, city growth and structure, neighborhoods and districts; real estate market analysis; principal subdivisions of the real estate field. Attention is given to managerial policies of private enterprises and government agencies operating in the housing field.

**W391. Comprehensive Examination. (Noncredit)** **I, II, III**

Required during the semester of the junior year when the student completes the seven "core" courses. Satisfactory completion of the examination is a prerequisite to pursuing senior-level courses in business and economics.

## Chemistry

**C101. A Descriptive Survey of Chemistry I. (5 cr.)** **III**

For students who do not intend to continue chemistry beyond the first year. A non-mathematical study of the composition of matter and of the laws governing its changes. Special emphasis is placed on the role of chemistry in its relationship to man and his environment. Lecture, recitation, and laboratory.

**C105. General Chemistry. (5 cr.)** **I, II**

Prerequisite, two years of high school algebra, or Mathematics M107, which may be taken concurrently. This course is for chemistry majors and others intending to continue the study of chemistry beyond the first year. Lecture, recitation, and laboratory.

**C106. Inorganic Chemistry and Qualitative Analysis. (5 cr.)** **II**

Prerequisites, C105 or C101 with grade of A, and Mathematics M107 or its equivalent. Further study of the principles of chemistry and of inorganic chemistry, particularly of the metallic elements, along with systematic qualitative analysis for the common metals and acid radicals. Lecture, recitation, and laboratory.

**C341. Organic Chemistry I. (5 cr.)** **I**

Prerequisite, C106. For chemistry majors. Emphasis is on basic principles, systematic nomenclature, principal reactions, and methods of synthesis. Considers all the major classes of carbon compounds. Lecture and laboratory.

**C342. Organic Chemistry II. (5 cr.)** **II**

Prerequisite, C341. Further emphasis on basic principles, principal reactions, methods of synthesis, and fundamental theories. Includes introduction to organic chemistry of dyestuffs, pharmaceuticals, carbohydrates, and proteins. Lecture and laboratory.

## Economics

**E201. Principles of Economics I. (3 cr.)** **I, II, III**

**E202. Principles of Economics II. (3 cr.)** **I, II**

Open to sophomores; freshmen may register when so advised by the Academic Counselor. 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.

## Education

### *Undergraduate*

**E327. Social Studies and Science for the Elementary Teacher II.** **I, II**  
(2 cr.)

A professional course which explores the sociological backgrounds of education and surveys subject matter, materials, and methods in the content areas of the elementary school.

**E336-E337. Language Arts for the Elementary Teacher I-II. (2-2 cr.)**  
**To be offered, 1962-63**

Provides intensive study of the development of language in the young child, the development of oral and written language in the elementary school, creative language, dramatics, handwriting, and spelling. The second semester is concerned with the teaching of reading in the elementary school.

**E343. Arithmetic for the Elementary Schools. (3 cr.)** **III**

A professional course which emphasizes the developmental nature of the arithmetic process and its place as an effective tool in the experiences of the elementary school child.

**F100. Introduction to Teaching. (2 cr.)** **I, II**

A combined lecture-laboratory course giving a brief introduction to the function of public education in society and of teaching as a profession. Major emphasis is placed upon assisting each student in studying the desired competencies in teaching, evaluating his own capacities, interests, and abilities, and planning his professional career.

**M323. The Teaching of Music in the Elementary Schools. (2 cr.)** **II**

For elementary school teachers; not open to music majors. Fundamental procedures of teaching music in the elementary schools, with much consideration given to music material suitable for the first six grades.

**M333. Art Experiences for the Elementary Teacher. (2 cr.)** **II**

Fundamental problems in the selection, organization, guidance, and evaluation of art activities, individual as well as group. Actual laboratory experiences with materials and methods of presenting projects are included.

NOTE: The methods courses in Education *may not* be taken by undergraduate students working toward a degree from Indiana University. Such students are *required* to take all methods courses on the Bloomington campus. Methods courses at the Center are designed primarily for teachers working on a conversion program or those making up certain certificate deficiencies.

**P100. Introduction to Educational Psychology. (3 cr.) I**

An introduction to general psychology, designed to give the student an understanding of himself and other people through the study of sensation, emotion, intelligence, personality, motivation, learning, thinking, and the nervous system. Lectures and class discussion will be supplemented by group and individual experiments and demonstrations.

*Graduate*

**A605. Reorganization of Local School Units. (2½ cr.) To be offered, 1962-63**

Prerequisites, Education A500 and A510. Study of the principles and problems of reorganization of local school administrative units. Includes planning of local reorganization studies, collection and analysis of data, and preparation of reports.

**A630. Public School Finance. (2½ cr.) To be offered, 1962-63**

Basic general course to include: current problems in school support; costs of education; sources of school revenue; state and federal support; state and local control in school finance; and legal basis of school finance.

**C645. Supervising Student Teaching in the Secondary School. (2½ cr.) To be offered, 1962-63**

Designed especially for supervising or critic teachers in secondary schools who have student teachers under their direction or for teachers interested in preparing for positions as directors of student teaching in teacher training institutions. Topics included are administration, selection, induction, planning and supervising of laboratory experiences, supervisory conferences, and evaluation.

**D512. Survey of Adult Education. (2 cr.) I**

A survey of the history, nature, and scope of adult education. An overview of adult education philosophy, methods, types of programs, and aims and purposes.

**D523. Processes and Procedures in Adult Education I. (2 cr.) I**

Nature and conditions of individual and group development. Group discussion as a learning device. The personnel in group learning and their roles. Adult learning processes such as the forum, demonstration, clinic, symposium, colloquy, role playing, institute, and workshop. The dynamics of group meetings. Practice in planning and staging adult educational activities.

**E553. The Teacher and Elementary School Organization. (2½ cr.) I**

A study of the structure and organization of the elementary school and the role of the teacher in its effective operation. Designed particularly for classroom teachers.

**E595. Workshop in Teaching Problems. (2½ cr.) I**

Provides opportunity for individual and group study of organizational and teaching problems which teachers encounter. Includes attention to techniques of problem analysis and to the identification and use of resources which contribute to the alleviation of teaching problems. Designed particularly for experienced teachers.

**P510. Psychology in Teaching. (2½ cr.) I**

Basic study for the fifth-year student of psychological concepts and phenomena involved in public school teaching. Interpretation of representative problems and analysis of the teachers' assumptions about human behavior and its development. Instructor's permission is required before credit in both Education P500 and P510 can be applied toward degree requirements.



**R523. Utilization of Audio-Visual Materials. (2½ cr.) To be offered, 1962-63**

Considers the use of audio-visual materials in improving instruction. Includes the study of general practices in the areas of selection and utilization of major types of audio-visual materials, ways of using projection and audio equipment, and the preparation and use of such materials as bulletin boards and flannel boards.

**R533. Organization and Curricular Integration of Audio-Visual Media. (2½ cr.) To be offered, 1962-63**

Prerequisite, Education R523, or may be taken concurrently. Discusses principles and practices in organizing, facilitating, and integrating the use of audio-visual materials in various types of school curricula and educational programs of youth and adult groups. Treats such factors as defining purposes of instruction, planning instructional units, selecting and evaluating materials.

**S503. High School Curriculum. (2½ cr.) II**

A general course in high school curriculum primarily for teachers. Topics covered include factors that influence curriculum development, the organization of the curriculum, and the content of the curriculum in several subject fields and in core.

**S505. The Junior High School. (2½ cr.) To be offered, 1962-63**

A course designed to promote a better understanding of the junior high school and its role in American education. Consideration is given to the philosophy, functions, and total program of the junior high school, including curriculum, guidance, activities, personnel, and administration. (Not open to students who have taken Education S527.)

**S506. Student Activities in the Secondary Schools. (2½ cr.) II**

A comprehensive consideration of all phases of an extracurricular program. Open to elementary as well as to junior and senior high school teachers and administrators.

**S516. Improving the Teaching of High School English Language Arts. (2½ cr.) To be offered, 1962-63**

For experienced English teachers. Evaluation in light of findings of research and of current practices in methods and materials of junior and senior high school English courses; principles for guiding adolescents' reading to meet literary, historical, vocational, or scientific interests. (Not open to students who have taken Education S606.)

**T501. Statistical Method Applied to Education. (2½ cr.) II**

An elementary course in statistical analysis for teachers and administrators. Problems are taken from education and psychology and include the computation and interpretation of average, measures of variability, coefficients of correlation, and measures of reliability.

**T543. Educational Measurement. (2½ cr.) II**

Deals with the history and theory of measurement, interpretation and measurement data, tests for administrative and supervisory purposes and for teaching aids, prognostic testing, and testing in relation to pupil diagnosis and adjustment.

## English

**L101. Freshman Literature I. (3 cr.) I, II, III**

**L102. Freshman Literature II. (3 cr.) I, II, III**

A study of literary masterpieces from Homer's time to the present. The aims are: to teach thoughtful, intensive reading; to introduce the student to some of the aesthetic values inherent in literature; and to make the student aware of the enjoyment that may be derived from reading.

**L333. Major Victorian Writers I. (3 cr.) To be offered, 1962-63**

Major Victorian authors are studied against the social and philosophical background of their time. Emphasis is given to the writings of Tennyson and Arnold, and to the impact of science and higher criticism upon Victorian literature.

**L334. Major Victorian Writers II. (3 cr.) To be offered, 1962-63**

Major Victorian authors are studied against the social and philosophical background of their time. Emphasis is given to the writings of Browning and Carlyle, and to the reaction of Victorian writers to utilitarianism as the popular doctrine of the age. (L333 is not a prerequisite.)

**L347. The English Novel to 1800. (3 cr.) I**

The development of the novel in England is studied by reading approximately twelve novels by representative writers, including Defoe, Richardson, Fielding, Smollett, Sterne, and Austen.

**L348. The English Novel, 1800-1900. (3 cr.) II**

A continuation of the development of the novel in England, although L347 is not a prerequisite. Approximately twelve novels by Scott, Dickens, Thackeray, Trollope, Hardy, Meredith, Conrad, and others are read.

**L358. Twentieth-Century American Fiction. (3 cr.) II**

A study of the principal American writers of fiction since 1900, including such figures as Dreiser, Cather, Lewis, Fitzgerald, Dos Passos, Hemingway, and Faulkner, and considering the use of realism, the 1920's and the Lost Generation, the era of social consciousness and nostalgia, and the postwar novel.

**L359. The American Novel: Cooper to Dreiser. (3 cr.) I**

A detailed study of representative nineteenth-century American novels.

**L371. History of Criticism. (3 cr.) III**

A survey of literary criticism from ancient to modern times, with a close study of the principal critical works.

**L390. Children's Literature. (3 cr.) I, II**

A study of historical and modern children's books and selections from books, designed particularly to assist future teachers, parents, librarians, or others to be able to select the best in children's literature for each period of the child's life.

**W101. Elementary Composition I. (2 cr.) I, II, III**

**W102. Elementary Composition II. (2 cr.) I, II, III**

**W103. Elementary Composition III. (2 cr.) I, II, III**

A progressive course in written English, beginning with the establishment of acceptable standards and the acquirement of fundamental skills in writing, and proceeding to intensive treatment of particular problems of exposition.

## Fine Arts

**H100. Art Appreciation. (2 cr.) I, II, III**

The objectives are to acquaint students with outstanding works of art and to provide an approach to appreciation through a knowledge of purposes, techniques, form, and content. Required for elementary teachers' certificates. Not open to art majors.

**S101. Introduction to Design I. (2 cr.) I**

**S102. Introduction to Design II. (2 cr.) II**

This course takes up analytical exercises to acquire an insight into the characteristics of architectural space and the structure of both natural and man-made objects. Construction in various materials; problems and techniques of representation in different media for communication and expression. Development of perceptual and manual skills and their co-ordination.

**S235. Freehand Drawing I. (3 cr.) II**

Prerequisite, S135. Study of composition continued; exploration of techniques; problems of representation; emphasis on individual expressiveness and experimentation with advanced problems in subject matter.

- S255. Crafts and Design I. (2 cr.)** **I**  
 The relation of basic visual fundamentals to craft materials. Planned to meet the needs of elementary teachers and camp and recreational workers.
- S333. Oil Painting I. (3 cr.)** **I**
- S334. Oil Painting II. (3 cr.)** **I**  
 Prerequisite or concurrent, S135 or consent of instructor. Painting from still life and other subjects. An introduction to the technique of oil painting and to representation in color.
- S335. Freehand Drawing II. (3 cr.)** **II**  
 Prerequisite, S235.
- S345. Life Drawing I. (2 cr.)** **II**
- S346. Life Drawing II. (2 cr.)** **II**  
 Prerequisite, S135. Introduction to the drawing of the male and female figures in pencil, pen and ink, conte crayon, ink wash, and resist.
- S433. Oil Painting III. (3 cr.)** **I**  
 Prerequisite, S334 or consent of instructor. This course is for advanced students.

## French

- F101. Elementary French I. (5 cr.) To be offered, 1962-63**
- F102. Elementary French II. (5 cr.) To be offered, 1962-63**  
 This course covers the fundamentals of grammar and pronunciation. Considerable drill on oral and aural skills by means of frequent dictation and comprehension exercises. Some composition. Considerable practice in spoken French and reading of easy fiction constitute the course.
- F201. Second-Year Composition and Oral Practice I. (2 cr.)** **I**
- F202. Second-Year Composition and Oral Practice II. (2 cr.)** **II**  
 Prerequisite, F102. This course is conducted in French insofar as possible and comprises a continuation of oral practice; dictation, conversation; simple themes and letters composed in French; continued recognition drill in grammatical forms. Oral work is considered a help to written work.
- F211. Modern French Prose I. (3 cr.)** **I**
- F212. Modern French Prose II. (3 cr.)** **II**  
 Prerequisite, F102. Includes fictional works of Dumas père, Balzac, Daudet, Mérimée, and Maupassant, easy modern plays, and outside readings in French culture according to the choice of the student.

## Geography

- G105. Introduction to Physical Geography. (3 cr.)** **I, II**  
 The broad physical characteristics of the earth's surface, and its differentiation by climate, vegetation, soil, landforms, etc. Physical relationships and regions.
- G210. Introduction to Cultural Geography. (3 cr.)** **I, II**  
 Prerequisite, G105. A general study of the relationships between man and the earth. Major types of human economy and their world distribution. Man as an organizer of terrestrial space and resources.

## German

- G101. Elementary German I. (5 cr.)** **I**
- G102. Elementary German II. (5 cr.)** **II**

G201. Second-Year Composition and Conversation I. (2 cr.)	I
G202. Second-Year Composition and Conversation II. (2 cr.)	II
G211. Second-Year Reading I. (3 cr.)	I
G212. Second-Year Reading II. (3 cr.)	II

## Government

G103. Introduction to American Government I. (3 cr.)	I, II, III
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A brief general introduction to the nature of government and its various forms and to modern theories of its function, followed by a specific treatment of the origin and nature of the American federal system and its present political party base.

G104. Introduction to American Government II. (3 cr.)	I, II, III
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Prerequisite, G103. The study of the structure and function of American national, state, and local government.

## History

H103. History of Western European Civilization I. (3 cr.)	I, II
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H104. History of Western European Civilization II. (3 cr.)	II
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Decline of Roman civilization; barbarian invasions; rise, flowering, and disruption of the medieval Church; rise and decline of feudalism; growth of national monarchies; rise of middle class; development of parliamentary institutions, liberalism, and political democracy; industrial revolution, growth of capitalism, and socialist movements; modern nationalism, imperialism, international rivalries, and wars.

H105. American History: General Course I. (3 cr.)	I, II, III
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H106. American History: General Course II. (3 cr.)	I, II, III
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First semester: A survey of the Colonial period, the Revolution, the Confederation and the Constitution, and the National period to 1865. The second semester begins with 1865 and continues to the present. Political history forms the framework, but economic, social, cultural, and intellectual history are interwoven. An introduction to historical literature, source material, and criticism is included.

H308. English History: General Course I. (3 cr.)	I
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A survey of England to 1688, divided roughly into the medieval, Tudor, and Stuart periods. Emphasis on political and constitutional development, particularly in relation to religious movements such as the Henrician Reformation and Puritanism. Attention is given to the literary figures and trends.

H309. English History: General Course II. (3 cr.)	II
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A survey of Britain from 1688 to the present. Emphasis on political and economic movements such as Liberalism and Socialism arising out of the industrialization of Britain. Attention is given to literary figures and trends.

H337. Recent United States History I, 1865-1900. (2 cr.)	To be offered, 1962-63
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H338. Recent United States History II, 1901-1940. (2 cr.)	To be offered, 1962-63
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Prerequisite, H105 is recommended. A course of junior-senior level. Emphasis is evenly distributed between political, economic, and social history. Each student is required to do some study in the scholarly special works and in the source material.

H373. The American Middle West I. (3 cr.)	I
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H374. The American Middle West II. (3 cr.)	II
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The French and British periods, American Revolution, settlement of the Ohio Valley, and national, land, governmental, and Indian politics. Formation of Ohio, Indiana Territory, statehood in Indiana, territorial Illinois, population movements; antislavery, land, currency, and internal improvement policies; Jacksonian constitutions; and minority movements during and after the Civil War.

## Home Economics

### H206. Nutrition. (2 cr.)

I, II

The food needs of normal individuals of different ages; the selection of food for health; a study of the nutritional status of the people of the United States.

## Mathematics

### M105. Intermediate and College Algebra. (5 cr.)

I, II, III

Prerequisite, one year of high school algebra. Students with three semesters of high school algebra receive only three hours of credit; students with four semesters receive none. The number system, fundamental operations, quadratic equations, graphical representation, systems of equations, progressions, permutations and combinations, the binomial theorem, determinants, and elements of theory of equations.

### M107. College Algebra. (3 cr.)

I, II, III

Prerequisite, one and one-half years of high school algebra. In special cases, students with one year of such preparation will be accepted. Students with four semesters of high school algebra receive no credit for this course. Same as Mathematics M105, but less time is devoted to a review of elementary topics.

### M113. Trigonometry. (2 cr.)

I, II, III

Prerequisite or concurrent, two years of high school algebra or M105 or M107. Not open to students who have had high school trigonometry or M115 or M117. Definition and fundamental properties of the trigonometric functions, identities, inverse functions, graphs, radian measure, addition formulas, logarithms, solution of triangles with applications, and trigonometric equations.

### M131. Plane Analytic Geometry I. (2 cr.)

I, II, III

### M132. Plane Analytic Geometry II. (2 cr.)

I, II, III

Prerequisites, two years of high school algebra and trigonometry, or M105 and M113, or M107 and M113, or M115, or M117. Not open to students who have had M118. Co-ordinate systems, loci, equations of curves, and a systematic study of the straight line, the circle, the conic sections, and the general equation of the second degree.

### M217. Elementary Calculus I. (4 cr.)

I

### M218. Elementary Calculus II. (4 cr.)

II

Prerequisite or concurrent, M131 or M118. Differentiation and integration of functions of one variable and applications.

## Mechanical Drawing

### Purdue University Course

The course in engineering graphics offered by Purdue University as part of the freshman year of engineering is included in the program on page 63.

### CE118. Engineering Graphics. (3 cr.)

II

## Music

### M174. Appreciation of Music I. (2 cr.)

I, III

How to listen to music; art of music and its materials; creator and creation of music; instruments and the musical forms. Examples by use of records, films, and live music.

### M175. Appreciation of Music II. (2 cr.)

II

Music of the nineteenth and twentieth centuries; music of Beethoven; the Romanticists; the National schools; Wagner; Brahms; music in America; and the "moderns."

## Applied Music.

I, II

Students interested in registering for applied music courses are asked to see the Academic Counselor.

## Philosophy

### P100. Historical Introduction to Philosophy. (3 cr.) I, II

Open only to students without previous credit in philosophy. This course is planned to introduce the student to philosophical problems. The relations of philosophy to common sense, science, and religion are considered. Some attention is devoted to ethics. At least one philosophical classic, usually Plato's *Republic*, is read.

### P240. Ethics. (3 cr.) I

Prerequisite, three hours of philosophy or sophomore standing. Ethics studies what is right and wrong in persons, the actions of persons, and the results produced by their actions. The course is limited to the more general part of this subject matter.

### P250. Logic. (3 cr.) II

Prerequisite, three hours of philosophy or sophomore standing. Study of the basic intellectual tools employed in processes of human knowing. The point of departure is traditional Aristotelian logic. The objective is to exhibit the relevance of elementary logical forms of thought to scientific and philosophical knowledge in general.

## Physics

### P201. General Physics: Mechanics, Heat, and Sound. (5 cr.) I, III

Prerequisites, Mathematics M107 and M113. Lecture, recitation, and laboratory.

### P202. General Physics: Light, Electricity, and Magnetism. (5 cr.) II

Prerequisite, P201. Lecture, recitation, and laboratory.

## Psychology

### P101. Introductory Psychology I. (3 cr.) I, II, III

A systematic introduction to psychology as a behavioral science; its methods, data, and theoretical interpretations, with applications to the understanding and control of individual and social behavior.

### P102. Introductory Psychology II. (3 cr.) II

Prerequisite, P101. The field of experimental psychology with special emphasis on empirical research and theory in the areas of learning, psychophysiology, and sensory psychology.

### P316. The Psychology of Childhood and Adolescence. (3 cr.) II

Prerequisite, five hours of psychology. A study of the development of behavior in infancy, childhood, and youth, including a survey of the factors which influence various kinds of behavior. Examination of the literature on adolescence and training to interpret adolescent behavior problems.

### P320. Social Psychology. (3 cr.) To be offered, 1962-63

Prerequisite, five hours of psychology. The principles of scientific psychology applied to the individual in the social situation.

### P324. Abnormal Psychology. (3 cr.) I, III

Prerequisite, five hours of psychology. A first course in the field of abnormal psychology with emphasis upon forms of abnormal behavior, etiology, developmental course, interpretations, and final manifestations.

## Sociology

**S161. Principles of Sociology. (3 cr.)** I, II, III

This course describes and interprets the nature of interpersonal relationships, societies, groups, and communities, and such institutional areas as the family, industry, and religion; the social process operating within these areas; their significance for problems of personality, human nature, social disorganization, and social change.

**S162. Society and the Individual. (3 cr.)** II

Prerequisite, S161. A study of personality and its development; its relationship to culture and communication, and to the social settings within which human beings live; deviant types.

**S325. Criminology. (3 cr.)** II, III

Prerequisite, six hours of sociology. Factors in genesis of crime, and organization of criminal behavior from the points of view of the person and of the group.

## Spanish

**S101. Elementary Spanish I. (5 cr.)** I

**S102. Elementary Spanish II. (5 cr.)** II

Not open to those who are beginning French except by special permission. Exercises in pronunciation and intonation, elementary grammar, simple conversation, and reading. Use made of films, tapes, and other audio-visual aids.

**S201. Second-Year Spanish Composition and Conversation I. (2 cr.)** To be offered, 1962-63

**S202. Second-Year Spanish Composition and Conversation II. (2 cr.)** To be offered, 1962-63

Prerequisite, S102 or equivalent. Review of grammar, practice in composition and conversation, translation from English into Spanish, and drill on idiomatic expressions. Use made of audio-visual aids.

**S211. Modern Spanish Prose I. (3 cr.)** To be offered, 1962-63

**S212. Modern Spanish Prose II. (3 cr.)** To be offered, 1962-63

Prerequisite, S102 or equivalent. Readings of material relative to Spanish-speaking countries, modern novels, short stories, and plays. Exercises in translation.

## Speech and Theatre

**S121. Public Speaking I. (2 cr.)** I, II, III

**S122. Public Speaking II. (2 cr.)** II, III

A basic course in the theory and practice of public speaking, giving training in thought processes necessary to organized speech content, personality, components of effective delivery, and use of voice, body, and language. The second semester emphasizes critical evaluation of and practice in presenting various types of speeches.

**S144. Fundamentals of Acting. (3 cr.)** I, II

Required as a basic course of all majors concentrating in theatre and drama. Fundamental theories, functions, and practice in the art of acting. Lecture and laboratory.

**S160. Speech Correction for Classroom Teaching. (3 cr.)** I, II

An introductory course in classification and methods of therapy for speech and hearing disorders. Special emphasis is placed on rehabilitation which can be given by the teacher to children in a classroom situation. The course is practical for the average teacher.

**S240. Appreciation of the Theatre. (2 cr.)** I, II

The purpose of this course is to enable students to become familiar with those aspects of theatre which will significantly increase their appreciation of this art form.

# Adult Classes

## Noncredit

### Learning is a Lifelong Pleasure

A primary purpose of the University Center is to offer educational opportunities to all adults. Whether high school graduates or not, adults may register in the regular University credit courses as auditors and in any of the noncredit courses listed on the following pages. These noncredit public lecture series and adult study courses are offered at nominal rates. The fees for such courses may not be deferred and are due at registration. Single admissions and refunds are not available. Whenever it is necessary to limit the number in a class, only those who have already completed their registration can be assured space in the class. If a course is canceled, a complete refund is available or the student may transfer to another course.

Registration in these courses has been made a relatively simple procedure. (See last page for application form.) Registration may also be completed in the office of the University Center.

*More complete information concerning instructors and lecturers for the courses described in succeeding pages may be found on pages 4 to 6 of this Bulletin.*

### Education Advisory Councils

The University Center has asked community leaders to serve in an advisory capacity to its program for the general public. The following committees have contributed to the development of the program of the Center.

**Social Service Education Advisory Council:** George Carson, Council of Community Services of St. Joseph County; Robert Goshert, Department of Public Welfare; Frank Kleva, Council of Community Services; Robert Pollitt, Children's Aid Society; Walt Risler, Chief Adult Probation Officer, St. Joseph County; Reverend Robert F. Royster, Dean, Cathedral of St. James; Jerry Schroder, Counsel of Community Services.

**Business Education Advisory Council:** J. E. Tuohey, Oliver Corporation; John N. Durben, Miles Laboratory, Elkhart; C. M. MacMillan, Studebaker-Packard Corporation; John T. McGucken, Bendix Products Division—Missiles; Paul M. Shore, Associates Investment Company; C. H. Tanner, Dodge Manufacturing Corporation; Wilbur H. Van Horn, Jr., Continental Can Corporation; C. H. Kruyer, Jr., Vice-President, First Bank and Trust; Kenneth Birch, Chamber of Commerce.



# BUSINESS

## Business Systems and Procedures

This course is a general study of the fundamentals of business-systems analysis. Methods of collecting data and analyzing systems problems will be discussed. Structure flow charts, an important tool in systems work, will be demonstrated and applied to typical business problems. To be operable a suggested system change must be accepted by those affected. Methods of selling the change and overcoming resistance will be developed. Methods of measuring improvement will be studied. The importance of business-forms control and procedures preparation will be presented and expanded to include preparation of policy, personnel, and organization manuals. Systems study is a powerful tool when forcefully applied to solving business organization and procedures problems. Lecturer: Lathan Baker.

The class will meet on ten successive Wednesdays, beginning October 4, from 8:15 to 9:45 p.m., in Room 121. Fee, \$20.

## Business Writing

Written communications, especially in the business world, need to be correctly phrased, clear, concise, and readable. This course aims at teaching the writing of letters, memoranda, and reports that command attention and respect. It will make a realistic approach to everyday practical writing which is so vital to American business and will stress the reader's point of view. Actual problem situations will be drawn for the student to think and write about. Instructor: Ann L. Bohan.

September 20	Principles of Business Communication Understanding the goals of business writing
September 27	Style of the Business Letter Appearance, mechanics, punctuation
October 4	Fundamental Forms of Business Letters Quality and techniques
October 11	Specific Types of Business Letters Inquiries, answers to orders, claims and adjustment letters; credit, collection, and sales letters
October 18	The Follow-through Communication Letters, telegrams, telephone
October 25	The Report and Memorandum
November 1	Bibliography The proper assembly of bound reports; collating
November 8	Writing Minutes of Meetings: Corporation Minutes, Bylaws

The class will meet on consecutive Wednesdays, as listed above, from 8:30 to 10 p.m., in Room 116. Fee, \$8.

## Credit Union Personnel Workshop

This training course for credit union personnel is being offered for the purpose of helping to increase the effectiveness of those who give financial advice in any capacity to the membership.

It is designed primarily for the loan officer, the loan interviewer, the credit committee member, the individual specifically appointed to counsel, the treasurer, assistant treasurer, or anyone who provides financial information.

This course will be divided into two 10-week courses of two hours each or a total of forty hours. The second ten-meeting sequence will be offered during the second semester. Co-ordinator: E. E. Barnbrook.

The topics for discussion for the first ten weeks are as follows:

September 21	Who Is a Credit Union Counselor and What Is He To Do?
September 28	Obstructions to Communications
October 5	Human Motivations
October 12	How to Formulate Questions
October 19	Rationality and Emotion in Human Behavior
November 2	The Importance of Motives, Goals, Perceptions, and Tensions
November 9	Techniques of Problem Solving
November 16	Techniques of Counseling
November 30	Using Public and Private Welfare Agencies
December 7	Aids and Suggestions

The class will meet on the Thursdays listed above, from 6:45 to 8:15 p.m., in Room 120. Fee, \$10.

## Economics for Consumers

With the proper financial management and wise market selection, the consumer can often increase the amount of actual goods and services he can purchase within the limitations of his particular income. This course is designed to fill the need for consumer education in an economy of multiplicity of both goods and services where personal income is nevertheless a limiting factor. Instructors: Daniel Connell and Ben Drollinger.

September 20	Our Life as Consumers Managing your income; shopping habits; protections for consumers
September 27	The Consumer's Banking, Credit, and Investment
October 4	The Consumer and His Home Rent or own; build or buy; buying home furnishings

October 11	The Consumer Buys Food, Drugs, Cosmetics
October 18	The Consumer Buys Clothing
October 25	The Consumer's Financial Security Exploiting family time and skills; insurance; Social Security

The class will meet on the Wednesdays listed above, from 8:30 to 10 p.m., in Room 132. Fee, \$6.

### **Insurance: C.L.U.**

The Indiana University Center and the North Central Indiana Chapter of Certified Life Underwriters are co-operating in offering this study program in the field of insurance. Its object is to prepare students for the five separate examinations prepared by the American College of Life Underwriters that lead to the C.L.U. designation. The curriculum is designed to provide the life underwriter with a broad understanding of important aspects of life insurance and related fields of knowledge, and to improve his ability to apply this knowledge to the advantage of the buyer of life insurance. Study guides and textbooks may be obtained at the Indiana University Center Bookstore.

The five study phases are: Part I: Fundamentals of life insurance and annuities; Part II: Business life insurance, accident and sickness insurance, group insurance, and pensions; Part III: Law, trusts, and taxation; Part IV: Economics and finance; Part V: The practice of life underwriting. Part I or IV will be offered during this academic year. Each phase will be covered in a two-semester period. Students enrolling for the second semester should have had the first-semester course.

The class will meet for sixteen Tuesdays, beginning September 19, from 3 to 5 p.m., in Room 9. Instructor: Herbert E. Sim. Fee, \$72 for the year.

### **Insurance Principles and Practices: C.P.C.U.**

The C.P.C.U. educational program is presented co-operatively by the University Center and the Chartered Property and Casualty Underwriters. The series of courses has been developed by the American Institute for Property and Liability Underwriters and is a comprehensive study covering four broad areas: insurance principles and practices; general education; law; and accounting, finance, and agency management.

This program is directed toward assisting the registrant to prepare to take the examinations required for the C.P.C.U. designation. The course being presented this year will treat "General Education—Part III." General education includes studies in economics, government, and social legislation. Students may obtain the topical outline pamphlet for Part III at the University Center Bookstore.

The class will meet for sixteen sessions on Mondays, from 5 to 7 p.m., in Room 134, beginning September 18. Instructor: George W. Viger. Fee, \$72 for the year.

## Insurance

### Fire and Marine Insurance

This is a two-semester program; subjects to be covered include fire insurance and collateral lines, inland marine insurance, and a few miscellaneous lines.

The class will meet for sixteen Mondays, from 5:30 to 7:30 p.m., starting September 18, in Room 14. Instructor: Edwin J. Wolaver. Fee, \$30.

Casualty Insurance will be offered during 1962-63.

## Law for the Layman

Almost all persons need the advice of a lawyer in their everyday relations. This course will treat some of the more common problems as they relate to individuals as well as to business enterprises. A discussion period will follow the lecture portion of this course to permit clarification of the points raised. Lecturer: Harry Heppenheimer.

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|--------------|---|
| September 21 | Insurance<br>Applications. Who can purchase insurance? Who can be beneficiaries? Value of lapsed policies; types of insurance—life, liability, fire, etc.                   |
| September 28 | Landlord and Tenant<br>What is a lease? Who must make repairs? Accidents on sidewalks; how to terminate a lease early; subletting and assignment                            |
| October 5    | Landlord and Tenant (continued)   |
| October 12   | Business Organizations<br>Sole proprietorship, partnership, and corporation   |
| October 19   | Business Organizations (continued)  |
| October 26   | Creditor's Rights<br>Notes; responsibility of co-maker. When is a check a note? Pawnbroker's responsibility; chattel mortgages; real estate mortgages; rights of redemption |

The class will meet on the above six Thursdays, from 6:45 to 8:15 p.m., in Room 14. Fee, \$6.

## Mathematics Review

The purpose of this course is to give high school graduates who have been out of school for some time and who now wish to enter college an opportunity to clear up weakness in this area of study. College freshmen whose interest is in science, where solid mathematical knowledge counts, may take this course concurrently with their regular course of study as a brush-up experience. Elementary and secondary school teachers, as well as persons with business interests, will also find this review useful. Lecturer: E. R. Hudson.

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|--------------|--------------------------|
| September 19 | Number Systems           |
| September 26 | Fractions and Percentage |

October 3	Formulas and Equations
October 10	Ratio, Proportion, and Variation
October 17	Logarithms and Slide Rule
October 24	Measurement Computation
October 31	Permutations and Combinations
November 7	Statistical Concepts and Measures
November 14	Properties of Geometric Figures
November 21	Graphs and Graphical Solutions
November 28	Functional Relationships and Notation
December 5	Trigonometric Functions and Identities

The class will meet on the above Tuesdays, from 8:30 to 10 p.m., in Room 117. Fee, \$15.

## Modern Management Concepts and Issues

The objective of this course is to analyze and evaluate concepts and ideas which bear on the management and supervision of a business enterprise.

Participants will gain most from this course if reading material provided is read before each class session. Reading material will cover a wide range in terms of time, outlook, and subject matter. The intention is to stimulate and broaden perspective by discussing provocative and controversial rather than comforting subject matter. The readings represent a basis on which inquiring minds can explore, appraise, and analyze the dynamics and structure of industrial administration and leadership. Lecturer: John T. McGuckin.

Areas covered are:

- Authority and Leadership
- Conformity and Individualism
- Management, Labor, and Law
- Man and the Marketplace
- Ethics in Business and Society

The class will meet on ten consecutive Wednesdays, beginning September 27, from 8 to 9:30 p.m., in Room 7. Fee, \$20.

## Personnel Management

This course gives a survey of the varied responsibilities of modern personnel administration and the techniques and methods used to effect maximum efficiency in business endeavors.

There will be opportunity for discussion of practice and theory in a group atmosphere after each lecture so that the value of experience can be brought

to bear on specific personnel problems. Outlines for each session topic with appropriate references will be provided. The course should be beneficial for those already engaged in part- or full-time personnel administration, as well as for those who are considering this field as an occupation.

Instructor: Jack Durben. Official certification of satisfactory completion of this course will be issued to those with a good attendance record who desire it. An abbreviated outline follows:

September 20	Principles of Personnel Administration
September 27	Recruiting and Selection
October 4	Aspects of Industrial Training
October 11	Job Evaluation
October 18	Wage and Salary Administration
October 25	Employee Relations
November 1	Employee Appraisal
November 8	Employee Benefits and Service
November 15	Personnel Forms and Records
November 22	Personnel Research

The class will meet on the above Wednesdays, from 6:45 to 8:15 p.m., in Room 14. Fee, \$15.

## Real Estate

Classes in real estate form an important part of the Center's noncredit curriculum. The sequence of four courses previously offered is now being replaced by a new course of study being developed by a state-wide committee of real estate experts. This new offering will be synchronized with the State Licensing Board's Real Estate Examination.

Information concerning this study program will be available at the Center during the summer. Details as to the course outline, instructor, fees, day and hour of meetings, texts, etc. may be obtained after August 1.

## Secretarial Training

### Part III

In co-operation with the South Bend Chapter of the National Secretaries Association, the University Center presents a program designed to give professional status to secretaries. Course work is presented in six areas: secretarial and office practices, secretarial accounting, business law, business organization and administration, economics, and personal adjustment and human relations. Comprehensive examinations over these areas are given by the National Secretaries Association. Successful completion of the program entitles the secretary to certification by the Association. The program is open to all interested persons.

Secretarial economics and statistics are the areas to be covered during the first semester, 1961-62. Secretarial and office practices, and personal adjustment and human relations are the areas to be covered during the second semester, 1961-62. Secretarial accounting and business law are the areas to be covered during the first semester, 1962-63.

The class will meet for sixteen successive Wednesdays, from 6:15 to 8:15 p.m., beginning September 20, in Room 116. Instructor: James E. Cole. Fee, \$24.

## Selling—Principles and Practices

This course will give information and practical help to those who are interested in selling as a vocation or avocation. The course content will be appropriate to any selling situation, whether wholesale, retail, or direct. A field trip with an experienced salesman will be a feature of this course. Lecturer: Burnett C. Bauer.

### Topical Index:

- The Need for Salesmen in Our American Economy
- The Techniques of Making a Successful Sale
- Creating and Maintaining a Successful Sales Organization
- Supplementary Advertising and Sales Promotion to Aid Sales
- Survey of Selling Opportunities in Direct Selling Field
- Law and Selling
- Field Trips
- Panel Discussion Meeting with Top Salesmen

The class will meet on eight successive Wednesdays, beginning September 27, from 8:30 to 10:30 p.m., in Room 14. Fee, \$15.

## Taxes: State Gross and Inheritance

This lecture-discussion series is offered to inform lay individuals as well as those dealing with Indiana taxes on the current status and trends of our Indiana Tax System. The usual as well as the unusual problems of the State Gross Income Tax Law and the Indiana Inheritance Tax Law will be investigated. Opportunity for discussion will be given for problems of general interest. Lecturer: Harry Heppenheimer.

September 25	Indiana Gross Income Tax State's jurisdiction to tax and receipts that are not subject to tax
October 2	Indiana Gross Income Tax (continued) Interstate commerce receipts; transactions with the federal government; rates and exemptions
October 9	Indiana Gross Income Tax (concluded) Taxability of estates and trusts under the law; review of recent legislative changes; procedure under the Gross Income Tax Law
October 16	Indiana Inheritance Tax Transfers subject to tax; transfers not subject to tax
October 23	Indiana Inheritance Tax (concluded) Deductions; exemptions and the rates of tax; procedure under the Inheritance Tax Law

This class will meet for the above five successive Mondays, from 6:45 to 8:15 p.m., in Room 7. Fee, \$6.

## Traffic and Transportation

This study program in traffic and transportation has been developed with the co-operation of the Indiana University School of Business and the American Society of Traffic and Transportation, Inc., and replaces the courses offered in this field previously by the Indiana University Center.

The program has a dual purpose: preparation for the four written examinations that are required for certification to membership in the A.S.T.T., and provision of study opportunities for those who want to develop further their knowledge in this area, whether or not they are interested in taking the examinations.

The four prescribed examinations cover the following areas of study:

1. Transportation Economics
2. Traffic and Transportation Management
3. General Business—including
  - (a) Principles of Economics
  - (b) Marketing
  - (c) Political Science
  - (d) Geography
  - (e) Finance and Banking
4. Elements of Interstate Commerce Law and Regulation

One semester of study is devoted to each of the above areas. **Transportation Economics** will be offered during this fall semester. Lecturer: Walter H. Kramer. Topics to be discussed are:

Economic Significance of Improved Transportation  
Freight Rates and Prices  
The Theory of Railroad Rates  
Railroad Rate Structures  
Beginning of Regulation  
Railroad Legislation Since 1920  
The Agencies of Control  
The Railroad Rate Level  
Reasonableness of Rates  
Long-and-Short-Haul Discrimination  
Pipelines  
Highway Transportation  
Development of Motor-Carrier Regulation  
Water Transportation  
Air Transportation  
Transport Co-ordination and Interagency Competition

The class will meet on sixteen consecutive Fridays (except during vacation periods), from 6:45 to 8:15 p.m., beginning September 22, in Room 7. Fee, \$36.

## LANGUAGE, LITERATURE, AND GENERAL EDUCATION

### German—Easy Conversation and Reading

This course is for those who have had no previous formal experience with the German language. The aim will be to achieve an elementary proficiency in



conversation that centers around daily activities. The text will introduce a basic vocabulary of words in easy reading materials.

The class will meet in Room 11, from 6:30 to 8:30 p.m., on the following twelve Mondays: September 25; October 2, 9, 16, 23, 30; November 6, 13, 20, 27; December 4, 11. Instructor: Rimvydas Sliuzas. Fee, \$15.

## **Modern Hebrew—Easy Conversation and Reading**

This course is for those who have had no previous formal experience with modern Hebrew. The aim will be to achieve an elementary proficiency in conversation and reading. The text will introduce the basic vocabulary of words in easy reading materials.

The class will meet in Room 115, from 8:20 to 10:20 p.m., on the following twelve Wednesdays: October 11, 18, 25; November 1, 8, 15, 22, 29; December 6, 13, 20; January 10. Instructor: Rabbi Lypman Z. Rabinowitz. Fee, \$15.

## **Russian—Easy Conversation and Reading**

This course is for those who have had no previous experience with the Russian language. The aim will be to achieve an elementary proficiency in conversation that centers around daily activities. The text will introduce a vocabulary of basic words in easy reading material.

The class will meet from 6:45 to 8:45 p.m., in Room 117, on the following twelve Wednesdays: September 20, 27; October 4, 11, 18, 25; November 1, 8, 15, 22, 29; December 6. Lecturer: Jerome M. Hoffman. Fee, \$15.

## **Spanish—Easy Conversation and Reading**

This course is for those who have had no previous experience with the Spanish language. The aim will be to achieve an elementary proficiency in conversation that centers around daily activities. The text will introduce a vocabulary of basic words in easy reading material.

The class will meet from 6:15 to 8:15 p.m., in Room 30, on the following twelve Thursdays: September 21, 28; October 5, 12, 19, 26; November 2, 9, 16, 30; December 7, 14. Lecturer: Eileen Zeiger. Fee, \$15.

## **Spanish (continuing)**

A course for those who have completed the first-level course, Easy Conversation and Reading, and who wish to continue increasing both speaking and reading skill in this modern foreign language. This level is also for those who are not entirely unfamiliar with this language and want a review in preparation for an intermediate-level course which will be offered during the second semester of 1961-62.

The class will meet from 8:30 to 10:30 p.m., in Room 30, on the following twelve Thursdays: September 21, 28; October 5, 12, 19, 26; November 2, 9, 16, 30; December 7, 14. Lecturer: Eileen Zeiger. Fee, \$15.

Bend. Membership in the Film Forum is open to all interested persons. Members should specify which hour they wish to attend. Fee for the series of four pictures, \$3.

## English Review

This course offers the student a thorough drill in essentials of grammar, punctuation, sentence structure, and word usage. It is useful for high school graduates who are not well prepared for college composition classes and for others who need review in this subject. The class will meet for sixteen successive Mondays, from 6:45 to 8:15 p.m., in Room 132, beginning September 18. Instructor: John Lipinski. Fee, \$20.

## English Theme Writing and Grading Secondary School Level

This course is designed to help teachers handle the assigning and the grading of the written composition efficiently. Its objective is to present the written composition so that the whole process results in time economy and a quality experience for both teacher and student. Instructor: Professor John A. Cassidy.

September 20	Types of Theme Assignment Relating the theme assignment to specific aims
September 27	General Principles of Theme Grading Minimum standards, quality analysis, scoring, student involvement in scoring
October 4	Principles of Statistical Analysis of Themes Writing-skill improvement through techniques for student self-evaluation
October 11	Techniques of Rapid Reading of Themes Time economy study
October 18	Grading of Sample Themes Laboratory session

The class will meet on five consecutive Wednesdays, as listed above, from 8:30 to 10 p.m., in Room 13. Fee, \$7.

## Group Leadership

A course to assist group leaders to gain more insight into the function and objectives of group leadership.

Lectures and discussion will center around the historical development of group leadership and group work, and an understanding of the dynamics of group life and how the group leader can bring about positive changes in attitudes toward the group, the agency, and the community. Lecturer: Bernard Natkow.

September 28	Introduction Discussion to center around the importance of group life and the varied programs being offered in the community where volunteer or paid leadership is essential to their success
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- October 5            **Purpose of Group Leadership**  
 Discussion of objectives of group leadership. Positive effects of group leadership. How can group leadership effect changes in the group, in the individual, in the community? Places where group leadership is practiced
- October 12           **Historical Background of Group Work and Its Development**  
 Aims, goals, objectives of the first settlement houses; aims and goals today
- October 19           **Understanding the Dynamics of Group Life**  
 Discussion of types of groups, understanding of individual differences, group differences
- October 26           **Role of the Group Leader and Group Worker**  
 Duties and responsibilities of group leaders and group workers; effect of leader on individuals within the group; effect of leader on group; record keeping, relationship to agency or sponsoring group; situational challenge within group setting; qualifications, training, supervision
- November 2           **Program Planning**  
 1. Preschool  
 2. Elementary  
 3. Junior and Senior High School  
 4. Young Adult  
 5. Adult  
 6. Senior Citizen
- November 9           **Understanding Agency Purpose and Function**
- November 16          **Current Problems in Group Leadership**

The class will meet on the above Thursdays, from 7 to 8:30 p.m., in Room 132. Fee, \$10.

## Literary Writing

A general course for writers and aspiring beginning writers, to acquaint them with the materials and methods of their art. Examples of contemporary verse and prose will be studied to illustrate approaches to the more important aspects of writing. The workshop technique will be employed for full examination of the individual student's work.

For beginning writers, special attention will be paid to exercises in style, plotting, and point of view in the story, and to the thought-feeling-composition problems in verse.

Classes will provide opportunities for discussion of special difficulties in creation and analysis that are met in both verse and prose: experience, observation, transition, and imagination. Lecturer: Dennis Schmitz.

The class will meet from 6:45 to 8:45 p.m., on Wednesdays throughout the semester, beginning September 20, in Room 9. Fee, \$20.

## Philosophy—Lectures in Existentialism

This course will develop the history and the salient points of emphasis of the Existentialism Movement and show how this thinking has influenced the fields of art, literature, drama, and religion.

October 2	The History and Some of the Major Points of Emphasis of Existentialism	Lecturer: Russell Jaberg
October 9	Existentialism and Art	Lecturer: Mary K. Oyer
October 16	Existentialism and Continental Literature	Lecturer: Sheldon Halpern
October 23	Existentialism and Drama	Lecturer: Walter W. Waring
October 30	Existentialism as an Ethic and a Way of Living	Lecturer: Russell Jaberg

The class will meet on the Mondays listed above, from 6:45 to 8:15 p.m., in Room 30. Fee, \$8.

## Applied Photography

This is an applied course in photographic lighting for which the student will use his own camera of whatever type, including roll film. Each session will be divided into a discussion period and a period of actual photography, using a variety of models, etc. This course is designed for the serious photographer.

Classes will meet at the DeGross Studio at 1920 South Michigan, where complete and modern laboratory equipment will be available, on seven successive Thursdays, from 8 to 10 p.m., beginning September 21. Lecturer: Kenneth C. DeGross. Fee, \$15.

## Basic Black and White Photography

This course consists of a basic introduction to photography and is not intended for the advanced student. Lecturer: M. Bruce Harlan.

September 21	The Camera	The 35mm camera, the twin-lens reflex camera, the press camera, the view camera; advantages and disadvantages
September 28	Basic Exposure Control	Methods of calculating exposure, the lens, the film
October 5	Taking the Picture	Care and handling of various cameras; indoor pictures: flash, natural light, simple flood; outdoor pictures
October 12	Accessory Equipment	Additional lenses and their uses, filters, exposure meters, tripod close-up equipment
October 19	Developing the Film	Roll film, sheet film, choice of developer, drying the film
October 26	Photographic Printing	Contact printing, projection printing, enlarging process, enlarging lenses, projection printing papers, enlarging controls
November 2	Final Presentation of Prints	Toning and mounting

The class will meet on the Thursdays listed above, from 8:30 to 10 p.m., in Room 134. Fee, \$7.

## Religions of Mankind

This course on comparative religion offers seven lectures on the history of religion. It begins with man's first attempt to explain the mystery of life and nature and is carried through the crystallization of the God concept in the major religions of mankind. Lecturer: Rabbi Albert M. Shulman.

October 5	How Religion Began: Man's Search for God
October 12	Hinduism and Buddhism
October 19	Confucianism and Zoroastrianism
October 26	Islam: The Religion of Mohammed
November 2	Judaism
November 9	Christianity
November 16	Patterns of Religious Faith

The class will meet on the above Thursdays, from 8 to 9:15 p.m., in Room 11. Fee, \$7.

## Practical Public Speaking

A course for men and women in business or professional life, or for persons whose activities give opportunity for articulation in group functions. Class sessions are devoted to the delivery of talks by class members. The instructor will analyze such talks and give suggestions for improvement. A detailed study will be made of audience psychology, speech composition, and delivery. Impromptu speaking will be a part of the course. Suggestions will be made on preparation, memorization, use of visual aids, and effective introduction of anecdotes and illustrations. Instructor: Jess Yoder.

Persons enrolling in previous semesters may continue in this course, since preparation for class participation is on an individual basis.

The class will meet from 6:45 to 8:15 p.m., in Room 132, on the following twelve consecutive Tuesdays: September 19, 26; October 3, 10, 17, 24, 31; November 7, 14, 21, 28; December 5. Fee, \$15.

## Speed Reading

### Developmental Reading for Adults

Many persons in business and the professions feel the need for improving their speed and comprehension in reading. Because of the large volume of printed material that people must read today and understand quickly, the ability to read swiftly and intelligently has become of utmost importance to success in almost any undertaking.

This course has been planned with the aim of sharply increasing the reading speed and comprehension of the participants. Scientific materials and equipment will be employed, along with regular and frequent evaluations, to accomplish this purpose. The instructor will attempt to discover the reading weakness of each student, and to make the necessary recommendations for improvement.

Two sections of the class have been scheduled. Section 1 will meet for twelve successive Wednesday evenings, beginning September 20, from 6:45 to 8:15 p.m., in Room 115. Lecturer: Adelaide Earhart. Fee, \$20.

Section 2 will meet for twelve successive Tuesday evenings, beginning September 19, from 6:45 to 8:15 p.m., in Room 14. Lecturer: Michael Rose. Fee, \$20.

## Vocabulary Building

Many persons fail to write and speak English adequately because of limited language resources. The development of correct habits and self-confidence in the use and pronunciation of words is tantamount to improving such resources. Cultivated speech and writing emanate less from the memorization of new words and phrases than from the study of the origin and use of words, of synonyms and antonyms, and of aids in forming correct habits that inspire self-confidence.

The third and sixth meetings listed below will be workshops. Efforts will be directed toward illustrating certain of the more formal aspects of the technique of vocabulary building; these aids may be carried on in the reading activities of the student after the course terminates.

This series should prove beneficial to all who wish to achieve greater mastery in the oral and written use of the English language and to improve reading comprehension.

September 20	How to acquire a more extensive vocabulary through the use of the dictionary
September 27	Denotation and connotation of words; synonyms and antonyms; specific and concrete words
October 4	Practical application of the principles stressed in previous meetings, through the use of selected readings
October 11	Foreign words and expressions in English
October 18	Learning words through knowledge of Greek and Latin roots, prefixes, and suffixes
October 25	Practical application of the principles stressed in previous meetings, utilizing selected readings
November 1	Principles governing vocabulary building

The class will meet on the above Wednesdays, from 6:45 to 8:15 p.m., in Room 11. Lecturer: Ann L. Bohan. Fee, \$7.

## MUSIC AND ART

### Indiana University Concerts

#### Tenth Annual Series

Through the co-operation of the Indiana University School of Music, the University Center presents a series of four concerts. Co-sponsored by the Progress Club of South Bend, the series is intended to provide a planned educational experience in classical and contemporary vocal and instrumental music on the professional level.

Two of the season's concerts will be presented in the Indiana University Theatre and two concerts (adaptable to a smaller auditorium) will be held in the Progress Club at 601 West Colfax Avenue.

October 27	Woodwind Quintet	Progress Club Auditorium
November 17	Madrigal Singers	University Theatre
January 12	Piano Duo	Progress Club Auditorium
March 9	Indiana University Belles	University Theatre

All concerts will be held from 8 to 9:15 p.m. on Friday evenings.

Enrollments may be completed through the Progress Club, the University Center (Northside Boulevard at Greenlawn Avenue), or by mail on the form on the last page of this *Bulletin*. The fee for the entire series is \$4. High school students may register for the series for \$2.

## Music Appreciation

### Evenings with Great Composers

This lecture series aims toward acquainting the nonprofessional music enthusiast with some of the fundamental concepts and forms of the art, through discussion and analysis of typical masterpieces and through building up a proper background for intelligent appreciation of music heard today. Topics include a complete study of the Romantic period; the lives of composers (Liszt, Sibelius, Wagner, Richard Strauss, Brahms, Debussy); chamber music; the concerto; the sonata; modern music; principal trends and representative composers. No knowledge of the technical aspects of music is necessary for admission. See also under credit courses, page 35.)

Two sections of the class have been scheduled. Section 1 will meet on Tuesdays, beginning September 19, from 5:20 to 7:10 p.m., in Room 44. Lecturer: Cecil Deardorff. Fee, \$10.

Section 2 will meet on Wednesdays, beginning September 20, from 7 to 8:50 p.m., in Room 44. Lecturer: Ejnar Krantz. Fee, \$10.

## Music

### Elementary Theory, Ear Training, and Sight-singing

This course is for anyone who has had little training in music theory. It lays the basis for a more comprehensive understanding of music and develops skills needed for later study in elementary harmony. Subject matter will include notations, scales, modes, intervals, inversions, and elements of form.

The class will meet on Thursdays throughout the semester (excepting holidays), beginning September 21, from 7:30 to 9:30 p.m., in Room 44. Lecturer: Ejnar Krantz. Fee, \$20.

## Art Introduction

An introductory and comparative study of a few great periods in art. The objectives are to acquaint students with selected masterpieces of art and to foster an appreciation of art through an increased knowledge of materials, techniques, form, and content.

Included in the course are such subjects as Primitive Art of Prehistory and the Twentieth Century; Empathy in Art; Romanesque and Gothic Art and Architecture; Aesthetic Principles of Cognition; Renaissance Paintings; Impressionism; the Movements of the Twentieth Century; the Catharsis Theory in Art; Twentieth-Century American Painting.

This course is taught by John Bednar each Wednesday, from 3 to 4:50 p.m., starting September 20 and continuing for the entire semester. It will meet in Room 15. Fee, \$10. (See also under credit courses, page 32.)

## Interior Decorating

This series of lectures on interior decorating will be delivered by a professional lecturer, designer, and teacher. The lectures will be illustrated with materials and slides. Lecturer: Elton Breckenridge.

### Series I

September 21	Requirements of Fine Furniture
September 28	Floor Coverings
October 5	Furniture Arrangement
October 12	Accessories
October 19	Room Settings

### Series II

December 7	Ten Guideposts in Decorating
December 14	Color and How To Use It
January 4	Backgrounds for Living
January 11	Windows and Their Treatment
January 18	You and Your Home

The class will meet from 7:30 to 9 p.m., on the Thursdays listed above, in Room 126. Fee, \$5 for each of the above groups of five lectures.

## Painters and Their Paintings

A series of five lectures on this medium of art, for those who wish to possess some ability to judge the relative quality of paintings, wherever they are encountered, without reference to the reputation a signature gives.

The lectures will be supplemented by illustrations. Lecturer: Elton Breckenridge.

October 26	The Mighty Rembrandt
November 2	The Impressionists and Their Contributions
November 9	Vincent Van Gogh—Interpretation of His Life and Work



- November 16      Cezanne—His Art and Its Influence  
 November 30      Modern Art Speaks to Me

The class will meet on consecutive Thursdays, from 7:30 to 9 p.m., in Room 126. Fee, \$5.

## SCIENCE

### Air Science

(Advanced Navigation)

This course in air navigation complements the basic course offered during the fall semester of 1960 and goes more thoroughly into aspects of air navigation previously presented, specifically on subjects such as charts, computers and computing; cross-country flight and radio aids. Lecturer: H. L. McCombs.

#### Topic subjects:

- Types of Navigational Charts—Use of Navigational Charts
- Review of the Basic Wind Triangle—Computing Heading and Ground Speed
- The Flight Computer I: Multiplication and Division—Computing Ground Speed, Elapsed Time, Corrected Air Speed, and Altitude
- The Flight Computer II: Solving the Wind Triangle
- The Flight Computer III: Practical Computer Problems
- Planning a Cross-Country Flight
- Radio Aids to Navigation: Flying the Omni Range—Radar and GCA
- Review

Meetings will take place on Wednesdays, from 6:30 to 8:30 p.m., beginning September 20, in Room 132. Fee, \$15.

## Archaeology

Greece

Archaeology is the scientific study of the life and culture of ancient peoples as revealed through their relics and artifacts discovered largely by excavation of ancient civilization sites. In this series of five presentations, Indiana University faculty members will concentrate on the area of ancient Greece, using the media of slides and lectures.

- |              |                                     |                          |
|--------------|-------------------------------------|--------------------------|
| September 25 | The Mycenaean Civilization          | Lecturer: John Snyder    |
| October 9    | Troy                                | Lecturer: Harold Hill    |
| October 23   | The City Center of Classical Athens | Lecturer: Edwin Ramage   |
| November 6   | Delphi: The Sanctuary of Apollo     | Lecturer: Edwin Ramage   |
| November 20  | Hellenistic Archaeology: Pergamum   | Lecturer: Diether Thimme |

The lectures will take place on the five Mondays listed above, from 8:30 to 10 p.m., in Room 44. Fee, \$6.

## Audubon Wildlife Screen Tours

The Center co-operates with the South Bend Audubon Society in the presentation of outstanding illustrated lectures on natural history. These lectures include all-color motion pictures on animate and inanimate nature phenomena—birds, insects, fish, mammals, water, soil, scenery, and flowers. The dates of these lectures are November 25, December 9, January 27, February 17, March 10, March 31. Topics to be announced.

All programs are presented in the Center Auditorium. Admission tickets may be secured through the University Center Office either by personal application or by mail. The application form on the last page of this *Bulletin* may be used for this purpose.

Series Fee: Children, \$1; adults, \$2.50. Family tickets for two adults and up to five children: \$7. Checks should be made payable to the South Bend Audubon Society.

## Marriage and the Modern Family

An experienced sociologist will discuss some pertinent questions relating to our most basic social institution, the institution that has more to do with the development of positive and productive individuals than any other.

Young people contemplating marriage, as well as those already involved in the manifold responsibilities, joys, and stimulating challenges of modern family living, should find this course valuable. Lecturer: Walt Risler.

- September 20     **A History of the Modern American Marriage**  
                    Tracing the origins of today's marriage in romantic love and the rating-dating complex
- September 27     **Adolescence as a Breeding Ground for Marital Failure**  
                    A review of the "marital" problems, which actually began long before the couple met
- October 4         **The Famous First Year**  
                    "The first year is the hardest"—truth or fiction? What are the major crises met and why do they develop into chronic problems?
- October 11        **Incompatibility: Number One Cause of Marital Failure**  
                    What is "marital incompatibility?" Is it a legal terminology—a "gimmick" term—or genuine grounds for divorce?
- October 18        **Reconciliation of Marital Difficulties**  
                    The marriage counselor's approach to marital problems—where he succeeds and where he fails
- October 25        **Anatomy of a Successful Marriage**  
                    Successful marriage is not a fiction: far more succeed than fail. A review of the qualities of successful marriage

The class will meet on the above Wednesdays, from 6:45 to 8:15 p.m., in Room 33. Fee, \$7.

## Medical Assistants Training Program

Co-sponsor, St. Joseph County Chapter of Medical Assistants Association

This program consists of a six-part study course for medical assistants or for individuals interested in preparing for this vocation. Each part provides for sixteen 2-hour sessions in the following areas: medical information for

medical assistants; nursing information for medical assistants; law and economics in medical office administration; medical office management; psychology of human behavior; dynamics of human behavior. **Nursing Information for Medical Assistants** will be offered this semester. Lecturer and co-ordinator: Elizabeth Ann Price, R.N.

The Indiana State Medical Association will issue a certificate of recognition, through the State Medical Assistants Association office, to those who complete five of the courses listed above.

The class will meet on Tuesdays, beginning September 19, from 8:35 to 10:35 p.m., in Room 120. Fee, \$24.

## Nurses' Program

The University Center co-operates with the Memorial Hospital of South Bend in offering certain courses designed to meet the basic needs of students in nurses' training. The courses offered are: Chemistry for Nurses, Microbiology for Nurses, Psychology for Nurses, Sociology for Nurses, and Anatomy and Physiology for Nurses. For further information, see the Administrator of Adult Education.

## Psychology—Understanding Our Children

A discussion of some fundamentals of developmental psychology for parents and others interested in practical guidance of the child. The consideration of individuality, of family relations, and the influence of the culture are basic to the appraisal of selected topics. A follow-up reading list will be available for each discussion. Lecturer: Patricia Crosson.

- September 25      Love and Punishment  
For the child's sake, not the parent's. Hate manifestations: stubbornness, dependence, hostility. Techniques of discipline: behavior stages, the attention factor, the moderate demand, the by-pass.
- October 2          Blowing off Steam  
Tensional outlets. Tense ages. Response to parents' emotional patterns. Fears. Childhood dreams.
- October 9          Sibling Rivalry  
Normal frictions and fuss; age changes. The new baby. Twins. Favoritism. Basic personality clashes.
- October 16        Learning and Trying  
"Supervised" play. "Feeling successful." Try, try again. Developing "before-the-book" readiness. Visual skills.
- October 23        The I.Q.: What It Means and Measures  
How it affects selection for enriched programs. How to raise your child's I.Q.; temporary and lasting results.
- October 30        Fostering Creative Growth: A Family Project  
Observation walks; sensory awareness. Describing, drawing, acting out experiences. Reading aloud: poetry and prose. Color, form, and rhythm. Use and abuse of mass media.

- November 6      **Living with the Adolescent**  
 Unresolved complexes. Maturity interests. The important outsider.  
 Curfew? Manners and responsibility. The flexible parent. Wel-  
 coming the group.

The class will meet on the Mondays listed above, from 8:15 to 9:45 p.m.,  
 in Room 121. Fee, \$7.

## Psychology: Understanding Ourselves

This course explores some fundamentals of psychology as they are applied  
 to daily living. The intention of this exploration is to broaden the under-  
 standing of one's self and also to increase one's personal effectiveness. This  
 course is not intended as a substitute for psychotherapy, nor as a means of re-  
 solving serious personality problems. Lecturer: Martin Braven.

- September 20      **Guideline to Self-Understanding**  
 What do we know about ourselves? What does being "normal"  
 mean? What's wrong with being different?
- September 27      **Psychological Growth**  
 How do we mature psychologically? Freud's concept of psychosexual  
 development and its social meanings. Living the past in the  
 present: its causes and effects.
- October 4          **Needs, Drives, and Motives**  
 Why we do the things we do. Physical needs versus psychological  
 needs. Self-control: its uses and abuses.
- October 11        **Social Motives and the Importance of Others**  
 What are social motives? The importance of belonging—and its  
 costs. Individuality and conformity.
- October 18        **Feeling and Reality**  
 Where logic fails. "Sour Grapes" and "Sweet Lemons." What  
 is "real?" The meanings of fear and anxiety. Disappointment,  
 frustration, and anger.
- October 25        **Many Faces; Many Facets**  
 Who are you? Split personalities. Role taking: being aware of  
 yourself. Your impact on others.
- November 1        **Communication: The Key**  
 How to be misunderstood. You're not plugged in! Double talk.  
 Getting what you want. Language and "body-English."

This class will meet on the above Wednesdays, from 8:15 to 9:30 p.m., in  
 Room 118. Fee, \$8.

# Indiana University Freshman Programs

From the courses offered this year in the University Center, the following suggested programs are acceptable toward fulfillment of the requirements of the freshman year.

Full-time students should complete a total of thirty to thirty-two semester hours of credit during the freshman year. New students may enter at the beginning of any semester or summer session. All full-time students (twelve hours or more) must have their programs of study approved by the Academic Counselor before registration. Upon the completion of twelve semester hours of work, the part-time student is required to schedule an interview with the Academic Counselor in order to ascertain course requirements (see page 7 for the hours when the Academic Counselor is available). The programs listed below are intended only as general guides. The numbers in the column at the right indicate the semester hours of credit required.

## General—Arts and Sciences (A.B. Degree)

Students uncertain as to the University program they wish to pursue should follow this outline during their freshman year. Students with a major interest in one of the following subjects will also take a liberal arts course as outlined: chemistry, English, fine arts, foreign languages, government, history, home economics, journalism, mathematics, psychology, sociology, and social service.

	Hours
English W101 and W102 .....	4
Foreign Language (see Academic Counselor regarding correct placement) .....	10
Science or Mathematics .....	5-10
Social Sciences, Literature, Philosophy, and the Arts .....	6-12

The social service major may omit the language requirement and earn a B.S. degree. In this case, the Academic Counselor should be consulted for substitute course suggestions.

## Business (B.S. Degree)

Students should decide by the end of the freshman year whether they want to follow a general business course or to specialize in one phase of the field. Their first year should include approximately thirty hours from the courses below:

	Hours
English W101 and W102 .....	4
Humanities (Literature, Philosophy, or advanced language) .....	6
History (other than American History) .....	6
Mathematics .....	0-5
Laboratory Science .....	5
Public Speaking S121 .....	2
American Institutions (Government or American History) .....	6
Social and Behavioral Science .....	6

See the *Bulletin of the School of Business* for specific course suggestions.

## Premedicine and Predentistry

The College of Arts and Sciences has outlined courses leading to degrees in the field of medicine and dentistry. These degrees include the following courses, which may be taken during the freshman year:

Premedicine	Hours	Predentistry	Hours
English W101 and W102 .....	4	English W101 and W102 .....	4
Chemistry C105 and C106 .....	10	Chemistry C105 and C106 .....	10
Freshman Literature L101 and L102 ....	6	Mathematics M107 and M113 .....	5
Social Science .....	6	Freshman Literature, Social Sciences, or Psychology P101 .....	6-12
Mathematics M107 or equivalent .....	3		
Foreign Language .....	8-10		

Students not interested in the College of Arts and Sciences degree program should consult the Academic Counselor for course suggestions.

## Prelaw

Students may approach the law degree by taking a bachelor's degree either in the College of Arts and Sciences or in the School of Business. For information concerning the two courses, see the Academic Counselor.

Prelaw (Arts and Sciences)	Hours	Prelaw (Business)	Hours
English W101 and W102 .....	4	English W101 and W102 .....	4
Foreign Language (see Academic Counselor regarding correct placement) .....	10	Humanities .....	6
Science .....	10	History (other than American History) .....	6
Government G103 and G104, or other Social Sciences, Literature, Philosophy, and the Arts .....	6-12	Mathematics .....	0-5
		Laboratory Science .....	5
		Public Speaking S121 .....	2
		American Institutions .....	6
		Social and Behavioral Science .....	6

## High School Teaching (B.S. Degree)

Students should consult the Academic Counselor for degree requirements.

	Hours		Hours
English W101 and W102 .....	4	Physical or Biological Science .....	at least 5
Humanities (3 of which must be Literature) .....	6	Psychology P101 .....	3
Social Sciences, exclusive of History ....	5-12	Foreign Language or Practical Arts .....	2-10
Education F100 .....	2	Fine Arts or Philosophy .....	2-6

## Elementary School Teaching (B.S. Degree)

	Hours		Hours
English W101 and W102 .....	4	Government G103 .....	3
History H103 or H104 or H105 or H106 .....	6	Psychology P101 .....	3
Freshman Literature L101 and L102 ....	6	Education F100 .....	2
Sociology S161 and S163 (or S162) .....	6	Appreciation of Music I M174 and Art Appreciation H100 .....	4
Home Economics H206 .....	2	(30 hours from the above)	

## Nursing

These nontechnical courses are required of graduate nurses working toward a degree in the School of Education.

	Hours		Hours
English W101 and W102 .....	4	Psychology P101 .....	3
Psychology P101 .....	3	Speech S121 .....	2
Freshman Literature L101 and L102 ....	6	History H105 .....	3
Sociology S161 .....	3	Philosophy P100 .....	3
Physics P100 .....	5	Chemistry C101 .....	5

## Medical Technology

	Hours		Hours
English W101 and W102 .....	4	Social Sciences, Literature, Philosophy, and the Arts .....	6-12
Freshman Literature L101 and L102 ....	6	Electives .....	2-3
Chemistry C105 and C106 .....	10		

## Pre-Engineering (Purdue)

The engineering course is given in co-operation with Purdue University.

	Hours		Hours
Chemistry C105 and C106 .....	10	Speech S121 .....	2
Mathematics M107, M113, M131, M132 .....	9	Freshman Literature L101, L102; His- tory H103, H104, H105, H106; or	
English W101 and W102 .....	4	Government G103, G104 .....	6
Engineering Graphics CE118 .....	3		

## Preoptometry

	Hours		Hours
Chemistry C105 and C106 .....	10	Psychology P101 .....	3
English W101 and W102 .....	4	Literature, Philosophy, and the Arts ....	6-11
Mathematics M107, M113, M131 .....	7		

## Prepharmacy

Indiana University does not offer a degree in pharmacy; however, students may complete one year of prepharmacy courses at the University Center.

	Hours		Hours
English W101 and W102 .....	4	Government G103, G104 or Sociology S161, S162 .....	3-6
Chemistry C105 and C106 .....	10	Psychology, Literature, Economics, and/or Engineering Graphics .....	2-6
Speech S121 .....	2		
Mathematics M107 and M113 .....	5		

## Preveterinary

Indiana University does not offer a degree in veterinary medicine; however, the following courses will apply toward the first two years of required preveterinary work in colleges which offer this degree:

	Hours		Hours
English W101 and W102 .....	4	History H103 and H104 .....	6
Chemistry C105 and C106 .....	10	American History, Government, or Economics .....	6
Speech S121 .....	2	Psychology P101 and Sociology S161, or Literature and Fine Arts .....	6
Mathematics M105 or M107 and M113	5-7		
Physics P201 and P202 .....	10		

# Freshman Engineering Program in Co-operation with Purdue University

Many courses offered by the Center are equivalent to required and elective subjects in the areas of agriculture, engineering, home economics, pharmacy, science, education, and the humanities at Purdue University. Credits in subjects carried in the Center, as they apply to these curricula, will be evaluated by Purdue University, when the student is accepted as a transfer from Indiana University, provided the grades received are higher than the lowest passing grade at Indiana University.

Those planning to carry courses to be transferred to Purdue University should consult the Counselor for the proper selection or combination of subjects to obtain the maximum credits at Purdue University.

All freshman engineering students (aeronautical, chemical, civil, electrical, mechanical, metallurgical, agricultural engineering, engineering sciences, and engineering law) carry a common curriculum.

Students who plan to transfer to Purdue may take the following courses at the Center:

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
Chemistry C105 .....	5	Chemistry C106 .....	5
English W101 .....	2	English W102 .....	2
Algebra M105 or M107 .....	5 or 3	Engineering Graphics CE118 .....	3
Trigonometry M113 .....	2	Analytic Geometry M131-M132 .....	4
Elective .....	3	Public Speaking S121 .....	2

English W101-W102 (4 hours) and Speech S121 (2 hours), making a total of six semester hours, are equivalent to the freshman requirement in English and Speech at Purdue. Nontechnical courses should be chosen from such fields as economics, English, geography, government, history, philosophy, psychology, and sociology. Each student should consult advisers of the engineering school from which he expects to graduate concerning the best selection of courses, in addition to those listed above, to apply on the particular degree desired.



# Listing of Courses\*

## Second Semester, 1961-62

### Art

See Fine Arts.

### Business

Introduction to Accounting I, A201  
Introduction to Accounting II, A202  
Intermediate Accounting II, A212  
Advanced Industrial Cost Accounting,  
A306  
Advanced Income Tax, A309  
Business Law—Contracts, L300  
Business Law—Agency, Partnerships,  
and Corporations, L305  
Principles of Real Estate, R300  
Comprehensive Examination, W391

### Chemistry

General Chemistry, C105  
Inorganic Chemistry and Qualitative  
Analysis, C106  
Organic Chemistry II, C342

### Economics

Principles of Economics I, E201  
Principles of Economics II, E202

### EDUCATION

#### *Undergraduate*

Social Studies and Science for the  
Elementary Teacher II, E327  
Introduction to Teaching, F100  
The Teaching of Music in the Ele-  
mentary Schools, M323  
Art Experiences for the Elementary  
Teacher, M333

### Graduate

High School Curriculum, S503  
Student Activities in the Secondary  
Schools, S506  
Statistical Method Applied to Educa-  
tion, T501  
Educational Measurement, T543

### English

Elementary Composition I, W101  
Elementary Composition II, W102  
Elementary Composition III, W103  
Freshman Literature I, L101  
Freshman Literature II, L102  
Major Victorian Writers II, L334  
The English Novel, 1800-1900, L348  
Twentieth-Century American Fiction,  
L358  
Children's Literature, L390

### Fine Arts

Art Appreciation, H100  
Introduction to Design II, S102  
Freehand Drawing I, S235  
Freehand Drawing II, S335  
Life Drawing I-II, S345-S346

### French

Second-Year Composition and Oral  
Practice II, F202  
Modern French Prose II, F212

### Geography

Introduction to Physical Geography,  
G105  
Introduction to Cultural Geography,  
G210

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\* Second-semester schedules will be available about December 25 and will be mailed to first-semester students. This list of courses is tentative and subject to change.

### **German**

Elementary German II, G102  
Second-Year Composition and Conversation II, G202  
Second-Year Reading II, G212

### **Government**

Introduction to American Government I, G103  
Introduction to American Government II, G104

### **History**

History of Western European Civilization I, H103  
History of Western European Civilization II, H104  
American History: General Course I, H105  
American History: General Course II, H106  
English History: General Course II, H309  
The American Middle West II, H374

### **Home Economics**

Nutrition, H206

### **Mathematics**

Intermediate and College Algebra, M105  
College Algebra, M107  
Trigonometry, M113  
Plane Analytic Geometry I-II, M131-M132  
Elementary Calculus II, M218

### **Mechanical Drawing**

Engineering Graphics, CE118

### **Music**

Appreciation of Music II, M175  
Applied Music

### **Physics**

General Physics: Light, Electricity, and Magnetism, P202

### **Psychology**

Introductory Psychology I, P101  
Introductory Psychology II, P102  
The Psychology of Childhood and Adolescence, P316

### **Sociology**

Principles of Sociology, S161  
Society and the Individual, S162  
Criminology, S325

### **Spanish**

Elementary Spanish II, S102

### **Speech and Theatre**

Public Speaking I, S121  
Public Speaking II, S122  
Fundamentals of Acting, S144  
Speech Correction for Classroom Teaching, S160  
Appreciation of the Theatre, S240

# Summer Session, 1962\*

## Course Offering

### Business

Introduction to Accounting I, A201  
Introduction to Accounting II, A202  
Business Law—Contracts, L300  
Principles of Real Estate, R300  
Comprehensive Examination, W391

### Chemistry

A Descriptive Survey of Chemistry I,  
C101

### Economics

Principles of Economics I, E201

### Education

Arithmetic for the Elementary  
Schools, E343

### English

Elementary Composition I, W101  
Elementary Composition II, W102  
Elementary Composition III, W103  
Freshman Literature I, L101  
Freshman Literature II, L102  
History of Criticism, L371

### Fine Arts

Art Appreciation, H100

### Government

Introduction to American Government  
I, G103  
Introduction to American Govern-  
ment II, G104

### History

American History: General Course I,  
H105  
American History: General Course II,  
H106

### Mathematics

Intermediate and College Algebra,  
M105  
College Algebra, M107  
Trigonometry, M113  
Plane Analytic Geometry I-II, M131-  
M132

### Music

Appreciation of Music I, M174

### Physics

General Physics: Mechanics, Heat,  
and Sound, P201

### Psychology

Introductory Psychology I, P101  
Abnormal Psychology, P324

### Sociology

Principles of Sociology, S161  
Criminology, S325

### Speech and Theatre

Public Speaking I, S121  
Public Speaking II, S122

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\* Summer session schedules will be available about April 1 and will be mailed on request.  
This list of courses is tentative and subject to change.

## Register by Mail in These Courses

Air Science: Advanced Navigation, \$15, page 56  
Archaeology: Greece, \$6, page 56  
Areas of American Mission Interest, \$2, page 48  
Art Introduction, \$10, page 54  
Audubon Wildlife Screen Tours, \$2.50, page 57  
Business Systems and Procedures, \$20, page 39  
Business Writing, \$8, page 39  
Concert Series, \$4, page 53  
Credit Union Personnel Workshop, \$10, page 40  
Economics for Consumers, \$6, page 40  
English Review, \$20, page 49  
English Theme Writing and Grading, \$7, page 49  
Foreign Films, \$3, page 48  
German (Beginning), \$15, page 46  
Group Leadership, \$10, page 49  
Hebrew (Beginning), \$15, page 47  
Insurance: C.L.U., \$72, page 41  
Insurance: C.P.C.U., \$72, page 41  
Insurance: Fire and Marine, \$30, page 42  
Interior Decorating, \$5 and \$5, page 55  
Law for the Layman, \$6, page 42  
Literary Writing, \$20, page 50  
Marriage and the Modern Family, \$7, page 57  
Mathematics Review, \$15, page 42  
Medical Assistants Training Program, \$24, page 57  
Modern Management Concepts and Issues, \$20, page 43  
Music Appreciation, \$10, page 54  
Music: Elementary Theory, Ear Training, and Sight-singing, \$20, page 54  
Nurses' Program, page 58  
Painters and Their Paintings, \$5, page 55  
Personnel Management, \$15, page 43  
Philosophy: Existentialism, \$8, page 50  
Photography: Black and White, \$7, page 51  
Photography: Applied, \$15, page 51  
Practical Public Speaking, \$15, page 52  
Psychology: Understanding Our Children, \$7, page 58  
Psychology: Understanding Ourselves, \$8, page 59  
Real Estate, \$25, page 44  
Religions of Mankind, \$7, page 52  
Russian (Beginning), \$15, page 47  
Secretarial Training: Part III, \$24, page 44  
Selling: Principles and Practices, \$15, page 45  
Spanish (Beginning), \$15, page 47  
Spanish (Continuing), \$15, page 47  
Speed Reading, \$20, page 52  
Taxes: State Gross and Inheritance, \$6, page 45  
Traffic and Transportation, \$36, page 46  
Vocabulary Building, \$7, page 53

# Indiana University Center

## Noncredit Courses

1. Registration by mail can be accepted only for the courses listed on pages 17-19.
2. A check or money order for the exact amount must accompany all applications and should be made payable to the Indiana University Center.
3. The class cards will be mailed to the student.
4. Complete the application form on the last page of this *Bulletin*, enclose check or money order, and mail to the Indiana University Center, Northside Boulevard at Greenlawn Avenue, South Bend, Indiana.

Additional information in regard to these courses will be found on pages 38-59.

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Many adults regularly take University credit courses listed in this *Bulletin*, pages 19-25. Those interested are invited to confer with the Academic Counselor.

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Indiana University Center  
Northside Boulevard at  
Greenlawn Avenue  
South Bend, Indiana  
Telephone ATLantic 2-2341

**Indiana University**  
**South Bend-Mishawaka Center**

*Learning Is a Lifelong Pleasure*

**REGISTRATION APPLICATION**

To be used only for the Adult Noncredit Classes

Name .....

Address ..... Street

..... City

..... Phone

Occupation .....

High School attended .....

College attended, if any .....

Name of Adult Noncredit Classes	Fee
.....	
.....	
.....	

PLEASE GIVE ALL INFORMATION REQUESTED

Check enclosed ..... Money order enclosed .....

**No Credit Registrations Will Be Accepted By Mail**

Registration by mail will be accepted only until the capacity of the assigned classroom has been reached.

Mail to: Indiana University Center  
Northside Boulevard at Greenlawn Avenue  
South Bend, Indiana

For information concerning credit or noncredit programs, telephone Atlantic 2-2341 or call at the University Center Office.

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