

BULLETIN
OF THE
FIRST DISTRICT NORMAL SCHOOL
KIRKSVILLE, MISSOURI

ANNOUNCEMENTS
FOR THE
SUMMER TERM, 1919

VOLUME XIX

APRIL, 1919

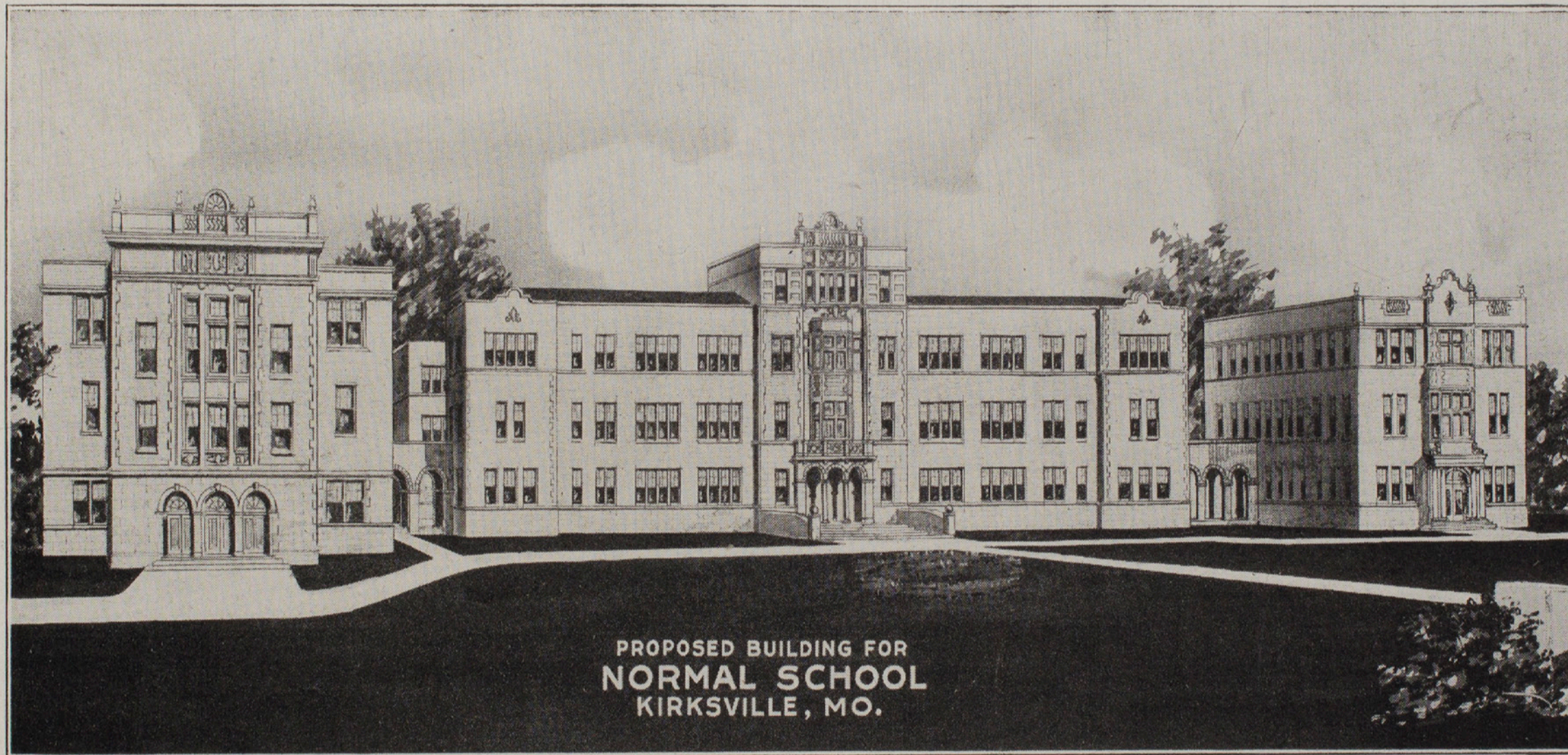
NUMBER 4

Entered as second class mail matter April 29, 1915, at the post office at Kirksville, Missouri,
under the Act of Congress of August 24, 1912.



JANUARY 1, 1919

At left: Library Hall; In middle: Baldwin Hall; At right: Science Hall, re-enclosed (flat roof) undergoing further re-construction, and to be ready for use in March.



MODERN, SUBSTANTIAL, FIRE-PROOF, PERMANENT—THE HOPE OF 1929

A CONTEMPLATED 10-YEAR BUILDING PROGRAM

At left: New Auditorium-Gymnasium-Demonstration School Building; In middle: New Administration Building; At right: New Science Hall.

SUMMER TERM 1919

Calendar. The Summer Term opens Monday, June 2; closes Friday, August 8. Programs will be made the first day of the term. Recitations will begin the second day of the term.

Why Attend the Summer Term? It enables students of the regular school year to economize time and avoid loss which enforced vacation entails. The summer term is an exact equivalent of any other term's work. It enables the typical student to earn 40 semester hours of credit in a calendar year instead of 30 hours. It also affords similar opportunities to those who, after teaching nine months, must plan for the best use of their vacation. The Summer Term opens soon after the close of all public elementary and high schools. It is out in ample time for teachers to return to their work at the beginning of their schools. The four-term plan of the Kirksville Normal School is admirably adapted to meet the needs of teachers of northeast Missouri. The Summer Term is a challenge to such teachers. It enables them to study, to grow in knowledge and experience, and to earn advanced diplomas and degrees. It furnishes the surest means for increased usefulness and promotion.

The Summer Term also enables students to make from one to four grades on state or county certificates. Holders of teacher training certificates, who have had a year's successful experience in teaching, may earn sufficient credits in one term at the Normal School to change their teacher training certificates into first grade county certificates. If properly chosen, these credits will also count towards a certificate or diploma in this Normal School. During the summer of 1918, 210 students made one or more certified grades on state or county certificates and 94 students holding teacher training certificates made certified grades validating their teacher training certificates. The state department's requirements for approved grades on state and county certificates are given on page 29 of this bulletin.

Prepare Credentials in Advance. Students desiring credit for studies taken in other schools and colleges must file with the Credentials Committee on or before the date of entrance a complete statement of such credit. Certificates of credit should be in definite form and must be signed by proper teachers or officials

of the school attended. On request the Normal School will furnish blanks in which definite statements of credit may be made for each school attended.

What the Credentials Should Show. Credentials should show: (1) The number of months attended in each school above the eighth grade; (2) every study pursued above the eighth grade, the number of months in each study, the number of recitation periods per week, and the average length in minutes of recitation periods in each study; (3) they should show the number of high school units of credit in each study of high school grade and the number of semester hours of credit in each study of college grade.

Advanced Standing. Those bringing credentials from accredited high schools, academies, colleges, normal schools and universities receive advanced standing unit for unit and semester hour for semester hour.

Credit From Unaccredited Schools. Nearly every unaccredited or partially accredited school has been rated by the state superintendent of schools. The accredited studies are therefore known. Students from such unaccredited or partially accredited high schools receive credit indicated by the state superintendent's rating. Those coming from unclassified private educational institutions in which their work was done prior to July 1, 1917, may have their credits evaluated by the credentials committee. When at a later date these credits are approved by the visiting committee they will be permanently entered in the Normal School records.

Approval of Subjects Taught. Students who have taught subjects in high schools approved by state inspectors or by similar accrediting agencies in other states will be given credit for those subjects in the event that they have not previously received high school credit or college credit in the same.

Examinations for Advanced Standing. Students desiring credit from schools of any kind in greater amount than is allowed by the state superintendent's rating may take examinations to prove their right to such credit. The intention is that students who have mastered studies anywhere at any time, inside or outside institutions, may prove their knowledge of such studies through examinations during the first week of the term; and each stu-

dent may have three terms in which to take examinations in all unaccredited studies, but examinations are not to be taken in the lower forms of a study after the student has pursued in this institution the higher forms of that study.

The Incidental Fee. The incidental fee is ten dollars per term, payable in advance. No other fees are allowed; but students are charged for breakages in laboratories and they are fined for misuse of library books.

No Return of Fees. Incidental fees are not refunded for any cause whatsoever. They are not allowed to apply on any period excepting that for which they are paid in advance.

Program Card. The daily program card is a receipt for the incidental fee. It contains agreements signed by the student. It must be substantially identical with a duplicate on file in the president's office.

Order of Procedure. 1. On reaching the Normal School the student goes to the Registrar's office and gets receipt for the incidental fee, ten dollars.

2. The student fills out a matriculation card.

3. The student returns matriculation card to be filed.

4. The student presents grade cards and other credentials to the credentials committee, if that has not been done in advance.

5. The student receives from the credentials committee a card showing classification as: (1) a high school student, (2) a college student, or (3) a special student.

6. The student now plans a program for the term.

How Many Studies. (1) Typical students may have four studies without consulting the excess credit committee. (2) From 20 to 30 per cent of the students may by consent of the committee on excess credit have four and one-half studies. Manual Arts, Freehand Drawing, Sight Reading, Gymnasium work are half studies. (3) About 5 per cent of all students may by permission of committee on excess credit have five studies each.

Faculty Members Make Programs. On the first day of the term members of the faculty will be distributed by departments in rooms easily accessible to students. A program committee will advise with new students and help them to make out their programs. Each department will be ready to advise students with reference to its particular courses. No subject should

be entered in the program without the consent of some member of the department in which the subject is taught. Faculty members, president, dean, registrar, and clerks are accommodating and anxious to help new students to select a good working program.

Change of Program. A program should be chosen with extreme care. After choice has been made, the student should exert the greatest possible effort to carry the program selected and complete its several courses. No student can change classes or drop a subject without the written consent of the teacher of the subject and official approval at President's office, and then only during the first four weeks of the term.

How to Apply for a Certificate or Diploma. A student who wishes to obtain a certificate or diploma at the end of any quarter must fill out an application card and file it with the registrar by the end of the 5th week of the quarter. A student who fails to comply with this necessary provision will be asked to pay \$1 for the privilege of making application.

NORMAL SCHOOL CERTIFICATES, DIPLOMAS, DEGREES.

1. Rural State Certificate. It is equivalent to the Teacher-Training Certificate. The requirement is sixteen units of prescribed high school studies—the last six months being in the Normal School.

2. 30-Hour Certificate. It is an elementary state certificate valid for two years—based upon an approved four-year high school course and one year in academic and pedagogic studies of college grade. The minimum residence requirement is two terms.

3. 60-Hour Diploma. It is a life diploma designating ability to teach in elementary schools—based upon an approved four-year high school course and two years in studies of college grade. The minimum residence requirement is three terms.

4. 90-Hour Diploma. It is a life diploma designating ability to teach and supervise teaching in high schools and elementary schools—based upon an approved four-year high school course and three years in studies of college grade. The minimum residence requirement is three terms.

5. 120-Hour Diploma. It is a life diploma with degree Bachelor of Science in Education—based upon an approved four-

year high school course and four years in studies of college grade. The minimum residence requirement is three terms.

It is thus seen that the Normal School plan of certification meets the definite needs of teachers at various stages of their preparation. It is of primary importance to students who must teach awhile and go to school awhile because of not being able to finish a college education by continuous study through four successive years.

Positions for Teachers. This school assists qualified teachers in securing positions. In the year 1918 the Committee on Recommendations placed 226 teachers and gave substantial help to many others. It placed teachers at a total salary of \$167,058.00 for the school year.

The average salary of those not holding Normal School certificates or diplomas was\$540.00

The average salary of those holding the 30-hour certificate was.....\$645.00

The average salary of those holding the 60-hour diploma was.....\$675.00

The average salary of those holding the 90-hour diploma was.....\$837.00

The average salary of those holding the 120-hour diploma with the Bachelor's Degree was.....\$1057.00

The Normal School placed teachers in the following named states: Missouri, Iowa, Kansas, Arkansas, Colorado, Illinois, Oklahoma, Idaho, Montana and Wyoming. With an adequate supply of qualified teachers this good showing could have been exceeded.

Rooms and Meals. A majority of our students have their rooms with private families. They are welcomed into the homes of the best people in Kirksville. Rates for rooms vary from small amounts up to about \$2.00 per week per student. The average per student including light and heat is \$1.50 per week, two in a room, with modern conveniences. Meals for typical students cost from \$3.00 to almost \$5.00 per week, with an average approximating \$4.00 per week per student. Rooms for light house-keeping may be had at reasonable rates. Rooming houses must be exclusively for men or exclusively for women. A parlor must be provided for the use of young women when they have guests.

Treatments for women students in rooming houses are to be chaperoned when given by men. All inquiries for rooms and board, whether for men or women, should be addressed to Mrs. Jo Walker Humphrey, Adviser of Women.

Total Cost Per Term. The cost per term for a typical student is likely to be: Incidental fee, \$10.00; books and supplies, \$7.00; laundry, \$8.00; room rent, \$16.50; meals, \$40.00. Total, \$81.50.

The Cafeteria. This Normal School has long supported a first-class department of Home Economics. Practical courses in cafeteria cooking led to the establishment of a cafeteria in comfortable, ventilated, fire-proof rooms. Its equipment includes the best appliances for cookery to be secured for money in the United States.

This cafeteria is the first of its kind in a Missouri Normal School. It opened on the first day of the summer term a year ago and for 10 weeks served on an average almost 300 students three times a day. During the fall term it served meals 3 times a day to 161 S. A. T. C. men. It furnishes meals approximately at cost, with ample variety from which each student may select. It insures wholesome food and well-balanced rations, changing from day to day.

The cafeteria draws upon the "state farm" for many supplies. It furnishes employment for about twenty students, preferably students in Home Economics, both men and women. It pays for student labor about \$140 each week. Many students earn their living expenses while helping to conduct the cafeteria. It is a laboratory where scientific facts are tested in practice.

The Dairying Laboratory. This is another means of testing scientific knowledge. It gives a few students opportunity to earn their living expenses while carrying a program of college studies. It sells its butter at the highest market price. It buys milk both from the school farm, and from neighboring farmers, and as a practical application of dairying, pasteurizes and sells it at a reasonable profit. It furnishes about ten gallons of ice cream daily for the cafeteria and also a good quality of cottage cheese.

Employment Bureau. Women students desiring to reduce expenses by work in private families or elsewhere should address

Mrs. Jo Walker Humphrey, Adviser of Women. Men students desiring employment should address L. A. Dalton, Professor of Agriculture, or John Jack, Chief Caretaker. Letters address to the president, dean, or registrar will receive prompt attention. Many students earn their expenses thruout long periods of time.

Financial Aid. The Federation of Women's Clubs assists a small number of girls thru high school and college each year. The Monday Club of Kirksville helps pay the expenses of one girl thru the Normal School each year. The class of 1912 founded a student aid fund from which small loans are at times available. The Alpha Sigma Alpha Sorority recently established a small fund, the interest of which may be loaned to young women students. The Y. W. C. A. aids young women in emergencies. The "state farm" affords about a dozen young men opportunity for earning part or all of their expenses in farm work. The chief caretaker employs about a dozen young men as janitors and helpers in sweeping and caring for property. The dairy laboratory and the cafeteria combined afford about forty young men and young women an opportunity of making expenses if they are diligent and capable.

Gentry-Parrish Memorial Fund. This is a special fund now amounting to \$500.00 raised thru contributions by faculty, alumni, and students in honor of the late Professor Gentry of the Latin Department and Miss Parrish of the Library Department. The income of the fund is loaned to students needing assistance.

Leaving Town. Enroling students agree not to leave Kirksville during the term without permission from the President or the Dean of the Faculty.

Social Entertainments. Each student agrees not to attend dances or other social parties on the afternoon or night of Monday, Tuesday, Wednesday, or Thursday during the school term, excepting by permission from the President.

The High School Contests. In April, 1918, some 400 high school students participated in contests in the Normal School building and on the school campus. These contests included the usual field and track meet; also, grain and stock judging contests, bread judging contests, declaiming and off hand speaking contests, dramatization contests, chorus contests, and orchestra contests.

It was the pleasure of the Normal School to entertain all these

high school contestants free. More than 1100 individual meals were furnished by an improvised cafeteria in the Home Economics department, while about as many other meals were furnished thru the boarding houses. Rooms were furnished in the boarding houses.

The various classes of the Normal School had headquarters for high school delegations and acted as hosts for the different high schools. The program was a great success. The former Northeast Missouri High School Athletics Association has become the new Interscholastic Association. It encourages all group activities for high schools and will hold its contests this year April 24, 25 and 26 at the Normal School in Kirksville. Write for our March Bulletin which explains the plans of the meet and gives the rules governing the contests.

Clifford Devereux and His Players. For seven years the Coburn Players constituted one of the great interests of the summer school. Now that the Coburns have discontinued their summer tours, another notable group of artists, Clifford Devereux and his company have taken their place. This company gave the greatest of satisfaction last year in plays from Ibsen, Hugo, Rostand and Tchekov. This year they are coming again with twice as many actors, in a repertory of plays from Shakespeare, Sheridan, Goldsmith and Bjornson. The plays will be given on the outdoor stage late in July.

The Dramatic Club. Late in the spring quarter the Dramatic Club will give a monumental performance of "Rip Van Winkle," in the version used by Joseph Jefferson. There is possibility of a second performance the first week of the summer quarter. Early in the summer quarter the Club will give Clyde Fitch's "Truth," a powerful American drama. Plans are being matured for the performance of yet another play in July, a play especially adapted for outdoor work.

Rebuilding. Science Hall, which was destroyed by fire, is being restored in a much more serviceable form than was the original. It will be ready for use before the opening of the summer term. Laboratory equipment worth twenty thousand dollars has just been procured for the departments of physics, chemistry, physiography, household arts, fine arts, industrial arts, domestic science, and child hygiene and public health.

Education Department to be Much Stronger. The General Assembly aids us thru increased appropriations for salaries. We, therefore, undertake to enlarge the teaching force in the Education department by about 50 per cent of its former strength, including: one first-class man to teach college classes in Education about eight hours per week and to direct the Demonstration Practice Schools during the other working hours of the week—he is to be a man preferably between thirty and forty-five years of age having the larger part of his graduate courses within the last fifteen years and some concrete experience in directing elementary schools and high schools after the greater part of his professional preparation; one additional supervisor in the intermediate grades; two additional high-class supervisors in the lower grades of the elementary Demonstration School. We are to give Primary Reading more emphasis than ever before.

Cooperating with the Education department will be the new department of Child Hygiene and Public Health, with its new laboratories and its \$5,000 to \$6,000 worth of clean, new appliances for study, observation and tentative treatment of the eye, the ear, the nose, the throat, the lungs, the blood, the digestion, etc., and with its major interest looking in the direction of the Demonstration Practice School.

The Normal School at Work. Four members of our teaching staff who have been in Government service have returned. Never in the history of the school has there been such an adequate and efficient teaching force as will be on duty at the beginning of the summer term. Seldom has any Normal School been in a position to offer such advantages to young men and women who are planning to attend college. To young men returning from war service, it offers exceptional opportunities. Several such young men have already entered the institution. It is fitting that they should. The teaching profession is big enough to command the best of brain and brawn of enlisted men returning in full health and bodily vigor; it is also an inviting field of labor in which those incapacitated by wounds can prepare themselves for distinguished service. The Normal School is a standard college. It grants elementary certificates and life diplomas which entitle the holders to teach in the elementary schools and high schools of Missouri. It confers the bachelor's degree on completion of four

years of college studies. It also offers the typical course of a regular four-year high school for students who have not finished such courses.

The problems of reconstruction rest fundamentally on the schools. To be a teacher means more today than ever before. Name the great world leaders. School masters head the list. This fact is an added challenge to the teaching profession, a hopeful sign for world democracy.

DEFINITIONS

A "term" covers 11 to 12 weeks.

A "school year" is three terms approximating nine school months.

A "unit" is a credit earned by the successful pursuit of a high school study or its equivalent for three terms or one "school year."

The "semester hour" means 18 typical class periods in a college study.

The "unit" measures all high school credits and no others. The "semester hour" measures college credits and no others.

Typical classes meet 45 times in a term.

45 divided by 18 equals $2\frac{1}{2}$.

Each typical college study yields $2\frac{1}{2}$ semester hours in a term. Typical classes meet four times per week, but each class must meet at least four times per week, and 45 times in a term. Class periods are 50 minutes in the clear leaving 5 to 10 minutes for exchanges.

Gymnasium work, Sight Reading in Music, First Year Drawing, Manual Arts and Chorus work when taken 1 period per day are "half credit studies," and valued at 1-6 unit or $1\frac{1}{4}$ hours.

THE HIGH SCHOOL COURSES

Four units constitute a typical year's work in high school. The sixteen units of a first class high school course are defined by the State Superintendent of Public Schools to be as follows: English, 3; Mathematics, 2; History, 2; Science, 2; Electives, 7; total, 16 units. Fifteen units constitute the minimum requirement for entrance to the freshman year in Missouri institutions of college grade.

Students who secure their high school education or any part of it in this Normal School are expected to harmonize their programs with the following suggested courses:

First Year: From Algebra, American History, Biology, Bookkeeping, Farm Accounts, Fine Arts, General Science, Grammar and Composition, Household Arts, Industrial Arts, Music, Physical Education.....	4 units.
Second Year: From Advanced Arithmetic, Agriculture, American Literature and Rhetoric, Civics, European History, Fine Arts, Industrial Arts, Latin, Music, Physical Education, Physical Geography, Typewriting.....	4 units.
Third Year: From Agriculture, Civics or American History, American Literature and Rhetoric, Household Arts, Industrial Arts, Latin, Music, Physical Education, Physiology, Physics, Plane Geometry, Rural Education, Typewriting.....	4 units.
Fourth Year: From Advanced Algebra, Civics or European History, Commercial Geography, Industrial Arts, Literature and Rhetoric, Music, Physical Education, Physics, Rural Education.....	3 units.
Total.....	15 units.

REQUIREMENTS IN ALL COURSES

Freshman Year

Authorizing an elementary Certificate Valid in the state for 2 years.

	Semester Hours
1. From Education, 1a, 1b and 15	7½
2. From Education, 21, 23, 25, 27, elect	5
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Minimum in Education	12½
3. From Half Credit Studies, elect	5
4. Electives	12½
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Total credits	30

Note 1. An additional Elementary certificate is issued on completion of 4 studies in residence with an average of G. But see notes 2 and 3 on next page.

Note 2. The 12½ hours of electives must be selected in due relation to one another and for some definite purpose.

Note 3. Graduates of high school Teacher Training courses may elect (after due notice) 7½ hours in Education and offer 22½ hours in other subjects.

Freshman and Sophomore Years Combined

Authorizing an Elementary Diploma with Life Certificate.

	Semester Hours
1. From Education, 1a, 1b and 15	7½
2. From Education, 21, 23, 25, 27, elect	5
3. From Education, 3, 5, 7, 9, 11, 19, elect	5
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Minimum in Education	17½
4. Preferred Major Study	7½
5. Preferred Minor Study	5
6. From Half Credit Studies, elect	5
7. Electives	25
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Total Credits	60

Note. Definite need in an early teaching position may, by approval of President, be reason for modifying No. 2 and substituting other courses in the study of the teaching of specific subjects.

Freshman, Sophomore, and Junior Years Combined

Authorizing a Diploma with Life Certificate to teach in all public schools.

	Semester Hours
1. From Education, 1a, 1b and 15	5
2. From Education, 3, 5, 7, 9, 11 and 19, elect	5
3. From Education, 15, 17, 125a, 125b, elect	5
4. From studies in the teaching of specific subjects	5
5. From Education, elect	2½
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Minimum in Education	22½
6. Major Subject	15
7. First Minor	10
8. Second Minor	5
9. From Half Credit Studies, elect	5
10. Electives	32½
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Total credits	90

Freshman, Sophomore, Junior and Senior Years Combined

Authorizing Diploma with Life Certificate and Degree Bachelor of Science in Education

	Semester Hours
1. From Education, 1a, 1b and 15	5
2. From Education, 3, 5, 7, 9, 11 and 19, elect	5
3. From Education 15, 17, 125a, 125b elect ..	5
4. From Education, 107	2½

5. From studies in the teaching of specific subjects	5
6. From Education, elect	2½
Minimum in Education	25
7. Major Subject	22½
8. First Minor	15
9. Second Minor	10
10. From Half Credit Studies, elect	5
11. Electives	42½
Total credits	120

Note 1. The foregoing statement of requirements went into effect September 11, 1918, but students who have completed the first two years of college studies in this institution may, at their option, meet the requirements for diplomas under conditions named in the bulletin of June, 1917; and no requirements in addition to those stated in this bulletin shall be made for any certificate or diploma prior to September, 1919.

Note 2. The successful candidate for a certificate or diploma must have earned the last 10 semester hours of credit in this institution; and no certificate or diploma will be issued except at the end of a term in residence.

Note 3. The minimum time in residence for an Elementary Certificate is 2 FULL TERMS in residence; for any diploma 3 FULL TERMS in residence.

Note 4. Each student is expected to take one term's work in physical education during each year of college study.

EDUCATION HIGH SCHOOL COURSES

IIIa. The Psychology of Learning	one third unit
IIIb. School Management	one third unit
IVa, b and c. Methods and Observation	one unit
IV. Rural Life Problems	one third unit

COLLEGE COURSES

1a. Introduction to Teaching	2½ Semester Hours
1b. Psychology	2½ Semester Hours
3. Principles of Teaching	2½ Semester Hours
5. Rural Sociology	2½ Semester Hours
7. The Elementary Courses of Study	2½ Semester Hours
9. Rural School Administration and Supervision	2½ Semester Hours
11. Kindergarten and Primary Methods	2½ Semester Hours
13. Kindergarten and Primary Methods	2½ Semester Hours
15. Practice Teaching in Elementary School	2½ Semester Hours
17. Practice Teaching in Elementary School	2½ Semester Hours
19. History of Education	2½ Semester Hours
21. The Teaching of English in Elementary Schools	2½ Semester Hours
23. The Teaching of Arithmetic	2½ Semester Hours
25. The Teaching of History in Elementary Schools	2½ Semester Hours
27. The Teaching of Geography	2½ Semester Hours
31. The Teaching of Fine Arts	2½ Semester Hours
33. The Teaching of Household Arts	2½ Semester Hours
35. The Teaching of Science	2½ Semester Hours
37. The Teaching of Physical Education and Athletics	2½ Semester Hours
39. The Teaching of Plays and Games	2½ Semester Hours
41. The Teaching of Manual Arts	2½ Semester Hours
101. Vocational Guidance	2½ Semester Hours
103. Educational Psychology	2½ Semester Hours
105. Principles of Education	2½ Semester Hours
107. History of Modern Education	2½ Semester Hours
109. History of Education in United States	2½ Semester Hours
111. Modern School Systems	2½ Semester Hours
113a. The Teaching of Music—Methods in Music	2½ Semester Hours
115. The Teaching of Mathematics in High Schools	2½ Semester Hours
117. The Teaching of History in High Schools	2½ Semester Hours
119. The Teaching of Latin	2½ Semester Hours
121. The Teaching of Modern Languages	2½ Semester Hours
123. The Teaching of Commerce	2½ Semester Hours
125a. Practice Teaching	2½ Semester Hours
125b. Practice Teaching	2½ Semester Hours
127. High School Problems	2½ Semester Hours
129. School Administration	2½ Semester Hours
131. Supervision of Instruction	2½ Semester Hours
133. Education Tests and Measurements	2½ Semester Hours
135. The Teaching of Industrial Arts	2½ Semester Hours
137. The Teaching of High School Science	2½ Semester Hours
139. The Teaching of Theory of Music	2½ Semester Hours
141. The Teaching of Home Economics	2½ Semester Hours
143. The Teaching of High School English	2½ Semester Hours

SYNOPSES OF COURSES

COMMERCE

P. O. SELBY, EDNA SCHELL, THOMAS EDWARDS

High School Courses

II and III. Typewriting. 1 unit.

IIIa. Bookkeeping. A general secondary course. $\frac{1}{3}$ unit.

College Courses

1a. Stenography. This course gives the elementary principles of Gregg Shorthand. $2\frac{1}{2}$ hours.

1c. Stenography. This course gives a review of principles, and will also include office training for stenographers. $2\frac{1}{2}$ hours.

2a, b and c and 3a, b and c. Typewriting. This subject may be taken either one or two periods daily and during the summer term there will be opportunity each period of the day to take the work. $7\frac{1}{2}$ hours.

5a, b and c. Bookkeeping. A course involving the economics of accounting and a study of business practice. $7\frac{1}{2}$ hours.

11a. Penmanship. This course covers both technical and teaching phases of the subject. $1\frac{1}{4}$ hours.

EDUCATION

MARK BURROWS, ROSAMOND ROOT, THURBA FIDLER, FELIX ROTHSCHILD, LAURIE DOOLITTLE, EUDORA SAVAGE, LOUISE KIRKHAM, LENA PATTERSON, HELEN CHRISTIANSEN AND THREE OTHERS.

Secondary Courses

IIIb. School Management. The organization, management, and discipline of the school. $\frac{1}{3}$ unit.

IVb. Methods and Observation. The theory and method of selecting and presenting the subject matter with special reference to applying it to the Missouri course of study. $\frac{1}{3}$ unit.

College Courses

1b. Psychology. A study of the mental processes with their relation to the physical body as a means of facilitating learning and interpreting and controlling human behavior.

3. Principles of Teaching. An elementary study of the principles upon which good teaching is based. $2\frac{1}{2}$ hours.

5. Rural Sociology. A study of the community in its educational, social and economic life with emphasis on organization. $2\frac{1}{2}$ hours.

7. The Elementary Course of Study. An analysis of the socialized course of study to discover its contribution to education for citizenship, vocational physical efficiency and leisure occupations. $2\frac{1}{2}$ hours.

8. Methods in Intermediate Grades. Methods for the fourth, fifth

and sixth grades. How to work out lesson units. A study of projects to motivate the subject matter of the course of study. $2\frac{1}{2}$ hours.

10. Junior High School or Grammar Grade Methods. A consideration of method in the courses taught in grammar grades or junior high school with special emphasis on content of subject matter, organization of lesson units and principles of study, supplemented by observation in the demonstration school. $2\frac{1}{2}$ hours.

11. Kindergarten and Primary Methods. For students preparing to teach in Kindergarten and primary grades. $2\frac{1}{2}$ hours.

13. Kindergarten and Primary Methods. With special attention to the materials and methods for teaching language, reading, literature, hand-work, play and nature study.

15. Practice Teaching in the Elementary School. Observing and teaching one subject or more one period daily. Required for the elementary certificate. $2\frac{1}{2}$ hours.

17. Practice Teaching in the Elementary School. An advanced study of the art of teaching. $2\frac{1}{2}$ hours.

21. The Teaching of English in the Elementary School. (See Department of English.)

23. The Teaching of Arithmetic. (See Department of Mathematics.)

25. The Teaching of History in the Elementary School. (See Department of History.)

27. The Teaching of Geography. A study in the organization of materials and methods of presentation. $2\frac{1}{2}$ hours.

31. The Teaching of Fine Arts. (See Department of Fine and Applied Arts.)

35. The Teaching of Science. The problems of teaching science in the elementary schools and junior high school with special reference to the project method. $2\frac{1}{2}$ hours.

101. Vocational Sociology. Dealing with the study of vocational education and vocational guidance with special reference to the national problems of reconstruction in education. $2\frac{1}{2}$ hours.

113a. The Teaching of Music. (See Department of Music.)

115. The Teaching of Mathematics in High Schools. (See Department of Mathematics.)

119. The Teaching of Latin. (See Department of Latin.)

127. High School Problems. The problems and methods of high school teaching and administration. $2\frac{1}{2}$ hours.

129. School Administration. An advanced course in the organization and administration of the Missouri public schools. $2\frac{1}{2}$ hours.

135. The Teaching of Industrial Arts. (See Department of Fine Arts and Industrial Arts.)

137. The Teaching of High School Latin. $2\frac{1}{2}$ hours.

139. The Teaching of Theory of Music. (See Department of Music)

141. The Teaching of Home Economics. (See Department of Home Economics.)

143. The Teaching of High School English. $2\frac{1}{2}$ hours.

ENGLISH

BLANCHE F. EMERY, WARREN JONES, C. M. WISE, MARY BALDRIDGE
AND ONE OTHER

High School Courses

- Ic. Grammar and Composition. $\frac{1}{3}$ unit.
IIa. American Literature. $\frac{1}{3}$ unit.
IIIb. English Literature. $\frac{1}{3}$ unit.
IVb. Contemporary Literature and Magazine Study. $\frac{1}{3}$ unit.

College Courses

- 3b. American Literature. $2\frac{1}{2}$ hours.
3c. American Literature. $2\frac{1}{2}$ hours.
15. Advanced Oral Reading. $2\frac{1}{2}$ hours.
17a. Bible as Literature. Narratives. $2\frac{1}{2}$ hours.
19. Business English. $2\frac{1}{2}$ hours.
21. The Teaching of English in Elementary Schools. A course in the selection of materials and methods of presenting materials for English in the Junior and the Senior High School. $2\frac{1}{2}$ hours.
21a. Practical English. $2\frac{1}{2}$ hours.
27. Romantic and Victorian Poets. $2\frac{1}{2}$ hours.
101b. Nineteenth Century English Literature. (Essayists) $2\frac{1}{2}$ hours.
117b. Shakespeare's Tragedies. $2\frac{1}{2}$ hours.
123. Eighteenth Century Literature. $2\frac{1}{2}$ hours.
127. Modern Poetry (This Course includes the production of original poems with a view to competing for the Annual Scholarship of twenty-five dollars, known as, "The G. S. Allison Scholarship in Poetic Composition.")
131. Journalism. $2\frac{1}{2}$ hours.
139. Community Drama. $2\frac{1}{2}$ hours.

FINE ARTS AND INDUSTRIAL ARTS

EDNA GREEN, IVY DOUGHERTY, LENA PATTERSON

High School Courses

- Ia, b and c. Drawing. $\frac{1}{2}$ unit.

College Courses

- 1a, b and c. General Art. Perspective, applied design in crayon, pencil and water color. $3\frac{3}{4}$ hours.
5. Sketching. Water colors, oils and charcoal. $2\frac{1}{2}$ hours.
7a, b and c. Design and Art Structure. Study and application of principles of composition in landscape, illustration, poster, textiles and the home. $7\frac{1}{2}$ hours.
9. Costume History and Design. Instruction is given in the principles of design and color harmony as applied to textiles and costume. Relative social and economic problems are studied. $2\frac{1}{2}$ hours.
31. Teaching of Fine Arts. Constructive work and design, which have a close, permanent relationship to the life of the community are emphasized. $2\frac{1}{2}$ hours.

109. House Decoration. The application of the principles of design and color harmony to wall, window and floor decorations, furniture and pictures. $2\frac{1}{2}$ hours.

111. Art Appreciation. A study of the principle of art without actual drawing, no prerequisite. $1\frac{1}{4}$ hours.

3b. Industrial Arts for Elementary Schools. This course deals with clothing and utensils. $2\frac{1}{2}$ hours.

3c. Industrial Arts for Elementary Schools. This course deals with food, shelter, and tools. $2\frac{1}{2}$ hours.

HISTORY

E. M. VIOLETTE, LUCY SIMMONS, J. F. PYLE AND TWO OTHERS

High School Courses

Ia, b and c. American History, first, second and third quarters. 1 unit.

IIa, b and c. European History, first, second and third quarters. 1 unit.

College Courses

1a, b and c. Medieval and Modern History, first, second and third quarters. $7\frac{1}{2}$ hours.

3a and b. Ancient History, first and second quarters. 5 hours.

7a and b. English History, first and second quarters. 5 hours.

9. Missouri History. $2\frac{1}{2}$ hours.

25. Teaching of History. $2\frac{1}{2}$ hours.

107. Nineteenth Century History. First, second or third quarter according to the demand or interests of the students enrolled. $2\frac{1}{2}$ hours.

113a. Social and Industrial American History, first quarter. $2\frac{1}{2}$ hours.

LATIN

T. JENNIE GREEN

High School Courses

III. Caesar. One quarter of Caesar will be offered probably the first. $\frac{1}{3}$ unit.

College Course

1a. Cicero. $2\frac{1}{2}$ hours.

5b. Vergil. $2\frac{1}{2}$ hours.

7. Sallust. For those who have completed three or four years of Latin. It is possible that a course in Cicero's letters may be given instead of the Sallust. $2\frac{1}{2}$ hours.

9. Word Study. A study of English open to those who have not had any Foreign Language but especially recommended to those who have had two years of Latin. $2\frac{1}{2}$ hours.

109. Plautus. A course in comedy for those who have read Vergil and Horace. $2\frac{1}{2}$ hours.

119. Teaching of Latin. For those who have had as much as three years of Latin. The credit is in Education. $2\frac{1}{2}$ hours.

LIBRARY ECONOMY

I. R. BUNDY

College Courses

1. Library Economy. Reference work, classification, cataloging. $2\frac{1}{2}$ hours.

MATHEMATICS

WM. H. ZEIGEL, BYRON COSBY, G. H. JAMISON, CHAS. A. EPPERSON,
O. F. REVERCOMB

High School Courses

Ia, b and c. Elementary Algebra. 1 unit.

II. Advanced Arithmetic. $\frac{1}{3}$ unit.

IIIa, b and c. Plane Geometry. 1 unit.

IVa. Advanced Algebra. $\frac{1}{3}$ unit.

College Courses

1. Solid Geometry. This course includes the fundamental theorems of the geometry of space, mensuration of solids, and an introduction to modern geometry. $2\frac{1}{2}$ hours.

3a and b. Plane and Spherical Trigonometry. A study of trigonometric functions and the solution of plane and spherical triangles. Use is made of the transit. 5 hours.

7a and b. College Algebra. This course includes irrational numbers, graphic representation, progressions, theory of equations, determinants, partial fractions, variation and infinit series. 5 hours.

23. The Teaching of Arithmetic. $2\frac{1}{2}$ hours.

101a and b. Analytic Geometry. A study of the straight line, circle, conics, tangents to any conic, diameters, poles and polars, the general equation of the second degree, and the elements of analytic geometry of space. 5 hours.

103a. Differential Calculus. This course sets forth the fundamental principles of the calculus and includes the type forms of differentiation with various applications.

115. The Teaching of Mathematics in High Schools. This course shows the value and place of secondary mathematics in the curriculum. It helps to organize the material of algebra and geometry and to correlate these subjects with allied subjects.

MODERN LANGUAGES

J. W. HEYD

The beginning courses in both French and German are taught with the aid of phonetics. The ear and vocal organs are trained by actual use of the language in the classroom from the first.

FRENCH

1a and 1b. Beginning French. 5 hours.

3. French Conversation and Composition Course. This course consists entirely of conversation and free composition. It is intended for those having had 2 units in high school or $7\frac{1}{2}$ hours in college French. $2\frac{1}{2}$ hours.

GERMAN

1a. Beginning German. $2\frac{1}{2}$ hours.

Advanced Courses may be taken by arrangement with the instructor. See June bulletin.

MANUAL ARTS

High School Courses

Ia, b and c. Woodworking. $\frac{1}{2}$ unit.

IIa, b and c. Furniture Construction. $\frac{1}{2}$ unit.

IIIa, b and c. Mechanical Drawing. $\frac{1}{2}$ unit.

College Courses

1a, b and c. Woodworking. $3\frac{3}{4}$ hours.

3a, b and c. Furniture Construction. $3\frac{3}{4}$ hours.

5a, b and c. Mechanical Drawing. $3\frac{3}{4}$ hours.

7a and b. Woodturning. The purpose of this course is to familiarize the student with the tools and processes of the speed lathe and to show the relation of the work to the woodworking trades. $2\frac{1}{2}$ hours.

105a and b. Machine Design. This course will treat of the simple principles underlying machine designing and drafting, machine shop standards and conventions and strength of materials as related to definite problems. $2\frac{1}{2}$ hours.

MUSIC

J. L. BIGGERSTAFF, JOHANNES GOETZE, MARY SHOUSE AND ONE OTHER

Ia, b and c and 1a, b and c. Vocal Music Classes. $1\frac{1}{4}$ hours or 1-6 unit.

3a and b. Harmony. 3a—Intervals, major and minor scales, triads and their connections, cadences, harmonization of melodies with simple triads. 3b—Triads, seventh chords and their connections, ornamental tones, harmonization of melodies. 5 hours.

9. The Chorus.

11. The Orchestra.

105. Individual Lessons. Students electing music as major study may have individual lessons in piano playing and singing upon signing the agreement prepared by the department of music and approved by the president of the school. $1\frac{1}{4}$ hours.

113a. The Teaching of Music. A development of method and material for presenting music in the first four grades. $2\frac{1}{2}$ hours.

139. The Teaching of Elementary Theory. A course designed to

acquaint the teacher with practical methods of presenting notation, rhythm, intervals, triads and the elements of form and melody. 2½ hours.

141. Piano Tuning. A practical course in tuning and repairing for prospective supervisors of music who need to understand the care of the instrument. 1¼ hours.

PHYSICAL EDUCATION FOR MEN

H. L. McWILLIAMS

Ia and 1a. Gymnastics. A beginning class in calisthenics, hand apparatus, gymnastic marching and games. 1-6 unit or 1¼ hours.

7. Playground Activities. Athletic games for boys and men. Organization of activities, conduct of tournaments and contests. Duties and practices of officials. 1¼ hours.

9. School Games. Suitable for schoolroom, playground and gymnasium. 1¼ hours.

101. Principles of Coaching. Conditioning and training of men. Care of injured players, rudimentary instruction in the coaching of football, basketball and track and field athletics. 1¼ hours.

PHYSICAL EDUCATION FOR WOMEN

A FIRST CLASS DIRECTOR

High School Courses

Ia. Gymnastics. 1-6 unit. See 1a.

Ib. Gymnastics. 1-6 unit. See 1b.

College Courses

1a. Gymnastics. Free hand exercises: Indian Clubs, dumb bells, wands; marching; simple folk dances; games. 1¼ hours.

1b. Gymnastics. Progression from course 1a. Addition of heavy apparatus work and esthetic dancing. 1¼ hours.

The Teaching of Plays and Games. (See Education 39) 1¼ hours.

Practice Teaching of Physical Education. 2½ hours.

POLITICAL AND SOCIAL SCIENCES

EUGENE FAIR, J. F. PYLE, FELIX ROTHSCHILD

High School Courses

IIa and b. Civics. IIa deals with local and state civic questions; IIb deals with national civic questions and problems.

College Courses

1b. American Government and Politics. Organization and workings of local and state government. 2½ hours.

3a. Contemporary International Politics. Concerned with the international relations of the present. 2½ hours.

5c. American Constitutional History. History of American Government and Politics from about 1865 to the present. 2½ hours.

101a. Sociology. Origin, development, structure of society with special reference to the family. $2\frac{1}{2}$ hours.

103a. Economics. This course presents and interprets fundamental principles governing the modern method of earning a living. Such topics as the consumption of wealth, value and price, production and distribution are discust. $2\frac{1}{2}$ hours.

SCIENCE

AGRICULTURE

E. A. WRIGHT, L. A. DALTON, AND ONE OTHER

High School Courses

Ia. Biology. A technical course in high school botany. $\frac{1}{3}$ unit.

Ib. Biology. An applied course in high school zoology. $\frac{1}{3}$ unit.

Ic. Biology. High school course covering the essential principles of plant and animal improvement. $\frac{1}{3}$ unit.

IIa. Agriculture. An elementary course in the study of farm livestock, including horses, cattle, sheep, and poultry. $\frac{1}{3}$ unit.

IIb. Agriculture. An elementary course in the study of soils and farm crops. $\frac{1}{3}$ unit.

IIc. Agriculture. An elementary course in farm management. $\frac{1}{3}$ unit.

College Courses

1b. General Botany. A study of the general structure of fungi and higher plants. Prerequisite: General Botany Course 1a. $2\frac{1}{2}$ hours.

3b. General Zoology. A study of the anatomy, physiology and ecology of the intervertebrates. Prerequisite: General Zoology 3a. $2\frac{1}{2}$ hours.

9. Entomology. Fundamental principles of insect life with special reference to its economic importance. A careful study of a few insect pests and remedies for control of same. $2\frac{1}{2}$ hours.

11b. Farm Crops. A study of the forage crops, their culture requirements, insect enemies, and diseases. $2\frac{1}{2}$ hours.

17b. Livestock. Types and breeds of beef and dairy cattle. $2\frac{1}{2}$ hours.

107b. Dairying. Selection, management, breeding and feeding dairy cattle, calf rearing, keeping records of dairy herds. The students in this course will get experience in buying milk and cream direct from the farmers. $2\frac{1}{2}$ hours.

115b. Soils. Soil classes, fertility demands and soil analysis. Prerequisite: Agriculture 115a. $2\frac{1}{2}$ hours.

CHEMISTRY

W. J. BRAY

College Courses

1a. Introductory course dealing with oxygen, hydrogen, water, and the most fundamental laws and theories. $2\frac{1}{2}$ hours.

1b. The chemistry of the halogens, nitrogen and its compounds, sulfur and carbon. $2\frac{1}{2}$ hours.

3. The chemistry and metallurgy of the metals. $2\frac{1}{2}$ hours.

101a. Introduction to Qualitativ Analysis. $2\frac{1}{2}$ hours.

101b. Qualitativ Analysis of salts, ores, minerals, alloys, etc. $2\frac{1}{2}$ hours.

101c. Quantitativ Analysis. $2\frac{1}{2}$ hours.

105. **Water, Gas, and Fuel Analysis.** A study of the composition of natural waters and their adaptability for engineering and domestic purposes. A study of the composition and fuel value of illuminating gas, coal, and coke, and of boiler plant efficiency. $2\frac{1}{2}$ hours.

107a. **Organic Chemistry.** A study of the aliphatic hydrocarbons and their derivativs and the olefines. $2\frac{1}{2}$ hours.

HOME ECONOMICS

MARY M. BAIRD, GEORGIA GRAY, JESSIE EWING

1a. **Clothing.** No prerequisite. Designing, drafting and constructing simple garments. Nightgown, blouse, and dress. $2\frac{1}{2}$ hours.

1b. **Clothing.** Prerequisite: Clothing 1a. Dressmaking problems. Construction of one wool garment, lingerie, afternoon, or evening dress, remodeling. $2\frac{1}{2}$ hours.

3a. **Food Preparation.** Attended by or prerequisite of Chemistry 1a, b and c. $2\frac{1}{2}$ hours.

3b. **Food Preparation.** Continuation of 3a. $2\frac{1}{2}$ hours.

5. **Home Nursing.** Communicable diseases. Home remedies. Care of children. Use of health agencies. Demonstration and practice. $2\frac{1}{2}$ hours.

7. **Household Problems.** Theory and practice of home management. $2\frac{1}{2}$ hours.

101. **Textiles.** Prerequisite: Chemistry 1a. Study of fibers and fabrics; chemical, microscopic, economic. $2\frac{1}{2}$ hours.

141. **The Teaching of Home Economics.** Prerequisite: 12 hours of Home Economic courses. $2\frac{1}{2}$ hours.

PHYSICS AND PHYSIOGRAPHY

J. S. STOKES

High School Courses

IIa and b. **Physical Geography.** These two courses cover the field of a high school unit. $\frac{2}{3}$ unit.

College Courses

1a and b. **Physiography.** A study of the physical features of the earth and of the physical processes producing them. 5 hours.

101a, b and c. **Physics.** A beginning college course in general physics exclusiv of electricity. $7\frac{1}{2}$ hours.

103a. **Electricity.** General principles of electricity, theoretical and applied. $2\frac{1}{2}$ hours.

PUBLIC HEALTH AND HYGIENE

A. G. REED

High School Courses

III. **Physiology, General.** Open to students of junior or senior high school rank. $\frac{1}{3}$ unit.

College Courses

5a. Bacteriology. The fundamentals of general household and agricultural bacteriology. Prerequisite: Chemistry 1a or its equivalent. $2\frac{1}{2}$ hours.

7c. Physiology. Prerequisite: Chemistry or its equivalent. An intensive study of functional and nutritional physiology. $2\frac{1}{2}$ hours.

103. Hygiene for Teachers. A study of the problems of health control, especially as applied to the teaching profession. $2\frac{1}{2}$ hours.

109. Preventiv Medicin. Fundamentals of disease prevention and control thru the various available means with special reference to children. Prerequisite: Child Hygiene or its equivalent. $2\frac{1}{2}$ hours.

APPROVED GRADES FOR STATE AND COUNTY CERTIFICATES

STATE OF MISSOURI

DEPARTMENT OF EDUCATION

City of Jefferson

The State Board of Education herewith prescribes the conditions on which summer schools may be approved for the purpose of having grades accepted in lieu of examinations.

I. Approved summer schools shall be conducted for a period of not less than forty-five days of classroom instruction under teachers approved by the State Board of Education and in suitable buildings with adequate libraries, laboratories and equipment.

II. Each summer school shall maintain at least departments of Education, English, History, Mathematics, and Science, each presided over by a specialist whose preparation in studies of college grade shall have covered not less than 4 years or 120 semester hours.

III. **Approved Grades for County Certificates**, properly certified, shall be accepted by the State and County Superintendents as follows:

1. **ENGLISH:** (a) Grammar, completing one unit of grammar and composition; (b) English and American Literature, completing, or in advance of, 2 units of English.

2. **MATHEMATICS:** Completion of: (a) $1\frac{1}{3}$ units in Algebra; (b) $\frac{2}{3}$ of 1 unit in Arithmetic or $\frac{1}{3}$ of 1 unit in arithmetic, preceded by 1 unit of mathematics.

3. **HISTORY:** Completion of: (a) $\frac{1}{3}$ of 1 unit in civics, preceded by one unit in history; (b) 1 unit in American History, or Ancient History, or Mediaeval and Modern History, or English History.

4. **SCIENCE:** Completion of: (a) $\frac{2}{3}$ of 1 unit in physiology and hygiene; (b) $\frac{2}{3}$ of 1 unit in descriptive, industrial and commercial geography; (c) $\frac{2}{3}$ of 1 unit in physical geography; (d) 1 unit in agriculture, or biology, or physics.

5. **EDUCATION:** Completion of $\frac{2}{3}$ of 1 unit in one or more of the following: Elementary Psychology, Principles of Teaching; Methods in Elementary Schools, Methods in Rural Schools, Rural School Management; School Economy, School Administration.

When a student is prepared for college work, he may make an approved grade for a county certificate by taking $2\frac{1}{2}$ hours of college work in a subject, provided he has completed at least one unit of the subject in an approved high school.

IV. Approved Grades for State Certificates, properly certified, shall be accepted by the State Superintendent as follows:

1. **ENGLISH:** (a) College Rhetoric and Composition, 5 semester hours; (b) English Literature, $2\frac{1}{2}$ semester hours (provided it is taken along with or in advance of $2\frac{1}{2}$ semester hours of other English not taken for an approved grade); (c) History of English Language, $2\frac{1}{2}$ semester hours (provided as in b); (d) History of English and American Literature, $2\frac{1}{2}$ hours (provided as in b).

2. **MATHEMATICS:** Completion of: (a) 5 semester hours in Solid Geometry and Plane Trigonometry; (b) $2\frac{1}{2}$ semester hours in College Algebra (provided it is taken along with or in advance of $2\frac{1}{2}$ semester hours of other mathematics not taken for an approved grade); (c) $2\frac{1}{2}$ semester hours of Analytical Geometry; (d) $2\frac{1}{2}$ semester hours in Calculus.

3. **HISTORY:** Completion of 5 semester hours of: (a) Economics, (b) Sociology, (c) Ancient History, (d) European History, (e) English History (f) American History, (g) Missouri History and Government.

4. **SCIENCE:** Completion of 5 semester hours in Agriculture, Biology or Botany, Chemistry, Physical Geography, Physics or Domestic Science.

5. **ARTS:** Completion of 5 semester hours in Domestic Art, Manual Training, Music or Drawing, Reading and Public Speaking, or Physical Training.

6. **EDUCATION:** Completion of 5 semester hours in one or more of the following: Psychology, History of Education, Educational Psychology, Supervision and Administration, Theory and Methods of Teaching, Primary and Kindergarten Teaching.

V. No credit will be certified unless the student remains until the end of the term. No student shall receive an approved grade who has had daily more than four recitations requiring preparation or whose total studies and exercises pursued in the summer term would (if measured in the form of semester hours) amount to more than one hour per week for each week's attendance. A student presenting credits for either three or four approved grades must have taken during the summer term either $\frac{1}{3}$ of 1 unit or $2\frac{1}{2}$ semester hours in education or arts. No grade will be accepted and certified in any subjects other than those named above.

VI. At the close of the term the directors shall certify to the State Superintendent:

1. The name and address of each person desiring credits.
2. The county to which credits shall be sent.
3. The list of subjects in which credits are sought.
4. The list of all subjects pursued during the term, the total number of recitation periods in each subject, and the credit received in units or semester hours.

5. The list and quantity of high school and college credits previously taken (if any) which are to be combined with summer term studies to complete the necessary units and semester hours.

6. The grades in all subjects pursued during the term.

7. Number of days' attendance.

VII. Whenever grades have been approved by the State Board of Education, the State Superintendent shall record them and certify to each County Superintendent the grades of all persons belonging to his county who desire county credits.

VIII. Definitions and directions.

1. No study or part of a study below high school grade shall be accepted.

2. The acceptance of work from high schools will be governed by the reports of the State Superintendent on the number of units to which each high school is entitled.

3. A unit means 9 months in high school studies.

4. The semester hour measures studies of college grade and no others.

5. Each subject must be studied during the term at the end of which grades are to be certified to the State Superintendent, and must cover at least $\frac{1}{3}$ of 1 unit or $2\frac{1}{2}$ semester hours.

6. The student must produce early in the summer term certified transcripts of all credits (whatever their source), which are to be combined with the summer term credits in order to secure the necessary sum total in units and semester hours.

SAM A. BAKER,
State Superintendent Public Schools
and President State Board of Educa-
tion.

For further information regarding Summer Term, address:

JOHN R. KIRK, President,
WM. H. ZEIGEL, Dean,
ELMA POOLE, Registrar, or
LOIS DRAKE, Secretary.

