

BULLETIN
OF THE
FIRST DISTRICT NORMAL SCHOOL
KIRKSVILLE, MISSOURI

ANNOUNCEMENTS
FOR THE
SUMMER TERM, 1918

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SUMMER TERM

BEGINNING WEDNESDAY, MAY 29

ENDING WEDNESDAY, AUGUST 7.

Its purpose is threefold:

First, to offer the typical student means of economizing time and avoiding the loss which enforced vacation entails.

Second, to afford similar opportunity to those who, after teaching nine months, need thru the summer term to economize their time.

Third, to attract the attention of retired teachers and get them back into the line of duty, and induce all such teachers, by admixture with vigorous faculty members and students in a great school, to inhale a vibrant atmosphere, revive their student energies and professional interests, rehabilitate themselves to school and college life, realize vividly their obligations to their country, and in a great crisis prepare themselves to re-enter for a time at least the service of their country and help win the war.

Great Shortage of Teachers. The United States Commissioner of Education calls attention to the great shortage of teachers, amounting to more than 100,000 in the United States.

Get Back on the Job. This is a call for re-enlistment. Northeast Missouri has nearly a thousand healthy, vigorous, capable former teachers who have withdrawn from teaching. Their country now calls upon them to re-enlist. There is very great demand for teachers. There is increased compensation. There is great need for every kind of war work. National leaders declare teaching to be a fundamental service for democratizing the world. Teaching a good school efficiently is war work of the most valuable kind. President Wilson, the ex-Presidents, the Cabinet Members, the Congressmen, the Statesmen of all parties urge the most vigorous means and measures for promoting education—every kind of education—college education, vocational

education, high school education, elementary school education. Will any patriotic American fail to heed the call?

Meet the Call. This appeal is to arrest the attention of every capable man and every capable woman having skill, ability, scholarship, and some experience in teaching. It appeals to them definitely to re-enter the field of teaching for at least the remaining years of the war scourge. Active correspondence with them is desired.

Brevity. This bulletin is characterized by great brevity. Hundreds of letters may be needed in responding to inquiries, but it is the purpose and the business of the administration and the faculty members of the Normal School to furnish all needed information to the end that the ranks of the teaching profession may be refilled.

The Daily Program. On or about May 1, the daily program for the summer term of 1918 will be prepared. It will show the arrangement of the classes, and the faculty members who will have charge of those classes. It is intended that those who would attend the summer term may have pretty definite knowledge several weeks before the term opens.

Terminologies. Roman numerals are used to number the high school courses; Arabic numerals, to number the college courses. The letters, a, b and c, are used to designate first term, second term, third term, etc. For illustration: Ia Elementary Reading and Speaking, under high school courses in English, means first term; Ic means third term in the course. Under college courses, 1a English Literature means first term in the subject; 1c means third term in the subject, etc.

For further information, address,

JOHN R. KIRK, President, or
P. O. SELBY, Registrar, or
WM. H. ZEIGEL, Chairman Field
Service Committee, or
any Faculty Member.

SYNOPOSES OF COURSES

COMMERCE

High School Courses

- I. Bookkeeping.** A general secondary course. 1 unit.
II and III. Typewriting. 1 unit.
IVa. Commercial Geography. A general survey course of geographical phases of commerce and industry. $\frac{1}{3}$ unit.

College Courses

- 1a. Stenography.** This course gives the elementary principles of Gregg Shorthand. $2\frac{1}{2}$ hours.
1b. Stenography. This second course continues the work of the first course. $2\frac{1}{2}$ hours.
1c. Stenography. The third course gives review of principles, and dictation and speed practice. $2\frac{1}{2}$ hours.
2 and 3. 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. Students who are enrolled for Stenography will be given preference if more apply for the course than can be accommodated. The course is otherwise open to all. $7\frac{1}{2}$ hours.
5. Bookkeeping. A college 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.
101a. Office Training. Prerequisite: Stenography 1a, b and c. $2\frac{1}{2}$ hours.
105b. Commercial Geography. A study of United States industries and transportation. $2\frac{1}{2}$ hours.
The Teaching of Commerce. See Education 123. $2\frac{1}{2}$ hours.

EDUCATION

High School Courses

- IIIa. The Psychology of Learning.** $\frac{1}{3}$ unit.
IIIa. School Management. $\frac{1}{3}$ unit.
IVa, b and c. Methods and Observation. 1 unit.
IVa. Rural Life Problems. $\frac{1}{3}$ unit.

College Courses

1. Psychology. $2\frac{1}{2}$ hours.
3. Principles of Teaching. $2\frac{1}{2}$ hours.
5. Rural Sociology. $2\frac{1}{2}$ hours.
7. The Elementary Course of Study. $2\frac{1}{2}$ hours.
9. Rural School Administration and Supervision. $2\frac{1}{2}$ hours.
11. Kindergarten and Primary Methods. $2\frac{1}{2}$ hours.
15. Practice Teaching in Elementary School. $2\frac{1}{2}$ hours.
17. Practice Teaching in Elementary School. $2\frac{1}{2}$ hours.

- 19. History of Education. $2\frac{1}{2}$ hours.
- 21. The Teaching of English in Elementary Schools. $2\frac{1}{2}$ hours.
- 23. The Teaching of Arithmetic. $2\frac{1}{2}$ hours.
- 25. The Teaching of History in Elementary Schools. $2\frac{1}{2}$ hours.
- 27. The Teaching of Geography. $2\frac{1}{2}$ hours.
- 29. The Teaching of Music. $2\frac{1}{2}$ hours.
- 31. The Teaching of Fine Arts. $2\frac{1}{2}$ hours.
- 37. The Teaching of Physical Education and Athletics. $2\frac{1}{2}$ hours.
- 39. The Teaching of Plays and Games. $2\frac{1}{2}$ hours.
- 101. Vocational Guidance. $2\frac{1}{2}$ hours.
- 103. Educational Psychology. $2\frac{1}{2}$ hours.
- 105. Principles of Education. $2\frac{1}{2}$ hours.
- 113. The Teaching of English in High Schools. $2\frac{1}{2}$ hours.
- 115. The Teaching of Mathematics in High Schools. $2\frac{1}{2}$ hours.
- 117. The Teaching of History in High Schools. $2\frac{1}{2}$ hours.
- 119. The Teaching of Latin. $2\frac{1}{2}$ hours.
- 123. The Teaching of Commerce. $2\frac{1}{2}$ hours.
- 125. Practice Teaching in Junior High School. $2\frac{1}{2}$ hours.
- 129. School Administration. $2\frac{1}{2}$ hours.
- 131. Supervision of Instruction. $2\frac{1}{2}$ hours.
- 135. The Teaching of Industrial Arts. $2\frac{1}{2}$ hours.

ENGLISH

High School Courses

Ia. Elementary Reading and Speaking. A practical course in interpretative reading with some exercise in speaking. $\frac{1}{3}$ unit.

Ib. Grammar and Composition. Emphasis upon composition and speech errors. Study of all parts of speech except the verb. $\frac{1}{3}$ unit.

Ic. Grammar and Composition. Emphasis upon verbal speech errors. $\frac{1}{3}$ unit.

Iib. American Literature. A study of Lowell, Whittier, Holmes, Poe, Emerson, Lanier, Whitman, and Van Dyke, with some minor authors. $\frac{1}{3}$ unit.

Iic. Rhetoric. A practice course in applying elementary principles of composition. $\frac{1}{3}$ unit.

IIIb. English Literature. The authors of the nineteenth century. $\frac{1}{3}$ unit.

IVa. American Ideals. An examination of standards of living for Americans. An extensive reading course. $\frac{1}{3}$ unit.

IVb. Contemporary Literature and Magazines. $\frac{1}{3}$ unit.

IVc. Rhetoric. A systematic study of selection of material, organization and presentation of such material for definite purposes. $\frac{1}{3}$ unit.

College Courses

1b. English Literature. Puritan age to the nineteenth century. $2\frac{1}{2}$ hours.

1c. English Literature. Nineteenth and twentieth centuries. $2\frac{1}{2}$ hours.

3a. American Literature. Formative periods. $2\frac{1}{2}$ hours.

3b. American Literature. New England Renaissance. $2\frac{1}{2}$ hours.

13. Dramatization. Study of plays and writing the play for the Rural Life Conference. $2\frac{1}{2}$ hours.

15. Advanced Oral Reading. Practice in reading literary and dramatic selections. $2\frac{1}{2}$ hours.

103. Tennyson and Browning. An intensive appreciation course. $2\frac{1}{2}$ hours.

109. Advanced Public Speaking. A course in the organization and presentation of material for talks on topics of current interest. $2\frac{1}{2}$ hours.

113. Modern Verse. A study of verse and writing of verse having in view the "G. S. Allison Scholarship in Poetic Composition." $2\frac{1}{2}$ hours.

117b. Shakespearean Tragedies. $2\frac{1}{2}$ hours.

The Teaching of Elementary English. Methods and content for teaching English in the elementary schools. $2\frac{1}{2}$ hours. (See Education 21.)

The Teaching of High School English. Methods and content for teaching English in the high schools. $2\frac{1}{2}$ hours. (See Education 113.)

FINE ARTS

High School Courses

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

College Courses

1a, b and c. General Art. Perspective, abstract and applied design in crayon, pencil, charcoal, and watercolor. $3\frac{3}{4}$ hours.

5. Sketching. Water colors, oils and charcoal. This work may be substituted for the second quarter in Perspective. $2\frac{1}{2}$ hours.

7a, b and c. Design and Art Structure. $7\frac{1}{2}$ hours.

11. Appreciation. A study of the principles of art without actual drawing. $1\frac{1}{4}$ hours.

The Teaching of Fine Arts. (See Education 31.) $2\frac{1}{2}$ hours.

101a, b and c. Art History and Appreciation. $7\frac{1}{2}$ hours.

HISTORY

High School Courses

Ia. American History. $\frac{1}{3}$ unit.

Ib. American History. $\frac{1}{3}$ unit.

Ic. American History. $\frac{1}{3}$ unit.

IIa. European History. A rapid survey of ancient history. $\frac{1}{3}$ unit.

IIb. European History. A study of medieval and early modern times. $\frac{1}{3}$ unit.

IIc. European History. A study of recent European history. $\frac{1}{3}$ unit.

College Courses

1a. Medieval and Modern History. A study of the medieval period from the early fifth century to the close of the thirteenth. $2\frac{1}{2}$ hours.

1c. Medieval and Modern History. A study of the more recent period in European history with special emphasis on those matters that lead up to the present war. $2\frac{1}{2}$ hours.

3b. Ancient History. Greek history from the Homeric age to the Empire of Alexander. $2\frac{1}{2}$ hours.

3c. Ancient History. Roman history from the formation of the city to the barbarian invasions. $2\frac{1}{2}$ hours.

5a. American Constitutional History. $2\frac{1}{2}$ hours.

5c. American Constitutional History. $2\frac{1}{2}$ hours.

7a. English History. A rapid survey of the history of England down to about 1500. $2\frac{1}{2}$ hours.

7c. English History. A study of modern English history with special emphasis on the present day governmental organization of England. $2\frac{1}{2}$ hours.

9. Missouri History. A study of certain topics in Missouri history that have their setting in the history of the United States. $2\frac{1}{2}$ hours.

103b. Ancient Life. $2\frac{1}{2}$ hours.

The Teaching of History. (See Education 25 and 117.) $2\frac{1}{2}$ hours.

109c. Latin American History. Present social, economic, industrial and educational conditions. $2\frac{1}{2}$ hours.

INDUSTRIAL 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. $\frac{1}{3}$ 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.

The Teaching of Industrial Arts for High Schools. (See Education 135). This course is designed to meet the needs of supervisors and teachers of industrial arts in junior and senior high schools. $2\frac{1}{2}$ hours.

7a. Industrial Arts for Elementary Schools. This course deals with the industrial changes in materials, and presents an educative type of handwork as well as a worthy body of subject matter. 7a deals with man's records. $2\frac{1}{2}$ hours.

7b. Industrial Arts for Elementary Schools. This course is a continuation of 1a. It deals with clothing and utensils. $2\frac{1}{2}$ hours.

7c. Industrial Arts for Elementary Schools. This course completes the work offered in industrial arts for elementary schools. It deals with food, shelter and tools. $2\frac{1}{2}$ hours.

NOTE 1: Having recently installed at great expense some machines of the latest type, we are prepared to relate the advanced courses very closely to modern industrial conditions.

NOTE 2: Courses in machine design, architectural drafting, wood-turning and pattern making will be given if the demand arises.

LATIN

College Courses

1a. Cicero's Orations with Composition. For those who have completed two years of Latin. $2\frac{1}{2}$ hours.

5a. Vergil's Aeneid. $2\frac{1}{2}$ hours.

7. Sallust's Bellum Catilinae. For those who have completed three or four years of Latin. $2\frac{1}{2}$ hours.

9. Word Study. A course for connecting foren language study with English. Designd also to meet the needs of those who are unacquainted with any foren language, but who desire a better understanding of the mother tongue. The course meets the requirement, the HISTORY OF ENGLISH LANGUAGE for the five year state certificate and for the life certificate. $2\frac{1}{2}$ hours.

The Teaching of Latin. (See Education 119.) $2\frac{1}{2}$ hours.

113. Tacitus' Agricola and Germania. For those who have had four or more years of Latin. $2\frac{1}{2}$ hours.

LIBRARY ECONOMY

A College Course

1. Elementary Course. This is the course provided for those candidates for certificates and diplomas who need one term in Library Economy. $2\frac{1}{2}$ hours.

MATHEMATICS

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 and b. Advanced Algebra. $\frac{2}{3}$ unit.

College Courses

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

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

3a. Plane Trigonometry. A study of trigonometric functions and the solution of plane triangles. $2\frac{1}{2}$ hours.

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

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

103a. Differential Calculus. The course will include all the common forms in differential Calculus, with a brief introduction to integral Calculus. $2\frac{1}{2}$ hours.

The Teaching of Mathematics in High Schools. See Education 115. $2\frac{1}{2}$ hours.

MODERN LANGUAGES

GERMAN LANGUAGE AND LITERATURE

College Courses

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

5a and b. German Reading Course. 5 hours.

101. Advanced German Composition. $2\frac{1}{2}$ hours or

105a and b. Advanced German Reading Course. 5 hours.

One other more advanced course as outlined in the June Bulletin.

FRENCH LANGUAGE

College Courses

1a and c. Beginning French. 5 hours.

MUSIC

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

3a. Harmony. Major and minor scales; triads and their connections. $2\frac{1}{2}$ hours.

7. Biography of Musicians. Study of the lives of great composers, with illustrative programs. $2\frac{1}{2}$ hours.

9a. Chorus. $1\frac{1}{4}$ hours.

11a. The Orchestra. For students who are able to play some orchestral instrument and read music. $1\frac{1}{4}$ hours.

13a. Individual Lessons. Lessons in piano playing and singing for students electing music as major study. $1\frac{1}{4}$ hours.

15. Appreciation of Music. A course for the development of the appreciation of music in the grades, thru the use of the Phonograph. $1\frac{1}{4}$ hours.

17. Violin Class. A class in violin playing for those who own instruments and can read music. $1\frac{1}{4}$ hours.

101a. Chorus. $1\frac{1}{4}$ hours.

103a. Orchestra. $1\frac{1}{4}$ hours.

107a and b. Counterpoint. 5 hours.

109a. Instrumental Form. Study of ancient and modern dance forms, rondo and sonata forms. $2\frac{1}{2}$ hours.

111a and b. Instrumentation. Study of how to write for the different band and orchestral instruments. 5 hours.

The Teaching of Music. Teaching methods for grades 1 to 3. See Education 29. $2\frac{1}{2}$ hours.

PHYSICAL EDUCATION FOR MEN

High School and College Courses

1a and Ia. Gymnastics. A beginning course in marching, in calisthenics, and in games. $1\frac{1}{4}$ hours or 1-6 unit.

2a and IIa. Athletics. Tennis. $1\frac{1}{4}$ hours or 1-6 unit.

3. Coaching. The technic and practice of football, basketball, track, and field athletics. $1\frac{1}{4}$ hours.

9. School Games. Games suitable for the schoolroom, the playground, and the gymnasium. $1\frac{1}{4}$ hours.

PHYSICAL EDUCATION FOR WOMEN

High School Courses

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

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

College Courses

1a. Gymnastics. Free hand exercises; Indian clubs, dumb bells, wands; marching; simple folk dances; games. $1\frac{1}{4}$ hours.

1b. Gymnastics. Progression from course Ia. Addition of heavy apparatus work and esthetic dancing. $1\frac{1}{4}$ hours.

The Teaching of Plays and Games. (See Education 39.) $1\frac{1}{4}$ hours.

Practice Teaching of Physical Education. $2\frac{1}{2}$ hours.

POLITICAL AND SOCIAL SCIENCE

High School Courses

IIa and IVa, also IIB and IVb. Civics. A two quarter course. The first quarter deals with state and local government; the second quarter, with the national government. $\frac{2}{3}$ unit.

College Courses

1a. American Government and Politics. A study in the present of what the American Constitutional History deals with in the past. $2\frac{1}{2}$ hours.

3. Contemporary International Politics. Concerned with international relations of the present. $2\frac{1}{2}$ hours.

SCIENCE

AGRICULTURE

High School Courses

Ia. Biology $\frac{1}{3}$ unit.

Ic. Biology. $\frac{1}{3}$ unit.

IIa. Agriculture. $\frac{1}{3}$ unit.

IIC. Agriculture. $\frac{1}{3}$ unit.

College Courses

3a. Farm Crops. $2\frac{1}{2}$ hours.

5a. Soils. $2\frac{1}{2}$ hours.

7a. Live Stock. $2\frac{1}{2}$ hours.

107a, b and c. Dairying. $7\frac{1}{2}$ hours.

CHEMISTRY

College Courses

1a. General Inorganic Chemistry. Introduction to the science, oxygen, hydrogen, water, fundamental laws and theories. $2\frac{1}{2}$ hours.

1b. General Inorganic Chemistry. Sulfur, the halogens, carbon compounds, nitrogen and its compounds. Chemistry 1a is presupposed. $2\frac{1}{2}$ hours.

3. Chemistry of the Metals. A study of the chemistry, metallurgy, alloys and uses of all of the common metals. $2\frac{1}{2}$ hours.

101a. Analytical Chemistry. Methods of qualitative analysis for the basic ions. Chemistry 1a, 1b and 3 are presupposed. $2\frac{1}{2}$ hours.

101b. Analytical Chemistry. Qualitative analysis of salts, ores, minerals, alloys, etc., both basic and acidic. Chemistry 101a is presupposed. $2\frac{1}{2}$ hours.

101c. Analytical Chemistry. Methods of quantitative chemical analysis. Chemistry 101b is presupposed. $2\frac{1}{2}$ hours.

109. Agricultural Chemistry. The chemistry of plant and animal growth and nutrition. The chemistry of soil and soil fertility. $2\frac{1}{2}$ hours.

HOME ECONOMICS

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

1b. Dressmaking. $2\frac{1}{2}$ hours.

11. Red Cross Sewing. $2\frac{1}{2}$ hours.

3a. Food Preparation. $2\frac{1}{2}$ hours.

3b. Food Preparation. $2\frac{1}{2}$ hours.

5. Home Nursing. $2\frac{1}{2}$ hours.

PHYSICS

College Courses

101a. Physics. Mechanics of Solids. $2\frac{1}{2}$ hours.

101b. Physics. Wave motion and sound. $2\frac{1}{2}$ hours.

103a. Electricity. Fundamental principles. $2\frac{1}{2}$ hours.

PHYSIOGRAPHY

High School Courses

IIa. Physical Geography. Weathering, erosion, glaciation. $\frac{1}{3}$ unit.

IIb. Physical Geopgraphy. Vulcanism and meteorology. $\frac{1}{3}$ unit.

College Courses

1a. Physiography. Fundamental features and processes. $2\frac{1}{2}$ hours.

1b. Physiography. Diastrophism, vulcanism, the Ice Age. $2\frac{1}{2}$ hours.

SANITARY SCIENCE

College Courses

3. Sanitation. Public health problems from the standpoint of water supply, sewage disposal, housing, lighting, seating, heating, ventilating, etc. $2\frac{1}{2}$ hours.

101. Child Hygiene. Public health problems from the standpoint of personal and school hygiene. Not open to those who studied first quarter sanitation last summer or earlier. $2\frac{1}{2}$ hours.

103a. Bacteriology. The elements of general, household and agricultural bacteriology, including a study of yeasts and molds in their relation to the household. $2\frac{1}{2}$ hours.

109. Preventiv Medicine. A study of immunity, prevention of disease, immunotherapy, isolation, method of diagnosis for the use of the layman, quarantine and prevention of disease, eugenics and disease, vice and disease, the social aspect of disease, disease carriers, a statistical study of disease, etc. $2\frac{1}{2}$ hours.

APPROVED GRADES FOR STATE AND COUNTY CERTIFICATES

(From Circular of State Superintendent of Public Schools.)

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; $\frac{2}{3}$ 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 Medieval 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, $2\frac{1}{2}$ semester 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 mathe-

matics 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 shall 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 a 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.

