

The Bulletin of the
UNIVERSITY of MINNESOTA

The College of Science, Literature and the Arts
1945-1946



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ADMINISTRATION

The administrative officers of the College of Science, Literature, and the Arts are:

T. Raymond McConnell, Ph.D., Dean (219 Administration Building)

J. William Buchta, Ph.D., Assistant Dean for the Senior College (146 Physics Building)

Russell M. Cooper, Ph.D., Assistant Dean for the Junior College (106 Folwell Hall)

Royal R. Shumway, B.A., Assistant Dean for Students' Work and Chairman of the Students' Work Committee (219 Administration Building)

The Students' Work Committee consists of the three assistant deans.

There is a directory of departmental offices in the University's *Combined Class Schedule*.

GENERAL INFORMATION

1. **Junior and Senior Colleges.**—The College of Science, Literature, and the Arts is divided into a *Junior College*, in which students get their first two years of college work, and a *Senior College* in which they get their third and fourth years of work if they are candidates for the degree of bachelor of arts or bachelor of science given by the college.

The *Junior College* offers a two-year course leading to the degree of associate in liberal arts and courses of study leading to the Senior College and to the professional schools which require preliminary academic college work.

The *Senior College* is concerned primarily with advanced instruction leading to the degrees of bachelor of arts and bachelor of science.

2. **Course of study.**—The courses of study offered to students of this college are summarized on pages 8-9 and are described on pages 11-43.

3. **Admission.**—This college admits those students who have met the admission requirements as published in the University's Bulletin of General Information and who give reasonable promise of carrying successfully the courses of study offered in this college. The case of each individual applicant will be decided on the evidence of his previous record either in secondary school or college, or his performance in such aptitude and placement tests as are found reliable for this purpose, and comments, advice, or recommendations received from teachers or officials of the institutions previously attended. In the case of students transferring from other collegiate institutions, corresponding information will be taken into account in determining their status in this college.

4. **Admission to the freshman year.**—Students are admitted to this college either by certificate from an accredited secondary school or by examination. For details concerning the requirements in either case consult the Bulletin of General Information for 1945-46, pages 13-18.

NOTE.—The method of admission by examination is especially recommended to high school graduates who have shown superior ability in their high school work but who cannot present the proper units for admission by certificate. Entrance tests given by the University are of the objective type, intended to measure aptitudes for college work rather than specific information in high school fields. No special preparation for the tests is practicable.

5. **Adult special students.**—Persons of mature age (twenty-four years or older) and experience and persons who have received a Bachelor's degree who desire a special and limited course of study may be admitted as adult special students.

Veterans under 24 years of age may be accepted as adult special students provided that it is demonstrated that they have sound vocational objectives and the requisite ability.

Such applicants must submit the information called for on the regular application blank, and must obtain the recommendation of the Students' Work Committee and the approval of the director of admissions and records. The registration of such students will be under the control of the committee.

An adult special student may not become a candidate for a degree without approval of the college and the Board of Admissions.

6. Admission to advanced standing.—The following rules govern students entering this college with advanced standing from other institutions:

- a. A student entering with advanced standing must earn a C average (defined in paragraph 13) for all work in this college counted for admission to the Senior College or for the degree of bachelor of arts or bachelor of science.
- b. A student admitted to the Senior College and failing to meet this requirement may be excluded from the Senior College at any time after the first quarter.

7. Examinations for advanced standing.—Any student upon first registration at the University may, with the approval of the Students' Work Committee, be allowed without charge to take examinations for advanced standing in subjects in which the student declares himself to be prepared. Such examinations must be taken within the first six weeks of residence.

8. Examinations for credit.—Credit for work done outside of class may be obtained by taking a special examination. Applications should be made to the assistant dean for students' work. If approved, such an examination will be given by a committee appointed by the assistant dean for students' work. Unless the Students' Work Committee directs otherwise, the fee for such an examination will be five dollars.

9. Examinations to demonstrate proficiency in prerequisite courses.—Any student who wishes to carry a course for which he does not have the prerequisite may apply to the assistant dean for students' work for permission to take an examination to demonstrate his proficiency in the prerequisite. A satisfactory showing in the examination will admit the student to the course but will not entitle him to credit in the prerequisite course. There is no fee for this examination.

10. Credits, grades, and honor points are used for convenience in indicating amount and quality of work.

11. Four grades, A (highest), B, C, and D (lowest), are given for work of varying degrees of merit. They are all acceptable for the completion of a single course. Work completed with the grade D is counted toward graduation when combined with work of A or B grade in other courses. The grade C indicates work of the quality required for graduation in most curricula; the grades B and A are given for work of higher degrees of excellence.

The grade I (incomplete) shall be a temporary grade indicating that a student has a satisfactory record in work completed and, for justifiable reasons satisfactory to the instructor in charge, was unable to complete the work of the course.

Any student receiving this grade shall be required to complete the work of the course within the first thirty days of his next quarter (except summer) in residence. A grade of I (incomplete) which is not removed within the first thirty days of the student's next quarter in residence shall be marked cancelled without grade.

An extension of time may be permitted for removal of incomplete grades upon recommendation of the instructor concerned and approval by the Students' Work Committee.

If a petition is presented after the end of the thirty-day period, a restoration of the mark of incomplete may be permitted by the Students' Work Committee upon the recommendation of the instructor but removal of the incomplete would be considered as a

special examination for which the special examination fee would be required. (See Special Fees, page 6.)

The grade F (failure) is given for work which in the opinion of the instructor should be repeated in class.

The grade E (condition) which was used in 1942-43 and previous years has been abolished.

12. Amount of work is expressed in *credits*. Each credit demands on the average three hours a week of a student's time; that is, one recitation with two hours of preparation, or three hours of laboratory work.

13. Quality of work is indicated by *honor points*. Honor points are assigned to the various grades on the assumption that work of a quality required for graduation in most curricula is graded at least C. (See paragraph 11.) Each credit with the grade of C carries one honor point; each credit with the grade of B, two honor points; each credit with the grade of A, three honor points. The grade of D carries no honor points.

A student's scholarship average is defined as the ratio of honor points earned divided by the credits earned plus credits of removed and unremoved failures. Scholarship averages of 1, 2, and 3 are called C, B, and A averages, respectively. This definition has been in effect since the beginning of the Summer Session of 1943; but failures in courses taken before June 16, 1943 will not be counted in computing scholarship averages for students in residence in this college in the year 1942-43 or thereafter.

For satisfactory progress in most of the courses of study offered in this college, a student must maintain a scholarship average of at least C. By maintaining a better average, he may be able to reduce the amount of work which he is required to complete. (See paragraphs 18-20, Quality Credits.)

14. No course for which a student has received credit may be repeated by him to raise his grade except by special permission of the Students' Work Committee.

15. **Junior and Senior College courses.**—The college distinguishes between Junior College courses, intended primarily for freshmen and sophomores, and Senior College courses, intended primarily for juniors and seniors.*

16. Senior College courses appear in the announcements, in the University's *Combined Class Schedule*, as open to "juniors and seniors" or "juniors, seniors, and graduates."

17. Some Senior College courses are regularly open to Junior College students under certain conditions. They are listed under the heading *Senior College Courses* in departmental statements in the Science, Literature, and the Arts section of the University's *Combined Class Schedule*. Other Senior College courses are open to Junior College students only by special permission of the Students' Work Committee. Requests for the special permission should be presented to the assistant dean for the Junior College in 106 Folwell Hall. Courses which carry graduate credit may not be taken earlier than the third quarter of the student's sophomore year.

18. **Quality credits.**—In some curricula and parts of curricula, the number of credits required of a student may be reduced as follows: For each five honor points in excess of the number necessary for a C average, the required number of credits will be diminished by one; or, in other words, for each five excess honor points, a student will be given one "quality credit."

19. This regulation applies only to the total number of credits required. It does not apply to other specific requirements of the student's curriculum. It is in force as regards

- a. Admission to the Senior College, the College of Education, the School of Business Administration, the School of Dentistry, the Course Preliminary to Nursing Education and Public Health Nursing, and the Courses in Medical and X Ray Technology.

* Junior College students are listed as freshmen when they have less than 39 credits, as sophomores when they have 39 credits or more. Senior College students are listed as juniors when they have less than 135 credits, as seniors when they have 135 credits or more.

- b. The Senior College part (exclusive of courses given by the Division of Library Instruction) of any course of study, given entirely within this college, leading to the degree of bachelor of arts or bachelor of science with this restriction: To a student registered in the Senior College, quality credits will be given for excess honor points earned in Senior College courses but not for those earned in Junior College courses.
- c. The Senior College part of the work done in this college in the combined courses in Arts and Law, Arts and Dentistry, and Arts and Medicine, with the restriction stated in the preceding paragraph (b).

20. This regulation is based on the well-known fact that students of high scholarship have accomplished more than those who have poorer records. Students of higher attainment are thus given the opportunity of completing the work for the B.A. degree in less than four years and entering earlier on their graduate work. Juniors and seniors with high scholastic standing are allowed the privilege of visiting classes[§] and of reading under direction; and students who are handicapped by outside work or poor health can thus carry less than full work and still make a normal advance toward graduation.

21. **Residence requirement for a degree.**—The student must earn at least 45 credits in residence in the University. If the term of residence is only one year, that year must be the final year; and in any case he must spend two quarters of the final year in residence. If he is a candidate for the degree of bachelor of arts or bachelor of science, he must earn a minimum of 45 credits in residence in the Senior College.

22. **Election of subjects in other colleges or schools.**—In the senior year, any student registered in the College of Science, Literature, and the Arts may elect not to exceed 6 credits per quarter in any other college or school of this University, provided that (1) the courses are indicated by the dean of the college or school in question and approved by the Advisory Committee of this college as suitable for such election; and (2) no duplication of subject occurs. Courses so taken are counted toward the bachelor of arts degree on the same terms as those taken in the College of Science, Literature, and the Arts.

Seniors desiring further information regarding courses open should consult the assistant dean for the Senior College, 146 Physics Building.

23. **Registration.**—Students are required to register on the days announced in the university calendar. Only in very exceptional circumstances will a student be allowed to register thereafter, and no student will be enrolled after the first week of the quarter. (See paragraph 34, Privilege Fees.)

24. No student will receive credit for work for which he is not properly registered.

25. **Amount of work.**—Students must elect at least 13 credits of work a quarter. To take less than that number, a student must secure permission from the Students' Work Committee.

26. The maximum number of credits for which a student may register is ordinarily 17. After two quarters of residence a student may register for 18 credits provided he has a scholarship average of $1\frac{1}{2}$ for the two quarters *previous to the time of registration*, and no failure for the quarter immediately preceding registration.

27. If a student is in any doubt regarding his registration, or desires to make any change in it, he should consult his major adviser, the assistant dean of his college, or the chairman of the Students' Work Committee.

[§] See paragraphs 28-31 below.

28. **Auditors.**—Any mature person not a regular student may be admitted to classes as an auditor and may hear lectures and class discussions without doing the work of the course, subject to the following conditions:

- a. He will get an auditor's card at the office of the dean of the college (219 Administration Building) and on it secure the written approval of the instructor in charge of the course, and of the dean.
- b. He shall present such approvals to the recorder and pay the usual fee charged for regular membership in such a course. See paragraph 33.

29. Registration as an auditor does not entitle one to participate in the activities of the class or to take the final examination.

30. Any Senior College student may register as an auditor under the same regulations, with this understanding—that unless he has at least a B average, the courses for which he registers both as regular student and as auditor must not exceed the permissible maximum. (See paragraph 26, page 5.) If he has at least a B average he may register as an auditor for an additional three-credit course.

31. **Courses without credit.**—With the permission of the Students' Work Committee a student may register for a course without credit. This will entitle him to participate in class activities to an extent agreed upon in advance with the instructor.

32. **Petitions.**—A student who wishes exception made to any rule of the college should present his request in writing to the Students' Work Committee. Petition blanks may be obtained at 219 Administration Building or 106 Folwell Hall or 146 Physics Building.

Every student who desires to be heard in regard to his petition will be given such an opportunity by the committee.

33. **Fees.**—All university fees are subject to modification without notice.

Tuition fee (per quarter)

Residents of Minnesota	\$25.00
Nonresidents	56.00

Credit hour tuition fee (adult special students, auditors, and others carrying less than full work)

Residents of Minnesota	2.25
Nonresidents	4.75

Incidental fee (per quarter)..... 9.65

Matriculation deposit† (first quarter only)..... 10.00

Special fees

Fees for individual courses are specified in the course announcements
(See *Combined Class Schedule*).

Examination for credit (after first 6 weeks in residence)..... 5.00

Special examination

Laboratory deposit (required of students registered for courses in chemistry) 5.00

Graduation fee

Music fees (in addition to tuition) for those electing music

Courses 11 to 27

1 individual lesson per week, 2 credits..... 25.00

2 individual lessons per week, 4 credits..... 50.00

Class lessons in Courses 11C, 12C, 2 credits..... 15.00

Courses A, B, C and Course D, E, F

1 individual lesson per week, no credit..... 25.00

Practice fees (per quarter)*

Practice fees (per quarter)*

* Pianos and organs are available for practice purposes upon payment of practice fees charged by the Music Department.

† Such charges as may be incurred for lockers, library penalties, laboratory breakage, etc., will be deducted from the amount of this deposit and the balance will be refunded by mail upon graduation or after the beginning of the first quarter the student fails to return to the University.

34. **Privilege fees.**—The fee for the privilege of late registration or late payment of fees is \$2 through the third day of classes, on the fourth day the fee is \$2.50, and then increases 50 cents per day to a maximum of \$5.

35. **Students who are called, or volunteer, for active duty** with the armed forces of the United States as evidenced by presentation of order to report for induction before the end of the current quarter are entitled to refund of tuition on the following basis:

- a. Full refund for cancellation through the fifth week.
- b. One-half refund for cancellation during the sixth week and to the beginning of the last week of classes.
- c. No refund for cancellation during or after the last week of classes.

The refund of the incidental fee representing service charges will be on the normal basis.

36. **Credit for students who enter armed forces of the United States during a quarter.**—During the year 1945-46, students who are called or who volunteer for active duty with the armed forces of the United States, as evidenced by the presentation to the office of admissions and records of orders to report for induction before the end of a quarter, will be given partial or full credit according to the following schedule if their work up to the time they leave is satisfactory to their instructors. Except when full credit is given, the allowance will be in terms of blanket credits rather than in credits for separate courses. Courses in which the work is not satisfactory will be cancelled with no grade.

Fall Quarter

<i>Time of Leaving</i>	<i>Amount of Credit Given</i>
Before November 5	No credit
November 5—November 14 incl.	One-half credit
November 15—November 23 incl.	Two-thirds credit
November 24—December 4 incl.	Three-fourths credit
December 5—December 13 incl.	Full credit

Winter Quarter

Before February 11	No credit
February 11—February 18 incl.	One-half credit
February 19—February 27 incl.	Two-thirds credit
February 28—March 6 incl.	Three-fourths credit
March 7—March 14 incl.	Full credit

Spring Quarter

Before May 6	No credit
May 6—May 13 incl.	One-half credit
May 14—May 21 incl.	Two-thirds credit
May 22—May 29 incl.	Three-fourths credit
May 31—June 6 incl.	Full credit

SUMMARY OF COURSES

The individual subjects of study offered to students in the College of Science, Literature, and the Arts, with information about credits and prerequisites and with a schedule of hours, days, and classrooms, are given in the University's *Combined Class Schedule*. They are listed under the following headings: American Studies, Anatomy, Anthropology, Architecture, Art Education, Astronomy, Bacteriology, Biostatistics, Botany, Botany and Plant Pathology, Chemistry and Agricultural Biochemistry, Child Welfare, Drawing and Descriptive Geometry, Economics, Educational Psychology, English, Fine Arts, French, General Studies, Geography, Geology and Mineralogy, German, Greek, History, Home Economics, How To Study, Humanities, Italian, Japanese, Journalism, Latin, Library Methods, Linguistics and Comparative Philology, Mathematics, Military Science and Tactics, Music, Music Education, Natural Science, Naval Science and Tactics, Norwegian, Philosophy, Physical Education for Men, Physical Education for Women, Physics, Physiology, Political Science, Portuguese, Psychology, Public Health, Russian, Social Science, Sociology and Social Work, Spanish, Speech, Swedish, Vocational Orientation, and Zoology.

The college welcomes students who have definite intellectual interests but who do not expect to graduate or to enter one of the professional schools. Such students may continue in college as long as they maintain a satisfactory standing in the studies they elect. During their Junior College years a wide variety of courses is open to them. After that period they may continue work in their fields of interest as nonclassified students under the direction of the Students' Work Committee.

A student who is a candidate for a degree may, while registered in the College of Science, Literature, and the Arts, pursue one of the following courses, described on pages 11-43 of this bulletin. These curricula are subject to revision by action of the faculties of the colleges concerned.

Courses given within this college:

- I. A two-year course leading to the degree of associate in liberal arts (page 11).
- II. A course leading to the degree of bachelor of arts, which includes
 1. A curriculum which provides for concentration and involves the pursuit of major and minor studies in the Senior College (pages 11-15).
 2. A curriculum in liberal arts which provides for greater breadth of training (pages 11-15).
 3. A course in preparation for theological training (page 15).
 4. A course in the humanities (page 16).
 5. A course with specialization in Latin-American studies (page 16).
 6. Courses in art (page 17).
 7. A course with specialization in music (page 19).
- III. A course with specialization in the School of Journalism (page 22).
- IV. A course preliminary to social work leading to the degree of bachelor of arts (page 23).
- V. A course in library training leading to the degree of bachelor of science (page 25).
- VI. Courses preparing for admission to the School of Business Administration (page 26), School of Dentistry (page 28), College of Education (page 29), the Course in Nursing Education and Public Health Nursing (page 32), the Law School (page 33), the Course in Medical Technology (page 34), the Course in X-Ray Technology (page 35), and the Course in Physical Therapy (page 36).

VII. Courses leading to the degree of bachelor of arts or bachelor of science with special training in military or naval science and tactics (page 36).

Combined arts and professional courses:

VIII. A four-year course leading to the degrees of graduate dental hygienist and bachelor of arts (page 37).

IX. A six-year course leading to the degrees of bachelor of arts and bachelor of architecture (page 37).

X. A six-year course leading to the degrees of bachelor of science in law and bachelor of laws (page 38).

XI. A seven-year course leading to the degrees of bachelor of arts and bachelor of laws (page 39).

XII. A seven-year course leading to the degrees of bachelor of business administration and bachelor of laws (page 39).

XIII. A seven-year course leading to the degrees of bachelor of arts and doctor of dental surgery (page 40).

XIV. An eight-year course leading to the degrees of bachelor of science, bachelor of medicine, and doctor of medicine (page 41).

XV. An eight-year course leading to the degrees of bachelor of arts, bachelor of medicine, and doctor of medicine (page 42).

NOTE.—A unit of the University known as University College arranges special courses of study for individual students whose intellectual interests or professional aims are not provided for by curricula offered in other colleges of the University. For further information, inquire in the office of Dean Buchta, Room 148, Physics Building.

PHYSICAL EDUCATION FOR MEN

Beginning with the fall quarter of 1943-44 and thereafter for the duration of the war, all men while registered in the Junior College are required to take the equivalent of one credit per quarter of physical education for the remaining quarters of their residence in that division of the College of Science, Literature, and the Arts unless they will have earned, in the meantime, a total of six credits in physical education courses taken here or elsewhere or unless they are excused from the requirement by the assistant dean for Students' Work (219 Administration Building).

The course which will be offered for men in 1945-46 to enable them to meet this requirement is called "Sports Education" and is announced in the University's *Combined Class Schedule*.

Six is the maximum number of credits in physical education for men which this college regularly accepts for graduation; but for students in the Army and Navy Reserve Officers Training Corps and in the enlisted reserve programs, the maximum is twelve credits.

PHYSICAL EDUCATION FOR WOMEN

The College of Science, Literature, and the Arts does not require its women students to take courses in physical education; but such courses are available as elective courses without credit. See the announcement of the Department of Physical Education for Women in the University's *Combined Class Schedule* for 1945-46.

In Courses Preliminary to the College of Education and to Nursing Education and Public Health Nursing which are outlined on pages 29-33 of this bulletin, physical education is required (see page 29 and page 33) and should be taken in the freshman and sophomore years.

REGULATIONS APPLYING TO FRESHMAN ENGLISH

No student may register for any course in Freshman English without having taken a placement test.

On the basis of placement tests in English, students are:

Exempt from any requirement in English,

Permitted to choose between English A-B-C and Composition 4-5-6,

Assigned to Composition 4-5-6,

Advised to postpone their English until they have had a year of experience in college,

Required to make up minimum essentials‡ as a preliminary to Composition 4-5-6.

Students who are exempt from Freshman English may register, if they wish, for English A-B-C or Composition 4-5-6, or for any Junior College courses in English, composition, or speech for which English A-B-C is the prerequisite.

English A-B-C is a 15-credit course consisting of 9 credits of literature and 6 credits of composition. Composition 4-5-6 is a 9-credit course in composition. Either course satisfies the requirement in English for graduation or for admission to the Senior College. Students who have already completed one or more quarters of Freshman English in another college should consult Professor Hillhouse, 221 Folwell Hall, before registering.

Any student who receives an A in composition in Course A or B or 4 or 5 may, upon recommendation of his instructor, be exempted from any further requirement in English.

Any student who receives an A or B in Course 4 or 5 may, upon recommendation of his instructor, elect the following quarter of A-B-C.

Habitual bad English.—Any student who, either in speaking or in writing, habitually uses bad English shall be reported by his instructor to the dean with all available evidence. If the dean considers this evidence sufficient, he will require the student to take without credit such further work in composition as the chairman of the Department of English may specify.

ADVISERS

Every new freshman student will be assigned to a faculty counselor who will help him during the registration period, and who will be available throughout the year to aid in personal matters, in choosing a vocation, or in planning the quarter's study program. Each quarter's registration must be approved by this adviser.

A freshman student who has not decided on the general plan of his college course before entrance should begin at once to consider whether he will elect the curriculum for concentration in a major subject or the curriculum in liberal arts (pages 12-15) or one of the professional courses—library training social work, medicine, etc. (pages 16-43). He should seek the help of his faculty counselor in deciding which program to select.

Every student is expected to make the planning of his study program a serious part of his work. The student should plan his program and submit it to his adviser for suggestions and approval. Advisers are available for discussion of student programs at any time during the year.

Freshmen with advanced standing and sophomores who have not been assigned to advisers may discuss their study programs with the assistant dean for the Junior College, Room 106, Folwell Hall, or with Senior College advisers in lines of work in which they are interested. These students may get counselors by applying to the office of the Committee of Faculty Counselors, Room 114, Psychology Building.

‡ For students who have to make up these minimum essentials, the General Extension Division of the University offers a course in "Preparatory English." It is a one-quarter course for which there is a special fee of \$7.50.

COURSES OF STUDY

I. A TWO-YEAR COURSE LEADING TO THE DEGREE OF ASSOCIATE IN LIBERAL ARTS*

The degree of associate in liberal arts is given for the two years of college work (90 credits) outlined below. Students may choose freely from the many subjects of study offered by the college to freshmen and sophomores. The only restrictions are these: (1) normally the 90 credits must be earned in not more than seven quarters of residence; (2) the student must meet requirements in English and in at least two of three groups of subjects (foreign languages, social sciences, natural sciences).

More specifically the requirements are these:

1. Group Requirements

- A. English A-B-C (Freshman English, 15 credits) or English 4-5-6 (Freshman Composition, 9 credits) or exemption from the requirement. All students are required to take a placement test before registering for any course in English or composition. (See page 10.)

Any two of the following group requirements (B, C, D):

- B. Foreign language, 0 to 20 credits, according to the following schedule:†

<i>Amount Presented for Entrance</i>	<i>Amount Required in Junior College</i>
Four years of one language	None
Three years of one language	5 credits in same language
Two years of one language	10 credits in same language
One year of one language	15 credits in same language
Less than a year of one language	20 credits in one language

- C. 10 credits‡ in one of the social sciences: anthropology, economics, geography, history, political science, sociology
or
12 credits in Social Science 1f-2w-3s (Introduction to Social Science)
- D. 10 credits‡ in one of the natural sciences: astronomy, botany, chemistry, geology (including laboratory), physics (including laboratory), psychology (including laboratory), zoology
or
15 credits in Natural Science 1f-2w-3s (Orientation in the Natural Sciences)
2. Electives to make the required total of 90 credits, which must normally be earned in not more than seven quarters of residence. If a student enters this college with advanced standing, he must spend the last three quarters before graduation in residence and he must earn at least 45 of the required 90 credits in residence.

All students who meet the requirements outlined above are eligible for the degree, including those who are admitted to the Senior College or the professional schools as well as those who remain in the University for only two years.

II. THE COURSE LEADING TO THE DEGREE OF BACHELOR OF ARTS*

This is the regular curriculum offered for those who want a four-year college course leading to the bachelor of arts degree. The requirements to be met in the Junior College and in the Senior College are stated separately and at length in the following paragraphs. A brief summary is given first for the convenience of students, but they should not take that as fully explanatory. They *must read* the subsequent paragraphs if they are to understand the requirements.

* For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.), see the University's *Combined Class Schedule*.

† For students who enter this University with advanced standing, the number of credits required may be less than that indicated in this schedule. Any course of 9 credits (6 semester credits) may be substituted for the corresponding 10-credit course here.

‡ Or 9 credits in a year course or 9 credits (6 semester credits) of advanced standing.

SUMMARY

The Junior College requirements for admission to the Senior College are as follows:

1. English A-B-C (Freshman English, 15 credits) or English 4-5-6 (Freshman Composition, 9 credits) or exemption from the requirement. (See page 10.)
2. Foreign language, 0 to 20 credits according to a schedule given in a subsequent paragraph.
3. Ten credits* in one of the social sciences or 12 credits in Social Science 1f-2w-3s (Introduction to Social Science)
4. Ten credits* in one of the natural sciences or 15 credits in Natural Science 1f-2w-3s (Orientation in the Natural Sciences)
5. Public Health 3 (Personal Health, 2 credits) or equivalent.
6. A total of at least 90† credits, with a scholarship average of C.

Students should apply for admission to the Senior College as soon as they have the required number of credits and a C average even if they have not met all the requirements in English, foreign language, social science, natural science, and public health. They may be admitted provisionally.

The Senior College requirements for graduation are normally as follows:

1. A total of 90 credits, to be earned in Senior College courses except as the student's adviser approves more Junior College courses. Subsequent paragraphs tell how the required number may be less than 90 for students who enter the Senior College with more credits than are required for admission.
2. A scholarship average of C.
3. (a) A department major (27 to 36 credits in Senior College courses), and one minor sequence of 15 credits or two minors of 9 credits each in Senior College courses.
or
(b) An approved "liberal arts" program, with less specialization.

The general purpose of the curriculum is to enable capable students to attain the ends of higher liberal education, allowing each one to do the work best suited to develop his powers and to satisfy his interests. Faculty advice is offered to each student in planning this course.

Two general plans of study are offered, one providing for concentration, the other offering opportunity for greater breadth of training. The first plan is the traditional one, involving the pursuit of major and minor studies in the Senior College. The second is a curriculum in liberal arts intended for those who wish to get a broader view of the fields of knowledge or to draw upon a wider range of studies in preparing themselves for life. Graduation honors are open to candidates for the B.A. degree on either plan.

The requirements of the course include the selection of studies according to certain principles and a certain quality in the student's work. For convenience these requirements are stated concretely in terms of time, credits, and grades. Students should understand that the time spent and the credits entered on the books are not the real object but only symbols used in keeping the records.

JUNIOR COLLEGE

The purpose of the specific requirements stated is to prepare for satisfactory work in the Senior College those who are candidates for the B.A. degree. A student will be admitted to the Senior College on the completion of the following work or the equivalent in another recognized institution.

Required Courses and Distribution of Work

1. In five groups of subjects there are specific requirements as follows:
 - A. English A-B-C (Freshman English, 15 credits) or English 4-5-6 (Freshman Composition, 9 credits) or exemption from the requirement. All students are required to take a placement test before registering for any course in English or composition. (See page 10.)

* Or 9 credits in a year course or 9 credits (6 semester credits) of advanced standing.

† During the war emergency, students will be admitted to the Senior College if they have 84 credits and a C average; but they will be required to meet the full requirement of 180 credits for graduation.

B. Foreign language, 0 to 20 credits, according to the following schedule:†

<i>Amount Presented for Entrance</i>	<i>Amount Required in Junior College</i>
Four years of one language	None
Three years of one language	5 credits in same language
Two years of one language	10 credits in same language
One year of one language	15 credits in same language
Less than a year of one language	20 credits in one language

C. 10 credits* in one of the social sciences: anthropology, economics, geography, history, political science, sociology

or

12 credits in Social Science 1f-2w-3s (Introduction to Social Science)

D. 10 credits* in one of the natural sciences; astronomy, botany, chemistry, geology (including laboratory), physics (including laboratory), psychology (including laboratory), zoology

or

15 credits in Natural Science 1f-2w-3s (Orientation in the Natural Sciences)

E. Public Health 3 (Personal Health, 2 credits) or equivalent. Students will be excused from this requirement if they pass a certain approved examination covering health information which will be given every quarter by the University Counseling Bureau, at a time and place to be announced in the University's Official Daily Bulletin.‡

Freshmen may take any of the courses which are announced as offered to them in the University's *Combined Class Schedule* or in a separate *Freshman Program*; but they are advised to have these group requirements in mind when they are planning their programs.

In addition to these specified studies the student will take studies chosen by himself (electives) to make up the number of credits required. (See the following paragraphs.)

2. In order that the student may be prepared on entering the Senior College to devote his time to Senior College studies, he should examine the prerequisites for the Senior College courses in the fields in which he is interested. By the end of his sophomore year he is expected to be prepared for Senior College studies in at least five departments.

3. If a student elects the curriculum for concentration he must plan to secure the necessary preparation for a major sequence in consultation with a major adviser. He should apply at the departmental office and be assigned to a major adviser. If he chooses the curriculum in liberal arts he should elect elementary courses in those departments in which he wishes to do advanced work in his junior and senior years. He should apply to the Senior College office (106 Physics Building) for assignment to an adviser.

The choice between the curriculum for concentration and the curriculum in liberal arts should be made by the student not later than the end of his sophomore year. He is at liberty to consult with the Senior College advisers at any time that he desires and will be assigned to an adviser whenever he has chosen his course.

Amount and Quality of Work

The student must earn a total of at least 90 credits,§ with a scholarship average of C, or a smaller number of credits determined as follows: For every five honor points in excess of the number necessary for a C average, the number 90 is diminished by one. (Credits thus earned by excess honor points are called "quality credits." See paragraphs 18, 19, 20 on pages 4-5.)

A student entering with advanced standing from some other institution must complete the same requirements. He must secure a C average for work done in this University. Quality credits can be earned only in connection with the work done in this University.

* Or 9 credits in a year course or 9 credits (6 semester credits) of advanced standing.

† For students who enter this University with advanced standing, the number of credits required may be less than that indicated in this schedule. Any course of 9 credits (6 semester credits) may be substituted for the corresponding 10-credit course here.

‡ During the war emergency students will be admitted to the Senior College if they have 84 credits and a C average; but they will be required to meet the full requirement of 180 credits for graduation.

§ Public Health 50 (Public and Personal Health, 3 credits) is an acceptable substitute for Course 3. It is primarily for juniors and seniors but sophomores are sometimes allowed to take it.

While the quality of work normally expected is expressed by a scholarship average of C, improvement in the quality of work as the student progresses will be taken into account by the Students' Work Committee. If improvement and other considerations are accepted in part as the basis of promotion, the scholarship average of C will be required for the quarters in which the student earned his last 45 credits. Students who wish to enter the Senior College on these terms should apply to the Senior College office, 146 Physics Building.

While the normal time of residence in the Junior College is two years, this may be shortened by the application of quality credits, or it may be necessary for the student to spend a longer time in order to demonstrate ability to do work of the quality expected. *The student is expected to enter the Senior College as soon as he has completed the preparation required.* Students should apply for admission to the Senior College as soon as they have the required 90 credits† and a C average even if they have not met all the requirements in English, foreign language, social science, natural science, and public health. They may be admitted provisionally. Credits earned in the Junior College *after the student is qualified to enter the Senior College* may not ordinarily be counted to meet the requirements of the Senior College. Extra credits in Senior College courses may be counted toward meeting the Senior College requirements for graduation. *Extra credits in Junior College courses may be counted only with the approval of the Students' Work Committee.* The committee will give its approval in every case in which the student will have at least 60 credits, exclusive of quality credits, in Senior College courses before graduation.

SENIOR COLLEGE

The student is expected to devote his time to Senior College studies except in so far as, in the judgment of his Senior College adviser, additional elementary studies definitely contribute to his intellectual development.

The normal period of residence is six quarters and the normal credit requirement is 90 credits. The student must maintain a C average in the work done while in residence in the Senior College. The number of credits may be diminished and the period of residence shortened by application of quality credits* earned in Senior College courses during residence in the Senior College.

Requirements in the Curriculum for Concentration

1. Each student electing this curriculum must complete a coherent and progressive sequence of Senior College courses, known as a *major sequence*, as specified by the department which offers it. Such major sequences are offered by the following departments: Anthropology, Architecture, Astronomy, Bacteriology, Biostatistics, Botany, Chemistry, Classics, Economics, English, Fine Arts, Geography, Geology and Mineralogy, German, History, Journalism, Linguistics and Comparative Philology, Mathematics, Music, Philosophy, Physics, Physiology, Political Science, Psychology, Public Health, Romance Languages§, Sociology and Social Work¶, Speech, Zoology. The courses constituting a major sequence in any department are announced in the University's *Combined Class Schedule*. The major sequences in Fine Arts, Journalism, and Music are also announced in this bulletin, pages 17, 22, and 19.

A student must maintain a C average in the work of the major sequence.

* For a definition of quality credits, see paragraphs 18, 19, 20 on pages 4-5.

† During the war emergency students will be admitted to the Senior College if they have 84 credits and a C average; but they will be required to meet the full requirement of 180 credits for graduation.

§ An interdepartmental sequence in Latin-American studies is offered under the direction of the Department of Romance Languages. See page 16 of this bulletin.

¶ For an interdepartmental sequence recommended as preparation for social work, see page 23 of this bulletin.

2. A *minor sequence* of 15 credits, or *two minors* of 9 credits each, in Senior College courses. These must be taken in some department or departments other than the student's major department and in addition to his major sequence.

3. The whole plan of studies in the Senior College must receive the approval of the major adviser.

Requirements in the Curriculum in Liberal Arts

Each student who wishes to elect this curriculum must submit to the assistant dean for the Senior College a plan of study in which the subjects and courses chosen are related to one another and to the student's purpose and are intelligently arranged in a working program. If this plan gives evidence of a central purpose, the student will then be assigned to an adviser who will examine and discuss the plan with him. The program as approved by the adviser is to be carried out in harmony with the general requirements.

An indefinite variety of study programs† may be recognized under this heading. They may serve the purpose of the student who is interested in general culture, in literary or artistic pursuits, in comparative literature, in the integration of fields of study ordinarily separated by departmental organization, in critical interpretation, or in any activity, preparation for which requires the student to draw upon several fields. This curriculum is intended to provide for the making of programs by individuals to suit their own interests or needs.

In conference with his adviser, the student will work out a program for his Senior College years. When this program has been approved by the adviser and the assistant dean, it becomes a contract between the college and the student, and no change in it may be made without the written permission of the adviser. The adviser represents the college in approving the individual's program.

Requirements for Graduation

For graduation a student must satisfy all specific requirements stated above.

It is ordinarily expected that a student who enters as a freshman will spend four years (twelve quarters) in residence in the college. The period of residence may be shortened by the application of quality credits or by taking examinations for credit (see paragraph 8, on page 3.) If a student has transferred from some other college he must spend the last three quarters before graduation in residence in the Senior College and must earn a minimum of 45 credits in residence in the Senior College.

The credit requirement for graduation is: 180 credits with a C average, or a smaller number of credits as provided in the above rules governing the Junior College and the Senior College, respectively.

*Preparation for Theological Training**

The attention of students intending to enter theological seminaries or to take other special training for religious work is drawn to the following liberal arts major:

1. Philosophy 50-51-52. General History of Philosophy (9 credits).
2. Nine credits from these courses in philosophy:
 - 106-107. Philosophy of Plato (6 credits)
 - 114. American Philosophy from Puritanism to Pragmatism (3 credits)
 - 180. History of Religions (3 credits)
 - 181. Psychology of Religion (3 credits)
 - 182. Philosophy of Religion (3 credits)
3. Nine credits from these courses in history:
 - 53-54-55. Medieval European History (9 credits)
 - 53a-54a-55a. Renaissance and Reformation (9 credits)

* For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.) see the University's *Combined Class Schedule*.

† The Senior College courses in this approved program are said to constitute a "liberal arts major." Two such majors are outlined in subsequent paragraphs under the headings "Preparation for Theological Studies" and "Special Course in the Humanities." Two more will be announced in the University's *Combined Class Schedule* under the headings "American Studies" and "Humanities."

4. Eighteen credits from the following group: 9 credits in Senior College Greek; 9 credits in Senior College psychology; 9 credits in Senior College economics; 9 credits in Senior College sociology, including Sociology 115 (Religion As a Social Institution).
5. Fifteen additional Senior College credits, making a total of 60 credits in Senior College courses.

Students interested in this program may consult with Mr. Conger (Room 300 Folwell Hall) or Mr. Castell (Room 323 Folwell Hall).

*Special Course in the Humanities**

The Course in the Humanities has been planned for selected students to enable them to acquire, through the systematic co-ordination of history, philosophy, the fine arts, music, the ancient and modern languages, a well-ordered knowledge of our cultural development. It is by the study of the relationship between habits of thought, historical events, and the cultural expression of past civilizations that one may determine accurately the causes and meanings of past events and also gain help in facing and solving the problems of contemporary life. The course is so arranged that a student, starting with the facts of history as a basis, may study critically in historical sequence the great monuments of creative energy and may thus acquire a precision of method and thought no less exact or useful than that of the natural and physical sciences.

Admission to the Course in the Humanities is limited to students who, in the judgment of the committee in charge, are properly qualified. The greatest possible freedom for the student is desired, and the course is planned so that it will adapt itself to the needs and preferences of the individual. The work of a student, after admission to the course, will be supervised by an adviser and a committee made up of members of the departments concerned.

No prerequisites are necessary for admission to the Course in the Humanities. It is, however, strongly recommended that the student who plans to enroll in it have, while in high school, two or more years of a foreign language and the basic courses in history and literature. Upon the completion of such preparatory work the student is free to study more varied and more advanced subjects earlier in his college career.

The general requirements for admission to the Senior College and for graduation are the same as in the Curriculum in Liberal Arts. (See page 15.) The specific requirements for the course are as follows:

1. Two years of Senior College work in one foreign language.
2. A reading knowledge, attainment of which may be determined by examination, of at least one other foreign language.
3. Concentration on one of the four great periods of culture—Ancient, Medieval, Renaissance, or Modern. The courses in literature, history, fine arts, philosophy, and other expressions of one of these periods are to be chosen so as to complement each other. At least 90 credits are to be taken in the field of concentration, of which at least 60 credits must be in Senior College courses.
4. Electives to make up the remainder of 180 credits may be chosen according to the student's wishes, provided the requirements of his curriculum are fulfilled. It is advised, however, that the electives be chosen from contiguous fields.

Various suggested programs for the four-year course may be had on application to Professor Ogle, 118 Folwell Hall.

*Course in Latin-American Studies**

Adviser.—Associate Professor LeFort.

This course in specialization in Latin-American studies brings together into one group the courses in various aspects of Latin-American life and culture offered by different departments. It includes courses in anthropology, economics, fine arts, geography, history, and Spanish.

* For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.) see the University's *Combined Class Schedule*.

The student will receive a thoro cultural training as well as a broad preparation for business or, if he elects enough courses in political science, for diplomatic dealings with Latin-American countries.

The work of the first two years, taken in the Junior College, consists of the regular academic requirements for admission to the Senior College, as given on pages 11-14, with electives chosen to include the following courses as preparation for Senior College work: Economics 3 (Elements of Money and Banking); Economics 6-7 (Principles of Economics); Fine Arts 1-2-3 (Introduction to Art); Geography, 8 credits; Spanish 1-2 (Beginning Spanish) and 3-4 (Intermediate Spanish).

Recommended electives are: Anthropology 40 or 41 (Introduction to Anthropology) or Anthropology 42 (The Growth of Cultures); History 1-2-3 (Civilization of the Modern World); History 20-21-22 (American History); Political Science 1-2-3 or 5 (American Government and Politics); Political Science 25 (World Politics).

The work of the junior and senior years is subject to the requirements of the course leading to the degree of bachelor of arts which are given under the headings *Senior College* (page 14) and *Requirements for Graduation* (page 15) with this exception:

The requirements of a major sequence (page 14) and one or two minors (page 15) are replaced by the following interdepartmental sequence:

1. Anthropology 118. Indian Civilizations of Mexico and Peru (3 credits).
2. Economics 141. Monetary and Banking Policy (3 credits).
3. Economics 176. International Commercial Policies (3 credits).
4. Economics 127. Comparative Banking: South American Systems (3 credits) or Economics 126, Economic Problems of Latin America (3 credits).
5. Fine Arts 57-58-59. Art in the Americas (9 credits).
6. Geography 110. Geography of South America (3 credits).
7. History 93a-94a-95a. Survey of Latin-American History (9 credits).
8. Political Science 155. Government in Latin America (3 credits).
9. Spanish 74-75-76. Survey of Spanish-American Literature: Contemporary Prose and Poetry (9 credits).
10. Spanish 70-71-72. Latin-American Culture (9 credits).
11. Spanish 53. Spanish Composition (3 credits).
12. Spanish 54-55. Spanish Conversation (6 credits).

Recommended electives are: Anthropology 80 (The American Indian); Economics 124 (Comparative Banking: British Systems); Economics B.A. 177 (Foreign Trade); Economics 185 (Economics of Marketing); Geography 71 (Geography of North America); History 65-66-67 (Europe in the Twentieth Century); Spanish 140-141-142 (Contemporary Latin-American Literature).

Modifications of this interdepartmental sequence will be permitted upon petition approved by the adviser and the assistant dean for the Senior College.

*Courses in Art**

Adviser.—Associate Professor Schmeckebier.

A wide variety of courses in art is offered to students of the College of Science, Literature, and the Arts. They are listed under the following headings in the University's *Combined Class Schedule*: Architecture, Art Education, Drawing, Fine Arts, and Home Economics. These courses may be organized into special sequences for a major in Fine Arts leading to the degree of bachelor of arts. The basic introductory course is Fine Arts 1-2-3 which the student is expected to take as early as possible, preferably in the freshman or sophomore year. In it are combined the elementary principles of style and technique of the arts with a systematic survey of their development from the earliest times through the present day. Subsequent courses are arranged in Sequence A and Sequence B in accordance with the cultural or professional interests of the student. (See page 18.)

* For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.) see the University's *Combined Class Schedule*.

Sequence A is concerned primarily with the historical and critical study of the various stylistic periods, artists, and important works. The selection of courses required and suggested for this sequence offers the student not only a broad acquaintance with the fields of the humanities either as an end in itself or as a foundation for further study, but also affords practical training in art criticism and writing, library, museum, and education work in the Arts. Requirements for students majoring in this sequence are Courses 1-2-3 (Introduction to Art) and 33 credits in courses numbered above 50.

Sequence B is intended for students desiring a practical acquaintance with the various artistic processes as well as technical skill in drawing and studio design. Requirements for students majoring in this sequence are: Courses 1-2-3 (Introduction to Art); 9 credits in art history courses with numbers above 70; and 27 credits in practical art courses given by the School of Architecture, and Departments of Arts Education and Drawing. The basic point of view governing the organization of this sequence is that the professional artist must have a sound cultural background as well as artistic skill and technical training in his chosen field.

Either of these sequences is begun after the student has satisfied the usual requirements for admission to the Senior College described on pages 11-14 of this bulletin. The following courses of study are recommended by the Department of Fine Arts for the freshman and sophomore years.

1. English A-B-C (Freshman English, 15 credits) or English 4-5-6 (Freshman Composition, 9 credits) or exemption from the requirement. (See page 10.)
2. French, German, or Spanish to meet the foreign language requirement.
3. Social Science 1-2-3 (Introduction to Social Science) or anthropology or economics or history or sociology, to meet the social science requirement.
4. Natural Science 1-2-3 (Orientation in the Natural Sciences) or psychology (with laboratory), or zoology, or botany to meet the natural science requirement.
5. Public Health 3 (Personal Health, 2 credits).
6. Fine Arts 1-2-3 (Introduction to Art).
7. *For Sequence B*—at least 12 credits in studio courses in drawing and painting selected from Architecture DP-I, DP-II; Art Education 4-6-8, 24-26-28, 31-32; Drawing 41-42-43, 81-82-83. *For Sequence A*—Courses in English and foreign literature, History 1-2-3 (Civilization of the Modern World), Humanities 1-2-3 (Humanities in the Modern World) and Humanities 5-6-7 (The European Heritage: From Homer to Molière) are recommended in preference to the studio courses.
8. Electives to make up the required total of 90 credits.

Among the many professional possibilities available in the Senior College curriculum in Sequence B the following objectives are suggested as the most practical:

Commercial Design.—In this program the student is able to combine a broad cultural background of art, history, and literature, and a technical training in drawing, painting, and design with a basic knowledge of advertising technique and procedure. Required for this program are certain courses in Journalism, Economics and Business Administration, and Psychology to be chosen in conference with the adviser.

Pre-occupational Therapy.—Because of the present wartime conditions a full program for occupational therapy can be supplied for only the first two years. Required for this course are Zoology 1-2-3, Psychology 1-2, Physiology 1-2, Sociology 1, Public Health 3, and Anatomy 3, in addition to Fine Arts 1-2-3 and the Drawing and Painting courses listed above.

Industrial Design.—Depending on the individual requirements of the student, a program of training for various fields of industrial design can be worked out with the adviser on the basis of the Sequence B major. For the special major in Architecture see the University's *Combined Class Schedule*, under the heading "Architecture."

*A Course in Music**

Advisers.—Professors Oberg and Ferguson; Associate Professor Hull.

To secure the degree of bachelor of arts with a major in music a student must fulfill the requirements of both the Junior and Senior Colleges as stated on pages 11-15 of this bulletin. He must secure 144 credits in courses other than practical music (piano voice, etc.). During the first two years, he should register for English A-B-C (Freshman English) or English 4-5-6 (Freshman Composition), unless exempt from the requirements in English (see page 10); foreign language (0 to 20 credits, as indicated on page 13); History 11-12-13 (Medieval History); Psychology 1-2 (General Psychology) and Psychology 4-5 (Introductory Laboratory Psychology); Public Health 3 (Personal Health, 2 credits); and the following courses in music†: 1T, 2T, 3T, 4T, 5T, 6T (Music Theory); 7-8 (Counterpoint); 34-35-36 (History of Music). At the end of the sophomore year he must take a comprehensive examination to insure that he is prepared for Senior College work. In the following two years he must complete one or two academic minors (see page 15), and earn from 27 to 30 credits in fields emphasizing one of the following branches of music: composition; history; normal piano (a training course in piano teaching). During the four years he must earn 30 credits in practical music. Special fees for courses in practical music are announced on page 6.

Entrance requirements, according to the instrument selected:

Piano: Any major or minor scale in octaves, thirds, sixths, or tenths, in sixteenths at M.M., quarter note = 108; Bach Invention or dance from one of the suites; a sonata by Haydn or Mozart; a modern composition of equal difficulty with the sonata.

Voice: Sing on pitch with correct phrasing and musical intelligence standard songs in good English (the simpler classics recommended). Demonstrate ability to read a simple song at sight and have a knowledge of the rudiments of music. Have a promising voice. Some knowledge of piano is urgently recommended.

Violin: Major and minor scales; arpeggios; the simple Kreutzer Etudes; a sonata by Handel, Haydn, Mozart, or Schubert; a more modern work displaying special technique peculiar to the violin.

Organ: Same as for piano.

To register in the music course, a student must first pass an examination in practical music before a committee of the faculty of the Music Department. This applies also to academic students who wish to elect courses in practical music.

For more specific information as to required courses, consult the statement of the Department of Music in the University's *Combined Class Schedule*.

For a course in music education leading to the degree of bachelor of science in education and a teacher's certificate, see the Bulletin of the College of Education.

GRADUATION HONORS

A. General Requirements

The degree B.A. or B.S. may be awarded *cum laude*, *magna cum laude*, or *summa cum laude* upon the recommendation of the Committee on honors.

Honors are awarded only to students who at the time of graduation:§

a. Have a scholarship average of B or above in all their work.

* For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.) see the University's *Combined Class Schedule*.

† All students majoring in organ or piano will also take Music 37-38-39 (Keyboard Harmony).

§ The attention of students is called to the fact that in the College of Science, Literature, and the Arts honors are awarded upon complete records including the work of the final quarter before graduation. If any student has reason to believe that his record in the final quarter may alter his status as a candidate for higher honors he should immediately consult the chairman of the committee.

- b. Have earned at least forty-five (45) credits in this college after their admission to the Senior College.
- c. Have a minimum of sixty (60) credits, exclusive of quality credits, in Senior College courses.†

Students who enter with advanced standing are eligible to become candidates for honors if they will have earned 60 credits of work in residence before graduation.

Students may be accepted as candidates for honors in courses leading to the B.S. degree or to the B.A. degree in combined arts and professional courses provided they present an equivalent of the work required for graduation with honors in the general course leading to the B.A. degree.

Any student who cannot meet these general requirements in full or the specific requirements below may apply to the Committee on Honors for individual consideration of his case.

B. *Cum Laude*

Any student who, in addition to satisfying the general requirements above, has an average of B in a minimum of 60 credits in Senior College courses so distributed as to include a minimum of six credits of Senior College work in subjects outside the major and minor fields will be recommended for his degree *cum laude*.

C. *Higher Honors*

Students wishing to become candidates for the higher honors (*magna cum laude*, *summa cum laude*) must signify their intention not later than the beginning of the third quarter before graduation. Students are admitted as candidates upon the recommendation of the major department and the approval of the Committee on Honors.

Magna cum laude without examination.—Any student will normally be recommended by the committee for his degree *magna cum laude* if

- a. He satisfies the general requirements above, and
- b. He has a scholarship average of 2.25 or above in all his work and in his Senior College courses averaged separately, and
- c. He has a percentile rank above 60 in three of the five parts of the Sophomore Culture Test, and a percentile rank above 60 in the total score on this test, and
- d. His program shows a minimum of six credits of Senior College work in subjects outside the major and minor fields.

Magna cum laude on examination.—Any student who satisfies the general requirements but who cannot meet the special requirements immediately preceding may apply to the Committee on Honors to be admitted to an oral examination—described below—for *magna cum laude*, if his general average is 2.15 or above.

Summa cum laude.—To be approved as a candidate for graduation *summa cum laude* a student must meet all the requirements for *magna cum laude* without examination and in addition have a scholarship average of 2.40 or higher in all his work and in his Senior College courses averaged separately. He must then take an oral examination and submit a paper such as is described below.

The oral examination.—The oral examination is not, like a graduate examination, intended to cover the work of any course or group of courses which the student has taken. It is not a test of memory, but of assimilation, of culture, and of power to use the knowledge which courses of study have put within the student's reach. Questions may be asked on the content of a course, but only as a point of departure, as the first of a series of questions intended to lead the student toward inferences of his own or toward a comparison of, or correlation of, the content of separate courses.

† Courses numbered 50 or above.

The examination is intended to test the student's

- a. Acquaintance with the chief literature and sources of information in his major field.
- b. Ability to discuss, with intelligence and clear reasoning, questions or problems upon which he has had opportunity to secure the necessary information. Such questions may be new to the student.
- c. Capacity for self-education as indicated by his curiosity about subjects of general interest and his voluntary attempt to inform himself concerning them.
- d. Power to command or use the knowledge which his courses of study have put within his reach.

The summa paper.—The *summa* paper may be of almost any type whatever provided it demonstrates that the candidate has talent or ability which marks him as a distinguished undergraduate. It may consist of creative work in any of the arts—a musical composition, a group of paintings, or poems, or stories. It may follow the pattern of the "term paper" in which the student is expected to survey the literature on any special topic, to gather the available information, and to organize and present it in clear, logical form. Or it may consist of the preliminary survey of the literature on a problem in research which the student will pursue in his graduate years. Or it may present the results of research itself.

Whatever it may be, it should show distinction—at the undergraduate level—and should be presented in finished form. If an essay, or critical paper, or report or thesis, it must be well written.

COURSES IN THE GENERAL EXTENSION DIVISION

A student enrolled in the College of Science, Literature, and the Arts may take courses in the General Extension Division with permission of the Students' Work Committee; but the credits received in those courses will be counted as credits in this college only after the student has completed one year of work in the college.

A student who takes courses in the General Extension Division in classes in St. Paul, Minneapolis, or Duluth and wishes to count them toward a Bachelor's degree given by the College of Science, Literature, and the Arts must meet all curricular requirements of this college as stated in this bulletin. This means that:

- a. Before beginning work in the Senior College with a view to graduation, the student shall apply for Senior College standing and be enrolled by the assistant dean for the Senior College.
- b. He shall be assigned to a Senior College adviser and shall complete all the Senior College studies under the direction of the adviser.
- c. He shall complete any required work, either of major or minor sequences or of any other nature, in this college if it is not offered in the General Extension Division.
- d. He must observe any specific requirements which may be adopted hereafter, such as comprehensive examinations on either Junior College or Senior College work.

For the adjustment of irregularities in his curriculum the student will get advice from the assistant dean for the Senior College or from his major adviser.

A student who does not conform to these regulations may apply for standing in the Senior College on the same terms as a student transferred from some other institution.

Students who have not taken class work in one of the cities named must meet both curricular and residence requirements.

CREDIT IN THE GRADUATE SCHOOL

A student lacking not more than nine credits toward graduation may, upon petition, receive graduate credit for a limited amount of work taken as an undergraduate. No graduate credit will be given unless the student has made previous arrangements with

the Graduate School. Courses taken for graduate credit will not carry credit toward the Bachelor's degree.

With the permission of the assistant dean for the Senior College, an undergraduate lacking not more than six credits toward graduation may be registered in the Graduate School while completing his requirements for the Bachelor's degree.

III. SCHOOL OF JOURNALISM†

Advisers.—Professors Casey, Charnley, Barnhart, and Nafziger; Associate Professor Ford; and Assistant Professor Kildow.

Professional training for journalism is provided by a major in the School of Journalism leading to the degree of bachelor of arts, for which the requirements are given on pages 11-15. The course is built upon the principle that sound professional accomplishment in journalism is based on a broad cultural education plus a fundamental working knowledge of journalistic techniques, theory, and history.

A student's specialized training in journalism begins in his sophomore year with a course in reporting, which he may enter if he has satisfied the scholastic requirements of the school.

No student whose average is lower than C will be permitted to enroll in any journalism course.

For former service men and women, the school will arrange programs designed to meet individual needs, and adjusted to the student's aptitude and to whatever previous professional or educational experience the student offers.

The student begins the senior college major sequence in journalism after satisfying the usual requirements for admission to the Senior College described on pages 11-14. Altho a student may meet these requirements in his own way, the School of Journalism recommends the following courses of study for the freshman and sophomore years:

1. English A-B-C (Freshman English, 15 credits) or English 4-5-6 (Freshman Composition, 9 credits) or exemption from the requirement. (See page 10.)
2. French, German, or Spanish to meet the foreign language requirement.
3. Social Science 1-2-3 (Introduction to Social Science) or economics or history or political science or sociology, to meet the social science requirement.
4. Natural Science 1-2-3 (Orientation in the Natural Sciences) or psychology (with laboratory) or zoology to meet the natural science requirement.
5. Public Health 3 (Personal Health, 2 credits).
6. Advanced Writing (Composition 27-28); Introduction to Reporting (Journalism 13); and Newspaper Reporting (Journalism 14-15); which are prerequisites for the Senior College major sequence in journalism.
7. Electives to make the required total of 90 credits.

Recommended electives are: Political Science 1-2-3 or 5 (American Government and Politics); Political Science 10 (Fundamentals of Government and Politics); Political Science 25 (World Politics); Psychology 1-2 (General Psychology); Sociology 1 (Introduction to Sociology); Sociology 2 (Individual and Minority Group Adjustment); Economics 6-7 (Principles of Economics); at least nine credits in history; Humanities 1-2-3 or 5-6-7.

The Senior College curriculum is arranged to offer training for metropolitan journalism, small daily or weekly journalism, including newspaper advertising and business management aspects of the publishing industry, magazine writing and magazine, book, and manuscript editing, advertising, public relations work, radio news editing, script writing and advertising, media analysis; in co-operation with the College of Education, training for teaching journalistic writing and supervising student publications in high

† For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.) see the University's *Combined Class Schedule*.

schools and junior colleges; in co-operation with the College of Agriculture, Forestry, and Home Economics, a major in agricultural journalism.

When students enter the Senior College they are advised to select their elective work for preparation in special fields. Editorial courses are designed to train students in news gathering, writing and editing, feature and magazine writing and editing, newspaper administration, magazine and book editing and publishing, and radio news and script writing. Business courses train them in newspaper and periodical advertising, circulation problems, and business management methods. Journalism students specializing in advertising and business management problems may take a minor in advertising (B.A. 77, 88 and 194; Psychology 56; Journalism 65 and Drawing 64, "Graphic Arts"). Junior College prerequisites for these courses are Psychology 1-2 and Economics 5 and 6-7. Some modification of this minor sequence is permitted on consent of the director of the School of Journalism, altho a minimum of 15 hours of Senior College work for this minor is required.

The major sequence in journalism in the Senior College is as follows: Course 51-52 (News Editing); Course 55 (Advertising and Newspaper Typography); Course 69 (Newspaper and Magazine Articles) or Course 73 (Magazine Writing and Editing); Course 101 (The Reporting of Public Affairs); Course 109-110 (History of Journalism); Course 112 (Current Newspaper Problems); Course 140-141 (Interpretation of Contemporary Affairs); and 9 additional credits to be chosen in conference with the major adviser. Students of marked ability may substitute for these 9 additional credits in journalism, Senior College courses in other departments with the approval of the major adviser in journalism. Certain modifications of this sequence may be made with the approval of the director of the School of Journalism for women students specializing in advertising. Women students who are permitted to omit one or more courses in the required journalism sequence must substitute other journalism courses of equivalent hours.

The school offers minor sequences for students in the College of Agriculture, Forestry, and Home Economics, the Institute of Technology, the School of Business Administration, and the College of Education.

IV. A COURSE PRELIMINARY TO SOCIAL WORK*

Education for social work is on three levels: (1) undergraduate study, which includes social sciences and some courses of primarily informational nature dealing directly with social work; (2) one year of graduate social work study which includes technical theory courses in social work and field work practice; (3) a second year of graduate study devoted to specialization in a particular field of social work, advanced field work practice and research. The undergraduate level of study prepares for some beginning positions in social work. Training at the graduate level opens opportunities for work with professional recognition. For full information regarding graduate professional preparation for social work, see the Bulletin of the Graduate School and the special bulletin of the School of Social Work.

The following undergraduate course of study is recommended both for those who desire a four-year course and for those who expect to do graduate study in the School of Social Work. In order to plan the undergraduate work wisely, students are advised to consult with advisers in the offices of the Department of Sociology and Social Work early in their course. The organization of the course aims to give the undergraduate the fundamentals of a broad, modern education.

* For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.) see the University's *Combined Class Schedule*.

JUNIOR COLLEGE

The work of the first two years, taken in the Junior College, consists of the regular academic requirements and fundamental courses in sociology, psychology, and political science. The requirements for admission to the Senior College are the same as those given under the headings *Required Courses and Distribution of Work* (page 12) and *Amount and Quality of Work* (page 13).

The specific subject requirements for the first two years are as follows:

1. English A-B-C (Freshman English, 15 credits) or English 4-5-6 (Freshman Composition, 9 credits) or exemption from the requirement. (See page 10.)
2. Foreign language, 0 to 20 credits according to the schedule given on page 13.
3. Ten credits† in one of the social sciences or 12 credits in Social Science 1f-2w-3s (Introduction to Social Science). (See page 13.) It is recommended that economics not be chosen to meet this requirement but that the study of that subject be deferred until the junior or senior year when the student will be eligible to take Economics 82, 83, 84.
4. Ten credits† in one of the natural sciences or 15 credits in Natural Science 1f-2w-3s (Orientation in the Natural Sciences). (See page 13.) It is recommended that zoology or Natural Science 1-2-3 be taken to meet this requirement.
5. Public Health 3 (Personal Health, 2 credits).
6. Electives to make a total of at least 90 credits for the two years' work, with a scholarship average of C.

The following courses must be included in the two years' work outlined in Items 1-6:

Sociology 1 (Introduction to Sociology, 5 credits).
 Sociology 45 (Social Statistics, 5 credits).
 Sociology 49 (Social Problems, 3 credits).
 Political Science 1-2 or 5 (American Government and Politics, 6 or 5 credits).
 Psychology 1-2 (General Psychology, 6 credits).

Recommended electives are: Sociology 2 (Individual and Minority Group Adjustment); History 1-2-3 (Civilization of the Modern World) or Philosophy 1, 2, 3 (Problems of Philosophy, Logic, Ethics); Speech 1-2-3 or 5-6 (Fundamentals of Speech) or Composition 27-28-29 (Advanced Writing).

SENIOR COLLEGE

The work of the junior and senior years is subject to the requirements of the course leading to the degree of bachelor of arts which are given under the headings *Senior College and Requirements for Graduation* on pages 14 and 15 with this exception:

The requirements of a major sequence and one or two minors (pages 14-15) are replaced by the following interdepartmental sequence:

Sociology 50-51 (The Areas of Social Work); 53 (Elements of Criminology); 91 (Case Method Applied to the Study of Human Problems); 95 (Introduction to Public Welfare); 101 (Social Organization); 114 (Rural Social Institutions).
 Economics 82, 83, 84 (Competition and Monopoly in Modern Industry, The Inequality of Incomes, Comparative Economic Systems), unless the student has had Economics 6-7 (Principles of Economics), or its equivalent.
 Psychology—at least six credits in Senior College courses, preferably Psychology 144-145 (Abnormal Psychology).
 History 80-81-82 (Introduction to Economic History) or 83-84-85 (American Economic and Social History) or six credits in Senior College courses in political science or economics.
 Philosophy 70 (Philosophies of Social Reform) or Sociology 145 (Theories of Social Reconstruction).
 Public Health—at least two Senior College courses.
 Nine credits from senior college courses in Sociology numbered 100 or above in addition to those specifically required.

Electives to make the required total (normally 90 credits).

Students who are taking this course preliminary to Graduate Social Work may elect, and get credit for, a maximum of 18 credits in the following courses in Art Education and Physical Education

† Or 9 credits in a year course or 9 credits (6 semester credits) of advanced standing.

which are ordinarily not open to Science, Literature, and the Arts students. This privilege is primarily for students preparing for graduate training in group work directed to leadership in recreation.

Art Education

- 31 Orientation in Handcraft Processes
- 73 Ceramic Materials and Processes
- 75B Bookbinding Process
- 75M Metal Work
- 76 Textile Materials and Processes
- 81A-B Techniques of Puppetry

Physical Education for Men

- 56 Nature and Function of Play
- 136E Leadership in Community Recreation
- 141E Administration and Supervision of Public Recreation
- 142E Group Leadership and Community Organization for Recreation

Physical Education for Women

- 54 Camp Leadership
- 60 Principles of Play
- 63 Technique of Teaching Folk Dancing
- 80 Principles of Rhythm

Satisfactory completion of four years' work of this curriculum leads to the degree of bachelor of arts.

V. A COURSE IN LIBRARY TRAINING*

For the course in library training, leading to the degree of bachelor of science in the College of Science, Literature, and the Arts, a student must first complete satisfactorily three years of academic work. During his third year the student will elect work in this college, subject to the approval of the assistant dean for the Senior College. During these three years the student must secure at least 135 credits, with a scholarship average of C. (This number of credits required may be reduced by application of the "quality credit" rules given in paragraph 18, 19, 20, on pages 4-5). At least 30 credits† must be in Senior College courses. The student must complete the requirements for admission to the Senior College, given on pages 11-14, and is subject to all the regulations which govern the work of other Arts students. He must complete his academic requirements before beginning the courses in Library Instruction.

For admission to the fourth year of this course the student must secure the written approval of the assistant dean for the Senior College of the College of Science, Literature, and the Arts.

During the fourth year a student will elect not less than 45 credits from courses given by the Division of Library Instruction, and must maintain a scholarship average of C.

Training for Hospital Librarianship

Candidates for admission to this special course must have completed satisfactorily (1) at least three years of approved college work and at least two quarters of work in an approved library school or an equivalent of approved experience in hospital library work, and (2) the following courses or their equivalents: Psychology 1-2 (General Psychology, 6 credits); Psychology 144-145 (Abnormal Psychology, 6 credits); Sociology 1 (Introduction to Sociology, 5 credits); Sociology 49 (Social Problems, 3 credits); Zoology 1-2-3 (General Zoology, 10 credits). Students are advised not to register for

* For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.) see the University's *Combined Class Schedule*.

† Thirty is the number usually required. For some students it may be reduced by special permission of the assistant dean for the Senior College.

less than the four courses in hospital librarianship. No candidate for a certificate or degree will be excused from Hospital Library Practice. Opportunity for individual study of problems of special interest will be given as far as practicable. All prospective students who have not taken their preliminary work at the University of Minnesota must apply for admission to this University and must submit their credentials to the office of admissions and records of the University of Minnesota, Minneapolis 14, Minnesota. Since each application requires special consideration, early application is extremely desirable. It is expected that only those who are genuinely interested in work in hospitals, who are physically able to do such work, who are willing to accept positions in hospitals or similar institutions, and who have personal and educational qualifications for such will apply.

For admission to the Division of Library Instruction and to the course in Hospital Librarianship a special certificate must be secured from the assistant dean for the Senior College of the College of Science, Literature, and the Arts.

VI. COURSES PREPARING FOR ADMISSION TO THE PROFESSIONAL SCHOOLS

COURSES PRELIMINARY TO THE SCHOOL OF BUSINESS ADMINISTRATION*

To be eligible for admission to the School of Business Administration, the student must present ninety (90) credits, in addition to credits given for physical education, earned in a recognized college or university with a scholarship average of C or a smaller number of earned credits which, together with quality credits, will total a minimum of ninety (90). One quality credit is granted for every five honor points in excess of the number necessary for a C average.

Quality credits earned in the Junior College may be applied only toward the ninety credits required for admission to the School of Business Administration. In other words, a student who has a surplus of honor points above the number required to complete ninety credits may not apply these for credit in the School of Business Administration. Any excess credits, however, other than quality credits, may be applied toward electives in the School of Business Administration.

The School of Business Administration offers courses leading to the degrees of *bachelor of business administration* and *bachelor of science in economics*. Students preparing to enter the school in pursuit of either of these degrees must satisfy prebusiness requirements as specified below.

A. Junior College Requirements for Admission to Sequences Leading to the Degree of Bachelor of Business Administration

1. English A-B-C (Freshman English, 15 credits) or English 4-5-6 (Freshman Composition, 9 credits) or exemption from the requirement. (See page 10.)
2. Nine credits in mathematics or one of the following laboratory sciences: botany, chemistry, geology, physics, zoology, or psychology with laboratory.§
3. Nine credits in one of the following social sciences: anthropology, geography, history, political science, or sociology.†
4. Ten credits in Principles of Economics (Econ. 6-7).
5. Sufficient electives to complete the minimum of ninety (90) credits required for admission. The following courses should, if possible, be taken during the first two years, for most of them are prerequisites to certain courses in the core group:
 - Industrial History (Econ. 1)
 - Industrial Production and Organization (Econ. 2)

* For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.) see the University's *Combined Class Schedule*.

† Social Statistics (Soc. 45) not accepted in fulfillment of this requirement.

§ Fifteen credits in Natural Science 1f-2w-3s (Orientation in the Natural Sciences), taken at the University of Minnesota, will be accepted as a substitute for 9 credits in mathematics or one of the several laboratory sciences.

Elements of Money and Banking (Econ. 3)
 Elements of Statistics (Econ. 5)§
 Elements of Accounting (Econ. 20)¶
 Principles of Accounting (Econ. 25-26)

Students who do not elect the above courses in money and banking, statistics, and accounting during the freshman and sophomore years may substitute the following:

Money and Banking (B.A. 57)
 Statistics Survey (B.A. 70)
 Elementary Accounting: Combined Course (B.A. 54-55)

In addition certain courses are required in special sequences in the school. These course prerequisites should be included in the Junior College program wherever possible. The major sequences and special course prerequisites are as follows:

1. Accounting: Mathematics of Investment (Math. 20), (prereq. Math. 8, or 6 and 7, or 15 and 16)
2. Advertising: General Psychology (Psy. 1-2)
3. Foreign Trade: General Psychology (Psy. 1-2); 9 credits in political science; reading knowledge of a foreign language
4. Finance: Mathematics of Investment (Math. 20), (prereq. Math. 8, or 6 and 7, or 15 and 16)
5. Industrial Administration: (See Bulletin of the Institute of Technology)
6. Insurance: General Psychology (Psy. 1-2); Mathematics of Investment (Math. 20). (Prereq. Math. 8, or 6 and 7, or 15 and 16)
7. Merchandising: General Psychology (Psy. 1-2)
8. Personnel Management: General Psychology (Psy. 1-2)
9. Secretarial and Supervisory Training: General Psychology (Psy. 1-2); Secretarial Training: Typewriting (Econ. 32-33)‡
10. Department Store Training: General Psychology (Psy. 1-2); Secretarial Training: Typewriting (Econ. 32-33)‡
11. Office Management: General Psychology (Psy. 1-2); Secretarial Training: Typewriting (Econ. 32-33)‡

DISTRIBUTION OF COURSES

Of the required and elective courses in economics, Economics 1 and 2, which are strongly recommended but not required, belong in the freshman year; Economics 3 may be taken in the freshman year (to make with Economics 1 and 2 such a sequence as 1f-2w-3s), or may be taken later; Economics 5, 6-7 and 20, 25-26 belong in the sophomore year, but students are permitted to take Economics 20 when they are third quarter freshmen.

Of the courses taken to meet the requirements of (1) English, (2) social science, (3) mathematics or laboratory science, freshmen should take at least two and thus leave not more than one for the sophomore year. To meet the third of these requirements, students who intend to specialize in accounting, banking, or statistics should take mathematics instead of natural science. Indeed, mathematics is recommended for all students planning to enter the School of Business Administration, either as a subject to meet this requirement or as an elective.

Courses in English, mathematics, all the laboratory sciences, and all of the social sciences are open to freshmen.

Of other courses recommended above, in Items 1-11, Psychology 1-2 (General Psychology) belongs in the sophomore year; Economics 32-33 (Typewriting) may be taken as early as the student's first quarter in college, with the instructor's permission; foreign language, which is required in the foreign trade sequence, may be taken as early as the beginning of the freshman year.

‡ A laboratory fee of \$2.50 will be required of students who register for one or more of the courses in secretarial training.

§ Credit not granted in Econ. 5 to students who have had Social Statistics (Soc. 45).

¶ Students who have had a high school course or experience in bookkeeping will be admitted to Econ. 25 by passing a placement test. For other students Elements of Accounting (Econ. 20) is a prerequisite to Econ. 25.

*B. Junior College Requirements for Admission to Sequences Leading to the
Degree of Bachelor of Science in Economics*

Economics Sequence

	Credits
English (Comp. 4-5-6 or English A-B-C)	9 or 15
Mathematics	10
Elements of Money and Banking (Econ. 3)*	5
Principles of Economics (Econ. 6-7)	10
Elements of Statistics (Econ. 5)*§	5
Political Science or History	9
Philosophy (Philosophy 1 or 2)	5
Additional mathematics or laboratory science	10
Electives	27 or 21

90

Statistics Sequence

English (Comp. 4-5-6 or English A-B-C)	9 or 15
Trigonometry (Math. 6)	5
College Algebra (Math. 7)	5
Analytic Geometry (Math. 30)	5
Elements of Money and Banking (Econ. 3)*	5
Principles of Economics (Econ. 6-7)	10
Elements of Statistics (Econ. 5)*§	5
Political Science or History	9
Philosophy (Philosophy 1 or 2)	5
Additional mathematics	5
Elements of Accounting (Econ. 20)*¶	3
Principles of Accounting (Econ. 25-26)*	6
Electives	18 or 12

90

TWO-YEAR PRE-DENTAL COURSE†**

The two-year pre-dental course required for admission to the School of Dentistry is a part of the six-year course in dentistry leading to the degree of doctor of dental surgery. During the two years of prescribed work students are registered in this college and subject to its regulations. It is desirable that students should have had chemistry and higher algebra in high school. The required courses are listed below:

1. Inorganic Chemistry 1-2-11 or 4-5-11 or equivalent (General Inorganic Chemistry and Qualitative Chemical Analysis, 12 credits)
2. Organic Chemistry 1-2 (Elementary Organic Chemistry, 8 credits)
3. English A-B-C (Freshman English, 15 credits) or English 4-5-6 (Freshman Composition, 9 credits) or exemption from the requirement. (See page 10.)
4. Physics 1a-2a-3a (Introduction to Physical Science, with laboratory included, 12 credits) or Physics 1-2-3 (Introduction to Physical Science, without laboratory, 9 credits). The 12-credit course, with laboratory, is recommended.
5. Zoology 1-2-3 (General Zoology, 10 credits)
6. Drawing, economics, history, Latin or a modern language (high school or college), political science, psychology, sociology, and speech are recommended as electives to make up a total of 90 quarter credits. (For each five honor points in excess of the number necessary for a C average, the number 90 is diminished by one.)

* Students who do not elect the above courses in money and banking, statistics, and accounting during the freshman and sophomore years may substitute the following: Money and Banking (B.A. 57); Statistics Survey (B.A. 70); Elementary Accounting: Combined Course (B.A. 54-55).

† For the three-year pre-dental course, which is a part of the seven-year course in Arts and Dentistry, see page 40.

§ Credit not granted in Econ. 5 to students who have had Social Statistics (Soc. 45).

¶ Students who have had a high school course or experience in bookkeeping will be admitted to Econ. 25 by passing a placement test. For other students Elements of Accounting (Econ. 20) is a prerequisite to Econ. 25.

** For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.) see the University's *Combined Class Schedule*.

It is recommended that the two years' work be distributed as follows:

First year.—Chemistry 1-2-11 or 4-5-11 (12 credits); English 4-5-6 (9 credits) or English A-B-C (15 credits); Zoology 1-2-3 (10 credits); one or more elective courses.

Second year.—Organic Chemistry (8 credits); Physics 1-2-3 or 1a-2a-3a (9 or 12 credits); elective subjects to make a total of 90 credits for the two years' work.

COURSES PRELIMINARY TO THE COLLEGE OF EDUCATION

All students who desire to receive a state teacher's certificate upon graduation from the University of Minnesota must be graduates of the College of Education. In most cases students register in that college at the beginning of their junior year. In certain special four-year and five-year curricula, however, they should register in the College of Education at the beginning of their freshman year or as soon thereafter as they have made their curriculum choice. The special four-year curricula are:

Art Education	Music Education
Elementary Education	Physical Education for Men
Industrial Education	Physical Education for Women
Kindergarten, Primary, and Nursery	Recreational Leadership
School Education	

Special five-year curricula leading to the degree of master of education are in the following fields:

Agricultural Education	Music Education
Art Education	Physical Education for Men
Home Economics Education	Physical Education for Women
Industrial Education	

In curricula for Agricultural and Home Economics Education the preliminary work is done in the College of Agriculture, Forestry, and Home Economics. (See the bulletin of that college or the Bulletin of the College of Education.) In curricula for Nursing Education and Public Health Nursing the student is registered for five quarters in the College of Science, Literature, and the Arts, and in the School of Nursing for two and a half years. After that she registers for three quarters in the College of Education or in the Medical School. (See page 32.)

For all other general and special curricula the prescribed work of the first two years is done in the College of Science, Literature, and the Arts.

The following general requirements apply to all students majoring in academic subjects and entering the College of Education at the beginning of their junior year:

1. A minimum of 93 credits for men and 95 credits for women, carried with a scholarship average of C. (For each five honor points in excess of the number necessary for a C average, the number 93 or 95 is diminished by one.) For men 3 of these credits and for women 5 credits shall be in physical education. (No credit is granted for physical education courses by the College of Science, Literature, and the Arts;* but upon transfer to the College of Education, the student will receive the credits and honor points earned in those courses.)

2. The student must have completed 6 credits in General Psychology.

3. **Health education.**—All students in the College of Education, before graduation, are required to take a sequence of courses in (a) personal health, (b) community health, and (c) school health; but students will be exempted from either or both of the first two requirements on the basis of knowledge shown through placement tests. The number of credits will depend upon possible exemptions and the sequence of courses chosen. A minimum of six credits covering all three fields is required unless students are exempted from (a) and (b).

* This has been the rule, but during the war the College of Science, Literature, and the Arts will give one credit per quarter to men for the course called "Sports Education."

Junior College courses which may be taken to meet the requirements in personal health are as follows: Public Health 3 (Personal Health, 2 credits); General College 10C (Human Biology). The course Public Health 50 (Public and Personal Health, 3 credits) will meet the requirements of (a) and (b).

4. At the time of entrance to the College of Education a student must present a certificate from the Students' Health Service indicating that he is free from physical defects that would prevent the successful pursuit of educational work.

5. Before entrance to the College of Education each student will be given a general examination designed to show his capacity to pursue professional curricula in education.

*Curricula Which Include Preliminary Work in the College of
Science, Literature, and the Arts*

I. A GENERAL COURSE PRELIMINARY TO THE COLLEGE OF EDUCATION WITH
MAJORS AND MINORS IN ACADEMIC SUBJECTS†

Students preparing to teach academic subjects in senior high schools and to qualify for the state high school standard certificate must have one major and one or more minors in subjects taught in high schools. The College of Education offers majors and minors in the following fields: English, speech, journalism; German, Latin, French, Scandinavian, Spanish; geography, history, political science, sociology; botany, chemistry, physics, zoology; public health; mathematics. The specific requirements for the different majors and minors are given in the Bulletin of the College of Education and in the departmental statements in the University's *Combined Class Schedule for 1945-46*. Special combinations of majors and minors are provided in the natural science and social studies curricula.

The selection of suitable majors and minors and the most desirable combinations of subjects is very important in securing a high school teaching position. The College of Education has prepared a bulletin showing the demands for teachers in the various types of work, the fields of high school teaching in which there are the best prospects of securing positions, the best combinations of majors and minors, the personal and scholastic qualifications a prospective teacher should have, and other facts which may effect the choice of vocation or the choice of curriculum. Students are urged to secure a copy of this bulletin and to consult an adviser in the College of Education as early in their course as possible.

Before entering the College of Education the student must meet certain specific requirements in addition to those listed above. These requirements *do not apply* to the special four-year and five-year curricula.

1. The credits presented for entrance, exclusive of credits in physical education, must be earned in the following groups of college courses:

Group A English

Group B Foreign languages: German, Greek, Latin, Romance Languages, Scandinavian

Group C Social sciences: Anthropology, Economics, Geography, History, Political Science, Sociology

Group D Natural sciences: Astronomy, Botany, Chemistry, Geology and Mineralogy, Physiology, Physics, Psychology, Zoology

Group E Mathematics

Group F Journalism, Fine Arts, Speech, or such other courses in other colleges or departments of the University as are approved by the College of Education

2. Within the general requirements listed above the student during his high school and Junior College years must have completed the required work indicated under A, B, C, and D below. At least 20 credits in Groups B, C, and D must be completed in college.

† For detailed information about curricula see the College of Education bulletin; for information about the individual subjects of study in these curricula (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.), see the University's *Combined Class Schedule*.

Subject	In High School	In College
A. English	3 years	and 9 credits in composition**
B. Language*	3 years in one language or 2 years in one language or 1 year in one language	or 20 credits in one language and 10 credits in same language and 15 credits in same language
C. Social sciences	2 years	or 10 credits† in one department‡
D. Natural sciences	2 years	or 10 credits† in one department‡

NOTE.—In lieu of the specific course requirements indicated in the language group a student may take a comprehensive examination in an elected language to be conducted by a committee appointed by the dean of the College of Education.

3. Within the total credits stipulated under paragraph 1 a student must meet, in fields of study which are represented in prevailing high school curricula, the following requirement: at least 15 credits in a major field and at least 10 credits in each of two minor fields. The purpose of this requirement is to prepare the student for the study of advanced courses necessary to the completion of satisfactory teaching majors and minors.

II. COURSES PRELIMINARY TO THE FOUR- AND FIVE-YEAR SPECIALIZED CURRICULA IN THE COLLEGE OF EDUCATION

The College of Education, in its undergraduate and graduate curricula, provides training for many different kinds of educational work; for positions as superintendents of schools, high school and elementary school principals, elementary school supervisors, teachers in normal schools and teachers colleges, educational counselors, school psychologists; teachers of special subjects and of special classes; school librarians; visiting teachers; positions in junior high schools, elementary schools, kindergartens, nursery schools, public health nursing, nursing education, recreational leadership, and school health work. In all cases except the special four-year and five-year curricula previously mentioned the preliminary work is done in the College of Science, Literature, and the Arts. The Junior College work, however, is selected to meet the professional needs, and specific courses are required. The student should consult the Bulletin of the College of Education for the requirements of his curriculum and should confer with the adviser for that curriculum early in his course.

The specialized curricula offered by the College of Education based upon two years' work in the College of Science, Literature, and the Arts are:

Commercial Education	Social Studies
Library Methods	Speech Pathology
Natural Sciences	Teachers of Subnormal Children
	Visiting Teachers

Credits earned in required courses in Art Education, Industrial Education, and Physical Education will be granted upon transfer to the College of Education.

Professional training for administrative and supervisory positions, the teaching of professional subjects, positions as school counselors and school psychologist, and for other specialized work is secured by taking a fifth year of the Graduate School with a major in some field of education.

* For students who enter this University with advanced standing, the number of credits required may be less than that indicated in this schedule. Any course of 9 credits (6 semester credits) may be substituted for the corresponding 10-credit course here.

† Or 9 credits in a year-course or 9 credits (6 semester credits) of advanced standing.

‡ Fifteen credits in Natural Science 1f-2w-3s (Orientation in the Natural Sciences) will be accepted as a substitute for 10 credits in one natural science.

¶ Twelve credits in Social Science 1f-2w-3s (Introduction to Social Science) will be accepted as a substitute for 10 credits in one social science.

** At the University of Minnesota, this requirement may be met by completing English A-B-C (15 credits) or English 4-5-6 (9 credits). Some students are exempt from the requirement. See "Regulations Applying to Freshman English," on page 10.

III. COURSE PRELIMINARY TO NURSING EDUCATION AND PUBLIC HEALTH NURSING IN THE COLLEGE OF EDUCATION AND IN THE MEDICAL SCHOOL*†

For the first five quarters of the degree curriculum in Nursing Education and Public Health Nursing the student is registered in the College of Science, Literature, and the Arts. The curriculum is planned to prepare the student not only for bedside nursing but also for administrative, supervising, and teaching positions in schools of nursing and hospitals; for such public health nursing positions as visiting nursing, school nursing, health teaching, infant welfare, rural and industrial nursing; and for combined positions in secondary schools involving both nursing and teaching. This curriculum is open to high school graduates who meet the entrance requirements of the College of Science, Literature, and the Arts.

Acceleration.—A. The program may be accelerated to four and one-half years by utilizing the summer quarter between the first and second years. Also, students may begin this program the summer immediately following high school graduation. This entails no change in classes or experience other than starting everything after the freshman year one quarter earlier.

B. Students who are capable of carrying 18 credits per quarter may be able to complete this program in four and one-fourth years. For the rules about the number of credits per quarter for which students in the College of Science, Literature, and the Arts may register, see paragraph 26 on page 5.

C. For exceptionally good students the program may be accelerated to four calendar years by utilizing "A" as above and by carrying a special program approved by the director of the School of Nursing. To complete such a program in four years a student must earn at least 6 quality credits§ in the first year.

NOTE.—No one of these programs alters the clinical period nor does any change the specialization. The changes are made in the prenursing academic program.

Curriculum.—The curriculum is divided into three parts¶ as follows:

Part I.¶ Five quarters in the College of Science, Literature, and the Arts either in the University or Minnesota or some other accredited university or college.

Part II.¶ Ten quarters in the School of Nursing (first quarter on the campus, and nine quarters in clinical divisions). (See School of Nursing Bulletin.)

Part III.¶ Three quarters in the College of Education or in the Medical School (School of Public Health).

Part I: College of Science, Literature, and the Arts
(Five quarters)

During the first five quarters the student must complete 75 credits and enough of the required courses listed below so that *all* required courses will be completed by the end of the sixth quarter (first quarter in the School of Nursing). She must earn an average of one honor point per credit for all credits earned in the prenursing period. For each five honor points in excess of the number required for a C average, the number 75 is diminished by one.§

A. Required courses

English A-B-C (Freshman English, 15 credits) or English 4-5-6 (Freshman Composition, 9 credits) or exemption from the requirement. (See page 10.)

Sociology 1 (Introduction to Sociology, 5 credits).

* For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.) see the University's *Combined Class Schedule*.

† This program requires five school years but actually only four and three-fourths calendar years.

§ For definitions of excess honor points and quality credits, see paragraphs 18, 19, 20 on pages 4-5.

¶ Only Part I is outlined here. For Parts II and III, see the Bulletin of the School of Nursing or the Bulletin of the College of Education.

Sociology 49 (Social Pathology, 3 credits).
 Psychology 1-2 (General Psychology, 6 credits).
 Child Welfare 40 or Home Economics Education 90 (Child Training, 3 credits).
 Public Health 3 (Personal Health, 2 credits).
 Anatomy 3 (Elementary Anatomy, 3 credits).
 Physiology 1 (Elements of Physiological Chemistry, 4 credits); or Physiology 50*§ (Physiological Chemistry, 4 credits).
 Physiology 2 (Elements of Physiology, 4 credits); or Physiology 4§ (Human Physiology, 4 credits); or Physiology 60*§ (Human Physiology, 6 credits).
 Bacteriology 53*§ (General Bacteriology, 5 credits); or Bacteriology 101-102§ (Medical Bacteriology, 9 credits); or Bacteriology 1 (Elementary Bacteriology, 4 credits).
 Home Economics 30 or 31* (Introduction to Nutrition, 2 or 3 credits); or Nursing 10 (Introduction to Nutrition, 1 credit).
 Physical Education (5 credits).

B. Elective courses—In choosing elective courses, thought should be given to possible fields of specialization in Parts II and III of the degree curriculum. See pages 26-31 of the School of Nursing Bulletin for 1944-46. The following courses are recommended: Chemistry 1-2 or 4-5 or 6-7 (General Inorganic Chemistry, 8 or 10 credits); Zoology 1-2-3 (General Zoology, 10 credits); Social Science; Zoology 22 (Comparative Anatomy, 5 credits); History 1-2-3 (Civilization of the Modern World, 9 credits); Humanities 1-2-3 (Humanities in the Modern World, 15 credits); Anthropology 41 (Introduction to Anthropology, 5 credits); Political Science 1-2-3 (American Government and Politics, 9 credits).

A suggested two-year sequence of required and elective courses, with the preferred courses in physiology and bacteriology follows. Note that the student is registered in the School of Nursing during the sixth quarter. Before registering each quarter, all students should have their programs checked by advisers in the School of Nursing (125 Medical Sciences Building).††

First Year

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
English 4f or Af	English 5w or Bw	English 6s or Cs
Chemistry 1f or 4f or 6f	Chemistry 2w or 5w or 7w	Sociology 1s
Zoology 1f	Zoology 2w	Zoology 3s
Public Health 3f	Physical Education	Anatomy 3s
Physical Education	Electives†	Physical Education
Electives†		

Second Year

<i>Fall</i>	<i>Winter</i>	<i>Spring (Part II)</i> (School of Nursing)
Psychology 1f	Psychology 2w	Sociology 49s
Physiology 50f	Bacteriology 102w	Home Economics 30s or 31s
Physical Education	Child Welfare 40w or	History of Nursing 1s
Bacteriology 101f or 5	Home Economics Ed. 90w	Nursing 12s
Electives†	Physical Education	Physiology 60s or Physiology 2s
	Electives†	

COURSE PRELIMINARY TO THE LAW SCHOOL**

Students in the University preparing to enter the Law School register in the College of Science, Literature, and the Arts. Ninety credits of academic work are required for admission to the Law School. A scholarship average of C for all courses taken up to

* Preferred courses.

† Electives should be chosen to make on the average a program of 15 credits per quarter in addition to physical education. Social science should be chosen in the freshman year if possible. Electives in social science, natural science, and child welfare are urged, with special attention to the possible fields of specialization.

§ This course has prerequisites which some students in the five-year nursing curriculum cannot meet. For a statement of the prerequisites, see the University's *Combined Class Schedule*.

** For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.) see the University's *Combined Class Schedule*.

†† Many students, especially those who have some college credits before entering the five-year curriculum, will need a modification of the following suggested program. The School of Nursing advisers will help them plan a program suited to their needs.

the time of admission is also required. Excess honor points do not reduce the number of credits required.

Before trying to plan their college course preliminary to the Law School, students should read carefully the statements about the combined courses in Arts and Law and in Business Administration and Law on pages 38-40.

The following course has been outlined by the faculty of the Law School for the two years of college study required:

1. English A-B-C (Freshman English, 15 credits) or English 4-5-6 (Freshman Composition, 9 credits)
2. Philosophy 1A, 2A, 3A (Selected Problems of Philosophy, Logic, Ethics, 9 credits) or Philosophy 1, 2, 3 (Problems of Philosophy, Logic, Ethics, 15 credits)
3. Humanities 1-2-3 (Humanities in the Modern World, 15 credits) or Political Science 7 (Comparative European Government, 3 credits); 10 (Fundamentals of Government and Politics, 3 credits) or 15 (Elements of Political Science, 3 credits); 25 (World Politics, 3 credits)
4. Economics 6-7 (Principles of Economics, 10 credits)
5. History 70-71-72 (English Constitutional History, 9 credits)
6. Psychology 1-2 (General Psychology, 6 credits)
7. Economics 27 (Accounting Survey, 5 credits)¶
8. Electives to make the total at least 90 credits. Foreign language (0 to 20 credits, according to the schedule given in paragraph 1B on page 13), natural science (10 or 15 credits as indicated in paragraph 1D on page 13), and Public Health 3 (Personal Health, 2 credits) should be included in these electives by students taking the combined course leading to the degrees of bachelor of arts and bachelor of laws which is outlined on page 39. Such students may take Philosophy 50 and 50A, 52 and 52A (courses in the general history of philosophy) instead of Philosophy 1 and 3. Other suggested electives are: English History or American History or Civilization of the Modern World, Economics, Modern Philosophies of Social Reform (Philosophy 70), Political Science, Sociology, and Speech.

It is recommended that the two years' work be distributed as follows:

First year.—English 4f-5w-6s (9 credits) or English Af-Bw-Cs (15 credits); Philosophy 2Af-1Aw-3As (9 credits); Humanities 1f-2w-3s (15 credits) or Political Science 15f, 25w, 7s (9 credits); History 4f-5w-6s (English History, 9 credits) which is not required but is recommended as an elective course in preparation for English Constitutional History.

Second year.—Economics 6f-7w, 27s (15 credits); History 70f-71w-72s (9 credits); Psychology 1f-2w (6 credits); Humanities or Political Science not taken in the first year; elective courses to make a total of 90 credits for the two years' work.

COURSE IN MEDICAL TECHNOLOGY*

The Course in Medical Technology is a four-year course given in the College of Science, Literature, and the Arts and in the Medical School. The degree of bachelor of science is awarded upon completion of the prescribed curriculum.

The first two years are spent in the College of Science, Literature, and the Arts. After completing the required courses of the first two years with a C average or after completing 90 credits including the required courses with a C average, the student is eligible for admission to Medical Technology (that is, for registration in the Medical School). For every five honor points in excess of the number necessary for a C average, the number 90 is diminished by one. The entire fourth year (twelve months) is spent in a rotating practical service in the laboratories of the University Hospitals or affiliated hospitals.

* For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.) see the University's *Combined Class Schedule*.

¶ This course in accounting is a special course for prelaw students. It is not open to students who have had Economics 20 (Elements of Accounting, 3 credits). Students who have taken that course may get more work in accounting by taking Economics 25-26 (Principles of Accounting, 3 credits per quarter).

The following courses or their equivalents (some exceptions may be made during the war) must be completed before the student will be admitted to the junior year:

English A-B-C (Freshman English, 15 credits) or English 4-5-6 (Freshman Composition, 9 credits) or exemption from the requirement. (See page 10.)

Chemistry 1-2-11 or 4-5-11 (General Inorganic Chemistry and Qualitative Chemical Analysis, 12 credits); Analytical Chemistry 7 (Quantitative Analysis, 4 credits); Organic Chemistry 1-2 (Elementary Organic Chemistry, 8 credits).

Zoology 1-2-3 (General Zoology, 10 credits) and Zoology 21 (Histology, 5 credits).

Anatomy 3 (Elementary Human Anatomy, 3 credits).

Physics 1-2-3 (Introduction to Physical Science, 9 credits). In some instances special permission will be granted to substitute one unit of high school physics for this requirement.

Bacteriology 53 (General Bacteriology, 5 credits) or Bacteriology 101 (Medical Bacteriology, 5 credits).

Electives. There is no essential limitation to the subjects which may be chosen as electives. However, it is advised that in the first two years the student elect introductory courses in subjects which she expects to continue in her junior year. A program that includes scattered electives will not be approved. Recommended electives are listed in the Bulletin of the Course in Medical Technology.

The Bulletin of the Course in Medical Technology, which may be obtained at the office of admissions and records, contains a suggested program for the first two years. For further information the student should consult special advisers in the Medical Technology office, M-410 University Hospitals, telephone: Main 8551.

Advisers.—During the freshman year students in this course may consult advisers in the Junior College office, Room 106, Folwell Hall. During Freshman Week they should also register their names in the Medical Technology office, M-410, University Hospitals. After their freshman year they must submit their registration for approval to special advisers in Medical Technology.

COURSE IN X-RAY TECHNOLOGY§

The Course in X-Ray Technology is a four-year course given in the College of Science, Literature, and the Arts, and in the Medical School. The degree of bachelor of science is awarded upon completion of the prescribed curriculum.

The first two years are spent in the College of Science, Literature, and the Arts. After completing the required courses of the first two years with a C average or after completing 90 credits including the required courses with a C average, the student is eligible for admission to Medical Technology (that is for registration in the Medical School). For every five honor points in excess of the number necessary for a C average, the number 90 is diminished by one. The entire fourth year (twelve months) is spent in practical service in the X-ray laboratory of the University Hospitals.

The following courses or their equivalents (some exceptions may be made during the war) must be completed before the student will be admitted to the junior year:

English A-B-C (Freshman English, 15 credits) or English 4-5-6 (Freshman Composition, 9 credits) or exemption from the requirement. (See page 10.)

Chemistry 1-2-11 or 4-5-11 (General Inorganic Chemistry and Qualitative Chemical Analysis, 12 credits).

Zoology 1-2-3 (General Zoology, 10 credits) and Zoology 22 (Comparative Anatomy, 5 credits).

Physics 1a-2a-3a (Introduction to Physical Science—with laboratory included, 12 credits).

Mathematics 1 (Higher Algebra, 5 credits). High school higher algebra may be substituted for this requirement.

Mathematics 15-16 (Elementary Mathematical Analysis, 10 credits).

Bacteriology 53 (General Bacteriology, 5 credits).

Electives. See Course in Medical Technology.

§ For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.) see the University's *Combined Class Schedule*.

COMBINED COURSE IN MEDICAL AND X-RAY TECHNOLOGY

The combined Course in Medical and X-Ray Technology is a four and one-half year course given in the College of Science, Literature, and the Arts and in the Medical School.

Upon completion of the prescribed curriculum the student is awarded the degree of bachelor of science in medical technology and a certificate of proficiency in X-ray technology. The requirements for freshman and sophomore years are the same as for the Course in Medical Technology.

COURSE IN PHYSICAL THERAPY

The Medical School offers a twelve-month Course in Physical Therapy to students who have completed two years* of approved college training including satisfactory courses in biology and other sciences. Courses in anatomy, physiology, general physics, chemistry, and psychology, and in English, history, and sociology are recommended.

A graduate of this course is prepared to carry out techniques, under a physician's directions, applied to the following branches of physical therapy; hydrotherapy; thermotherapy, light therapy, electrotherapy, and mechanotherapy (massage and corrective exercises). Included also is Kenny technique for the treatment of infantile paralysis. Graduates of this course are eligible to become registered physical therapy technicians.

Students who plan to take the course in physical therapy should consult Dr. Miland E. Knapp in Room W-300, University Hospitals.

VII. COURSES WITH SPECIAL TRAINING IN MILITARY AND NAVAL SCIENCE AND TACTICS†

A student who wants special training in Military Science and Tactics as part of a four-year college course may take the basic course in Military Science and Tactics, subject to existing regulations pertaining thereto, as a part of his work in any four-year course of study. The extent to which credits in this course will be accepted as elective credits in other curricula given in this college is stated in the following paragraphs under the heading Military Science and Tactics.

The special four-year course leading to the degree of bachelor of science with a major in Military or Naval Science and Tactics, which was announced on pages 45-47 of the bulletin of this college for 1942-43, has been suspended for the duration of the war except for students who were members of the Military or Naval R.O.T.C. in the year 1942-43 and who may find it possible to continue the course under existing Army and Navy regulations.

MILITARY SCIENCE AND TACTICS

Under normal conditions the University of Minnesota, like all major schools in the nation, provides a four-year course in military science and tactics designed to qualify outstanding male students of the University for appointment in the Officers' Reserve Corps, Army of the United States. However, for the duration of the present emergency, only the first phase of the training, two years of basic work, will be offered. Physically qualified students in the College of Science, Literature, and the Arts may register for

* The admission of students with only two years of college training is an emergency measure and for the duration of the war only. Heretofore the course in physical therapy has been open only to five-year Arts and Nursing students, graduates in nursing from accredited schools, graduates of an accredited college or university with a Bachelor's degree in physical education for men and women, and graduates of an accredited college or university with a Bachelor's degree in medical technology.

† For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.) see the University's *Combined Class Schedule*.

courses in the Reserve Officers' Training Corps (Branch immaterial). These courses are elective, and the total of six credits applies toward a degree in any course of study given entirely within this college. The Basic Course consists of six quarters of three hours of work per week, for one credit per quarter.

Altho the Basic R.O.T.C. Course does not, in itself, lead to a noncommissioned officer's warrant, it is well for university students to give serious consideration to the advantages to be gained, under present circumstances, by enrolling in the course by way of preparation for military service during the present conflict. Men entering the service have found that a knowledge of the fundamentals of military training has enabled them to advance rapidly through the enlisted and noncommissioned grades.

NAVAL SCIENCE AND TACTICS

Naval training is conducted at the University of Minnesota. This institution has been designated as one to give N.R.O.T.C. and V-12 training. The program is now in the process of change and as this goes to press no definite statements can be made as to courses, operation and requirements for entrance into the program.

VIII. FOUR-YEAR COURSE LEADING TO THE DEGREES OF GRADUATE DENTAL HYGIENIST AND BACHELOR OF ARTS

This program consists of two years of work in the School of Dentistry and two years in the College of Science, Literature, and the Arts. When students have completed the work for dental hygienists, as specified in the Bulletin of the School of Dentistry, with a C average, they may enter the Senior College of the College of Science, Literature, and the Arts; and they may qualify for the degree of bachelor of arts provided (1) that they complete 90 credits of work subject to the rules regularly governing Senior College students and (2) that these 90 credits include courses to meet the Junior College group requirements* which have not already been met and also the major and minor requirements which are stated on pages 14-15.

IX. SIX-YEAR COURSE IN ARTS AND ARCHITECTURE LEADING TO THE DEGREES OF BACHELOR OF ARTS AND BACHELOR OF ARCHITECTURE†

During the first four years of this course the student is registered in the College of Science, Literature, and the Arts and follows the plan of study prescribed for a bachelor of arts degree with a major in architecture. The requirements for that degree are given on pages 11-15.

Of the courses listed below, Civil Engineering 38-39-41 (9 credits) is not a part of the work required (normally 180 credits) for the bachelor of arts degree. It is an extra requirement which must be taken as a prerequisite for the work of the last two years of this six-year course in Arts and Architecture.

* There are five group requirements (English, Foreign Language, Social Science, Natural Science, and Public Health) which are normally met by the students before they enter the Senior College. (See page 12.) Three of these group requirements are satisfied by English 4-5-6, Zoology 1-2-3 and Public Health 3 or 50 which are required in the Course for Dental Hygienists; and a third one is partially satisfied by Sociology 1, which is also required in that curriculum. Under certain conditions, students may be exempted from the foreign language requirement by special permission of the Students' Work Committee.

† For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.) see the University's *Combined Class Schedule*.

The work of the four years should include the following courses:

Required for the Major Sequence

COURSE NO.	TITLE	CREDITS
Arch. 4-5-6	Graphic Representation	5
Arch. DP-I	Drawing and Painting, Grade I.....	6
Arch. DP-II	Drawing and Painting, Grade II.....	6
Arch. 51-52-53	History of Architecture	9
Arch. 57-58-59	Building Materials and Methods.....	6
Arch. AD-I	Architectural Design, Grade I.....	10
Arch. AD-II	Architectural Design, Grade II.....	15

Additional Special Requirements

Mathematics 6, 7, 30	Trigonometry, College Algebra, Analytic Geometry.....	15
Mathematics and Mechanics 91, 92, 93	Calculus, Mechanics for Architects, Strength of Materials.....	12
Civil Engineering 38-39-41	Structural Analysis and Design.....	9

During the last two years of the course, or upon completion of the requirements for the bachelor of arts degree, the student is registered in the School of Architecture of the Institute of Technology to complete the requirements for bachelor of architecture degree as prescribed in the Bulletin of the Institute of Technology for the five-year course in architecture.

COMBINED COURSES IN ARTS, BUSINESS ADMINISTRATION, AND LAW

There are three of these combined courses, two in Arts and Law (X-XI) and one in Business Administration and Law (XII).

With respect to the degrees mentioned in the two combined courses in Arts and Law, the bachelor of arts degree is conferred on recommendation of the College of Science, Literature, and the Arts. Two degrees are conferred on recommendation of the Law School, namely a nonprofessional degree of bachelor of science in law, and the professional degree, bachelor of laws. The normal courses for these degrees are as follows: Students who have a B.A. or equivalent degree when they enter the Law School may qualify for the professional degree, bachelor of laws, in three years. Students who do not have a degree when they enter the Law School first register for the degree of bachelor of science in law for which the course is two years. Students who have obtained the degree of bachelor of science in law with an average grade of 73, may qualify for the professional degree, bachelor of laws, in two years.

**X. SIX-YEAR COMBINED COURSE IN ARTS AND LAW LEADING TO
THE DEGREES OF BACHELOR OF SCIENCE IN LAW§
AND BACHELOR OF LAWS*§**

This course requires two years of college work and four years in the Law School.

Students who complete the two years of college work required for admission to the Law School, stated on page 33, in the College of Science, Literature, and the Arts of this University, or in some other accredited college, and have 90 credits, exclusive of quality credits, with a scholarship average of C for all courses taken, become eligible for the degree of bachelor of science in law on completion of two years in the Law School. Law work may be selected to suit the needs of the student, and may be restricted to commercial law for students desiring a preparation for business. Students completing

*There are two combined courses in Arts and Law. Students interested in either one should read (1) the requirements of both, (2) the preliminary paragraph entitled "Combined Courses in Arts, Business Administration, and Law," (see above), and (3) the paragraph entitled "Course Preliminary to the Law School" (page 33).

§ From the Law School.

this course may register for the degree of bachelor of laws under the conditions above stated, and may thus secure the two degrees in six years.

XI. SEVEN-YEAR COMBINED COURSE IN ARTS AND LAW LEADING TO THE DEGREES OF BACHELOR OF ARTS¶ AND BACHELOR OF LAWS*§

This course requires three years of college work and four years in the Law School. The first two years of the college work may be taken in any accredited college, but the third year must be taken in the College of Science, Literature, and the Arts of this University. All three years of college work may be taken before entering the Law School, or two years before entering the Law School, and the third year after the completion of one year or more of law work. The latter plan enables the student to select college work in which he may have become interested during his law course.

Students in this combined course must, before transferring to the Law School, complete the requirements for admission to the Senior College of the College of Science, Literature, and the Arts, stated on pages 12-14. These requirements include foreign language, natural science, and Public Health 3 (Personal Health, 2 credits). See paragraphs 1B, 1D, 1E, on page 13.) The student must secure at least 90 credits with a scholarship average of C for all courses taken. He must also secure, either before entering the Law School or after completing one year or more of the law course, 45 additional college credits, of which at least 30† must be of Senior College grade, with a C average. This number of credits required may be reduced by application of the "quality credit" rules given in paragraphs 18, 19, 20 on pages 4-5. This third year of work must be approved by the assistant dean for the Senior College of the College of Science, Literature, and the Arts.

The degree of bachelor of arts is conferred when the 135 credits of college work specified above and at least the first year of the course in the Law School, with the standing required by that school for graduation, are completed. The degree of bachelor of laws is conferred when the work of all seven years is completed.

XII. SEVEN-YEAR COMBINED COURSE IN BUSINESS ADMINISTRATION AND LAW LEADING TO THE DEGREES OF BACHELOR OF BUSI- NESS ADMINISTRATION** AND BACHELOR OF LAWS§

This program consists of two years of prelaw and prebusiness work as specified below, approximately one and one-half years in the School of Business Administration instead of the full two-year program, and three and one-half years in the Law School instead of the full four-year program, thus qualifying for both the bachelor of business administration and the bachelor of laws degree in seven years.

The prelaw and prebusiness work must amount to 90 credits, exclusive of quality credits, and shall include the regular prelaw course†† except Economics 27 and in addition Economics 5 (Elements of Statistics) and Economics 20, 25-26 (Elements of Accounting and Principles of Accounting).

* There are two combined courses in Arts and Law. Students interested in either one should read (1) the requirements of both, (2) the preliminary paragraph entitled "Combined Courses in Arts, Business Administration, and Law," (page 38), and (3) the paragraph entitled "Course Preliminary to the Law School" (page 33).

† Thirty is the number usually required. For some students it may be reduced by special permission of the assistant dean for the Senior College.

‡ From the Law School.

¶ From the College of Science, Literature, and the Arts.

** From the School of Business Administration.

†† See page 33 of this bulletin.

There are two options for the remaining five years:

- A. The third year exclusively in the Law School and the fourth year exclusively in the School of Business Administration, or vice versa. The fifth and sixth years exclusively in the Law School and the seventh year to be divided between the two schools, approximately half of the program being in each school.
- B. The distribution of both the business administration and the law course throughout the five-year program.

The course requirements in Business Administration include the general core group courses exclusive of Business Law (B.A. 51-52-53). This amounts to a total of 36 credits. Substitutes, such as Economics 185 for B.A. 77, B.A. 184 for B.A. 89, Economics 172 for B.A. 71, may be made with the approval of an adviser. The remaining courses—approximately 32 credits—may be elected from the Senior College courses in economics and business administration with the approval of an adviser.

The course requirements in the Law School include all the courses of the first and second years, the required courses of the third and fourth years, and electives sufficient with the required courses to make a total of approximately 68 credits in those years.

Students will be registered for the joint program in the Law School and the School of Business Administration throughout the five-year period. Their programs will be subject to approval of an adviser from the Law School and an adviser from the School of Business Administration.

XIII. SEVEN-YEAR COURSE IN ARTS AND DENTISTRY LEADING TO THE DEGREES OF BACHELOR OF ARTS[†] AND DOCTOR OF DENTAL SURGERY^{†**}

During the first three years of this course, the student does his work in the College of Science, Literature, and the Arts, subject to the regulations of the college, and must secure at least 135 credits, with a scholarship average of C for all courses taken. (This number of credits required may be reduced by application of the "quality credit" rules given in paragraphs 18, 19, 20, on pages 4-5). At least 30 credits[§] must be in Senior College courses. He must complete the requirements for admission to the Senior College, which are given on pages 11-14, and also the work in chemistry, physics, and zoology prescribed for admission to the School of Dentistry (see page 28).

During his third year, the student elects work in this college subject to the approval of the assistant dean for the Senior College. The work of the freshman and sophomore years in the School of Dentistry, exclusive of technical and practical work, when completed according to the standards required by that school, counts as the equivalent of the fourth year (45 credits) of the Arts course.

COURSES LEADING TO THE DEGREE OF DOCTOR OF MEDICINE*

There are two eight-year courses of study which lead to the degree of doctor of medicine. (See XIV, XV, below.) Each of them requires three full years of college work (135 credits exclusive of quality credits) which must include the courses prescribed for admission to the Medical School. In the first one (XIV, below), the student may freely

* Students who want a college degree before entering the Medical School may include all of the required premedical subjects in the "Course Leading to the Degree of Bachelor of Arts" for which the requirements are stated on pages 11-15. They may find it to their advantage to take the course with a liberal arts major rather than a major in one department. The difference is explained in paragraphs under the headings "Requirements in the Curriculum in Liberal Arts" (page 15) and "Requirements in the Curriculum for Concentration" (page 14).

† Only students who have completed the required work in the College of Science, Literature, and the Arts before entering the professional school will be permitted to avail themselves of the privilege of securing the B.A. degree in this combined course.

§ Thirty is the number usually required. For some students it may be reduced by special permission of the assistant dean for the Senior College.

¶ From the College of Science, Literature, and the Arts.

** From the School of Dentistry.

choose the elective courses to make up the total of 135 credits. He will receive the degree of bachelor of science after he completes two years of work in the Medical School. In the second of the two courses (XV, below), the student must meet the requirements for admission to the Senior College of Science, Literature, and the Arts which he should enter, normally, after two years of residence in the Junior College. His program for the third year must be submitted for approval to the assistant dean for the Senior College. He will receive the degree of bachelor of arts after he completes satisfactorily one year of work in the Medical School.

RESIDENCE

First choice is given to native residents of Minnesota; second choice is given to residents of adjoining states which do not have medical schools; residents of states other than these will be admitted to the Medical School only under exceptional circumstances. Applicants who become residents of the state after graduating from high school will be considered with this group.

XIV. EIGHT-YEAR COURSE IN SCIENCE AND MEDICINE LEADING TO THE DEGREES OF BACHELOR OF SCIENCE,** BACHELOR OF MEDICINE,** AND DOCTOR OF MEDICINE†§**

The minimum requirements for admission to the Medical School are three full years of college work, amounting to 135 credits,†, with a scholarship average of C.

The premedical work, for which the student is registered in the College of Science, Literature, and the Arts, must include the required courses listed below or their equivalent as approved by the Students' Work Committee of the Medical School.

Required Courses

English A-B-C (Freshman English, 15 credits) or English 4-5-6 (Freshman Composition, 9 credits) or exemption from the requirement. (See page 10.)

Zoology 1-2-3 (General Zoology, 10 credits) and Zoology 83 (Introduction to Genetics and Eugenics, 3 credits).

Chemistry—Inorganic Chemistry 1-2-11 or 4-5-11 or equivalent (General Inorganic Chemistry and Qualitative Chemical Analysis, 12 credits); Analytical Chemistry 7 (Quantitative Analysis, 4 credits); Organic Chemistry 1-2 (Elementary Organic Chemistry, 8 credits); and Physical Chemistry 107 (Elementary Physical Chemistry, 6 credits).

Mathematics—as a prerequisite for physics: Course 1 (Higher Algebra, 5 credits) unless the student has had high school higher algebra; Course 15-16 (Elementary Mathematical Analysis, 10 credits) or equivalent.

Physics 4-5-6 (General Physics, 15 credits).

German 1-2-3 (15 credits) or equivalent. It is recommended that German 30-31-32 or 33-34 (Medical German) be taken also.

Psychology 1-2 (General Psychology, 6 credits).

† The following quotation from the bulletin of the Medical School applies to students who do their premedical work here. "The total number of credits for admission to the Medical School required of students who do their premedical work at Minnesota may, at the discretion of the Admission Committee, be diminished in the case of superior students, under the quality credit rule of the College of Science, Literature, and the Arts. Required courses may not be omitted unless special permission is obtained from the Admissions Committee of the Medical School."

§ There are two eight-year courses leading to the degree of doctor of medicine. Students interested in either one should read (1) the requirements for both, and (2) the paragraph entitled "Courses Leading to the Degree of Doctor of Medicine" (see above).

¶ For detailed information about the individual subjects of study in this curriculum (course numbers and titles, credits, prerequisites, schedule of hours and days, etc.) see the University's *Combined Class Schedule*.

** From the Medical School.

The following subjects are recommended as electives: English composition and literature, speech, advanced zoology (such as Introductory Animal Parasitology), freehand drawing, history, French, higher mathematics, biostatistics or statistics, advanced psychology, sociology (especially social pathology), philosophy, political science, and cultural subjects generally. General Bacteriology, a Medical School subject, may not be presented for admission to the Medical School.

For admission to the Medical School, a candidate's record must show a number of honor points at least equal to the total number of credits in the group of required subjects; also a number of honor points at least equal to the total number of credits in all subjects. (A higher average is exacted of nonresident applicants.) He must take a medical student's aptitude test and a battery of tests for premedical students given by the University Counseling Bureau. The scores of these tests are considered by the Students' Work Committee in advising students and determining admission. A student applying for admission should file credentials at least six months before the admission date of the class for which he applies. All admissions are subject to the limited registration regulations of the Medical School.*

The work during the fourth year is taken in the Medical School and is credited toward the degree of bachelor of science. To secure this degree, a student, in addition to the requirements for admission, must have completed the first two years of the medical course with a "C" average.

Students who have completed elsewhere three or more years of collegiate or university work which includes the required subjects specified above and which is in other respects the full equivalent of the three years of academic work required in this eight-year course, will be awarded the degree of bachelor of science on recommendation of the faculty of the Medical School, provided they meet the scholarship requirements stated above.

The foregoing regulations governing the quality and amount of premedical training required for admission to the Medical School will be enforced for those who present the minimum amount of work. In cases of mature and superior students, especially such as have taken degrees and have made special progress along some line (even tho it may not have been closely related to medicine), concessions may be made. Such cases will be considered individually upon petition to the dean of the Medical School.

A broad, general education is considered fundamental to medical study, but it should be borne in mind that no student can pursue the medical course to advantage without knowledge of biology, chemistry, and physics.

XV. EIGHT-YEAR COURSE IN ARTS AND MEDICINE, LEADING TO THE DEGREES OF BACHELOR OF ARTS,† BACHELOR OF MEDICINE,§ AND DOCTOR OF MEDICINE§¶**

During the first three years of this course, the student is registered in the College of Science, Literature, and the Arts, subject to the regulations of the college, and must secure at least 135 credits, with a scholarship average of C. (This number of credits may

* For an indeterminate period, a new class will be admitted each 9 months. This practice began in March, 1943. These students will normally graduate three calendar years after admission. A new class was admitted in September, 1944 and another new class will be admitted in June, 1945. Another year must be devoted to an internship.

† From the College of Science, Literature, and the Arts.

§ From the Medical School.

¶ Only students who have completed the required work in the College of Science, Literature, and the Arts before entering the professional school will be permitted to avail themselves of the privilege of securing the B.A. degree in this combined course.

** There are two eight-year courses leading to the degree of doctor of medicine. Students interested in either one should read (1) the requirements for both, and (2) the paragraph entitled "Courses Leading to the Degree of Doctor of Medicine," on page 40.

be reduced* by application of the "quality credit" rules given in paragraphs 18, 19, 20 on pages 4-5.) At least 30 credits† must be in Senior College courses. He must complete the requirements for admission to the Senior College, given on pages 11-14, and also the work in chemistry, mathematics, physics, psychology, zoology, and foreign language prescribed for the eight-year course in Science and Medicine (page 41).§

During this third year, the student elects work in this college subject to the approval of the assistant dean for the Senior College. The first year of the course in the Medical School, when completed with the standards required by that school, counts as the equivalent of the fourth year (45 credits) of the Arts course.

For admission to the Medical School, a student's record must show a number of honor points at least equal to the number of credits in the group of required subjects; and also a number of honor points at least equal to the total number of credits. A higher standard is exacted of nonresident applicants. The student must be accepted by the Medical School under the limited registration regulations of that school. Exceptions to these requirements may be granted to superior students on petition to the Students' Work Committee of the Medical School.

* For a statement about "quality credits" and admission to the Medical School, see the † footnote on page 41.

† Thirty is the number usually required. For some students it may be reduced by special permission of the assistant dean for the Senior College.

§ For recommended electives and the restrictions governing them, see page 42.

INDEX

	Page		Page
Administrative officers	2	Journalism	22
Admission	2	Junior and Senior colleges	2, 4
Adult special students	2	Junior College	2, 12
Advanced standing	3	Junior College courses	4
Advisers for students	10	Juniors	4
Agricultural Journalism, major in	22	Latin-American studies	16
Amount of work	5	Law	
Architecture	37	course in Business Administration and	39
Armed forces		course in Arts and	38, 39
"credit" for students who enter	7	prelaw course	33
"fees" for students who enter	7	Liberal Arts curriculum	12, 15
Art, Courses in	17	Library Training	25
Associate in liberal arts, course leading to	11	Medical Technology	34
Auditors	6	Medicine	
Average, scholarship	4	Arts and	42
Bachelor of arts, course leading to	11	Science and	41
Business Administration	26	Military Science and Tactics	36
Business Administration and Law	39	Music	19
Changes in registration	5	Naval Science and Tactics	37
Combined arts and professional courses 9, 37-42	37-42	Nursing Education	32
Condition	4	Petitions	6
Correspondence study and Extension courses	21	Physical Education requirement	9
Courses of study	8, 9	Physical Therapy, course in	36
Credits	3	Prebusiness course	26
Credits for students who enter the armed		Predental course	28
forces	7	Prelaw course	33
Curricula	8, 9	Premedical course	40
Dental Hygiene	37	Privilege fees	7
Dentistry	28, 40	Program, <i>See Combined Class Schedule</i>	
Education, College of, preliminary courses	29	Public Health Nursing	32
Eighteen credits, registration for	5	Quality credits	4
English		Quality of work	13
exemption from requirement	10	Registration	5
habitual bad English	10	changes in	5
placement tests in	10	late, fee for	7
Examinations		Regulations applying to Freshman	
English	10	English	10
for advanced standing	3	Residence requirement	5, 15, 20
for credit	3	Scholarship average	4
to demonstrate proficiency	3	Senior College	2, 14
Extension courses	21	requirements for admission to	11-14
Faculty advisers for students	10	Senior College courses	4
Failures, rules governing	4	election by Junior College students	4
Fees	6	Seniors	4
Fees for students who enter the armed		Social Work	23
forces	7	Sophomores	4
Freshmen	4	Special fees	6
General Extension, courses in	21	Special students	2
General information	2	Students' Work Committee	2
Grades	3	Subjects in other colleges, election of	5
Graduate School, credit in	21	Theological Training	
Graduation honors	19	preparation for	15
Honor points	3	Tuition	6
Honors, graduation	19	University College	9
Humanities, course in	16	X-Ray Technology	35
Incompletes	3		

The Bulletin of the UNIVERSITY of MINNESOTA

Preparation for the Foreign Service
Announcement for the Years 1945-1947

( Paper is a critical material. Please save this
bulletin or give it to someone else who is interested.)



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Preparation for the Foreign Service

FOREIGN SERVICE WORK AS A CAREER

The foreign service is that branch of the executive department of the United States which "forms the field force through which the necessary contacts with foreign governments are established and maintained." Its members form the personnel of our embassies, legations, and consulates throughout the world. Their work is one of high responsibility and interest.

Briefly, the diplomatic function comprises the conduct of our regular political relations with other states. The policies of our government and the interests of citizens are promoted and protected by the diplomatic representatives stationed throughout the world. They participate in the negotiation of treaties, write and deliver dispatches and notes, maintain cordial social relations, present the protests of citizens claiming injury, further trade and financial interests, etc. The consular officer also is expected to promote and protect the interests of his country and its people. He does not conduct political negotiations but in many cases it is the preparatory work of the consuls in obtaining information on economic needs and resources that paves the way for successful negotiations. The consular branch performs many useful services, such as the visa of passports, registration of births and deaths, certification of invoices, administration of estates of deceased citizens, clearance of ships, and protection of sailors.

A career in the foreign service is open to both men and women. Altho it is not required that they be college graduates, the standards of the service are indicated by the fact that the percentage of appointees who have had no college training is small. Candidates must be American citizens of at least fifteen years' standing who are not under twenty-one nor over thirty-five years of age, and who are not married to aliens. To date only a few women have been certified or appointed as there are a number of posts at which living conditions or national customs render their employment difficult or impossible. Therefore, while women are eligible for the service, it is desirable that they should take account of these special circumstances before deciding to undertake the necessary preparation.

Foreign service officers are ranked in eight classes except for new appointees, who enter as unclassified officers. Salaries range from \$2,500 to \$10,000. In addition to salary, officers receive allowances for rent, heat, light, and expenses of transportation and subsistence when traveling on public business. They are eligible to retirement at sixty-five or after thirty years of service on an annuity which varies between 30 per cent and 60 per cent of their average annual salary during their last ten years of service, depending upon the length of employment. A deduction of 5 per cent from each officer's annual salary is made toward the retirement fund. The government contributes the remainder of the fund.

In accordance with law, promotion is in the order of merit and is based upon efficient service and evidence of special merit. Automatic increases of \$100 a year are given to men maintaining a satisfactory service record; upon entrance into class four the automatic annual increase is raised to \$200. Altho the post of chief of mission, i.e., of ambassador and minister, is not within the classified service, the secretary of state is by law required to make recommendations to the president, of men in the classified service who are deemed suitable for appointment to it. While it seems unlikely and undesirable that all of our

ambassadors and ministers will ever be drawn from the ranks of the classified service, it is equally clear that the trend of development is encouraging to ambitious and especially capable officers.

The salaries and allowances attached to ambassadorial posts are still, unfortunately, inadequate to cover the cost of diplomatic life in a number of capitals but are sufficient in the majority of the legations. However, the positions in the classified service are satisfactorily compensated.

By the Rogers Act of 1924, the diplomatic and consular services were combined into one—the foreign service. Since the status under international law, as well as the functions, of the two services, are distinctive, it is essential that officers have diplomatic commissions when serving in a diplomatic capacity and consular commissions when serving in a consular capacity. Under the law an officer is commissioned a foreign service officer and in addition may be commissioned a diplomatic secretary or a consular officer, or both. The law provides that a foreign service officer may hold both diplomatic and consular commissions simultaneously. All beginners, altho holding both diplomatic and consular commissions, are assigned to the consular branch of the service. An officer may not select the branch in which he will serve but during his career in the foreign service he is expected to serve where he is needed or where he is deemed best qualified to serve, whether that be in a consular office, a diplomatic mission, or the Department of State in Washington. Promotions within the classified service are made upon the principles of equal treatment to the men in both branches. Appointments to be chiefs of mission (ambassadors or ministers) may be made by promotion from either branch of the service.

The notoriously political character of appointments in the foreign service a generation ago prompts a frequent inquiry today upon this matter. In answer there may be quoted a statement made in 1931 by Mr. Wilbur J. Carr, assistant secretary of state: "There is today no politics in the classified branch of the foreign service. The admission, the advancement, and the assignment of men depends upon their own ability and merit as far as the agencies designated by the President and the Department of State are able to determine these qualities." If this statement may be accepted as stating substantially the present situation, it will be recognized that a real career is available for young men and women of ability who have the poise and adaptability to make their way with foreign peoples.

EXAMINATIONS FOR THE FOREIGN SERVICE

There are two examinations for entrance into the service, the first written, the second oral. Permission to take the written examination is obtained from the secretary of state. The candidate obtains an application blank from the secretary. The proper form of address is:

The Honorable,
The Secretary of State,
Washington, D.C.

Any applicant who would be certified for appointment if successful will ordinarily be designated to take the examinations. The written examination is held at a number of centers, one of them being St. Paul. It continues for three days and covers international, maritime, and commercial law; natural, industrial, and commercial resources of the United States; economics, political and commercial geography, American history and government, modern history since 1789, including Latin-American and Far Eastern affairs, and a modern language, which may be French, German, or Spanish. The last-named examination includes translations from English into the foreign language and from

the foreign language into English, and may involve the writing of a brief essay or letter in the foreign language. Candidates may take examinations in two languages but are well advised not to do so unless well prepared in both. Excellence in one language is preferred over mediocrity in two. There are also questions aimed to discover general knowledge and intelligence, which include simple problems of arithmetic and accounting and the analysis of given paragraphs. Specimen sets of examination questions may be obtained *gratis* from the Department of State. Candidates are urged to study a set carefully.

The passing grade on the two examinations is 80 per cent but candidates receiving 70 per cent on the written examination are eligible to go to Washington for the oral examination. A period of about three months between the two examinations permits some brushing up on subjects in which weakness may have been felt. The oral test, however, has no necessary relation to the written one. The candidate must pay his own expenses in traveling to Washington. He must undergo a physical examination there and may be rejected for physical unfitness but may have a second physical examination if he passes the oral examination.

The object of the oral examination, which is given by a five-member board of examiners, is "to ascertain the extent to which candidates are qualified for the proper performance of the duties of the foreign service from the point of view of their character, address, judgment, general education and culture, contemporary information, practical experience, and apparent business capacity." Candidates may be examined in small groups or separately. The length of the examination depends upon the circumstances of each individual case but may be from fifteen minutes to an hour. The candidate *must* remember that at this stage the examiners are as much interested in *him* as in the correctness of his answers. The manner in which he organizes and presents his information, his grasp of the subjects discussed, the clarity with which he formulates and presents his views, his attitude and poise are all highly important. There is finally an oral test in the selected foreign language. The candidate is expected to interchange remarks with one of the examiners. The examiner does most of the talking and is usually satisfied if the candidate demonstrates capacity to understand the general meaning of the statements made and questions asked. Obviously a particularly good performance in language will aid a candidate's prospects considerably.

ENTRANCE INTO THE SERVICE

Competition for admission into the service is very keen, and the number of examinees is regularly several times as large as the number of places to be filled. High scholarship thus becomes a favorable factor. Business experience also is an advantage. Travel, wide reading in current periodicals, and alertness, earnestness, and good manners are other aids to success.

The names of successful candidates are placed on the "eligible list" and certified to the secretary of state. As vacancies occur men are taken from the list in the order of their examination marks. If not appointed within two years, a candidate on the eligible list must repeat the examinations. Those appointed, by and with the advice and consent of the Senate, are given probationary assignments in the field at an initial salary of \$2,500. After a few months, they are assigned to the "Foreign Service Officers' Training School" in the Department of State. Having there become familiar with the functioning of the department and having received additional instruction upon their future duties, they are assigned to posts as vice-consuls. Thereafter their advancement depends upon their experience and efficiency records.

NONCAREER POSITIONS

Clerkships paying salaries of from \$1,800 to \$2,000 are available without examination for persons who are unmarried and without dependents at the time of appointment. Salaries may rise to \$4,000. Women, as well as men, are eligible for these positions. The age limits for entrance are from twenty-one to thirty-five and a physical examination must be passed. Candidates for a clerkship should have a knowledge of stenography and of the language of the country in which they are to be employed. Junior clerks need not be citizens of the United States unless serving in a diplomatic mission.

The use of the term "noncareer vice-consul" has been discontinued, but it is still the practice in appropriate cases to commission a clerk as vice-consul at a particular post.

Forms of application for appointment to a clerkship may be obtained from the secretary of state.

PREPARATION FOR THE SERVICE AT THE UNIVERSITY OF MINNESOTA

Candidates for the foreign service enroll in the College of Science, Literature, and the Arts and receive the degree of bachelor of arts. The course, or combination of courses, is comprised of the work regularly required of all candidates for the B.A. degree in the Junior College plus two years in the Senior College, during which the candidate takes a major in international relations and a related minor or minors. It is not necessary that he take a year of graduate work but it is advisable to do so if possible. The fees are those regularly paid by students in the college. (For information regarding the regulations of the college see the College of Science, Literature, and the Arts Bulletin of the University of Minnesota.) Students may obtain credit for more than one beginning language. However, substantial knowledge of one language is preferable to a smattering of two or more. The natural science course to be taken is left to the choice of the candidate.

In the Junior College it is recommended that candidates take French, German, or Spanish unless already well qualified in one of those languages. It is further recommended that they take Civilization of the Modern World, American History or Humanities in the United States, Principles of Economics (the ten-credit course), Geography of Commercial Production, American Government and Politics, World Politics, and Comparative European Government. Any of these courses which cannot be fitted into the Junior College work should be taken in the Senior College. Candidates must be able to read, write, and speak English. Great emphasis is placed upon ability to analyze difficult paragraphs in English and to answer questions designed to test the candidate's understanding of their content.

Upon entrance into the Senior College, or sooner if he so desires, the candidate should confer with one of the major advisers for the Foreign Service Course. While the major requirement is twenty-seven credits it will be advisable, in order to obtain adequate preparation for the foreign service examinations, to take additional courses.

The Senior College work may wisely be grouped about a core course or sequence of courses in a selected foreign area, e.g., Central Europe, Latin America, or the Far East. In this course or sequence the social, political, and economic characteristics of the culture of the selected area are the subjects of study. Courses of this nature are, for the European area: Europe in the Twentieth Century, European Democracies, European Dictatorships, and French Civilization and Culture; for Latin America: Government in Latin America, Latin-American History, Latin-American Culture, and Economic Problems of Latin America; for the Far East: Races and Cultures of the Far East, International Relations in the Far East, Far Eastern Governments, and Economic Problems of

the Far East. A candidate who has a good understanding of the general culture of one area will be more adequately equipped for the foreign service examinations than one who has only a superficial acquaintance with several.

The core work in area study should be supported with courses in geography, particularly the geography of the selected area but including the general course, Trade Routes and Trade Centers; also with courses in International Law, International Organization, Public Administration, Recent Political Thought, American Diplomatic History, and International Commercial Policies. It is also desirable to continue with the selected foreign language in the Senior College. (For the schedule of courses and instructors, consult the "Combined Class Schedule" of the College of Science, Literature, and the Arts, and other colleges of the University, published annually as a bulletin.)

The candidate is free to fill up his program with whatever subjects attract him. Knowledge of any field—literary, artistic, scientific, or social—is an asset to a candidate and an aid to his later advancement. The cultivated man or woman, appreciative of art, music, and drama, is desired by the service. Mention may also be made of opportunities outside the classroom. These include lectures by visiting professors, publicists, and statesmen, membership in such organizations as the International Relations Club and the Cosmopolitan Club, and acquaintance with foreign students.

GRADUATE WORK

Preparation for the foreign service examinations may be made in the Graduate School. Altho graduate credit is not granted for courses of undergraduate level (those numbered under 100), such courses may be taken without credit while enrolled in the Graduate School. Courses numbered 100 and above are, as a rule, acceptable for graduate credit. Requirements for advanced degrees are stated in the announcement of the Graduate School, which is published as a bulletin of the University. A student who has begun his preparation as an undergraduate may prefer to follow Plan A for the Master's degree. Plan B, which places less emphasis upon research, is recommended for one who begins his preparation in the Graduate School. Candidacy for a degree is not, however, required of students in training for the foreign service.

ALTERNATIVE OUTLETS FOR FOREIGN SERVICE STUDENTS

It should not be assumed that all students in the Foreign Service Course are assured of positions in the service. The number of vacant posts each year is not large or constant. The competition is keen. Personal qualities may defeat an able candidate. The student, however, is not "putting all his eggs in one basket" in taking the foreign service course. He is getting a broad education in the social sciences from which he may go on into professional training for law, teaching, or business. He will be eligible for positions in the Departments of State and of Commerce, the Treasury, and other government departments. Foreign trade or journalism may be open to him. It is desirable, however, that young men and women should realize fully that the outlet in the foreign service is very limited. And they should not take the course without full consideration of their personal qualifications for it. The University can offer preparation for the written examination and it can help them to become the well-balanced and alert individuals who succeed in the oral test. But it cannot guarantee appointment in this field or any other field.

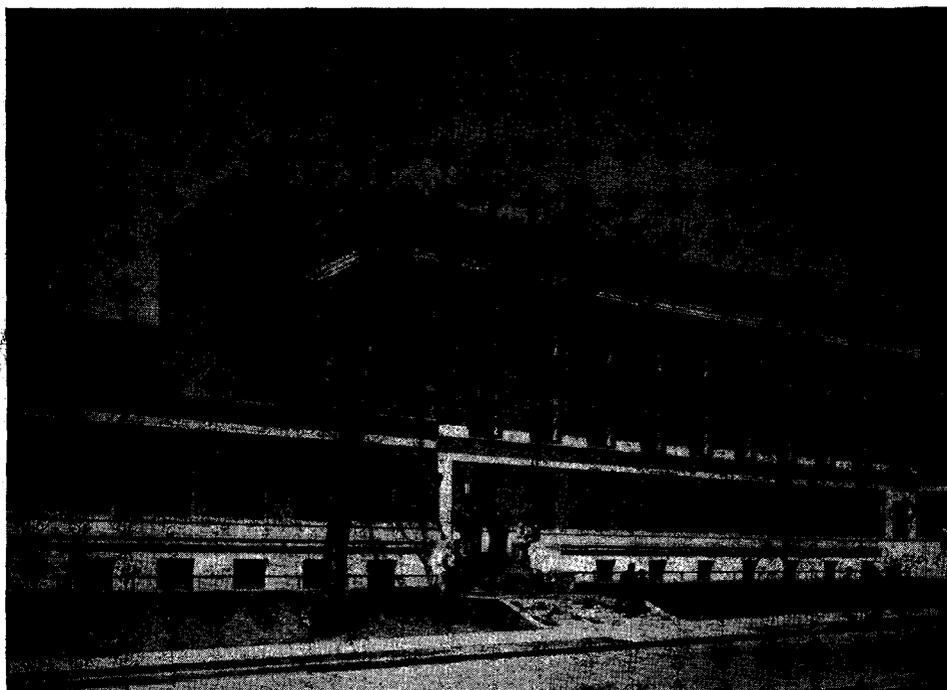
POSITIONS IN THE DEPARTMENT OF STATE

Positions outside the foreign service are open, upon examination, in the Department of State. Examinations may be "assembled," i.e., written, or "unassembled," i.e., conducted by means of interviews, correspondence, and the presentation of evidence of qualifying study or experience. In general, preparation adequate for the foreign service examinations will be satisfactory for applicants for positions in the State Department. Interested persons are advised to fill out Form No. 57—which is obtainable from the U. S. Civil Service Commission and is the regular form for application for federal employment—and to submit it to the Secretary of State, Washington, D.C. This procedure entitles an applicant to consideration for any position within the scope of his qualifications.

From time to time announcement is made of positions available within the classification of junior professional assistant. The position of junior state department assistant falls within this classification. Appointees perform scientific or professional work. The basic salary is \$2,000 a year. Additional compensation is paid for overtime work. Candidates must be citizens of the United States. They may take the examination before graduation from a four-year course in a college or university of recognized standing. But they may not take office until they have been graduated. Age qualifications and type of examination vary from time to time. It is therefore advisable to consult the latest announcement, which may be obtained from the United States Civil Service Commission, Washington, D.C., or from the United States Civil Service District Office, Post Office, St. Paul, Minnesota.

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William J. Murphy Hall—Home of the School of Journalism

Education for Journalism at Minnesota

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*The Bulletin of the
University of Minnesota*

University Calendar, 1945-46

1945

Fall Quarter

September	24	Monday	Entrance tests ¹
September	24-25		Registration for Freshman Week for new students entering the freshman class
September	24-28		Freshman Week; Registration, ² College of Science, Literature, and the Arts, and General College
September	27-28		Registration, ² all colleges except Institute of Technology. Fall quarter fees due for all students in Science, Literature, and the Arts, General College, Education, Medical School, Medical Technology, Public Health, Physical Therapy, University College, and for new students in other undergraduate colleges
October	1	Monday	Fall quarter classes begin 8:30 a.m. ³ First semester extension classes begin ⁴
October	4	Thursday	Opening convocation, 11:30 a.m.
October	13	Saturday	Last day for registration and payment of fees for the Graduate School, teachers in service, and adult special students
November	12	Monday	(Sunday, November 11, Armistice Day); holiday (except extension)
November	22	Thursday	Thanksgiving Day; holiday
December	14-15 and 17-20		Final examination period
December	20	Thursday	Fall quarter ends, 6:00 p.m. ⁵ ; Commencement, 8:00 p.m.

Winter Quarter

December	27	Thursday	Winter quarter fees due for students in residence fall quarter in undergraduate colleges
1946			
January	4	Friday	Entrance tests ¹
January	4-5		Registration ² for new students in all colleges except Institute of Technology
January	5	Saturday	Registration for Institute of Technology. Registration and payment of fees for new students in all undergraduate colleges closes at noon
January	7	Monday	Winter quarter classes begin 8:30 a.m. ³
January	19	Saturday	Last day for registration and payment of fees for the Graduate School, teachers in service, and adult special students

(Continued on page thirty-one)

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Education for Journalism

at the

University of Minnesota

★

BULLETIN

of the

SCHOOL OF JOURNALISM

1945 - 1946

The illustrations at top and bottom of this page show the ornamental stone carvings above the main doors of William J. Murphy Hall. The carved "printer's marks" are those of famed early printers: Above, William Caxton, English, and Fust and Schoeffer, German; below, Aldus Manutius and Johannes de Colonia, both Venetians.

A Course -- a Department -- a School

INSTRUCTION in journalism began on the University of Minnesota Campus in 1910, when an elementary course in news writing was offered to half a dozen students. The course was not repeated, however, and it was not until five years later—1915—that William P. Kirkwood inaugurated the reporting work that laid the foundation for the present School of Journalism.

That one course in 1915 grew slowly to a total of eight or nine courses; and in 1922 the Board of Regents established the Department of Journalism as a part of the College of Science, Literature, and the Arts. The department's work was stimulated in 1927 when the income from the Murphy Fund became available.

A slow but steady expansion marked the work of the department for the next fourteen years. In 1930 Dr. Ralph D. Casey became chairman of the department. Course offerings in business management, advertising, and typography were extended within a year or so. Work in magazine writing and editing was enlarged in 1934, and work in radio script writing introduced in 1937. Meantime the basic principle on which the school's work is now based—that education for journalism consists not alone in basic training in journalistic techniques but also in thorough grounding in social education—was implemented through the introduction of non-technical course work. Graduate work also grew in enrolment and importance.

In February, 1940, the department moved into Murphy Hall, its new quarters. And in 1941 the Board of Regents, actuated in part by the request of the Minnesota Editorial Association, made the department a full-fledged School of Journalism.

During the war the school's enrolment fell off, though in smaller proportion than that of the University as a whole. It reached a low point in 1944; by spring of 1945 it was almost at prewar normal again. Several members of the faculty took leaves for war service: Henry Ladd Smith to become a lieutenant-commander in the Navy; Ralph O. Nafziger to serve in 1941-42 in the Office of War Information; and Fred L. Kildow to teach journalism in the "GI University" at Shrivenham, England, in 1945-46.

Education for Journalism at Minnesota

THE MINNESOTA concept of the preparation of young men and women for journalistic careers is triple-based. It involves:

- A good liberal education;
- A thorough understanding of the social implications of journalism, emphasizing the professional responsibilities and opportunities of a free press;
- A fundamental knowledge of journalistic techniques and procedures.

A journalism student needs first of all to know and understand the world in which he lives and works—to see contemporary life in its historical, social, and economic perspectives, to be intelligently and informedly critical, to recognize that no profession today (journalism perhaps least of all) operates in a vacuum, but rather with intimate and constant impingements on all the social and cultural phenomena whose currents it cuts across. This means that the journalism graduate must be *educated* in the best sense of the word—that he must have background in the social sciences, in literature, in natural science, as the framework into which to fit his life and work.

News-editing students work at a newspaper copydesk



Second, he must see the precise relationship between community life and the field of journalism itself. He must be appreciative of the public interest nature of journalism and the great responsibilities that go with the practice of his profession. He must think of journalism, therefore, as a social instrument and himself as possessed of social intelligence. He must perceive the historical development of journalism, its public and private responsibilities, its present-day strengths and limitations, and its future possibilities.

He must realize that journalism is *communication* and that it involves the administration of news and opinion over several channels and through more than one agency. It is more than reporting and editing for the daily and weekly press. It includes magazine and book work, the radio, advertising, and other instrumentalities of public information and enlightenment. The Minnesota School of Journalism is, in effect, a communications center whose staff, curricula, and facilities are available for training in the communications field.

Third, a journalism student must have basic training in the tools and techniques he will be called upon to use. The School of Journalism seeks to provide for him an introduction to these basic tools, and a knowledge of their use to the greatest advantage. The profession of journalism requires special competence, acquired as a result both of intellectual training and a basic acquaintance with the fundamental skills and practices which the graduate will use vocationally. The School of Journalism seeks to show the relationship of skill-training to the first and second principles of sound journalistic education as described above.

To achieve these purposes, the School of Journalism offers a four-year course leading to the bachelor of arts degree, with wide enough flexibility so that each student's individual potentialities may be best developed.

• It offers a graduate year terminating in the master of arts degree to those qualified to enter the Graduate School and prepared to meet its requirements. This additional year's work is for mature students who wish advanced training, for professional journalists who seek graduate level instruction, for those intending to prepare themselves for research in the field of communications, and for teachers of journalism.

For qualified students who seek the doctor of philosophy degree in one of the social sciences, it provides a minor or double minor in journalism.

William J. Murphy Foundation for Journalism

THE SCHOOL of Journalism and its activities are supported in part by the William J. Murphy Endowment of more than \$600,000. The original bequest is the third largest sum ever given to the University by an individual donor, excluding grants by educational foundations, and is the second largest grant ever made to an educational institution for the support of instruction in journalism. It is exceeded only by Joseph Pulitzer's bequest to Columbia University in 1903.

Before his death in 1918, Mr. Murphy was for many years the publisher of the Minneapolis *Tribune*. In his will he made a bequest to the University of Minnesota, in trust, the net income to be used to establish and maintain a School of Journalism, and a portion of the principal to be set aside, at the discretion of the Board of Regents, to erect a building for the School of Journalism.

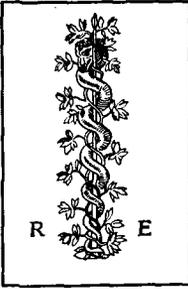
The amount of the bequest was \$350,000. By the time building plans were projected in 1939, the fund had increased to approximately \$650,000. William J. Murphy Hall, named in honor of the donor and dedicated in May, 1940, cost \$250,000 of which \$110,575 came from the Murphy trust fund, \$25,000 from the Board in Control of Student Publications, and the remainder from the Federal Government as a PWA grant.

Mr. Murphy was by birth a farm boy who prepared himself as a young man for the practice of law. He purchased the Grand Forks, North Dakota, *Plain Dealer* in the early 1880's and sold it in 1889. In March, 1891, Mr. Murphy and an associate purchased the Minneapolis *Tribune* which had been founded in 1867, the year the city of Minneapolis was incorporated. Two years later, Mr. Murphy purchased his associate's share of the *Tribune* and from that time until his death on October 24, 1918, was the sole owner and publisher.



These "printer's marks," cast in brass on the façade of Murphy Hall, are those used by Christopher Plantin, Flemish, and William Morris, English. On the next page are those of Robert Estienne, French, and Theodore DeVinne, American.





William J. Murphy Hall



THE SCHOOL of Journalism has its own building, William J. Murphy Hall, a four-story structure erected in 1940 at a cost of \$250,000 on the Main Campus of the University. Dedication ceremonies were held on May 2, 1940.

On the ground floor are the offices of the four major student publications; the headquarters of the National Scholastic Press Association and the Associated Collegiate Press; the photography laboratory, a teaching unit equipped with sixteen darkrooms, a studio, a finishing room, a supply room, and individual drawer-lockers for sixty students. A student locker room completes the ground floor rooms.

On the main floor is the large journalism library and reading room with a seating capacity of sixty students; an exhibit room containing built-in wall exhibit cases for the display of historical and current journalistic media; a large auditorium with a seating capacity of 265 persons, equipped for sound motion pictures and radio broadcasting; and the central office of the School of Journalism and the offices of faculty members.

Two news editing laboratory rooms, one for the courses in radio writing, and the second for newspaper editing, occupy the north end of the second floor. Both laboratories are equipped with press association printer teletype machines for the use of Associated Press and United Press copy. This floor also includes offices for the Research Division, the reporting laboratory, and additional offices for staff members.

A combined radio-writing laboratory and fully-equipped broadcasting studio occupies one part of the third floor. From this studio originate news broadcasts prepared by journalism students for University Station KUOM. This floor houses the advertising laboratory, the typography laboratory for editing and advertising, and two large classrooms.

The building contains two "tower" rooms—one a large lecture room and the other a seminar room, with extensive shelf space for materials in current use by graduate students.

The building is wired to take advantage of new developments in journalism such as a television and facsimile publication.

Why Select Journalism?

ON WHAT BASIS should a young man or woman select journalism as a career?

Successful journalists—newspaper men and women, magazine, radio and advertising writers, business managers, public relations and public opinion specialists, and others—have a number of characteristics in common: They are intelligent and imaginative; they have a knack for writing, and the energy, ambition, and sound-headedness to exercise it; they take pride in meeting responsibility; they have a deep interest in their fellow man, and in the world in which they live. Not all, of course, have every one of these characteristics; but most combine a number of them.

The young man or woman who wants to "go into journalism" may well examine himself to discover how he meets these tests. He may have found in high school writing, or high school publication work, or amateur journalism, or as a novice free lance, that he has a bent for journalistic work, and a liking for it. If he is wise, he will not seek to become a journalist merely because he thinks it would be an interesting career—though it would be, if he is qualified for it. He will try, instead, to make certain that he has not only the desire but also some of the special capacities a journalist needs.

He will find guideposts in his precollege schooling, in his special interests and activities, in the advice of competent counselors. Members of the School of Journalism faculty are at all times available, in their offices or by mail, to consult with prospective journalism students, and advise them. The Student Counseling Bureau of the University offers a number of vocational interest and aptitude tests that will be helpful.

In high school, the prospective journalist is usually best advised to take a general or college preparatory course. He will find it desirable to work on school publications and in other forms of amateur journalism. He should learn to use a typewriter. He will improve his preparation if he reads widely and wisely, and if he interests himself in public affairs of all kinds.

The Pre-Journalism Student

THE TERM "pre-journalism" student at the University means the student who has not yet completed the necessary basic courses to qualify him for work at the junior and senior level in advanced journalism courses. Usually it refers to freshman and sophomore students—those in Junior College—who intend to become journalism majors in their last two years. It may, however, also refer to "adult special" students seeking journalism major work, or to those who enter the University from other colleges or universities with standing that admits them to Senior College, but who have not completed all preliminary requirements.

Admission to the College of Science, Literature, and the Arts, of which the School of Journalism is a part, may be gained by examination, by certificate from high school, by work at other institutions, or by qualification as "adult special" students. Full information on admission is presented in the *Bulletin of General Information* of the University, which may be obtained from the Office of Admissions and Records.

In his freshman year, a student usually undertakes work in English composition, a modern foreign language, and social and natural sciences. This is all in the nature of groundwork for studies he is to undertake later. He may also take courses in "How to Study," personal hygiene and other fields; in Junior College, as in the more advanced work, every student's course program is an individual matter, designed to suit his particular needs. Every student is urged to seek advice and help from a journalism faculty member in designing his Junior College program.

In the sophomore year the student enters his first journalism course—Introduction to Reporting—and follows it with Newspaper Reporting. He also takes advanced composition, and elects other courses in consultation with his adviser, so that he completes Junior College requirements and lays sound basis for his Senior College work.

The Junior College requirements for a prospective journalism major are:

Freshman composition, or its equivalent; advanced writing
Four quarters of a modern language, usually French, Spanish, or

German (this requirement is reduced by one quarter for each year of the chosen language for which the student has high school credit)
Ten credits in a social science
Ten credits in a natural science
Introduction to Reporting and Newspaper Reporting
Additional elective credits to make up the minimum of 84 required for admission to the Senior College.

The student usually meets his social science requirement in history, political science, sociology, economics or geography, or by taking the survey course, Introduction to Social Science. He is urged to prepare himself for advanced work in at least two of the social studies.

In natural science he usually meets the requirement with work in psychology, zoology, physics or chemistry, or with the survey course, Orientation in the Natural Sciences.

He is advised to make up his elective credits by work in these fields and in philosophy, humanities, literature, fine arts, anthropology, speech, and other areas. If his intent is to specialize in advertising or business management, he should include Principles of Economics and psychology among his electives.

The two Junior College years are considered not only a period during which students lay the groundwork for their advanced and professional courses, but also an opportunity for testing their fitness for journalistic work. In their reporting courses and in other work, including reporting and editing on student publications, and in their conferences with advisers, they will be able to put their capacities, and their desires, on trial. The School of Journalism makes every effort both to aid those who are qualified for journalistic careers to prepare themselves in the best possible manner, and to help those not best fitted for work in a highly competitive field to find out this fact.

Reporting students at work in the "reporting lab"



The Journalism Major

THE JOURNALISM MAJOR student at Minnesota devotes a little less than half of his time during his last two years—Senior College years—to professional journalism courses. The remainder of his time goes to studies in other fields that give him the rounded general education a journalist must have, and that equip him for whatever specialized types of journalistic work he has chosen.

Specifically, a journalism major ordinarily takes 39 to 45 of his 90 Senior College credits in the School of Journalism. Thirty of these credits are required. They include the subject matter that is common to, or necessary background for, all forms of journalistic practice. The remaining credits are elective—chosen by the student to meet his individual needs.

A journalism major ordinarily includes in his junior year program the following required journalism courses:

- News Editing (6 credits)
- Magazine Writing and Editing (3 credits required, 3 optional)
- Newspaper and Advertising Typography (3 credits)
- History of Journalism (6 credits)

In his senior year he includes 12 required credits:

- Interpretation of Contemporary Affairs (6 credits)
- Reporting of Public Affairs (3 credits)
- Current Newspaper Problems (3 credits)

In addition to these courses, he elects three or more additional Senior College journalism courses to fit him for his fields of specialization, and adds to the journalism work supporting subjects in a wide variety of other fields. Each student must have a "minor" of 15 credits in one field, or two "minors" of 9 credits in each of two fields. He may make up the remaining 33 to 36 credits of Senior College work in any way he chooses.

As has been said, Senior College work is designed to fit each student for his own specialization—or for more than one. The School of Journalism trains for the following types of journalistic work: (1) metropolitan journalism—news editorial, press association work, syndicate service, business management, advertising, circulation; (2) small daily and weekly journalism—editing, management, advertising, circulation; (3) journalism-advertising; (4) magazine writing, magazine and book editing; editorial direction and business management of trade, technical and professional journals; (5) radio news processing and radio script writing; (6) public relations; (7) media analysis and research; (8) agricultural



An instructor aids students with a layout problem

journalism; (9) journalism teaching and supervision of school publications.

The following paragraphs describe the chief specialized fields, and show the professional and supporting work from which students select in preparation for them (in addition to the required 30 credits listed above).

Daily Newspaper Reporting, Editing, and Other Editorial Work—Communication Agencies and Public Opinion, International Communications and the Foreign Press, Communication Media Analysis, Influence of the Newspaper, Newspaper Advertising, News Photography; minor work in history, political science, psychology, sociology, literature, economics, and other fields.

Press Association Work—A program similar to the above.

The Community Newspaper—Weekly Editorial Administration, Newspaper Advertising, Circulation and Newspaper Management, Graphic Arts, Communication Agencies and Public Opinion; minor and supporting work in economics, sociology, history, psychology, political science, literature, and other fields.

Magazine Writing and Editing, Book Editing and Publishing—Critical Writing, Literary Aspects of Journalism, Communication Media Analysis, Communication Agencies and Public Opinion,

Readings in Journalism; minor and supporting work in literature, composition, humanities, fine arts, the social and natural sciences, psychology, and other fields.

Radio News and Script Writing—Development of Radio Broadcasting, Problems of Radio Writing, Radio News Writing, Communication Media Analysis, International Communications and the Foreign Press, Communication Agencies and Public Opinion; minor and supporting work in speech, psychology, literature, composition, the social studies, and other fields.

Advertising and Business Management—Weekly Editorial Administration, Newspaper Advertising, Circulation and Newspaper Management, Advanced Typography, Advanced Newspaper Advertising, Graphic Arts, Communication Media Analysis, Communication Agencies and Public Opinion; minor and supporting work in business, economics and advertising, psychology, the social studies, and other fields.

Public Relations and Public Opinion—Development of Radio Broadcasting, News Photography, Public Relations, Newspaper Advertising, Influence of the Newspaper, Communication Media Analysis, Communication Agencies and Public Opinion; minor and supporting work in speech, psychology, sociology, political science, literature, and other fields.

Agricultural Journalism—A joint major to prepare young men and women for this kind of journalism has been set up by the School of Journalism and the College of Agriculture, Forestry, and Home Economics. It includes most of the standard journalism major work and a selection of basic work in agriculture, agricultural economics and rural sociology, and other fields. (See page 29 for description of curriculum.)

Home Economics Journalism—A joint major in this field, similar to that in agricultural journalism, has been established by the School of Journalism and the College of Agriculture, Forestry, and Home Economics.

Journalism Teaching—For students in the College of Education who expect to teach journalism or supervise school publications in the public schools, a minor sequence is offered. It includes a group of specially designed basic courses, together with Teachers' Course in Journalism and Supervision of School Publications, and a selection of advanced journalism courses.

For those desiring to teach journalism at the college and university level, graduate work leading to the Master's degree or to a minor sequence in connection with work toward a Doctor's degree is provided.

Media Analysis and Public Opinion Polling—For a limited number of well-qualified students who possess sound journalistic and statistical background and who seek vocational positions as content and reader-interest analysts and polling technicians, a special curriculum is arranged including Communication Media Analysis and Communication Agencies and Public Opinion, other journalism courses and work in statistics and psychology.

Research in Journalism—Though a number of junior and senior courses treat problems of journalistic research, preparation for careers in research in journalism is usually recommended to graduate students only. School of Journalism courses to prepare for research in journalism include Communication Media Analysis, Communication Agencies and Public Opinion, History of Journalism, and other courses listed in the *Graduate School Bulletin*, including two graduate seminars. Topics in International News Communication and Research in Newspaper Problems.

Full details of individual courses are given at the end of this bulletin. For complete discussion of requirements for Junior and Senior Colleges, graduation, advanced degrees, etc., see the *Bulletin of the College of Science, Literature, and the Arts*, the *Bulletin of General Information*, and the *Bulletin of the Graduate School*.

Students at a microphone in the "radio lab"



Faculty of the School of Journalism

RALPH D. CASEY, B.A., M.A., Ph.D., Director of the School of Journalism and Professor of Journalism.

Reporter, political writer, assistant city editor, *Seattle Post-Intelligencer*, 1913-16, 1921-22; general assignment reporter, *New York Herald*, 1920-21; assistant public relations director, Seattle Chamber of Commerce, 1922; faculty member, schools of journalism at Montana State University, 1916-19; University of Washington, 1919-20; University of Oregon, 1922-27, 1929-30; University of Minnesota, 1930 to present; editor of the *University of Washington Alumnus*, 1914-16; editor, *Journalism Quarterly*, 1935-45; Guggenheim fellow for research abroad, 1937-38; N. W. Ayer Newspaper Typography Jury, 1933; George Foster Peabody Radio Awards Committee, 1942 to present; member of American Council on Education for Journalism; consultant, Office of War Information, 1942, and Bureau of the Budget, 1942-43; co-author and co-editor, "Principles of Publicity," "Interpretations of Journalism," "Propaganda and Promotional Activities," "The Newspaper in the Contemporary Scene," and "Propaganda, Communication, and Public Opinion."

THOMAS F. BARNHART, B.A., M.A., Professor of Journalism.

Staff, Snohomish, Washington, *Tribune*, 1920-25; assistant to field manager, Washington Publishers' Association, 1927-30; advertising and publicity manager, Everett, Washington, Chamber of Commerce; faculty, University of Minnesota School of Journalism, 1931 to present; consultant to Northwest Daily Press Association and Minnesota Editorial Association; N. W. Ayer Newspaper Typography Jury, 1944; chairman, Minneapolis Advertising Clinic, 1943-44, and vice-president, Minneapolis Advertising Club, 1944-45; author of "Weekly Newspaper Management," "Newspaper Sales Promotion," and "The Weekly Newspaper: a Bibliography, 1924-41."

MITCHELL V. CHARNLEY, B.A., M.A., Professor of Journalism.

Reporter, Honolulu *Star-Bulletin*, 1921; news editor, Walla Walla, Washington, *Bulletin*, 1922; editorial department, *Detroit News*, 1922-23; editorial assistant, assistant managing editor, and assistant editor, *American Boy*, 1923-26, 1928-30; assistant editor, *Short Stories*, New York, 1927-28; faculty, Iowa State College, Department of Journalism, 1930-34; University of Minnesota, School of Journalism, 1934 to present; assistant director, newsroom, station WCCO, Minneapolis, 1943; member, National Council on Radio Journalism; co-author of "Magazine Writing and Editing," author of "Boys' Life of the Wright Brothers," "Jean LaFitte, Gentleman Smuggler," "Boys' Life of Herbert Hoover"; editor of "Play the Game—the Book of Sport" and "Secrets of Baseball"; managing editor, *Journalism Quarterly*, 1935-45.

RALPH O. NAFZIGER, B.A., B.S., M.A., Ph.D., Professor of Journalism.

Assistant editor, North Dakota State College, Fargo, 1921-22; editor, Enderlin, North Dakota, *Independent*, 1922; editorial writer, *Fargo Daily Tribune*, 1923-24; reporter, *Fargo Forum*, 1924-25; news staff, *Omaha World-Herald*, 1925-28; editor, University of Wisconsin News Bureau,

1928-30, and faculty of the School of Journalism, 1930-35; faculty, University of Minnesota School of Journalism, 1935 to present; consultant, Office of the Co-ordinator of Information and chief, media division, Office of War Information, 1941-42; received Sigma Delta Chi national research prize, 1937; chairman, National Council on Research in Journalism, 1942 to present; author and compiler, "International News and the Press."

EDWIN H. FORD, B.A., M.A., M.S., Associate Professor of Journalism.

Reporter and copy reader, Minneapolis *Journal*, 1916-17; special writer, then associate editor, *Navy Life*, 1917-19; reporter, special writer, editorial writer, Seattle *Post-Intelligencer*, 1919-22; night editor, Seattle bureau of Associated Press, 1922-23; faculty, University of Washington, Department of English, 1923-24; Columbia University, Graduate School of Journalism, and teaching assistant, Harvard University, 1924-27; faculty, University of Oregon, School of Journalism, 1928-29, and University of Minnesota, 1929 to present. Editor, "Readings in the History of American Journalism," "The History of American Journalism: an Annotated Bibliography," "A Bibliography of Literary Journalism."

FRED L. KILDOW, B.A., Assistant Professor of Journalism.

Editorial staff, Whitewater, Wisconsin, *Register*, 1923-24; instructor in journalism and public relations director, Kansas State Teachers College, Emporia, 1925-28; faculty, University of Minnesota School of Journalism, 1928 to present; director, National Scholastic Press Association, 1928 to present, and Associated Collegiate Press, 1933 to present; associate editor, *Scholastic Editor*; editorial supervisor of student publications, University of Minnesota, 1941 to present.

HENRY LADD SMITH, Ph.B., M.A., Assistant Professor of Journalism.

Circulation department, Cleveland *Plain-Dealer*, 1929, and reporter, 1931; reporter, Canton, Ohio, *Repository*, 1930; court reporter and later marine editor, Tacoma *Daily Ledger*, 1931-36; teaching assistant in journalism, University of Wisconsin, 1936-38; assistant professor, University of Kansas, School of Journalism, 1938-40; winner of Alfred A. Knopf prize in history, 1940; assistant professor, University of Minnesota School of Journalism, 1940 to present; appointed Guggenheim fellow, 1945; author of "Airways: the History of Commercial Aviation in the United States"; now on leave as Lieutenant-Commander, Intelligence Division, Naval Air Corps.

CHARLES E. ROGERS, B.S., M.A., Teaching Assistant

Reporter, Tulsa *World*, 1914; feature writer, Kansas City *Star*, 1915; associate professor and later director, Department of Industrial Journalism, Kansas State College, 1925-39; division of information, Agricultural Adjustment Administration, Washington, D. C., 1934-35; director, Department of Journalism, Iowa State College, 1939 to present; chairman, National Council on Education for Journalism; author, "Journalistic Vocations" and "Reporting FFA News," and co-author, "Agricultural Journalism."

SUMI KAWADA, Secretary.

DONNA MAE PETERSON, Librarian.

Preparation for Advertising

FOR JOURNALISM majors who desire to prepare themselves for professional careers in advertising, a special minor sequence in advertising is provided.

Such students prepare in Junior College for this sequence by including Principles of Economics and General Psychology, and in some cases elementary statistics, among their electives. They meet their Senior College journalism major requirements as described elsewhere in this bulletin.

The special minor sequence consists of at least five courses. Three are required: B.A. 77, Survey of Marketing; B.A. 88, Advertising; and Psy. 56, Psychology of Advertising. Two or more are chosen from among two courses in graphic arts, one in retail store management and one in advanced advertising procedure, and either Communication Agencies and Public Opinion or Social Psychology.

Minors for Non-Journalism Students

MINOR sequences are offered for students in the College of Agriculture, Forestry, and Home Economics, the School of Business Administration, the College of Education, and the Institute of Technology. For registration in these sequences, minor students should consult journalism advisers.

A unit of the University known as University College arranges special courses of study for individual students whose intellectual interests or professional aims are not provided for by curricula in other colleges of the University. University College students who elect special sequences in which journalism courses are a part must have the approval of a journalism adviser.

Individualized Programs for Veterans

JOURNALISM programs for veterans will be adjusted to meet the special aptitudes and training of veterans and their period of residence in the University. Veterans should consult the General Information Bulletin for counsel on entrance and other requirements and a journalism adviser for a program of professional work in journalism.

Graduate Work in Journalism

THE SCHOOL of Journalism offers a program of graduate study leading to the master of arts degree and offers a minor or double minor to qualified persons who are candidates for the doctor of philosophy degree in one of the several social sciences. Students desiring to do graduate work for the M.A. and Ph.D. degrees must register in the Graduate School. Their courses of study programs must be approved by a journalism adviser in the case of candidates for the M.A., by an adviser in the appropriate social science when students are Ph.D. candidates, and in both cases by the dean of the Graduate School.

Requirements for the M.A. degree with a major in journalism include an undergraduate background of a satisfactory number of basic courses in journalism. In journalism, a minimum of 15 credits, including Reporting, News Editing, and Magazine Writing and Editing, is required. Additional credits to make up a total of 27 should be chosen from among courses in English, English composition, and political science, economics, history, or sociology.

Candidates should consult the *Bulletin of the Graduate School* for the university requirements for the M.A. degree under Plan A or Plan B. In either case a reading knowledge of at least one foreign language is required.

Latin-American graduate students meet in graduate seminar





Typography students pull a proof in the "type lab"

The Research Division

THE DIVISION of Research was established in the School of Journalism in January, 1944, for the purpose of conducting fundamental and applied research in problems of the press and other communication agencies. It is the first unit of its kind established in an American School of Journalism.

The creation of the division was made possible by an initial grant of \$7,000 from the *Minneapolis Star Journal and Tribune*, supplemented by funds from university research resources. For 1944-45, a grant of \$7,500 was made by the two newspapers.

Since the establishment of the division, it has conducted twenty-four major reader-interest studies of daily newspapers, five similar studies of weeklies, and five attitude studies. In addition, there have been completed research projects in radio-listening habits and the territorial history of the press of Minnesota. The division serves as technical consultant to the Minnesota Poll.

Professor Nafziger, director of the division, is aided by expert statisticians and trained interviewers and tabulators. An advisory committee for the Research Division is composed of Professor Casey, chairman, and Professors Charnley and Barnhart.

Scholarships and Awards

STUDENTS in journalism have the opportunity to win a number of scholarships and awards for meritorious achievement in course work and in service to the School of Journalism and the university community.

Two annual cash scholarships are open to senior journalism majors. They are the \$100 Northwest Daily Press Association award, given each year to a senior adjudged to be outstanding in scholarship and promise of journalistic achievement (open to either men or women students); and the \$50 Theta Sigma Phi award, given to a senior woman on much the same basis.

The John P. Coughlin Memorial Loan Fund, established in 1945 to honor the former Waseca, Minnesota, publisher, provides funds against which journalism majors may borrow to finance their education.

A number of other cash scholarships and loan funds, open to all university students, are available to journalism students who qualify.

Among the scholastic honors which journalism students may win are: Election to Phi Beta Kappa, national honorary scholastic society; graduation with *summa cum laude*, *magna cum laude*, and *cum laude* honors; the annual Sigma Delta Chi scholarship awards (to the highest 10 per cent of the graduating journalism majors); annual honors (to all students who maintain scholastic averages of B or better).

Two annual service awards for journalism students have been established by the two professional journalism societies among journalism majors, the Theta Sigma Phi Service plaque, to the graduating woman who is adjudged "of most service to the society," and the Sigma Delta Chi award to a student or faculty member who has rendered outstanding service to the school or the profession during the year.

Journalism students are eligible for membership in these two societies, Sigma Delta Chi for men and Theta Sigma Phi for women. Students of good scholarship and of journalistic promise are elected to these societies during their junior and senior years.

The Advertising Club is open to advertising minors.

Journalism students may also win membership in all-campus honor societies: women in Mortar Board, men in Iron Wedge or Grey Friars, and all in Delta Phi Lambda, creative writing society.

Journalism Placement Service

THE STAFF of the School of Journalism recognizes and assumes a responsibility for aiding in the placement of graduates and undergraduates in journalistic positions for which graduates are qualified and trained. The placement function of the school is assumed by a faculty committee, members of which are thoroughly familiar with the requirements of specific positions and with the qualifications of individuals seeking placement.

During the years the placement committee has served, it has placed nearly 1,000 persons in positions of responsibility on staffs of daily and weekly newspapers, press associations, radio stations, advertising agencies, retail store advertising departments, magazines, trade publications, house organs, and publicity agencies, and in journalism-related fields.

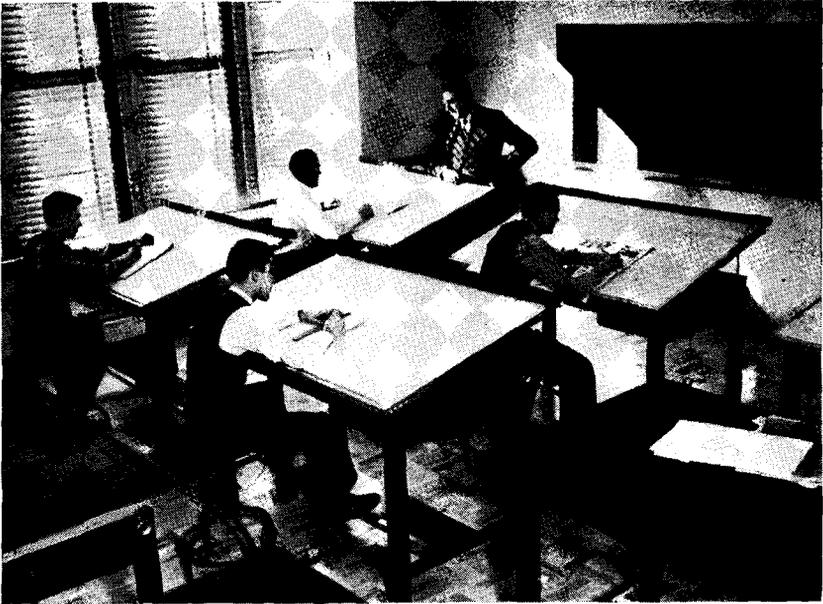
Many of those who entered the professional field now own newspapers; others own advertising agencies, magazines, specialized publications, printing plants, syndicated feature services, and so on.

Student Publications

THE STUDENT publications of the University are the *University of Minnesota Daily*, the college paper published through the academic year; the Summer Session semi-weekly edition of the *Minnesota Daily*; *Ski-U-Mah*, a monthly magazine; the *Gopher*, the college yearbook; the *Technolog*, devoted to the interests of students in the Institute of Technology. Students in the School of Journalism provide most of the personnel for the three major undergraduate publications.

Journalism Alumni Association

SINCE 1930 approximately 750 students have been graduated from the School of Journalism and, with early graduates, now compose the body of journalism alumni. The Journalism Alumni Association normally meets annually on the campus during University Homecoming. The *Journalism Alumni News* is published at least once each year. The school maintains an up-to-date file of names, addresses, occupations, and other information on all alumni and former students.



An instructor supervises layout work in the "advertising lab"

Courses in Journalism, 1945-46

5. The American Newspaper.

A survey of history, organization, and methods of contemporary journalism and an analysis of the relation of newspapers to their readers. The course considers the responsibilities of the press and the influence that the newspaper exerts on the habits, tastes, attitudes, and buying habits of readers. Not open to journalism majors. Mr. Ford.

10. Photography.

Fundamental principles of photography: the use of the camera, developing, printing, and other elementary techniques. Mr. Hill.

12. Newspaper Reporting.

A five-hour reporting course which makes it possible for a student to begin this required offering in the winter quarter. Following the completion of Course 12, a student may enter Course 15 in the spring term. See Courses 13 and 14 for description. Mr. Kildow.

13. Introduction to Reporting (for major students).

Fundamentals of news gathering and news writing. News analysis, news sources, methods of news gathering. Style and structure of news stories. Training in comprehensive coverage of events and accuracy in their recital. Ethical aspects of reporting and news presentation. Reports on specific American newspapers and on selected volumes dealing with journalistic practice. Mr. Charnley, Mr. Kildow.

13. Introduction to Reporting (for students minoring in journalism).

This course offers training in writing for the press to non-major students whose vocational pursuits may later require some knowledge of what constitutes news and some practice in writing timely information for publication. The course is open to journalism minors in the College of Agriculture, Forestry, and Home Economics, the Institute of Technology, and the School of Business Administration. Mr. Ford.

14-15. Newspaper Reporting.

More advanced reporting problems, both in news gathering and news writing. The writing of feature and interpretative articles. Part of the course is devoted to newspaper law—rights and privileges of the press, libel, copyright, news property rights, law of fair comment and criticism, legal aspects of the freedom of the press. Mr. Charnley, Mr. Nafziger.

41. Editing for Non-majors.

Newspaper copyreading methods are studied and practiced as basic training. These methods are then amplified to fit the needs of various types of publications, including the trade and class press. Practice is given in proofreading, correcting and condensing copy, writing headlines and captions and planning newspaper and magazine page layouts. The course is designed for majors in business, agriculture, education, and technology who may have editing responsibilities in connection with their vocational activities. Mr. Ford.

51-52. News Editing.

Instruction and practice in editing news copy, proofreading, headline writing and news evaluation. News display and makeup. After learning the fundamentals of copy reading, students are given telegraph desk experience editing the news report of either the Associated Press or the United Press received in the laboratory on telegraph printer machines. Mr. Kildow.

55. Advertising and Newspaper Typography.

The principles of graphic presentation. Preparation of layouts for advertisements and printed pieces. Lectures and laboratory work teach the student how to work with type, how to handle headline forms, copy blocks, illustrations, borders and decorations, and how to meet other typographical and makeup problems. Practical work in hand composition and training in the identification of type families and sizes and a knowledge of the appropriate uses of such types. Printing and engraving processes. Mr. Barnhart.

58. Advanced Typography.

Individual problems in advertising composition, newspaper makeup, booklet and magazine printing. Students may carry through to completion in the laboratory a small edition of a brochure or booklet. Special emphasis is given to functional design in printed pieces. The laboratory possesses type faces reserved especially for use by members of this class. Mr. Barnhart.

60-61-62. The Weekly Newspaper. (Not offered in 1945-46.)

The rural and suburban weekly, news, editorial, advertising, circulation, and business management problems. Mr. Barnhart.

63. Development of Radio Broadcasting.

Historical and economic growth of broadcasting; government regulation; radio and the press; radio as a social factor; broadcasting in other countries; aspects of listenership. Mr. Charnley.

65. Graphic Arts: Processes.

This is one of three related courses of special interest to journalism students specializing in advertising.* Various printing and engraving processes are studied, including letterpress, planography, intaglio, electrotyping and stereotyping. Inks, papers, the use of color, bindings and miscellaneous graphic arts processes. Field trips to printing, engraving, and electrotyping plants. Mr. Barnhart.

66. News Photography.

Special problems of photography for newspapers and magazines with emphasis on the techniques of picture editing. Students are assigned newsworthy projects in the field. They are required to develop, print, and enlarge their "shots" in the photography laboratory under the direction of the instructor. Sixteen darkrooms, a studio, and a finishing room are available for use in Murphy Hall. Mr. Kildow.

67. Radio News Writing.

A course in radio news processing, most emphasis in which is laid on preparing straight news broadcasts. Students edit and prepare for broadcasting a daily fifteen-minute news program which goes out over Station KUOM, using a full news wire service as basis. Practice also in news commentary, news interviews, and other forms of radio news presentation. In this course and in 68 (below), students make use of the completely equipped radio studio in Murphy Hall. Mr. Charnley.

68. Problems in Radio Writing.

Practical study and assignments in the various fields of radio writing: radio advertising, dramatic scripts, education, etc. Study of the radio audience, analyses of audience-reactions. Preparation of radio campaigns. Program-planning, etc. Mr. Charnley.

69. Newspaper and Magazine Articles.

A one-quarter course paralleling 73. Course 69 is offered for majors and minors in the school and for others interested in writing articles for publication. Majors in journalism may elect either this course or 73-74 to satisfy the article-writing requirement. Students are required to submit for publication the articles they prepare in the course. Mr. Kildow.

73-74. Magazine Writing and Editing.

73: Preparation of the student for work as free-lance writer and as a magazine editor. Study of the tasks of the magazine editor, the practices in typical magazine editorial offices, etc., both as training for students interested in editing and as basis for those interested in the writing job. Study of magazine markets, analysis of many published articles. Technique of the magazine article. Emphasis is placed upon writing for publication. Several articles are written by each student during the quarter. The work in 73 is equivalent to that in 69. Mr. Charnley.

* The other courses are Elementary Principles of Design, offered in the Institute of Technology, and Advanced Advertising Procedure, offered in the School of Business Administration.

74: A project course in which students put into further practice the principles and methods studied in 73. Each student undertakes several major assignments, either in magazine writing or in magazine or book editing (according to his vocational interests). Mr. Charnley.

76. Critical Writing.

The theory of criticism. Lectures and class discussions on critical standards as they relate to the problem of reviewing books, plays, concerts, and fine arts and motion pictures for periodical publications. At least one review each week is required of the student. Members of the class read and report on books and articles dealing with the theory and practice of criticism. Mr. Ford.

77. Legal Regulations Affecting the Press. (Not offered in 1945-46.)

The National Labor Relations Act, Wages and Hours Act, Social Security regulations, and other legislation and their application to newspapers, magazines, and broadcasting companies. Federal Trade Commission regulations in relation to advertising. Laws affecting cable, wireless, telephone, and radio communication. Mr. Smith.

78. Public Relations.

A survey of the techniques and practices of workers in the public relations field. The function of the public relations counsel and publicity expert and the relationship of the public relations function to the press, to employer and employee, consumer and citizen. The production of the public relations programs and campaigns for industry and business organizations, social work agencies, educational institutions, and governmental agencies. Mr. Kildow.

82. Supervision of School Publications.

This course is for those who plan to serve as faculty advisers of school publications, in high schools or colleges, and others who will undertake educational publications work. Publications considered are the newspaper, yearbook, and magazine. The editorial content, staff organization, editing, typography, makeup, business management of these publications are stressed. The course draws upon the experience of those in charge of the National Scholastic Press Association and its many member publications. The N.S.P.A. is associated with the School of Journalism, occupying offices and library in Murphy Hall. Mr. Kildow.

92. Wartime Propaganda and Censorship. (Not offered in 1945-46.)

93. Weekly Editorial Administration.

The news and editorial and publishing problems peculiar to the weekly newspaper, based upon an analysis of the social configurations of a rural community. Coverage of local and trade territory news. Features, syndicates, special pages, country correspondence, editorial budget and costs. Editorial leadership and responsibility. Mr. Barnhart.

94. Newspaper Advertising.

The organization of the advertising department of the newspaper. Development of copy and layout. National advertising accounts and a study of the local advertiser's problems. The newspaper's rate structure. Selling advertising. Individual criticism is given on all advertising copy

written as laboratory practice. This is supplemented by experience in selling advertising for the *Minnesota Daily*. During the spring vacation in normal times, students obtain additional advertising production and selling experience as temporary publishers of Minnesota weekly papers. Mr. Barnhart.

95. Circulation and Newspaper Management.

The over-all management problem, including financing, sources of income, publication costs, and relative costs of editorial, business, and mechanical departments; salary and wage schedules; and newspaper accounting. Commercial printing, inventories, and plant arrangement. The sales, distribution, promotion, and administrative problems of the circulation departments of weekly and daily newspapers. Mr. Barnhart.

96. The Journalism of Finance and Commerce. (Not offered in 1945-46).

99. Readings in Journalism.

Readings in selected works on the development of the agencies of communication and the practice of journalism. Interpretative theses are required correlating the reading. The course is open only to students who have shown more than average ability in journalism offerings. Mr. Casey and staff.

101. The Reporting of Public Affairs.

Instruction and practice in reporting the civil and criminal courts; municipal, county, state, and federal offices and agencies, legislative and administrative; politics and labor. News articles are written by student reporters who attend trials, hearings, and legislative sessions. Students are required to gain some expertness in judicial procedures and methods. Mr. Nafziger.

103. Literary Aspects of Journalism.

Established authors who possess a dual relationship to letters and journalism are considered in this course. Among others, the following are included: Defoe, Addison and Steele, Franklin, Freneau, Bryant, Whitman, Dickens, Mark Twain, Bret Harte, Howells, Bierce, Crane, Kipling, Lafcadio Hearn, Dreiser, and Hemingway. Weekly sketches are written by students. The purpose of this writing assignment is to encourage creative work other than that required for informative articles of timely interest. Mr. Ford.

104. Advanced Newspaper Advertising.

Stress is placed on copy-testing methods, market analyses, the planning of major campaigns and sales programs, and newspaper promotion. Evaluation of representative media and problems of coverage, costs, duplication, and scheduling are discussed. Mr. Barnhart.

109-110. History of Journalism.

The first term of this course deals with the early history of the press: the forerunners of the newspaper on the Continent and in England and the seventeenth and eighteenth century newspaper in England, Journalism in the American colonies, in the Revolutionary Period and during the early days of the republic. The emphasis in the second term

is on the major social influences that have shaped the pattern of the American press down to the present. The effects of the democratic movement, population growth, the advances of technology, mass production and distribution and urbanization are analyzed. The contributions of significant publishers and editors are discussed. Mr. Ford.

111. International Communication and the Foreign Press.

The channels of international communication and the network of international news-gathering agencies. The problems created by the nationalistic control of cables, wireless, and radio facilities and the struggle for supremacy of communication facilities in peacetime and in war. An examination is made of foreign news and the methods by which it is obtained, transmitted, and processed for American readers. Techniques, problems, and responsibilities of the foreign correspondent. The press in European, Far Eastern, and Latin-American countries. The factors affecting the content and flow of news from these countries. Mr. Nafziger.

112. Current Newspaper Problems.

Important problems of the press that have arisen out of the economic and social nature of the press and that have their roots in the physical basis of the newspaper, ownership and management, chains and publisher organizations, advertising and circulation. The changing pattern of the press brought about by its adjustment to new social conditions is studied. Mr. Casey, Mr. Charnley, Mr. Nafziger.

114. Influence of the Press.

This course considers the influence that the contents of the newspaper, including advertisements, may exert on the tastes, morals, English style, standards of living, and attitudes on social questions of its readers, in order to understand what principles guide the members of the news, editorial, and business staffs in their work. The course emphasizes innovations and reforms that may be effected in the policies and techniques of the press in order to raise the level of public thinking and behavior. Mr. Ford.

115. Communication Media Analysis.

Methods developed in recent years by professional media analysts and government experts for the analysis of the content of newspapers, periodicals, radio broadcasts, and motion pictures. Reader and audience-interest study techniques. Research in these problems. Mr. Nafziger.

130-131. Communication Agencies and Public Opinion.

Theories of what constitute public opinion and how popular attitudes are formed. A study of the agencies that are dominant in the creation of "opinion," with emphasis on the newspaper, periodical, radio, and motion picture. Propaganda activities—hidden, camouflaged and open—of various pressure groups and other organizations or individuals seeking to control mass behavior by the use of symbolic stimuli. Techniques of propaganda and publicity in the political and economic field, national and international, in peacetime and wartime. The relationship of propaganda and censorship. The newspaper and freedom of expression. Mr. Casey.

140-141. Interpretation of Contemporary Affairs.

A study of important state, national, and world problems about which the journalist must be informed and concerning which he serves as an

interpreter. The course aims to unify separate social science courses as they apply to journalism and to bring these background studies to focus on current problems and on journalistic practice. Editorials and interpretative articles are written after careful initial study of political, economic, or social problems. Structure of editorial articles, editorial direction, and leadership and the conduct of an editorial page. Mr. Casey, Mr. Charnley, Mr. Nafziger.

205. Topics in International News Communications.

A seminar, dealing with special problems concerning the rise and development of news communications and the news-gathering agencies of the world. Mr. Nafziger.

210. Research in Newspaper Problems.

Individual research in either historical or contemporary phases of newspaper, magazine, or advertising fields. Mr. Casey, Mr. Nafziger.

A Major in Agricultural Journalism

THIS CURRICULUM—new in 1945-46—is offered jointly with the College of Agriculture, Forestry, and Home Economics. It is intended for those who wish to prepare for some branch of journalism which relates to agriculture: editorial positions on agricultural and rural magazines, editing country newspapers, writing on agricultural problems, editing bulletins for state and federal agencies and experiment stations, editing farm pages or departments for newspapers, editing publications for farm organizations. The curriculum leads to the bachelor of arts degree. Students enrolling in it are advised to register in the Arts College, but must have their program of agricultural subjects approved in the office of the dean of the College of Agriculture, Forestry, and Home Economics.

Women students interested in the many phases of home economics journalism may, in consultation with journalism and home economics advisers, adapt the curriculum to suit their special purposes.

The basic curriculum is as follows:

Freshman Year

- Composition 4-5-6, Freshman Composition (9 credits)
- General College 11A, Natural Resources—Their Economic Utilization and Conservation (3 credits)
- General College 11B, The Economic Utilization and Conservation of Plant Life (3 credits)
- General College 11C, The Economic Utilization and Conservation of Animal Life (3 credits)
- Natural Science 1-2-3, Orientation in the Natural Sciences (15 credits)
- Electives (9 to 15 credits)

Sophomore Year

Agricultural Economics 1-2, Principles of Economics (8 credits)
Composition 27-28, Advanced Writing (6 credits)
Journalism 13, Introduction to Reporting (3 credits)
Journalism 14-15, Newspaper Reporting (6 credits)
Sociology 1, Introduction to Sociology (5 credits)
Sociology 14, Rural Sociology (3 credits)
Electives (11 to 18 credits)

Junior Year

Agricultural Economics 8, Rural Economics (3 credits)
Journalism 51-52, News Editing (6 credits)
Journalism 55, Advertising and Newspaper Typography (3 credits)
Journalism 69, Newspaper and Magazine Articles (3 credits)
Journalism 110, History of Journalism (3 credits)
Electives (27 credits)

Senior Year

Journalism 93, Weekly Editorial Administration (3 credits)
Journalism 94, Newspaper Advertising (3 credits)
Journalism 112, Current Newspaper Problems (3 credits)
Journalism 140-141, Interpretation of Contemporary Affairs (6 credits)
Publications and Rural Journalism 50, Agricultural Journalism (3 credits)
Electives (27 credits—at least 3 in journalism)

Suggested Electives

Electives should be chosen under this curriculum to give the student both a broad education and the specialized background he needs for the particular branches of agricultural journalism in which his interests lie. Among suggested electives are:

Journalism: Journalism 65, Graphic Arts Processes; 68, Problems in Radio Writing; 78, Public Relations; 95, Circulation and Newspaper Management; 130-131, Communication Agencies and Public Opinion
Agricultural Economics: 104, Types of Farming; 110-111, Economics of Agricultural Production; 170, Land Economics
Agronomy: 1, General Farm Crops; 31, Principles of Genetics
Forestry: 1, General Forestry; 10, Farm Forestry; 136, Forest Economics
Animal Husbandry: 1, Livestock Production; 56-57, Livestock Feeding
Dairy Husbandry: 1, Elements of Dairying
Horticulture: 6, Fruit Growing; 10, Home Floriculture; 24, Principles of Landscape Design; 32, Vegetable Growing
Home Economics: 1, Choice and Care of Clothing; 20, Introduction to Related Art; 24, Problems in Home Planning and Furnishing; 30 or 31, Introduction to Nutrition
Social Science: 1-2-3, Introduction to Social Science
History: 1-2-3, Civilization of the Modern World; 20-21-22, American History
Humanities: 1-2-3, Humanities in the Modern World
Political Science: 1-2-3, American Government and Politics; 7, Comparative European Government; 25, World Politics
Psychology: 1-2, General Psychology; 4-5, Introductory Laboratory Psychology; 56, Psychology of Advertising
Sociology: 2, Individual and Group Adjustment; 45, Social Statistics; 100, Social Psychology; 110, Rural Community Organization; 114, Rural Social Institutions

University Calendar, 1945-46

(Continued from page two)

February	9	Saturday	First semester extension classes close
February	11	Monday	Second semester extension classes begin ⁴
February	12	Tuesday	Lincoln's Birthday; holiday (except extension)
February	21	Thursday	Charter Day Convocation, 11:30 a.m.
February	22	Friday	Washington's Birthday; holiday (except extension)
March 15-16 and 18-21			Final examination period
March	21	Thursday	Spring quarter fees due for students in residence winter quarter in undergraduate colleges. Winter quarter ends, 6:00 p.m.; Commencement, 8:00 p.m.

Spring Quarter

March	29	Friday	Entrance tests ¹
March	29-30		Registration ² for new students in all colleges except the Institute of Technology
March	30	Saturday	Registration for Institute of Technology. Registration and payment of fees for new students in all undergraduate colleges closes at noon
April	1	Monday	Spring quarter classes begin 8:30 a.m. ³
April	13	Saturday	Last day for registration and payment of fees for the Graduate School, teachers in service, and adult special students
April	19	Friday	Good Friday; holiday (except extension)
May	16	Thursday	Cap and Gown Day Convocation, 11:30 a.m.
May	30	Thursday	Memorial Day; holiday (except extension)
June	7	Friday	Second semester extension classes close
June 7-8 and 10-14			Final examination period
June	9	Sunday	Baccalaureate service
June	14	Friday	Spring quarter ends 6:00 p.m.; Seventy-fourth annual commencement, 8:00 p.m.

Summer Session

June	17-18		Registration, ² first term. First term fees due for students in all colleges
June	19	Wednesday	First term Summer Session classes begin 8:30 a.m. ³
July	4	Thursday	Independence Day; holiday
July	25	Thursday	Commencement, 8:00 p.m.
July	27	Saturday	First term closes
July	29	Monday	Registration, ² second term. Second term fees due for students in all colleges
July	30	Tuesday	Second term classes begin 8:30 a.m. ³
August	31	Saturday	Second term closes

¹ Applicants are urged to take entrance tests a month in advance of the quarter for which admission is desired. Tests may be taken at the Student Counseling Bureau. See Admission, p. 11, Bulletin of General Information.

² Registration subsequent to the date specified will necessitate the approval of the college concerned. See privilege fees for late registration or late payment of fees, page 56, Bulletin of General Information. No student may register in the University after one week from the beginning of the quarter except in unusual cases wherein circumstances shall justify the appropriate committee of the college concerned permitting registration at a later date.

³ First hour classes begin at 8:15 a.m. at University Farm.

⁴ This date does not refer to correspondence study courses, which may be started at any time during the year.

⁵ Extension classes continue through Friday, December 21, and will resume Monday, January 7, 1946.