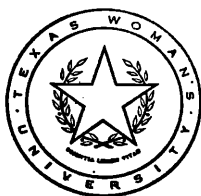


University
Bulletin
554

TEXAS WOMAN'S UNIVERSITY

Correspondence Division



UNIVERSITY BULLETIN

Number 554

Oct. 15, 1958

Published by the Texas Woman's University, Denton, Texas.
Issued semi-monthly. Entered December 17, 1917, at the
post office at Denton as second class matter under Act of
Congress of August 24, 1912.

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ACCREDITATION AND APPROVAL

Texas Woman's University is a member of all appropriate national and regional agencies, including the Southern Association of Colleges and Secondary Schools and the Association of Texas Colleges, in recognition of the quality of all the colleges and departments of the University. In turn, the excellence of the work done by these components of the University forms the basis for numerous memberships held by the University in selective associations and societies which recognize and demand high standards in specific fields.

CORRESPONDENCE FACULTY

COLLEGE OF ARTS AND SCIENCES

Department of Business and Economics

- THURMOND L. MORRISON, Professor and Director; B.A., M.A., Ph.D., University of Texas.
- ELSIE JENISON, Professor; B.A., Wellesley College; M.A., Ph.D., Columbia University; University of Wisconsin; London School of Economics.
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Department of English

- EVA HATCH MARK, Assistant Professor; B.A., North Texas State College; M.A., Texas Woman's University; University of Texas.

Department of Foreign Languages

- A. WALLACE WOOLSEY, Professor and Director; B.A., M.A., Ph.D., University of Texas; University of Colorado.

Department of History and Government

- MAX L. SHIPLEY, Dean, College of Arts and Sciences; Director of History and Government; B.A., Illinois College; M.A., Ph.D., University of Illinois.
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- OLIVE WHITE, Assistant Professor; B.S., North Texas State College; M.A., University of Texas; University of Colorado; University of Chicago.

Department of Sociology

- ETHELYN DAVIS, Associate Professor and Director; B.A., M.A., Southern Methodist University; University of Chicago; University of Minnesota; University of Illinois; University of Mexico; Ph.D., University of Missouri; Washington University; University of Michigan.

DOROTHY PORTER, Assistant Professor; B.A., Texas Woman's University; M.A., University of Texas; University of Chicago; University of Mexico.

College of Education

SPENCER STOKER, Dean; Supervisor of Correspondence Division and Visual Education; B.A., M.A., University of Texas; Ph.D., Stanford University.

JEWELL LOCHHEAD, Professor; B.A., University of Texas; M.A., Ph.D., Columbia University; University of London; University of Chicago; International Study Center, Guatemala.

THOMAS E. PIERCE, Professor; B.A., North Texas State College; M.A., Ed.D., Columbia University.

ANTHONY C. WALVOORD, Professor and Director of Teacher Training; B.A., Hope College; M.A., Columbia University; Ph.D., University of Wisconsin.

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WILLIAM H. LEUE, Assistant Professor; B.A., Washington University; M.A., Ph.D., Harvard University.

College of Health, Physical Education, and Recreation

MARY AGNES MURPHY, Professor; B.M., University of Illinois; B.S., Iowa State College; M.A., Teachers College, Columbia University; Ph.D., University of Iowa.

HAZEL A. RICHARDSON, Professor; B.A., Coe College; M.A., Ed.D., Columbia University; University of Wisconsin.

BERTIE HAMMOND, Assistant Professor; B.S., Texas Woman's University; M.A., Teachers College, Columbia University.

MYRTLE L. BELL, Assistant Professor; B.S., M.A., Texas College of Arts and Industries; University of Texas.

CORRESPONDENCE INSTRUCTION

Correspondence Study is a recognized method of instruction. The Texas Woman's University offers correspondence study for individuals unable to do resident work who wish college credits or non-credit work for its intellectual enrichment.

The following categories of women students may register for home study work:

Graduates of accredited high schools who wish to continue their education but are unable to attend college.

Teachers who wish to establish their eligibility for a more advanced certificate or who feel the need of intellectual enrichment or special training.

College or university students who wish to secure additional undergraduate credits during vacation periods or who are unable to study in residence.

Individuals who live far from good lectures and libraries and wish to satisfy their intellectual curiosity.

The following types of courses are offered for correspondence work:*

Courses for University Credit. These courses are equivalent to courses offered in residence. By a university credit of one hour is meant eighteen hours of lecture or recitation work in a given subject, or the equivalent in lecture or recitation and laboratory work. Most classes in the University meet three times a week for eighteen weeks, and are therefore given credit value of three hours for the semester.

Business and Vocational Courses. These courses may be taken for University credit, but are particularly designed to meet the immediate needs of those who wish professional training and are unable to do resident work.

Non-Credit Courses. Courses offered without college credit and designed to meet the needs of adults desiring self-improvement.

Registration

Credit Work. All information requested on application blanks must be furnished. In addition to this, if university credit is desired for correspondence work, transcripts of college and high school credits must be submitted to the Correspondence Office with the application blank (unless such transcripts are already on file). Additional information concerning entrance requirements may be found in the general catalogue of the University. A separate application blank must be submitted for each course.

Non-Credit Work. Registrants for non-credit work must furnish all information requested on the application blank but need not furnish any transcript of previous work.

**Students interested in courses or areas of study not listed should write to the Correspondence Division. It may be possible to arrange the desired work.*

Correspondence courses may be started at any time.

Fees: Tuition for correspondence work and all charges for book rental or purchase and library privileges must be paid at the time of registration for the work. No fees are refunded or transferred.

The registration fee for each correspondence course depends on the number of semester hours of credit given for the course:

One semester hour	\$ 8.00
Two semester hours	14.00
Three semester hours	21.00

Money should be sent by check or money order payable to the Texas Woman's University.

Any woman veteran who wishes to qualify under Public Law 550 must present a certificate of eligibility unless the certificate is already filed in the Regional Office of the area in which she resides.

Instruction and Assignments

Courses are conducted by faculty members who are offering the same work on the campus. The course is divided into lessons, units or assignments (depending on its nature) in textbooks or in library sources, along with directions or suggestions concerning the method of study to be followed, questions to test the student's mastery of the assignment, and a final examination.

After each lesson is mastered the student writes answers to test questions and submits them to the Office. The student should send also a statement of the difficulties encountered. The instructor corrects and returns the assignment to the student, making suggestions and explanations to simplify the difficulties encountered. Thus the student obtains personal advice and guidance from the instructor.

Directions for Preparing and Mailing Lessons: All assignments must be written in ink or typed on one side of paper of uniform size and quality with wide margins left for comments and corrections. The name and address of the student, the course name, and the date of mailing must be written clearly in the upper right-hand corner of the first sheet of each lesson with pages numbered consecutively. Neatness and ability to follow instructions facilitate grading of papers. All tests and correspondence should be addressed to the Correspondence Division, Drawer B, University Hill Station, Denton, Texas. The student should be careful to apply adequate postage to correspondence and books to avoid loss and delay; the student agrees to assume all costs on items sent to the University. The Correspondence Division pays the postage on books, papers and instructions mailed out by the University.

Students are required to discuss matters relating to studies with the instructor and registration and administrative problems with the Correspondence Division.

All work offered by correspondence conforms to the

regulations formulated by the Association of Texas Colleges and is administered according to the standards of the Southern Association of Colleges and Secondary Schools. Courses earned by correspondence are identified as such on the official transcript of the student's record.

Textbooks and Library Privileges

If the student rents textbooks required for the course, a deposit of \$8.00 must be sent with the registration fee. Upon the completion of the course and the return of the books in good condition, the deposit is returned less the following: rental fee of fifty cents for each textbook, cost of postage in handling library books, and any forfeited deposits. Students pay in full for damaged books.

To correspondence students, Texas Woman's University Library will lend books on a four-week basis. By making application on or before the due date, the first renewal (but no subsequent ones) may be secured without returning the book for re-issuing. Fines of five cents per day are assessed for over-due library books. Any student who purchases textbooks (in preference to renting them) but wishes to have library privileges must pay a deposit of \$8.00. The deposit (less fines and shipping costs) is returned to the student upon the return of library books in good condition. All library and textbooks must be returned to the Correspondence Division, Drawer B, University Hill Station, Denton, Texas.

Examinations

No student will receive credit for a course until she passes a final examination. If the examination is conducted under the supervision of the correspondence office on the Texas Woman's University campus no examination fee is charged. If this is impossible the Office will send the examination to an official examiner located at one of the Texas colleges. If the examination is taken at a Texas institution which offers home study work the fee will be \$2.00; if taken at an institution not offering home study work the fee will be \$5.00. Out-of-state students shall make special arrangements with the Correspondence Office for the final examination. In all cases the examiner must sign an agreement to conduct such examination in person and must file with each examination a certificate that the examination has been conducted according to instructions. The examination must be taken within one month from the date of completion of the last lesson.

Credits for Correspondence Work

No course completed by home study may be offered as graduate work for a master's degree; credits earned by home study may be used to meet many undergraduate deficiencies for the master's degree. Not more than eighteen hours completed by correspondence may be offered for the

bachelor's degree. Additional courses may be taken by home study for intellectual enrichment or in connection with a teacher's certificate.

Students who expect to earn their degrees at Texas Woman's University should keep in mind the regulations set forth in the general catalogue.

GENERAL REGULATIONS

The maximum time for the completion of a three-hour course is one year. Brief unavoidable delays may occur because of the absence of the instructor from the campus but in general the work is carried on without interruption. A minimum of forty-five days is required for the completion of a three-hour course, proportionately less for one-hour and two-hour courses. A student may not take more than two correspondence courses simultaneously. Not more than fifteen hours may be earned by correspondence during a scholastic year. If a student fails to report to the instructor for a period exceeding three months, registration for the course lapses and the student is dropped from the course. Reinstatement for a three months period may be permitted within the period of one year upon the payment of a fee of \$1.00. All lessons must be completed and graded before a student can take the examination which concludes a course.

Promptness and punctuality are vital to the success of correspondence work. Students are required to report to their instructors at least once every two weeks. A senior in the Texas Woman's University, if a candidate for a degree, must complete all correspondence work and examinations ten days before the date of graduation. A senior in any other institution must complete correspondence courses at least fifteen days before the date of graduation. The University does not guarantee that a student can always complete a course by a date most convenient or important for her although the student's needs are given every consideration.

A student who has made a failing grade on a course taken in residence is not permitted to register for the corresponding home study course without the permission of the Dean of the Faculty. If a student enrolled for correspondence work registers for residence work her total load may not exceed twenty hours and permission to continue correspondence work must be secured from the Dean of the Faculty and filed in the office of the Correspondence Division. Resident students in other colleges may not enroll for correspondence work in the Texas Woman's University without the permission of *their* Dean. Resident students of this University must secure permission from the Dean of the Faculty to enroll for correspondence work. Students under suspension from any college may register for correspondence courses only after securing permission from the institution from which they were suspended. Students taking correspondence courses must do their work honestly and fairly under all circumstances. If work is not original, the students will not receive credit for the

course. If a student is registered for a home study course and later registers for the course in residence, the home study course is automatically dropped. The Correspondence Division must be notified by the student if she registers for the course in residence. Students registering for home study courses assume the risks of unavoidable delays.

Address all inquiries to the Correspondence Division, Drawer B, University Hill Station, Denton, Texas.

CORRESPONDENCE COURSES

COLLEGE OF ARTS AND SCIENCES

Department of Business and Economics

Business 117C. — Business Etiquette. A study of business customs, etiquette and ethics in employer-employee relationships, dealings with fellow employees, customers, and callers. Credit, one hour.

Business 133C. — Economic Geography. Presents a descriptive and analytical study of modern commercial and industrial society. Special attention is devoted to the location of resources available to industry. The course aims to interpret human activities in the light of physical and economic conditions. Credit, three hours. No prerequisites.

Business 134C. — Record Keeping by the Secretary. The keeping of records for the professional man; the making of statements, maintenance of records for pay-roll taxes and household expenses. Credit, three hours.

Business 135C. — Introduction to Business. Survey of business activities, opportunities, requirements, vocational information for planning further study. Credit, three hours. No prerequisites.

Business 334C. — Personnel Management. A critical study of the development, principles, functions, current practices, techniques, and criteria of personnel management. Credit, three hours. Prerequisite, junior standing.

Business 337C. — Principles of Marketing. This course covers such topics as the marketing of agricultural products, raw materials, and manufactured goods; also transportation, storage, competition, cooperative marketing, chain stores, department stores, government regulation of marketing, and the like. Credit, three hours. Prerequisites, junior standing, and Economics 131 and 132.

Business 338C. — Secretarial Practice. Emphasis on personal qualities and technical information needed by the competent secretary. Credit, 3 hours. Prerequisites, Business 132B and 112.

Business 433C. — Office Management. A study of managerial activities relating to efficient methods of handling paper work, equipment, and personnel. Credit, three hours. Prerequisite, junior standing.

Business 435C. — Corporation Finance. A study of the organization of business, methods of securing funds, situations leading to the issuance of various types of securities, etc. Credit, three hours. Prerequisites, senior standing and Business 241, 242, Economics 131, 132.

Economics 131C. — Principles of Economics. A course in the principles of economics, including a survey of modern economic institutions. The patterns of economic behavior are carefully examined. The problems involved in the production, distribution, exchange, and consumption of wealth are presented, with emphasis upon the problems of price and distribution of income. Credit, three hours.

Economics 132C. — Current Economic Problems. A study of the economic problems of modern industrial society. The problems studied cover a wide range and include the following: problems of business fluctuations, the problem of expansion and contraction of capitalism; problems of the worker, the farmer, and the consumer; the relationship between government and business and problems of economic change. Credit, three hours.

Economics 333C. — Labor Problems. A study of contemporary labor problems with special reference to labor organizations, recent proposals and legislation affecting the relations of employers and the employee. Credit, three hours. Prerequisites, junior standing and Economics 131, 132, or six hours of Government or Sociology.

Economics 336C. — Consumer Economics. Managing personal finances; purchasing of food, clothing, shelter, and other goods and services; a study of organizations, associations, and agencies aiding purchasing in these areas. Credit, three hours. No prerequisites.

Economics 337C. — Money and Banking. This course describes and traces historically the development of money, banking, credit, and financial institutions, and their significance to business and society. Credit, three hours. Prerequisites, junior standing and Economics 131, 132.

Economics 436C. — Economic Systems. A study of economic organizations, institutions, and their activities, with special emphasis on a comparative study of the economic systems of Russia, Germany, and Italy. Students taking this course should have access to a city or college library containing some of the most recent books dealing with these countries; a certain amount of outside reading is essential to the course. Credit, three hours. Prerequisites, junior standing and Economics 131, 132.

Department of English

English 132C. — Composition and Literature. This course is designed to present composition as a practical subject. Original themes, expository and argumentative, book reports, outlines, and abstracts are required. Credit, three hours.

English 132C. — Composition and Literature. This course continues the work of English 131C, the two hyphenated courses completing the freshman year of required English. English 132C, though it emphasizes description and narration, continues expository writing. The course embraces some reading upon which critical papers are based. Credit, three hours. Prerequisite, English 131.

English 231C. — A Survey of English Literature. A study of English literature from the Anglo-Saxon Age to the close of the seventeenth century. In this course, as in English 232C, an effort is made to focus attention upon successive phases of national life and thought, and to relate the study to the history of Anglo-Saxon culture. Credit, three hours. Prerequisite, English 131, 132.

English 232C. — A Survey of English Literature. A continuation of the survey of English literature through the eighteenth and nineteenth centuries. English 231C and English 232C constitute the regular work of the sophomore year, and are required of all candidates for the Bachelor's degree. Credit, three hours. Prerequisites, English 131, 132, and 231.

Department of Foreign Languages

French 337C. — Technical French. Three hours credit. Prerequisite, junior standing. Cannot be used to satisfy language requirement for Bachelor's degree.

German 337C. — Technical German. Three hours credit. Prerequisite, junior standing. Cannot be used to satisfy language requirement for Bachelor's degree.

Spanish 337C. — Technical Spanish. Three hours credit. Prerequisite, junior standing. Cannot be used to satisfy language requirement for Bachelor's degree.

Department of History and Government

History 131C. — Survey of European Civilization. A general survey of European civilization from its beginning in the ancient Mediterranean world through the period of the Renaissance. Credit, three hours. Open to freshmen without prerequisites.

History 132C. — Survey of European Civilization. A general survey of European civilization since the period of the Renaissance. Credit, three hours. Prerequisite, History 131 or its equivalent.

History 133C. — History of the United States, 1492-1865. A survey of the history of the United States through 1865. Credit, three hours. Open to freshmen without prerequisite.

History 134C. — History of the United States, 1865 to the Present. A survey of the history of the United States since 1865. Credit, three hours. Open to freshmen without prerequisite.

Government 231C. — American Government and Citizenship. Special emphasis is placed upon the analysis and the solution of current problems of government, national, state and local. The constitutional aspects of these problems are studied. Constructive criticism and suggestive remedies form a large part of the work of the course. Credit, three hours. Prerequisite, sophomore standing.

Government 232C. — American and Texas Government and Citizenship. A brief study of the origin, the organization and the fundamental principles of American government, along with their relation to the Constitution of the United States and the Constitution of Texas. Also, a study of the current problems of both State and Federal government. Credit, three hours. Prerequisite, sophomore standing.

Department of Journalism

Journalism 338C. — History and Principles of Journalism. Advanced. This course traces the history and development of journalism from its beginning to the present time. Special emphasis is placed upon the principles of journalism and their relation to the growth of journalism. Credit, three hours. Prerequisite, junior standing.

Journalism 431C. — Feature Writing. Advanced. An analysis of the types of human interest features with practice in handling each type. Copy is prepared for newspaper and magazine feature departments. Credit, three hours. Prerequisite, six hours of news-writing, and junior standing.

Journalism 434C. — Law of the Press. Advanced. An examination of the legal limitations of the American Press. Study is made of state and federal statutes and important legal cases dealing with freedom of the press, libel, privileged matter, right of fair comment, contempt of court, copyright, right of privacy, etc. The relations of newspapers to courts, court reporting, and the social obligation of the press are analyzed. Credit, three hours. Prerequisite, nine hours of journalism and junior standing.

Department of Sociology

Sociology 231C. — General Sociology. A study of the major concepts of sociology. This course gives an acquaintance with basic principles underlying the behavior institutions and the expanding world of social interaction. Credit, three hours. Prerequisite, sophomore standing.

Sociology 232C. — Current Social Problems. Sociological principles are applied to certain concrete modern social problems. A study is made of the problems arising in group life, including an analysis of the nature and causes of social maladjustment. Credit, three hours. Prerequisite, sophomore standing.

COLLEGE OF EDUCATION

Education 131C. — Introduction to Education. An introductory study of the general problems of education. It is the standard course offered in Texas colleges during the first half of the freshman year. Credit, three hours.

Education 132C. — Introduction to Educational Psychology. Important phenomena of mental life with special reference to the learning process. The fundamental laws involved in acquisitive, assimilative, and reproductive mental processes, the native responses of the child and the modification of these responses through education. Credit, three hours.

Education 231C. — Principles of Secondary Education. The development and the present status of the secondary school in the United States. The functions of the secondary school in the changing social order. The principles and the problems of administration of high school as they relate to the work of the teachers, principal, or supervisor. Credit, three hours. Prerequisites, Education 131, 132.

Education 232C. — Secondary Methods. This course deals with the general methods of teaching and the learning processes involved in the typical high school subjects. Special emphasis upon the technique and principles of supervision of study. Credit, three hours. Prerequisites, Education 131, 132.

Education 236C. — Growth and Development of Elementary School Children. This course deals with the physical, mental, social, and emotional development of children of elementary school age. Credit, three hours. Prerequisites, Education 131, 132.

Education 237C. — Principles of Teaching in Elementary Schools. Principles underlying present practices and trends in the field of elementary education. Credit, three hours. Prerequisites, Education 131, 132.

Education 330C. — Language Arts in Primary Grades. Modern methods of teaching reading, language, writing and spelling in the first three grades. Special emphasis upon the function of the language arts in an integrated activity program. Credit, three hours. Prerequisites, Education 131, 132, and junior standing.

Education 334C. — Adolescent Psychology. Physical, instinctive, emotional, volitional, intellectual, and moral life of the adolescent. A special study is made of such topics as socialized drives, social adjustment, effects of the

social conflict, influence of the family, delinquency, formation of attitudes, and development of ideals and morals. Credit, three hours. Prerequisites, Education 131, 132, and junior standing.

Education 335AC. — History of Education During Ancient and Medieval Periods. The traditions and ideals of educational practice throughout the Greek, Roman, and medieval periods in Europe, with emphasis upon the foundations that underlie the forces that have produced Western civilization and its educational systems. Credit, three hours. Prerequisites, Education 131, 132, and junior standing.

Education 335BC. — History of Education During the Modern Period. A continuation of Education 335AC. Special attention is given to the evolution of modern state school systems and to the influences which have profoundly affected life and education during the last two hundred years. Credit, three hours. Prerequisites, Education 131, 132, and junior standing.

Education 430AC. — Administration in Elementary Schools. The problems of the elementary school principal and supervisor, including admission and entrance policies, classification and grouping of pupils, promotion practices, school reports to parents, administration of the school library, supervision and care of the school plant, community relations, office management, administration of teacher improvement, and types of school organization. Credit, three hours. Prerequisites, Education 131, 132, and junior standing.

Education 437C. — Social Studies in Primary Grades. This course aims to acquaint students with the opportunities for developing a rich program of social studies on the primary level. Emphasis is placed upon learning through experience. Credit, three hours. Prerequisites, Education 131, 132, and junior standing.

Philosophy 331C. — History of Ancient Philosophy. A survey of the development of philosophical thought from the classical Greek philosophy through the modern period, with emphasis upon major philosophical movements. Credit, three hours. Prerequisite, junior standing.

Persons taking correspondence courses who are interested in securing a teacher's certificate should communicate with the Dean of the College of Education.

COLLEGE OF HEALTH, PHYSICAL EDUCATION, AND RECREATION

Health, Physical Education, and Recreation 230C. — History and Principles of Physical Education. A study of the history of physical education from prehistoric times to the present; a study of the scientific facts pertaining to the physical, psychological, and social development of the individual; a study of the principles related to the role of physical education. Credit, three hours. Prerequisites, Education 131, 132, and sophomore standing.

Health, Physical Education, and Recreation 236UC — *Content and Methods in Health Education for the Elementary School Teacher*. This course includes the study of principles, methods, and materials in health service, healthful school living, and health instruction for the elementary school. The course is not open to students majoring in Health, Physical Education, and Recreation. Credit, three hours. Prerequisites, Education 131, 132, and sophomore standing.

Health, Physical Education,, and Recreation 324UC. — *Principles of Health Education*. A study of the development of school health education with emphasis upon methods and materials in health instruction. Credit, two hours. Prerequisites, Health, Physical Education, and Recreation 115U, 233U, 234U, 237U, and junior standing.

Health, Physical Education, and Recreation 327UC. — *Community Hygiene*. A general survey of the sciences of sanitation and its application to food, milk, and water supply; study of environmental conditions in the community, home, and school; and a study of the control of communicable diseases. Credit, two hours. Prerequisite, junior standing.

Health, Physical Education, and Recreation 421VC. — *Recreation and Camping in the School Curriculum*. A study of the historical and philosophical foundations of recreation; organization and administration of recreation in the schools; the relationship of the school and community recreation programs; principles, methods, and current practices in school camping; practice in evaluating school recreation programs. Credit, two hours. Prerequisites, senior standing and consent of the instructor.