

Suffolk University

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1955

### Suffolk University Academic Catalog, College Departments, 1955-1956

Suffolk University Records: SUG-002.001

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# SUFFOLK UNIVERSITY

COLLEGE BULLETIN



ANNUAL CATALOGUE

1955-1956

DAY

EVENING

GRADUATE

BOSTON

•

MASSACHUSETTS

1955





1956-1957 TUITION NOTICE

Tuition for a day student who undertakes a normal full program of 30 semester hours for an academic year will be \$450 in 1956-1957. Part time tuition will continue to be charged at the rate of \$15 per semester hour.

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# SUFFOLK UNIVERSITY BULLETIN

## *College Departments*

Liberal Arts

Journalism

Business Administration

## Annual Catalogue

1955 - 1956



DAY

EVENING

GRADUATE

Suffolk University is a member of the  
New England Association of Colleges  
and Secondary Schools.

BOSTON

MASSACHUSETTS

Volume 49

April 1955

Number 1



### CORRESPONDENCE

All correspondence should be addressed to

*Registrar, Suffolk University*

20 Derne Street, Boston 14, Massachusetts

### OFFICE HOURS

The Executive and Administrative Offices will be open for conferences Mondays through Fridays from 9:00 A.M. to 9:00 P.M. Saturdays from 9:00 A.M. to 5:00 P.M.

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# CALENDAR FOR THE ACADEMIC YEAR 1955 - 1956

## COLLEGE DEPARTMENTS

### 1955

Orientation — Freshmen and other new students .....September 19, Monday  
Registration Fall Semester .....September 19, Monday  
Classes Convene .....September 20, Tuesday  
Last Day for registration without payment of late registration fee  
September 26, Monday  
Columbus Day (celebration) .....October 10, Monday  
Veterans' Day (holiday) .....November 11, Friday  
Thanksgiving Recess .....November 24 through 26, Thursday through Saturday  
Christmas Recess .....December 19 through January 2, Monday through Monday

### 1956

Classes Resume .....January 3, Tuesday  
Fall Semester Examinations begin .....January 18, Wednesday  
Fall Semester ends .....January 28, Saturday  
Registration Spring Semester .....January 30, Monday  
Classes Convene .....January 31, Tuesday  
Last Day for registration without payment of late registration fee  
February 6, Monday  
Washington's Birthday (holiday) .....February 22, Wednesday  
Evacuation Day (holiday) .....March 17, Saturday  
Easter Recess .....March 26 through March 31, Monday through Saturday  
Good Friday (holiday) .....March 30, Friday  
Patriot's Day (holiday) .....April 19, Thursday  
Spring Semester Examinations begin .....May 23, Wednesday  
Memorial Day (holiday) .....May 30, Wednesday  
Spring Semester ends .....June 2, Saturday  
Alumni Day .....June 9, Saturday  
Commencement .....June 12, Tuesday

### Summer Session 1956

Registration — Day and Evening Session; Classes Convene .....June 4, Monday  
Bunker Hill Day Celebration (holiday) .....June 18, Monday  
Registration for Teachers (six weeks) Session .....June 18, Monday  
Independence Day (holiday) .....July 4, Wednesday  
Second Phase Summer Session begins .....July 5, Thursday  
Evening Session ends .....July 13, Friday  
Term Examinations begin .....August 2, Thursday  
Summer Session ends .....August 3, Friday

### Fall Semester 1956 - 1957

Registration .....September 24, Monday



## HISTORY OF SUFFOLK

The Suffolk University School of Law, the first unit of the University, was established in September, 1906, to provide professional training for ambitious young men and women of moderate means. In 1914 the school was chartered with degree-granting powers by the Legislature of Massachusetts.

Educational facilities have been expanded in the belief that training in the liberal arts and sciences is an integral part of a balanced education. The College of Liberal Arts was founded in 1934, the Graduate School of Law in 1935, the College of Journalism in 1936, and the College of Business Administration in 1937. The various departments were incorporated by the Massachusetts Legislature in April, 1937.

Suffolk University, although primarily a day-time institution, was the first college in New England at which a student might earn a Bachelor of Arts degree entirely through evening study.

Physical growth of the University was accompanied by professional recognition: Suffolk is a member of the New England Association of Colleges and Secondary Schools. The College Departments are approved by the Board of Collegiate Authority, Department of Education, Commonwealth of Massachusetts. The Law School is approved by the Massachusetts Bar Association and by the American Bar Association. The Veterans Administration approves all courses for GI benefits.

Located on Beacon Hill, directly behind the State House, Suffolk University provides excellent accommodations for educational work. In the University building are the Executive and Administrative offices; University Library; classrooms; completely equipped and modern laboratories for biology, chemistry, geology, and physics; University Auditorium; Bookstore; and appropriate lounges for students.

Although the physical equipment of a university is important, the quality of its educational program is even more significant. The true measure of a university is reflected in the record of its graduates. Early in its history, Suffolk University gained recognition for the quality of its faculty and the success of its graduates. Judges, lawyers, businessmen, educators, and leaders in political and civic life owe their advancement to the quality of training received at Suffolk University.

SUFFOLK UNIVERSITY

THE CORPORATION

Corporate Name: Suffolk University

OFFICERS OF THE CORPORATION

GEORGE B. ROWELL, *Chairman*

HONORABLE JOHN E. FENTON, *Vice Chairman*

HIRAM J. ARCHER, *Clerk*

HONORABLE FRANK J. DONAHUE, *Treasurer*

BOARD OF TRUSTEES

LIFE MEMBERS

HIRAM J. ARCHER, Esquire  
Professor, Suffolk University  
Law School

HONORABLE FRANK J. DONAHUE  
Justice, Massachusetts  
Superior Court

WILLIAM F. A. GRAHAM, Esquire  
Senior Member, Lee and  
Graham, Attorneys at Law

ARTHUR W. HANSON  
Professor of Accounting  
Harvard University

BERNARD J. KILLION, Esquire  
Member, Killion, Connolly and  
Williams, Attorneys at Law

TERM EXPIRES JUNE 1955

JULIUS E. ROSENGARD, Esquire  
Attorney-at-Law

GEORGE B. ROWELL, Esquire  
Member, Warner, Stackpole,  
Stetson and Bradlee  
Attorneys at Law

TERM EXPIRES JUNE 1956

REXFORD A. BRISTOL  
Treasurer, The Foxboro Co.

WALTER M. BURSE, Esquire  
Member, Burse, Jackson and Iovino  
Attorneys at Law

TERM EXPIRES JUNE 1957

JOHN GRIFFIN  
Treasurer, Joseph P. Manning Company

TERM EXPIRES JUNE 1958

ERNEST R. BLAISDELL  
New England District Manager  
The Structural Slate and  
National Slate Blackboard Cos.

TERM EXPIRES JUNE 1959

HONORABLE JOHN E. FENTON  
Judge, Massachusetts Land Court

GEORGE H. SPILLANE  
Formerly District Manager,  
Boston No. 1 District  
John Hancock Mutual Life Insurance  
Company of Boston, Massachusetts

## SUFFOLK UNIVERSITY

ROBERT J. MUNCE, A.B., A.M. .... *President*

ARTHUR W. HANSON, A.B., A.M., M.B.A., LL.B., Litt.D., D.C.S.  
*Vice President*

ADMINISTRATIVE OFFICERS OF  
 SUFFOLK COLLEGE DEPARTMENTS

ROBERT J. MUNCE, A.B., A.M. .... *Dean\**

DONALD W. GOODRICH, A.B., A.M. .... *Registrar*

JOHN V. COLBURN, B.S. in Ed., A.M. .... *Director of Student Affairs*

CATHERINE FEHRER, A.B., A.M., Ph.D. .... *Advisor to Women*

EDWARD G. HARTMANN, A.B., A.M., B.S. in L.S., Ph.D.  
*Director of Libraries*

LEO LIEBERMAN, A.B., Ed.M., Ed.D. .... *Director of Guidance*

\* Until successor is named.

## FACULTY OF COLLEGE DEPARTMENTS

NEILSON C. HANNAY

*Professor of English*  
*A.B., A.M., Union; B.D., Auburn; A.M., Ph.D., Harvard; Graduate Study:*  
*Glasgow; Halle; Chicago.*

DONALD W. GOODRICH

*Professor of Humanities*  
*A.B., Williams; A.M., Harvard; Graduate Study: Columbia; Harvard.*

FRANK M. BUCKLEY, SR.

*Professor of History and Sociology*  
*A.B., LL.D., Holy Cross; A.M., Yale; Ed.M., Harvard.*

NELSON J. ANDERSON

*Professor of Chemistry and Mathematics*  
*A.B., Kansas; M.S., Illinois; Ph.D., Chicago.*

ROBERT S. FRIEDMAN

*Professor of Biology*  
*B.S. in Ed., A.M., Boston University; A.M., Ph.D., Harvard.*

HAROLD W. COPP

*Associate Professor of Education and*  
*Director of Teacher Training*  
*B.S. in Ed., A.M., Ph.D., Michigan.*

GEORGE H. MCKEE

*Associate Professor of Languages*  
*A.B., Washington and Lee; A.M., Pittsburgh; Docteur es Lettres; Grenoble;*  
*Graduate Study: Paris; Harvard; Havana; Guatemala; Nancy; Toulouse; Mexico;*  
*Besancon; Rennes.*

ELLA M. MURPHY

*Associate Professor of English*  
*A.B., Smith; A.M., Wisconsin; Ph.D., Iowa State; Graduate Study: Cambridge;*  
*Columbia; Middlebury; New York University; Harvard.*

NORMAN B. FLOYD

*Associate Professor of History*  
*A.B., Amherst; A.M., Ph.D., Harvard.*



JOHN J. MAHONEY

*Associate Professor of Business Administration*  
*B.S. in Ed., Ed.M., Boston University; Graduate Study: New York University.*

ISRAEL STOLPER

*Associate Professor of Government and Economics*  
*Adj.A., Harvard; LL.B., Northeastern; A.M., Boston University; Graduate Study: Harvard.*

EDWARD G. HARTMANN

*Associate Professor of History*  
*A.B., A.M., Bucknell; B.S. in L.S., Ph.D., Columbia; Graduate Study: Sorbonne University of Wales.*

STANLEY M. VOGEL

*Associate Professor of English and German*  
*A.B., New York University; A.M., Yale; Ph.D., Yale; Graduate Study: Oxford.*

WILLIAM S. SAHAKIAN

*Assistant Professor of Philosophy and Psychology*  
*S.B., Northeastern; S.T.B., Boston University; Ph.D., Boston University. Graduate Study: Harvard.*

\*HAROLD M. STONE

*Assistant Professor of Business Administration*  
*B.S. in Ed., Ed.M., Boston University.*

LEO LIEBERMAN

*Assistant Professor of Psychology*  
*A.B., Ed.M., Ed.D., Harvard; Graduate Study: Harvard; Claremont.*

CATHERINE FEHRER

*Assistant Professor of Romance Languages*  
*A.B., Vassar; A.M., Ph.D., Bryn Mawr; Graduate Study: Sorbonne; Florence; Mexico; Middlebury.*

D. DONALD FIORILLO

*Assistant Professor of History and Sociology*  
*A.B., Clark; M.A., Boston College; Graduate Study: Clark; Fitchburg; Boston College.*

JOSEPH H. STRAIN

*Assistant Professor of English and Speech*  
*A.B., Suffolk University; A.M., Boston College; Graduate Study: Tufts; Boston University.*

\* Leave of Absence 1954-1955.

JOHN V. COLBURN

*Assistant Professor of English**B.S. in Ed., A.M., Boston University.*

CHARLES LAW

*Assistant Professor of Physical Education**B.S., Springfield; Graduate Study: Boston University.*

JOHN P. KEANE

*Instructor in Business Administration**B.S. in B.A., Boston College; LL.B., Suffolk.*

LAURENCE V. RAND

*Instructor in Government and History**A.B., Suffolk University; M.A., Boston University.*

FLOYD L. BELL

*Instructor in Public Relations**LL.B., University of Minnesota.*

ARTHUR J. WEST, II

*Instructor in Biology**B.S., Suffolk University; Graduate Study: Suffolk University; Boston College.*

FRANCIS E. HANNON

*Instructor in Business Administration**B.B.A., Boston University; LL.B., Boston College.*

CHARLES T. JOHNSON

*Instructor in Business Administration**LL.B., Boston University; M.B.A., Boston University.*

ARIADNE MOSHOS

*Instructor in Education**B.S., Lowell State Teachers College; M.A., in Music, Columbia; Graduate Study: Suffolk University.*

GREGORY H. ADAMIAN

*Instructor in Economics**A.B., Harvard; LL.B., Boston University; M.P.A., Harvard.*

WILLIAM F. HOMER

*Instructor in Journalism**A.B., Harvard; Graduate Study: Harvard.*

DION J. ARCHON

*Instructor in Management*

*A.B., Harvard; A.M., Harvard; Ph.D., Harvard.*

EDWARD M. FARRELL

*Instructor in Accounting*

*LL.B., Boston College.*

BEN J. BROWNE

*Instructor in Sociology*

*A.B., Boston University; Ph.D., Boston University; Graduate Study: Columbia University; University of Paris.*

CHARLES B. COLLAZZO

*Instructor in Business Administration*

*B.A., Northeastern; M.C.S., Boston University; Graduate Study: Boston University.*

WINIFRED M. RANDALL

*Instructor in Education*

*B.S., Lesley College; M.A., Suffolk University.*

MARGARET A. SCULLY

*Instructor in Biology*

*B.S., Simmons College; M.A., Boston University; Graduate Study: Harvard*

RONALD J. JURSA

*Instructor in Mathematics*

*A.B., Boston University.*

ROBERT N. LARSON

*Instructor in History*

*A.B., Columbia University; A.M., Tufts; A.M., Boston University.*

EDWARD H. McCABE

*Instructor in Education*

*A.B., Harvard; M.A., Suffolk University.*

FRANCIS E. NICOLAS

*Instructor in Education*

*A.B., Suffolk University; M.A., Suffolk University; Graduate Study: Harvard.*

AUGUSTINE C. WHELAN

*Instructor in Education*

*A.B., Boston College; M.B.A., Harvard; Graduate Study: Suffolk University.*

#### BUSINESS STAFF

DOROTHY M. McNAMARA

*M.A., Suffolk University.*

*Bursar*

## ADMISSION

## ADMISSION TO THE FRESHMAN CLASS

Suffolk University invites all high school graduates, both men and women, who believe they can qualify for college study, to apply for admission to the Freshman Class. In each case the Admissions Committee will consider every type of evidence that bears on the applicant's fitness to do college work. The Committee gives much weight to the recommendation of the applicant's high school principal. The Committee desires to determine each candidate's ability to undertake successfully college studies rather than to insist upon a rigid pattern of college preparatory units.

An applicant for admission to the Freshman Class in any undergraduate department (liberal arts, business administration, journalism, or pre-legal) is expected to present evidence of graduation from an approved high school or its equivalent.

While no specific distribution of college preparatory units is prescribed, it is recommended that applicants complete four units of English and at least eight units by a combination of ancient or modern languages, mathematics, biological or physical sciences, and history or other social studies. An additional three units to make a total of fifteen units may be earned in standard college preparatory subjects or through major courses in the arts and in commerce. Each applicant's admission is treated on its merits and in relation to the course of study he or she expects to undertake in college. Lack of foreign language study in high school for example, can be corrected by college study in French, Spanish or German, if the student's degree plans require it.

Applicants may be admitted also as special students subject to conditions, the removal of which must be completed before the beginning of the Junior year by the successful passing of prescribed courses in the University or of prescribed examinations. Courses pursued for the purpose of removing conditions shall not count as credit toward any degree. It is recommended that entrance conditions be removed by attendance at the Summer Session.

Correspondence regarding admission should be addressed to the Registrar, Suffolk University, 20 Derne St., Boston, Massachusetts. Each applicant must file an application with the Director of Admissions. The application should be accompanied by a check or money order for \$10.00 made payable to Suffolk University. This application fee will be refunded only if the applicant is rejected.



#### DEFINITION OF A UNIT

A unit of work in high school is granted for a course covering a school year of not less than thirty-six weeks with five periods of at least forty-five minutes each per week. Two periods of manual training, commercial work, domestic science, drawing or laboratory work are considered the equivalent of one period of classroom work.

#### ADMISSION TO ADVANCED UNDERGRADUATE STANDING

Applicants who have completed courses in a college, junior college, or in another institution of collegiate rank and recognized standing may be permitted to enroll as students with advanced standing according to the conditions outlined below:

1. The Registrar of the institution previously attended must send a certificate of honorable dismissal direct to the Registrar of Suffolk University.
2. The applicant for advanced standing should also request the Registrar of the college previously attended to send an official transcript of credits. Transcripts should specify courses, semester hours of credit and grade for each course, the semester when taken, a key to grades, and a statement of the units accepted for entrance. Transcripts of such work, if possible, should be submitted at the time of application or very soon afterwards. Grade reports, diplomas, or lists of credits **SUBMITTED BY THE APPLICANT** will not be accepted as a basis for granting advanced standing.
3. If the transcript does not show descriptive course titles a catalog of the college, during the years in which the applicant was in attendance, should be submitted with the application, clearly marked to indicate the courses completed.
4. All requirements for admission to the Freshman Class must be satisfied before advanced standing can be granted.
5. All grants of advanced standing credit are made on a provisional basis. Grants so made are final only after the student has satisfactorily completed thirty semester hours of work at Suffolk University.
6. Whenever a student enters with advanced standing and later proves to be inadequately prepared in any of his prerequisite subjects, the Administrative Committee reserves the right to require him to make up such deficiencies prior to graduation.
7. The last thirty semester hours must be earned at this institution.

### ADMISSION OF SPECIAL STUDENTS

A limited number of special students may be admitted each year upon satisfying the Director of Admissions as to their ability to profit by the courses to which they seek admission. Special students are those who are not candidates for a degree.

Men and women over twenty-one years of age who cannot satisfy the entrance requirements may be admitted as special students upon recommendation of the Director of Admissions. It will be necessary for the applicant to file a full statement of his qualifications with the Registrar. Candidates are requested to present this statement at least three weeks before the beginning of the college year.

Registration of a special student is for one semester only. Re-registration may be refused if such student does not meet the required scholastic standing.

## REGISTRATION AND ATTENDANCE

### REGISTRATION PROCEDURE

All new students are required to file applications as much in advance of Registration Day as possible. On Registration Day they will make out registration and Bursar's cards, and secure lecture schedules prior to the opening sessions of classes.

Veteran students should file a Certificate of Eligibility and Entitlement with the Veterans' Coordinator on Registration Day. These certificates should be obtained well in advance of Registration Day from any local New England Office of the Veterans' Administration. Applicants, who are unaware of the procedure for obtaining the certificates are urged to see the Suffolk University Veterans' Coordinator at their earliest convenience.

### REGISTRATION LIMITS

Except in special cases, no registration will be accepted after the first full week in any semester. Credit will not be given for a course in which a student has not formally registered. A late registration fee will be required from all students who register after the final day of the registration period.

### LECTURE HOURS

Individual schedules of courses, showing hours and room assignments, will be made prior to each semester and will be given to each student at registration.

#### LABORATORY SESSIONS

A schedule of laboratory sessions will be published at the beginning of each semester for those courses requiring laboratory work. A student taking such a course will be required to attend the laboratory sessions in addition to the other regularly scheduled classes.

#### ATTENDANCE

All students are expected to attend all lectures in every course for which they are registered. An instructor may request the Registrar to drop from a course any student who absents himself excessively and without acceptable explanation.

#### PHYSICAL EDUCATION

Physical education is required of all students during their first year, with the exception of those who have had active military service. Special provisions will be made for handicapped students by the Director of Physical Education after consultation with the college and family physicians.

#### EXAMINATIONS

Final examinations are offered in all regular courses and all students are required to take them. In addition, mid-term examinations, quizzes, special papers, and so forth are given at the discretion of the instructor.

#### STUDENT DISCIPLINE

Conduct befitting ladies and gentlemen is expected at all times of students of Suffolk University. It is assumed that undergraduates will understand what constitutes acceptable conduct without specific regulations forbidding particular actions. Any breach of conduct will be handled by the Administrative Committee.

#### NORMAL FULL PROGRAM

A program of five courses is considered a full load for a student in any semester of his college career. With the time recommended to be spent in preparation (a minimum of two hours of preparation for each class meeting), this normal program should keep the full-time student busy forty-five hours per week if he is to do acceptable college work. Permission to take a sixth course may be given only by the Committee on excess courses.

#### EXCESS COURSES

Any course, in addition to the normal five courses, is an excess course. For compelling reasons, such as the need to make up a condition or a failed course, a student may be given special permission to register for a sixth course under the following conditions:

1956-1957 TUITION NOTICE

Tuition for a day student who undertakes a normal full program of 30 semester hours for an academic year will be \$450 in 1956-1957. Part time tuition will continue to be charged at the rate of \$15 per semester hour.







All students during their first two full semesters in college, exclusive of summer sessions, are limited to five courses. These five courses shall include any courses taken to make up deficiencies.

Students who have been in attendance at Suffolk two full semesters or more may, with the permission of the Committee on Excess Courses, take one additional course, provided that their honor point average during their previous semester was 1.50 or better.

In all cases permission to take an additional course must be obtained *in advance* from the Committee on Excess Courses.

Applications for the additional course should be made at the Registrar's Office.

Summer Session students at Suffolk will ordinarily be limited to a program of three courses.

Suffolk students who attend summer sessions in other colleges and universities must obtain permission in advance to do so in order to insure acceptance of their credits. The number of transfer credits will be limited to one credit for each full week of attendance. Credit will be withheld unless the course work is completed with a grade of C or better, where D is the lowest passing grade.

## TUITION AND FEES

The fees in all departments have been fixed at the lowest possible figure in order to accommodate the needs of students of limited means as well as those who must earn their living while attending classes.

### APPLICATION

*Applications for admission to any undergraduate department must be accompanied by an application fee of \$10.* This fee is payable for the first year only. No application is recorded until the fee has been received. This fee is not a part of the tuition and will not be refunded after the student has been duly admitted to the department to which he has applied. However, upon receipt of written request, this fee may be applied to another year should the applicant re-register. Applicants who are veterans must also pay the application fee.

TUITION for students attending classes at the University is charged at the rate of \$15 per semester hour. The tuition charge is adjusted to \$400 for a full program of 30 semester hours for the academic year, when enrolled for at the rate of 15 semester hours per semester. While the tuition and fees for each semester are due at the time of registration, students who find it necessary may arrange for a deferred tuition payment

plan as follows: one-half of the total tuition and fee charge should be paid at the time of registration; one-fourth of the total charges should be paid within one month after the opening date of the semester; and the final one-fourth of the total charges should be paid within two months after the opening date of the semester. The students who take advantage of the deferred tuition payment plan will be required to pay \$5 in addition to the regular tuition and fees. An appropriate plan similar to this will be worked out for students enrolled in the Summer Session.

A student, who is given permission to take extra courses leading to a total of more than 15 semester hours of credit in one semester, will be charged \$15 for each extra hour. Part-time Evening or Adult Education tuition is based on the same charge of \$15 a semester hour. The tuition for each semester or session is due at the time of registration.

Tuition for students enrolled in extension courses will be charged at the rate of \$15 per semester hour credit in those courses.

All payments should be made at the Bursar's Office, second floor, University Building. Checks should be made payable to Suffolk University.

#### NON-CREDIT COURSE FEE

A fee at the rate of \$15 for each equivalent semester hour is charged for courses which carry no credit toward graduation. These courses may be the various remedial courses and courses to make up secondary school deficiencies.

#### LABORATORY FEE

Students taking regular laboratory courses in Biology will pay a laboratory fee of \$25 for each course; in Physics, \$20; and in Chemistry, \$25. These figures are for the academic year, one-half being payable at the beginning of each semester.

#### LABORATORY BREAKAGE

Students will be billed each month for the breakage of any laboratory equipment. Bills must be paid when presented.

#### SPECIAL EXAMINATIONS

A fee of \$5 will be charged for each special examination. Special make-up examinations will be given only to those who, for sufficient cause, have been absent from semester examinations. *A student must make a written request to the Registrar setting forth the reasons why the privilege of a special examination should be granted, within one week after the date on which the examination was scheduled.* Students under twenty-one must submit letter from their parents or guardians.

Note: The grade F is a grade given for the work of a course and, therefore, cannot be removed by special examination.

#### GRADUATION FEE

The graduation fee, including diploma, is \$20. It is due and payable one month prior to graduation.

#### CERTIFICATE FEE

A fee of \$5 is charged all students to whom the Associate certificate is awarded.

#### TRANSCRIPT OF RECORD

A student may receive one certified transcript of his college record without charge. For each transcript after the first, a charge of \$1 will be made. *Requests for transcripts should be made in writing at least one week in advance of the date desired.*

#### WITHDRAWALS AND REFUNDS

Students who are obliged to withdraw before the end of the Fall or the Spring semester may, on approval of the Registrar and the Bursar of the University, receive a partial refund of the tuition fee paid. The refunds may be made according to the following schedule.

Withdrawal notice filed and approved within

Tuition Refund

One week of opening of semester .....	80%
Two weeks of opening of semester .....	60%
Three weeks of opening of semester .....	40%
Four weeks of opening of semester .....	20%
After four weeks of opening of semester .....	0%

The Summer session schedule of refunds is proportional to the length of the session.

To receive a refund a student must file an advance notice with the Registrar of his intention to withdraw; or if that is not possible, a written explanation of his withdrawal within five days thereafter.



## ACADEMIC STANDING

## THE GRADING SYSTEM

All grades will be based on the following marking system:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F Below 60%
- I Incomplete
- W Withdrawn

A and B are honor grades; C represents satisfactory work; D is passing without honor points in the Honor Point system of computing student standing; F indicates failure; IP signifies incomplete but passing; IF signifies incomplete and failing; IF may signify that incomplete work has not been made up by a student during his next semester following that in which the course was taken; W signifies withdrawal from a course without prejudice during the first eight weeks of a semester or before the mid-point of a summer session; WP indicates withdrawal during the latter half of a semester or summer session for emergency reasons by a student whose attendance and work have been satisfactory; WF indicates withdrawal during the latter half of a semester or summer session by a student whose attendance and work has been unsatisfactory.

With the exception of "I" grades, all grades are final as reported by instructors at the close of each semester.

## HONOR POINT SYSTEM

Scholastic averages will be computed on an Honor Point system as follows:

- 3 Honor Points will be granted for each semester hour of A grade work;
- 2 Honor Points will be granted for each semester hour of B grade work;
- 1 Honor Point will be granted for each semester hour of C grade work;
- 0 Honor Points will be granted for each semester hour of D grade work;
- 1 Honor Point will be deducted for each semester hour of F grade work.

Thus, in a 3 semester hour course a grade of A will count as 9 Honor Points, a grade of B as 6 points, a grade of C as 3 points, a grade of D as 0 points, and a grade of F will subtract 3 Honor Points.



#### SCHOLARSHIP STANDING

In order to be in good standing in the University, a student must maintain an average of 1.00 honor points per semester hour for the previous semester of work. This average is computed by dividing the total of honor points by the total of semester hours. There is a limit to the number of semesters a student can have an honor point average of less than 1.00.

#### ELIGIBILITY FOR DEGREE

In order to be eligible to receive a degree from the University, a student must have at least one honor point for each semester hour of credit earned in course at the University.

Transfer students should earn a number of honor points which equals their total hours of credit earned in course at Suffolk University.

Candidates for the Associate certificate will be required to earn a similar proportion of honor points.

#### PROBATION

Any student who, during a semester, earns an average of less than 1.00 honor point per semester hour of work will be placed on academic probation. A student who has been placed on probation will be given until the following semester's final grading period to establish an acceptable honor point average. Failing to achieve the satisfactory average, the student becomes subject to suspension or dismissal from the University.

No student may represent the University in extra-curricular activities while on probation.

#### THE DEAN'S LIST

The Dean's List is composed of students who are deemed worthy of recognition for high scholastic achievement. It is divided into three groups to be designated as follows:

Highest honors will be awarded to all students who receive a scholastic average of between 2.80 and 3.00 honor points per semester hour.

High honors will be awarded to all students who obtain a scholastic average between 2.50 and 2.79 honor points per semester hour.

Honors will be awarded to all students who obtain a scholastic average between 2.00 and 2.49 honor points per semester hour.

Dean's List honors are awarded on a semester basis and are announced as soon as possible after the close of the semester.

In order to be considered for the Dean's List, a student must be in regular attendance during the appropriate semester, and shall have completed a minimum of four courses as a day-time student or at least three courses as an evening student.

#### REPORTS

Grade reports will be issued to each student at the close of each semester. If a student is under twenty-one years of age, the report will be sent to his parent or guardian.

#### CLASSIFICATION OF STUDENTS

Classification of students depends upon the number of semester hours earned prior to the first semester of the current year. Freshman standing is assigned to all those having less than twenty-four semester hours; Sophomore standing, twenty-four semester hours; Junior Standing, fifty-four semester hours; Senior standing, eighty-four semester hours.

### GENERAL INFORMATION

#### Facilities of the University

##### BOSTON — *Center of Superior Educational Advantages*

Students will find in historic Boston unrivaled opportunities for culture and recreation. The Boston Public Library System is justly famous. The State Library and the State Archives are across the street from the University. The Museum of Fine Arts on Huntington Avenue is easily accessible; Boston Common, the Public Gardens, and the Charles River Bank are nearby. To the student of history Greater Boston is world-famous for its shrines of American Liberty — Faneuil Hall, the Old State House, the Old North Church, King's Chapel, the house of Paul Revere, and the various burying grounds where historic dead are at rest. Beacon Hill and the State House form the very heart of Boston. No city in America could be more inspiring to students and certainly none more conducive to scholarship.

#### TRANSPORTATION

Situated on Beacon Hill, facing the State House, Suffolk University is in the very center of Boston's unrivaled transportation facilities. Every important transportation point is within easy walking distance, thus eliminating traffic delays. Applications for special student transportation tickets may be secured from the Office of the Registrar.

#### DORMITORY FACILITIES

The University is primarily an urban institution and, consequently, does not have regular dormitory facilities. Nevertheless, for its ever increasing out-of-town student body the University is prepared to assist students, who do not live at home, in finding suitable accommodations on Beacon Hill or elsewhere in the vicinity. The University, however, may in no way be held responsible for such accommodations.

#### PLACEMENT BUREAU

The University maintains a Placement Bureau to assist worthy students and graduates in securing part-time or full-time employment. Students thus placed are recommended by the University and are expected to maintain a high degree of proficiency in classroom work while in such employment.

#### UNIVERSITY LIBRARY

The Library occupies the major portion of the third floor of the building, and serves all departments of the University. The reading room has seating accommodations for more than three hundred readers, and is open to faculty, students, members of the staff, and alumni.

All books except those on required reading lists, treatises, reference books in great demand, and certain particularly valuable or rare books, are on open shelves and easily accessible. Law books and reference books do not circulate, but all other books may be borrowed for periods ranging from overnight to fourteen days. Some books on reserve for special courses must be used in the Library.

The Library is open from 9:00 a.m. to 10:00 p.m., Monday through Friday; 9:00 a.m. to 5:00 p.m., Saturday and 2:00 p.m. to 6:00 p.m., during the regular school term. It is closed on all legal holidays.

#### LABORATORIES

Completely equipped laboratories have been installed so that students may perform the required experiments customary for courses in biology, chemistry, geology, and physics.



#### UNIVERSITY AUDITORIUM

An auditorium with a seating capacity of one thousand is located between the Main Building and the Annex with entrances on Temple Street. The completely equipped stage of the Auditorium affords excellent facilities for student dramatics. The Auditorium is also used for general assemblies, commencement, concerts, and similar functions.

#### BOOKSTORE

The Bookstore is located in the basement of the University Building Annex. It has every facility for the rapid handling of textbooks and other college supplies.

#### SUFFOLK CANTEEN

The Canteen, in the Recreation Hall, is for the purpose of providing the students and the faculty with a variety of sandwiches, hot coffee, cold milk and other beverages, snacks, and pastry at reasonable prices.

#### GUIDANCE

A Guidance Department under a specially-trained director is maintained by the University. As a result of personal interviews and tests, students are assigned to qualified faculty advisors. These advisors assist students in the proper selection of courses to prepare them for the type of work or profession for which they seem best adapted. Thus the possibility of wrong selection of courses and of failure is reduced to a minimum.

#### VETERANS' COORDINATOR

A staff member has been appointed to act in liaison between veteran students under Public Laws 16, 346 and 550 and the Veterans' Administration. This coordinator is familiar with the problems that constantly confront veterans.

In addition, a representative of the Veterans' Administration, the Training Officer is available to veteran students who attend under Public Law 16.

#### TEACHER TRAINING

In addition to the regular courses of study available for students interested in entering the teaching profession, special arrangements have been made for student teaching with local school systems. Through their cooperation, advanced students are offered the opportunity to engage in student teaching in regular classes at the local public schools. This enables



the student to put into practice those principles of teaching he has learned in the classroom and also better prepares him for a more successful career in education.

#### DAY AND EVENING DIVISIONS

Although Suffolk University is open to all worthy students, both men and women, it nevertheless makes special provision for those who must earn a part or all of their expenses while attending school. For this reason, both day and evening classes are maintained in all departments. A degree may be earned in either division.

In addition to regular undergraduate courses in the evening division, Suffolk University has established a plan of adult education for men and women who desire further education in a particular field of study, but who do not desire to enroll as regular students. For detailed information concerning these courses for adult education, reference should be made to the Evening Division section of this bulletin.

### STUDENT ACTIVITIES

Suffolk University has a well-formulated undergraduate program of student activities designed to develop and encourage personal qualities of leadership, initiative, cooperation and sportsmanship. The maintenance of a satisfactory scholastic standard, however, is a prerequisite for participation in these activities. A member of the administrative staff has been appointed to serve as Director of Student Activities. The director works closely with student groups in all matters of organization, meetings, public performance, etc. The following activities are open to all qualified students in the University.

#### ATHLETICS

Suffolk University has representative teams in Baseball, Basketball, Golf, and Tennis.

#### THE BEACON

The official yearbook of Suffolk University is The Beacon. This book, published annually, is designed, written, and edited by a staff chosen from the student body. The purpose of The Beacon is to furnish a permanent record of the activities and personnel of the University, giving special emphasis to the members of the graduating classes.

### DEBATING SOCIETY

This club is organized for the purpose of developing and mastering the various techniques of argumentation. This opportunity is provided through debates with teams from other colleges as well as round-table discussions, guest speakers, and voice recordings, all designed to emphasize the cogency of argument rather than eloquence of speech.

### BUSINESS CLUB

Members of the Business Club have opportunities to become acquainted with business leaders; to join professional organizations such as the American Marketing Association and the Society for the Advancement of Management; to provide field trips to industrial and business establishments; to attend dinner meetings with featured guest speakers; to become better acquainted with fellow students.

### EDUCATION CLUB

The objects of the club are to promote the interests of teachers in training, to form a closer bond among them by means of fellowship and cooperation, and to increase the efficiency of education as a public service.

### UNIVERSITY THEATER

Participation in the various functions within the University Theater such as make-up, stage setting and acting, will give the student much useful experience. Students will find that through this activity fundamental and practical experience is gained in the field of drama. Only students who are seriously interested in dramatic preparations and presentations are asked to join this activity.

### FRENCH CLUB

The French Club seeks to promote an interest in the study of the French language. The program of the year includes meetings to encourage the speaking of French and the singing of French songs. French speakers are invited to address the club. Groups of students attend French musicals and other outside activities.

### GERMAN CLUB

The German Club promotes an interest in German culture, particularly the literature and language. Group activities include singing of folk songs, short talks on German-speaking lands, German writers, composers, and artists. Slides, photographs, and film strips supplement the discussions. German meals, films, and plays are occasionally attended by the group.

## ITALIAN CLUB

The object of the Italian Club, "Il Circolo Italiano," is to cultivate an interest in the Italian language and culture and to encourage the study of Italian literature and history. An interesting program is outlined each year with personal travel talks, supper-meetings, and lectures as some of the outstanding features.

## PHI BETA CHI FRATERNITY

The Phi Beta Chi Fraternity is a national honorary fraternity organized to give recognition to high honor students in natural science; to stimulate the members to the attainment of high standards of excellence in their regular course work; and to acquaint its members with the unsolved problems of science and to cultivate an interest in investigation.

## PHILOSOPHY CLUB

Students interested in the life-process and the critical evaluation of all knowledge will find the Philosophy Club meetings stimulating. Prominent philosophers are invited to give lectures on special topics so that students may become acquainted with the various functions and problems of philosophy.

Students majoring in this field will be able to round off their classroom studies, but this activity is not restricted to philosophy majors only. Problems discussed are of universal importance and, therefore, many meetings are open to all students and guests.

## PSYCHOLOGY CLUB

Students majoring in psychology will find the Psychology Club meetings very informative. Guest speakers are invited to lecture on topics of outstanding interest and importance. Occasionally the club goes on field trips to clinics to study psychology in action.

This activity also plans to give various types of personality tests to help each member not only to know his own personality pattern but also to learn the processes of giving and correcting such tests. It is suggested that a student study at least the elementary courses in psychology in order to have a better understanding of the activity's normal function.

## SCIENCE CLUB

The Science Club at Suffolk University was formed to give the student who is interested in all aspects of science a chance to further his interests.



Prominent speakers are invited to give lectures on special topics so that students may become acquainted with the various aspects and problems of science. Field trips are planned and affiliation with the Boston Museum of Science has given the students a chance to work on exhibits. Students majoring in a science are able to round off their classroom studies. This activity, however, is not restricted to science majors but is open to all students interested in things scientific.

#### SOCIOLOGY CLUB

Stimulating interest in Sociology by having eminent speakers appear at its meetings, and by having panels and debates is the object of the Sociology Club.

#### SPANISH CLUB

The Spanish Club was organized to give the student a social approach in the cultivation of the Spanish language and culture. This activity invites personalities familiar with the Spanish language and culture to direct informal discussions. The use of Spanish is encouraged in order to give the student an opportunity to develop his use and understanding of the language. Students who are language majors or those who have a knowledge of Spanish will find the program of this activity interesting and helpful.

#### STUDENT COUNCIL

The Student Council is an organization of representatives chosen by the students according to the terms of a constitution duly drawn up and adopted by the student body. They serve with an appointed faculty committee in the consideration and the solution of problems presented to them by the administration and by the students. The Student Council has been most successful in its work of serving both the students and the administration in establishing and maintaining cooperation and good spirit.

#### SUFFOLK JOURNAL

The Suffolk Journal is the official publication of the students of Suffolk University, and has its own office in the building. Its policy is to promote and publicize all student activities and to record all school events. It is a medium for democratic expression by the students and serves as a practical laboratory for those in the department of Journalism. Those who work on the staff gain invaluable practical experience in newspaper writing and administration. News reporting, feature stories, re-writing, makeup and layout are some of the functions of this activity which help the student from a scholastic as well as a practical point of view.



## VARSITY CLUB

Anyone who has earned his letter in a University-recognized sport such as Baseball, Basketball, Hockey, Soccer, and Tennis is eligible for membership in the Varsity Club. Social activities are included with all sports programs.

## WOMEN'S ASSOCIATION OF SUFFOLK UNIVERSITY

The purpose of the WASU is to further the general interests of women students of the University and to foster friendship among the members of the society. The activities of this organization include the sponsoring of the annual contest in which Miss Suffolk University is chosen, and numerous parties and teas for co-eds during the year.

SCHOLARSHIP, ASSISTANTSHIPS, PRIZES  
AND AWARDS

Throughout the history of Suffolk University it has been the general policy to encourage and foster education for students of limited means. This has been made possible through bequests, grants, gifts, etc., from members of the Faculty, Trustees, Alumni, and friends of the college. From time to time grants are made which are limited in nature, but in general, scholarships are available for all worthy and needy students. The Registrar, the chairman of the scholarship committee, is in charge of the administration of scholarships and other aids and all inquiries should be directed to him.

A summary of scholarships and other aids currently available is listed below.

*Trustee Scholarships:* Approximately fifty Trustee scholarships are available annually for incoming students. Recipients of these scholarships are recommended by the Headmasters or Principals of the schools selected each year from among the New England school systems. Information concerning these awards may be obtained from school Headmasters or Principals.

*University Scholarships:* In order to encourage and reward excellence in scholarship, the University will annually award tuition scholarships to the students in the Freshman, Sophomore, and Junior classes who have maintained the highest general average throughout the academic year.

## SUMMER SESSION

The Summer Sessions, of nine weeks, and six weeks for Teachers in Service, are planned to provide instruction at undergraduate and at graduate level for:

Students regularly enrolled in the University who wish to shorten the period of study required for a degree.

Teachers in Service who want to strengthen their professional background.

Students who are entering the University for the first time and who do not want to wait until the beginning of the Fall Semester.

Students who need to reduce entrance conditions and those who desire to repeat courses failed during the regular sessions or to take substitute courses.

A student who attends Summer Session may earn a maximum of nine semester hours credit — or the equivalent of three-fifths of a semester's work.

The courses are taught by the regular members of the University Faculty, who repeat in the summer the courses they teach during the Fall and Spring semesters.

## EXTENSION COURSES

Suffolk University offers a limited number of extension courses each semester. In this way the privileges of the University are brought to teachers who find it a definite hardship to travel long distances for the purpose of furthering their professional training. Courses are set up according to the need of the teachers and in co-operation with the public school authorities at the proposed extension center.

The University recognizes the teachers' responsibilities to their full-time efforts in the school districts where they are employed. Consequently, one of the University's full-time instructors is sent into a community once a week, thereby saving a substantial accumulation of travel time, effort and expense on the part of a large group of teachers. In order that the role of the teachers in the community may not be slighted, teachers are expected to limit their course work, whether it be at the University, in extension, or a combination of both, to 6 credit hours per semester.

Course work is developed at the upper-class level and at the graduate level. The courses are the ones the instructor regularly teaches at the University. The number and length of class periods are determined by

the amount of credit assigned to the course. The usual class-room standards of proficiency are expected of the students enrolled in the extension courses.

Of the minimum of 30 semester hours in course work at Suffolk University required of all undergraduate transfer students, 6 of these credit hours may be taken in extension.

Students who plan to enroll in extension courses and expect to later use these credits for meeting the requirements for their degrees should confer—or at least communicate—with the Registrar at their earliest opportunity after their enrollment. Those who wish to take the course for transfer credit to another institution should get permission from the Dean of that school.

### ALUMNI ASSOCIATION

The Suffolk Alumni Association is an organization whose membership is made up of all degree holders and former students of Suffolk University. A complete file is maintained of all former students and it is supplemented as additional information concerning the current activities of the members is received. Through this organization there exists between the University and its alumni a close contact which is beneficial to both.



## SECTION A

## Daytime Curricula and Courses of Study

## DEGREES AND REQUIREMENTS

## LIBERAL ARTS

The degrees of Bachelor of Arts and Bachelor of Science are offered in the College of Liberal Arts. Major and minor requirements for these degrees may be completed in the following fields of study:

Biology	Pre-Dental
Chemistry	Pre-Legal*
Economics	Pre-Medical
Education	Psychology
English	Romance Languages
French	Science
Government	Sociology
History	Speech
Philosophy	

\* See *Six-year Combined College-Law Degree*.

Every student in the College of Liberal Arts must select a field for concentrated study. He is expected to make his selection of a major interest prior to the beginning of his junior year, so that he will have sufficient time to meet all of the requirements without delaying his graduation. The student will find it decidedly to his advantage if he can make the choice of his major at the beginning of his Sophomore year.

At the same time a field of minor interest, contributory to the major, should be determined. The advisor for the major will assist the student in making his choice.

In general the requirements for a major are satisfied by the completion of thirty semester hours of course work in one department. Some departmental advisors may prescribe specific courses to be included in the thirty semester hour group.

Credits in a closely allied department may be counted as part of the major with the written consent of the head of the department. Not more than 16 semester courses may be taken in any one department. Certain introductory courses are not to be counted as a major requirement. The student should consult the course statement in the departmental description of the courses.

The requirements for a minor in a department are satisfied by the completion of eighteen semester hours of course work in a department. Quite



frequently the advisor on major study acts also as the advisor on minor study, since he is aware of the appropriateness of contributory courses in other departments.

The specific requirements for the major and for the minor in each department are listed under the department heading in the section of the catalogue on courses of instruction.

To qualify in foreign language for the A.B. degree the student should fulfill one of three alternatives:

1. Earn 12 semester hours of college credit in one foreign language.
2. Complete the final semester of an "Intermediate" foreign language course (e.g. French 2.2) with a minimum grade of C, after having been enrolled at the second year level because of the results of a placement test.
3. Pass a special advanced reading examination.

All candidates for the B.S. degree are required to complete at least six semester hours of college mathematics (usually College Algebra and Trigonometry).

All candidates for either the A.B. or the B.S. degree are required to complete the six semester hours of the History of English Literature — usually taken during the Sophomore year.

#### SUMMARY OF A.B. OR B.S. DEGREE REQUIREMENTS

	A.B.	B.S.
Required Freshman Courses	24	24
Science	6	6
English 2.7-2.8	6	6
Major Courses (Minimum)	30	30
Minor Courses (Minimum)	18	18
*Foreign Language	12	—
Mathematics	—	6
Electives	24	30
Total	120	120

\*The faculty of the modern language departments may be called on to administer achievement tests in French, German, or Spanish to determine the appropriate level at which the student should begin language study at the University. These achievement tests are designed to benefit the student and are in no way to be interpreted as a penalty.

*Freshman Year<sup>1</sup>*

Freshman candidates for the degree of A.B. or B.S. are normally expected to include the Humanities, English Composition, The History of Western Europe, and Social Studies in their programs. Freshman candidates for the degree of A.B. must also include one of the foreign language courses in their schedules. Freshman candidates for the B.S. degree must include Mathematics.

<i>Courses<sup>2</sup></i>	<i>Semester Hours</i>
English 1.1-1.2	6
History 1.1-1.2	6
Humanities 1.1-1.2	6
Foreign Language (A.B. Candidates)	6
Mathematics (B.S. Candidates)	
Biol. or Chem. 1.1-1.2 (Science Majors) <sup>3</sup>	8-6
Social Studies 1.1-1.2 (All other Majors)	
Physical Education	—

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<sup>1</sup>All students in their Freshman year are required to take 2 semesters of Physical Education, unless they are veterans or unless they are excused by the Director of Student Health.

<sup>2</sup>The numbering of the courses is to be interpreted as follows:

The whole number indicates the year of the subject.

An odd decimal indicates first semester.

An even decimal indicates second semester.

<sup>3</sup>A combined major in the science departments, which meets the requirement for graduation, may be obtained.

*Sophomore Year*

<i>Courses</i>	<i>Semester Hours</i>
One Major Course	6
One Minor Course	6
English 2.7-2.8	6
Language (A.B. Candidates) <sup>4</sup>	6-10
Science (B.S. Candidates) <sup>5</sup>	
Elective Course	6

*Junior Year*

<i>Courses</i>	<i>Semester Hours</i>
Science (A.B. Candidates)	} 6-10
Electives (B.S. Candidates)	
Choose courses in major and minor fields so as to complete 18 semester hours in major and 12 semester hours in minor by end of junior year.	24
Complete program with electives.	

*Senior Year*

Choose courses in major and minor fields so as to complete 30 semester hours and other departmental require- ments in major and 18 semester hours in minor by end of senior year.	30
Choose electives for bal- ance of 30 hours.	

NOTE: It is recommended that entrance conditions be removed by attendance during the Summer Term; or during the regular academic year by taking appropriate courses. In any case conditions should be removed before the beginning of the junior year.

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<sup>4</sup>The student must complete 12 semester hours in the same language with a minimum grade of C, or establish equivalent reading knowledge by examination.

<sup>5</sup>If B.S. degree is chosen, the student must complete eight or ten semester hours of a laboratory science in the Sophomore year if his major is in a department other than science.

## CURRICULA IN EDUCATION

The curricula for teacher training, at various levels, are planned to enable students in this program to meet the requirements for certification for teaching in the Commonwealth of Massachusetts. The curricula are constructed according to what is considered to be desirable preparation for teaching positions and they go beyond meeting the minimum requirements by the State Department of Education. Pertinent certification specifics are included in each curriculum.

The complete curricula for general teaching follow. The minimum requirements for various levels of teaching are listed separately.

## KINDERGARTEN THROUGH GRADE VI

## B.S. ONLY

*Freshman*

English 1.1, 1.2	6
History 1.1, 1.2	6
Science or Mathematics	6-8
Humanities 1.1, 1.2	6
Social Studies 1.1, 1.2	6
Physical Education	—

*Junior*

Education (Includes Educ. 4.15 and Educ. 4.25)	12
Social Science	6
English 3.1, 3.2	6
Electives	6

*Sophomore*

English 2.7, 2.8	6
History 2.3-2.4	6
Education 2.1 and 3.1	6
Speech 1.1	3
Electives (Government, Economics, History, Philosophy, Science, Sociology)	9

*Senior*

Education (Includes Educ. 4.20)	12
Social Science	6
Electives (Non-Educ.)	6
Electives (free)	6

## SECONDARY (GRADES VII THROUGH XII)

## A.B. OR B.S.

*Freshman*

English 1.1, 1.2	6
History 2.3, 2.4	6
Foreign Language (or Science or Mathematics)	6-8
Humanities 1.1, 1.2	6
Social Studies 1.1, 1.2	6
Physical Education	—

*Junior*

Major (teaching subject)	12
Minor (teaching subject)	6
Education 2.1 and 3.1	6
Biology 1.1-1.2	8

*Sophomore*

English 2.7, 2.8	6
Foreign Language (or B.S. elective)	6
Major (teaching subject)	12
Minor (teaching subject)	6

*Senior*

Major (teaching subject)	6
Minor (teaching subject)	6
Education 4.21	6
Education 4.16 and 4.26	6
Elective	6

\* 6 semester hours may be taken either semester during Senior year.



## TEACHER CERTIFICATION IN MASSACHUSETTS

## GENERAL REQUIREMENTS

To be eligible for a certificate an applicant should present:

1. Evidence of American citizenship
2. Evidence of good health
3. Evidence of sound moral character
4. Evidence that the applicant possesses a bachelor's degree

## SPECIAL REQUIREMENTS\*

## Elementary School Certificate

Eighteen semester hours are required in education courses which include not less than 2 semester hours (120 clock hours) in supervised student teaching in elementary grades. The remaining semester hours shall include courses in two or more of the following areas:

Educational Psychology, including Child Growth and Development  
Philosophy of Education  
Methods and Materials in Elementary Education  
Curriculum Development in Elementary Education

## Secondary School Certificate

Twelve semester hours are required in education courses which include not less than 2 semester hours (120 clock hours) in supervised student teaching in secondary schools. The remaining semester hours shall include courses in two or more of the following areas:

Educational Psychology, including Adolescent Growth and Development  
Philosophy of Education  
Methods and Materials in Secondary Education  
Curriculum Development in Secondary Education

At least eighteen semester hours of course work in the major subject field and nine semester hours in a minor subject field is also required.

Those working for certification in principalships, supervisory positions, guidance and special subjects teaching should arrange for an interview with the Dean of the College of Liberal Arts.

Those wishing to teach in states other than Massachusetts should write directly to the Education Department of that state for a list of the requirements. The Dean of the College will assist in interpreting the requirements.

\*(These are the minimum requirements anticipated to be applied Sept. 1, 1956.)

### PRE-DENTAL

Most dental schools set as a minimum requirement for admission the inclusion of one year of general chemistry and one year of organic chemistry, one year of biology, one year of physics, and one year of English composition for dental school preparation. It is recommended that the student also attain proficiency in those courses that give a broad cultural background.

While dental schools set sixty semester hours as the minimum quantity requirement, the crowded condition of the professional schools allows them to be more selective in their admissions; consequently, students with three complete years of college work or with bachelor's degrees are generally given preference. The applicant may be required to present himself for an interview before his admission status is determined.

A major in Biology-Chemistry satisfies the admission requirements for dental schools from the point of view of course work.

### PRE-LEGAL CURRICULUM

Students who have a satisfactory academic record are eligible for admission to Law School when they have received the bachelor's degree from an accredited college or university.

Suffolk University Law School will accept students from any of the College Departments when they have completed three academic years of satisfactory work, including those studies which are listed in the prescribed curricula for freshmen, sophomores, and juniors.

The faculty of the University's Law School stresses the importance of a thorough mastery of English — both written and spoken. Proficiency in economics, government, philosophy, and sociology is desirable. Specifically a good background in English History as well as American History is essential. If possible to do so, a year course in elementary accounting would prove to be helpful to a prospective lawyer.

While specific fields of study have been recommended, actually law school faculties carefully consider the quality of the work done in the classroom and are little concerned about the specific courses the student has to present. The faculties know that the study of law requires a close, critical, and sustained effort on the part of the student, and it is these qualities in an applicant which they hope to find.

### PRE-MEDICAL

The admission requirements for medical schools throughout the country are being liberalized but the changes are not uniform, and the rates of change are not the same. The trend is toward less emphasis on science courses and more interest is being manifested in the humanities and social science subjects. Favor is being found with the student who has attained a broad cultural background.

Nevertheless, nearly all medical colleges still require the inclusion of one year of general chemistry and one year of organic chemistry, one year of physics, one year of biology, one year of English composition, and one year of English literature in pre-medical preparation. Some medical schools also require a reading knowledge of French or German.

In the catalogues of some medical schools it is indicated that an applicant will be approved for admission after three years of college work. Since, however, the number of applicants far exceeds the number of students to be admitted, the pre-medical students with a bachelor's degree and promise of success as a doctor are selected. The personality appraisal is frequently made through the interview method.

The pre-medical requirement may be fulfilled by following a Biology-Chemistry major.

### PRE-OPTOMETRY

Colleges of Optometry, as in the cases of all professional schools, base their admission standards on the academic record of their applicants. Preference of course is given to applicants who present college records showing a high degree of proficiency in their classroom work.

A successful applicant must have at least thirty semester hours of acceptable credits from an accredited college of liberal arts and sciences. These thirty semester hours of college work must include English Composition, and Rhetoric, College Algebra, and Plane Trigonometry, General Biology, General Inorganic Chemistry plus one course from the following group: History of Western Europe, Social Studies, or American Government.

Good cultural development is also looked for by the Admission Committee of Colleges of Optometry, in order to assure that their graduates will be a credit to their profession.

### CURRICULUM IN PRE-OPTOMETRY

#### *Freshmen*

English 1.1, 1.2

Mathematics 1.3, 1.4

Biology 1.1, 1.2

Chemistry 1.1, 1.2

Plus *one* of these:

History 1.1, 1.2

Social Studies 1.1, 1.2

Government 1.1, 1.2

### OTHER PRE-PROFESSIONAL CURRICULA

There are professional schools other than Law, Medicine, and Dentistry. Some of these are for Veterinary Medicine, Nursing Supervision, Laboratory Direction, and Social Work.



With the exception of one or two highly specialized courses — which can be taken under special arrangements — Suffolk University can readily prepare students for admission to these professional schools.

Persons interested in preparing for admission to any professional school should consult with the Registrar of this University and learn of any specific requirements imposed by the professional school of their choice. Then these particular required courses may be included in the students' schedules.

### JOURNALISM

The degree of Bachelor of Science in Journalism will be recommended for a student upon the completion of 120 semester hours of college credit or its equivalent.

So that the student will be capable of arriving at good value judgments and be equipped to give substance to his journalistic work, he is required to devote his student efforts mainly to the Liberal Arts subjects of economics, government, history, philosophy, psychology, science, sociology, and speech. Proficiency in written English will be gained from courses in composition and vocabulary building. The student is made aware of various writing styles by a thorough study of literature.

A sufficient number of professional journalism courses is included in this degree program to hasten the development of the basic skills and techniques of those who go directly into any of the fields of journalism.

### CURRICULUM IN JOURNALISM

<i>Freshman Year</i>		<i>Sophomore Year</i>	
Rhetoric and Composition (Eng. 1.1-1.2)	6	Journalism	6
History of Western Europe	6	Survey of Eng. Literature	6
Humanities	6	American History	6
Science	8	Philosophy	6
Government	6	Psychology	6
			<hr/>
			30
	30-32		
<i>Junior Year</i>		<i>Senior Year</i>	
Journalism	6	Journalism	6
American Literature	6	English (writing)	3
Sociology	6	English (Poetry or Drama)	3
Government	3	Economics	6
Electives <sup>a</sup>	3	Electives <sup>a</sup>	9
Speech	3	Vocabulary Building	3
	<hr/>		<hr/>
	27		30

<sup>a</sup>Electives for Juniors and Seniors should be selected from courses in the departments of English, Economics, Government, Education, Psychology, Philosophy and Sociology.



## BUSINESS ADMINISTRATION

A student will normally be recommended for the degree of Bachelor of Science in Business Administration upon completion of 120 semester hours of course work in accordance with one of the plans for a major outlined below.

The Department of Business Administration offers to the student the choice of three Majors:

## ACCOUNTING      MANAGEMENT      MARKETING

*Accounting Major:* Students who wish to major in Accounting may do so by the completion of thirty semester hours of course work from the list of courses below. Accounting Majors will not be permitted to count Elementary Accounting toward the completion of the major requirement. Courses offered for Accounting Major credit are:

Intermediate Accounting Problems	Acct. 2.1-2.2	6 credits
Administrative Accounting	Acct. 2.6	3 credits
Cost Accounting	Acct. 3.1-3.2	6 credits
Advanced Accounting Problems	Acct. 3.3-3.4	6 credits
Auditing	Acct. 4.1-4.2	6 credits
Analysis of Financial Statements	Acct. 4.3	3 credits
Certified Public Accounting Problems	Acct. 4.4	3 credits
Federal and State Taxation	Acct. 4.5-4.6	6 credits
Municipal and Governmental Accounting	Acct. 4.7	3 credits
System Building	Acct. 4.8	3 credits

*Management Major:* The major in Management may be attained by the completion of thirty semester hours of course work from the following:

Principles of Management (Required)	Mgt. 2.1-2.2	6 credits
Cost Accounting (Required)	Acct. 3.1-3.2	6 credits
Administrative Accounting (Required)	Acct. 2.6	3 credits
Personnel Administration	Mgt. 3.1	3 credits
Sales Management	Mgt. 3.2	3 credits
Industrial Management	Mgt. 4.1	3 credits
Transportation	Mgt. 4.2	3 credits
Retail Store Organization and Management	Mkt. 4.1	3 credits
Motion and Time Study	Mgt. 4.3	3 credits
Credits and Collections	Mkt. 4.3	3 credits
General Insurance	Bus. Adm. 3.5	3 credits
Principles of Investments	Bus. Adm. 3.6	3 credits
Organization and Operation of Small Business	Mgt. 4.4	3 credits

*Marketing Major:* The major in Marketing may be attained by the completion of thirty semester hours of course work from the following:

Principles of Marketing (Required)	Mkt. 2.1-2.2	6 credits
Principles of Salesmanship	Mkt. 3.1	3 credits
Principles of Advertising	Mkt. 3.2	3 credits
Wholesaling	Mkt. 3.5	3 credits
Retailing	Mkt. 3.6	3 credits
Retail Store Organization and Management	Mkt. 4.1	3 credits
Credits and Collections	Mkt. 4.3	3 credits
Sales and Market Research	Mkt. 4.4	3 credits
Sales Management	Mgt. 3.2	3 credits
General Insurance	Bus. Adm. 3.5	3 credits
Principles of Investments	Bus. Adm. 3.6	3 credits
Organization and Operation of Small Business	Mgt. 4.4	3 credits

*Business Administration Background Requirements:* All candidates for the degree of Bachelor of Science in Business Administration will have a broad general background in Business Administration composed of the following:

Elementary Accounting	Acct. 1.1-1.2	8 credits
Law of Business	Bus. Adm. 2.1-2.2	6 credits
Principles of Economics	Econ. 1.1-1.2	6 credits
Introduction to Statistics	Econ. 2.2	3 credits
Finance	Bus. Adm. 3.1	3 credits
Business English	Eng. 2.6	3 credits
Government Regulation of Industry	Govt. 4.1-4.2	6 credits
Industrial and Business Psychology	Psych. 3.6	3 credits
Principles of Management		
for Accounting and Marketing Majors	Mgt. 2.1-2.2	6 credits
Principles of Marketing for Management Majors	Mkt. 2.1-2.2	6 credits

*Minor Courses:* While a formal minor is not required for the degree, any candidate for the degree of Bachelor of Science in Business Administration may also complete a minor of eighteen semester hours of course work by concentrating his free elective credits in one of the following fields: Accounting, Management, Marketing, Government, Psychology, Economics, or Education. Courses included under *Major* or *Business Administration Background Requirements* may not be counted toward a Minor.

It is recommended that the *Major and Business Administration Background Requirements* be met through the following course sequences.

The courses listed under Freshman year are required of all B.S. in B.A. candidates.

### *Freshman Year*

Acct. 1.1-1.2	8 credits	Choice of Two:	
Eng. 1.1-1.2	6 credits	Science 1.1-1.2	
History 1.1-1.2	6 credits	Soc. Stud. 1.1-1.2	12-14 credits
Physical Education	— credits	Govt. 1.1-1.2	
		Hum. 1.1-1.2	

### *Sophomore Year*

<i>Accounting</i>		<i>Management</i>		<i>Marketing</i>	
Acct. 2.1-2.2	6	Mgmt. 2.1-2.2	6	Marketing 2.1-2.2	6
Mgmt. 2.1-2.2	6	Acct. 3.1-3.2	6	Mgmt. 2.1-2.2	6
Bus. Adm. 2.1-2.2	6	Bus. Adm. 2.1-2.2	6	Bus. Adm. 2.1-2.2	6
Econ. 1.1-1.2	6	Econ. 1.1-1.2	6	Econ. 1.1-1.2	6
Eng. 2.1-2.6	6	Eng. 2.1-2.6	6	Eng. 2.1-2.6	6

### *Junior Year*

<i>Accounting</i>		<i>Management</i>		<i>Marketing</i>	
Acct. 3.1-3.2	6	Major Course Mgmt. 12		Major Course Mkt. 6	
Acct. 3.3-3.4	6	Bus. Adm. 3.1	3	Major Course Mkt. 6	
Bus. Adm. 3.1	3	Econ. 2.2	3	Bus. Adm. 3.1	3
Econ. 2.2	3	Mkt. 2.1-2.2	6	Econ. 2.2	3
Free Elective	6	*Restricted Elective	6	Free Elective	6
*Restricted Elective	6			*Restricted Elective	6

\*Choice of one: Hum. 1.1-1.2 (6), Science 1.1-1.2 (8), Soc. Stud. 1.1-1.2 (6), or Govt. 1.1-1.2 (6). In addition to Freshman year choice.

### *Senior Year*

<i>Accounting</i>		<i>Management</i>		<i>Marketing</i>	
Govt. 4.1-4.2	6	Govt. 4.1-4.2	6	Govt. 4.1-4.2	6
Psych. 1.1	3	Psych. 1.1	3	Psych. 1.1	3
Psych. 3.5 or 3.6	3	Psych. 3.5 or 3.6	3	Psych. 3.5 or 3.6	3
Major Course Acct. 12		Major Course Mgmt. 6		Major Course Mkt. 12	
Free Electives	4	Free Electives	10	Free Electives	4



## MASTER OF ARTS OR MASTER OF SCIENCE

The degree of Master of Arts or Master of Science will generally be recommended only for those candidates who possess a Bachelor's degree or its equivalent from a recognized college and who have otherwise satisfied the requirements of the particular department in which they are pursuing their major work. At least one year in residence is normally required for the degree. The Graduate Departments section of this bulletin discusses the requirements for the master's degree and describes the work expected of the graduate student.

## SIX YEAR COMBINED COLLEGE-LAW DEGREES

*Professional Option*

A student who has maintained a resident enrollment for three years, or its equivalent, at Suffolk University and has satisfied his major and minor requirements commensurate with the third year of study may, upon completion of the first year of full-time study in the Law School, be granted the Bachelor's degree in the College. The quality of the course work in the College Departments and in the Law School must be satisfactory in accordance with the prevailing standards of each school.

Upon satisfactory completion of the Law School curriculum, the Bachelor of Laws degree will be awarded by the Law School.

## ASSOCIATE CERTIFICATES

The Associate in Arts or the Associate in Business Administration certificate will be granted to those students who have satisfactorily completed the first two years of the A.B. or B.S. curricula in the College departments as set forth in the catalogue *and who do not intend to continue their work toward the completion of their bachelor's degree in the College Departments of Suffolk University*. The candidate for this certificate must present his request in writing to the Registrar at the beginning of the semester during which he expects to qualify for it. At least one half of the credits toward the certificate must be earned at Suffolk University.

## COURSES OF INSTRUCTION

## ACCOUNTING

For major and minor refer to statement covering all requirements for a degree in Business Administration.

**Accounting 1.1-1.2 — Elementary Accounting**

2 terms — 8 semester hours

The basic fundamentals of accounting are defined, explained, and



illustrated. Subjects covered include: basic accounting statements, development and operation of accounts, books of original entry, controlling accounts, work-sheets, and introduction to partnerships and corporations. A two hour period each week is spent in the accounting laboratory. No previous knowledge of bookkeeping required.

#### **Accounting 2.1-2.2 — Intermediate Accounting Problems**

2 terms — 6 semester hours

An intensive study is made of the accounting statements, including problems of form, content and valuation. Advanced problems with respect to corporations are covered in detail. Analysis of the Balance Sheet and Profit Statement are made. *Prerequisite: Acct. 1.2*

#### **Accounting 2.6 — Administrative Accounting**

1 term — 3 semester hours

Principles and methods of budgeting, estimating income, and operating budgetary control systems. Analysis of financial statements and determination of ratios. *Prerequisite: Acct. 1.2*

#### **Accounting 3.1-3.2 — Cost Accounting**

2 terms — 6 semester hours

Accounting in a manufacturing business for materials, labor, and manufacturing expenses. Job order, process and standard cost systems are studied. *Prerequisite: Acct. 1.2*

#### **Accounting 3.3-3.4 — Advanced Accounting Problems**

2 terms — 6 semester hours

Advanced problems having to do with partnerships, consignments, installment sales, insurance, statement of affairs, receiver's affairs, realization and liquidation report, branch accounting, parent and subsidiary accounting, consolidated balance sheet, surplus statement, profit and loss statement, estates and trusts, and public accounts. *Prerequisite: Acct. 2.2*

#### **Accounting 4.1-4.2 — Auditing**

2 terms — 6 semester hours

A study is made of auditing procedures from the inception of an audit to its completion. The preparation of working papers, financial statements and accompanying comments are studied in the light of modern practice. *Prerequisite: Acct. 3.4*

#### **Accounting 4.3 — Analysis of Financial Statements**

1 term — 3 semester hours

Analysis, interpretation, and form of financial statements. Comparative financial statements, trend percentages, standard ratios, working capital, profit and loss statement ratios, and balance sheet ratios are dealt with in detail. *Prerequisite: Acct. 3.4*

**Accounting 4.4 — Certified Public Accounting Problems**

1 term — 3 semester hours

Intensive review of Certified Public Accounting examination questions and problems. *Prerequisite: Acct. 3.4*

**Accounting 4.5-4.6 — Federal and State Taxation**

2 terms — 6 semester hours

The main emphasis of the course is upon the Federal and Massachusetts income tax laws and procedures. Practical situations and the preparation of tax returns are discussed and illustrated. The problems of individuals, partnerships, corporations, estates, and trusts are considered in detail. *Prerequisite: Acct. 2.2*

**Accounting 4.7 — Municipal and Governmental Accounting**

1 term — 3 semester hours

A presentation of the elementary principles of governmental accounting: classification of revenue and expenditure accounts, budgeting procedures, various types of funds, and financial reports. *Prerequisite: Acct. 1.2*

**Accounting 4.8 — System Building**

1 term — 3 semester hours

A study of the steps necessary in the preparation of an adequate accounting system for a business enterprise. *Prerequisite: Acct. 3.4*

**BIOLOGY**

The major requirements in the Department of Biology are satisfied on the completion of thirty semester hours of course work in the department.

In addition to the thirty semester hours of biological subjects, the major must also complete two semesters of College Physics, two semesters of Inorganic Chemistry and one semester of Organic Chemistry.

It is strongly recommended that the student acquire a reading knowledge of modern foreign languages, preferably French and German.

The minor requirements in the Department of Biology are satisfied on the completion of eighteen semester hours of course work in the department.

**Biology 1.1 — General Biology (Botany)** 1 term — 4 semester hours

The general principles of biology. The morphology, physiology, reproductive behavior, and evolutionary relations of the main types of plants. Lectures and laboratory.

**Biology 1.2 — General Biology (Zoology)** 1 term — 4 semester hours

A comprehensive survey of the animal kingdom. The morphology,

physiology, reproductive behavior, and evolution of the main types of animals. Emphasis is placed on the physical nature and functions of man. Lectures and laboratory. *Prerequisite: Biology 1.1*

**Biology 2-1 — Comparative Anatomy of Vertebrates**

1 term — 4 semester hours

The morphology and phylogeny of vertebrates showing the relations between the organs and systems of the different classes of animals with backbones. Lectures and laboratory. *Prerequisite: Biology 1.2*

**Biology 2.2 — Comparative Histology**

1 term — 4 semester hours

The microscopic anatomy of the fundamental tissues and organs of the animal body. Theory and practice in preparing material for histological analysis. Lectures and laboratory. *Prerequisite: Biology 1.2*

**Biology 2.3 — Mammalian Anatomy**

1 term — 4 semester hours

A detailed study of the gross structure of the organs and systems of a typical mammal with particular reference to the relation of structure to function. Lectures and laboratory. *Prerequisite: Biology 2.1*

**Biology 2.5 — The Non-Vascular Plants**

1 term — 4 semester hours

The structure, function, life-history, and economic importance of the algae, fungi, and mosses. Lectures and laboratory. *Prerequisite: Biology 1.1*

**Biology 2.6 — The Vascular Plants**

1 term — 4 semester hours

The structure, function, life-history, and economic importance of the ferns, gymnosperms, and angiosperms. The development of conducting tissue and the seed habit from the primitive tracheophytes through the flowering plants. Lectures and laboratory. *Prerequisite: Biology 1.1*

**Biology 3.1 — Embryology**

1 term — 4 semester hours

The development of the organs and systems of vertebrates. The contribution of experimental embryology toward the explanation of developmental physiology. Lectures and laboratory. *Prerequisite: Biology 1.2*

**Biology 3.2 — Comparative Physiology**

1 term — 4 semester hours

The chemistry and physics of protoplasm. General metabolism and energy exchanges. Muscle and nerve function. Lectures and demonstrations. *Prerequisite: Biology 1.2 and Chemistry 2.1.* Given in alternate years with Biology 2.1

**Biology 3.3 — Comparative Physiology (cont.)**

1 term — 4 semester hours

The physiology of digestion, excretion, circulation, endocrine secretion, and sense organs of the vertebrates. Lectures and demonstrations. *Prerequisite: Biology 3.2.* Given in alternate years with Biology 3.1



**Biology 3.5 — History of Biology**

3 semester hours

The course will deal with the origin and development of the philosophical and scientific thoughts that have given rise to the various fields of biology. The emphasis is placed upon the biologists that have advanced the field of biology.

**Biology 3.6 — Plant Physiology**

1 term — 4 semester hours

The physical and chemical aspects of the life processes of plants. The biochemistry of the lower plants with reference to the basic properties of protoplasm. Lectures and laboratory. *Prerequisites: Biology 2.5 and Chemistry 2.1*

**Biology 3.8 — Microscopic Technique**

2 semester hours

The course will cover the theory and applied essentials of microtechnique. Included will be the preservation and sectioning of tissues, and the preparation and staining of microscopic slides by the traditional methods. Treatment will be given to special techniques.

**Biology 4.1 — Endocrinology**

1 term — 3 semester hours

The structure, function, and interrelations of the ductless glands. *Prerequisite: Biology 1.2 recommended.* Given in alternate years with Biol. 4.3

**Biology 4.2 — Readings in Biology**

1 term — 3 semester hours

A seminar type course in which students will be assigned readings in the current and classical literature of Biology. A report of the reading will be delivered before the class, and followed by a general discussion period. The course may be repeated for additional credit. *Prerequisite: 12 semester hours in Biology.*

**Biology 4.3 — Genetics**

1 term — 3 semester hours

The theories and principles of heredity and variation. *Prerequisite: Biology 1.2.* Given in alternate years with Biol. 4.1.

**Biology 4.5 — General Bacteriology**

1 term — 3 semester hours

A study of microorganisms including non-pathogenic bacteria, yeasts and molds. The preparation of various media, methods of sterilization, staining and the preparing of pure cultures are handled in detail. The metabolism of microorganisms and the immunological resistance the body creates to invasion are considerations of the course. Techniques of handling, observing and working with non-pathogenic bacteria is covered in the laboratory. The course introduces some microbiology of foods.

**Biology 5 — Studies in Biology**

Members of the Department will hold conference hours with students



who are candidates for Honors and will direct their reading in areas of biological research which may be of special interest to them.

**Biology 4.6 — Pathogenic Bacteriology** 1 term — 4 semester hours

This course constitutes an advanced study of microorganisms that exist in water, sewage, air and milk. It includes a consideration of standards, plate counts and physiological tests for water and milk. The emphasis is placed on the pathogens. Laboratory instruction is designed to teach the necessary precautions to be observed in the handling of the pathogens.

**BUSINESS ADMINISTRATION**

**Business Administration 2.1 — Business Law**

1 term — 3 semester hours

Introduction to Business Law: Nature and sources of law, courts and court procedure, crimes and torts; contracts; Agency; Labor relations; Insurance; and Bankruptcy.

**Business Administration 2.2 — Business Law**

1 term — 3 semester hours

Partnerships; Corporations; Property; Sales; and Negotiable Instruments. *Prerequisite: Bus. Adm. 2.1*

**Business Administration 3.1 — Finance** 1 term — 3 semester hours

The management of income, surplus, dividend policies, retirement of debt, financial reorganizations, intercorporate relations dealing with holding companies, and mergers of financial structures.

**Business Administration 3.5 — General Insurance**

1 term — 3 semester hours

Discusses the theory, practice, and problems of risk-bearing in business. Life, property, and casualty insurance, and corporate suretyship are considered. Designed for those who wish a general knowledge of insurance for practical assistance in their business problems.

**Business Administration 3.6 — Principles of Investments**

1 term — 3 semester hours

The proper investment of funds by individuals, institutions, and investment bankers. Subjects covered include the analysis of types of investments, the mechanics of investing as well as the means by which future security market trends are forecast. *Prerequisite: Bus. Adm. 3.1*

**Business Administration 4.4 — Legal Aspects of Business**

1 term — 3 semester hours

Review course designed primarily for students contemplating taking the Certified Public Accounting examinations. Open to others with the permission of the instructor. *Prerequisite: Bus. Adm. 2.1-2.2*

**Business Administration 5 — Studies in Business Administration**

The purpose of this course is to provide an opportunity for the students to apply the principles derived from their respective courses in the study of individual business situations they may choose. Permission of faculty advisor is required.

**CHEMISTRY**

The requirements for a major program in the Department of Chemistry may be fulfilled by successfully completing the following courses: General Inorganic Chemistry, Organic Chemistry, Analytical Chemistry, and Physical Chemistry. Other requirements are: Mathematics through Integral Calculus and Introductory College Physics.

A minor in chemistry may be satisfied by completing courses in General Inorganic Chemistry and Organic Chemistry. Analytical Chemistry may be substituted for Organic Chemistry.

**Chemistry 1.1-1.2 — General Inorganic Chemistry**

2 terms — 8-10 semester hours

(For students majoring in Science.)

Chemical principles appropriate for beginning college chemistry. Descriptive and applied chemistry suitable for illustrating the principles. Three hours of lecture and three hours of laboratory per week. For chemistry majors, three hours of lecture and six hours of laboratory per week giving a total of ten semester hours of credit are recommended.

**Chemistry 1.3-1.4 — General Inorganic Chemistry**

2 terms — 8-10 semester hours

(For students who are not majoring in a science but elect or need science credits.)

An introduction to chemistry which stresses principles, applications, and descriptions but does not include the mathematics of chemistry which is required in the course, Chemistry 1.1-1.2. Three hours of lecture and three hours (six may be elected) of laboratory per week.

Credits earned in this course cannot be used for any science requirement for students majoring in a science.

**Chemistry 2.1-2.2 — Organic Chemistry**

2 terms — 8-10 semester hours

The preparation, properties, structure and uses of aliphatic and aromatic compounds. A course for pre-dental, pre-medical and other students of natural science. The first semester of this course satisfies the requirement of students who need only four or five semester hours in organic chemistry. Three hours of lecture and three hours of laboratory per week. For chemistry majors, three hours of lecture and six hours of laboratory per week giving a total of ten semester hours of credit are recommended. *Prerequisite: Chemistry 1.2.*

**Chemistry 3.1 — Analytical Chemistry (Qualitative Analysis and Introductory Quantitative Analysis)**

1 term — 4 semester hours

The lectures cover the principles of analytical chemistry appropriate for the first course in this field. The laboratory work applies principles and develops technique. Two hours of lecture and six hours of laboratory per week. *Prerequisite: Chemistry 1.2. Mathematics 1.3 is desirable.*

**Chemistry 3.2 — Analytical Chemistry (Quantitative Analysis)**

1 term — 4 semester hours

A continuation of Chemistry 3.1. The quantitative determinations of substances by gravimetric and volumetric procedures. Two hours of lecture and six hours of laboratory per week. *Prerequisite: Chemistry 3.1. Mathematics 1.3 is desirable.*

**Chemistry 4.1-4.2 — Physical Chemistry**

2 terms — 8-10 semester hours

The principles of physical chemistry, adequate in quantity and content to prepare students for the chemical profession and for graduate work. Three hours of lecture and three or six hours of laboratory per week. Ten semester hours are awarded when six hours of laboratory work are performed each week. *Prerequisites: Chemistry 2.2 and 3.2; Mathematics 3.2 and Physics 1.2*

**Chemistry 5 — Studies in Chemistry**

Members of the Department will hold conference hours with students, and will direct their readings in areas of chemical which may be of special interest to them.

**ECONOMICS**

Major requirements in the Department of Economics are satisfied by the completion of thirty semester hours of course work in the department, which must be distributed throughout the six groups which follow: Economic Theory, Economic Institutions, Monetary Theory, Labor Economics, Government and Industry, and International Economics.



Minor requirements in the department are satisfied by the completion of eighteen semester hours of course work in the department.

**Economics 1.1-1.2 — Principles of Economics**

2 terms — 6 semester hours

This course is designed to provide the basic tools of economic analysis and to acquaint the student with the structure of contemporary economic society and the processes of production, distribution, and consumption. The basic principles are applied to simple problems in the fields of business management, money and banking, public finance, labor and international trade. *Econ. 1.1 prerequisite to Econ. 1.2*

**Economics 2.2 — Introduction to Statistics**

1 term — 3 semester hours

A survey of statistical material and techniques, with special reference to economic and business data. Attention is given to methods of collecting, tabulating, charting, and analyzing statistical data; frequency distribution, elementary probability, and simple correlation are covered. *Required for all Majors and Minors in Economics.*

**Economics 2.3 — Economic History of Europe since 1750**

1 term — 3 semester hours

This course traces the evolution of the major economic and political institutions of Europe as related to population, technology, and resources. Particular attention is given to the historical development of modern business organization and policy, financial institutions, techniques of production, transport, expansion of commerce, the labor movement, and the role of the state in national and international economic affairs.

**Economics 2.4 — Economic History of the United States**

1 term — 3 semester hours

Treatments of economic history of the United States as outlined under Economics 2.3

**Economics 3.1-3.2 — History of Economic Thought**

2 terms — 6 semester hours

Development of economic thought with particular emphasis on the contributions of classical and neo-classical economists to modern economic theory; contemporary economic ideology. *Econ. 3.1 is a prerequisite for Econ. 3.2*

**Economics 3.3 — Money and Banking**

1 term — 3 semester hours

The nature and functions of money and credit; structure of the commercial banking and Federal Reserve banking systems; modern theoretical devices of monetary analysis and monetary theories.



**Economics 3.4 — International Trade** 1 term — 3 semester hours

The relationship of international trade to the domestic economy of the United States; balance of payments, the gold standard, and exchange equalization funds; maritime policy, reciprocal trade agreements, and tariffs; international economic relations. *Econ. 2.3-2.4 recommended as preparatory courses for Econ. 3.4*

**Economics 4.1-4.2 — Labor Economics** 2 terms — 6 semester hours

The development of trade unionism in the United States; changing relationships between labor and management, labor legislation and its consequences for workers, employers, and consumers; and economics of wage determination, employment, and social security.

**Economics 4.15-4.16 — Economics of Government Regulation**

2 terms — 6 semester hours

A study of the economic genesis of government regulation of industry in the United States. A consideration of the development of technocracy and the need for controls — economic and legal — in keeping with the economic and industrial expansion in peace time and war.

**Economics 4.3 — Business Cycles** 1 term — 3 semester hours

Economic fluctuations considered briefly in their historical aspect. Theories of the Business Cycle; discussion of proposed policies for dealing with business cycle problems. *Prerequisite: Economics 3.3*

**Economics 4.5 — Public Utilities** 1 term — 3 semester hours

A survey of the objectives, development, and content of the public control of industries "Affected with a public interest." The economics of public service corporations; the economic problems of regulation; state versus federal control; public ownership and competition as an alternative to regulation.

**Economics 4.6 — Public Finance** 1 term — 3 semester hours

Sources of federal, state, and local tax revenue; public expenditures and the fiscal principles which govern them; public debt and methods of financing; shifting and incidence of taxation; the concept of taxable capacity.

**Economics 5 — Studies in Economics**

Hours and credits arranged to suit the needs of students for directed study and research in Economics. Admission to this course only with the consent of Chairman of the Department of Economics.

## EDUCATION

The major requirement in the Department of Education is satisfied on the completion of thirty semester hours of course work in the department. The following courses must be included: Introduction to Education, Educational Psychology, Principles of Teaching, Methods of Teaching, Observation of Teaching and Student Teaching and Curriculum Development.

The minor requirement in the Department of Education is satisfied on the completion of eighteen semester hours of course work which must include Educational Psychology, Principles of Teaching, Methods of Teaching, Observation of Teaching and Student Teaching and Curriculum Development.

A student, whether majoring or minoring in education, must be careful to develop adequate course background in one or more teaching fields. These teaching fields then become his minor or major.

**Education 2.1 — Introduction to the Study of Education**

1 term — 3 semester hours

A survey of the educational system of the United States. Consideration of its development from Colonial times to the present; introduction to its present trends, policies, and problems. A first course for prospective teachers.

**Education 2.2 — Student and Child Health** 1 term — 3 semester hours

Student health problems, community and social hygiene. An aid to teachers not only in meeting health problems encountered in the school and the community, but also in understanding the health of elementary and secondary school children.

**Education 3.1 — Educational Psychology** 1 term — 3 semester hours

A survey of the principles of educational psychology as they have been developed in the study of the educative processes in the classroom. *Prerequisite: Psychology 1.1*

**Education 3.2 — Philosophy of Education** 1 term — 3 semester hours

An examination of current educational issues, as they arise from philosophical foundations, to develop a consistent philosophy of education.

**Education 3.4 — Visual-Auditory Aids in Education**

1 term — 3 semester hours

The values and uses of visual materials and auditory aids. Practice in the use of such aids as maps, charts, film slides, glass slides, recordings, and silent or sound motion pictures.

**Education 3.5 — Child Psychology — Growth and Development**

1 term — 3 semester hours

Emphasis upon the child as a whole, with major divisions of the course dealing with physical, mental, social, and emotional development.

**Education 3.7 — Theory and Practice of Athletics**

1 term — 3 semester hours

Theory and practice of football, soccer, hockey, and intramurals. Rules and officiating.

**Education 3.8 — Theory and Practice of Athletics**

1 term — 3 semester hours

Theory and practice of basketball, track, baseball, and minor sports. Rules and officiating.

**Education 4.10 — Principles of Teaching** 1 term — 3 semesters hours

Principles of learning, aims of education. *Prerequisites: Psychology 1.1, Education 2.1-3.1.* Offered each semester according to demand.

**Education 4.15A — Methods of Teaching** 1 term — 3 semester hours

Development and use of methods of teaching and evaluation: Planning, curriculum organization, units of work texts, testing and resources.

**Education 4.2 — Observation of Teaching and Student Teaching**

1 term — 3-6 semester hours

Observation of teaching, followed by apprentice teaching in nearby schools. The minimum Observation and Student Teaching course for three semester hours credit includes: weekly group conference at the university; observation; conferences with critic supervisor and critic teacher in the schools; and student teaching for a total of 60 clock hours of observation and/or student teaching for each credit hour. *Prerequisites: Psychology 1.1, Education 2.1-3.1.*

**Education 4.25 — Curriculum Observations and Construction**

1 term — 3 semester hours

Individual and group analysis with respect to materials, organization and school practices, in terms of reputable psychological and sociological concepts are made on curricula observed and studied from classroom situations.



**Education 4.3 — Measurement and Evaluation of Learning**

1 term — 3 semester hours

Introduction to materials and methods available for classroom use in the evaluation of educational achievement and individual prognosis. A review of standardized educational tests, new-type classroom examinations, tests of ability, and necessary techniques in scoring, recording, and interpreting data. *Prerequisites: Psychology 1.1, Economics 2.2*

**Education 4.4 — Group Guidance: Materials and Methods**

1 term — 3 semester hours

A course for administrators, counselors, teachers, and homeroom sponsors in the field of guidance. Analysis and classification of problems of youth; preparation of teaching materials based upon these problems; types of organization for group guidance; effective methods in group guidance

**Education 4.5 — The Camp as an Educational Agency**

1 term — 3 semester hours

A study of the historical development of camping and its relationship to education; the training and problems of camp counselors; problems of organization and administration supplemented by lectures by specialists.

**Education 4.61 — Concepts and Techniques of Elementary Education and Junior High School**

1 term — 3 semester hours

A study of characteristics of elementary school children; history and principles of elementary school education; teaching units and daily plans; courses of study and curricula for the various age groups; tests and measurements; methods of teaching and learning.

**Education 4.62 — Problems of Secondary Education**

1 term — 3 semester hours

Objectives and implementations of secondary school teaching. Problems and evaluation of organization, reorganization, curriculum and guidance. Mental and physical equipment and differences of pupils.

**Education 4.8 — Workshop**

Extended consideration is given to curriculum problems. Individual and group studies are made of various courses and of programs of courses.

**Education 5 — Studies in Education**

Members of the Department will hold conference hours with students and will direct their readings in areas of educational research which may be of special interest to them.



## ENGLISH

A major in the Department of English is established by the successful completion of thirty semester hours of selected course work in English.

A minor in the Department of English is satisfied by the successful completion of eighteen semester hours of selected course work in English. This must include History of American Literature and either English Romantic Poetry or Victorian Poetry.

Freshman Composition, Vocabulary Building, and Business English cannot be counted toward a major or a minor.

Majors and minors in English are urged to enroll in courses in English History, American History, French, and German.

**English 1.1-1.2 — Rhetoric and Composition**

2 terms — 6 semester hours

The fundamental, indispensable course. A review of grammatical technique, including diagramming, and a presentation of the basic principles of thought organization and outlining and the disciplines of good narrative, description, and expository writing. Frequent short themes and the study of model prose. Required of all Freshmen first and second semesters.

**English 1.3 — Supplementary English**

1 term — 3 semester hours

A course designed to aid the student in acquiring accuracy and facility in writing by providing extensive practice. Special stress to be laid on the techniques of composition. Required of students at the discretion of the department of English.

**English 2.1-2.2 — Advanced Composition**

2 terms — 6 semester hours

Thorough training in the mastery of the more difficult problems of controlling material in the larger units of sustained discourse and in the development of attractive individual style. Preparation of book reviews, editorials, feature articles, essays, stories, and other types of prose. Extensive writing according to the pattern of contemporary novels. *Prerequisite: English 1.2*

**English 2.4 — Understanding Literature**

1 term — 3 semester hours

A discussion of the basic qualities of literature as literature. A study of selected literary types to increase the student's capacity for appreciating good literature. An attempt to teach the student how to read intelligently the poem, prose fiction, and drama through a study of techniques. *Prerequisite: English 1.2*

**English 2.5 — Vocabulary Building**

1 term — 3 semester hours

A practical basic course of universal advantage. Description of the helps available for word study precedes an indication of the kind of words to study and the disciplines to adopt to appropriate these words. A sketch of the history of the English language includes the contributions from Celtic, Roman, Anglo-Saxon, Danish, Norman, and French cultures. Concentration upon prefixes and suffixes, word origins, word analysis, synonyms, antonyms, figures of speech, good usage, general vocabulary, and the vocabularies of various activities and professions.

**English 2.6 — Business English**

1 term — 3 semester hours

A specialized course for students preparing for business administration. Discipline in essential techniques of correct, dignified English, the types of correspondence and the psychology employed in business relations. Required of students in Business Administration. *Prerequisite: English 1.2*

**English 2.7-2.8 — History of English Literature**

2 terms — 6 semester hours

A survey of the English literary product of the British Isles from the beginning to the present and its development in relation to English life and history, together with attention to chronology, language, versification, and prose styles. Examination of the major and the secondary literary products in detail, with descriptions of the periods in which they were produced. The study of representative selections as an introduction to appreciation of literature. Basic for all special courses in English literature. *Prerequisite: English 1.2*

**English 3.1-3.2 — History of American Literature**

2 terms — 6 semester hours

A survey of the literary product of America from Colonial times to the present, together with a detailed study of the more important writers who have stood the test of time. Stress upon historical background and the literary memorials in which this vicinity abounds. Extensive reading assignments accompany class lectures. *Prerequisite: English 1.2*

**English 3.3-3.4 — Great Books of World Literature**

2 terms — 6 semester hours

A study of selected literary masterpieces from ancient times to the present. First semester includes *The Iliad*, *The Aeneid*, the Bible (selections), *Madame Bovary*, selected dramas of Ibsen, and *Anna Karenina*. Second semester includes *The Odyssey*, *The Inferno*, *Don Quixote*, *Candide*, *Faust*, and *Crime and Punishment*. These lists may vary at the discretion of the instructor. *Prerequisite: English 2.7-2.8*

**English 3.5-3.6 — Shakespeare**

2 terms — 6 semester hours

Shakespeare's heritage and an intensive critical study of selected important plays, considered separately, and chosen to represent the range, resourcefulness, and power of Shakespeare's dramaturgy. A study of problems relating to Shakespeare's personality and dramatic method. Collateral readings of selected criticism and the minor plays. *Prerequisite: English 2.7-2.8*

**English 3.8 — Milton**

1 term — 3 semester hours

A survey of seventeenth century political and literary background together with a detailed study of Milton's English poems and chief prose works. Supplementary readings in the Bible and Dante's *Divine Comedy*. *Prerequisite: English 2.7-2.8*

**English 3.9 — The American Novel**

1 term — 3 semester hours

The development of the novel in America from the Revolution until the present time. A detailed study of leading figures such as Cooper, Hawthorne, Melville, James, and Twain, and selections from the leading twentieth-century novelists.

**English 4.1-4.2 — History of Drama**

2 terms — 6 semester hours

The course begins with a study of the Greek and Roman drama and theaters. Detailed investigation of the medieval religious drama and the work of the Tudor and Elizabethan period. Jacobean, Restoration, Eighteenth, Nineteenth, and Twentieth Century dramatic history in England and on the Continent. The reading of numerous representative plays. *Prerequisite: English 2.7-2.8*

**English 4.3-4.4 — History of the English Novel**

2 terms — 6 semester hours

The development of the English novel throughout its whole course from the early fictional products of the Elizabethan Period and the birth of the novel in the Eighteenth Century to the beginning of the Twentieth Century. Study of the various types, psychological, picaresque, sentimental, romantic, historical, and reform, reflecting English life and thought, is accompanied by extensive reading of representative examples. *Prerequisite: English 2.7-2.8*

**English 4.5 — English Romantic Poetry**

1 term — 3 semester hours

A specialized course studying in detail the transition from late Eighteenth Century neo-classicism and the rise of modern English romantic poetry, together with the personalities and poetry of Wordsworth, Coleridge, Byron, Shelley, Keats, and Scott. Extensive studies of representative work of these poets accompanies interpretive lectures. *Prerequisite: English 2.7-2.8*



**English 4.6 — Victorian Poetry**

1 term — 3 semester hours

An intensive course, logically pursuant to the course in English Romantic Poetry, designed to acquaint the student with the personalities and the work of Tennyson, the Brownings, Arnold, the Rossettis, Swinburne, Meredith, and Hardy. The study of representative poems in detail and extensive readings. *Prerequisite: English 2.7-2.8*

**English 4.7-4.8 — Contemporary Literature**

2 terms — 6 semester hours

A survey of contemporary poetry, fiction, and drama as a revelation of the life, thought, and art of the twentieth century: a study of such representative figures as W. B. Yeats, T. S. Eliot, E. E. Cummings, D. H. Lawrence, James Joyce, Ernest Hemingway, Eugene O'Neill, Noel Coward, and Tennessee Williams. *Prerequisite: English 2.7-2.8*

**English 5 — Studies in English**

Members of the Department will hold conference hours with students and will direct their reading in areas of research in English which may be of special interest to them.

**FRENCH**

Major requirements in the Department of French are satisfied on completion of twenty-four semester hours of course work in the department, which must include the General Survey of French Literature, Advanced Composition and Conversation and one of the following plans:

- a. Twelve semester hours in another foreign language.
- b. Six semester hours in European History courses numbered above 2.4 and six semester hours in English Literature in courses numbered above 3.2.
- c. Twelve semester hours in English Literature in courses numbered above 3.2.
- d. Twelve semester hours in English Literature (in courses numbered above 3.2), European History (in courses numbered above 1.2), Philosophy or Psychology. The twelve semester hours may be in combination from the departments listed.

Courses taken to fulfill the above requirements must be approved, in advance, by the Department of Foreign Languages.

Minor requirements in the department are satisfied by the completion of eighteen semester hours of course work in the department.

**French 1.1-1.2 — Elementary French** 2 terms — 6 semester hours  
Essentials of grammar, practice in oral use of the language, and reading of simple French texts.

**French 2.1-2.2 — Intermediate French** 2 terms — 6 semester hours  
Reading of stories and plays; review of grammar and composition.  
*Prerequisite: French 1.2 or its equivalent.*

**French 3.1-3.2 — General Survey of French Literature** 2 terms — 6 semester hours  
A survey of the most important movements in French literature from the Middle Ages to the present. Selected works of representative authors will be read and discussed in relation to the cultural history of each period. *Prerequisite: French 2.2 or its equivalent.*

**French 4.1 — French Drama** 1 term — 3 semester hours  
(to be offered in alternate years)

The development of French drama from the 17th century to the present. Particular emphasis will be placed on the study of classical tragedy and comedy, with Corneille, Racine and Molière, and the development of romantic drama with Hugo, Musset and Vigny. Representative plays from each period will be read and discussed. *Prerequisite: French 2.2.*

**French 4.2 — Seventeenth Century Prose and Poetry** 1 term — 3 semester hours  
(to be offered in alternate years)

A survey of the social and political background of the 17th century together with a detailed study of the great prose writers and poets who formed the classical ideal. Reading of works by such authors as Descartes, Pascal, Bossuet, Madame de Lafayette, and others.

**French 4.3-4.4 — Advanced Composition and Conversation** 2 terms — 6 semester hours  
Rapid survey of the essentials of French grammar, conversation, and oral composition. *Prerequisite: French 2.2*

**French 4.5 — The Nineteenth Century French Novel** 1 term — 3 semester hours  
(to be offered in alternate years)

A study of the great novelists of the Nineteenth Century, including Hugo, Stendhal, Balzac and Flaubert.

**French 4.6 — Eighteenth Century Prose and Poetry**

1 term — 3 semester hours

(to be offered in alternate years)

A study of the period of the Enlightenment, with emphasis on the works of Montesquieu, Voltaire and Rousseau.

**French 5 — Studies in French**

Members of the Department will hold conference hours with students and will direct their reading in areas of research in French which may be of special interest to them.

## GEOGRAPHY

**Geography 4.8-4.9 — Geography of World Culture and Human Relations**

2 terms — 6 semester hours

A course showing the influence of the geographic factors — topography and climate — on the patterns of culture and the daily activities of the peoples of the Asiatic environs.

## GERMAN

**German 1.1-1.2 — Elementary German** 2 terms — 6 semester hours

A study of the elements of grammar, drill in pronunciation, practice in conversation, and reading of simple prose and poetry.

**German 2.1-2.2 — Intermediate German** 2 terms — 6 semester hours

A review of grammar, composition, and conversation. A study of the more common German idioms. Reading of modern German stories and plays. *Prerequisite: German 1.2 or its equivalent.*

**German 3.1-3.2 — General Survey of German Literature**

2 terms — 6 semester hours

A critical survey of German literature, its chief movements, writers from the earliest times to the present. This course presupposes a good reading knowledge of German. *Prerequisite: German 2.2 or its equivalent*

**German 4.1-4.2 — Goethe and his Times** 2 terms — 6 semester hours

Selections from Goethe's most important works including *Faust* Parts 1 and 2. Additional readings in biographical and critical works relating to Goethe's period.



**German 4.3 — German Romantic Literature**

1 term — 3 semester hours

A study of the more important figures of the early Nineteenth Century including Tieck, Novalis, Hoffman, Arnim, Brentano, and Heine.

**German 5 — Studies in German**

Members of the Department will hold conference hours with students who are candidates for Honors, and will direct their reading in areas of Germanic research which may be of special interest to them.

**GOVERNMENT**

The requirement for a major in the Department of Government is satisfied on the completion of thirty semester hours of course work distributed among the following seven groups: American Government, Political Theory, International Relations, Politics, Comparative Government, Public Law, and Public Administration and Local Government.

The requirement for a minor in the Department of Government is satisfied on completion of eighteen semester hours of course work.

**Government 1.1 — American Government**

1 term — 3 semester hours

The aim of this course is to acquaint the student with the development and operation of the U.S. Government, stressing an understanding of the Federal Constitution, legislation procedure, powers and duties of the executive, the importance of the judiciary.

**Government 1.2 — Comparative Government**

1 term — 3 semester hours

The governmental forms of important nations are studied and are compared, especially in the light of contemporary developments. Sufficient historical material is included in the course to provide a basis for understanding democratic methods and the differences between democracy and other political philosophies.

**Government 2.1-2.2 — American Constitutional Government**

2 terms — 6 semester hours

This course provides a comprehensive study of the history and growth of American constitutional government. It will consider the constitutional problems faced by succeeding administrations and the solutions found to such problems. *Prerequisite: Govt. 1.1 or with the approval of the instructor.*

**Government 2.3 — American Foreign Policy**

1 term — 3 semester hours

A study of the formation and implementation of the United States foreign policy: the organization of the State Department; its relations with Congress and the President; the effects of our foreign policy on domestic issues and on other nations. *Prerequisite: Govt. 1.1 or with the approval of the instructor.*

**Government 2.4 — Contemporary Foreign Policy**

1 term — 3 semester hours

This course provides a thorough study of the contemporary foreign policy of the United States and the effect of our domestic policies and of the foreign policies of other great world powers upon U.S. foreign policy. A study of diplomatic procedure and the processes of international settlement of disputes through negotiations, mediations, arbitration, and adjudication will be included. *Prerequisite: Govt. 2.3 or with approval of the instructor.*

**Government 2.8 — American Political Thought**

1 term — 3 semester hours

A study of the development of American political thought; the Colonial period; the Revolution; the evolution of the Constitution; Jeffersonian democracy; Jacksonian democracy; the slavery controversy; the nature of the Union; political currents since the Civil War.

**Government 2.9 — Global Politics**

1 term — 3 semester hours

A study of the social, political, economic, strategic, and geographic elements of a state including the methods used in formulating and achieving its foreign policy objectives with reference to the American strategic position.

**Government 3.0-3.1 — International Relations**

2 terms — 6 semester hours

The Rise of the Western State Systems and the "Balance of Power." A consideration of the nature and problems of the State in the modern world: the origin of its power; the formulation of procedures, diplomacy and the pacific settlement of international disputes.

**Government 3.2 — Public Administration** 1 term — 3 semester hours

The place of administration in the American political system; its origin in environment and social change; its instruments in attaining objectives; its relation with politics and between federal, state and local governments. *Prerequisite: Govt. 1.1 or Govt. 2.1 or with instructor's approval.*

**Government 3.3-3.4 — Political Theory** 2 terms — 6 semester hours

A study of ancient and medieval political thought: Plato, Aristotle, the Scholastics, Machiavelli. A study of modern political thought: Locke, Rousseau, Hobbes, Marx and other contemporary philosophers. Emphasis throughout on the State, freedom, revolution, law, constitution, and property.

**Government 3.5 — American Parties and Politics**

1 term — 3 semester hours

The development of the American party system; the organization of political parties; the political machine; bosses and the spoils system; pressure groups; the nomination of candidates; the conduct of campaigns in the elective process. *Prerequisite: Govt. 1.1 or with instructor's approval.*

**Government 3.6 — State and Local Government in the United States**

1 term — 3 semester hours

The development, structure and functions of state and municipal government: relations between state, local, and national government; inter-state relations. The mayor-council, council-manager, and commission forms of local government will be considered.

**Government 3.7 — British Commonwealth of Nations**

1 term — 3 semester hours

A concentrated study of the interrelations among the United Kingdom and its colonies, protectorates and dominions: governmental organization; economic agreements; formulation of imperial strategy; relations with the United States; participation in the United Nations. *Prerequisite: Govt. 1.2 or with approval of instructor.*

**Government 3.8 — Imperialism**

1 term — 3 semester hours

A discussion of the underlying philosophy of imperialism; followed by a tracing of the imperialistic endeavors of the major world powers in modern times. *Prerequisite: Any course in modern European History.*

**Government 4.1-4.2 — Government Regulation of Industry**

2 terms — 6 semester hours

A consideration of the economic genesis of regulation in the United States: Colonial and constitutional periods: early government controls; Industrial Revolution; regulatory devices; Homestead Act; Sherman Anti-Trust Act; Federal Trade Commission; other influences on regulation. Congressional powers in regulation and control: commerce clause; agencies of regulation; Controls over railroads, industry, labor; New Deal regulation; current trends and needs in regulation. *Prerequisite: Govt. 2.1-2.2. or Econ. 2.4*



**Government 4.3 — Government and Labor** 1 term — 3 semester hours

The development of the legal status of labor unions; labor as a political force; economic and social programs of labor; the influence of public opinion; trends in labor legislation, government regulation of labor, and industrial disputes. *Prerequisite: Govt. 2.1-2.2 or Economics 1.1-1.2*

**Government 5 — Studies in Government**

Members of the Department will hold conference hours with students who are candidates for Honors, and will direct their reading in areas of governmental research which may be of special interest to them. *Prerequisite: Approval of Chairman of the Department.*

**HISTORY**

The requirement for a major in the Department of History is satisfied on completion of thirty semester hours of course work in History. History majors will not be permitted to count History of Western Europe from the Fall of Rome to the Present toward the completion of the major requirements in the field.

The requirement for a minor in the Department of History is satisfied on completion of eighteen semester hours of course work in the Department.

Wherever possible, students electing a continuing course, such as History 2.3-2.4, should take both parts, and in the same year. Those electing History 3.7-3.8 are urgently advised to follow this procedure.

**History 1.1-1.2 — History of Western Europe from the Fall of Rome to the Present** 2 terms — 6 semester hours

A survey of European history from ancient times to the present. Lectures will emphasize the political, social, and economic aspects of European development. *This course cannot be used to satisfy requirements for a major or a minor in history.*

**History 2.3-2.4 — American History** 2 terms — 6 semester hours

A broad survey of United States history from the Peace of Paris in 1763 to the present. Topics to be considered will include the American Revolution; founding of the federal government; process of westward expansion; Civil War and Reconstruction; economic development; growth of internationalism and its effect through two world wars.

**History 2.5 — Diplomatic History of the United States**

1 term — 3 semester hours

A comprehensive study of foreign policy from the American Revolution to the present. Stress will be placed on the origin and development of the Monroe Doctrine and on the problems of international arbitration from the latter part of the Nineteenth Century through World War II.

**History 2.51 — American Diplomatic History During the Twentieth Century**

1 term — 3 semester hours

An intensive study of American diplomatic policy and problems from the Spanish-American War until the present. Emphasis will be placed on such topics as: Dollar Diplomacy, drifting into World War I, The Fight over the League of Nations, the quest for disarmament, the Good Neighbor Policy, reaction to the menace of imperialist Japan and the rise of Hitler, the quest for international security of the moment.

**History 2.6 — American Colonial History**

1 term — 3 semester hours

An intensive course dealing with the following topics: the Age of Discovery; the settlement of the colonies; Anglo-American relations; the struggle with France for control of the continent; and the Peace of Paris which helped set the stage for the Revolution.

**History 2.7-2.8 — English History**

2 terms — 6 semester hours

A general survey of the political, social, economic, constitutional, and intellectual development of England from Celtic times to the present. Stress is placed upon the evolution of the Empire, the transition from aristocracy to democracy, the cultural contribution of the English people, and their position in world affairs today.

**History 2.9-2.10 — History of the Westward Movement**

2 terms — 6 semester hours

This course deals with the physical occupation of America from the early seventeenth century to the disappearance of the frontier in the 1890's. Particular emphasis is placed on the economic and sociological factors involved in the nation's territorial growth. *Prerequisite: History 2.3-2.4*

**History 3.1-3.2 — Latin-American History**

2 terms — 6 semester hours

An over-all view of the peoples of the Latin American nations from their struggle for independence to the present, with attention to their contributions to world affairs.

**History 3.3 — Cultural History of the Middle Ages**

1 term — 3 semester hours

Lectures will deal with medieval culture; Carolingian Renaissance; rise of the universities; development of Catholic theology; monastic learning; mystery and miracle plays; Gothic architecture; medieval epic, romance, and ballad; evolution of vernacular tongues.

**History 3.5 — The Renaissance and the Reformation**

1 term — 3 semester hours

The Renaissance in Italy; political, social, economic, religious, and general cultural aspects; the Renaissance in the North; Humanism and Pietism. The Reformation; Luther, Zwingli, Calvin; Anglican Church, Presbyterian Church, minor sects.

**History 3.6 — The French Revolution and Napoleon I**

1 term — 3 semester hours

An intensive course treating the Revolutionary and Napoleonic Period in Europe between 1789 and 1815. The broad lines of study describe the decadence of the Eighteenth Century; the eruption of revolution, 1789; the establishment of the constitution and monarchy in France; the First French Republic; the Reign of Terror; the rise of the Napoleonic Empire and its subsequent fall.

**History 3.7-3.8 — Europe since 1815**

2 terms — 6 semester hours

This course will deal with the political, economic, and cultural development of the principal European states from 1815 to 1914. It will trace the origin and development of national movements, the rise of socialistic organization, the growth of imperialism, and the major causes of World War I. The lectures will then follow the main outlines of the conflict, examine the terms of the peace settlement, and proceed to a somewhat more extended study of the post-war period, with stress on both the domestic development of the leading states and major problems of the international relations which culminated in World War II.

**History 3.9 — The Far East**

1 term — 3 semester hours

A general introduction to the history of Eastern and Southern Asia, with special emphasis upon the cultural and political development of China, India, and Japan. After a survey of the development of this area prior to the permanent establishment of contact with the West, the student follows in greater detail the growth, during the last four centuries of Asia's importance in the modern world.



**History 4.3-4.4 — History of Russia** 2 terms — 6 semester hours

A survey of the history of Russia from the earliest times to the present. Emphasis is placed on the internal development, and the political, economic and social problems leading up to the Revolution of 1917. This course concludes with an analysis of the present-day regime.

**History 5 — Studies in History**

Members of the Department will hold conference hours with students who are candidates for Honors, and will direct their reading in areas of historical research which may be of special interest to them.

## HUMANITIES

**Humanities 1.1-1.2 — Introduction to the Humanities**

2 terms — 6 semester hours

The course deals with the development of western ideas as observed in literature, religion, philosophy, and art. Lectures and extensive readings are planned to help students gain an understanding of the dominant characteristics of great periods in western cultural growth: Ancient Times, the Middle Ages, the Renaissance and Reformation, and the Seventeenth, Eighteenth, and Nineteenth Centuries. Another purpose of the course is to help students appreciate the accomplishments of writers, artists and thinkers of genius, whose works are part of the western tradition. Finally, the course should lead the student to develop a set of values on the basis of which he can interpret contemporary theories and practices in literature, philosophy, and art.

## JOURNALISM

The requirement for a major in the Department of Journalism is satisfied on the completion of eighteen semester hours of course work in the department plus twelve semester hours in advanced English writing and literature. The required courses for the major are: Introduction to Journalism, News Writing, Reporting I, and Copy Editing.

The requirement for a minor in the department is satisfied on the completion of eighteen semester hours of course work in the department.

**Journalism 2.1 — Introduction to Journalism**

1 term — 3 semester hours

A survey of the journalistic field designed to acquaint the student with what the profession of journalism has to offer. It gives a survey of the newspaper in modern American society, its social obligation and its operation as a business unit; also, it presents a brief history of the American newspaper.

reduction formulas; laws of sines, cosines and tangents; oblique triangles; slope of a line; intersection of lines; and ratio and locus problems. *Prerequisite: 2 years of High School Algebra and Plane Geometry.*

**Mathematics 2.1 — Analytical Geometry and Introduction to Calculus** 1 term — 3 semester hours

The non-Euclidean geometry of the straight line, circle, parabola, ellipse and hyperbola; polar and parametric equations; introduction to calculus. *Prerequisite: Mathematics 1.4*

**Mathematics 2.2 — Theory of Equations** 1 term — 3 semester hours

Cubic and quadratic equations; theorems on roots; systems of equations; determinates; symmetric functions. *Prerequisite: Mathematics 1.3*

**Mathematics 3.1 — Differential Calculus** 1 term — 3 semester hours

Principles of differential calculus with reference to its applications in Geometry and Physics. *Prerequisite: Mathematics 2.1*

**Mathematics 3.2 — Integral Calculus** 1 term — 3 semester hours

The elements and applications of integral calculus. *Prerequisite: Mathematics 3.1*

**Mathematics 4.1 — Differential Equations** 1 term — 3 semester hours

Ordinary different equations; of the first and second order; simultaneous equations; linear equations with constant coefficients; method of the Laplace transformation. Application to problems in Chemistry and Physics. *Prerequisite: Mathematics 3.2*

## PHILOSOPHY

A major in the Department of Philosophy is satisfied by successfully completing thirty semester hours of course work in philosophy. The following courses must be included: Logic, Ethics, Introduction to Philosophy, History of Philosophy and Problems of Philosophy.

A minor in philosophy is satisfied by successfully completing eighteen semester hours of work in philosophy.

**Philosophy 1.1 — Elementary Logic** 1 term — 3 semester hours

A study of the forms and laws of thought, syllogistic argument and fallacies encountered in reasoning. Methods of scientific investigation.

**Philosophy 1.3 — Ethics** 1 term — 3 semester hours

A critical introduction to ethical theories — an historical approach. A study of the persistent problems of philosophy together with solutions offered by various schools of thought.

**Philosophy 1.4 — Introduction to Philosophy**

1 term — 3 semester hours

An introductory study intended to orient the student in philosophical thought.

**Philosophy 2.1 — History of Ancient and Medieval Philosophy**

1 term — 3 semester hours

The study of the development of philosophical thought from the period of the ancient Greek philosophers to the period of the Scholastics.

**Philosophy 2.2 — History of Modern Philosophy**

1 term — 3 semester hours

The period of the transition to modern philosophy and the more recent tendencies in philosophy.

**Philosophy 3.1 — Problems of Philosophy** 1 term — 3 semester hours

A study of the persistent problems of philosophy together with solutions offered by various schools of thought.

**Philosophy 3.2 — Contemporary Philosophy**

1 term — 3 semester hours

The aim of this course is to present and to discuss, type by type, Pragmatism, Idealism, Naturalism, Logical Positivism, Phenomenology, Dialectical Materialism, Neo-Scholasticism, Personalism, and Neo-Realism, together with the respective American, British, and Continental philosophers of the Twentieth Century.

**Philosophy 3.3 — Philosophy in Literature** 1 term — 3 semester hours

The philosophical topics touched upon by the masters of literature, both in prose and poetry, are recognized and discussed.

**Philosophy 4.1 — Philosophy of Religion** 1 term — 3 semester hours

The object of this course is to attempt to arrive at a coherent understanding of God, the soul, and immortality. It considers such subjects as religious values, conceptions of God, arguments for God, ways of knowing God, the problem of good and evil, human purpose, the soul, and immortality.

**Philosophy 4.2 — Metaphysics**

1 term — 3 semester hours

The study of theories of knowledge and of ultimate reality.

**Philosophy 4.3 — Seminar in Philosophy** 1 term — 3 semester hours

The philosophy of Science. Will treat such men as Copernicus, Comte, Mach, Poincare, Darwin, Bergson, Freud, Whitehead, Jeans, Eddington, Einstein, Compton, and Planck. *Previous work in philosophy or science is desirable.*



**Philosophy 4.4 — Seminar in Philosophy** 1 term — 3 semester hours

An historical development of the major schools of American philosophy. Emphasis will be upon the more outstanding figures in American Philosophy as Emerson, Browne, Royce, James, Perry, and Santayana.

**Philosophy 5 — Studies in Philosophy**

Members of the Department will hold conference hours with students who are candidates for Honors, and will direct their reading in areas of philosophical research which may be of special interest to them.

## PHYSICAL EDUCATION

**Physical Education M.1-M.2**

Freshman Men — 2 terms

All first year men students, except veterans and those with medical excuses, are required to take regular classes in physical education. The course includes a complete physical examination, physical fitness tests, special exercises, and a program of instruction and participation in team games and sports.

**Physical Education W.1-W.2**

Freshman Women — 2 terms

All first year women students, save veterans and those excused for medical reasons are required to pursue regular classes in physical education. The course includes a thorough physical examination, and a program of instruction in fundamental techniques and skills in gymnastics, rhythmic, and skill in dual and team sports.

## PHYSICS

The major requirement in the Department of Physics is satisfied upon the completion of thirty semester hours of course work in Physics. The following courses must be included: General College Physics, Electricity and Magnetism. Electronics, Optics, Thermodynamics, and Modern Physics. Mathematics through Integral Calculus must be completed.

The minor requirement in the department is satisfied on the completion of eighteen semester hours of course work in the department.

**Physics 1.1-1.2 — General Physics**

2 terms — 8 semester hours

An introductory course covering the principles of mechanics, heat, sound, light, electricity and magnetism. Lectures and laboratory.

**Physics 2.1-2.2 — Electricity and Magnetism**

2 terms — 8 semester hours

Direct and alternating currents; thermionic emission; transient phenomena; Maxwell's Equations. Lectures and laboratory. *Prerequisites: Physics 1.2 and Mathematics 3.1 or Instructor's permission.*

**Physics 3.1 — Electronics**

1 term — 4 semester hours

Thermionic emission; photoelectric emission; gas discharge tubes; rectifiers; filters; amplifiers; modulation; demodulation. Lectures and laboratory. *Prerequisite: Physics 2.2*

**Physics 4.2 — Modern Physics**

1 term — 3 semester hours

An introduction to recent advances in atomic physics, nuclear physics, quantum theory, radiation, cosmic rays, etc. *Prerequisite: Physics 2.2*

**Physics 5 — Studies in Physics**

Members of the Department will hold conference hours with students who are candidates for Honors, and will direct their reading in areas of physical research which may be of special interest to them.

**PSYCHOLOGY**

The requirement for a major in the Department of Psychology is satisfied on the completion of thirty semester hours of course work. The course work must include: Introduction to Psychology, Psychology of Adjustment, Child Psychology, Group and Individual Testing, Experimental Psychology, Abnormal Psychology, and History of Psychology.

The requirement for a minor in the Department of Psychology is satisfied on completion of eighteen semester hours of course work.

**Psychology 1.1-1.2 — Orientation to Psychology**

2 terms — 6 semester hours

An introductory course which develops an understanding of the various methods, principles, and fields in the science of human behavior, and offers to those who are interested in psychological work a chance to take tests relevant to their suitability for the various professional fields in psychology. Covers motivations, emotion, conflict, the senses, learning, thinking, personality, intelligence, vocational psychology, social psychology, and physiological psychology. Reference will be made in the lectures to specific occupational opportunities in psychology.

**Psychology 2.1 — Psychology of Adjustment**

1 term — 3 semester hours

Develops understanding of man's adjustment internally and to his environment. Covers the origins and modification of behavior motivation, adjustment mechanism, psychoneuroses, organic factors in personality, and applications of mental hygiene. Useful to those who wish to understand human behavior; to lawyers, physicians, teachers, or supervisors; and to those who will engage directly in psychological work. *Recommended prerequisites: Psychology 1.1 and Biology 1.2*

**Psychology 2.2 — Social Psychology**

1 term — 3 semester hours

Study of the art and science of living together. To give the student adequate understanding of the individual in social situations; the relation of social psychology to other social sciences. Investigating social behavior; educating people to use their intelligence constructively; techniques for influencing and controlling others; conventions, custom, fashion, superstition, prejudice; institutional patterns of behavior in industry, family, church, and nation. *Recommended prerequisite: Psychology 1.1 and 2.1*

**Psychology 2.3 — Child Psychology**

1 term — 3 semester hours

Designed to enable the student to relate the infantile and childhood experiences to personality development. Study of the development of the child's mental and other behavior; the growth of intelligence, social behavior, emotional patterns, and personality; the training of children and applications to the teaching process. *Prerequisite: Psychology 1.1*

**Psychology 2.5 — Psychology of Adolescence**

1 term — 3 semester hours

Gives a systematic knowledge of the facts and generalizations considering the growth of children through adolescence. The point of view of the child as a whole is developed with physical, mental, social, and emotional data on the growth in home, school, and community. Sociometric and projective techniques are encouraged for laboratory study. Implications of growth and child needs for curricular and instructional practices stressed.

**Psychology 3.1 — Measurement: Statistics**

1 term — 3 semester hours

Develops an understanding of quantitative concepts in psychology and skill in administering and interpreting group tests used in education and industry. Covers the nature of measurement; the construction, varieties, and uses of tests; graphic representations of scores; indexes of central tendency and dispersion; standard scores and centiles; profiles; correlation and prediction of scores; achievement, intelligence, aptitude, interest, attitude, and adjustment tests. Useful to counselors, psychometrists, clinical and industrial psychologists. Laboratory work. *Recommended prerequisites: Psychology 1.1, and Mathematics 0.1 or its equivalent.*

**Psychology 3.2 — Measurement: Individual Testing**

1 term — 3 semester hours

Develops skill in administering and interpreting individual tests, covers briefly quantitative concepts in measurement; the theories of intelligence, aptitude, interest, attitude, and adjustment; the techniques for administering and interpreting questionnaires and individual tests of intelligence, reading ability, mechanical aptitude, personal adjustment, vocational interests, etc. Useful to potential clinical psychologists, psychometrists,



counselors, child psychologists, and industrial psychologists. Laboratory work with the Stanford Binet and Wechsler-Bellevue Scales. *Prerequisite: Psychology 3.1*

### **Psychology 3.3-3.4 — Experimental Psychology**

2 terms — 6 semester hours

An introductory course in applying scientific techniques to the solution of psychological problems. Included are experiments in learning, the measurement of aptitude, the measurement of personality, the techniques of vocational diagnosis, the effectiveness of advertising, and the organization and analysis of group data. Useful to potential teachers, counselors, psychometrists, industrial psychologists, clinical psychologists, etc. *Prerequisite: Psychology 1.1-1.2*

### **Psychology 3.5-3.6 — Industrial and Business Psychology**

2 terms — 6 semester hours

Develops an understanding of the psychological techniques that are practical for industry and business. Covers employee testing and interviewing, training of employees, merit rating, wages and job evaluation, fatigue, safety, attitudes and morale, and the psychology of advertising, selling, market research, and public relations. Useful to executives, foremen, industrial psychologists, employment interviewers, sales managers, advertising men, and personnel managers. *Recommended prerequisites: Psychology 1.1 and 3.1*

### **Psychology 4.1 — Abnormal Psychology** 1 term — 3 semester hours

The dynamics of abnormal behavior are studied, particularly as exemplified in the neuroses and in the organic functional psychoses. Case material is presented to illustrate the various types of behavior and to familiarize the student with clinical procedure. Various speculative, clinical, and experimental approaches to the understanding of abnormal behavior are evaluated and applied to case material. *Prerequisites: Psychology 1.1, 2.1, and 2.3*

### **Psychology 4.2 — Clinical Psychopathology** 1 term — 3 semester hours

An introduction to the various kinds of mentally and emotionally sick people in society and to the techniques used in diagnosing specific kinds of abnormalities such as mental deficiency, psychoneuroses, anti-social personalities, and psychoses. Lectures, demonstrations, and laboratory work will be at the Boston Psychopathic Hospital. *Prerequisites: Psych. 1.1, 1.2, 1.4, 2.3, 3.1, 3.2, and 4.1*

**Psychology 4.7 — History of Psychology** 1 term — 3 semester hours

The objective of this course is to give the student a coherent view of the development of psychological concepts and the relations and differences of the various schools of psychology. It will emphasize the following schools of psychology with respect to their basic concepts: Structuralism, functionalism, behaviorism, dynamic psychology, Gestalt psychology, and psychoanalysis. *Prerequisites: At least five courses in psychology including Psychology 1.1 and 1.2*

**Psychology 5 — Studies in Psychology**

Members of the Department will hold conference hours with students who are candidates for Honors, and will direct their reading in areas of psychological research which may be of special interest to them.

**SOCIAL STUDIES****Social Studies 1.1-1.2 — Introduction to Social Studies**

2 terms — 6 semester hours

This course is designed to introduce the student to the whole field of social science. It presents to the student the problems of contemporary society, and shows in what way economics, sociology, and political science contribute to an understanding and possible solution of these problems.

**SOCIOLOGY**

The major requirement in the Department of Sociology is satisfied on the completion of thirty semester hours of course work in the department.

The minor requirement in the Department of Sociology is satisfied on the completion of eighteen semester hours of course work in the department.

**Sociology 1.1-1.2 — Introductory Sociology**

2 terms — 6 semester hours

A study of the basic realities of culture. Folkways, mores, laws, and institutions. The social nature of invention, diffusion and integration. Culture patterns and culture areas. The nature of the group. Caste and class. Race and race conscious groups. Social organization and disorganization. Population problems. The community as an ecological and as a cultural unit. Basic and service institutions within the framework of community life. The adaptive social processes. The processes of social conflict. The question of social progress in long term perspective.

**Sociology 2.1 — Rural-Urban Sociology** 1 term — 3 semester hours

Typical historic community types, such as the Russian mir, the Norman manor and the Medieval city. The rise of the modern metropolis. The rural heritage of American life. The breakdown of the primary group, leading to the rise of the impersonal, non-family apartment-house living of the modern city. "Rurbanism" as a mutual interpenetration of the city and the rural community. *Prerequisite: Sociology 1.1-1.2*

**Sociology 2.2 — Introduction to the Field of Social Work**

1 term — 3 semester hours

A basic course in social welfare and case work, group work and community organization procedures, designed especially to serve the needs of those students intending to pursue graduate instruction in social work. *Prerequisites: Sociology 1.1-1.2 and Psychology 1.1-2.1*

**Sociology 2.3 — Social Aspects of Public Welfare**

1 term — 3 semester hours

Social aspects of public welfare embraces all labeled as such by the several areas of government: Public assistance programs, poor relief or general assistance, unemployment relief, disaster relief, and social security aids. Public Welfare also embraces governmental services for the prevention and treatment of delinquency, crime neglect, and physical and mental handicaps.

**Sociology 3.1 — The Family**

1 term — 3 semester hours

The authoritarian and institutional family structures of early societies. The dynamic nature of present family life. Childhood roles of the individual in relation to his chances of marital success. Courtship and mate selection. The husband-wife relationship. Factors conducive to family tension, desertion and divorce. Marriage and family counselling services. *Prerequisite: Sociology 1.1-1.2*

**Sociology 3.2 — Criminology**

1 term — 3 semester hours

The punishment of crime in early societies. The Classical school of criminology. The Lombrosian school. Culture conflict in relation to crime. The detection of crime. The trial and sentencing of criminals. Penal institutions — the Pennsylvania system; the Auburn system; the reformatory movement. A series of field trips, from three to six in number, to various penal and correctional institutions will be conducted during this course.

**Sociology 3.3-3.4 — Social and Cultural Anthropology**

2 terms — 6 semester hours

A study of the customs, practices, beliefs, institutions, and social organization of primitive peoples with special reference to the role of culture in shaping personality. *Prerequisite: Sociology 1.1-1.2*



**Sociology 3.6 — Racial Relations and Social Understanding**

1 term — 3 semester hours

This course aims to describe and to analyze the phenomena which arise when groups of people who differ racially or culturally come into contact with one another.

**Sociology 4.1 — Social Problems**

1 term — 3 semester hours

The dynamic nature of modern western society. The interrelationship of individual and social disorganization. Individual problems, such as juvenile delinquency, prostitution, feeble-mindedness, mental defect, unemployment, and suicide, will be studied in some detail. A series of field trips, from three to six in number, to social settlements, community centers, hospitals for the mentally ill, and kindred institutions will be conducted in connection with this course. *Prerequisite: 6 semester hours of Sociology and at least Junior Standing.*

**Sociology 4.15-4.16 — Personality and Social Organization —  
Disorganization**

2 terms — 6 semester hours

Human personality as it is affected by the stresses and strains of the social problems of contemporary social life as revealed by various aspects of social organization and its converse, disorganization.

**Sociology 4.2 — Social Problems**

1 term — 3 semester hours

Problems of family and community life will be considered in their institutional and ecological setting. Problems involving cultural lag and culture conflict, differing definitions of the mores, the question of civil liberty, and the broader aspects of national and world disorganization will form the substance of this course. A series of field trips, from three to six in number will be conducted. *Prerequisites: 6 semester hours of Sociology and at least Junior Standing.*

**Sociology 4.3 — Seminar in Social Psychology**

1 term — 3 semester hours

An historic approach to the field of social psychology. The more prominent social psychologists are examined and discussed e.g. Tarde, Le Bon, Levy-Bruhl, Durkheim, McDougall, Freud. *Prerequisites: Sociology 1.1-1.2, and Psychology 1.1*

**Sociology 4.4 — The Major Issues of Social Security**

1 term — 3 semester hours

This course aims to present this controversial and dynamic subject from the philosophical, social and political; statistical, medical and legal standpoints. The whole field of Social Security will be summarized and co-ordinated.

**Sociology 4.5 — Social Treatment of Probation and Juvenile Delinquency** 1 term — 3 semester hours

Contemporary correctional theories as applied to the current practices of probation and parole officers in the prevention and treatment of delinquency at the juvenile and adult levels. The role of group values in the treatment programs from the eugenic, psychiatric, economic, and sociological approaches to the solutions. The function and reorganization of social agencies are considered.

**Sociology 4.6 — Contemporary Sociological Theories**

1 term — 3 semester hours

Present day and recent sociological theories are examined and discussed as the Mechanistic School, LePlay's School, Geographical School, Biological School, Demographic School, the Formal School, Economic-Sociological School and Psychological School. *Prerequisites: Sociology 1.1-1.2*

**Sociology 4.7 — Contemporary Correctional Methods**

A survey of the varied types of correctional institutions together with a study of the specialized methods employed in them. A sample of some of the features: Federal Prison System, State Correctional Administration, Reception Centers, Youth Authority Plans.

**Sociology 4.8 — Group Work in the Community**

1 term — 3 semester hours

Co-operative approaches to preventing and controlling Delinquency. This course will discuss methods and techniques of identification, diagnosis, and treatment of the delinquent.

**Sociology 5 — Studies in Sociology**

Members of the Department will hold conference hours with students who are candidates for Honors, and will direct their reading in areas of sociological research which may be of special interest to them.

**SPANISH**

Major requirements in the Department of Spanish are satisfied on completion of twenty-four semester hours of course work in the department, which must include the General Survey of Spanish Literature, Advanced Composition and Conversation, and one of the following plans:

- a. Twelve semester hours in another foreign language.
- b. Six semester hours in European History courses numbered above 2.4 and six semester hours in English Literature in courses numbered above 3.2.
- c. Twelve semester hours in English Literature in courses numbered above 3.2.

- d. Twelve semester hours in English Literature (in courses numbered above 3.2), European History (in courses numbered above 1.2), Philosophy or Psychology. The twelve semester hours may be in combination from the departments listed.

Courses taken to fulfill the above requirements must be approved, in advance, by the Department of Foreign Languages.

Minor requirements in the department are satisfied by the completion of eighteen semester hours of course work in the department.

**Spanish 1.1-1.2 — Elementary Spanish**      2 terms — 6 semester hours

Designed to acquaint the student with the basic grammar and introduce him to conversation and reading.

**Spanish 2.1-2.2 — Intermediate Spanish**      2 terms — 6 semester hours

Designed to give the student proficiency in grammar, in basic conversation and a fluency in reading of Spanish literature. *Prerequisite: Spanish 1.2 or its equivalent.*

**Spanish 3.1 — General Survey of Spanish Literature**

1 term — 3 semester hours

After an introductory consideration of the beginning of Castilian literature in the Twelfth Century as represented by the poem of the *Cid*, and a glance at the Arthurian romance, the Italian influence, and the work of the Spanish humanists and early writers of drama and fiction in the following three centuries, the course lays special stress upon the Golden Age of the Sixteenth and Seventeenth Centuries, and then follows the survey down to the Twentieth Century. *Prerequisite: Spanish 2.2 or its equivalent.*

**Spanish 3.2 — Hispano-American Literature**

1 term — 3 semester hours

Readings in the literature of the Spanish speaking Latin American nations, with emphasis upon the literatures of Argentina, Chile, Ecuador, and Mexico. *Prerequisite: Spanish 2.2 or its equivalent.*

**Spanish 4.1-4.2 — Advanced Composition and Conversation**

2 terms — 6 semester hours

Rapid survey of the essentials of Spanish grammar, conversation, and oral composition. *Prerequisite: Spanish 2.2 or its equivalent.*

**Spanish 5 — Studies in Spanish**

Members of the Department will hold conference hours with students who are candidates for Honors, and will direct their reading in areas of Spanish research which may be of special interest to them.



## SPEECH

The requirement for a major in the Department of Speech is satisfied on completion of thirty semester hours of course work in Speech and eighteen semester hours of course work in English, Psychology, Philosophy, or Government.

The requirement for a minor in the Department of Speech is satisfied on completion of eighteen semester hours of course work in the Department.

**Speech 1.1 — Public Speaking**

1 term — 3 semester hours

Practical course for beginning students, designed to develop skill in the preparation and delivery of public speeches. Speech materials, organization, composition, and delivery; expository and persuasive talks on selected topics.

**Speech 1.2 — Argumentation and Debate**

1 term — 3 semester hours

Basic principles of discussion, debate, and parliamentary procedure. Selection and analysis of the proposition, evidence, fallacies, and briefing. Short argumentative talks and debates; panel discussions of contemporary problems.

**Speech 1.3 — Voice and Diction**

1 term — 3 semester hours

Physiology and hygiene of the voice; breath control phonation, resonance, articulation; English vowels, consonants and diphthongs. A theory and drill course for the improvement of the normal speaking voice.

**Speech 1.5 — Speech Personality**

A basic speech course using the newest methods of speech instruction. The student studies attitudes that hinder good speech adjustment. The class is a laboratory wherein each student works on improving personality traits simultaneously with speech training. The following areas are covered: Speech Attitudes, Vocal Control, Physical Bearing, Refinements in Diction, Speech Purpose, Choice of Materials, Organization of Talk, and Adaptation to Speech Situation.

**Speech 2.2 — Oral Interpretation of Literature**

1 term — 3 semester hours

Principles of interpretation; analysis and oral reading of prose literature and verse. Development of adequate mental and emotional responsiveness to literature and the ability to communicate this appreciation to others by oral reading.

**Speech 2.4 — Business and Professional Speaking**

1 term — 3 semester hours

The business conference; interviews; preparation and delivery of oral reports; persuasion; sales and promotional speeches; the good will speech. Preparation and delivery of the common types of business and semi-public speeches.

**Speech 2.6 — Persuasion**

1 term — 3 semester hours

A study of the non-logical bases of human motivation; basic principles involved in influencing the belief and action of audiences. Analysis and class demonstrations of methods of audience adaption, establishing and holding attention and interest, motivation, suggestions, public opinion, and propaganda.

**Speech 4.3 — Principles of Speech Correction**

1 term — 3 semester hours

Study of the causes, diagnoses, and treatment of speech defects; disorders of articulation, delayed speech, foreignism, cerebral palsy, and cleft palate. Observations of remedial treatment.

**Speech 4.6 — Group Discussion**

The aim of the course is to develop leadership characteristics in group discussions through speech. Characteristics of speaking and of speech of leaders are analyzed. Attention is given to each student to make his speaking effective so that he will be proficient in group activities when it comes to directing work toward expedient completion — through oral instruction and conveyance of ideas — in business or in social groups.

**Speech 5 — Studies in Speech**

Members of the Department will hold conference hours with students who are candidates for Honors, and direct their work in areas of Speech research which may be of special interest to them.

## SECTION B — EVENING PROGRAMS AND COURSES OF STUDY DEGREES AND REQUIREMENTS

Students attending Suffolk University Evening Division may earn the following degrees:

- Bachelor of Science in General Studies
- Bachelor of Science in Business Administration
- Bachelor of Arts
- Bachelor of Science

The Bachelor of Science in General Studies degree is especially for evening session students. The other three degrees may be earned either by day or/and evening study — particularly by students who find it necessary to transfer from full day time classes to evening classes.

The specific requirements for the Bachelor of Arts and Bachelor of Science degrees are the same as required of day students, and these requirements are set forth in Section A of this catalogue. The requirements for the Bachelor of Science in Business Administration degree are listed on page 43 in this bulletin.

The degree of Bachelor of Science in General Studies is granted upon the successful completion of 120 semester hours of approved study. In earning the 120 semester hours required for this degree, candidates should plan to satisfy the General, Major, and Elective requirements described below.

### I GENERAL REQUIREMENTS

- 8 semester courses in the Humanities, chosen from courses in English, Humanities, Languages, Philosophy, Speech
- 8 semester courses in the Social Studies, chosen from courses in Economics, Education, Geography, Government, History, Psychology, Social Studies, Sociology
- 4 semester courses in the Sciences, chosen from courses in Biology, Chemistry, Mathematics, Physics, Science Survey

### II MAJOR REQUIREMENTS

In addition to the above prescribed courses, the degree candidate must also complete 10 semester courses in one of three major fields of concentration. A major may be selected from among the following:

- 1. Field of Humanities, including courses offered in English, Humanities, Languages, Philosophy, Speech
- 2. Field of Social Studies, including courses offered in Economics, Geography, Government, History, Psychology, Social Studies, Sociology
- 3. Field of Business Administration, including courses offered in Accounting, Business Administration, Management, Marketing, and Economics



## III ELECTIVES

The remaining courses will be elected by the student from among the various offerings of the University to complete 120 semester hours.

Certain of the prescribed courses may be replaced by other courses after written approval has been obtained from the Director of the Evening Division.

A student in the College Evening Division can earn his degree in a minimum of five years by carrying 12 semester hours each semester. The maximum time normally allotted for a student to complete his requirements is eight years.

## CURRICULUM FOR MAJOR IN FIELD OF HUMANITIES

<i>Fall</i>		<i>First Year*</i>	<i>Spring</i>	
English 1.1	3		English 1.2	3
History 1.1	3		History 1.2	3
Language 1.1	3		Language 1.2	3
Social Studies	2-3		Social Studies	2-3
Electives	2		Electives	2
	—			—
	13-14			13-14
<i>Second Year*</i>				
English Lit.	3		English Lit.	3
Science	3-4		Science	3-4
Language 2.1	3		Language 2.2	3
Social Studies	2		Social Studies	2
Electives	2		Electives	2
	—			—
	13-14			13-14
<i>Third Year*</i>				
Humanities	6		Humanities	6
Science 1.1	4-3		Science 1.2	4-3
Social Studies	2-3		Social Studies	2-3
	—			—
	12			12
<i>Fourth Year*</i>				
Humanities	7-8		Humanities	7-8
Electives	5-4		Electives	5-4
	—			—
	12			12
<i>Fifth Year*</i>				
Humanities	6		Humanities	6
Electives	6		Electives	6
	—			—
	12			12

\* A student may set a slower rate for the whole pattern, or for any one year, if he finds it more convenient to do so.

## CURRICULUM FOR MAJOR IN FIELD OF SOCIAL STUDIES

*First Year\**

<i>Fall</i>		<i>Spring</i>	
English 1.1	3	English 1.2	3
History 1.1	3	History 1.2	3
Social Studies	3-2	Social Studies	3-2
Language 1.1	3	Language 1.2	3
Elective	0-2	Elective	0-2
	—		—
	13-14		13-14

*Second Year\**

Science	3	Science	3
Language 2.1	3	Language 2.2	3
Social Studies	4	Social Studies	4
Humanities	2	Humanities	2
	—		—
	12		12

*Third Year\**

Humanities	3	Humanities	3
Social Studies	4-5	Social Studies	4-5
Electives	5-4	Electives	5-4
	—		—
	12		12

*Fourth Year\**

Science	6-4	Science	6-4
Social Studies	6	Social Studies	6
Elective	3-2	Elective	3-2
	—		—
	12-15		12-15

*Fifth Year\**

Social Studies	6	Social Studies	6
Electives	6	Electives	6
	—		—
	12		12

\* A student may set a slower rate of taking courses in this pattern if he finds it more convenient to do so.

## PRE-LEGAL CURRICULUM

Students who plan to pursue the study of law, after they have earned 90 semester hours of credit in the college departments, will be recommended to the Law School by the Dean of the College provided the quality of their work is considered to be satisfactory.

There are no specific requirements for admission to the Law School; however, the following curriculum is one that is favored by many professional schools.

<i>First Year*</i>			
<i>Fall</i>		<i>Spring</i>	
English 1.1	3	English 1.2	3
History 2.3	3	History 2.4	3
Humanities	3-2	Humanities	3-2
Social Studies	2-3	Social Studies	2-3
Electives	0-2	Electives	0-2
	<hr/>		<hr/>
	13		13
<i>Second Year*</i>			
History 2.7	3	History 2.8	3
Science	3	Science	3
Speech	2	Speech	2
Philosophy 1.1	2	Philosophy 1.4	2
Elective	2	Elective	2
	<hr/>		<hr/>
	12		12
<i>Third Year*</i>			
Accounting 1.1	4	Accounting 1.2	4
Government	2	Government	2
Economics 1.1	3	Economics 1.2	3
Sociology	3	Sociology	3
	<hr/>		<hr/>
	12		12
<i>Fourth Year*</i>			
Humanities	3	Humanities	3
Social Studies	3	Social Studies	3
Elective	3	Elective	3
	<hr/>		<hr/>
	9		9

\* A student need not follow this pattern at the rate indicated. He may set a slower pace for himself if it would be more convenient.



## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

The Bachelor of Science in Business Administration degree may be earned by the student attending the Evening College by following the prescribed plan as outlined here:

A. Basic Courses	Semester Hours	
Acct. E1.1-1.2	8	Elementary Accounting
Bus. Adm. E2.1-2.2	4	Business Law
Bus. Adm. E3.1	2	Finance
Econ. E1.1-1.2	6	Principles of Economics
Econ. E2.2	2	Statistics
Eng. E1.1-1.2	6	Rhetoric and Composition
Eng. E2.1	2	Advanced Composition
Eng. E2.6	2	Business English
Govt. E4.1-4.2	4	Government Regulation of Industry
Hist. E1.1-1.2	6	History of Western Europe
Mgmt. E2.1-2.2	4	Principles of Management
Mkt. E2.1-2.2	4	Principles of Marketing
Psych. E1.1	3	Industrial and Business
Psych. E3.5 or E3.6	2	Orientation to Psychology
	<hr/> 57	

Choice of two:

Govt. E1.1-1.2	4	} 8-10
Human. E1.1-1.2	4	
Science E1.1-1.2	6	
Soc. St. E1.1-1.2	4	

B. Major: 30 credits in Advanced courses in Business Administration courses (not included above under Basic Courses). These courses may be in the fields of:

Accounting	} 30
Business Administration	
Economics	
Management	
Marketing	

C. Free electives to bring the total to 120 semester hours.

## CURRICULUM IN BUSINESS ADMINISTRATION

<i>First Year</i>			
<i>Fall</i>		<i>Spring</i>	
Acct. E1.1	4	Acct. E1.2	4
Eng. E1.1	3	Eng. E1.2	3
Hist. E1.1	3	Hist. E1.2	3
	<hr/>		<hr/>
	10		10
<i>Second Year</i>			
Eng. E2.1	2	Eng. E2.6	2
Econ. E1.1	3	Econ. E1.2	3
*Restricted Elective	4-5	*Restricted Elective	4-5
	<hr/>		<hr/>
	9-10		9-10
<i>Third Year</i>			
Bus. Adm. E3.1	2	Econ. E2.2	2
Bus. Adm. E2.1	2	Bus. Adm. E2.2	2
Mgmt. E2.1	2	Mgmt. E2.2	2
Mkt. E2.1	2	Mkt. E2.2	2
*Restricted Elective	2-3	*Restricted Elective	2-3
	<hr/>		<hr/>
	10-11		10-11
*Choice of one: Govt. E1.1-1.2 (4), Human. E1.1-1.2 (4), Science E1.1-1.2 (6), Soc. Stud. E1.1-1.2 (4).			
<i>Fourth Year</i>			
Govt. E4.1	2	Govt. E4.2	2
Psych. E1.1	2	Psych. E3.5 or E3.6	2
Major	4	Major	4
Free Elective	2	Free Elective	2
	<hr/>		<hr/>
	10		10
<i>Fifth Year</i>			
Major	6	Major	6
Free Electives	4	Free Electives	4
	<hr/>		<hr/>
	10		10
<i>Sixth Year</i>			
Major	5	Major	5
Free Electives	5	Free Electives	5
	<hr/>		<hr/>
	10		10

### ASSOCIATE CERTIFICATES

The Associate certificates in the various fields — liberal arts, science, business administration, and general studies — will be granted to those evening students who have satisfactorily completed 60 semester hours in the appropriate curricula and who do not intend to continue their work toward the completion of their bachelor's degree in the College of Suffolk University. The candidate for this certificate must present his request in writing to the Registrar at the beginning of the semester during which he expects to qualify for it. At least one half of the credits toward the certificate must be earned at Suffolk University.

### SUPERVISOR OF NURSES

Many of the requirements for Supervisor of Nurses may be satisfied at Suffolk University. Some courses such as Ward Management, while not offered by the University, may be taken elsewhere and the credit transferred to the university records here.

### LABORATORY DIRECTORS

In many cases a bachelor's degree is required of laboratory technicians before they can be elevated to a position of Laboratory Director. This University offers courses which will lead to the bachelor's degree appropriate for those seeking advancement toward this position. Advanced standing credit for technical work taken at another institution may be applied toward this bachelor's degree.

### ADULT EDUCATION

From the time it was founded, the policy of Suffolk University has been to offer adequate educational facilities during the evening hours to those who must work during the day and who find it to their professional advantage to have a bachelor's degree from an educational institution of prominence.

In addition to this group there is a large number of employed adults who do not need to work for a degree, but who instead want to improve their cultural attainments and professional techniques by attending selected courses and who have the time to devote one or possibly two evenings a week toward this end.

To meet this popular demand, Suffolk University in its division of Adult Education is offering courses which meet one night or two nights a week, Monday through Thursday. These courses include Accounting, Business Administration, Literature, Government, Public Speaking, Human Relations, Education, Languages, Science, Humanities, and others.



The person who is interested in studying in the Adult Education program is free to enroll in any course which he feels will serve his needs, and the usual prerequisites for the course are waived in his case particularly since work experience is frequently equivalent to the formal prerequisites. Tedious admission procedure is eliminated.

Every course listed in this bulletin is open to the Adult Education student. If the course is listed for two semester hours credit it meets one night a week. A few are listed for three semester hours credit and meet two nights per week.

The tuition for a course in the Adult Education program is calculated on the basis of \$15 per indicated semester hour. On this basis the majority of the courses will have a tuition of \$30. No other fees are assessed except in the case of a laboratory science. In this case the normal laboratory fee is charged.

Further information may be had by addressing the Director of the Evening Session.

## COURSES OF INSTRUCTION

### ACCOUNTING

For major and minor refer to statement covering all requirements for a degree in Business Administration.

#### **Accounting E1.1-E1.2 — Elementary Accounting**

2 terms — 8 semester hours

The basic fundamentals of accounting are defined, explained, and illustrated. Subjects covered include: basic accounting statements, development and operation of accounts, books of original entry, controlling accounts, work-sheets, and introduction to partnerships and corporations. No previous knowledge of bookkeeping required.

#### **Accounting E2.1-E2.2 — Intermediate Accounting Problems**

2 terms — 6 semester hours

An intensive study is made of the accounting statements, including problems of form, content, and evaluation. Advanced problems with respect to corporations are covered in detail. Analysis of the Balance Sheet and Profit Statement are made. *Prerequisite: Acct. 1.2*

#### **Accounting E2.6 — Administrative Accounting**

1 term — 3 semester hours

Principles and methods of budgeting, estimating income, and operating budgetary control systems. Analysis of financial statements and determination of ratios. *Prerequisite: Acct. 1.2*

**Accounting E3.1-E3.2 — Cost Accounting** 2 terms — 6 semester hours

Accounting in a manufacturing business for materials, labor, and manufacturing expenses. Job order, process and standard cost systems are studied. *Prerequisite: Acct. 1.2*

**Accounting E3.3-E3.4 — Advanced Accounting Problems**

2 terms — 6 semester hours

Advanced problems having to do with partnerships, consignments, installment sales, insurance, statement of affairs, receiver's affairs, realization and liquidation report, branch accounting, parent and subsidiary accounting, consolidated balance sheet, surplus statement, profit and loss statement, estates and trusts, and public accounts. *Prerequisite: Acct. 1.2*

**Accounting E4.1-E4.2 — Auditing**

2 terms — 6 semester hours

A study is made of auditing procedures from the inception of an audit to its completion. The preparation of working papers, financial statements and accompanying comments are studied in the light of modern practice. *Prerequisite: Acct. 3.4*

**Accounting E4.3 — Analysis of Financial Statements**

1 term — 3 semester hours

Analysis, interpretation, and form of financial statements. Comparative financial statements, trend percentages, standard ratios, working capital, profit and loss statement ratios, and balance sheet ratios are dealt with in detail. *Prerequisite: Acct. 2.2*

**Accounting E4.4 — Certified Public Accounting Problems**

1 term — 3 semester hours

Intensive review of Certified Public Accounting examination questions and problems. *Prerequisite: Acct. 3.4*

**Accounting E4.5-E4.6 — Federal and State Taxation**

2 terms — 6 semester hours

The main emphasis of the course is upon the Federal and Massachusetts income tax laws and procedures. Practical situations and the preparation of tax returns are discussed and illustrated. The problems of individuals, partnerships, corporations, estates, and trusts are considered in detail. *Prerequisite: Acct. 1.2*

**Accounting E4.7 — Municipal and Governmental Accounting**

1 term — 3 semester hours

A presentation of the elementary principles of governmental accounting: classification of revenue and expenditure accounts, budgeting procedures, various types of funds, and financial reports. *Prerequisite: Acct. 1.2*

**Accounting E4.8 — System Building** 1 term — 3 semester hours

A study of the steps necessary in the preparation of an adequate accounting system for a business enterprise. *Prerequisite: Acct. 3.4*

**BIOLOGY****Biology E1.1 — General Botany** 1 term — 4 semester hours

The general principles of biology. The morphology, physiology, reproductive behavior, and evolutionary relations of the main types of plants. Lectures and laboratory.

**Biology E1.2 — General Zoology** 1 term — 4 semester hours

A comprehensive survey of the animal kingdom. The morphology, physiology, reproductive behavior and evolution of the main types of animals. Emphasis is placed on the physical nature and functions of man. Lectures and laboratory. *Prerequisite: Biology E1.1*

**Biology E2.3 — Mammalian Anatomy** 1 term — 4 semester hours

A detailed study of the gross structure of the organs and systems of a typical mammal with particular reference to the relation of structure to function. *Prerequisite: Biology 2.1*

**Biology E4.1 — Endocrinology** 1 term — 3 semester hours

The structure, function and interrelations of the ductless glands. *Prerequisite: Biology E1.2*

**Biology E4.2 — Readings in Biology** 1 term — 2 semester hours

A seminar type course in which students will be assigned readings in the current and classical literature of Biology. A report of the reading will be delivered before the class, and followed by a general discussion period. The course may be repeated for additional credit. *Prerequisite: 12 semester hours in Biology.*

**Biology E4.3 — Genetics** 1 term — 3 semester hours

The theories and principles of heredity and variation. *Prerequisite: Biology E1.2*

**BUSINESS ADMINISTRATION****Business Administration E2.1 — Business Law**

1 term — 2 semester hours

Introduction to Business Law: Nature and sources of law, courts and court procedure, crimes and torts; contracts; Agency; Labor relations; Insurance; and Bankruptcy.



**Business Administration E2.2 — Business Law**

1 term — 2 semester hours

Partnerships; Corporations; Property; Sales; and Negotiable Instruments. *Prerequisite: Bus. Adm. 2.1*

**Business Administration E3.1 — Finance** 1 term — 2 semester hours

The management of income, surplus, dividend policies, retirement of debt, financial reorganizations, intercorporate relations dealing with holding companies and mergers of financial structures.

**Business Administration E3.5 — General Insurance**

1 term — 2 semester hours

Discusses the theory, practice, and problems of risk-bearing in business. Life, property, and casualty insurance, and corporate suretyship are considered. Designed for those who wish a general knowledge of insurance for practical assistance in their business problems.

**Business Administration E3.6 — Principles of Investments**

1 term — 2 semester hours

The proper investment of funds by individuals, institutions, and investment bankers. Subjects covered include the analysis of types of investments, the mechanics of investing as well as the means by which future security market trends are forecast. *Prerequisite: Bus. Ad. E3.1*

**Business Administration E4.4 — Legal Aspects of Business**

1 term — 2 semester hours

Review course designed primarily for students contemplating taking the Certified Public Accounting examinations. Open to others with the permission of the instructor.

**CHEMISTRY****Chemistry E1.1-E1.2 — General Inorganic Chemistry**

2 terms — 8 semester hours

The fundamental principles of chemical science. The nature and behavior of the major elements and their more important compounds. Lectures and laboratory.

**ECONOMICS****Economics E1.1-E1.2 — Principles of Economics**

2 terms — 6 semester hours

This course is designed to provide the basic tools of economic analysis and to acquaint the student with the structure of contemporary economic society and the processes of production, distribution, and consumption.

The basic principles are applied to simple problems in the fields of business management, money and banking, public finance, labor and international trade. *Econ. E1.1 prerequisite to Economics E1.2*

**Economics E2.2 — Introduction to Statistics** 1 term — 2 semester hours

A survey of statistical material and techniques, with special reference to economic and business data. Attention is given to methods of collecting, tabulating, charting, and analyzing statistical data; frequency distribution, elementary probability, and simple correlation are covered. *Required for all Majors and Minors in Economics.*

**Economics E3.1-E3.2 — History of Economic Thought**

2 terms — 4 semester hours

Development of economic thought with particular emphasis on the contributions of classical and neo-classical economists to modern economic theory; contemporary economic ideology. *Econ. E3.1 is a prerequisite for Econ. E3.2*

**Economics E3.3 — Money and Banking** 1 term — 2 semester hours

The nature and functions of money and credit; structure of the commercial banking and Federal Reserve banking systems; modern theoretical devices of monetary analysis and monetary theories.

**Economics E4.1-E4.2 — Labor Economics** 2 terms — 4 semester hours

The development of trade unionism in the United States; changing relationships between labor and management, labor legislation and its consequences for workers, employers, and consumers; and economics of wage determination, employment, and social security.

**Economics E4.15-E4.16 — Economics of Government Regulation**

2 terms — 4 semester hours

A study of the economic genesis of government regulation of industry in the United States. A consideration of the development of technocracy and the need for controls — economic and legal — in keeping with the economic and industrial expansion in peace time and war.

**Economics E4.3 — Business Cycles** 1 term — 2 semester hours

Economic fluctuations considered briefly in their historical aspect. Theories of the Business Cycle; discussion of proposed policies for dealing with business cycle problems. *Prerequisite: Economics 3.3*

## EDUCATION

**Education E2.1 — Introduction to the Study of Education**

1 term — 3 semester hours

A survey of the educational system of the United States. Consideration of its development from Colonial times to the present; introduction to its present trends, policies, and problems. A first course for prospective teachers.

**Education E2.4 — Public School Music** 1 term — 2 semester hours

A methods course in the teaching of music in the public schools. Special attention is given to the recent practices and their significance.

**Education E2.5 — Public School Art** 1 term — 2 semester hours

A series of elemental techniques is presented, in teaching the various art crafts, drawing and painting processes in the public schools. The appropriate materials, and their adaptations to teaching of art discussed.

**Education E3.1 — Educational Psychology** 1 term — 2 semester hours

A survey of the principles of educational psychology as they have been developed in the study of the educative processes in the classroom.

**Education E3.2 — Philosophy of Education** 1 term — 2 semester hours

An examination of current educational issues as they arise from philosophical foundations. An opportunity to develop a consistent philosophy of education.

**Education E3.5 — Child Psychology** 1 term — 2 semester hours

Emphasis upon the child as a whole, with major divisions of the course dealing with physical, mental, social and emotional development.

## ENGLISH

**English E1.1-E1.2 — Rhetoric and Composition**

2 terms — 6 semester hours

The fundamental, indispensable course. It begins with a review of grammatical technique, including diagramming, and proceeds through a presentation of the basic principles of thought organization and outlining and the disciplines of good narrative, description, and expository writing. Frequent short themes are required and model prose is studied. Required of all freshmen first and second semesters.

**English E2.1-E2.2 — Advanced Composition**

2 terms — 4 semester hours

Thorough training in the mastery of the more difficult problems of controlling material in the larger units of sustained discourse and in the development of attractive individual style. Preparation of book reviews, editorials, feature articles, essays, stories, and other types of prose. Extensive writing according to the pattern of contemporary novels. *Prerequisite: English 1.2*

**English E2.4 — Understanding Literature** 1 term — 2 semester hours

A discussion of the basic qualities of literature as literature. A study of selected literary types to increase the student's capacity for appreciating



good literature. An attempt to teach the student how to read intelligently the poem, prose fiction, and drama through a study of techniques. *Prerequisite: English 1.2*

**English E2.5 — Vocabulary Building**

1 term — 2 semester hours

A practical basic course of universal advantage. Description of the helps available for word study precedes an indication of the kind of words to study and the discipline to adopt to appropriate these words. A sketch of the history of the English language includes the contributions from Celtic, Roman, Anglo-Saxon, Danish, Norman, and French cultures. The major concentration is upon prefixes and suffixes, word origins, word analysis, synonyms, antonyms, figures of speech, good usage, general vocabulary, and the vocabularies of various activities and professions.

**English E2.6 — Business English**

1 term — 2 semester hours

A special course for students preparing for business administration. The course is so planned as to provide discipline in essential techniques of correct, dignified English, and to acquaint the student with the types of correspondence and the psychology employed in business relations. Required of students in Business Administration. *Prerequisite: English E 1.2*

**English E2.7-E2.8 — History of English Literature**

2 terms — 4 semester hours

A survey of the English literary product of the British Isles from the beginning to the present and its development in relation to English life and history. While chronology, language, versification, and prose styles receive attention, the major and the secondary literary products are examined in detail, with descriptions, of the periods in which they were produced. Representative selections are studied throughout the course as an introduction to appreciation of literature. Basic for all special courses in English literature. *Prerequisite: English E1.2*

**English E3.1-E3.2 — History of American Literature**

2 terms — 4 semester hours

A survey of the literary products of America from Colonial times to the present, together with a detailed study of the more important writers who have stood the test of time. Advantage is taken of this locality to stress the inspiring historical backgrounds and the literary memorials in which this vicinity abounds. Extensive reading assignments accompany class lectures. *Prerequisite: English E1.2*

**English E3.3-E3.4 — Great Books of World Literature**

2 terms — 4 semester hours

A study of selected literary masterpieces from ancient times to the present. First semester includes *The Iliad*, *The Aeneid*, the Bible (selections), *Madame Bovary*, selected dramas of Ibsen, and *Anna Karenina*. Second semester includes *The Odyssey*, *The Inferno*, *Don Quixote*, *Candide*, *Faust*, and *Crime and Punishment*. These lists may vary at the discretion of the instructor. *Prerequisite: English 1.2*

**English E4.8 — Modern Drama**

1 term — 2 semester hours

The most important dramatists from Ibsen to Arthur Miller with special attention to new trends in form, technique, and theme.

## FRENCH

**French E1.1-E1.2 — Elementary French** 2 terms — 6 semester hours

Essentials of grammar, practice in oral use of the language, and reading of simple French texts.

**French E2.1-E2.2 — Intermediate French** 2 terms — 6 semester hours

Reading of stories and plays; review of grammar and composition. *Prerequisite: French E1.2 or its equivalent.*

## GEOGRAPHY

**Geography E4.8-E4.9 — Geography of World Culture and Human Relations**

2 terms — 4 semester hours

A course showing the influence of the geographic factors — topography and climate — on the patterns of culture and the daily activities of the peoples of the Asiatic environs.

## GOVERNMENT

**Government E1.1 — American Government** 1 term — 2 semester hours

The aim of this course is to acquaint the student with the development and operation of the U.S. Government, stressing an understanding of the Federal Constitution, legislation procedure, powers and duties of the executive, the importance of the judiciary, and the structure and functioning of political parties.

**Government E1.2 — Comparative Government**

1 term — 2 semester hours

The governmental forms of important nations are studied and are compared, especially in the light of contemporary developments. Sufficient historical material is included in the course to provide a basis for understanding democratic methods and the differences between democracy and other political philosophies.

**Government E2.1-E2.2 — American Constitutional Government**

2 terms — 4 semester hours

This course provides a comprehensive study of the history and growth of American constitutional government. It will consider the constitutional problems faced by succeeding administrations and the solutions found to such problems. *Prerequisite: Govt. 1.1 or with the approval of the instructor.*

**Government E2.3 — American Foreign Policy**

1 term — 2 semester hours

A study of the formation and implementation of the United States foreign policy: the organization of the State Department; its relations with Congress and the President; the effects of our foreign policy on domestic issues and on other nations.

**Government E2.4 — Contemporary Foreign Policy**

1 term — 2 semester hours

This course provides a thorough study of the contemporary foreign policy of the United States and the effect of our domestic policies and of the foreign policies of other great world powers upon U. S. foreign policy. A study of diplomatic procedure and the processes of international settlement of disputes through negotiations, mediation, arbitration, and adjudication will be included.

**Government E3.2 — Public Administration** 1 term — 2 semester hours

Introduction to the place of administration in American political system, including theory and formulation of policy, problems or organization.

**Government E3.3-E3.4 — Political Theory** 2 terms — 4 semester hours

A study of ancient and medieval political thought: Plato, Aristotle, the Scholastics, Machiavelli. A study of modern political thought: Locke, Rousseau, Hobbes, Marx and other contemporary philosophers. Emphasis throughout on the State, freedom, revolution, law, constitution, and property.

**Government E3.5 — American Parties and Politics**

1 term — 2 semester hours

The development of the American party system; the organization of political parties; the political machine; bosses and the spoils system; pressure groups; the nomination of candidates; the conduct of campaigns in the elective process.



**Government E3.6 — State and Local Government in the United States**

1 term — 2 semester hours

The development, structure and functions of state and municipal government: relations between state, local, and national government; inter-state relations. The mayor-council, council-manager, and commission forms of local government will be considered.

**Government E3.11-E3.12 — International Relations**

2 terms — 4 semester hours

This course deals with principal forces in international politics and institutions of international cooperation. Problems of security, imperialism, and nationalism as well as trends in international organization are treated.

**Government E4.1-E4.2 — Government Regulation of Industry**

2 terms — 4 semester hours

This course surveys the cause for and development of government regulation of industry in the United States.

**HISTORY****History E1.1-E1.2 — History of Western Europe from Ancient Times to the Present**

2 terms — 6 semester hours

A survey of European history from ancient times to the present. Lectures will emphasize the political, social, and economic aspects of European development.

**History E2.3-E2.4 — American History**

2 terms — 6 semester hours

A broad survey of United States history beginning with the Century of Exploration down to the present. Topics to be considered will include the founding of the colonies; struggle for the continent; process of western expansion; Civil War and Reconstruction; economic development; growth of internationalism and its effect through two world wars.

**History E2.7-E2.8 — English History**

2 terms — 6 semester hours

A general survey of the political, social, economic, constitutional, and intellectual development of England from Celtic times to the present. Stress is placed upon the evolution of the Empire, the transition from aristocracy to democracy, the cultural contribution of the English people, and their position in world affairs today.

**History E4.7-E4.8 — Problems of History of Western Civilization**

2 terms — 4 semester hours

Problems selected to promote an awareness of the development and change in the principal aspects of the cultural tradition of the western world. Intended for students who already have a reasonable familiarity with a purely historical approach.

## HUMANITIES

**Humanities E1.1-E1.2 — Introduction to the Humanities**

2 terms — 4 semester hours

The course is intended to serve as a contribution to the student's general education. The lectures are arranged to explain certain important stages in the development of modern western ideas. Through these lectures and an extensive reading list, the student gains an acquaintance with the development of western culture and an understanding of the broad field of the Humanities, including literature, fine arts, religious and philosophic thought.

## MANAGEMENT

**Management E2.1-E2.2 — Principles of Management**

2 terms — 4 semester hours

The principles and techniques underlying the successful organization and management of business activities. Management problems; planning and developing the organization; departmental functions; the operation of merchandise, sales, financial, and production departments; selection and training of personnel; incentives; methods of securing better results; expense problems; control methods.

**Management E3.1 — Personnel Administration**

1 term — 2 semester hours

Special emphasis is placed upon the methods of securing the utmost in employer-employee loyalty and cooperation. The organization and operation of personnel relations in business are considered in the light of modern labor and management problems. *Prerequisite: Management 2.2*

**Management E3.2 — Sales Management**

1 term — 2 semester hours

The appraisal of both new and established trends in measuring the sales manager's job, reducing cost of distribution, line and functional types of organization, budgets based on research in market potentials, selective selling, selecting and training salesmen, and incentive methods. *Prerequisites: Management 2.2 and Marketing 2.2*

**Management E4.1 — Industrial Management**

1 term — 2 semester hours

Various techniques and methods used in administration of industrial organizations. Problems of relations between employer and employee and methods of adjusting grievances. *Prerequisite: Management 2.2*

**Management E4.2 — Transportation** 1 term — 2 semester hours

The course is planned to meet the needs of persons who supervise the shipment and receipt of merchandise by the various types of domestic carriers. It includes a study of rates, rate-making, adjustments, freight classification, routing, demurrage, and storage. *Prerequisite: Management 2.2*

**Management E4.3 — Motion and Time Study**

1 term — 2 semester hours

The course is designed to present in a scientific manner time and motion study as a basic tool in industrial management. Included in the subjects considered are the following: The scope of time and motion study, process chart analysis; micromotion study and therbligs, memo-motion study, time study rating. The course covers the approach to problems ranging from office systems to routine jobs. *Prerequisite: Management 2.2*

**Management E4.4 — Organization and Operation of Small Business**

1 term — 2 semester hours

A study of business opportunities in a small business, organizing, financing, and operating your own business.

## MARKETING

**Marketing E2.1-E2.2 — Marketing** 2 terms — 4 semester hours

The policies involved in marketing based on fundamental principles with specialized and technical subjects in market analysis, industrial marketing, and relations of marketing to other fields of business.

**Marketing E3.1 — Principles of Salesmanship**

1 term — 2 semester hours

Methods of successful selling based on fundamentals applied to the various fields of salesmanship. *Prerequisite: Marketing 2.2*

**Marketing E3.2 — Principles of Advertising**

1 term — 2 semester hours

The function of this course is to provide the necessary background to meet most of the advertising situations of the present day. Detailed consideration is given to such topics as customer appeal via radio, newspapers and magazines, and other means of advertising. *Prerequisite: Marketing 2.2*



**Marketing E3.5 — Wholesaling**

1 term — 2 semester hours

Analytical study and evaluation of current trends and opportunities in wholesaling; administrative policies and methods; merchandising; warehousing; stock control; order handling; dealer relations. *Prerequisite: Marketing 2.2*

**Marketing E3.6 — Retailing**

1 term — 2 semester hours

The fundamental principles underlying the successful operation of retail stores. Topics covered: recent developments and current trends in retailing; general merchandising policies; merchandise departmentalization and classification; sources of merchandise; buying policies and procedure; determination of retail price and price line. *Prerequisite: Marketing 2.2*

**Marketing E4.1-E4.2 — Retail Store Organization and Management**

2 terms — 4 semester hours

The organization and management of small as well as department, chain, and mail order stores with special emphasis upon specialty and individual unit stores. Store location and layout, personnel training and management, store operation, customer services, store system, and maintenance are considered. *Prerequisite: Marketing 2.2*

**Marketing E4.3 — Credits and Collections**

1 term — 2 semester hours

Principles and practices observed in wholesale and retail credit granting. Organization and operation of the credit department. *Prerequisite: Marketing 2.2*

**Marketing E4.4 — Sales and Market Research**

1 term — 2 semester hours

Methods of planning and carrying out market research surveys including the determination of market potentials, selection of territories, establishment of quotas; new product studies; methods of testing sales campaigns, dealer reactions and consumer preferences; determination of effective channels of distribution; evaluation of competitive strength. *Prerequisite: Marketing 2.2*

**MATHEMATICS****Mathematics E1.3 — College Algebra**

1 term — 3 semester hours

A rapid review of High School Algebra on through quadratics; functions; systems of linear equations; mathematical induction; binomial theorem; elementary theory of equations; determinants; infinite series; permutations; combinations; probability.

**Mathematics E1.4 — Trigonometry and Introduction to Analytical Geometry** 1 term — 3 semester hours

Angles; trigonometric functions; linear interpolations; right angles; identities; logarithms; multiple angles; inverse trigonometric functions; reduction formulas; laws of sines, cosines and tangents; oblique triangles; slope of a line; intersection of lines; and ratio and locus problems. *Prerequisite: 2 years of High School Algebra and Plane Geometry.*

**PHILOSOPHY**

**Philosophy E1.1 — Elementary Logic** 1 term — 2 semester hours

A study of the forms and laws of thoughts, syllogistic argument and fallacies encountered in reasoning. Methods of scientific investigation, diagrammatic, and philosophical logic.

**Philosophy E1.3 — Ethics** 1 term — 2 semester hours

A critical introduction to ethical theories.

**Philosophy E1.4 — Introduction to Philosophy**

1 term — 2 semester hours

An introductory study intended to orient the student in philosophical thought.

**Philosophy E3.1 — Problems of Philosophy**

1 term — 2 semester hours

A study of the persistent problems of philosophy together with solutions offered by various schools of thought.

**Philosophy E4.3 — Seminar in Philosophy** 1 term — 2 semester hours

The philosophy of Science. Will treat such men as Copernicus, Comte, Mach, Poincare, Darwin, Bergson, Freud, Whitehead, Jeans, Eddington, Einstein, Compton, and Planck. *Previous work in philosophy or science is desirable.*

**Philosophy E4.4 — Seminar in Philosophy** 1 term — 2 semester hours

An historical development of the major schools of American philosophy. Emphasis will be upon the more outstanding figures in American Philosophy as Emerson, Browne, Royce, James, Perry, and Santayana.

**PHYSICS**

**Physics E1.1-E1.2 — General Physics** 2 terms — 8 semester hours

An introductory course covering the principles of mechanics, heat, sound, light, electricity and magnetism. Lectures and laboratory.

## PSYCHOLOGY

**Psychology E1.1-E1.2 — Orientation to Psychology**

2 terms — 6 semester hours

An introductory course which develops an understanding of the various methods, principles, and fields in the science of human behavior, and offers to those who are interested in psychological work a chance to take tests relevant to their suitability for the various professional fields in psychology. Covers motivations, emotion, conflict, the senses, learning, thinking, personality, intelligence, vocational psychology, social psychology, and physiological psychology. Reference will be made in the lectures to specific occupational opportunities in psychology.

**Psychology E2.1 — Psychology of Adjustment**

1 term — 3 semester hours

Develops understanding of man's adjustment internally and to his environment. Covers the origins and modification of behavior, motivation, adjustment mechanism, psychoneuroses, organic factors in personality, and applications of mental hygiene. Useful to those who wish to understand human behavior; to lawyers, physicians, teachers, or supervisors; and to those who will engage directly in psychological work. *Recommended prerequisite: Psychology E1.1*

**Psychology E3.5-E3.6 — Industrial and Business Psychology**

2 terms — 4 semester hours

Develops an understanding of the psychological techniques that are practical for industry and business. Covers employee testing and interviewing, training of employees, merit rating, wages and job evaluation, fatigue, safety, attitudes and morale, and the psychology of advertising, selling, market research, and public relations. Useful to executives, foremen, industrial psychologists, employment interviewers, sales managers, advertising men, and personnel managers. *Recommended prerequisites: Psychology E1.1, E1.2, or E1.4*

**Psychology E4.1 — Abnormal Psychology** 1 term — 2 semester hours

The dynamics of abnormal behavior are studied, particularly as exemplified in the neuroses and in the organic functional psychoses. Case material is presented to illustrate the various types of behavior and to familiarize the student with clinical procedure. Various speculative, clinical, and experimental approaches to the understanding of abnormal behavior are evaluated and applied to case material. *Prerequisites: Psychology E1.1, E1.2 or E1.4*



## SCIENCE

**Science E1.1 — Introduction to Science** 1 term — 3 semester hours

A brief survey of the nature of the universe and its contents, with reference to the laws regulating the behavior and inter-relations of astronomical bodies; the composition of the earth and the history of the changes which it has undergone; the nature of the atmosphere and its relation to winds and the weather; the basic principles of mechanics, wave motion, sound, heat, light, magnetism, and electricity.

**Science E1.2 — Introduction to Science** 1 term — 3 semester hours

The nature of atoms, elements, and compounds, and the principles of chemical reactions; the key types of organic compounds and their relation to living systems; a brief survey of the plant and animal kingdoms; and a description of the structure and function of the organs and systems of the higher plants and animals.

## SOCIAL STUDIES

**Social Studies E1.1-E1.2 — Introduction to Social Studies**

2 terms — 4 semester hours

This course is designed to introduce the student to the whole field of social science. It presents to the student the problems of contemporary society, and shows in what way economics, sociology, and political science contribute to an understanding and possible solution of these problems.

## SOCIOLOGY

**Sociology E1.1-E1.2 — Introductory Sociology**

2 terms — 4 semester hours

A study of the basic realities of culture. Folkways, mores, laws and institutions. The social nature of invention, diffusion and integration. Culture patterns and culture areas. The nature of the group. Caste and class. Race and race conscious groups. Social organization and disorganization. Population problems. The community as an ecological and as a cultural unit. Basic and service institutions within the framework of community life. The adaptive social processes. The processes of social conflict. The question of social progress in long-term perspective.

**Sociology E2.1 — Rural-Urban Sociology** 1 term — 2 semester hours

Typical historic community types, such as the Russian mir, the Norman manor and the Medieval city. The rise of the modern metropolis. The rural heritage of American life. The breakdown of the primary group, leading to the rise of the impersonal, non-family apartment-house living of the modern city. "Rurbanism" as a mutual interpenetration of the city and the rural community. *Prerequisite: Sociology E1.1-E1.2*

**Sociology E2.2 — Introduction to the Field of Social Work**

1 term — 2 semester hours

A basic course in social welfare and case work, group work and community organization procedures, designed especially to serve the needs of those students intending to pursue graduate instruction in social work. *Prerequisites: Sociology E1.1-E1.2 and Psychology E1.1-E2.1*

**Sociology E3.1 — The Family**

1 term — 2 semester hours

The authoritarian and institutional family structures of early societies. The dynamic nature of present family life. Childhood roles of the individual in relation to his chances of marital success. Courtship and mate selection. The husband-wife relationship. Factors conducive to family tension, desertion and divorce. Marriage and family counselling services. *Prerequisite: Sociology E1.1-E1.2*

**Sociology E3.2 — Criminology**

1 term — 2 semester hours

The punishment of crime in early societies. The Classical school of criminology. The Lombrosian school. Culture conflict in relation to crime. The detection of crime. The trial and sentencing of criminals. Penal institutions — the Pennsylvania system; the Auburn system; the reformatory movement. A series of field trips, from three to six in number, to various penal and correctional institutions will be conducted during this course.

**Sociology E3.3-E3.4 — Social and Cultural Anthropology**

2 terms — 4 semester hours

A study of the customs, practices, beliefs, institutions, and social organization of primitive peoples with special reference to the role of culture in shaping personality. *Prerequisite: Sociology E1.1-E1.2*

**Sociology E4.1 — Social Problems**

1 term — 2 semester hours

The dynamic nature of modern western society. The interrelationship of individual and social disorganization. Individual problems, such as juvenile delinquency, prostitution, feeble-mindedness, mental defect, unemployment, and suicide, will be studied in some detail. A series of field trips, from three to six in number, to social settlements, community centers, hospitals for the mentally ill, and kindred institutions will be conducted in connection with this course. *Prerequisite: 4 semester hours of Sociology.*

**Sociology E4.2 — Social Problems**

1 term — 2 semester hours

Problems of family and community life will be considered in their institutional and ecological setting. Problems involving cultural lag and culture conflict, differing definitions of the mores, the question of civil liberty, and the broader aspects of national and world disorganization will form the substance of this course. A series of field trips, from three to six in number will be conducted. *Prerequisites: 4 semester hours of Sociology.*

**Sociology E4.35 — Social Development of Emotionally Healthy Children and Youth** 2 semester hours

With the Report of the 1950 White House Conference on Children and Youth as the basis, the course aims to aid teachers, parents, social workers, and all students about how to make use of the recent knowledge on the healthy development of personality in all youth.

**Sociology E4.7 — Sociological Techniques of Counseling**

1 term — 2 semester hours

A course for all interested in the process of counseling whether student, teacher, or business person. It aims in training persons to help those with problems achieve more desirable goals. It demonstrates the importance of trained assistance in solving personal problems and setting up important objectives in each individual's plans for the future.

## SPANISH

**Spanish E1.1-E1.2 — Elementary Spanish** 2 terms — 6 semester hours

Designed to acquaint the student with the basic grammar and introduce him to conversation and reading.

**Spanish E2.1-E2.2 — Intermediate Spanish** 2 terms — 6 semester hours

Designed to give the student proficiency in grammar, in basic conversation and a fluency in reading of Spanish literature. *Prerequisite: Spanish E1.2 or its equivalent.*

## SPEECH

**Speech E1.1 — Public Speaking**

1 term — 2 semester hours

Practical course for beginning students, designed to develop skill in the preparation and delivery of public speeches. Speech materials, organization, composition, and delivery; expository and persuasive talks on selected topics.

**Speech E1.2 — Argumentation and Debate** 1 term — 2 semester hours

Basic principles of discussion, debate, and parliamentary procedure. Selection and analysis of the proposition, evidence, fallacies, and briefing. Short argumentative talks and debates; panel discussions of contemporary problems.

**Speech E1.3 — Voice and Diction**

1 term — 2 semester hours

Physiology and hygiene of the voice; breath control phonation, resonance, articulation; English vowels, consonants and diphthongs. A theory and drill course for the improvement of the normal speaking voice.



**Speech E2.2 — Oral Interpretation of Literature**

1 term — 2 semester hours

Principles of interpretation; analysis and oral reading of prose literature and verse. Development of adequate mental and emotional responsiveness to literature and the ability to communicate this appreciation to others by oral reading.

**Speech E2.4 — Business and Professional Speaking**

1 term — 2 semester hours

The business conference; interviews; preparation and delivery of oral reports; persuasion; sales and promotional speeches; the good will speech. Preparation and delivery of the common types of business and semi-public speeches.

**Speech E2.6 — Persuasion**

1 term — 2 semester hours

A study of the non-logical bases of human motivation; basic principles involved in influencing the belief and action of audience adaption, establishing and holding attention and interest, motivation and suggestion.

## SECTION C—GRADUATE REGULATIONS AND COURSES OF STUDY

### HISTORY OF GRADUATE DEPARTMENT

The first graduate degree in course was conferred by the University at the end of January 1950. Only two persons received this degree, but they were the forerunners of a large group of active candidates who received their degrees at subsequent Commencements or shall receive their advanced degrees very soon. At the June 1954 Commencement, forty-seven candidates had conferred upon them the Master of Arts and the Master of Science degrees. All of these holders of advanced degrees give promise of becoming leaders in their respective fields.

During the year of 1948, when the University achieved a post World War II reorganization and stabilization with a fine degree of controlled expansion, formal graduate courses were offered. The enrollment was small then but it has steadily grown until now there are sixty-one students actively engaged in graduate study.

### PURPOSE

The Graduate Department, a division of Suffolk University, offers advanced study for students who have bachelor's degrees from this university or from other approved educational institutions.

The purpose of the division is to offer facilities for advanced study and research so that the students may receive a comprehensive view of the field of knowledge in which they are working. Here, also, students may acquire the technique needed to give quality to constructive imagination for independent investigation in their fields of interest.

Through its graduate courses, the Department furnishes advanced preparation for those who are planning to become teachers of academic subjects and leaders in education and business.

### MAJOR DEPARTMENTS OF STUDY

The field in which the Degree of Master of Arts may be taken is Education.

As circumstances warrant it and should sufficient demand arise, graduate work will be offered in other departments. Sociology and Government may be added soon.

The division also offers courses leading to the Degree of Master of Science in Business Administration.

## ADMISSION AND REGISTRATION REGULATIONS

A prospective student seeking admission to the Graduate Department should proceed as follows:

Each applicant must file an application form and have transcripts from all other colleges attended sent directly to the Registrar's Office.

Applicant should show evidence that he is prepared to do acceptable graduate work. This is determined through interviews with the Registrar and the chairman of the major department.

The applicant is expected to furnish letters from two persons who can write with certainty about his preparation for graduate work.

The applicant will be informed by the Registrar, in writing, whether he has been accepted for graduate study at Suffolk University.

## GENERAL REQUIREMENTS FOR THE MASTER OF ARTS DEGREE

One year of residence and the completion of thirty hours of graduate work are required — six of which may be thesis seminar credits.

Candidates for the Master of Arts and Master of Science Degree must complete a program of study approved by their major department head, their faculty sponsor, and the Dean.

Candidates for the Master of Arts Degree must demonstrate a reading knowledge in at least one modern foreign language for all departments except education, and business administration.

## GENERAL REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE

The Graduate Department offers courses leading to the Degree of Master of Science in Business Administration.

The requirements for this degree are the same as for the Degree of Master of Arts, except that knowledge of a foreign language is ordinarily not required.

## THESIS

Suffolk University continues to find favor with the idea of having the writing of a thesis as one of the requirements for a Master's Degree, because of the experience it gives in assembling and analyzing materials and in presenting the resulting conclusions and philosophies in "book" form.

The thesis work, generally taken in conjunction with enrollment in a research course, allows the student to select his own problem — in which



he may have a latent interest — approach it from his personal point of view, and complete his study, expanding it or delimiting it as he sees fit. When the study has been concluded and approved by the faculty director the value of the high degree of personal satisfaction and self esteem of the graduate student can not be estimated — particularly when it is found that the study can be given immediate application by the student and the benefits extend into the community from which he comes.

When the graduate student notifies the Dean that he is ready to think about his thesis project he will be assigned to a faculty member to whom he may go for advice and direction. For the records, the faculty advisor will approve the thesis topic and then the student can intensify his effort in this direction.

At the appropriate time the faculty director will advise the student that his study is ready for its final reading. This procedure should be concluded six weeks before graduation.

Two bound copies of the thesis are to be submitted to the Dean two weeks before graduation. Frequently the student wants a third bound copy for himself.

#### GRADING SYSTEM

All grades will be based on the following marking system:

A 90-100%	F Below 60%
B 80-89%	I Incomplete
C 70-79%	W Withdrawn
D 60-69%	

Graduate credit will not be given for courses in which a grade lower than B is received.

#### TRANSFER CREDITS

Ten semester hours of graduate residence credits of B quality or better are the maximum amount of advanced standing credits that can be accepted for work completed at other approved institutions. Under no circumstances will extension work, or courses by correspondence, from other institutions be accepted.

#### STATUTES OF LIMITATION

Work for the Master's Degree must be completed within five years after graduate course work has started.

A graduate student is not permitted to enroll for more than 6 semester hours of credit in extension courses sponsored by Suffolk University.

## PRE-REGISTRATION IN GRADUATE DEPARTMENTS

A Suffolk University undergraduate who is certified by the Registrar as needing nine semester hours or less to meet his degree requirements may be granted permission by the graduate committee to pre-register for graduate credit in a limited number of courses, provided he meets all of the other admission requirements.

In no case should the student thus registered enroll in more than a total of five courses.

## GRADUATE STUDY IN THE SUMMER

The summer session provides many graduate students, particularly teachers in public schools, a full-time opportunity to carry on the work toward the master's degree. Also, courses may be taken to strengthen teaching fields or to establish new areas.

COURSES OF INSTRUCTION  
GRADUATE DEPARTMENTS

*NOTE: In each of the departments offering graduate work there are certain undergraduate courses of the upper level which may be taken for graduate credit under appropriate arrangements with the head of the department. The courses are listed in the undergraduate section of this bulletin.*

## ACCOUNTING

For major and minor refer to statement covering all requirements for a degree in Business Administration.

**Accounting 1.1-1.2 — Elementary Accounting**

2 terms — 8 semester hours

The basic fundamentals of accounting are defined, explained, and illustrated. Subjects covered include: basic accounting statements, development and operation of accounts, books of original entry, controlling accounts, work-sheets, and introduction to partnerships and corporations. A two hour period each week is spent in the accounting laboratory. No previous knowledge of bookkeeping required. *Not for graduate credit.*

**Accounting G2.1-G2.2 — Intermediate Accounting Problems**

2 terms — 6 semester hours

An intensive study is made of the accounting statements, including problems of form, content, and valuation. Advanced problems with respect to corporations are covered in detail. Analysis of the Balance Sheet and Profit Statement are made. *Prerequisite: Acct. 1.2*

**Accounting G2.6 — Administrative Accounting**

1 term — 3 semester hours

Principles and methods of budgeting, estimating income, and operating budgetary control systems. Analysis of financial statements and determination of ratios. *Prerequisite: Acct. 1.2*

**Accounting G3.1-G3.2 — Cost Accounting** 2 terms — 6 semester hours

Accounting in a manufacturing business for materials, labor, and manufacturing expenses. Job order, process and standard cost systems are studied. *Prerequisite: Acct. 1.2*

**Accounting G3.3-G3.4 — Advanced Accounting Problems**

2 terms — 6 semester hours

Advanced problems having to do with partnerships, consignments, installment sales, insurance, statement of affairs, receiver's affairs, realization and liquidation report, branch accounting, parent and subsidiary accounting, consolidated balance sheet, surplus statement, profit and loss statement, estates and trusts, and public accounts. *Prerequisite: Acct. 1.2*

**Accounting G4.1-G4.2 — Auditing**

2 terms — 6 semester hours

A study is made of auditing procedures from the inception of an audit to its completion. The preparation of working papers, financial statements and accompanying comments are studied in the light of modern practice. *Prerequisite: Acct. 3.4*

**Accounting G4.3 — Analysis of Financial Statements**

1 term — 3 semester hours

Analysis, interpretation, and form of financial statements. Comparative financial statements, trend percentages, standard ratios, working capital, profit and loss statement ratios, and balance sheet ratios are dealt with in detail. *Prerequisite: Acct. 3.4*

**Accounting G4.4 — Certified Public Accounting Problems**

1 term — 3 semester hours

Intensive review of Certified Public Accounting examination questions and problems. *Prerequisite: Acct. 3.4*

**Accounting G4.5-G4.6 — Federal and State Taxation**

2 terms — 6 semester hours

The main emphasis of the course is upon the Federal and Massachusetts income tax laws and procedures. Practical situations and the preparation of tax returns are discussed and illustrated. The problems of individuals, partnerships, corporations, estates, and trusts are considered in detail. *Prerequisite: Acct. 2.2*



**Accounting G4.7 — Municipal and Governmental Accounting**

1 term — 3 semester hours

A presentation of the elementary principles of governmental accounting: classification of revenue and expenditure accounts, budgeting procedures, various types of funds, and financial reports. *Prerequisite: Acct. 1.2*

**Accounting G4.8 — System Building**

1 term — 3 semester hours

A study of the steps necessary in the preparation of an adequate accounting system for a business enterprise. *Prerequisite: Acct. 3.4*

**BUSINESS ADMINISTRATION****Business Administration 2.1 — Business Law**

1 term — 3 semester hours

Introduction to Business Law: nature and sources of law, courts and court procedure, crimes and torts; contracts; agency; labor relations; insurance; and bankruptcy.

**Business Administration 2.2 — Business Law**

1 term — 3 semester hours

Partnerships; corporations; property; sales; and negotiable instruments. *Prerequisite: Bus. Adm. 2.1*

**Business Administration G3.1 — Finance**

1 term — 3 semester hours

The management of income, surplus, dividend policies, retirement of debt, financial reorganizations, intercorporate relations dealing with holding companies, and mergers of financial structures.

**Business Administration G3.5 — General Insurance**

1 term — 3 semester hours

Discusses the theory, practice, and problems of risk-bearing in business. Life, property, and casualty insurance, and corporate suretyship are considered. Designed for those who wish a general knowledge of insurance for practical assistance in their business problems.

**Business Administration G3.6 — Principles of Investments**

1 term — 3 semester hours

The proper investment of funds by individuals, institutions, and investment bankers. Subjects covered include the analysis of types of investments, the mechanics of investing as well as the means by which future security market trends are forecast. *Prerequisite: Bus. Adm. 3.1*

**Business Administration G4.4 — Legal Aspects of Business**

1 term — 3 semester hours

Review course designed primarily for students contemplating taking the Certified Public Accounting examinations. Open to others with the permission of the instructor. *Prerequisite: Bus. Adm. 2.1-2.2*

## ECONOMICS

**Economics G2.2 — Introduction to Statistics** 3 semester hours

A survey of statistical material and techniques, with special reference to economic and business data. Attention is given to methods of collecting, tabulating, charting, and analyzing statistical data; frequency distribution, elementary probability, and simple correlation are covered.

**Economics G3.1-G3.2 — History of Economic Thought** 2 terms — 6 semester hours

Development of economic thought with particular emphasis on the contributions of classical and neo-classical economists to modern economic theory; contemporary economic ideology.

**Economics G3.4 — International Trade** 1 term — 3 semester hours

The relationship of international trade to the domestic economy of the United States; balance of payments, the gold standard, and exchange equalization funds; maritime policy, reciprocal trade agreements, and tariffs; international economic relations.

**Economics G3.5 — Industrial Policy and Market Control** 1 term — 3 semester hours

A study of modern industrial organization, dealing primarily with problems of business combinations, market practices, and price making under quasi-monopolistic conditions. The development of public policy in the United States from its common law origins; federal anti-trust legislation and its judicial interpretation; regulation of business practices through the Federal Trade Commission.

**Economics G4.1-G4.2 — Labor Economics** 2 terms — 6 semester hours

The development of trade unionism in the United States; changing relationships between labor and management, labor legislation and its consequences for workers, employers, and consumers; and economics of wage determination, employment, and social security.

**Economics G4.15-G4.16 — Economics of Government Regulation** 2 terms — 6 semester hours

A study of the economic genesis of government regulation of industry in the United States. A consideration of the development of technocracy and the need for controls — economic and legal — in keeping with the economic and industrial expansion in peace time and war.

**Economics G4.5 — Public Utilities**

1 term — 3 semester hours

A survey of the objectives, development, and content of the public control of industries "Affected with a public interest." The economics of public service corporations; the economic problems of regulation; state versus federal control; public ownership and competition as an alternative to regulation.

**EDUCATION****Education G5.4 — Developing Emotionally Healthy Children and Youth**

2 semester hours

With the Report of the 1950 White House Conference on Children and Youth as the basis, the course aims to aid teachers, parents, social workers, and all students about how to make use of the recent knowledge on the healthy development of personality in all youth.

**Education 6.1 — Educational Psychology**

1 term — 3 semester hours

A survey of the principles of educational psychology as they have been developed in the study of the educative processes in the classroom. *Prerequisite: Psychology 1.1*

**Education 6.2 — Philosophy of Education**

1 term — 2 semester hours

A survey of philosophers and theories of education which have shaped Western Civilization. The course will include a study of how educational ideas developed and how they reflect the social and cultural achievements of the era in which they appear.

**Education 6.3 — Comparative Education: The 20th Century**

2 semester hours

The course will survey educational developments in western cultures during the 20th Century. It will include a study of the efforts of educational leaders in the United States to modernize educational practices. It will review developments in European countries that parallel political and social changes. Material in the course should assist the student to develop a personal philosophy of education for the 20th century.



**Education 6.4 — Visual-Auditory Aids in Education**

1 term — 3 semester hours

The values and uses of visual materials and auditory aids. Practice in the use of such aids as maps, charts, film slides, glass slides, recordings, and silent or sound motion pictures.

**Education 6.5 — Child Psychology — Growth and Development**

1 term — 3 semester hours

Emphasis upon the child as a whole, with major divisions of the course dealing with physical, mental, social, and emotional development.

**Education 6.6 — Principles and Methods of Teaching**

1 term — 3 semester hours

Principles of learning, aims of education, construction of courses of study, instruction methods and materials, lesson plans, and evaluation of results of instruction. *Prerequisites: Psychology 1.1, Education 2.1-3.1*  
Offered each semester according to demand.

**Education 6.7 — Observation of Teaching and Student Teaching**

1 term — 3 semester hours

Observation of teaching, followed by apprentice teaching in nearby schools. The minimum Observation and Student Teaching course for three semester hours credit includes: weekly group conference at the university; observation; conferences with critic supervisor and critic teacher in the schools; and student teaching for a total of 60 clock hours. For additional hours of credit the student will do 60 clock hours of observation and/or student teaching for each credit hour. *Prerequisites: Psychology 1.1, Education 2.1-3.1*

**Education 6.8 — Concepts and Techniques of Elementary Education and Junior High School**

1 term — 3 semester hours

A study of characteristics of elementary school children; history and principles of elementary school education; teaching units and daily plans; courses of study and curricula for the various age groups; tests and measurements; methods of teaching and learning.

**Education 7.0 — School Administration** 1 term — 2 semester hours

A study of the functions and problems of the public school superintendent. Attention is given to the relationship between federal, state, and local governing bodies in education, as well as to such problems as personnel, curriculum, guidance, records, plant operation, finance, and public relations.

**Education 7.2 — Problems of Secondary Education**

1 term — 3 semester hours

The presentation and attempted solution of some of the important problems facing the teacher in secondary schools: curricula, equipment, organization, administration, and guidance.

**Education 7.3 — Administration and Supervision of Elementary Education**

1 term — 3 semester hours

Administration and supervision in the elementary school. Open to students of maturity and experience who wish to prepare themselves for principalship or supervisoryship in the elementary school.

**Education 7.4 — Research Methods and Materials in Education**

1 term — 3 semester hours

A study of research in education, the sources of information, techniques available, approved form and style in the preparation of research reports and theses. In this course the Master's thesis may be initiated.

**Education 7.7-7.8 — Seminar in Education** 2 terms — 6 semester hours

A problems course in which the central themes of the Master's theses are presented for criticism by students and staff members.

**Education 8.9 — Seminar in Philosophy of Education**

1 term — 3 semester hours

This course is designed for advanced students in education. It is organized so that mature educational students who have had either extensive background in the study of education or its application will have an opportunity to develop their own philosophies of education. The classroom organization centers around critical appraisal of the philosophies of education of the representative members of the seminar.

**Education 8.10 — American Education Today**

1 term — 3 semester hours

This is an advanced general course in education. Two-thirds of the time will be spent discussing and critically appraising the democratic ideal as it relates to schools in the United States today. The last third of the course aims to describe current educational practices from the pre-elementary through the entire American school system.

**Education 10 — Reading and Research**

Hours and credits by arrangement

Advanced individual, intensive study of a problem in the major field of interest. Approval in writing from instructor concerned must be obtained by a student desiring to do such type of special work.

## GOVERNMENT

**Government G2.4 — Contemporary Foreign Policy**

1 term — 3 semester hours

This course provides a thorough study of the contemporary foreign policy of the United States and the effect of our domestic policies and of the foreign policies of other great world powers upon U. S. foreign policy. A study of diplomatic procedure and the processes of international settlement of disputes through negotiations, mediations, arbitration, and adjudication will be included.

**Government G3.0-G3.1 — International Relations**

2 terms — 6 semester hours

The Rise of the Western State Systems and the "Balance of Power." A consideration of the nature and problems of the State in the modern world: the origin of its power; the formulation of procedures, diplomacy and the pacific settlement of international disputes.

**Government G3.2 — Public Administration** 1 term — 3 semester hours

The place of administration in the American political system: its origin in environment and social change; its instruments in attaining objectives; its relation with politics and between federal, state and local governments.

**Government G3.3-G3.4 — Political Theory** 2 terms — 6 semester hours

A study of ancient and medieval political thought: Plato, Aristotle, the Scholastics, Machiavelli. A study of modern political thought: Locke, Rousseau, Hobbes, Marx and other contemporary philosophers. Emphasis throughout on the State, freedom, revolution, law, constitution, and property.

**Government G3.5 — American Parties and Politics**

1 term — 3 semester hours

The development of the American party system; the organization of political parties; the political machine; bosses and the spoils system; pressure groups; the nomination of candidates; the conduct of campaigns in the elective process.

**Government G3.6 — State and Local Government in the United States**

1 term — 3 semester hours

The development, structure and functions of state and municipal government: relations between state, local, and national government; inter-state relations. The mayor-council, council-manager, and commission forms of local government will be considered.



**Government G3.7 — British Commonwealth of Nations**

1 term — 3 semester hours

A concentrated study of the interrelations among the United Kingdom and its colonies, protectorates and dominions: governmental organization; economic agreements; formulation of imperial strategy; relations with the United States; participation in the United Nations.

**Government G3.8 — Imperialism**

1 term — 3 semester hours

A discussion of the underlying philosophy of imperialism; followed by a tracing of the imperialistic endeavors of the major world powers in modern times.

**Government G4.1-G4.2 — Government Regulation of Industry**

2 terms — 6 semester hours

A consideration of the economic genesis of regulation in the United States: Colonial and constitutional periods: early government controls; Industrial Revolution; regulatory devices; Homestead Act; Sherman Anti-Trust Act; Federal Trade Commission; other influences on regulation. Congressional powers in regulation and control: commerce clause; agencies of regulation; Controls over railroads, industry, labor; New Deal regulation; current trends and needs in regulation.

**Government G4.3 — Government and Labor**

1 term — 3 semester hours

The development of the legal status of labor unions; labor as a political force; economic and social programs of labor; the influence of public opinion; trends in labor legislation, government regulation of labor, and industrial disputes.

**MANAGEMENT****Management G2.1-G2.2 — Principles of Management**

2 terms — 6 semester hours

The principles and techniques underlying the successful organization and management of business activities. Management problems; planning and developing the organization; departmental functions; the operation of merchandise, sales, financial, and production departments; selection and training of personnel; incentives; methods of securing better results; expense problems; control methods.

**Management G3.1 — Personnel Administration**

1 term — 3 semester hours

Special emphasis is placed upon the methods of securing the utmost in employer-employee loyalty and cooperation. The organization and operation of personnel relations in business are considered in the light of modern labor and management problems. *Prerequisite: Management 2.2*

**Management G3.2 — Sales Management** 1 term — 3 semester hours

The appraisal of both new and established trends in measuring the sales manager's job, reducing cost of distribution, line and functional types of organization, budgets based on research in market potentials, selective selling, selecting and training salesmen, and incentive methods. *Prerequisites: Management 2.2 and Marketing 2.2*

**Management G4.1 — Industrial Management**

1 term — 3 semester hours

Various techniques and methods used in administration of industrial organizations. Problems of relations between employer and employee and methods of adjusting grievances. *Prerequisite: Management 2.2*

**Management G4.2 — Transportation**

1 term — 3 semester hours

The course is planned to meet the needs of persons who supervise the shipment and receipt of merchandise by the various types of domestic carriers. It includes a study of rates, rate-making, adjustments, freight classification, routing, demurrage, and storage. *Prerequisite: Management 2.2*

**Management G4.3 — Motion and Time Study**

1 term — 3 semester hours

The course is designed to present in a scientific manner time and motion study as a basic tool in industrial management. Included in the subjects considered are the following: The scope of time and motion study, process chart analysis; micromotion study and therbligs, memomotion study, time study rating. The course covers the approach to problems ranging from office systems to routine jobs. *Prerequisite: Management 2.2*

**Management G4.4 — Organization and Operation of Small Business**

1 term — 3 semester hours

A study of business opportunities in small business, organizing, financing, and operating your own business.

**MARKETING****Marketing G2.1-G2.2 — Marketing**

2 terms — 6 semester hours

The policies involved in marketing based on fundamental principles with specialized and technical subjects in market analysis, industrial marketing, and relations of marketing to other fields of business.

**Marketing G3.1 — Principles of Salesmanship**

1 term — 3 semester hours

Methods of successful selling based on fundamentals applied to the various fields of salesmanship. *Prerequisite: Marketing 2.2*

**Marketing G3.2 — Principles of Advertising**

1 term — 3 semester hours

The function of this course is to provide the necessary background to meet most of the advertising situations of the present day. Detailed consideration is given to such topics as customer appeal via radio, newspapers and magazines, and other means of advertising. *Prerequisite: Marketing 2.2*

**Marketing G3.5 — Wholesaling**

1 term — 3 semester hours

Analytical study and evaluation of current trends and opportunities in wholesaling; administrative policies and methods; merchandising; warehousing; stock control; order handling; dealer relations. *Prerequisite: Marketing 2.2*

**Marketing G3.6 — Retailing**

1 term — 3 semester hours

The fundamental principles underlying the successful operation of retail stores. Topics covered: recent developments and current trends in retailing; general merchandising policies; merchandise departmentalization and classification; sources of merchandise; buying policies and procedure; determination of retail price and price line. *Prerequisite: Marketing 2.2*

**Marketing G4.1-G4.2 — Retail Store Organization and Management**

2 terms — 6 semester hours

The organization and management of small as well as department, chain, and mail order stores with special emphasis upon specialty and individual unit stores. Store location and layout, personnel training and management, store operation, customer services, store system, and maintenance are considered. *Prerequisite: Marketing 2.2*

**Marketing G4.3 — Credits and Collections**

1 term — 3 semester hours

Principles and practices observed in wholesale and retail credit granting. Organization and operation of the credit department. *Prerequisite: Marketing 2.2*

**Marketing G4.4 — Sales and Market Research**

1 term — 3 semester hours

Methods of planning and carrying out market research surveys including the determination of market potentials, selection of territories, establishment of quotas; new product studies; methods of testing sales campaigns, dealer reactions and consumer preferences; determination of effective channels of distribution; evaluation of competitive strength. *Prerequisite: Marketing 2.2*



## PSYCHOLOGY

**Psychology G3.5-G3.6 — Industrial and Business Psychology**

2 terms — 6 semester hours

Develops an understanding of the psychological techniques that are practical for industry and business. Covers employee testing and interviewing, training of employees, merit rating, wages and job evaluation, fatigue, safety, attitudes and morale, and the psychology of advertising, selling, market research, and public relations. Useful to executives, foremen, industrial psychologists, employment interviewers, sales managers, advertising men, and personnel managers.

## SOCIOLOGY

**Sociology 6.3 — Educational Sociology**

2 terms — 2 semester hours

A course dealing with personality formation, also with general understanding of school problems, and teacher and community relationships.

## ROSTER OF STUDENTS

## GRADUATE STUDENTS

Amee, Alfred F., Watertown	Law, Charles, Weston
Barrett, Albert J., Chelsea	Levine, George, Chelsea
Bloom, Bertil G., Peabody	Littlefield, Frank C., Boston
Boyd, Earl G., Chelsea	Long, Joseph M., Quincy
Breath, Catherine, Chelsea	Ludden, Robert J., Lynn
Burke, Francis J., Jr., Brockton	Macricosta, George, Marlboro
Burrows, William H., Boston	Mahady, Mary M., Dorchester
Caccivio, John D., Everett	Mallen, William J., So. Boston
Carpenito, Alfred F., Everett	McCormack, Edgar P., Brighton
Carroll, John L., Somerville	Moran, Edward, Marlboro
Castellano, Thomas D., Watertown	Muse, Wilfred T., Wakefield
Caulfield, John G., Cambridge	Panagiotopoulos, Stephen, Lowell
Daley, James S., Lowell	Phillips, Philip, Boston
Dalzell, David J., Brookline	Pitts, John A., Arlington
DiLeo, Joseph, Medford	Quigley, Gerard, Charlestown
Donnelly, Louis C., Bedford	Raponi, Americo, East Boston
Dowd, Margaret, Methuen	Reagan, John J., Dorchester
Dwyer, William A., East Weymouth	Restani, Neris, Somerville
Ellison, Charles A., Cambridge	Rodman, Robert R., Dover, N. H.
Fassnacht, Philip S., West Roxbury	Rosati, Robert W., Hyde Park
Foderaro, Vincent C., Lawrence	Roth, Charles R., Boylston
Foley, Daniel P., Boston	Roth, Dorothea S., Boylston
Forbush, John H., Boston	Salter, Stanley L., Mattapan
Foster, Arthur D., So. Boston	Scala, Ralph, Boston
Francis, Edward C., East Roxbury	Seifert, Alfred E., Lynn
Haskell, Eugene F., Quincy	Sgroi, Walter F., Dorchester
Hickey, John J., Lawrence	Shapiro, Irwin, Revere
Higley, George A., Arlington	Sharp, Irene, Wilmington
Horner, Margaret, Lawrence	Smyth, Willard, Boston
Iorizzo, John W., Lynn	Snider, Eve, Chelsea
Juley, Cecilia C., Lawrence	Solomon, Daniel, Roxbury
Kane, James J., Lawrence	Spalke, Emma P., Lawrence
Kennedy, William M., Lawrence	Watson, Elizabeth A., Cambridge
Klayman, Jack, Malden	Woodward, Elmer S., Rockland
Kraw, Joan, Dedham	Yanow, Perry, Revere

## SENIOR CLASS

- Amis, Amanda J., Roxbury  
 Anteblian, Edward L., Lowell  
 Aronson, Norman L., Dorchester  
 Baden, George, Chelsea  
 Barsoum, Jack, Worcester  
 Berry, Joseph M., So. Boston  
 Biggio, John M., Winthrop  
 Brady, John Y., Dorchester  
 Bravo, Michael J., Hingham  
 Breen, Michael T., Boston  
 Byard, William D., Roxbury  
 Cammon, Robert R., Somerville  
 Chubbuck, Raymond G., Needham  
 Ciano, John A., Melrose  
 Coffey, Francis J., Newton  
 Cohen, Henry A., Lynn  
 Connors, Edward M., Wellesley  
 Crossen, Edward T., Jamaica Plain  
 Dahlquist, John E., No. Quincy  
 DeLaria, Richard P., Medford  
 DiSessa, Charles, East Boston  
 Doherty, William J., Wakefield  
 Domizio, George F., Dorchester  
 Donahue, Harold E., Jr., Wollaston  
 Doyle, Charles M., Cambridge  
 Doyle, Dorothea A., Cambridge  
 Dragan, Peter, Boston  
 DuLong, Joseph H., Wakefield  
 DuPuis, Norman J., Lynn  
 Elwood, Robert W., Dorchester  
 Finegan, Arthur F., Lynn  
 Fiskien, Chester, Boston  
 Fitzpatrick, Paul J., Corona, L. I., N. Y.  
 Flagg, Warren L., Roslindale  
 Forti, Robert P., Dorchester  
 Foster, Edward S., Mattapan  
 Friberg, Carl A., Cambridge  
 Giuggio, Mario, Boston  
 Golder, Myer, Chelsea  
 Gotterer, Malcolm H., Lynn  
 Guivens, Norman, Quincy  
 Hale, Robert O., Wakefield  
 Hambelton, Herbert C., Dorchester  
 Hansen, Robert G., Berlin, N. H.  
 Harris, Sidney E., Swampscott  
 Hassett, Richard J., Woburn  
 Heath, Arthur W., Jr.,  
     New London, N. H.  
 Hopkins, Lyman F., Cambridge  
 Hughes, Gerard J., Medford  
 Isenstein, Ruth F., Boston  
 Janian, John J., Medford  
 Jesser, Ronald G., Lawrence  
 Johnston, Andrew G., Roxbury  
 Johnston, Bruce E., Jr., Revere  
 Kalman, Edwin W., Dorchester  
 Kapses, Helen Z., Brookline  
 Kelly, John E., Boston  
 Kerr, Milton L., Jr., Cohasset  
 Khirallah, Samuel, Boston  
 Kissinger, Charles J., Jamaica Plain  
 Klein, Phyllis J., Dorchester  
 Lavin, Richard H., Worcester  
 Lee, Stanley S., Brookline  
 Leonard, Edward B., Natick  
 Levenson, Donald W., Allston  
 Luongo, Carmen P., Winchester  
 MacWilliams, Carl R., Boston  
 Magner, Richard J., Pittsfield  
 Mahoney, James, Jr., Norfolk  
 Maki, Toivo K., Leominster  
 Maloof, George, Dorchester  
 Maniscalco, Vito, Jamaica Plain  
 McCarthy, Robert, Saugus  
 McDermott, John G., Quincy  
 McDonough, William P., Mattapan  
 McGee, Richard F., Woburn  
 McManus, Joseph M., No. Andover  
 Morley, John P., Everett  
 Nett, Dominic A., Waltham  
 Norton, John J., Quincy  
 O'Rourke, Joseph J., Dorchester  
 Outlaw, Darrell L., Roxbury  
 Palmariello, Angelo M., Revere  
 Pater, Chester J., Dracut  
 Payne, Aubrey S., Beverly  
 Peabody, Clayton S., Watertown  
 Pennington, Robert G., Boston  
 Perlmutter, Paul, Lawrence  
 Pragnell, Walter L., Waltham  
 Razin, Arnold, Everett  
 Resnick, Jack H., Boston  
 Richards, Paul F., Lowell  
 Roach, Edward T., Dorchester  
 Rosenfield, Ronald I., Lynn  
 Rostkowski, John L., Beverly  
 Sadberry, Seymour C., Roxbury  
 Salley, Elisabeth A., Revere  
 Sanders, Francis A., So. Boston  
 Shea, James A., Dorchester  
 Shohan, Leslie N., Roxbury  
 Smilgis, Alfred J., Dorchester  
 Solomon, Sidney M., Roxbury  
 Stern, Ludwig, Allston  
 Stevens, Alfred E., Jamaica Plain  
 Sutton, James D., Framingham



## SENIOR CLASS (Continued)

Taylor, Paul, No. Andover  
 Turner, Harold R., Waltham  
 Wells, Arthur F., Melrose

White, William J., Randolph  
 Wilson, William F., Reading

## JUNIOR CLASS

Abbiati, Lawrence, Vermont  
 Anderson, Carol, Wakefield  
 Baker, Edward E., Saugus  
 Bartolomeo, Luciano, E. Boston  
 Beatrice, Marie, Revere  
 Beatrice, Peter, E. Boston  
 Bligh, Norman F., Roslindale  
 Blumsack, Edwin, Brighton  
 Brown, Patricia I., Winthrop  
 Brickley, Raymond J., So. Braintree  
 Buckley, James R., Hyde Park  
 Burns, Robert J., So. Braintree  
 Butler, Edward J., Somerville  
 Callahan, Paul, Boston  
 Cameron, John A., Dorchester  
 Carpilio, John E., Watertown  
 Ciapponi, Richard P., Needham  
 Coveney, Robert L., Cambridge  
 Cushing, Joseph B., No. Andover  
 DeCourcy, Thomas C., Boston  
 Dibbern, William W., Islington  
 DiPerna, John F., Cambridge  
 DiPirro, John P., Roxbury  
 Doogue, James C., Dorchester  
 Downey, Richard J., Melrose  
 Emery, Ernest, Lawrence  
 Feeney, John P., Winchester  
 Fischer, Alan K., Needham  
 Foley, Lorraine, Brookline  
 Freeman, Gerald E., Brockton  
 Furtado, Joseph, Jr., Mattapoisett  
 Gallagher, Francis, Lawrence  
 Garnett, William G., So. Boston  
 Garozzo, Salvatore, Somerville  
 Gates, Franklin R., Newton Highlands  
 Giannaris, George, Boston  
 Gilbert, Miles M., Mattapan  
 Giller, Jacob B., Roxbury  
 Glynn, John, Jr., Malden  
 Gold, Sheldon M., Lynn  
 Gomborow, Abraham S., Boston  
 Gould, John H., Cambridge  
 Hunkins, Shirley L., Revere  
 Hurley, John M., Roxbury

Iuliano, Philip S., Watertown  
 Johnson, Raymond T., Everett  
 Jones, Paul R., Somerville  
 Juba, Stephen M., Lawrence  
 Kachajian, Peter A., Watertown  
 Katonski, Joseph A., Boston  
 Kavanaugh, Edward M., Brighton  
 King, Norman W., Chelsea  
 Kline, Warren S., Brookline  
 Lambert, Eugene W., West Medford  
 Leary, Donald F., West Roxbury  
 Leggett, Robert J., So. Weymouth  
 Leno, Pearl W., Boston  
 Letorney, Joseph A., Boston  
 Levine, Eileen R., Roxbury  
 Macero, James A., Somerville  
 MacLeod, Basil B., Arlington  
 Mades, Herbert S., Winthrop  
 Mahoney, Richard E., Methuen  
 Maloney, William J., Lawrence  
 Mandell, Arthur B., Boston  
 Marcou, John W., Bartlett, N. H.  
 Maschio, Joseph E., Newton  
 Masteralexis, George E., Somerville  
 Matthews, Robert D., Needham  
 McClory, Robert D., Dorchester  
 McCloskey, Robert A., Jr., Quincy  
 McCool, Alfred E., Mattapan  
 McDonough, Vincent P., Mattapan  
 McGettrick, James P., Dorchester  
 McLaughlin, Edward F., Dorchester  
 Melnyk, Walter R., Mattapan  
 Moore, Joseph P., Somerville  
 Mostow, Sidney S., Dorchester  
 Murphy, Paul A., Lynn  
 Murray, William P., Arlington  
 Nardello, Louis T., Lawrence  
 O'Donnell, John M., Everett  
 Papanickolas, Emmanuel, Peabody  
 Peabody, Myron F., Topsfield  
 Percy, Kenneth L., Bennington, Vt.  
 Petrell, Domenic E., No. Hanover  
 Pevear, Corning, Lynn  
 Pietrantoni, Aldo J., Medford

## JUNIOR CLASS (Continued)

Post, John D., Winchester  
Quirk, Robert D., Sudbury  
Raney, Francis M., Lowell  
Reichert, Bernard, Brookline  
Regan, John M., Lawrence  
Rekila, Eino H., Fitchburg  
Reynolds, Louise T., Arlington  
Rowan, Melvyn F., Ayer  
Ryan, Donald F., Arlington  
Salucco, Carmen, Jr., Medford  
Sandberg, Gerald E., Roxbury  
Sergott, Kathleen Y., Boston  
Shapiro, Samuel, Brookline  
Shycoff, Robert L., Lawrence

Signorino, Perry B., Lock Haven, Pa.  
Silverstein, F., Brockton  
Simmons, Edward J., Cambridge  
Sissons, Mark A., Quincy  
Stone, Marion R., Brookline  
Sullivan, James F., Somerville  
Sypek, William B., Canton  
Talcott, John K., Winthrop  
Tamoshunus, Barbara H., Waltham  
Thomas, Barbara A., Boston  
Thompson, Paul B., Dorchester  
Waxman, William, Revere  
Whalen, Marie F., Somerville  
Whelan, Vincent, Revere

## SOPHOMORE CLASS

- Avjian, John W., Everett  
 Barron, Thomas F., So. Braintree  
 Bartlett, Louise W., Cambridge  
 Branagan, Edward J., Hyde Park  
 Braude, May, Beachmont  
 Byrne, Daniel J., Jamaica Plain  
 Byrnes, John F., Jamaica Plain  
 Campbell, Allen W., Waban  
 Cappellano, Ottavio T., Boston  
 Cardillo, George L., E. Boston  
 Carlson, Richard S., Medford  
 Carnicelli, Carmelina L., Quincy  
 Carroll, Robert A., Somerville  
 Cavanaugh, Paul, Medford  
 Choinski, Joseph W., Nashua, N. H.  
 Clarke, William J., Boston  
 Clifford, Kevin A., Brookline  
 Colarusso, Charles G., Revere  
 Coleman, John H., Boston  
 Connelly, Louis B., Jr., Somerville  
 Crocco, Victor J., Jr., Cambridge  
 Crowley, John J., Dorchester  
 Cunning, William F., Dorchester  
 Davidson, Donald A., Beverly  
 Degutis, Virginia D., N. Britain, Conn.  
 DeLemos, Catherine L., Somerville  
 Dockett, Ronald L., Boston  
 Dolan, John T., Boston  
 Donovan, John J., Roxbury  
 Duby, Robert W., Worcester  
 Durham, Francis X., Boston  
 Esdra, Joseph C., Somerville  
 Farnsworth, Ora L., Winchester  
 Ferguson, Mildred T., Medford  
 Fisichella, Concetta L., Methuen  
 Fleishman, Arthur, Dorchester  
 Furtado, Arthur W., Somerville  
 Germagian, Henry H., Watertown  
 Gibbs, Beverly J., Farmington, N. H.  
 Gillis, Francis, Jr., Mattapan  
 Gladstone, David W., Lynn  
 Glina, Robert L., Revere  
 Gore, Estella, Aberdeen, N. C.  
 Grasso, Sebastian J., Lawrence  
 Gryniewicz, Theresa B., Webster  
 Guarino, Louis, Jr., Marblehead  
 Hancock, John, Malden  
 Harmon, Irwin, Revere  
 Hart, Lewis J., Bridgewater  
 Hathaway, Alden P., Marblehead  
 Hemingway, Stephen L., Roxbury  
 Hodges, Robert G., Somerville  
 Jannino, Charles R., Reading  
 Kelley, Gerald F., Boston  
 Kelly, Donald F., Hyde Park  
 Kennedy, Robert J., Cambridge  
 Kleinfeld, Lawrence M., Roxbury  
 Kroll, Paul F., Worcester  
 Laezza, Nicholas J., Revere  
 Lancaster, Henry O., Methuen  
 Landry, Charles S., Malden  
 LeMay, Richard D., Fitchburg  
 Lenehan, Robert E., Malden  
 Lopresti, Alfred P., Malden  
 Linney, John R., Lexington  
 Lorian, Donald E., Fitchburg  
 Mahony, Russell L., Chelsea  
 Maloney, Francis B., Bridgewater  
 Marden, David C., Cohasset  
 Marsden, Arthur G., Jr., Lawrence  
 Mazzuca, John L., Kingston, N. Y.  
 McCarthy, Francis J., Somerville  
 McGrail, Roy E., Needham  
 McGrath, Robert M., Lynn  
 McGuinness, Jean, Quincy  
 McLean, Paul J., Quincy  
 McMillan, Robert J., Brookline  
 McNeill, William P., Brighton  
 McTague, Paul J., Wakefield  
 Merritt, Roberta M., Roxbury  
 Mikolaities, Julius M., Lawrence  
 Moore, Leon, Mattapan  
 Moran, Martin A., Jr., Quincy  
 Mosevitz, Edward J., Boston  
 Moulla, Robert E., Watertown  
 Murphy, Philip A., Dorchester  
 Nager, Charles E., Brighton  
 Napoli, Frank C., Belmont  
 Nefussy, Eli, New Bedford  
 Neofotistos, Anthony L., Dracut  
 Newman, Morris H., Newton Centre  
 Pappas, Thomas, Lawrence  
 Paul, Walter E., Dorchester  
 Pearson, William J., Malden  
 Peretzian, Arthur, Roxbury  
 Perry, Philip E., Gloucester  
 Quaranto, Paul A., Watertown  
 Recko, Robert L., Boston  
 Regan, James T., Dorchester  
 Reynolds, Lawrence L., No. Randolph  
 Rodman, Gerald, Dorchester  
 Ryan, Paul E., Dorchester  
 Sarkisian, Richard, Boston  
 Sarno, Anthony F., Boston  
 Scannell, James E., Lowell  
 Seidman, William A., Newton



## SOPHOMORE CLASS

Shaw, William G., Quincy  
Shea, Alice F., Lawrence  
Shea, John M., So. Boston  
Siciliano, Lawrence R., Boston  
Slauter, George A., Lawrence  
Smith, Richard G., Weymouth  
Snyder, Nason, Brookline  
Spead, Harry J., Lowell  
Spinazola, Ronald C., Oakland  
Stokowski, Francis J., Dorchester

Sullivan, John V., Framingham  
Sweeney, Hubert, Somerville  
Terenzi, Antonio J., Beverly  
Wald, Warren S., Brookline  
Weinberg, Ronald H., Revere  
Welch, Ronald E., Haverhill  
Wilkinson, Robert P., Lynn  
Wooley, David A., Burlington, Iowa  
Young, Annie L., Lawrence

## FRESHMAN CLASS

Allen, John R., Jr., Cambridge  
 Allescia, Angela M., E. Boston  
 Alley, Roger J., Lynn  
 Autiello, Paul J., Lawrence  
 Barbanti, John P., Revere  
 Bell, Saul S., Trenton, N. J.  
 Belliveau James E., Cambridge  
 Blanchette, Joseph B., Salem  
 Booker, Richard E., Worcester  
 Bowler, John E., Arlington  
 Brennan, Robert E., Marlboro  
 Brennan, Thomas P., Lynn  
 Brenner, Malcolm, Lynn  
 Briley, Robert D., Brighton  
 Bronsdon, Richard J., Chelsea  
 Brooker, Harry N., Dorchester  
 Butler, Audrey, Belmont  
 Caithness, Herbert C., Saugus  
 Carlin, John F., Roslindale  
 Caron, Jacqueline M., Salem  
 Casey, Rita E., Methuen  
 Chevoor, Robert R., Watertown  
 Clark, Charles B., Middleboro  
 Clayton, Frederic S., Brookline  
 Coburn, Andrew, Jr., Haverhill  
 Colette, Ronald E., Boston  
 Collier, Robert E., Hudson  
 Connolly, Stephen J., Lynn  
 Cook, Walter H., Foxboro  
 Crowell, Prescott S., Braintree  
 Daley, William B., Peabody  
 D'Ambrosio, Billino W., E. Bridgewater  
 Der Marderosian, Armen, Needham  
 Desmond, Daniel K., Reading  
 Dilworth, Kathleen M., Roxbury  
 Doherty, James J., Boston  
 Donahue, John G., Dorchester  
 Donohoe, John S., Lynn  
 Donovan, John J., Somerville  
 Donovan, Leo J., So. Swansea  
 Doucet, George W., Revere  
 Downing, Marie T., Dorchester  
 Drummond, Joseph R., Lawrence  
 Dunn, Valerie L., Washington, D. C.  
 Duquette, Joseph R., Lawrence  
 Egan, Eillen M., Dorchester  
 Faulkner, Patricia A., Somerville  
 Fennell, Leo P., Boston  
 Finnerty, Robert F., Boston  
 Finnerty, William J., Brighton  
 Fletcher, Charles M., Dorchester  
 Fistel, Harold P., Dorchester  
 Fitzpatrick, John T., Jr., Worcester  
 Freeley, Kenwood P., Roslindale  
 Gilboy, George A., Boston  
 Gillis, J. C., Jr., W. Peabody  
 Goldberg, Gene, Fairhaven  
 Granderson, Vernard M., Richmond, Va.  
 Grasso, Robert R., Revere  
 Griganavicius, Wanda A., So. Boston  
 Gross, Leonard J., Dorchester  
 Hall, Donald G., Dorchester  
 Halloran, Frederick V., Lawrence  
 Hannon, John L., Fitchburg  
 Hines, Rita M., So. Boston  
 Hipp, Samuel G., Altoona, Pa.  
 Holian, Paul G., Cambridge  
 Holub, Rosemary A., Milton  
 Hood, Dorothy, Boston  
 Horan, William J., Brookline  
 Howard, Edwin G., Somerville  
 Hughes, Greta N., Roxbury  
 Hughes, Richard M., Norwood  
 Hunte, Lloyd J.,  
     St. Michael, Barbados, B. W. I.  
 Isaacson, William E., So. Boston  
 Johnston, James W., Nahant  
 Jutagir, Rosalie F.,  
     Woodbrook P. O. S., Trinidad, B. W. I.  
 Kalil, Alfred G., Lawrence  
 Kapetanakis, James, Dracut  
 Kelley, Charles J., Boston  
 Kelley, John F., Cambridge  
 Kelley, Martin J., Dorchester  
 Kenney, Lorraine T., Cambridge  
 Keohane, John J., Boston  
 Kilcourse, John T., No. Andover  
 King, Alan R., Revere  
 LaConti, Anthony V., Revere  
 Lalime, James L., Boston  
 Lawrence, Roland F., Lawrence  
 LeBlanc, A., Jr., Everett  
 Leonard, Joseph, So. Boston  
 Leonard, Thomas W., Dorchester  
 LePelley, William C., Saugus  
 Letorney, Cecilia A., Boston  
 Levine, Milton S., Boston  
 Lockyer, William S., Winthrop  
 Mackie, Charles H., Boston  
 MacKinnon, Benina, Belmont  
 Madden, John J., III, Boston  
 Maddox, William, Boston  
 Mandrakos, George, Mattapan  
 Malta, Charles, Jr., Everett  
 Marsters, Earle M., Jamaica Plain  
 Masuret, Francis M., Dorchester

## FRESHMAN CLASS (Continued)

McCaffrey, John J., Lowell  
McCarthy, Edward G., Marlboro  
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