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SUFFOLK UNIVERSITY

College Departments

Liberal Arts        Education        Journalism

Business Administration

Annual Catalogue

1960 - 1961

DAY       EVENING       GRADUATE

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

BOSTON       MASSACHUSETTS
CORRESPONDENCE

All correspondence should be addressed to

Registrar, Suffolk University

20 Derne Street, Boston 14, Massachusetts

OFFICE HOURS

The University Office is open to receive admission inquiries Mondays through Fridays from 9:00 A.M. to 9:00 P.M. and Saturdays from 9:00 A.M. to 1:00 P.M.

Telephone

CApitol 7-1040
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CALENDAR FOR THE ACADEMIC YEAR 1960 - 1961

COLLEGE DEPARTMENTS

Summer Session 1960

Registration for Day and Evening Nine-Week Sessions; classes convene

June 12, Monday

Last day for course changes ......................................................................................... June 16, Thursday

Bunker Hill Day (Holiday) ......................................................................................... June 17, Friday

Independence Day (Holiday) ....................................................................................... July 4, Monday

Registration for Teachers' Six-Week Day Session; classes convene

July 5, Tuesday

Final Examinations (All sessions) ................................................................................ August 10 and 11, Thursday and Friday

Fall Semester 1960 - 1961

Registration: Fall Semester .................. September 12 thru 16, Monday thru Friday

Orientation and Registration of Day Freshmen

Advising and Registration of Day Upperclassmen

Advising and Registration of All Evening Students

Saturday classes convene ................................................................................................ September 17, Saturday

Last day for registration without payment of late registration fee

September 17, Saturday

Regular classes convene ................................................................................................. September 18, Monday

Last day for course changes ......................................................................................... September 26, Monday

Columbus Day (Holiday) .............................................................................................. October 12, Wednesday

Veterans Day (Holiday) .............................................................................................. November 11, Friday

Thanksgiving Recess ................................isanuary 19 thru January 2, Monday thru Monday

Classes Resume .............................................................................................................. January 3, Tuesday

Fall Semester Examinations begin ................................................................................ January 16, Monday

Registration: Spring Semester — Day and Evening

January 16 thru 28; Monday thru Saturday

Fall Semester ends .......................................................................................................... January 28, Saturday

Last day for Spring registration without payment of late registration fee

January 28, Saturday

Classes convene for Spring Semester ........................................................................... January 30, Monday

Last day for course changes ......................................................................................... February 6, Monday

Washington's Birthday (Holiday) ................................................................................ February 22, Wednesday

Evacuation Day (Holiday) ............................................................................................. March 17, Friday

Spring Recess ................................................................................................................. March 31 thru April 7, Friday thru Friday

Saturday classes resume ................................................................................................ April 8, Saturday

Regular classes resume ................................................................................................ April 10, Monday

Patriots' Day (Holiday) ................................................................................................ April 19, Wednesday

Spring Semester examinations begin ............................................................................ May 22, Monday

Memorial Day (Holiday) ............................................................................................... May 30, Tuesday

Spring Semester ends ...................................................................................................... June 3, Saturday

Alumni Day ..................................................................................................................... June 10, Saturday

Commencement ................................................................................................................ June 11, Sunday

Summer Sessions 1961

Registration for Day and Evening Nine-Week Sessions; classes convene

June 12, Monday

Registration for Teachers' Six-Week Day Session; classes convene

June 29, Thursday

Independence Day (Holiday) ......................................................................................... July 4, Tuesday

Final Examinations: All sessions .................................................................................. August 10 and 11, Thursday and Friday

Fall Semester 1961 - 1962

Registration: Fall Semester .................. September 11 thru 15, Monday thru Friday

Saturday classes convene ............................................................................................. September 16, Saturday

Regular classes convene ............................................................................................... September 18, Monday

NOTE: All legal holidays are observed by the University
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 who desire a professional career. In 1914 the school was chartered with degree-granting powers by the Legislature of Massachusetts.

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, as Suffolk University.

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 American Bar Association. The Veterans Administration approves all courses for GI benefits.

Located on historic Beacon Hill, by the State House, Suffolk University provides excellent accommodations for undergraduate and graduate study. In the University building are the Executive and Administrative offices; University Library; classrooms; well equipped and modern laboratories for biology, chemistry, physics and psychology; 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 reflect the quality of the training they received at Suffolk University.
SUFFOLK UNIVERSITY

BOARD OF TRUSTEES

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Honorable FRANK J. DONAHUE, Treasurer
JOHN GRIFFIN, Clerk

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TERM EXPIRES JUNE 1961

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TERM EXPIRES JUNE 1962

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TERM EXPIRES JUNE 1964

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DENNIS C. HALEY, Superintendent, City of Boston Public Schools
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John E. Fenton, A.B., LL.B., S.J.D., LL.D. ......................... Vice President

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Dorothy M. McNamara, M.A. ......................... Bursar

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Chester E. Bromwell, M.D. ...................... University Physician
Donald P. Woodrow, B.S. in J. ................ Director of Placement
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Professor of Chemistry and Mathematics  
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Edward G. Hartmann  
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Norman B. Floyd  
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Ella M. Murphy  
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B.S. in Ed., Ed.M., Boston University; Graduate Study: New York University.

* On leave of absence.
SUFFOLK UNIVERSITY

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A.B., New York University; A.M., Yale; Ph.D., Yale; Graduate Study:
             Oxford; Harvard.

GEORGE H. MCKEE                  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.

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

CATHERINE FEHRER                 Professor of Romance Languages
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             Mexico; Middlebury.

LEO LIEBERMAN                    Professor of Psychology

WILLIAM S. SAHAKIAN              Associate Professor of Philosophy and Psychology
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             College; Graduate Study: Harvard.

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DION J. ARCHON                   Associate Professor of Business Administration

DONALD MARTIN UNGER              Associate Professor of Education
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VAHE ANTRANIG SARAFIAN
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Assistant Professor of Accounting and Business Administration

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Instructor in Accounting and Business Administration

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Paul Cromidas
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George Heigho  
**Instructor in Mathematics**  

Donald Thomas DiBiase  
**Instructor in Accounting and Business Administration**  
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Marshall Joseph Jeannero  
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B.S., Emerson.

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**Instructor in Education**  

Charles Dixon Matthews  
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Instructor in Journalism
B.S. Boston University.

Bruce W. Shore
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Instructor in Government
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Instructor in Music Appreciation
Mus. B., M.A., Boston University; Graduate Study: Boston University.

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Instructor in Education
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Study: Clark.

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Michigan State.

John L. Sullivan
Instructor in Sociology
A.B., M.A., Boston College.

Michael Weiner
Instructor in Chemistry
A.B., Cornell; Graduate Study: Massachusetts Institute of Technology.
Christobal Bonifaz  
Instructor in Chemistry  
B.E.S., Johns Hopkins; M.S., Columbia; Graduate Study: Massachusetts Institute of Technology.

Floyd Bell  
Lecturer in Public Relations  
LL.B., Minnesota.

Philip Francis Mulvey, Jr.  
Lecturer in Radiobiology  
A.B., Clark; M.A., Bowling Green State University; Ph.D., Buffalo.
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 successfully to undertake 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 is expected to present evidence of graduation from an approved high school or its equivalent. The Admissions Committee recommends that applicants take the Scholastic Aptitude Test offered by the College Entrance Examination Board. Other aptitude tests may be administered at Suffolk University, but the CEEB SAT scores are a more than satisfactory alternative. Applicants who take College Board examinations should request that their scores be sent to the Registrar of Suffolk University.

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.

Conditional Admission

Applicants may be admitted also subject to conditions. If admitted on a conditional basis, a student may usually qualify as a degree candidate after one year. To qualify, such a student is expected to complete the amount and quality of work stipulated in his letter of acceptance. Courses taken by a conditioned student may be credited toward degree requirements, provided the student later qualifies as a degree candidate.
APPLICATION

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 is not refunded regardless of the disposition of the student’s request for admission.

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 are desired 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 for 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 Academic Standing Committee reserves the right to require him to make up such deficiencies prior to graduation and may cancel or reduce his advanced standing.

7. The last thirty semester hours in any degree program 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.

RULES FOR
REGISTRATION AND ATTENDANCE

Registration Procedure

All new students are required to file applications as much in advance of Registration Day as possible. March and April are the desirable months to request admission to the Fall Semester, although some students have been admitted in September. On Registration Day students 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 Bursar on or before 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 Bursar 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 of five dollars will be required of 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 and Excessive Absence

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.
Absence from Final Examinations

Only when incapacitating illness or other emergency makes attendance at a final examination impossible may a make-up examination be requested. The request should be made promptly (within one week) by writing the Registrar. Medical certificate or other verification should accompany the request. Authorized make-up examinations must be taken no later than the next succeeding semester. For fee, see p. 24. A student who has completed a course with a grade of "F" is not eligible for a make-up examination.

Student Discipline

Thoughtful behavior and good manners are 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. Breaches of good conduct will be the concern of the appropriate officers or committees of the College.

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 and Credits

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:

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.

A student who has 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 his honor point average during his 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. Excess credits in regular courses are not permitted except in the case of seniors who must meet an emergency involving graduation credits. In such circumstances the student must petition the Committee on Excess Courses.
Application for the additional course should be made at the Registrar's Office at the time the student is planning his program in advance of Registration Day.

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

WITHDRAWAL FROM COLLEGE

If it becomes necessary for a student to withdraw from college, he is expected to give notice by coming in person to the Dean's Office. When circumstances prevent this, he or his parents are asked to write to the Dean of the College concerning the reason that requires him to leave college.

CREDITS EARNED AT OTHER SUMMER SESSIONS

Suffolk students who attend summer sessions in other colleges and universities must obtain permission to do so in advance 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. Credits earned at summer sessions in other institutions may not be counted a part of the work of the Senior Year (last 30 semester hours) in any Suffolk degree program.

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 regardless of the disposition of the student's request for admission. 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

Students attending classes at the University are charged at the rate of $25 per semester hour. The tuition charge is $700 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 charges for the semester 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 per semester 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 an extra course leading to a total of more than 15 semester hours of credit in one semester, will be charged $25 for each extra hour. Part-time Evening or Adult Education tuition is based on the same charge of $25 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 $25 per semester hour credit in those courses.

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

Non-Credit Course Fee

A fee at the rate of $25 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. The laboratory fees in Science 1.1-1.2 and in Experimental Psychology are $5 per semester.

Laboratory Breakage

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

SPECIAL EXAMINATIONS

A fee of $5 will be charged for each special examination. Special make-up examinations will be given 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. See "Absence from Final Examinations," p. 21.

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. Effective January 1961 this fee will be $25.

CERTIFICATE FEE

A fee of $5 is charged all students to whom an 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.

LATE REGISTRATION FEE

A fee of $5 is charged to any student who registers after the last day of the registration period announced for any semester or summer session.

CHANGE OF COURSE FEE

A fee of $2 is charged to any student who requests a change of course after classes have commenced in any semester or summer session.

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. (See "Withdrawal from College," p. 22). The refunds may be made according to the following schedule.
Withdrawal notice filed and approved within

<table>
<thead>
<tr>
<th>Period of Opening</th>
<th>Tuition Refunded</th>
</tr>
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<tbody>
<tr>
<td>One week</td>
<td>80%</td>
</tr>
<tr>
<td>Two weeks</td>
<td>60%</td>
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<tr>
<td>Three weeks</td>
<td>40%</td>
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<tr>
<td>Four weeks</td>
<td>20%</td>
</tr>
<tr>
<td>After four weeks</td>
<td>0%</td>
</tr>
</tbody>
</table>

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 have been unsatisfactory and carries the same honor point penalty as a mark of F grade. (See below)

With the exception of “I” grades, all grades are final as reported by instructors at the close of each semester. After the lapse of one semester, a grade of “IF” automatically becomes an “F” and is so marked on the student’s record; a grade of “IP,” after the same lapse of time, becomes permanent.
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 in course work completed at the University. 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. To be eligible for the award of a degree with honors, a transfer student must complete a minimum of two years (60 semester hours) of course work in residence at Suffolk University.

Candidates for an Associate certificate will be required to earn a proportion of honor points comparable to the number required for degree candidates.

PROBATION

Any student who, during a semester, earns an average of less than 1.00 honor points 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 because of 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 soon after the close of each semester.

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

Since the University is primarily an urban institution, it 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 to find suitable accommodations on Beacon Hill or elsewhere in the vicinity. The University, however, assumes no responsibility for such accommodations.

PLACEMENT BUREAU

The University maintains a Placement Bureau to assist 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. It 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; and 9:00 a.m. to 5:00 p.m., Saturday 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, physics, and psychology.
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 and snacks 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

The Bursar has been appointed to act in liaison between veteran students under Public Laws 16, 550 and 894 and the Veterans' Administration. Years of experience since World War II have made her 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 Laws 16 and 894.

Day and Evening Divisions

Although Suffolk University is open to all qualified 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 the day or the evening 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.

Saturday Classes

In 1955 a limited program of courses was first offered on Saturday mornings. The number of such courses offered on Saturdays has steadily increased since that time. These courses are open to day or evening students who are registered in any bachelor’s or master’s degree program, or who attend as special students.

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. Suffolk is a member of the National Collegiate Athletic Association and of the New England College Conference for Athletics.

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. Members may participate in 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 go on field trips to industrial and business establishments; to attend dinner meetings with featured guest speakers; to become better acquainted with fellow students.

EDUCATION ASSOCIATION

Membership in the Education Association is open to all students and members of the Faculty and Administration at Suffolk University. The Association endeavors to stimulate and widen the study of education and to promote social life and more complete acquaintanceship among students and faculty through such activities as teas, panels, speakers, and discussion groups.

UNIVERSITY THEATER AND DRAMATIC WORK SHOP

Participation in the various functions within the University Theater and Dramatic Work Shop, 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.

Humanities Club

The Humanities Club has been organized to stimulate and encourage a better appreciation of the arts. The club attempts to provide a well-rounded program to meet the interests of all. Programs include talks, museum visits, and discussions concerned with ancient cultures, modern foreign cultures, and our own American culture.

This club serves as a fine supplement to Humanities courses. Students have an opportunity to see some of the famous examples of art and architecture and to participate in discussions of ideas which they are studying in their courses. Although the primary objective of the club is cultural, it affords social activities which are equally enjoyable.

The Newman Club

The Newman Club is an organization open to all Catholic students at Suffolk. The club has a threefold purpose: spiritual, social, and intellectual. Spiritually, its efforts are directed toward increasing the religious activity of the individual member. Socially, the club endeavors to give the student an opportunity to experience Christian social living. This includes not only dances or "boy-girl" socials, but any gathering of the members. Intellectually, the club sponsors various talks and discussions by prominent clergy and lay leaders in an effort to assist the student in learning to apply his religious training to his daily life, his professional activity, and to the important issues of the day.

One of the major activities is the sponsoring of a Mass at the University on all Holydays that fall on a school day. The club also publishes a monthly newsletter for the members.

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 develop his interests. Prominent speakers are invited to give lectures on special topics so that students may become acquainted with 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, Golf, 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 sponsoring the annual contest in which Miss Suffolk University is chosen, and holding numerous parties and teas for co-eds during the year.
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 worthy and needy students. The Registrar, the chairman of the scholarship committee, is in charge of the administration of scholarships and other aids. Inquiries should be directed to him.

**Trustee Scholarship:** Approximately thirty-five 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.

**Assistantships:** Each year a few Senior students are appointed as laboratory assistants in Accounting, Biology, Chemistry, Physics, Psychology and Science. The stipends for this type of service vary with the amount of time such laboratory assistants are asked to give.

**Albert K. Sheldon Loan Fund:** The members of the family of the late Mr. Albert K. Sheldon in 1955 established a loan fund. Students who have attended classes at the University for one or more semesters may apply either to the Dean or to the Bursar for limited amounts of aid from this fund.

**Elizabeth Young Munce Loan Fund:** In January, 1957, the Elizabeth Young Munce Loan Fund was established through gifts of students, faculty, staff, and others who desired to honor the wife of the President of the University, Robert J. Munce. Students may request assistance from this loan fund by applying to the Bursar. Loans from this fund are usually small and granted for short periods of time.

**National Defense Student Loan Fund:** During the Spring Semester 1959 a loan fund was established at Suffolk University under Title II of the National Defense Education Act of 1958. Full-time students, either undergraduate or graduate, are eligible for substantial annual loans from this fund to be used to help defray tuition or other costs associated with college attendance. The rules under which National
Defense Loans are granted stipulate that the applicant must prove financial need and must be capable of maintaining good academic standing in college. Special consideration is given to superior students who are planning to be teachers in elementary or secondary schools and to students with superior capacity in foreign languages, mathematics, or science. Application blanks for these loans may be obtained at the Bursar's Office.

SUMMER SESSIONS

Two Summer Sessions, one of nine weeks and the other of 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 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.

ALUMNI ASSOCIATION

The General Alumni Association of Suffolk University 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. This 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 COURSES OF STUDY

Degrees and Requirements

LIBERAL ARTS AND SCIENCES

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

* See Six-year Combined College-Law Degree (p. 56).

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 6 semester hours in a foreign language course numbered 2.1 or higher, after having been enrolled at that 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.

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

### Summary of A.B. or B.S. Degree Requirements

<table>
<thead>
<tr>
<th></th>
<th>A.B.</th>
<th>B.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Freshman Courses</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>Science</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>English 2.7-2.8</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Major Courses (Minimum)</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Minor Courses (Minimum)</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>*Foreign Language</td>
<td>12</td>
<td>—</td>
</tr>
<tr>
<td>Mathematics</td>
<td>—</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>120</td>
<td>120</td>
</tr>
</tbody>
</table>

*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**

Freshmen 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.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>History 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Humanities 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Foreign Language (A.B. Candidates)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (B.S. Candidates)</td>
<td></td>
</tr>
<tr>
<td>Biol. or Chem. 1.1-1.2 (Science Majors)</td>
<td></td>
</tr>
<tr>
<td>Social Studies 1.1-1.2 (All other Majors)</td>
<td>8-6</td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
</tr>
</tbody>
</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Major Course</td>
<td>6</td>
</tr>
<tr>
<td>One Minor Course</td>
<td>6</td>
</tr>
<tr>
<td>English 2.7-2.8</td>
<td>6</td>
</tr>
<tr>
<td>Language (A.B. Candidates)</td>
<td>6-10</td>
</tr>
<tr>
<td>Science (B.S. Candidates)</td>
<td></td>
</tr>
<tr>
<td>Elective Course</td>
<td>6</td>
</tr>
</tbody>
</table>

1 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.
2 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.
3 A combined major in the science departments, which meets the requirements for graduation, may be obtained.
4 The student must complete 12 semester hours in the same language or establish equivalent reading knowledge by examination. See also page 38.
5 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.
### Junior Year

**Courses**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science 1.1-1.2 (A.B. Candidates)</td>
<td>6-10</td>
</tr>
<tr>
<td>Electives (B.S. Candidates)</td>
<td></td>
</tr>
</tbody>
</table>

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. Complete program with electives.

**Senior Year**

**Courses**

Choose courses in major and minor fields so as to complete 30 semester hours and other department requirements in major and 18 semester hours in minor by end of senior year. Choose electives for balance of 30 hours.

<table>
<thead>
<tr>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
</tr>
</tbody>
</table>
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. They go beyond the minimum requirements of the State Department of Education.

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 Education Department of the College will assist the student in interpreting the requirements.

Elementary School Teaching (Grades 1-6)

This plan is a special variation of the regular liberal arts college course. It may lead to either a B.S. or an A.B. degree, both degrees with the major in elementary education and with a special background minor in the social sciences. The best way to follow this program is to complete, year by year, the requirements as indicated in this table. *(A student who wishes to obtain an A.B. degree instead of a B.S. degree will begin a foreign language in the Freshman year in place of Science or Social Studies 1.1-1.2 which can then be taken in the Junior year).*

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sophomore</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sem. Hrs.</td>
<td></td>
</tr>
<tr>
<td>English 1.1-1.2</td>
<td>6</td>
<td>English 2.7-2.8</td>
</tr>
<tr>
<td>History 1.1-1.2</td>
<td>6</td>
<td>History 2.3-2.4</td>
</tr>
<tr>
<td>Humanities 1.1-1.2</td>
<td>6</td>
<td>Education 2.1-2.2</td>
</tr>
<tr>
<td>Social Studies 1.1-1.2</td>
<td>6</td>
<td>Psych. 1.1-1.2</td>
</tr>
<tr>
<td>Biology 1.1-1.2 or Science 1.1-1.2</td>
<td>8</td>
<td>Speech***</td>
</tr>
<tr>
<td></td>
<td>Elective (non-education)***</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sophomore</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sem. Hrs.</td>
<td></td>
</tr>
<tr>
<td>Education 3.5</td>
<td>3</td>
<td>Education 4.20</td>
</tr>
<tr>
<td>Special Elementary Methods</td>
<td>9</td>
<td>Special Elementary Methods</td>
</tr>
<tr>
<td>Minor courses**</td>
<td>6</td>
<td>Minor courses**</td>
</tr>
<tr>
<td>English 2.5-2.6</td>
<td>6</td>
<td>Electives (non-education)</td>
</tr>
<tr>
<td>Electives (non-education)</td>
<td>6</td>
<td>Electives (free)</td>
</tr>
</tbody>
</table>

* To be taken in the semester during which student teaching (Education 4.20) is not in progress.

**Minor courses from which the special minor for elementary teachers may be chosen:

<table>
<thead>
<tr>
<th></th>
<th>Sem. Hrs.</th>
<th>Advisor approval required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psych 1.1-1.2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Sociology 3.5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Government 3.5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Economics 3.5</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

plus 3 additional hours in any one of these areas.

*** Foreign language should be elected here by candidates for the A.B. degree.
Secondary School (Junior-Senior High) Teaching
(except in business education)

This plan will lead either to an A.B. or to a B.S. degree with the major in a teaching field and with two minors— one in professional education and one in a second teaching field. The A.B. degree is recommended for most high school teachers. The best way to follow this program is to complete, year by year, the requirements as indicated in this table. (To be a teacher of high school science, a student will take a special selection of Freshman courses and will act on advice given by the science department in upper class years).

All liberal art majors except science:

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>History 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Humanities 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Social Studies 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Foreign Language 1.1-1.2</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 2.7-2.8</td>
<td>6</td>
</tr>
<tr>
<td>Foreign Language 2.1-2.2</td>
<td>6</td>
</tr>
<tr>
<td>Major (Teaching subject)</td>
<td>12</td>
</tr>
<tr>
<td>Psychology 1.1-1.2</td>
<td>6</td>
</tr>
</tbody>
</table>

Science majors:

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>History 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Chemistry 1.1-1.2</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics 1.3-1.4</td>
<td>6</td>
</tr>
<tr>
<td>Biology 1.1-1.2 (Biol. majors)</td>
<td>8</td>
</tr>
<tr>
<td>Social Studies 1.1-1.2</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 2.7-2.8</td>
<td>6</td>
</tr>
<tr>
<td>Humanities 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Chemistry 2.1</td>
<td>4</td>
</tr>
<tr>
<td>Biology teachers only:</td>
<td></td>
</tr>
<tr>
<td>Biology 2.1</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Psych. 1.1</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry teachers only:</td>
<td></td>
</tr>
<tr>
<td>Chemistry 2.2</td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>Psych. 1.1-1.2</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 1.1-1.2 or Science 1.1-1.2</td>
<td>8</td>
</tr>
<tr>
<td>Major (teaching subject)</td>
<td>12</td>
</tr>
<tr>
<td>Minor (teaching subject)</td>
<td>6</td>
</tr>
<tr>
<td>Education 2.1-2.2</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major courses</td>
<td></td>
</tr>
<tr>
<td>(Biol. or Chem.)</td>
<td>16</td>
</tr>
<tr>
<td>Physics 1.1-1.2</td>
<td>8</td>
</tr>
<tr>
<td>Education 2.1-2.2</td>
<td>6</td>
</tr>
</tbody>
</table>
### DAYTIME COURSES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Major (teaching subject)*</td>
<td>6</td>
<td>Major or elective course</td>
<td>4-3</td>
</tr>
<tr>
<td>Minor (teaching subject)*</td>
<td>6</td>
<td>Education 4.16-4.17</td>
<td>6</td>
</tr>
<tr>
<td>Education 4.16-4.17</td>
<td>6</td>
<td>Education 4.21</td>
<td>3</td>
</tr>
<tr>
<td>Education 4.21</td>
<td>3</td>
<td>Education 3.6</td>
<td>3</td>
</tr>
<tr>
<td>Education 3.6</td>
<td>3</td>
<td>Electives (science, humanities, or social studies) to make final total of 120 sem. hrs.)**</td>
<td></td>
</tr>
<tr>
<td>Elective (non-education)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Senior year to be so planned that one semester will be devoted to 12 semester hours in “Teaching Subjects,” (or “Teaching Subject”) and electives in case of a science major plus one other education course; the other semester should be devoted to student teaching, other professional training in education, and any electives needed or desired for graduation credit.

** At least one of these electives to be in Speech.

### Secondary School (Junior-Senior High) Teaching in Social Studies

This is a plan for those students who wish to prepare themselves to teach the social studies on the secondary level. The student should select the courses listed in this table. The plan leads to an A.B. with a specialized major in Social Studies and a minor in Education.*

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1.1-1.2</td>
<td>6</td>
<td>English 2.7-2.8</td>
<td>6</td>
</tr>
<tr>
<td>History 1.1-1.2</td>
<td>6</td>
<td>Foreign Language 2.1-2.2</td>
<td>6</td>
</tr>
<tr>
<td>Humanities 1.1-1.2</td>
<td>6</td>
<td>History 2.3-2.4</td>
<td>6</td>
</tr>
<tr>
<td>Social Studies 1.1-1.2</td>
<td>6</td>
<td>Psychology 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Foreign Language 1.1-1.2</td>
<td>6</td>
<td>Government 1.1-1.2</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 1.1-1.2 or Science 1.1-1.2</td>
<td>8</td>
<td>History Elective**</td>
<td>6</td>
</tr>
<tr>
<td>Education 2.1-2.2</td>
<td>6</td>
<td>Economics 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>History 2.6-4.9</td>
<td>6</td>
<td>Education 4.16-4.17</td>
<td>6</td>
</tr>
<tr>
<td>History 2.7-2.8</td>
<td>6</td>
<td>Education 4.21</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 1.1-1.2</td>
<td>6</td>
<td>Education 3.6</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>4-6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The specialized major in Social Studies is open only to students planning a career in secondary school teaching.

** The History Department recommends History 3.7-3.8. The student may, however, select other courses in the Department to fulfill these electives.

### Secondary (High) School Teaching in General Business subjects

The best way to prepare to teach general business subjects in high school is to complete year by year, the requirements as indicated in this table. The degree is B.S. in B.A., the major is Business Administration, and the minor is Education.
Freshman

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1.1-1.2</td>
<td>6</td>
<td>Accounting 1.1-1.2</td>
<td>8</td>
</tr>
<tr>
<td>History 1.1-1.2</td>
<td>6</td>
<td>Business Administration 2.1-2.2</td>
<td>6</td>
</tr>
<tr>
<td>Psychology 1.1-1.2</td>
<td>6</td>
<td>Marketing 2.1</td>
<td>3</td>
</tr>
<tr>
<td>Restricted Electives: Student should elect two full-year courses from the groups listed below, with not more than one full-year course chosen from any one group:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group “A” Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology 1.1-1.2</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics 1.1 or 1.3-1.4</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science 1.1-1.2</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group “B” Social Studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government 1.1-1.2</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History 2.3-2.4</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Studies 1.1-1.2</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sociology 1.1-1.2</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group “C” Humanities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities 1.1-1.2</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Philosophy 2.1-2.2</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Philosophy 1.3-1.4</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Junior

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration 3.1</td>
<td>3</td>
<td>Education 4.18-4.19</td>
<td>6</td>
</tr>
<tr>
<td>Economics 2.2</td>
<td>3</td>
<td>Education 4.22</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 2.3</td>
<td>3</td>
<td>Business Electives</td>
<td>6</td>
</tr>
<tr>
<td>Marketing 3.1-3.2</td>
<td>6</td>
<td>Electives to round out program to reach 120 Semester Hours</td>
<td></td>
</tr>
<tr>
<td>Education 2.1-2.2</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government 4.1-4.2</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting 4.3</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Combined Degree (A.B. and A.M.T.) Liberal Arts Program in Secondary Education

Beginning with the class of 1963 Suffolk is offering a new combined (undergraduate-graduate) degree program in the liberal arts as preparation for secondary school teaching. Students interested in pursuing this program should confer with the Education Department at their earliest convenience, but in no case later than their sophomore year in college. Below are the curricula plans for the new program.
### DAYTIME COURSES

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sem. Hrs.</strong></td>
<td><strong>Sem. Hrs.</strong></td>
<td><strong>Sem. Hrs.</strong></td>
<td><strong>Sem. Hrs.</strong></td>
</tr>
<tr>
<td>English, History, Foreign Language and Mathematics Majors:</td>
<td>English, History and Foreign Language Majors:</td>
<td>English Major:</td>
<td>English Major:</td>
</tr>
<tr>
<td>English 1.1-1.2</td>
<td>English 2.7-2.8</td>
<td>Major</td>
<td>Major</td>
</tr>
<tr>
<td>History 1.1-1.2</td>
<td>History 2.3-2.4</td>
<td>Major</td>
<td>Major</td>
</tr>
<tr>
<td>Social Studies 1.1-1.2</td>
<td>Foreign Language 2.1-2.2</td>
<td>Education 4.16-4.17</td>
<td>Education 4.16-4.17</td>
</tr>
<tr>
<td>Foreign Language 1.1-1.2</td>
<td>Humanities 1.1-1.2</td>
<td>Second Teaching Subject***</td>
<td>Second Teaching Subject***</td>
</tr>
<tr>
<td>Science: 6-8</td>
<td>Electives** 6-8</td>
<td>Speech</td>
<td>Speech</td>
</tr>
<tr>
<td>Science 1.1-1.2</td>
<td>Mathematics Major:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics 1.1 or 1.3-1.4*</td>
<td>English 2.7-2.8</td>
<td>Major</td>
<td>Major</td>
</tr>
<tr>
<td>Biology 1.1-1.2</td>
<td>History 2.3-2.4</td>
<td>Major</td>
<td>Major</td>
</tr>
<tr>
<td>Chemistry 1.1-1.2</td>
<td>Foreign Language 2.1-2.2</td>
<td>Second Teaching Subject*** 6-8</td>
<td>Second Teaching Subject*** 6-8</td>
</tr>
<tr>
<td>Physics 1.1-1.2</td>
<td>Humanities 1.1-1.2</td>
<td>Speech 3</td>
<td>Speech 3</td>
</tr>
<tr>
<td><strong>Junior</strong></td>
<td><strong>Senior</strong></td>
<td><strong>Foreign Language Major:</strong></td>
<td><strong>Mathematics Major:</strong></td>
</tr>
<tr>
<td>English Major:</td>
<td>English Major:</td>
<td>Psychology 1.1-1.2 6</td>
<td>English 2.5-2.6</td>
</tr>
<tr>
<td>English 2.5-2.6</td>
<td>Major</td>
<td>Education 2.1-2.2 6</td>
<td>Education 4.16-4.17</td>
</tr>
<tr>
<td>Psychology 1.1-1.2</td>
<td>Major</td>
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<td>Speech</td>
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<tr>
<td>Education 2.1-2.2</td>
<td>Major</td>
<td>Education</td>
<td>Major</td>
</tr>
<tr>
<td>Major</td>
<td>Second Language 6</td>
<td>English 2.5</td>
<td>Second Teaching Subject*** 6-8</td>
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<td>Second Teaching Subject 6-8</td>
<td>Major</td>
<td>English 2.6***</td>
<td>Speech</td>
</tr>
<tr>
<td><strong>Foreign Language Major:</strong></td>
<td><strong>Mathematics Major:</strong></td>
<td>Elective***</td>
<td>Second Teaching Subject 3</td>
</tr>
<tr>
<td>Psychology 1.1-1.2 6</td>
<td>English 2.5-2.6</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>Education 2.1-2.2 6</td>
<td>Education 4.16-4.17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major 6</td>
<td>Major</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major 6</td>
<td>Second Teaching Subject*** 6-8</td>
<td></td>
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</tr>
<tr>
<td>Second Language 6</td>
<td>Speech 3</td>
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<tr>
<td><strong>Mathematics Major:</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Psychology 1.1-1.2 6</td>
<td>English 2.5-2.6</td>
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<tr>
<td>Education 2.1-2.2 6</td>
<td>Education 4.16-4.17</td>
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<tr>
<td>Major 6</td>
<td>Major</td>
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<td></td>
</tr>
<tr>
<td>Major 6</td>
<td>Second Teaching Subject*** 6-8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives** 6-8</td>
<td>Speech 3</td>
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</tr>
<tr>
<td></td>
<td>Second Teaching Subject 3</td>
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</table>
**SUFFOLK UNIVERSITY**

### Graduate All Majors:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education (Psychology and Tests and Measurements)</td>
<td>6</td>
</tr>
<tr>
<td>Education (Sociology and Administration)</td>
<td>6</td>
</tr>
<tr>
<td>Education (Philosophy and Student Teaching)</td>
<td>6</td>
</tr>
<tr>
<td>Teaching Subject</td>
<td>6</td>
</tr>
<tr>
<td>Teaching Subject</td>
<td>6</td>
</tr>
</tbody>
</table>

*Mathematics 1.1 or 1.3-1.4 should be elected by students planning to major in Mathematics.

**English and Foreign Language majors would normally be urged to elect further course work in science or social studies. History majors would normally be urged to elect further course work in science or humanities. Mathematics majors would normally be urged to elect further course work in social studies or humanities.

***Adolescent Psychology and Student Teaching should be elected here by students who are unable to complete fifth year.

### Biology Major, Chemistry Major, Biology-Chemistry Major:

#### Freshman

<table>
<thead>
<tr>
<th>Subject</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Foreign Language 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics 1.1 or 1.3-1.4</td>
<td>6</td>
</tr>
<tr>
<td>Biology Majors:</td>
<td>8</td>
</tr>
<tr>
<td>Biology 1.1-1.2</td>
<td></td>
</tr>
<tr>
<td>Chemistry 1.1-1.2</td>
<td></td>
</tr>
<tr>
<td>Chemistry Majors:</td>
<td>8</td>
</tr>
<tr>
<td>Biology 1.1-1.2 or Physics 1.1-1.2</td>
<td></td>
</tr>
<tr>
<td>Chemistry 1.1-1.2</td>
<td></td>
</tr>
</tbody>
</table>

#### Sophomore

<table>
<thead>
<tr>
<th>Subject</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Studies 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Foreign Language 2.1-2.2</td>
<td>6</td>
</tr>
<tr>
<td>Major*</td>
<td>6</td>
</tr>
<tr>
<td>History 1.1-1.2</td>
<td>6</td>
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</table>

#### Junior

<table>
<thead>
<tr>
<th>Subject</th>
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</thead>
<tbody>
<tr>
<td>English 2.7-2.8</td>
<td>6</td>
</tr>
<tr>
<td>Education 2.1-2.2</td>
<td>6</td>
</tr>
<tr>
<td>History 2.3-2.4</td>
<td>6</td>
</tr>
<tr>
<td>Major*</td>
<td>6</td>
</tr>
<tr>
<td>Humanities 1.1-1.2</td>
<td>6</td>
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</tbody>
</table>

#### Senior

<table>
<thead>
<tr>
<th>Subject</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Major*</td>
<td>6</td>
</tr>
<tr>
<td>Education 4.16-4.17</td>
<td>6</td>
</tr>
<tr>
<td>English 2.5</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 1.1</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>Major*</td>
<td>3</td>
</tr>
<tr>
<td>English 2.6**</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 1.2**</td>
<td>3</td>
</tr>
</tbody>
</table>

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**Biology Major, Chemistry Major, Biology-Chemistry Major:**

**Biology Majors:**

- Biology 1.1-1.2
- Chemistry 1.1-1.2

**Chemistry Majors:**

- Biology 1.1-1.2 or Physics 1.1-1.2
- Chemistry 1.1-1.2
DAYTIME COURSES

Graduate

Sem. Hrs.

Education (Psychology and Tests and Measurements) 6
Education (Sociology and Administration) 6
Education (Student Teaching or Elective) 6
Teaching Subject 6
Teaching Subject 6

*All majors should be selected from additional associated Departmental Requirements at the discretion of the Major Department concerned.
**Adolescent Psychology and Student Teaching should be selected here by students who are unable to complete fifth 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 from 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 two 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 are also required. These majors and minors may be obtained in science, English, social studies, foreign languages, history, government, mathematics, and business administration.

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

**Pre-Medical Education**

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 upon the humanities and social science subjects. Students are being encouraged to attain in college a broad cultural background as well as basic education in the sciences.

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-Dental Education**

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. 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.
## Science Curricula

### Chemistry

Students whose interest and aptitudes lead them to specialize in Chemistry may choose their courses according to this plan recommended by the Chemistry Department (Chemistry major with Mathematics-Physics minor).

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1.1-1.2</td>
<td>6</td>
<td>English 2.7-2.8</td>
<td>6</td>
</tr>
<tr>
<td>Chemistry 1.1-1.2</td>
<td>8-10</td>
<td>Chemistry 2.1-2.2</td>
<td>8-10</td>
</tr>
<tr>
<td>Mathematics 1.3-1.4</td>
<td>6</td>
<td>German or French 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Biology 1.1-1.2</td>
<td>8</td>
<td>Physics 1.1-1.2</td>
<td>8</td>
</tr>
<tr>
<td>History 1.1-1.2</td>
<td>6</td>
<td>Social Studies 1.1-1.2 or *elective</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior Year</th>
<th>Sem. Hrs.</th>
<th>Senior Year</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 3.1-3.2</td>
<td>8</td>
<td>Chemistry 4.1-4.2</td>
<td>8-10</td>
</tr>
<tr>
<td>German or French 2.1-2.2</td>
<td>6</td>
<td>Chemistry 3.3</td>
<td>3-4</td>
</tr>
<tr>
<td>Humanities 1.1-1.2</td>
<td>6</td>
<td>Chemistry 5 (Advanced chemistry elective)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 3.1-3.2</td>
<td>6</td>
<td>*Courses to complete degree requirements</td>
<td></td>
</tr>
<tr>
<td>*Elective (Economics)</td>
<td>3-6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Recommended electives are English 2.1 and 2.3, Economics 1.1-1.2, History 2.3-2.4, Government 1.1, Psychology 1.1-1.2, Philosophy 1.1 or 1.3.

### Biology

Such plans as those below are recommended to students who desire a Biology major, or a Biology-Chemistry major, as well as to students who desire pre-medical, pre-dental, or pre-veterinary education. Consult the statement of major and minor requirements at the head of each department’s list of courses of instruction and plan your course with a faculty advisor.

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Biology 1.1-1.2</td>
<td>8</td>
</tr>
<tr>
<td>English 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>History 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Chemistry 1.1-1.2</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics 1.3-1.4</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 2.1 and 3.1</td>
<td>8</td>
<td>Biology 2.1</td>
<td>4</td>
</tr>
<tr>
<td>English 2.7-2.8</td>
<td>6</td>
<td>Chemistry 2.1</td>
<td>4</td>
</tr>
<tr>
<td>Foreign Language 1.1-1.2</td>
<td>6</td>
<td>Biology or Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry 2.1</td>
<td>4</td>
<td>English 2.7-2.8</td>
<td>6</td>
</tr>
<tr>
<td>*Social Studies 1.1-1.2</td>
<td>6</td>
<td>Foreign Language 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Elective or minor</td>
<td>0-3</td>
<td>*Social Studies 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective or minor</td>
<td>0-3</td>
</tr>
</tbody>
</table>

*Courses to complete degree requirements
Junior Year

**Biology**
- Biology 3.2-3.3: 8 Sem. Hrs.
- Foreign Language 2.1-2.2: 6
- Minor course: 6
- *Humanities 1.1-1.2: 6
- Elective or minor: 0-3

**Biology-Chemistry**
- Biology major: 4 Sem. Hrs.
- Foreign Language 2.1-2.2: 6
- Minor course: 6
- *Humanities 1.1-1.2: 6
- Elective or minor: 6-8

Senior Year

**Biology**
- Biology majors: 8 Sem. Hrs.
- *Physics 1.1-1.2: 8
- Minor courses and electives to complete degree requirements: 8

**Biology-Chemistry**
- *Physics 1.1-1.2: 8 Sem. Hrs.
- Minor courses and electives to complete degree requirements: 8

* Physics, Humanities or Social Studies may be taken in any year after Freshman Year as may seem desirable or convenient.

** As it is noted elsewhere in this catalogue, most medical, dental and veterinary schools, prescribe for admission only a minimum of basic work in the sciences and mathematics. Students are free to follow interests in History, Government, Economics, Philosophy, Literature, Psychology and Sociology in choosing majors and minors.

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**Pre-Legal Education**

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, a year course in elementary accounting would prove to be helpful to a prospective lawyer. The Suffolk University School of Law requires a course in Accounting of all law students who have not successfully completed an Elementary Accounting course in college. The liberal arts course, outlined on pages 37-40, offers the pre-legal student the most flexible plan through which he may attain skill and understanding of the fields recommended for admission to Law School.
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 completed. 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-OPTOMETRY

Colleges of optometry, like other professional schools, base their admission standards on the academic records 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 or the equivalent, 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 committees of colleges of optometry, in order to assure that their graduates will be a credit to their profession.

PRE-OPTOMETRY CURRICULUM

Freshmen

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>1.1-1.2</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1.3-1.4</td>
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<td>Biology</td>
<td>1.1-1.2</td>
</tr>
<tr>
<td>Chemistry</td>
<td>1.1-1.2</td>
</tr>
<tr>
<td>Plus one of these:</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>1.1-1.2</td>
</tr>
<tr>
<td>Social Studies</td>
<td>1.1-1.2</td>
</tr>
<tr>
<td>Government</td>
<td>1.1-1.2</td>
</tr>
</tbody>
</table>

OTHER PRE-PROFESSIONAL CURricula

There are professional schools other than Law, Medicine, Dentistry, and Veterinary Medicine. Some of these are for 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, in courses listed in the curriculum below.

So that the student will be capable of judging values soundly and will 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

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<tr>
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</thead>
<tbody>
<tr>
<td>English 1.1-1.2</td>
<td>6</td>
<td>Journalism</td>
<td>6</td>
</tr>
<tr>
<td>History 1.1-1.2</td>
<td>6</td>
<td>English 2.7-2.8</td>
<td>6</td>
</tr>
<tr>
<td>Humanities 1.1-1.2</td>
<td>6</td>
<td>History 2.3-2.4</td>
<td>6</td>
</tr>
<tr>
<td>Science 1.1-1.2</td>
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<td>Philosophy</td>
<td>6</td>
</tr>
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<td>Government 1.1-1.2</td>
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<td>Psychology 1.1-1.2</td>
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<td>32</td>
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<table>
<thead>
<tr>
<th>Junior Year</th>
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<th>Senior Year</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>Journalism</td>
<td>6</td>
<td>Journalism</td>
<td>6</td>
</tr>
<tr>
<td>English 2.5-2.6</td>
<td>6</td>
<td>English (writing)</td>
<td>3</td>
</tr>
<tr>
<td>Sociology</td>
<td>6</td>
<td>English (Poetry or Drama)</td>
<td>3</td>
</tr>
<tr>
<td>Government</td>
<td>3</td>
<td>Economics</td>
<td>6</td>
</tr>
<tr>
<td>Electives*</td>
<td>6</td>
<td>English 2.3 or</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
<td>English elective</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Electives*</td>
<td>30</td>
</tr>
</tbody>
</table>

*Electives for Juniors and Seniors should be selected from courses in the departments of English, Economics, Government, Education, Psychology, Philosophy or 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

**Accounting Major:** Students who wish to major in Accounting may do so by the completion of twenty-four 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:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate Accounting Problems (Required)</td>
<td>Acct. 2.1-2.2</td>
</tr>
<tr>
<td>Administrative Accounting</td>
<td>Acct. 2.6</td>
</tr>
<tr>
<td>Cost Accounting (Required)</td>
<td>Acct. 3.1-3.2</td>
</tr>
<tr>
<td>Advanced Accounting Problems (Required)</td>
<td>Acct. 3.3-3.4</td>
</tr>
<tr>
<td>Auditing (Required)</td>
<td>Acct. 4.1-4.2</td>
</tr>
<tr>
<td>Analysis of Financial Statements</td>
<td>Acct. 4.3</td>
</tr>
<tr>
<td>Certified Public Accounting Problems</td>
<td>Acct. 4.4</td>
</tr>
<tr>
<td>Federal and State Taxation</td>
<td>Acct. 4.5-4.6</td>
</tr>
<tr>
<td>Municipal and Governmental Accounting</td>
<td>Acct. 4.7</td>
</tr>
<tr>
<td>System Building</td>
<td>Acct. 4.8</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Accounting (Required)</td>
<td>Acct. 3.1-3.2</td>
</tr>
<tr>
<td>Administrative Accounting (Required)</td>
<td>Acct. 2.6</td>
</tr>
<tr>
<td>Personnel Administration</td>
<td>Mgt. 3.1</td>
</tr>
<tr>
<td>Sales Management</td>
<td>Mgt. 3.2</td>
</tr>
<tr>
<td>Industrial Management</td>
<td>Mgt. 4.1</td>
</tr>
<tr>
<td>Transportation</td>
<td>Mgt. 4.2</td>
</tr>
<tr>
<td>Retail Store Organization and Management</td>
<td>Mkt. 4.1</td>
</tr>
<tr>
<td>Motion and Time Study</td>
<td>Mkt. 4.3</td>
</tr>
<tr>
<td>Credits and Collections</td>
<td>Bus. Adm. 3.5</td>
</tr>
<tr>
<td>General Insurance</td>
<td>Bus. Adm. 3.6</td>
</tr>
<tr>
<td>Principles of Investments</td>
<td>Mgt. 4.4</td>
</tr>
<tr>
<td>Organization and Operation of Small Business</td>
<td>Bus. Adm. 3.7</td>
</tr>
<tr>
<td>Real Estate</td>
<td></td>
</tr>
</tbody>
</table>
Marketing Major: The major in Marketing may be attained by the completion of twenty-four semester hours of course work from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysis of Financial Statements (Required)</td>
<td>Acct. 4.3</td>
</tr>
<tr>
<td>Principles of Salesmanship</td>
<td>Mkt. 3.1</td>
</tr>
<tr>
<td>Principles of Advertising</td>
<td>Mkt. 3.2</td>
</tr>
<tr>
<td>Wholesaling</td>
<td>Mkt. 3.5</td>
</tr>
<tr>
<td>Retailing</td>
<td>Mkt. 3.6</td>
</tr>
<tr>
<td>Retail Store Organization and Management</td>
<td>Mkt. 4.1</td>
</tr>
<tr>
<td>Credits and Collections</td>
<td>Mkt. 4.3</td>
</tr>
<tr>
<td>Sales and Market Research</td>
<td>Mkt. 4.4</td>
</tr>
<tr>
<td>Personnel Administration</td>
<td>Mgt. 3.1</td>
</tr>
<tr>
<td>Sales Management</td>
<td>Mgt. 3.2</td>
</tr>
<tr>
<td>General Insurance</td>
<td>Bus. Adm. 3.5</td>
</tr>
<tr>
<td>Principles of Investments</td>
<td>Bus. Adm. 3.6</td>
</tr>
<tr>
<td>Organization and Operation of Small Business</td>
<td>Mgt. 4.4</td>
</tr>
<tr>
<td>Real Estate</td>
<td>Bus. Adm. 3.7</td>
</tr>
<tr>
<td>Transportation</td>
<td>Mgt. 4.2</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Accounting</td>
<td>Acct. 1.1-1.2</td>
</tr>
<tr>
<td>Law of Business</td>
<td>Bus. Adm. 2.1-2.2</td>
</tr>
<tr>
<td>Principles of Economics</td>
<td>Econ. 1.1-1.2</td>
</tr>
<tr>
<td>Introduction to Statistics</td>
<td>Econ. 2.2</td>
</tr>
<tr>
<td>Finance</td>
<td>Bus. Adm. 3.1</td>
</tr>
<tr>
<td>Business English</td>
<td>Eng. 2.2</td>
</tr>
<tr>
<td>Government Regulation of Industry</td>
<td>Govt. 4.1-4.2</td>
</tr>
<tr>
<td>Orientation to Psychology</td>
<td>Psych. 1.1</td>
</tr>
<tr>
<td>Industrial and Business Psychology</td>
<td>Psych 3.5 or 3.6</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>Mgt. 2.1</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>Mkt. 2.1</td>
</tr>
</tbody>
</table>

Minor Courses: While a formal minor is not required for a 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 sequences.
The courses listed under Freshman year are required of all B. S. in B. A. candidates.

### Freshman Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
<th>Group “A” Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. 1.1-1.2</td>
<td>6</td>
<td>Biol. 1.1-1.2</td>
</tr>
<tr>
<td>Hist. 1.1-1.2</td>
<td>6</td>
<td>Chem. 1.1-1.2</td>
</tr>
<tr>
<td>Restricted Elective from Group “A” (see below)</td>
<td>6 or 8</td>
<td>Math. 1.1 or 1.3-1.4</td>
</tr>
<tr>
<td>Restricted Elective from Group “B” (see below)</td>
<td>6</td>
<td>Sci. 1.1-1.2</td>
</tr>
<tr>
<td>Restricted Elective from Group “C” (see below)</td>
<td>6</td>
<td>Group “B” Social Studies</td>
</tr>
<tr>
<td>Eng. 1.1-1.2</td>
<td>6</td>
<td>Govt. 1.1-1.2</td>
</tr>
<tr>
<td>Hist. 2.3-2.4</td>
<td>6</td>
<td>Hist. 1.1-1.2</td>
</tr>
<tr>
<td>Soc. Stud. 1.1-1.2</td>
<td>6</td>
<td>Soc. 1.1-1.2</td>
</tr>
<tr>
<td>Soc. 1.1-1.2</td>
<td>6</td>
<td>Group “C” Humanities</td>
</tr>
<tr>
<td>Hum. 1.1-1.2</td>
<td>6</td>
<td>Hum. 1.1-1.2</td>
</tr>
<tr>
<td>Phil. 2.1-2.2</td>
<td>6</td>
<td>Phil. 2.1-2.2</td>
</tr>
<tr>
<td>Phil. 1.3-1.4</td>
<td>6</td>
<td>Sem. Hrs.</td>
</tr>
<tr>
<td>Eng. 2.1</td>
<td>3</td>
<td>Acct. 1.1-1.2</td>
</tr>
<tr>
<td>Eng. 2.2</td>
<td>3</td>
<td>Mgmt. 2.1</td>
</tr>
<tr>
<td>Free Elective</td>
<td>6</td>
<td>Econ. 1.1-1.2</td>
</tr>
<tr>
<td>Free Elective</td>
<td>6</td>
<td>Bus. Adm. 2.1-2.2</td>
</tr>
<tr>
<td>Major Course</td>
<td>6</td>
<td>Eng. 2.1</td>
</tr>
<tr>
<td>Major Course</td>
<td>6</td>
<td>Eng. 2.2</td>
</tr>
<tr>
<td>Free Elective</td>
<td>6</td>
<td>Finance</td>
</tr>
<tr>
<td>Free Elective</td>
<td>6</td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>Major Course</td>
<td>6</td>
<td>Junior Year</td>
</tr>
<tr>
<td>Free Elective</td>
<td>6</td>
<td>Sem. Hrs.</td>
</tr>
<tr>
<td>Major Course</td>
<td>4 or 6</td>
<td>Senior Year</td>
</tr>
</tbody>
</table>

Freshman and Sophomore courses not to be counted as majors in either Accounting, Management, or Marketing.
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

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 evaluation. Advanced problems with respect to corporations are covered in detail. Analyses of the Balance Sheet and Profit Statement are made. Prerequisite: Acct.1.2
DAYTIME COURSES

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. 2.2

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. 1.2

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. 1.2
Accounting 4.7 — Municipal and Governmental Accounting
1 term — 3 semester hours
A presentation of the elementary principles of government 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. 2.2

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 function 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
DAYTIME COURSES

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 con­
tribution of experimental embryology toward the explanation of develop­
mental 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 demonstra­
tions.  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.  Prere­
quisite: Biology 3.2.  Given in alternate years with Biology 3.1

Biology 3.5 — History of Biology  1 term — 3 semester hours
The course will deal with the origin and development of the phi­
osophical and scientific thought that have given rise to the various fields
of biology. The emphasis is placed upon the biologists that have ad­
vanced 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 1 term — 2 semester hours
The course will cover the theory and applied essentials of micro-technique. 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 Biology 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 Biology 4.1.

Biology 4.4 — Introduction to Marine Biology 1 term — 4 semester hours
A comprehensive survey of ocean life. Consideration of the marine environment and its inhabitants from the ecological and systematic points of view, with attention to the economic importance of marine products. Prerequisite: Biology 1.2

Biology 4.5 — General Bacteriology 1 term — 4 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 are covered in the laboratory. The course introduces some microbiology of foods.
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.

Biology 4.7 — Introduction to Radiobiology
1 term — 3 semester hours

The preparation, properties, structure and uses of isotopes as they apply to biology. The course will cover the theory and applied essentials for detecting the interaction of isotopes and biological systems. 

Prerequisite: Biology 1.1-1.2 and Chemistry 1.1-1.2

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.

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

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

Business Administration 3.1 — Finance
1 term — 3 semester hours

A study of the functions of business finance. Representative topics include: forms of business organization; acquiring and administering funds of business firms; types of instruments of corporate finance; stock exchanges, investment bankers and their regulation; problems of expansion, reorganization and liquidation of business enterprises.

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

I 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 3.7 — Real Estate

I term — 3 semester hours

An examination of principles and practices of land economics involved in ownership, property management and transfer of real estate together with appropriate legal processes and instruments peculiar to real estate business. Also, methods of appraisal of property will be studied.

Business Administration 4.4 — Legal Aspects of Business

I 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 to 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 General 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 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 six 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 3.2-3.3 — Analytical Chemistry (Quantitative Analysis) 2 terms — 8 semester hours
A continuation of Chemistry 3.1. The quantitative determination 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. Prerequisite: Chemistry 2.2 and 3.2; Mathematics 2.3 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 chemistry 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

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

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

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

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

Economics 3.1-3.2 — History of Economic Thought

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

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 3.5 — Foreign Economic Policy

1 term — 3 semester hours

The development of United States foreign economic policy, with emphasis upon the period since 1920, will be studied. Included as an important element in recent U.S. policy will be the role of the United States in the growth of international economic institutions such as the International Monetary Fund and the General Agreements on Tariffs and Trade.

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 4.3 — 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.
The major requirement in the Department of Education recommended for elementary school teacher preparation is satisfied on the completion of thirty semester hours of course work in the department. The following courses must be included: History and Philosophy of Education, Psychology of Education, Methods of Teaching, Curriculum Development, and Observation of Teaching and Student Teaching.

The minor requirement in the Department of Education recommended for secondary school teacher preparation is satisfied on the completion of eighteen semester hours of course work in the department. The following courses must be included: History and Philosophy of Education, Psychology of Education, Curriculum and Methods, and Observation of Teaching and Student Teaching.

A student must be careful to develop adequate course background in one or more teaching fields. Students minoring in Education may major in these fields: English, History, Social Studies, Foreign Languages, Science.

Changes of any sort in student programming must be approved in writing by a member of the Department. Failure to comply with this regulation may result in a loss of credit toward graduation.

The Department wishes to emphasize that it reserves the right to require the withdrawal of a student from teacher education if in its estimation the probability of his success in teaching is doubtful. While the academic average of a student is not the sole factor in the determination of such success (others are interest, effort, personality, and proficiency in skill subjects), it is especially important that a student do his utmost to maintain a high academic average.

Special Regulations Concerning Student Teaching:
1. Student Teaching may be taken only by collegiate seniors and graduate students. Undergraduates must be either majoring or minoring in Education to enroll in the course.
2. A student who wishes to elect student teaching must see his advisor concerning this matter by the middle of the previous semester (by the end of November during the Fall semester; by the end of April during the Spring Semester; or, by the end of July if student attends summer session). Student Teaching cannot be elected by transfer students before their second semester of residence.
3. Student teachers must be available for school assignments every day. No doubt this will mean each undergraduate in Education should plan to attend at least one summer session, if he has not already done so, in order to lighten his academic schedule for the semester in which he undertakes student teaching.
4. Student teaching involves a minimum of forty days of observation and teaching in the cooperating school.
Education 2.1-2.2 — History and Philosophy of Education

A course designed to introduce the prospective teacher to education in the United States. Acquaints the student with the origin and development of our educational system. The basic philosophical issues of education are viewed in historical perspective. Required of all students in Education.

Education 3.1 — Educational Psychology

A survey of the facts and principles of educational psychology. Child development, and nature and measurement of intelligence, the general nature of learning and the mental health of the school child will be considered. Required of all students majoring in elementary education.

Education 3.5 — Child Psychology

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. Required of all students majoring in elementary education. (Psychology 2.5 is an acceptable substitute for this course.)

Education 3.6 — Psychology of Adolescence

Gives a systematic knowledge of the facts and generalizations concerning the growth of children through adolescence. Discussion of the physiological, social, cultural and emotional changes associated with the adolescent years and with individual’s development in home, school and community. Discussion of special problems, such as delinquency and vocational selections, as well as a short introduction to scientific methods and elementary statistics emphasizing logical relevance will be included. Required of all students minoring in secondary education. (Psychology 2.6 is an acceptable substitute for this course.)

Education 3.7 — Theory and Practice of Athletics


Education 3.8 — Theory and Practice of Athletics

Education 4.11 — Elementary Methods: Language Arts
(emphasis on Reading) 1 term — 3 semester hours
Emphasis will be placed on the principles, procedures, and materials of reading instruction for the first six grades. The methods of teaching spelling, handwriting, oral and written composition will also be considered. Required of all students who major in elementary education.

Education 4.13 — Elementary Methods: Arithmetic and its Teaching
1 term — 3 semester hours
Emphasis will be placed on developing an understanding of the idea of number, our system of notation, number concepts, the operations of arithmetic, common fractions, decimal fractions, and percentage. The methods of teaching the above and their sequential development will be presented. Required of all students majoring in elementary education.

Education 4.14 — Elementary Methods: The Arts
1 term — 3 semester hours
This is a course in the teaching of music and the various art activities — crafts, drawing and painting — in the elementary grades. Special attention is given to recent practices, appropriate materials and their adaptations to the problems of teaching are discussed. Required of all students majoring in elementary education.

Education 4.16-4.17 — Curriculum and Methods (Liberal Arts Majors)
2 terms — 6 semester hours
This course is designed for undergraduate liberal arts majors who are planning to teach on the secondary level. Current curricular practices in the United States will be studied and their implications for methods considered. The relationship between curriculum and methods will be examined and students will be expected to devote special attention to curricula and methods in teaching fields of their choice. Careful attention will be given to trends in curriculum change, and therefore in teaching methods, and the relation of these changes to changing educational philosophy, recent developments in learning theory, and psychological testing.
A contribution to the strengthening of the liberal arts base of professional training for future teachers will be provided by broad faculty participation in the work of the course. The participation of members of the liberal arts faculty in resource and advisory capacities is designed to give each student a better view of his own academic specialization through directed analysis of trends within his own academic discipline, guidance in interpreting and preparing research studies, and supervised reading of scholarly literature in the field. Required of all liberal arts students minoring in Education.
Education 4.18-4.19 — Curriculum and Methods  
(Business Education Majors)  2 terms — 6 semester hours  
The organization of this course is similar to Education 4.16-4.17. Its design, however, is concerned with methodology and curriculum considerations in the field of Business Education. Required of all business students minoring in Education.

Education 4.20 — Observation and Student Teaching  
( Elementary)  1 term — 3-6 semester hours  
Observation and apprentice teaching in selected elementary schools. Conferences with the supervising teacher and cooperating school teacher. The course is to be taken in either semester of the senior year. Education 4.20 is required of all students majoring in elementary education. (See Special Regulations concerning Student Teaching, p. 00.)

Education 4.21 — Observation and Student Teaching  
(Secondary)  1 term — 3-6 semester hours  
Observation and apprentice teaching in selected secondary schools. Conferences with the supervising teacher and the cooperating school teacher. The course may be taken either semester of the senior year. (See Special Regulations concerning Student Teaching, p. 00.)

Education 4.22 — Observation and Student Teaching  
(Secondary — Business Education)  1 term — 3-6 semester hours  
Observation and apprentice teaching in selected secondary schools. Conferences with the supervising teacher and the cooperating school teacher. Offered only during the spring semester. (See Special Regulations concerning Student Teaching, p. 00.)

Education 4.24-4.25 — Curriculum and Methods (Elementary)  2 terms — 6 semester hours  
An overview of elementary education in the United States. Emphasizes the interrelationship of methods, materials, and the learner. Considers the rationale for teaching the subject matter of the elementary curriculum—language arts, social studies, science, arithmetic, arts and crafts, music and rhythms. Gives attention to the fundamentals of curriculum organization and construction. The characteristics of the educative experience and the organization of the learning situation are analyzed. Required of all students majoring in elementary education.

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. Projects of this sort will be authorized only in unusual circumstances upon the recommendation of the departmental chairman and with the approval of the Dean.
ENGLISH

A major in the Department of English is established by the successful completion of thirty semester hours of selected course work in English, including both History of English Literature and History of American Literature.

A minor in the Department of English is satisfied by the successful completion of eighteen semester hours of selected course work in English including History of English Literature.

A.B. and B.S. candidates in liberal arts are required to take History of English Literature. This requirement is normally fulfilled in the sophomore year.

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

Advanced Composition, Business English, and Vocabulary Building cannot be taken for graduate credit.

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

All students majoring or minoring in English should have their programs approved by an English Department advisor and thereafter keep in close touch with the Department in respect to their progress.

English 0.1 — Remedial 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 laid on the techniques of composition. Required of students at the discretion of the Department of English.

English 1.1-1.2 — Rhetoric and Composition
2 terms — 6 semester hours
The fundamental, indispensable course. A review of grammatical technique, including diagramming; a presentation of the basic principles of thought organization and outlining; and the disciplines of good narrative, descriptive, and expository writing. Frequent short themes and the study of model prose. Required of all Freshmen first and second semesters.

English 1.5-1.6 — Creative Writing
2 terms — 6 semester hours
A course open to qualified freshmen and upperclassmen who wish to improve their command of composition, and who wish to write for publication whether in prose or verse. Exceptional stress to be placed on independent work. Admission to this course requires the permission of the instructor.
English 2.1 — Advanced Composition  
1 term — 3 semester hours
A course designed to increase the student’s capacity to write with literary quality and distinction. An attempt through the study of literary techniques to teach the student to read and appreciate poetry, prose fiction, and drama. A variety of written assignments such as book reviews, essays, and critical evaluations. *Prerequisite: English 1.2*

English 2.2 — Business English  
1 term — 3 semester hours
A required course for students in Business Administration. Discipline in essential techniques of correct, dignified English, the types of correspondence and the psychology employed in business relations. *Prerequisite: English 1.2*

English 2.3 — Vocabulary Building  
1 term — 3 semester hours
A sketch of the history of the English language including the contributions from Celtic, Roman, Anglo-Saxon, Danish, Norman, and French cultures. Concentration upon prefixes and suffixes, word origins, word analysis, synonyms, antonyms, good usage, general vocabulary, and the vocabularies of various activities and professions. Suggestions for further study.

English 2.5-2.6 — 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 backgrounds and the literary memorials in which this vicinity abounds. Extensive reading assignments accompany class lectures.

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. The study of representative selections as an introduction to appreciation of literatures. Basic for all special courses in English literature.

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: *The Iliad, The Aeneid, The Inferno, the Bible, Don Quixote, Gargantua and Pantagruel.* Second semester: Molière's plays, *Candide, Faust, The Red and the Black, Madam Bovary, The Brothers Karamazov.* These lists to be varied at the discretion of the instructor.
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 the minor plays and selected criticism. Prerequisite: English 2.7.

English 3.7 — Chaucer 1 term — 3 semester hours
An introduction to fourteenth century England in respect of language, patterns of life, ideas, and ideals. The poetry of Chaucer studied as literary art and as a reflection of his time. Detailed examination of the House of Fame, Troilus and Criseyde, and Canterbury Tales. Prerequisite: English 2.7.

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.

English 4.1-4.2 — History of Drama 2 terms — 6 semester hours
A study of the Greek and Roman drama and theaters, detailed investigation of the medieval religious drama and the work of the Tudor and Elizbethan period, the Jacobean, Restoration, Eighteenth, Nineteenth, and Twentieth Century drama in England. 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 Elizabethen Period and the birth of the novel in the Eighteenth Century to the beginning of the Twentieth Century. 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 together with interpretive lectures. Prerequisite: English 2.7-2.8.
DAYTIME COURSES

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, and Meredith. The study of representative poems in detail and extensive readings. **Prerequisite:** English 2.7-2.8.

English 4.7-4.8 — Modern Poetry  
2 terms — 6 semester hours  
A survey of modern poetry from the close of the nineteenth century to the present. First semester: the period of transition when old patterns broke down under the impact of new ideas. A study of such poets as Hopkins, Houseman, Hardy, Robinson, Masters, Lindsay, and the Imagists. Second semester: a study of such contemporary poets as Eliot, Cummings, Stevens, Moore, Auden, Lowell, and Thomas. **Prerequisites:** English 2.7-2.8.

English 4.9 — Modern Drama  
1 term — 3 semester hours  
A study of drama from Ibsen to Arthur Miller designed to familiarize the student not only with the plays but with modern trends in stage production.

English 4.10 — Modern Fiction  
1 term — 3 semester hours  
An examination of the ideas and techniques of twentieth century fiction. Novelists to be studied: Joyce, Lawrence, Woolf, Hemingway, Faulkner, and others.

English 5 — Studies in English  
If in the judgement of the department a highly exceptional student merits special consideration in areas of research, he will be given an opportunity to develop his talents.

French

Major requirements in the Department of French are satisfied by the completion of 24 semester hours of course work in the department which must include the General Survey of French Literature and Advanced Composition and Conversation.

Minor requirements in the department are satisfied by the completion of 18 semester hours of course work in the department, including the General Survey of French Literature.

The course in Elementary French may not be counted toward a major or minor in French.

Majors in French, especially those who plan to teach, are urged to complete at least twelve semester hours in another foreign language. Majors and minors in French are urged to enroll in courses in English literature, History, Philosophy or Psychology.
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 Mollière, 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.

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.

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 2.3-2.4 — Contemporary Foreign Policy of U. S.

2 terms — 6 semester hours

Part I — 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.

Part II — A 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. 1.1

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:

Theory and Institutions

1 term — 3 semester hours

The science and standards of public administration; formal organization of administrative units; types of organizations; problems of reorganization, decentralization, and integration; responsibilities in administration and the role of the individual; informal organization and group behavior.
Government 3.21 — Public Administration: Problems and Application  
1 term — 3 semester hours  
The environment of administration; relationships with legislature, with special interests, and with public; inter-level relationships, federal, state and local; formulation and co-ordination of program and policy and adaptation of organization to formulated aims.

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

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 Government  
1 term — 3 semester hours  
The development, structure and functions of state governments; The details of Massachusetts government will be fully considered and compared with other state governments of the United States and their inter-state relations.

Government 3.61 — Local Government  
1 term — 3 semester hours  
The development, structure and functions of county, municipal, town and other local political subdivisions entities. Relation between state and local political subdivisions will be considered as will also the various systems of regulation including mayor-council, council-manager and commission forms.

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 agreement; 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 regula-
tion. 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; exception: business administration students.

Government 4.3-4.4 — Government and Labor
2 terms — 6 semester hours
First semester: Background of the labor-management conflict; theo-
ries of wages, the labor market and employee benefits; free enterprise
and the growth of unionism; role of the federal and state governments.
Second semester: Collective bargaining and the union contract;
grievance procedure; arbitration and mediation; background and trends
in government regulation and in labor-management relations.

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 Depart-
ment, in addition to History 1.1-1.2.
Whenever 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.
DAYTIME COURSES

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 2.1-2.2 — The Ancient World
2 terms — 6 semester hours
A survey of Mediterranean civilization from earliest times to the fall of the Roman Empire. The political, social and cultural development of Egypt, the Near East, Greece, the Hellenistic World, the Roman Republic and the Roman Empire. Students will read selections from the ancient authors.

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. The causes of the Revolution are examined in detail.
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 the world affairs today.

History 2.9-2.10 — History of the Western 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 — Intellectual and Cultural History of Modern Europe 2 terms — 6 semester hours
A study of European thought and culture from the seventeenth century to the present in relation to the political, social, and economic background of the period. Readings in literature, philosophy, and social theory.

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; Angelican 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 3.91-3.92 — The Far East and South East Asia

2 terms — 6 semester hours

A general introduction to the history of Eastern Asia. Particular emphasis is placed on the diplomatic, political, social, and economic developments within the past two centuries. History 3.91 will deal with the Sino-Japanese regions, while History 3.92 will deal with India and Southeast Asia.

History 3.10-3.11 — The Middle East

2 terms — 6 semester hours

A survey of the peoples and lands from the North African coast to Afghanistan, with especial emphasis on the development of nationalistic movements during the nineteenth and twentieth centuries. History 3.10 will include a survey of the Middle Eastern backgrounds, the ancient periods, Christianity, Islam, Byzantine and Ottoman contributions, and a case study of the transfer of nationalism to the Middle East from the Balkan Christian revolutionary movement by the Armenian Revolution. History 3.11 will include the Arab independence movement, the Arab states, Iran, Palestine and Israel, and Colonialism, Imperialism, and the Diplomatic Struggle over the Middle East.

History 4.3-4.4 — Russia

2 terms — 6 semester hours

A survey of the history of Russia from the earliest times to the present. Internal developments and economic, political, and social problems leading to the Revolutions of 1917 are emphasized. The second semester includes a detailed study of the soviet regime in practice.

History 4.5-4.6 — Eastern Europe

2 terms — 6 semester hours

A rapid survey of the history of the Byzantine Empire and the Ottoman Empire in the Balkans, the rise of the Slavic states in Eastern Europe, the growth of modern nationalism, and the "imperialist" struggle between Prussia, Austria, and Russia for control of the area. The course will conclude with a study of Russian "satellite" rule in the area.
History 4.7-4.8 — American Social and Cultural History

A study of the development of American society and culture from the settlement of the colonies until the twentieth century. Stress is placed on the life of the people during the various eras, and the growth of American intellectual thought in all areas of activity.

History 4.9 — The United States in the Twentieth Century

An intensive course covering the emergence of the United States as a world power, the economic and social reforms of the period before World War I, our involvement in that war, and its many consequences to us. The prosperity of the nineteen-twenties and the depression of the thirties are considered in detail, as are the New Deal and our part in World War II. The course ends with a rapid summary of the major developments since 1945.

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

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 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. *English 1.2 is a prerequisite for Journalism 2.1.*

Journalism 2.2 — News Writing  
1 term — 3 semester hours  
A study of news, news values and news sources, the lead, style and structure of news stories. Practice in writing and rewriting leads for newspapers and in processing local and leased-wire copy for the radio.

Journalism 3.1 — Reporting I  
1 term — 3 semester hours  
Continuation of the preceding course, with further practice in gathering and writing various types of news stories.

Journalism 3.4 — The Weekly and Small Daily  
1 term — 3 semester hours  
A study of the problems and practices in editorial, advertising, circulation and commercial printing departments of a community newspaper.

Journalism 3.5 — Copy Editing  
1 term — 3 semester hours  
A study of the fundamentals of copy editing, newspaper typography and make-up, with training in the principles and practice of all three.

Journalism 3.6 — News Analysis  
1 term — 3 semester hours  
A course designed to teach the student to read the newspaper intelligently, to analyze current news affairs, to anticipate news, to develop news and to follow the arteries of news as it affects society.

Journalism 4.1 — Feature and Special Articles  
1 term — 3 semester hours  
Writing and submitting for publication articles for newspapers, magazines and syndicates.

Journalism 4.3 — Reporting II  
1 term — 3 semester hours  
Experience in the more difficult reporting and writing assignments, with emphasis on the composite and running or fast-breaking story; also discussions of and practice in writing investigatory stories against which there is active competition requiring private investigation and verification.

Journalism 4.4 — Publicity  
1 term — 3 semester hours  
A study of current methods of dissemination of public information as practiced by business, industrial, educational and social organizations.
Journalism 4.6 — Business Journalism

I term — 3 semester hours

A study of employee papers and magazines, house organs and trade and technical publications.

MANAGEMENT

Management 2.1 — Principles of Management

I term — 3 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 3.1 — Personnel Administration

I 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 2.1

Management 3.2 — Sales Management

I 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. Prerequisite: Management 2.1 and Marketing 2.1

Management 4.1 — Industrial Management

I 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 2.1

Management 4.2 — Transportation

I 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 2.1
Management 4.3 — Motion and Time Study

The course is designed to present in a scientific manner motion and time study as a basic tool in industrial management. Included in the subjects considered are the following: The scope of motion and time 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 2.1

Management 4.4 — Organization and Operation of Small Business

A study of business opportunities in small business, organizing, financing, and operating your own business.

**MARKETING**

Marketing 2.1 — Marketing

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 3.1 — Principles of Salesmanship

Methods of successful selling based on fundamentals applied to the various fields of salesmanship. **Prerequisite:** Marketing 2.1

Marketing 3.2 — Principles of Advertising

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 2.1

Marketing 3.5 — Wholesaling

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 2.1

Marketing 3.6 — Retailing

The fundamental principles underlying the successful operation of retail stores. Topics covered: recent developments and current trends in retailing; general merchandising policies; merchandising departmentalization and classification; sources of merchandise; buying policies and procedure; determination of retail price and price line. **Prerequisite:** Marketing 2.1
Marketing 4.1 — Retail Store Organization and Management

The organization and management of small as well as department, chain, and mail order stores with special emphasis upon speciality and individual unit stores. Store location and layout, personnel training and management, store operation, customer services, store system, and maintenance are considered. **Prerequisite: Marketing 2.1**

Marketing 4.3 — Credits and Collections

Principles and practices observed in wholesale and retail credit granting. Organization and operation of the credit department. **Prerequisite: Marketing 2.1**

Marketing 4.4 — Sales and Market Research

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 2.1**

Mathematics

The requirements for a major in the Department of Mathematics may be met by successfully completing thirty semester hours of course work in the department. The requirements for a minor in the department are satisfied on the completion of eighteen semester hours of course work in the department. Both major and minor should include Mathematics 1.1 or 1.3, Mathematics 1.4, Analytic Geometry and Calculus I and II, and Integral Calculus.

Mathematics 1.1 — Fundamentals of Algebra

The course is designed to review certain topics normally included in intermediate high-school algebra, including the techniques of algebra through quadratic equations and systems of simultaneous equations.

Mathematics 1.2 — Fundamentals of General Mathematics

This course is intended to give a brief survey of the advances in modern mathematics to students who will terminate their work in mathematics after one college year. It will not meet the requirements for majors in the physical sciences or in mathematics, and is not open to students who have passed Mathematics 1.3 with a grade of B or better. Topics covered will include the logical foundations of mathematics, and an introduction to the theory of algebra, modern geometry, and analysis. **Prerequisites: Mathematics 1.1 or 1.3, or the equivalent.**
Mathematics 1.3 — College Algebra  1 term — 3 semester hours
Open to qualified students at the discretion of the department. Topics covered will include linear, quadratic, and systems of equations, logic and an introduction to modern algebraic theory. No specific prerequisites except an adequate background in high-school algebra.

Mathematics 1.4 — Introduction to Advanced Mathematics  1 term — 3 semester hours
This course is a continuation of Mathematics 1.3, and is required of all students wishing to take Mathematics 2.1 or Physics 1.1. Topics covered will include an introduction to the study of mathematical functions and an intensive study of the trigonometric and exponential functions. Prerequisites: Mathematics 1.1 or 1.3, or the equivalent.

Mathematics 2.1 — Analytic Geometry and Calculus I  1 term — 3 semester hours
Topics covered will include the analysis of lines and circles and the differentiation of algebraic functions. Prerequisites: Mathematics 1.4.

Mathematics 2.2 — Analytic Geometry and Calculus II  1 term — 3 semester hours
This course is a continuation of Mathematics 2.1, and will include the analysis of conic sections, differentiation of transcendental functions, and an introduction to integral calculus. Prerequisite: Mathematics 2.1.

Mathematics 2.3 — Integral Calculus I  1 term — 3 semester hours
Topics covered will include formal techniques of integration and the application of integrals to problems of geometry and physics. Prerequisite: Mathematics 2.1 and 2.2.

Mathematics 2.4 — Integral Calculus II  1 term — 3 semester hours
This course is a continuation of Mathematics 2.3, and will include partial differentiation, multiple integration, and differential equations. Prerequisite: Mathematics 2.3.

Mathematics 4.1 — Modern Theoretical Algebra I  1 term — 3 semester hours
Topics covered will include the axiomatic treatment of number systems and the construction of the integers, rationals, and real numbers. Prerequisite: Mathematics 2.2.

Mathematics 4.2 — Modern Theoretical Algebra II  1 term — 3 semester hours
Topics covered will include Groups, Rings, and Fields. Prerequisite: Mathematics 4.1.
Mathematics 4.3 — Introduction to Non-Euclidean Geometries
1 term — 3 semester hours
Topics covered will include projective geometry and discussion of other non-Euclidean systems. Prerequisite: Mathematics 2.2

Mathematics 4.4 — Advanced Calculus
1 term — 3 semester hours
An advanced treatment of theorems in calculus. Prerequisite: Mathematics 2.2

Mathematics 5 — Studies in Mathematics
Members of the Department will hold conference hours with students and will direct their reading and study in areas of mathematics which may be of interest to them.

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.
The following courses, described under the offerings of other departments, may be credited toward the major in Philosophy:

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

Education 6.8 — Philosophy of Education
1 term — 3 semester hours

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. A course in logic not only teaches the student to think correctly and to avoid errors in his own thinking, but it also trains him to detect fallacies in the reasoning of others.

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. Ethical schools of thought such as the following are treated; Socratic, Aristotelian, Epicurean, Hedonism of Aristippus, Scholasticism, Subjectivism of Hume, Utilitarianism of Bentham and Mill, Kantian, Evolutionary Naturalism of Spencer, Intuitionism of Martineau, Logical Positivism of Ayer, Idealism and Personalism. This course is open to beginners in philosophy.
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. This course includes such philosophers as: Socrates, Plato, Aristotle, Epicurus, Augustine, and Aquinas. History of Philosophy is the best of the introductory courses in philosophy and is designed to equip the student with a well-grounded understanding and appreciation of philosophy.

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. The following philosophers are treated: Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, Kant, Hegel, Schopenhauer.

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. Problems of philosophy may be selected as a first course in philosophy.

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, together with moral, aesthetic, and religious values.

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, rhythmics, and skill in dual and team sport.

**PHYSICS**

Physics 1.1-1.2 — General Physics  
2 terms — 8 semester hours  
An introduction to the fundamental principles of physics. Basic concepts of mechanics, heat, sound, light, electricity, and magnetism. Lectures and laboratory. *Prerequisite: Math. 1.3-1.4 or Instructor’s permission.*
Physics 2.1 — Electricity and Magnetism

1 term — 4 semester hours

Fundamental laws of electricity and magnetism. Electrostatics, direct and alternating currents, electro-magnetic fields, radiation. Lectures and laboratory. Prerequisites: Physics 1.2 and Math 1.3 or Instructor’s permission.

Physics 3.1 — Electronics

1 term — 4 semester hours

Basic laws of circuits. Fundamental principles of alternating currents, impedance, network analysis, electronic devices such as thermionic tubes and transistors, reception and transmission of radiation. Prerequisites: Physics 2.2 or Instructor’s permission.

Physics 3.2 — Modern Physics

1 term — 3 semester hours

Introduction to atomic structure, and the basic principles of wave mechanics and quantum theory. Introduction to basic aspects of Nuclear physics. Prerequisite: Physics 2.2 or Instructor’s permission.

Physics 4.1 — Semiconductors

1 term — 4-5 semester hours

Introduction to basic principles of semiconductor devices.

Physics 4.2 — Advanced semi-conductor Devices

1 term — 4-5 semester hours

Fundamental principles of semiconductors: electronic structure of solids, energy band theory, design and analysis of electronic circuits using semiconductor devices, preparation and metallurgy of semiconductors, surface effects. Lecture and laboratory.

Physics 5 — Special Studies in Physics

Directed study on topics of current interest in physics. Conferences with staff members. Prerequisites: Physics 3.2 and Instructor’s permission.

Psychology

The requirements for a major in the Department of Psychology are satisfied on the completion of 30 semester hours of course work in Psychology. The course work must include: Orientation to Psychology, Social Psychology, Psychological Statistics, Psychological Tests and Measurements, Abnormal Psychology, History of Psychology, Systematic Psychology, and Experimental Psychology. It is recommended for Psychology majors planning to do graduate work that courses be taken in College Algebra, Sociology, Anthropology, and Biology (particularly Physiology).

The requirement for a minor in the Department of Psychology is satisfied on completion of 18 semester hours of course work which must include Orientation to Psychology.
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 1.1 is a prerequisite for Psychology 1.2.

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 modifications of behavior motivation, adjustment mechanisms, 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. Prerequisite: Psychology 1.2

Psychology 2.3 — Social Psychology

1 term — 3 semester hours

Concerns itself with the systematic principles of social behavior in animals and man with special emphasis upon learning. Considers the topics of: Socialization Processes, Personality Development, Self, Group Dynamics, and Contemporary Systematic Viewpoints and Research Methods. Prerequisite: Psychology 1.2

Psychology 2.4 — Abnormal Psychology

1 term — 3 semester hours

The dynamics of abnormal behavior are studied, particularly as exemplified in the neuroses and in the organic and 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. Prerequisite: Psychology 2.1, or permission of instructor.

Psychology 2.5 — Child Psychology

1 term — 3 semester hours

An introductory course demonstrating the continuity of the principles of General Psychology to that of Child Psychology. Course covers the topics of Physical and Behavioral Maturation; Learning and Personality; Intellectual, Social and Emotional Development. Surveys systematic viewpoints including Freudians, Piaget and S-R Psychologists and discusses problematic areas in child development. Prerequisite: Psychology 1.2.
Psychology 2.6 — Psychology of Adolescence  
1 term — 3 semester hours  
Continuation of Child Psychology with more emphasis upon applied problems during the Adolescent years. Includes topics concerning Puberty and associated problems, Family vs. Peer Group Memberships, and Vocational and Academic Planning. Prerequisite: Psychology 2.5 or 1.2

Psychology 3.1 — Psychological Statistics  
1 term — 3 semester hours  
An introductory course in Statistics with emphasis upon understanding its application to Psychology — both in psychological experimentation and psychological testing. Prepares the student adequately for advanced courses in Parametric and Non-Parametric techniques. Prerequisite: Psychology 1.2

Psychology 3.2 — Psychological Tests and Measurements  
1 term — 3 semester hours  
Develops skill in administering and interpreting individual tests. Covers briefly quantitative concepts in measurement; the theories of intelligence, aptitude, 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 3.4 — Psychology of Learning  
1 term — 3 semester hours  
Considers the principles of learning in the behaviors of animal and man. Discusses the difficulties of definition and methodology. Studies the variables affecting learned behavior and investigates the contemporary theoretical viewpoints related to the empirical evidence. Prerequisite: Psychology 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 ratings, 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 prerequisite: Psychology 1.1
Psychology 4.1-4.2 — Experimental Psychology  
2 terms — 6 semester hours

Treats the scientific method and its use to investigations in Psychology. Considers the topics of: Logic, Statistics, Scientific Method, Research Design, and Psychophysical Methods. Also includes the experimental basis for the scientific generalizations in Psychology, especially in learning, motivation, human sensory systems, and conflict. Laboratory sessions are required. **Prerequisite:** Psychology 3.1

Psychology 4.3 — History of Psychology  
1 term — 3 semester hours

Reviews the history of ideas concerning psychology with special emphasis upon interrelating past conceptions with contemporary positions using the scientific method. An especially valuable course for those interested in understanding the present status of psychology as a science. **Prerequisite:** 12 semester hours of Psychology

Psychology 4.4 — Systematic Psychology  
1 term — 3 semester hours

A continuation of History of Psychology. Discusses the overall theoretical positions of the various schools of psychology in the past with the objective of sophisticating the student in the basic issues and controversies. Topics to be included are: Structuralism, Functionalism, Phenomenology, Behaviorism, Neo-Behaviorism, Gestalt Psychology, Freudian and Neo-Freudian Psychologies. **Prerequisite:** Psychology 4.3

Psychology 4.8 — Comparative and Physiological Psychology  
1 term — 3 semester hours

Investigates the experimental method and results in General Psychology as generated in animal research, where humans are inapplicable. Treats nerve and brain function, instincts, emotion, drives, and sensory systems. Theories relevant to the organic basis of behavior, including those of Kohler, Lashley, Selye, and others will be included. Laboratory demonstrations. **Prerequisite:** 18 semester hours of Psychology.

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.
Science

Science 1.1 — Introduction to Science  
1 term — 4 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. Demonstrations and laboratory techniques supplement the course.

Science 1.2 — Introduction to Science  
1 term — 4 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. Demonstrations and laboratory techniques supplement the course.

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. May not be credited toward any major or minor.

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 hours of course work in the department. Sociology 1.1-1.2 is a required course for all students who choose to major or minor in Sociology. It is a prerequisite to all other courses in Sociology, unless waived by written consent of the Department Chairman.

All prospective majors should consult departmental advisors before planning their course work for the junior and senior years. Sociology 1.1-1.2 cannot be counted toward a major or minor in Sociology. Majors and minors in Sociology are urged to select courses in at least three of the following fields: History, Government, Economics, Psychology, and Philosophy.
Sociology 1.1-1.2 — Introductory Sociology

2 terms — 6 semester hours


Sociology 2.1 — Community Organization

1 term — 3 semester hours


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 1.1-1.2

Sociology 2.3 — Introduction to Cultural Anthropology

1 term — 3 semester hours

The evaluation and development of man and his culture: Basic concepts, historic and modern culture complexes compared; transmission and function of culture; contemporary pre-literate peoples; relationship of anthropology to the other social sciences. Prerequisite: Sociology 1.1-1.2

Sociology 2.4 — Race and Nationality

1 term — 3 semester hours

The meaning of race; ethnic group characteristics — biological and environmental theories. The meaning of nationality; early types of immigrants in America; the cultural backgrounds of earlier Americans. American minority groups and problems. Prerequisites Sociology 1.1-1.2

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 — Crime and Delinquency

A study of the explanations for crime and delinquency; history of punishment; other methods of control; development of penal and correctional methods including probation, parole, release procedures; the juvenile court. Proposals for youth courts and youth correction authorities. Emphasis on crime as a system of behavior. A series of field trips to various penal and correctional institutions will be conducted during this course.

Sociology 3.3 — Research Methods in Sociology

A discussion of the nature and use of tools commonly used in sociological research; surveys, case histories, the interview, questionnaires. Contact with actual research problems will demonstrate the use of these tools in practice. Limited to Sociology majors and minors.

Sociology 3.4 — Social Theory

An analytical and theoretical approach to sociological material, with emphasis on the development of sociological ideas and empirical research. Advanced readings will be used and emphasis will be placed on social structure and change. Limited to Sociology majors and minors.

Sociology 4.1 — Social Problems

The dynamic nature of modern western society. The interrelationship of individual and social disorganization. Individual problems, such as juvenile delinquency, prostitution, feeblemindedness, 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 4.2 — Social Problems

Problems of family and community life will be considered in their institutional and ecological setting. Problems involving culture 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 considered. Prerequisites: 6 semester hours of Sociology and at least Junior standing.

Sociology 4.3 — Social Institutions

Institutional theory: the history and development of major social institutions. Social control and social institutions. The base of institutions in primitive experience; family and kinship systems as points of departure for institutional differentiation.
Sociology 4.4 — Field Work
Actual work in institutions arranged for a limited number of students wishing to specialize in applied sociology. Supervised by the department. Limited to Juniors and Seniors. Credits to be arranged.

Sociology 4.5 — Culture and Personality
1 term — 3 semester hours
A study of the social and cultural aspects of personality structure and development with special emphasis on empirical studies and cross-cultural comparisons.

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. \textit{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 \textit{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. \textit{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. \textit{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. \textit{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.

\textbf{Speech}

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. Recommended for students majoring in Education.

Speech 1.5 — Speech Personality

1 term — 3 semester hours

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 basis of human motivation; basic principles involved in influencing the belief and action of audiences. Analysis and class demonstrations of methods of audience adaptation, establishing and holding attention and interest, motivation, suggestions, public opinion, and propaganda.
DAYTIME COURSES

Speech 4.3 — Principles of Speech Correction

1 term — 3 semester hours


Speech 4.6 — Group Discussion

1 term — 3 semester hours

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 AND SATURDAY COURSES OF STUDY

Philosophy

The Evening Division of Suffolk University is an administrative unit charged with responsibility for undergraduate and graduate courses which meet at 4:00 P.M. or later, or on Saturday. Historically, the Evening Division has provided an opportunity for qualified men and women to obtain a college education while working days to support themselves and their families. This role is in keeping with the philosophy that, in a democracy, each person should have the right to develop his intellect and personality to the fullest extent consistent with his ability to benefit from such education, i.e., his ability to maintain acceptable academic standards. This right should not be denied or abridged because of social or economic status. While it is important for the individual to have an opportunity to achieve his personal goals, it is likewise important for society to have an adequate supply of intelligent citizens. In this respect, the University serves civic and social functions by training students to be more effective members of a democratic society. Inasmuch as our society is also a complex technological one, the University serves the function of training students to participate more effectively in the economic life of the nation.

In addition to furthering the ideal of “equal opportunity,” the evening program helps to provide a reservoir of college trained men which is necessary for an efficient and productive economy. The urgency and magnitude of our political and social problems is such that they merit the utilization of our entire intellectual resources. This means that it is necessary to educate adults as well as young people. Moreover, if education is viewed as a life-long process, it should not necessarily end with the acquisition of a high school diploma.

Inasmuch as day and evening programs lead to the same degrees (with the exception of the evening General Studies program), academic standards are the same and students may transfer from evening to day classes, and vice versa. Day and evening students are considered as a single student body with respect to both standards and status.

Admission

Evening students in degree programs are expected to meet the same admissions standards as day students. See p. 17. In addition to degree candidates, a number of mature adults who wish to improve their cultural attainments and professional skills may attend appropriate courses as special students.
LENGTH OF EVENING PROGRAMS

Evening students will normally require from five to eight years of study to complete degree requirements, depending on the number of courses carried each semester, and on attendance during summer sessions. A student in the Evening Division can earn a bachelor’s degree in a minimum of five years by carrying approximately 12 semester hours of credit each semester, or by carrying 9 semester hours each semester and six semester hours during five evening summer sessions.

Degrees and Requirements

LIBERAL ARTS AND SCIENCES

The degrees of Bachelor of Arts and Bachelor of Science are offered in the College of Liberal Arts. Major, minor, and Pre-Professional Program requirements for these degrees may be completed evenings as indicated below.

MAJOR FIELDS OF STUDY

<table>
<thead>
<tr>
<th>Biology-Chemistry</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government</td>
<td>Sociology</td>
</tr>
</tbody>
</table>

Although it is not possible at present to meet requirements for majors in other areas strictly through a program of evening study, many students find they can complete their basic and minor requirements evenings and complete advanced courses in a specialized major days during their junior and senior years, or on noon lunch hours. Some companies grant employees released time for this purpose.

MINOR FIELDS OF STUDY

<table>
<thead>
<tr>
<th>Biology</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Economics</td>
<td>Philosophy</td>
</tr>
<tr>
<td>Education</td>
<td>Psychology</td>
</tr>
<tr>
<td>English</td>
<td>Sociology</td>
</tr>
<tr>
<td>Government</td>
<td>Speech</td>
</tr>
</tbody>
</table>

Pre-Professional Programs

<table>
<thead>
<tr>
<th>Pre-Dental</th>
<th>Pre-Medical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Legal</td>
<td>Pre-Optometry</td>
</tr>
</tbody>
</table>

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 prior to the beginning of his junior year, so that he will have sufficient time to meet all 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 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 on one foreign language.

2. Complete 6 semester hours of a foreign language course numbered 2.1 or higher, after having been enrolled at that 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 six semester hours of History of English Literature — usually taken during the Sophomore year.
SUMMARY OF A. B. OR B. S. DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th></th>
<th>A.B.</th>
<th>B.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Freshman Courses</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>Science</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>English 2.7-2.8</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Major Courses (Minimum)</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Minor Courses (Minimum)</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>*Foreign Language</td>
<td>12</td>
<td>—</td>
</tr>
<tr>
<td>Mathematics</td>
<td>—</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
<td>22</td>
<td>28</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>120</td>
<td>120</td>
</tr>
</tbody>
</table>

*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.

Freshmen candidates for the degree of A.B. or B.S. are normally expected to take English Composition and from one to three additional courses selected from Humanities, History of Western Europe, Social Studies, and Science. Candidates for the A.B. must take two years of a foreign language. Candidates for the B.S. degree must take Mathematics.

The B.S. degree with a combined science major will be granted to students who earn 30 semester hours of credit in two sciences and meet requirements listed on pages 49-50. The B.S. degree with a Biology-Chemistry major may be earned by students who complete the requirements listed on pages 49-50, including the following science courses:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 1.1-1.2</td>
<td>8</td>
<td>Chemistry 1.1-1.2</td>
<td>8</td>
</tr>
<tr>
<td>Biology 2.1</td>
<td>4</td>
<td>Chemistry 2.1</td>
<td>4</td>
</tr>
<tr>
<td>*Biology</td>
<td>4</td>
<td>Physics 1.1-1.2</td>
<td>8</td>
</tr>
<tr>
<td>*Biology or Chemistry</td>
<td>4</td>
<td>Mathematics 1.3-1.4</td>
<td>6</td>
</tr>
</tbody>
</table>

*Courses may be selected from Biology 3.2, Chemistry 3.1, or from other advanced courses which are scheduled as need arises.

The B.S. degree with a major in Biology or Chemistry will be granted to students who through a combination of day and evening courses, or by virtue of advanced standing earned at other institutions, can meet Day Division requirements listed on pages 49-50.

A Minor may be earned by completing 18 semester hours of work in a single science.
BACHELOR OF SCIENCE IN GENERAL STUDIES

The Bachelor of Science in General Studies degree is a special liberal arts program designed to make available to evening students a wider range of major subjects than is presently possible in the evening A.B. and B.S. degree programs. It combines a common core of learning in the liberal arts with specialization in two or more related areas. In the event that a student transfers to the Day Division, he can readily convert part of his combined major to a day major and the other part to a day minor, thereby meeting requirements for the A.B. or B.S. degree. The Bachelor of Science in General Studies degree is intended to meet the needs of students who seek a broad cultural background rather than preparation for admission to graduate school.

Students who wish to prepare for the teaching profession may take enough education courses in place of free electives to enable them to meet state certification requirements, with the exception of Student Teaching, which is available only in the Day Division.

SUMMARY OF B. S. IN GENERAL STUDIES DEGREE REQUIREMENTS

I. GENERAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric and Composition 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>History of Western Europe 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Humanities 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Science 1.1-1.2</td>
<td>8</td>
</tr>
<tr>
<td>(Students who plan to major in biological or physical science must take Biology 1.1-1.2, Chemistry 1.1-1.2, or Physics 1.1-1.2 instead of Science 1.1-1.2)</td>
<td></td>
</tr>
<tr>
<td>Social Studies 1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Foreign language or Mathematics 1.3-1.4</td>
<td>12 or 6</td>
</tr>
<tr>
<td>History of English Literature</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
<td>28 or 34</td>
</tr>
<tr>
<td>Major</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>120 semester hours</td>
</tr>
</tbody>
</table>

II. MAJOR REQUIREMENTS

A major consists of 42 semester hours of work in the related areas listed below

Humanities Major: English literature courses, Humanities, and Philosophy. Foreign language literature courses (third year or beyond) are optional.

Social Studies Majors

A. History — Economics  
B. History — Government
C. Government — Economics
D. Psychology — Sociology
Science Majors

The majors in Biological Science and in Physical Science combine broad theoretical understanding with practical laboratory experience. In order to provide an understanding of the inter-relationships among the several sciences, Biological Science majors are required to take Physics 1.1-1.2, and Physical Science majors are required to take Biology 1.1-1.2. This requirement is in addition to the 42 semester hour major requirement. Science majors are required to include among their major courses a Directed Study Research Project.

A. Biological Science: Courses in Biology and Chemistry.
B. Physical Science: Courses in Chemistry, Physics, and Mathematics.

III. Electives

Each student will elect additional courses from among the various offerings of the University in order to enable him to explore areas of individual interest and to complete 120 semester hours.

Pre-Legal Education

Students who have had 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, a year course in elementary accounting would prove to be helpful to a prospective lawyer. The Suffolk University School of Law requires a course in Accounting of all law students who have not successfully completed an Elementary Accounting course in college. The liberal arts course, outlined on pages 103-105, offers the pre-legal student the most flexible plan through which he may attain skill and understanding of the fields recommended for admission to Law School.

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 completed. 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.
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct. E1.1-1.2</td>
<td>8</td>
</tr>
<tr>
<td>Bus. Adm. E2.1-2.2</td>
<td>6</td>
</tr>
<tr>
<td>Bus. Adm. E3.1</td>
<td>3</td>
</tr>
<tr>
<td>Econ. E1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Econ. E2.2</td>
<td>3</td>
</tr>
<tr>
<td>Eng. E1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Eng. E2.1</td>
<td>3</td>
</tr>
<tr>
<td>Eng. E2.2</td>
<td>3</td>
</tr>
<tr>
<td>Govt. E4.1-4.2</td>
<td>6</td>
</tr>
<tr>
<td>Hist. E1.1-1.2</td>
<td>6</td>
</tr>
<tr>
<td>Mgmt. E2.1</td>
<td>3</td>
</tr>
<tr>
<td>Mkt. E2.1</td>
<td>3</td>
</tr>
<tr>
<td>Psych. E1.1</td>
<td>3</td>
</tr>
<tr>
<td>Psych. E3.5 or 3.6</td>
<td>3</td>
</tr>
</tbody>
</table>

Choice of three restricted electives:

- Biol. E1.1-1.2 8
- Chem. E1.1-1.2 8
- Govt. E1.1-1.2 6
- Human E1.1-1.2 6
- Math. E1.3-1.4 6
- Physics E1.1-1.2 6
- Science E1.1-1.2 8
- Soc. St. E1.1-1.2 8

B. Major: 24 credits in Advanced courses in Business Administration courses (not included above under Basic Courses). These courses may be in the fields of:

- Accounting
- Business Administration
- Economics
- Management
- Marketing

24

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

SATURDAY COURSES

A number of courses in Education, Sociology, Philosophy, Psychology, and other departments, selected from courses listed in the Daytime or Graduate Sections of the catalogue, are offered late in the afternoon and on Saturday mornings, during the Fall and Spring Semesters. These courses are open to qualified undergraduate and graduate students of the Day and Evening Divisions.
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 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.

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.

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 — 6 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, consolidation 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. 1.2

Accounting E4.4 — Certified Public Accounting Problems
1 term — 3 semester hours
Intensive review of Certified Public Accounting examination questions and problems. Prerequisite: Act. 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
EVENING COURSES

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

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.

Although it is not possible at present to meet requirements for a biology major strictly through a program of evening study, many students find it possible to take the necessary advanced courses days during their senior year.

Requirements for the evening Biology-Chemistry major are explained on pages 49 and 105.

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 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 type 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 1.1

Biology E2.1 — 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 E3.2 — 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 E4.4 — Introduction to Marine Biology

A comprehensive survey of oceanic life. Consideration of the marine environment from the ecological point of view with attention to its economic importance. This course provides an open door to the rapidly growing, uncrowded and ever interesting frontier of marine fish and wild life service. **Prerequisite: Biology 1.2**

Biology E4.7 — Introduction to Radiobiology

The preparation, properties, structure and uses of isotopes as they apply to biology. The course will cover the theory and applied essentials for detecting the interaction of isotopes and biological systems. **Prerequisite: Biology 1.1-1.2 and Chemistry 1.1-1.2**

**BUSINESS ADMINISTRATION**

Business Administration E2.1 — Business Law

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

Partnerships; corporations; property; sales; and negotiable instruments. **Prerequisite: Bus. Adm. 2.1**

Business Administration E3.1 — Finance

A study of the functions of business finance. Representative topics include: forms of business organization; acquiring and administering funds of business firms; types of instruments of corporate finance; stock exchanges, investment bankers and their regulation; problems of expansion, reorganization and liquidation of business enterprise.

Business Administration E3.5 — General Insurance

Discuss 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

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. E3.1**
Business Administration E3.7 — Real Estate
1 term — 3 semester hours
An examination of principles and practices of land economics involved in ownership, property management and transfer of real estate together with appropriate legal processes and instruments peculiar to real estate business. Also, methods of appraisal of property will be studied.

Business Administration E4.4 — 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.

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 General College Physics.
Although it is not possible at present to meet requirements for a Chemistry Major strictly through a program of evening study, many students find it possible to take advanced courses days during their senior year.
Requirements for the evening Biology-Chemistry major are explained on pages 49 and 105.
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 E1.1-1.2 — General Inorganic Chemistry
2 terms — 8 semester hours
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.

Chemistry E2.1-2.2 — Organic Chemistry
2 terms — 8 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 requirements of students who need only four semester hours in organic chemistry. Two and one-half hours of lecture and three hours of laboratory per week. Prerequisite: Chemistry 1.2
Chemistry E3.1 — 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 three hours of laboratory per week. Prerequisite: Chemistry 1.2. Mathematics 1.3 is desirable.

Chemistry E3.2 — Analytical Chemistry
(Quantitative Analysis) 1 term — 4 semester hours
A continuation of Chemistry 3.1. The quantitative determination 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.

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 — 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 E3.1-3.2 — 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. E3.1 is a prerequisite for Econ. E3.2

Economics E3.3 — 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.
EVENING COURSES

Economics E4.1-E4.2 — 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 E4.3 — 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

Education

Courses which are listed for day or graduate students may be offered late in the afternoon, evenings, or on Saturdays. See Sections A and C.

Undergraduate evening students may complete teacher certification and degree requirements through a program of evening study, with the exception of one course, Observation and Student Teaching, which may be taken days during the final semester of the senior year.

English

A minor in the Department of English is satisfied by the successful completion of eighteen semester hours of selected course work in English including History of English Literature.

A. B. and B. S. candidates in liberal arts are required to take History of English Literature. This requirement is normally fulfilled in the sophomore year.

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

Advanced Composition, Business English, and Vocabulary Building cannot be taken for graduate credit.

English E0.1 — Remedial 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 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 semester.

English E2.1 — Advanced Composition
1 term — 3 semester hours
A study of selected literary types to increase the student's capacity for appreciating literature. An attempt to teach the student how to read intelligently the poem, prose fiction, and drama through a study of techniques. Written assignments such as book reviews, essays, and other types required. These to be based largely upon the readings. Prerequisite: English E1.2

English E2.2 — Business English
1 term — 3 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 E2.1

English E2.7-E2.8 — 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. 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 E2.5-E2.6 — History of American Literature
2 terms — 6 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

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*

French

French E1.1-E1.2 — Elementary French

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

French E2.1-E2.2 — Intermediate French

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

Geography

Geog. 4.8-4.9 — Cultural Geography

This course will emphasize the influence of the total physical environment on cultural patterns. Much stress will be placed on the primitive peoples of sub-Saharan Africa as well as the peoples of Southeast Asia and one or more Pacific Island groups. Political geography will not be a central concern of the course although a background of general geography will be desirable.

German

German 1.1-1.2 — Elementary German

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

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.*
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 E1.1 — 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, and the structure and functioning of political parties.

**Government E1.2 — 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 E2.1-E2.2 — 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 E2.3-E2.4 — Contemporary Foreign Policy of U.S.**

*2 terms — 6 semester hours*

Part I — 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.

Part II — A study of the contemporary foreign policy of the United States and the effect on 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. 1.1*
Government E3.2 — Public Administration: Theory and Institutions
1 term — 3 semester hours
The science and standards of public administration; formal organization of administrative units; types of organizations; problems of reorganization, decentralization and integration; responsibilities in administration and the role of the individual; informal organization and group behavior.

Government E3.21 — Public Administration: Problems and Application
1 term — 3 semester hours
The environment of administration; relationships with legislature, with special interests, and with public; inter-level relationships, federal, state and local; formulation and co-ordination of program and policy and adaptation of organization to formulated aims.

Government E3.3-E3.4 — Political Theory
2 terms — 6 semester hours

Government E3.5 — 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 3.6 — State Government
1 term — 3 semester hours
The development, structure and functions of state governments: The details of Massachusetts government will be fully considered and compared with other state governments of the United States and their interstate relations.

Government 3.61 — Local Government
1 term — 3 semester hours
The development, structure and functions of county, municipal, town and other local political subdivisions entities; relation between state and local political subdivisions will be considered as will also the various systems of regulation including mayor-council, council-manager and commission forms.
Government E3.0-E3.1 — International Relations  
2 terms — 6 semester hours

This course deals with principal forces in international policies 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 — 6 semester hours

This course surveys the cause for and development of government regulation of industry in the United States.

Government 4.3-4.4 — Government and Labor  
2 terms — 6 semester hours

First semester: Background of the labor-management conflict; theories of wages, the labor market and employee benefits; free enterprise and the growth of unionism; role of the federal and state governments.

Second semester: Collective bargaining and the union contract; grievance procedure; arbitration and mediation; background and trends in government regulation and in labor-management relations.

**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, in addition to History E1.1-E1.2.

Whenever possible, students electing a continuing course, such as History E2.3-E2.4, should take both parts, and in the same year. Those electing History E3.7-E3.8 are urgently advised to follow this procedure.

History E1.1-E1.2 — 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 E2.3-E2.4 — American History

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

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 E3.7-E3.8 — Europe since 1815

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 E3.91-E3.92 — The Far East and South East Asia

A general introduction to the history of Eastern Asia. Particular emphasis is placed on the diplomatic, political, social, and economic developments within the past two centuries. History 3.91 will deal with the Sino-Japanese regions, while History E3.92 will deal with India and Southeast Asia.

History E3.10-E3.11 — The Middle East

A survey of the peoples and lands from the North African coast to Afghanistan, with special emphasis on the development of nationalistic movements during the nineteenth and twentieth centuries. History E3.10 will include a survey of the Middle Eastern backgrounds, the ancient periods, Christianity, Islam, Byzantine and Ottoman contributions, and a case study of the transfer of nationalism to the Middle
East from the Balkan Christian revolutionary movement by the Armenian Revolution. History E3.11 will include the Arab independence movement, the Arab states, Iran, Palestine and Israel, and Colonialism, Imperialism, and the Diplomatic Struggle over the Middle East.

**History E4.3-E4.4 — Russia**

A survey of the history of Russia from the earliest times to the present. Internal developments and economic, political, and social problems leading to the Revolutions of 1917 are emphasized. The second semester includes a detailed study of the soviet regime in practice.

**Humanities**

**Humanities E1.1-E1.2 — Introduction to the Humanities**

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 Humanities, including literature, fine arts, religious and philosophic thought.

**Humanities E2.1-E2.2 — History of Visual Arts in the West**

The beginning student is given a survey of the visual arts from Prehistoric Times through the Middle Ages during the first semester and from the Middle Ages to the Present Time in the second. There will be introductory discussions of art principles. Painting, sculpture, architecture, and the minor arts are examined in relationship to their time and place in history. Emphasis will be given to the works of important men of each period.

**Humanities E3.1-E3.2 — Music Appreciation**

A study of the musical styles and forms characteristic of the various periods of art history. Composers and their styles will be studied in relationship to their countries and periods. Representative compositions will be played and analyzed in class. The course will lead ultimately to an understanding not only of the music of the past but of that of the present. Special reference will be made to the place of the composer and his music in contemporary society.
MANAGEMENT

Management E2.1 — Principles of Management
1 term — 3 semester hours
The principles and techniques underlying the successful organization and management of business activities. Management problems; planning and developing the organization; department 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 — 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 2.1

Management E3.2 — 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 2.1 and Marketing 2.1

Management E4.1 — 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 2.1

Management E4.2 — 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 2.1

Management E4.3 — 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 2.1
Management E4.4 — Organization and Operation of Small Business
1 term — 3 semester hours
A study of business opportunities in a small business, organizing, financing, and operating your own business.

MARKETING

Marketing E2.1 — Marketing
1 term — 3 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 — 3 semester hours
Methods of successful selling based on fundamentals applied to the various fields of salesmanship. Prerequisite: Marketing 2.1

Marketing E3.2 — 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 2.1

Marketing E3.5 — 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 2.1

Marketing E3.6 — 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 2.1

Marketing E4.1 — Retail Store Organization and Management
1 term — 3 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 service, store system, and maintenance are considered. Prerequisite: Marketing 2.1
Marketing E4.3 — 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 2.1  

Marketing E4.4 — 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 2.1  

**Mathematics**  

Mathematics E1.1 — Fundamentals of Algebra  
1 term — 3 semester hours  
The course is designed to review certain topics normally included in intermediate high-school algebra, including the techniques of algebra through quadratic equations and systems of simultaneous equations.  

Mathematics E1.2 — Fundamentals of General Mathematics  
1 term — 3 semester hours  
This course in intended to give a brief survey of the advances in modern mathematics to students who will terminate their work in mathematics after one college year. It will not meet the requirements for majors in the physical sciences or in mathematics, and is not open to students who have passed Mathematics 1.3 with a grade of B or better. Topics covered will include the logical foundation of mathematics, and an introduction to the theory of algebra, modern geometry, and analysis. **Prerequisites:** Mathematics 1.1 or 1.3 or the equivalent.  

Mathematics E1.3 — College Algebra  
1 term — 3 semester hours  
Open to qualified students at the discretion of the department. Topics covered will include linear, quadratic, and systems of equations, logic, and an introduction to modern algebraic theory. No specific prerequisites except an adequate background in high-school algebra.  

Mathematics E1.4 — Introduction to Advanced Mathematics  
1 term — 3 semester hours  
This course is a continuation of Mathematics 1.3 and is required of all students wishing to take Mathematics 2.1 or Physics 1.1. Topics covered will include an introduction to the study of mathematical functions and an intensive study of the trigonometric and exponential functions. **Prerequisites:** Mathematics 1.1 or 1.3, or the equivalent.
Mathematics E2.1 — Analytic Geometry and Calculus I

1 term — 3 semester hours

Topics covered will include the analysis of lines and circles and the differentiation of algebraic functions. Prerequisite: Mathematics 1.4.

Mathematics E2.2 — Analytic Geometry and Calculus II

1 term — 3 semester hours

This course is a continuation of Mathematics 2.1, and will include the analysis of conic sections, differentiation of transcendental functions, and an introduction to integral calculus. Prerequisite: Mathematics 2.1.

Mathematics E2.3 — Integral Calculus I

1 term — 3 semester hours

Topics covered will include formal techniques of integration and the application of integrals to problems of geometry and physics. Prerequisite: Mathematics 2.1 and 2.2.

Mathematics E2.4 — Integral Calculus II

1 term — 3 semester hours

This course is a continuation of Mathematics 2.3, and will include partial differentiation, multiple integration, and differential equations. Prerequisite: Mathematics 2.3.

Philosophy

Philosophy E1.1 — 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, diagrammatic, and philosophical logic.

Philosophy E1.3 — Ethics

1 term — 3 semester hours

A critical introduction to ethical theories.

Philosophy E1.4 — Introduction to Philosophy

1 term — 3 semester hours

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

Philosophy E3.1 — 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 E4.3 — 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 E4.4 — 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.

Physics

Physics E1.1-E1.2 — General Physics
2 terms — 8 semester hours
An introduction to the fundamental principles of physics. Basic concepts of mechanics, heat, sound, light, electricity, and magnetism. Lectures and laboratory. Prerequisite: Mathematics 1.3-1.4 or Instructor's permission.

Physics E2.1 — Electricity and Magnetism
1 term — 4 semester hours
Fundamental laws of electricity and magnetism. Electrostatics, direct and alternating currents, electro-magnetic fields, radiation. Lectures and laboratory. Prerequisites: Physics 1.2 and Mathematics 1.3 or Instructor's permission.

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: Orientation to Psychology, Psychology of Adjustment, Abnormal Psychology, Psychological Statistics, Psychological Measurement, Experimental Psychology, Psychology of Learning, History of Psychology.

Although it is not possible as present to meet requirements for a Psychology Major strictly through a program of evening study, many students find it possible to take advanced courses days during their senior year.

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

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, emotions, 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 or E1.2

Psychology E2.3 — Social Psychology
1 term — 3 semester hours

Concerns itself with the systematic principles of social behavior in animals and man with special emphasis upon learning. Considers the topics of: Socialization Processes, Personality Development, Self, Group Dynamics, and Contemporary Systematic Viewpoints and Research Methods. Prerequisite: Psychology 1.2

Psychology E2.4 — Abnormal Psychology
1 term — 3 semester hours

The dynamics of abnormal behavior are studied, particularly as exemplified in the neuroses and in the organic and 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. Prerequisite: Psychology 2.1, or permission of instructor.

Psychology E2.5 — Child Psychology
1 term — 3 semester hours

An introductory course demonstrating the continuity of the principles of General Psychology to that of Child Psychology. Course covers the topics of Physical and Behavioral Maturation; Learning and Personality; Intellectual, Social and Emotional Development. Surveys systematic viewpoints including Freudians, Piaget and S-R Psychologists and discusses problematic areas in child development. Prerequisite: Psychology 1.2.

Psychology E2.6 — Psychology of Adolescence
1 term — 3 semester hours

Continuation of Child Psychology with more emphasis upon applied problems during the Adolescent years. Includes topics concerning Puberty and associated problems, Family vs. Peer Group Memberships, and Vocational and Academic Planning. Prerequisite: Psychology 2.5 or 1.2
Psychology E3.5-E3.6 — 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 interviews, sales managers, advertising men, and personnel managers. Recommended prerequisites: Psychology E1.1 or E1.2

Science

Science E1.1 — Introduction to Science

1 term — 4 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 — 4 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 — 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

Sociology E1.1-E1.2 — 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

**Sociology E2.1 — Community Organization**

1 term — 3 semester hours


**Sociology E2.2 — 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. **Prerequisite: Sociology E1.1-E1.2 and Psychology E1.1-E1.2**

**Sociology E2.3-E2.4 — Social and Cultural Anthropology**

2 terms — 6 semester hours

A study of 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 E2.5 — Introduction to Social Welfare**

1 term — 3 semester hours

A comprehensive course dealing with the structure, function and principles of the agencies of public assistance, social insurance, recreation group work, correctional, institutional and parole services which handle cases of poverty, sickness and delinquency.

**Sociology E3.1 — 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 chance of marital success. Courtship and mate selection. The husband-wife relationship. Factors conducive to family tension, desertion and divorce. Marriage and family counseling services. **Prerequisite: Sociology E1.1-E1.2**

**Sociology E3.2 — Crime and Delinquency**

1 term — 3 semester hours

A study of the explanations for crime and delinquency; history of punishment; other methods of control; development of penal and correctional methods including probation, parole, release procedures; the juvenile court. Proposals for youth courts and youth correction authorities. Emphasis on crime as a system of behavior.
Sociology E3.4 — Social Theory
1 term — 3 semester hours
An analytical and theoretical approach to sociological material, with emphasis on the development of sociological ideas and empirical research. Advanced readings will be used and emphasis will be placed on social structure and change. *Limited to Sociology majors and minors.*

Sociology E4.1 — 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, feeblemindedness, 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.*

Sociology E4.2 — 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. *Prerequisite: 6 semester hours of Sociology.*

Sociology E4.35 — Social Development of Emotionally Healthy Children and Youth
1 term — 3 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 — 3 semester hours
A course for all interested in the process of counseling whether student, teacher, or business person. It aims to train 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 plan for the future.

Sociology E4.9-E4.10 — Personal Adjustment and Mental Health
2 terms — 6 semester hours
A course in the principles of mental health which, when applied in daily living, will help a person adjust to day by day situations as they develop and, therefore, better to understand his relationship to himself.
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 and 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 — 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 E1.2 — 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 E1.3 — Voice and Diction

1 term — 3 semester hours

Physiology and hygiene of the voice; breath control phonation, resonation, 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 — 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 ability to communicate this appreciation to others by oral reading.

Speech E2.4 — 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 E2.6 — 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 audience adoption, 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 approximately seventy-five students actively engaged in graduate study.

PURPOSE AND GENERAL REQUIREMENTS

The Graduate Department, a division of Suffolk University, offers advanced study for students who have bachelor's degrees from the university or from other approved educational institutions.

A requirement for the status of degree candidate at the graduate level is an undergraduate program of study equivalent to either the A.B. or B.S. degree (in the case of M.A. in Ed. candidates) or the B.S. in B.A. degree (in the case of M.S. in B.A. candidates) conferred by Suffolk University.

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.

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.
MAJOR DEPARTMENTS OF STUDY

The field in which the Degree of Master of Arts may be taken is Education.

The division also offers courses leading to the Degree of Master of Science in Business Administration.

As circumstances warrant it and should sufficient demand arise, graduate work will be offered in other departments.

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 IN EDUCATION DEGREE

One year of residence and the completion of thirty hours of graduate work are required.

Upon termination of his course requirements, the candidate will be given a written examination in the field of education. This examination will concern itself with three basic subject matter areas: Educational Administration, Educational Sociology, and Educational Philosophy.

GENERAL REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION

The Graduate Department offers courses leading to the Degree of Master of Science in Business Administration. One year of residence and the completion of thirty hours of graduate work are required as a minimum. The student whose undergraduate experience does not include basic background courses in economics and business administration may be required to complete two years of residence and sixty-two hours.

Thesis: Suffolk University requires writing of a thesis as one of the requirements for a Master of Science Degree in Business Administration 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 sponsor, 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 extended 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 or sponsor will approve the thesis topic and then the student can intensify his effort in this direction.

At the appropriate time the faculty sponsor 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%
- B 80-89%
- C 70-79%
- D 60-69%
- F Below 60%
- I, IP, IF Incomplete
- W, WP, WF Withdrawn

Graduate credit will not be given for courses in which a grade lower than B is received.

**Transfer Credits**

Six 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 towards the master's degree. Also, courses may be taken to strengthen teaching fields or to establish new areas.

Graduate Courses of Instruction

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 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
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. **Not for graduate credit.**

**Business Administration 2.2 — Business Law**
1 term — 3 semester hours
Partnerships; corporations; property; sales, and negotiable instruments. **Prerequisite: Bus. Adm. 2.1** **Not for graduate credit.**

**Business Administration 3.1 — Finance**
1 term — 3 semester hours
A study of the functions of business finance. Representative topics include: forms of business organizations; acquiring and administering funds of business firms; types of instruments of corporate finance; stock exchanges, investment bankers and their regulation; problems of expansion, reorganization and liquidation of business enterprises. **Not for graduate credit.**

**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 3.7 — Real Estate**
1 term — 3 semester hours
An examination of principles and practices of land economies involved in ownership, property management and transfer of real estate together with appropriate legal processes and instruments peculiar to real estate business. Also, methods of appraisal of property will be studied.
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 10.1-10.2 — Thesis Seminar
2 terms — 6 semester hours
The first semester of this course is devoted to giving the student the tools to write an acceptable thesis. The second semester sees the graduate student through the writing of the thesis under an advisor in his field.

ECONOMICS

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.

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 neoclassical economists to modern economic theory; contemporary economic ideology.

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.

Economics 3.5 — Industrial Policy and Market Control
1 term — 3 semester hours

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 4.5 — 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

Candidates for the master's degree in education will be expected to secure from the Graduate Committee approval of their degree plans during their first semester of residence. All candidates are required to elect the following courses: Education 6.8, Education 6.9, Education 7.0, and Education 7.1. Candidates who have not had previous professional training and experience will be required to complete, as part of their program, courses required of undergraduate students in education — elementary or secondary as the individual case suggests. These fundamental requirements will comprise educational psychology, methods of teaching, curriculum development and student teaching. Master's candidates who received such professional training as undergraduates or who are teachers of experience will complete their course requirements by choosing courses listed and offered by the Education Department for graduate credit.

A candidate for a bachelor's degree may receive special permission from the Department and the Dean to register in graduate courses as electives, provided he has met all regular requirements in education for his degree.

Changes of any sort in student programming must be approved in writing by a member of the Department. Failure to comply with this regulation may result in a loss of credit toward graduation.

Education 6.1-6.15 — History of Education  2 terms — 6 semester hours
This course is a survey of the History of Education from the earliest times through the nineteenth century. This background is used to help in evaluating modern problems of education. Among the topics covered are aims of education; curriculum; methods; educational theories, the influence of environment.

Education 6.2 — The Place of Industrial Arts in the Curriculum  1 term — 3 semester hours
This course will re-interpret the philosophical and psychological foundations underlying Industrial Arts and relate them to the constantly changing challenges with which the modern school is beset. It will discuss Industrial Arts as an active source of learning experiences. Special emphasis will not be given to any special Industrial Arts subject but rather to the whole field of Industrial Arts in its relation to general education.
Education 6.3 — Comparative History of Modern Education
1 term — 3 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 — Audio-Visual 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 — Principles of Guidance
1 term — 3 semester hours
It is the aim of this course to explore the entire area of guidance and to select those features as are practical in the inauguration and operation of a school guidance program. Consideration is given to individual counseling, interviewing, testing, evaluating and group guidance as well as to costs and practicability. The course will survey the vocational, educational and psychological aspects of guidance.

Education 6.6 — Counseling
1 term — 3 semester hours
This will be an advanced course in Guidance which will explore and discover that specific part of Guidance which deals with "The Interview." It will discuss the relationship existing between the individual student and the advisor. It should be of particular value to any prospective teacher and especially to those who plan to enter the Guidance field.

Education 6.7 — Occupational Information
1 term — 3 semester hours
This course will aid guidance personnel to evaluate occupational trends, to classify and describe job areas, to examine and list information describing necessary aptitudes for success, and to advise students in the selection of a job or position best suited to their aptitudes and potential abilities.

Education 6.8 — Philosophy of Education
1 term — 3 semester hours
A seminar course designed to present, study, and evaluate those systems of philosophy which underlie both traditional and progressive principles of and practices in contemporary pedagogy.
Education 6.9 — Sociology of Education
1 term — 3 semester hours

An analysis of social interactions within the school and between the school and the community. This is a course in applied sociology 1) as a basis for deciding the objectives of education and 2) as a means of social progress. The material covered includes examination of human relations in the school, social class in education, the school and personality, the school in the community, and the newer methods of working on school problems.

Education 7.0 — School Administration — Cases and Concepts
1 term — 3 semester hours

A study of the functions and problems of public school administration. The class will utilize the case study approach to problems and will explore the concepts that will naturally emerge from such considerations. 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 7.1 — Tests and Measurements
1 term — 3 semester hours

A practical survey of the field of objective tests and measurements. Deals with the uses and misuses of tests in school; covers the nature of measurement; the construction and varieties of tests; indexes of central tendency and dispersion; standard scores and centiles; correlation and prediction of scores; achievement, intelligence, aptitude, interest, attitude, and adjustment tests. Useful to teachers, counselors, and psychometrists. Laboratory work. Recommended prerequisite: a course in general psychology or the equivalent.

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 7.25 — Problems of Elementary Education
1 term — 3 semester hours

The presentation and attempted solution of some of the important problems facing the teacher in elementary 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 supervisorship in the elementary school.
Education 7.4 — Administration and Supervision of Secondary Education
1 term — 3 semester hours
Administration and supervision in the Secondary school. Open to students of maturity and experience who wish to prepare themselves for principalship or supervisorship in the secondary school.

Education 7.7-7.8 — Seminar in Education
2 terms — 6 semester hours
A problem course in which the central themes of the Master's theses are presented for criticism by students and staff members.

Education 10 — Reading and Research
2 terms — 6 semester hours
Advanced individual, intensive study of a problem in the major field of interest. Projects of this sort will be authorized only in unusual circumstances upon the recommendation of the departmental chairman and the approval of the Dean.

Government

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.

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.

Management

Management 2.1 — Principles of Management
1 term — 3 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. Not for graduate credit.
Management 3.1 — Personnel Administration

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 2.1

Management 3.2 — Sales Management

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 2.1 and Marketing 2.1

Management 4.1 — Industrial Management

Various techniques and methods used in administration of industrial organizations. Problems of relations between employer and employee and methods of adjusting grievances. **Prerequisite:** Management 2.1

Management 4.2 — Transportation

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 2.1

Management 4.3 — Motion and Time Study

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, memorization study, time study rating. The course covers the approach to problems ranging from office systems to routine jobs. **Prerequisite:** Management 2.1

Management 4.4 — Organization and Operation of Small Business

A study of business opportunities in small business; of organizing, financing, and operating your own business.
GRADUATE COURSES

Marketing

Marketing 2.1 — Marketing
I term — 3 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. Not for graduate credit.

Marketing 3.1 — Principles of Salesmanship
I term — 3 semester hours
Methods of successful selling based on fundamentals applied to the various fields of salesmanship. Prerequisite: Marketing 2.1

Marketing 3.2 — Principles of Advertising
I 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 2.1

Marketing 3.5 — Wholesaling
I 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 2.1

Marketing 3.6 — Retailing
I 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 2.1

Marketing 4.1 — Retail Store Organization and Management
I term — 3 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 2.1

Marketing 4.3 — Credits and Collections
I term — 3 semester hours
Principles and practices observed in wholesale and retail credit granting. Organization and operation of the credit department. Prerequisite: Marketing 2.1
Marketing 4.4 — 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: 2.1

Psychology

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.
SUFFOLK UNIVERSITY

ROSTER OF STUDENTS

COLLEGE DEPARTMENTS

GRADUATE STUDENTS

Allison, Mary Jane, Swampscott
Avery, Elton R., Hyde Park

Ballerino, Thomas L., Roslindale
Barry, John G., Methuen
Bateman, Katherine, Lawrence
Bertonazzi, Louis, Southbоро
Bethony, Robert, Boston
Bishop, Franklin, Presque Isle, Me.
Braude, May, Beachmont
Brown, Patricia, East Boston
Butler, Forest C., Belmont

Carnicelli, Lena, Quincy
Cashman, Paul, San Diego, Calif.
Cohen, Marshall P., Brookline
Coniaris, William M., Boston
Currie, James M., Canton

DeGregorio, William J., East Boston
DeRosa, Michael, Boston
DiBiase, Donald, Dorchester
Dondor, Louis, Revere
Donovan, P. Daniel, Medford

Feely, Joseph, Mattapan
Flaherty, Charles, Medford
Flannery, Francis X., Brookline
Floyd, William J., Dracut
Foderaro, Henry, Lawrence

Gorham, Howard, Norwich, Conn.
Gormley, M. Lillian, Quincy
Grant, Joseph G., Jamaica Plain

Haines, Carol B., Milton
Hambelton, Alfred, Methuen
Hannon, John F., Arlington
Hasan, Syed S., Pakistan
Horne, Roosevelt, Cleveland, Ohio

Inocencio, Violeta, Manila, Philippines

Jager, Marjorie, West Roxbury

Kalman, Edwin, Dorchester

Katz, Joel, Brookline
Lepore, Victor R., Arlington
Lamberis, Tom, Manchester, N.H.
Lowe, Carter, Dorchester

Mack, Carole, Brighton
Mack, Rebecca, Chelsea
Macwan, John, India
Malta, Charles, Everett
Marcell, Raymond, West Newton
Martin, John F., Somerville
Martin, Robert, Boston
Matthews, George, Littleton
Mosevicz, Edward, Boston
Mueller, George, Dorchester

Naglieri, Thomas, Brookline
Nardone, Michael, Lawrence
Nemiccolo, Paul, Concord, N. H.
Niro, Donna, Milford

O'Connell, Thomas, Braintree

Papazoglou, Pascal, Manchester, N.H.
Pepe, William J., Weymouth

Robinson, John, No. Andover
Rodberg, Stanley, Allston

Sandberg, Alice, Chelsea
Scribner, Norman, Boston
Simmons, Leon J., Brookline
Steiner, Saul J., Boston
Sullivan, Paul W., E. Braintree

Tierney, Cornelius, Taunton
Tosi, Beverly Ann, Boston

Volante, Richard L., Brighton

Walsh, Thomas J., Boston
Whitham, Robert, Revere
Wilson, Richard, Cambridge
Woodrow, Donald P., Natick
SENIOR CLASS

Abbott, Gordon, Beverly
Acquaviva, Vincent, Revere
Ades, Richard, Boston
Agnesa, Joseph, Medford
Ahern, Francis, Jamaica Plain
Alessi, Edward, Arlington
Altobell, John, Boston
Alves, Charles, Boston
Anderson, Lewis, Quincy
Anglin, Gustave, Roxbury
Anzalone, Salvatore, Somerville
Augrain, Jean-Claude, Venezuela

Bailey, George, Hanover
Bakken, Willy, Everett
Barile, Robert, Everett
Barry, Joannmarie, Brighton
Barry, Richard, Boston
Bearee, David, Foxboro
Benedict, Paul, Boston
Bern, Morris, Dorchester
Blasi, Albert, Revere
Bloom, Lawrence, Chelsea
Blossom, David, Hull
Boaz, William, Roxbury
Bontempo, Robert, West Newton
Bournstein, Elliott, Everett
Bourgea, Leo, Nashua, N. H.
Boutin, Aubrey, Lynn
Brosseau, Richard, Natick
Brunson, Charity, Roxbury
Buonaguro, Daniel, Milton
Buono, Domenic, Boston
Burke, Myles J., Boston
Burman, Morton, Newton
Bums, James, Lowell
Bums, Robert J., Ashland
Butkiewicz, Edmund, Rutland
Butler, George, E. Weymouth

Caron, Leo-Paul, Salem
Carter, Viola, Newtown
Catarius, George, Everett
Cavanaugh, Thomas, Jamaica Plain
Chalfin, David, Chelsea
Chamberland, Alfred, Nashua, N. H.
Chapman, Franklin, Mattapan
Chrisafides, Frank, Lynn
Coan, Philip, Dedham
Cohen, Lawrence, Newtonville
Cohen, William, Mattapan
Comeau, Richard, Roxbury
Conboy, Arthur, Boston

Cook, Walter, Foxboro
Corbett, Daniel, Brockton
Cornwall, Harold, Brockton
Costello, Myles, Lawrence
Courage, Thomas, So. Boston
Courey, Richard, Allston
Couture, Donald, Cambridge
Cowan, Frederick, Brookline
Cowhig, William, Revere
Crosby, Catherine, Belmont
Cunningham, William, Medford
Daly, William, Brighten
Davis, Everett, Marblehead
Davis, Phillip, Boston
Day, Alan, Dorchester
Day, Paul D., Waltham
de la Flor, Paula, Watertown
DeVincenzo, Philip, Revere
DiGiovanni, Gerald, Roslindale
Doherty, William V., S. Boston
Dolan, George, Marlboro
Doyle, William T. D., Boston
Dray, G. Edward, Westwood
Dreyer, Franklin, Quincy
Driscoll, Joseph, Newton
Driscoll, Lawrence, Dorchester
Drouin, Donald, Lynn

Egan, William, Dorchester
Fallavollita, Albert, Stoneham
Farragher, Catherine, Andover
Farrell, Louis, Winchester
Fink, Stanley, Revere
Fishman, Harrison, Dorchester
Flaherty, Thomas, Boston
Flannery, Francis, Somerville
Flannery, Ovide, Somerville
Fortuna, Patrick, Lawrence
Fox, John, Watertown
Freedlander, Alan, Brookline
French, Catherine, Boston
Fusco, Joseph, Revere

Gaeta, Anthony, Medford
Gallagher, Raymond, Everett
Gallant, Leonard, Chelsea
Garfinkel, Robert, Brighton
Gargano, Paul, Cambridge
Gayton, William, Everett
Gelino, Marvin, Roxbury
Gerrior, Raymond, Medford
Gillick, Francis, N. Andover
Giunta, Ronald, Salem
Glazer, William, Chelsea
Goldberg, Marvin, Lowell
Gomes, John, Dorchester
Gorman, Albert, Pennsylvania
Goss, Charles, Providence, R. I.
Graca, George, Newtonville
Grace, Irving, Worcester
Grady, James, Jamaica Plain
Gray, John F., Sudbury
Green, Irwin, Dorchester

Hachey, Donald, Waterville, Maine
Halloran, Paul, Dorchester
Hanley, Joseph, Roxbury
Harmer, Evelyn, Arlington
Hartigan, Richard, Winthrop
Hartley, William, Quincy
Hayes, George, Newton
Hines, Jon, N. Reading
Hollis, June Bain, Somerville
Holzman, Herbert, West Roxbury
Horgan, Gerard, So. Boston
Howland, Carston, Newtonville
Hunter, Ollie, Boston

Isaacs, Esther, Dorchester
Jacobs, Bernard, Belmont
Johnson, David, Everett

Kann, H. Allen, Dorchester
Khirallah, Ernest, Boston
Kirkpatrick, William, Cambridge
Klein, Peter, Marblehead

Lambros, Nickolas, Dracut
Lampropoulos, Christy, Somerville
Landau, Muriel, Burlington
Lane, John, Roslindale
Lawrence, Thomas, Boston
Lett, Arnold, Somerville
Little, David, Canton
Lomartere, Charles, Canton
Long, James, Dorchester
Love, Robert, Revere
Lyman, June, Dorchester
Lynch, Charles, Great Barrington

MacGillivray, Earle, Sudbury
MacLean, John, Somerville
Maher, Francis, Milton

Mahoney, Joseph, Eastondale
Marable, Dorothy, Boston
Marinos, Robert, Lynn
Markley, William, Wakefield
Marsters, Earle, No. Quincy
McCarty, Kathleen, Medford
McCarthy, Mary, Brookline
McCarty, James, Jamaica Plain
McDade, Paul, Watertown
McDonough, John, Charlestown
McGrath, Robert, Swampscott
McKenna, W. Francis, Arlington
Mentzer, George, Newton
Merola, Robert, Dedham
Miner, Bruce, Newburyport
Minsky, Gerald, Chelsea
Mintzer, Celia, Chelsea
Mirisola, Joseph, Braintree
Moreau, Robert, Nashua, N. H.
Morgan, Richard, New London, Conn.
Morse, Francis, Cambridge
Morse, Philip, Stoneham
Moss, Maureen, Methuen
Moults, Nancy, Dorchester
Mulcahy, Chester, Essex
Murphy, Kevin, Waban
Murray, Robert, W. Somerville

Najarian, George, Cambridge
Napolitano, Anthony, Dorchester
Nash, Christopher, Quincy
Nastasi, Nicholas, Arlington
Neal, Robert, Cambridge

O'Beirne, James, Beverly
O'Brien, Paul, Medford
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O'Hannesian, Samuel, Watertown
Osman, Ahmad, Dorchester

Padova, Joseph, Revere
Parrella, Richard, Medford
Paquette, Norman, Lowell
Paxton, Donald, So. Boston
Pedi, Paul, Chelsea
Penn, Richard, Revere
Perno, Julio, Somerville
Pettoruto, Lawrence, Lawrence
Phelan, Thomas, Marblehead
Picardi, Ann, Revere
Piccolo, Daniel, Haverhill
Picicocchi, Maria, Brookline
Pierce, Nancy L., Boston
Piscitelli, Pasquale, Brockton
Poirier, Alfred N., Reading
Pollard, Robert, Wellesley Hills
Poreda, Zygmunt, Westwood
Powell, Robert, Quincy
Pratt, George E., Weymouth
Pucci, Peter, Bradford, R.I.
Puzzangara, Vincent, Boston

Rahicki, Donald, Framingham
Rashid, Ahmad, Jordan
Rausco, Salvatore, Everett
Recko, Robert, Boston
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Reis, Anthony, Stoneham
Riccio, Anthony, Lawrence
Rocca, Dominic, Stoneham
Rosenthal, Edwin, Honduras
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Rowell, Carolyn, Rutland, Vt.
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Ruza, Olita, Jamaica Plain

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Joannides, Philip, Watertown
Johnson, Robert, Brockton
Johnston, William, Newton Centre
Joyce, Walter, Dorchester

Kames, Kenneth, Medford
Karp, Gerald, Revere
Kasparian, Haroutune, Syria
Kearnan, William, Milford
Kearney, Paul, Hyde Park
Keefe, William, Dorchester
Keohan, Laurence, Boston
Killion, Gerald, Malden
Klass, Sheila, Jamaica Plain
Knight, Wilfred, Bedford
Kountze, Elmer, West Medford
Kyle, Robert, Dorchester

LaChapelle, Guy, Brighton
Learson, John, Portland, Maine
Learson, Robert, Quincy
Lennon, Francis X., South Boston
Lennon, John, Allston
Liftman, Alvin, Allston
Litt, Susan, Brookline
Long, David, Boston
Lordan, John, Somerville
Lynch, Francis, Everett
Lynch, Paul F., Arlington

Mackie, Charles, Allston
MacWhinnie, Rosalind, Brighton
Magee, Herbert, Boston
Mahoney, John, Melrose
Malloiris, John, Greece
Marder, Don, Mattapan
Mateoska, Joseph, Nashua, N. H.
Matthews, Willard, North Billerica
Mattson, Paul, Arlington
Mays, Frederick, Boston
Mazzola, Anthony, Brighton
McCarthy, William J., Somerville
McDonald, Peter, Charlestown
McGovern, Robert, Boston
McGowan, Paul, Winchester
McInnis, John, Cambridge
McKinnon, Donald, Woburn
McKitterick, Francis, West Roxbury
McMahon, William, Chestnut Hill
Measer, Frederic, Boston
Monteith, Richard, Haverhill
Moran, James, Milton

Muldoon, Edward, Dorchester
Monroe, Richard, Burlington
Murtagh, John, Peabody

Naroian, Kachadoor, Lawrence
Nasson, Anthony, Somerville
Neblett, Roy, Jamaica Plain
Nelson, Harold, South Easton
Nelson, Robert, Brighton
Nichols, Arthur, Waltham
Nickerson, David, Cornwall, Ontario

Nielson, Robert, Belmont
Nisco, Philip, Revere
Norton, Philip, J., Edgartown
Nutter, Ronald, Arlington

O'Brien, John W., Melrose
O'Handley, Robert, Wilmington
O'Rourke, John, Cambridge
O'Sullivan, Bernard, Roxbury
O'Toole, Robert, Dorchester
Owens, Rolf H., Lynnfield

Pantages, Portia, Waban
Pappas, Peter T., North Weymouth
Parent, Roland, Framingham
Parsons, Elliot W., Nashua, N. H.
Pavloff, Alan G., Dorchester
Pearce, Richard D., Bridgewater
Peckerman, Jerrold, Swampscott
Peres, Frederic, Boston
Peterson, Herman L., South Boston
Phillips, St. Clair, Somerville
Pinaco, Francis L., Stoneham
Pinakis, Triantafillos, Somerville
Podolsky, Harriet, Revere
Pokornicki, Joseph J., Dorchester
Power, Robert J., Hyde Park
Preble, Richard L., Sudbury
Prinn, Michael J., Boston
Provencher, Normand L., Roxbury
Purrrington, Frederick D., Boston

Quinn, Frederick W., Norwood
Quinn, Ralph J., Revere
Quintiliani, Carmen J., Watertown

Rehill, William J., Boston
Reid, Barry, Quincy
Remmes, Richard G., Dorchester
Rempi, Andrew A., Arlington
Ricardi, Richard, Westboro
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Costello, Louis, Boston
Cotran, Rafic, Lebanon
Creedon, John, Boston
Culhane, Thomas, Arlington
Cunningham, Daniel, Marblehead

Daley, Carol, Jamaica Plain
Daly, Joseph, Dorchester
Dearden, Warren, Avon
Delaney, Thomas, Marlboro
Demis, Arthur, Worcester
DeToma, Angelo, Jamaica Plain
Dickerson, James, Cambridge
DiIeso, Anthony, Boston
DiMeo, Francis, Cambridge
Donahue, Stephen, Woburn
Donnelly, Cheryl, Canton
Donovan, Margaret, Peabody
Donovan, Thomas, Arlington
Drejmanis, George V., Boston
Dunham, George, Arlington

Egan, Francis, Dorchester
Elwood, Arthur, Boston
Emery, Paul, South Weymouth
Emery, William, Methuen

Farrell, Anna, Allston
Fascione, Arthur, Lawrence
Fay, Peter, Roxbury
Ferrante, Jack, East Boston
Fitzgerald, Alice, Watertown
Fitzgerald, William, Boston
Flaherty, Michael, Dorchester
Foley, Daniel, Brighton
Forsythe, Iris, Quincy
Foster, Patricia, Weymouth

Freeman, Darryl, Boston
Freitas, Edward, Cambridge

Gallagher, James J., Medford
Garrity, Paul, Dorchester
Gaskell, Edward, Topsfield
Gerroir, Martha, Somerville
Giaquinto, Angelo, East Boston
Giniewicz, William, North Abington
Goldfarb, Jeffrey, Boston
Golemo, Stanley, Taunton
Gordon, Barry, Chelsea
Gorman, Thomas, Medford
Graff, Warren, Chelsea
Green, Richard, Brighton
Greenberg, Harvey, Allston
Greenbush, Joseph, Adams
Guidetti, Joseph, Watertown

Hall, George, Revere
Hanna, Robert, Dorchester
Hannon, Thomas, Dorchester
Head, Toney, Dorchester
Hennessy, John, Cambridge
Hollett, Frederic, Cambridge
Hussein, Mohammad, Jordan

Indresano, Robert, Winthrop

Jacaruso, Frank, Norwich, Conn.
Jay, Albert, West Roxbury
Johnson, Richard, Quincy
Jones, Donald, Weston

Kambouris, Efstratia, Greece
Keene, John, East Milton
Kelleher, Daniel, Brookline
Kelleher, Robert, Brookline
Kelley, Bernard, Medford
Kelly, Robert J., Hyde Park
Krasco, George, Melrose

Lagg, Thomas, Stoneham
Lane, Richard, Dedham
Larrabee, Joseph, Milton
Larson, Robert, Belmont
Lepporoli, Louis, Brattleboro, Vt.
Lim, Myung, Korea
Lopriore, John, Worcester
Lorigan, John, Lowell
Lum, Ann, Boston
SOPHOMORE CLASS (Continued)

MacPhee, John, Roxbury
Mariani, Robert, Rockland
Markin, Robert, Malden
Marshall, James, Boston
Martin, Bruce, Wakefield
Martin, James E., Cambridge
Martin, Walter, Arlington
McCabe, Leo, Malden
McCarthy, John, West Roxbury
McCarthy, William J., Roslindale
McCatty, Shirley, Boston
McConnell, Leo, Malden
McCormack, Edward, Braintree
McCulloch, Bonnie, Boston
McDonough, John, Greenwood
McGlynn, John J., Medford
McGovern, Patricia, Lawrence
McGrath, Richard, Somerville
McIntyre, Carolyn, Dorchester
McMahon, James G., Jamaica Plain
McMeel, Anthony, Revere
Miserlis, Chris, Haverhill
Mitchell, Robert, Somerville
Monaghan, Edmund, Everett
Monheim, Suzanne, Steubenville, Ohio
Mooney, James, Malden
Mulcahy, Brian, Boston
Murphy, John, Marsfield

Needell, Edward, Newtonville
Neu, Robert, Ayer
Noone, John, North Billerica
Noone, Paul B., North Reading

O'Brien, Alfred, Dorchester
O'Brien, Kenneth, Boston
O'Brien, Walter, Boston

Palombo, Joseph, Jamaica Plain
Pandiscio, Anna, Brookline
Papathanasopoulos, Nicholas, Greece
Paratore, Charles, Quincy
Pass, Richard, Watertown
Peterson, Donald, Allston
Phipps, Richard, South Boston
Pickering, Joseph, Lynn
Poto, Anthony, East Boston
Price, Ellen, Revere
Price, Fern, Revere
Puzniak, Elizabeth, Methuen

Quirk, Bruce, Sudbury
Rabchenuk, Paul, Salem
Radula, Robert, Lawrence
Ravech, Elliot, Boston
Reynolds, Robert, Northboro
Rice, Peter, South Lincoln
Risso, Gail, Watertown
Rivers, Earl, Willamantic, Conn.
Robie, Richard, Boston
Rogers, Richard, Reading
Rohrbacher, Richard, West Roxbury
Romano, Agrippino, Chelsea
Rosmarin, Bernard, Chelsea
Roy, Donald, Needham
Russell, Barbara, Hanover
Russo, Henry, Waltham
Rutstein, Frank, Chelsea

Sabin, Douglas, Beverly
Sadowski, Philip, Somerville
Safchuk, William, Salem
Santagate, Guy, Chelsea
Schwartz, Joel, Newton
Scuderi, Frank, Andover
Sibley, Hiram, Ipswich
Silva, James, South Boston
Smith, Stephen, Woburn
Snow, Beatrice, Dorchester
Snow, Frederick, Revere
Soble, Kenneth, Brookline
Srebnick, John, Somerville
Staveley, Charlotte, Wilder, Vt.
Sucena, Engracia, Belmont
Sullivan, Edward, Somerville
Sullivan, Kenneth, Haverhill

Thibault, Jean, Salem
Tierney, Joseph, South Boston

Walsh, Hugh, Medford
Watts, James, Melrose
Weinberg, Alan, Winthrop
Weinerman, Lloyd, Brookline
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Wharton, H., Mary, Roxbury
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Zapantis, George, Salem
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FRESHMAN CLASS (Continued)

Gailey, Robert M., Somerville
Gautreau, Frances, Jamaica Plain
Ghizzoni, John A., Dedham
Gianoukos, Constantine, Haverhill
Gigante, Robert, Cambridge
Giglio, John A., Watertown
Gilman, Allen, Mattapan
Glasier, Robert S., Waltham
Gorton, Robert F., Lynn
Gould, John J., Brighton
Gould, Richard, Natick
Grace, Joseph, Jamaica Plain
Grayson, Alice, Cambridge
Greco, Nicholas, Cambridge

Halligan, John J., Stoneham
Hamilton, John A., Quincy
Hamlan, Celestine, Cambridge
Hansen, William, Revere
Hardy, Bruce, Lexington
Hardy, Linda M., Arlington
Harrigan, John D., Everett
Harris, Mary Elizabeth, Melrose
Harrison, Wilfred P., West Medford
Harty, John J., Methuen
Hayes, Raymond M., Revere
Heaton, Bruce, Lawrence
Herbert, Thomas, Dorchester
Hewitt, Nancy K., Needham Heights
Higgins, Paul D., Quincy
Hill, Roland, Cambridge
Hines, William, Everett
Hodgman, Frederick, Needham Heights
Horan, John, Dorchester

Illeyne, Emery, Boston
Indingaro, Gerard, East Boston

Jamaica, Leon P., Brookline
Johnson, Benjamin, Boston
Johnson, Robert, Watertown
Joyce, Bartley, Charlestown
Joyce, James E., Union, Conn.

Kalambokas, James, Lynn
Kalib, David L., Dorchester
Karagozie, James, Woburn
Katsenes, Sylvia, Newton
Kaufman, Janice, Brighton
Kaufman, Michael, Newton
Kellett, Paul, Newburyport
Kelley, Francis, Cambridge
Kelley, Joseph F., Boston
Keogh, Thomas M., Boston
Kibard, Richard, North Chelmsford
Killion, Joseph, Quincy
Knight, Richard, Groveland
Knox, Frederick, Medford

Lagos, Harry, Boston
Lagrotteria, Vincent, Pittsfield
LaZerte, James, Plymouth
Lee, Chester, Boston
Lembo, Ann Marie, Dorchester
Levenson, Richard, Newton Centre
Levi, David, Newton Center
Levine, Stephen, Lynn
Lewis, Gilbert, Quincy
Lindberg, Robert, Brockton
linehan, Patricia, Brookline
Lussier, George, Boston

MacLeay, Kenneth, Dorchester
MacQueen, Robert, South Boston
Mangion, Richard, Haverhill
Mann, Edward, Revere
Marsters, Carolyn, Arlington
Martin, Norman, Lawrence
Mason, Alberta, Roslindale
Matheson, Jane D., West Roxbury
McCarthy, John, Roslindale
McCormack, Alan, Somerville
McKinnon, Leo, Medford
McMullin, Gary, Melrose
Memmolo, Michael, East Boston
Mentis, Demetra, Greece
Mentuck, Michael, Marblehead
Merritt, Jay, Walpole
Messinger, Gordon, Dedham
Mieckovich, Walter, Randolph
Milder, Sylvia, Brighton
Mitchell, James D., Chelsea
Mogan, Joseph, Dorchester
Mondello, Paul, Medford
Morey, William, Medford
Morissette, Gerald, Nashua
Moyhan, James, Hyde Park
Mullen, Joseph, Newton
Mullin, Donald B., Lawrence
Myers, Robert, Framingham

Natelson, Gerald, Newton
Neundorf, James, Dorchester
Nevulis, John, South Boston
### FRESHMAN CLASS (Continued)

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Nicholson, Nelson</td>
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<td>Zinfon, Gerald</td>
<td>Cambridge</td>
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</tbody>
</table>
SPECIAL STUDENTS

Apsey, Mark J., Winchester
Bailey, Mary F., Cambridge
Barooshian, John, Chelsea
Barous, Dennis A., Andover
Belmonte, Henry, Everett
Blohm, Vacilia, Brookline
Brickman, Jordan M., Worcester
Brown, Gerald, Boston
Campbell, Benjamin F., East Boston
Campbell, M., Catherine, So. Attleboro
Congdon, Richard R., Nantucket
Conlon, Thomas, Waltham
Cronan, Thomas, Salem
Cronin, John P., Roslindale
Cronin, Richard A., Belmont
Cushman, Charles A., Dorchester
DiModica, Edward J., Revere
Epsimos, Jacob G., Revere
Flood, John H., Canton
Freijs, Melita T., Boston
Googins, Frank J., Concord
Harris, Richard E., Abington
Jones, Richard J., Dorchester
Kaplan, Stephen J., Chelsea
Kennon, John W., Dorchester
LaRocco, Albert Jr., East Weymouth
Lespasio, Ralph L., Revere
Long, Brian J., Brighton
Long, Dexter A., Boston
MacPhail, Malcolm, Brighton
Maglin, William C., Hyde Park
Makris, George J., Canton
Martin, Thomas E., Boston
Martineau, Clement J., Avon
McKenna, Thomas F., Arlington
Michelin, Naomi C., Durham, Conn.
Morgan, Elizabeth, Canton
Mueller, Robert P., Boston
Murphy, George E., Lowell
O'Connor, Francis W., Dorchester
O'Connor, John B., Dorchester
O'Donnell, Francene, Brookline
O'Toole, Frank, Dorchester
Patriacca, Raymond, Newton
Pressman, Joel M., Chelsea
Ridge, John F., Dorchester
Rose, Richard A., Marblehead
Rosenbloom, Irwin, Brookline
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Sociology E3.4 — Social Theory  
1 term — 3 semester hours

An analytical and theoretical approach to sociological material, with emphasis on the development of sociological ideas and empirical research. Advanced readings will be used and emphasis will be placed on social structure and change. **Limited to Sociology majors and minors.**

Sociology E4.1 — 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, feeblemindedness, 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.**

Sociology E4.2 — 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. **Prerequisite: 6 semester hours of Sociology.**

Sociology E4.35 — Social Development of Emotionally Healthy Children and Youth  
1 term — 3 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 — 3 semester hours

A course for all interested in the process of counseling whether student, teacher, or business person. It aims to train 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 plan for the future.

Sociology E4.9-E4.10 — Personal Adjustment and Mental Health  
2 terms — 6 semester hours

A course in the principles of mental health which, when applied in daily living, will help a person adjust to day by day situations as they develop and, therefore, better to understand his relationship to himself.
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 and 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 — 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 E1.2 — 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 E1.3 — 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 E2.2 — 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 ability to communicate this appreciation to others by oral reading.

Speech E2.4 — 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 E2.6 — 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 audience adaptation, establishing and holding attention and interest, motivation and suggestion.
Sociology 4.4 — Field Work
Actual work in institutions arranged for a limited number of students wishing to specialize in applied sociology. Supervised by the department. Limited to Juniors and Seniors. Credits to be arranged.

Sociology 4.6 — Culture and Personality
1 term — 3 semester hours
A study of the social and cultural aspects of personality structure and development with special emphasis on empirical studies and cross-cultural comparisons.

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.
Sociology 3.2 — Crime and Delinquency  
1 term — 3 semester hours

A study of the explanations for crime and delinquency; history of punishment; other methods of control; development of penal and correctional methods including probation, parole, release procedures; the juvenile court. Proposals for youth courts and youth correction authorities. Emphasis on crime as a system of behavior. A series of field trips to various penal and correctional institutions will be conducted during this course.

Sociology 3.3 — Research Methods in Sociology  
1 term — 3 semester hours

A discussion of the nature and use of tools commonly used in sociological research; surveys, case histories, the interview, questionnaires. Contact with actual research problems will demonstrate the use of these tools in practice. Limited to Sociology majors and minors.

Sociology 3.4 — Social Theory  
1 term — 3 semester hours

An analytical and theoretical approach to sociological material, with emphasis on the development of sociological ideas and empirical research. Advanced readings will be used and emphasis will be placed on social structure and change. Limited to Sociology majors and minors.

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, feeblemindedness, 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 4.2 — Social Problems  
1 term — 3 semester hours

Problems of family and community life will be considered in their institutional and ecological setting. Problems involving culture 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 considered. Prerequisites: 6 semester hours of Sociology and at least Junior standing.

Sociology 4.3 — Social Institutions  
1 term — 3 semester hours

Institutional theory: the history and development of major social institutions. Social control and social institutions. The base of institutions in primitive experience; family and kinship systems as points of departure for institutional differentiation.
Mathematics 4.3 — Introduction to Non-Euclidean Geometries
1 term — 3 semester hours
Topics covered will include projective geometry and discussion of other non-Euclidean systems. Prerequisite: Mathematics 2.2

Mathematics 4.4 — Advanced Calculus
1 term — 3 semester hours
An advanced treatment of theorems in calculus. Prerequisite: Mathematics 2.2

Mathematics 5 — Studies in Mathematics
Members of the Department will hold conference hours with students and will direct their reading and study in areas of mathematics which may be of interest to them.

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.

The following courses, described under the offerings of other departments, may be credited toward the major in Philosophy:

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

Education 6.8 — Philosophy of Education
1 term — 3 semester hours

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. A course in logic not only teaches the student to think correctly and to avoid errors in his own thinking, but it also trains him to detect fallacies in the reasoning of others.

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. Ethical schools of thought such as the following are treated; Socratic, Aristotelian, Epicurean, Hedonism of Aristippus, Scholasticism, Subjectivism of Hume, Utilitarianism of Bentham and Mill, Kantian, Evolutionary Naturalism of Spencer, Intuitionism of Martineau, Logical Positivism of Ayer, Idealism and Personalism. This course is open to beginners in philosophy.
Mathematics 1.3 — College Algebra 1 term — 3 semester hours
Open to qualified students at the discretion of the department. Topics covered will include linear, quadratic, and systems of equations, logic and an introduction to modern algebraic theory. No specific prerequisites except an adequate background in high-school algebra.

Mathematics 1.4 — Introduction to Advanced Mathematics 1 term — 3 semester hours
This course is a continuation of Mathematics 1.3, and is required of all students wishing to take Mathematics 2.1 or Physics 1.1. Topics covered will include an introduction to the study of mathematical functions and an intensive study of the trigonometric and exponential functions. Prerequisites: Mathematics 1.1 or 1.3, or the equivalent.

Mathematics 2.1 — Analytic Geometry and Calculus I 1 term — 3 semester hours
Topics covered will include the analysis of lines and circles and the differentiation of algebraic functions. Prerequisites: Mathematics 1.4.

Mathematics 2.2 — Analytic Geometry and Calculus II 1 term — 3 semester hours
This course is a continuation of Mathematics 2.1, and will include the analysis of conic sections, differentiation of transcendental functions, and an introduction to integral calculus. Prerequisite: Mathematics 2.1

Mathematics 2.3 — Integral Calculus I 1 term — 3 semester hours
Topics covered will include formal techniques of integration and the application of integrals to problems of geometry and physics. Prerequisite: Mathematics 2.1 and 2.2

Mathematics 2.4 — Integral Calculus II 1 term — 3 semester hours
This course is a continuation of Mathematics 2.3, and will include partial differentiation, multiple integration, and differential equations. Prerequisite: Mathematics 2.3.

Mathematics 4.1 — Modern Theoretical Algebra I 1 term — 3 semester hours
Topics covered will include the axiomatic treatment of number systems and the construction of the integers, rationals, and real numbers. Prerequisite: Mathematics 2.2.

Mathematics 4.2 — Modern Theoretical Algebra II 1 term — 3 semester hours
Topics covered will include Groups, Rings, and Fields. Prerequisite: Mathematics 4.1
Philosophy 4.2 — Metaphysics  
1 term — 3 semester hours  
The study of theories of knowledge and of ultimate reality, together with moral, aesthetic, and religious values.

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, rhythmics, and skill in dual and team sport.

**Physics**

**Physics 1.1-1.2 — General Physics**  
2 terms — 8 semester hours  
An introduction to the fundamental principles of physics. Basic concepts of mechanics, heat, sound, light, electricity, and magnetism. Lectures and laboratory. *Prerequisite: Math. 1.3-1.4 or Instructor’s permission.*
Philosophy 1.4 — Introduction to Philosophy
1 term — 3 semester hours
An introductory study intended to orient the student in philosophical thought. The various fields of philosophy are studied and a variety of schools of philosophical thought treated. The student is equipped with technical terms used in philosophy.

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. This course includes such philosophers as: Socrates, Plato, Aristotle, Epicurus, Augustine, and Aquinas. History of Philosophy is the best of the introductory courses in philosophy and is designed to equip the student with a well-grounded understanding and appreciation of philosophy.

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. The following philosophers are treated: Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, Kant, Hegel, Schopenhauer.

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. Problems of philosophy may be selected as a first course in philosophy.

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.
SCHOOLS AND DEPARTMENTS
OF SUFFOLK UNIVERSITY

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College of Journalism
Degrees: B.S. in J.

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Degrees: M.A. in Education; M.S. in Business Administration; A.M. in Teaching

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A separate bulletin is issued by the School of Law. It may be had by writing THE REGISTRAR, SUFFOLK UNIVERSITY LAW SCHOOL, 20 Derne Street, Boston 14, Massachusetts.