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SUFFOLK UNIVERSITY

Bulletin



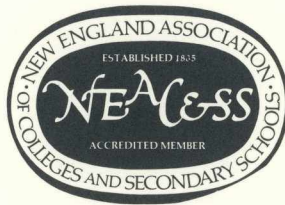
1969-1970

BOSTON, MASSACHUSETTS

SEPTEMBER 1969



DAY-EVENING-GRADUATE



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SUFFOLK UNIVERSITY

COLLEGE OF LIBERAL ARTS AND SCIENCES

COLLEGE OF JOURNALISM

COLLEGE OF BUSINESS ADMINISTRATION

GRADUATE SCHOOL OF ADMINISTRATION

GRADUATE EDUCATION

GRADUATE CHEMISTRY AND PHYSICS

EVENING DIVISION

SUMMER SESSION

LAW SCHOOL (See Separate Catalogue)

ENTRANCE BULLETIN

1969-1970

BEACON HILL, BOSTON, MASSACHUSETTS





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CORRESPONDENCE

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All other correspondence should be addressed to Registrar, Suffolk University, 41 Temple Street, Boston, Massachusetts 02114.

OFFICE HOURS

During the academic year, the University Office is open Mondays through Fridays from 8:45 A.M. to 4:45 P.M.; Saturdays from 9:00 A.M. to 12:00 Noon; and on Tuesdays and Thursday evenings from 5:00 to 8:00 P.M.

Telephone 227-1040

SUFFOLK UNIVERSITY BULLETIN

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COLLEGE CALENDAR

1969-70

FALL SEMESTER 1969-70

Registration of all students; Freshman orientation ..	Wednesday, September 10 through Friday, September 12; Monday, September 15 and Tuesday, September 16
Last Day for registration without payment of late registration fee	Tuesday, September 16
Regular Classes convene (Day and Evening)	Wednesday, September 17
Saturday classes convene	Saturday, September 20
Last day for course changes and late registration	Wednesday, September 24
Commencement Day	Sunday, September 28
Founder's Day	Wednesday, October 1
Columbus Day (Holiday)	Monday, October 13
Veterans Day (Holiday)	Tuesday, November 11
Thanksgiving Recess begins	Sunday, November 23 through Sunday, November 30
Christmas Recess	Sunday, December 21 through Sunday, January 4
Classes Resume	Monday, January 5
Last classes for Fall Semester	Wednesday, January 14
Reading Period	Thursday and Friday, January 15-16
Fall Semester examinations	Saturday, January 17 through Tuesday, January 27
Winter Recess	Wednesday, January 28 through Tuesday, February 3

SPRING SEMESTER 1970

Registration	Monday, January 19 through Friday, January 23; Monday, January 26 and Tuesday, January 27
Last Day for Spring Registration without payment of late registration fee	Tuesday, January 27
Classes convene for the Spring Semester	Wednesday, February 4
Last day for course changes and late registration	Monday, February 9
Washington's Birthday (Holiday)	Monday, February 16
Commencement Day	Sunday, February 22
Evacuation Day (Holiday)	Tuesday, March 17
Spring Recess	Friday, March 27 through Friday, April 3
Patriots Day (Holiday)	Monday, April 20
Memorial Day (Holiday)	Monday, May 25
Reading Period	Sunday, through Tuesday, May 24-26
Spring Semester Examination Period	Wednesday, May 27 through Wednesday, June 3
Spring Semester Ends	Wednesday, June 3
Alumni Day	Saturday, June 6
Commencement Day	Sunday, June 14

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Chairman: Dr. Hartmann. *Members:* Mr. Bates, Mr. Bigelow, Dr. Lieberman, Mr. Mahoney, Dr. Ronayne, Miss Russick, Dean Sullivan.

COMMITTEE ON ADMISSIONS POLICY:

Chairman: Dr. Lieberman. *Members:* Mr. Burton, Dr. Clark, Mr. Corman, Dr. Maehl, Mrs. Nadeau, Mr. Stone, Mr. Coughlin (*ex officio*).

COMMITTEE ON STUDENT ADVISING:

Chairman: Mrs. Alonso. *Members:* Mr. Castanino, Dr. Good, Dr. Lieberman, Mr. Ormonde, Dr. Petherick, Dr. Sarafian, Mr. Sutherland, Dean Sullivan (*ex officio*).

COMMITTEE ON RESEARCH:

Chairman: Dr. Marshall. *Members:* Mr. Aucoin, Mr. Leftin, Mr. Matias, Dr. Mulvey, Dr. Raben, Mr. Wills.

COMMITTEE ON STUDENT PUBLICATIONS:

Chairman: Mrs. Allebach. *Members:* Mr. Holland, Dr. Johnson, Mr. Miller, Mr. L. Connelly, Mr. Jones, Mr. Lewis, Dean Sullivan, the President of Student Government, the Editor of the *Suffolk Journal*, the Editor of the *Beacon*, the Editor of *Venture*.

LIBRARY COMMITTEE:

Chairman: Dr. Floyd. *Members:* Mr. Dennis, Mr. Donahue, Mrs. Fang, Mr. Gillis, Mr. Jennings, Mrs. Jurich, Mrs. Mack, Dr. Sahakian, Mr. Shannon, Mr. R. Sullivan (*ex officio*).

COMMITTEE ON ALUMNI AND COMMUNITY RELATIONS:

Chairman: Mr. Fiorillo. *Members:* Mr. DeGiacomo, Dr. Friedman, Mr. Mahoney, Dr. Vogel, Miss McNamara (*ex officio*).

COMMITTEE ON TEACHER EDUCATION:

Chairman: Dr. Unger. *Members:* Dr. Bonaventura, Dr. Boudreau, Mr. Castanino, Mr. Donahue, Dr. Hartmann, Mrs. Hughes, Dr. Wetherbee.

COMMITTEE ON STUDENT CONDUCT:

A joint faculty, student, and administration committee to be selected as needed.

COMMITTEE ON PROMOTION, TENURE, AND REVIEW:

Members elected annually by the Faculty from Humanities, Social Science, Natural Science and Business Administration. Two members appointed by the Vice President. Dean Grunewald, Dean Waehler and Associate Dean Strain (*ex officio*).

JOINT COUNCIL ON STUDENT AFFAIRS:

Dean of Students, Chairman	Faculty Advisors to the Freshman,
Dean of the College of Liberal Arts and Sciences	Sophomore, Junior and Senior Classes
Dean of the College of Business Administration	President of Student Government
Associate Dean, Evening Division	Editor of the <i>Suffolk Journal</i>
Director of Student Activities	One student representative each from the Freshman, Sophomore, Junior, and Senior Classes, and one from the Evening Division.
Advisor to Women	

EVENING DIVISION AND SUMMER SESSION COMMITTEE:

Chairman: Dr. Pearl. *Members:* Mr. Corman, Mr. DeGiacomo, Mr. Huff, Dr. Lewandowski, Mr. Millner, Dr. Nickerson.

LONG RANGE PLANNING COMMITTEE:

Chairman: Associate Dean Strain. *College Members:* Mr. Flannery, Dean Grunewald, Dr. Maehl, Dean Sullivan, Dr. Unger, Dr. Vogel, Dean Waehler, Dr. Wetherbee. *Law School Members:* Professor Callahan, Professor Maleson, Professor Nolan, Dean Simpson.

The Dean of the College of Liberal Arts and Sciences, the Dean of the College of Business Administration, and the Associate Dean in charge of the Evening Division are members of all Joint Committees *ex officio*.

Committees of the College of Liberal Arts and Sciences

CURRICULUM COMMITTEE:

Chairman: Dr. Webb. *Members:* Mr. Connors, Mrs. Dushku, Mr. Farley, Dr. Fehrer, Mrs. Ladd, Mr. J. Sullivan, Dr. von Klock, Mr. White.

GRADUATE COMMITTEE:

Chairman: Dr. Maehl. *Members:* Dr. Floyd, Dr. Marshall, Dr. Unger, Dr. Vogel.

SOCIAL COMMITTEE:

Chairman: Mrs. Williams. *Members:* Mr. Colburn, Mrs. Mahoney, Mrs. May, Mr. Santeusanio.

The Dean and the Associate Dean of the College of Liberal Arts and Sciences are members of all College of Liberal Arts and Sciences committees *ex officio*.

Committees of the College of Business Administration

CURRICULUM COMMITTEE:

Chairman: Mr. Stone. *Members:* Mr. Alpren, Mr. DeGiacomo, Mr. Diamond, Mr. Donahue, Mr. Matias.

GRADUATE COMMITTEE:

Chairman: Mr. Mahoney. *Members:* Mr. Corman, Mr. Donahue, Mr. Wills.

SOCIAL COMMITTEE:

Chairman: Mr. Wills. *Members:* Mr. Aucoin, Mr. Holland.

FACULTY SECRETARY: Mr. Sutherland.

The Dean of the College of Business Administration is a member of all College of Business Administration committees *ex officio*.

*On leave of absence.

**SUFFOLK UNIVERSITY
OFFICE OF ALUMNI RELATIONS**

DOROTHY M. McNAMARA, M.A., 1954
Secretary of General Alumni Affairs

**GENERAL ALUMNI ASSOCIATION
OF SUFFOLK UNIVERSITY**

Officers

JOHN D. MCCARTHY, B.S.B.A., 1962, M.B.A., 1969	<i>President</i>
KENNETH D. MACLEAY, B.S., 1962	<i>Vice-President</i>
CLAIRE M. (O'BRIEN) DRISCOLL, A.B., 1943	<i>Secretary</i>
PAUL BAILEY, A.B., 1951	<i>Clerk</i>
JOHN J. NORTON, B.S., 1955	<i>Treasurer</i>

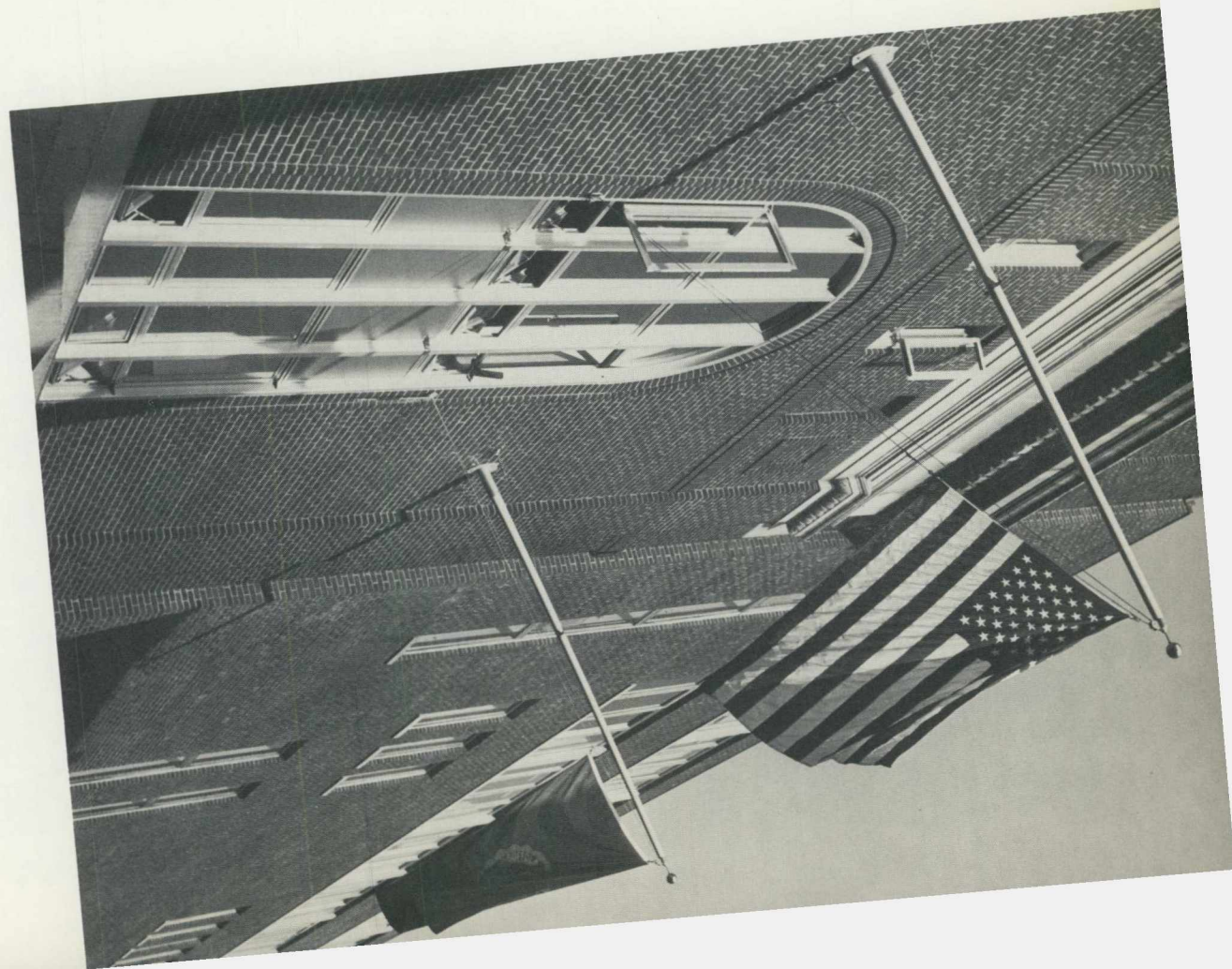
Board of Trustees

	<i>Term Expires</i>
MATTHEW J. FINK, B.A., 1964	1972
ALBERT HUTTON, JR., LL.B., 1955	1972
PETER LEONE, LL.B., 1966	1972
NEAL HANNON, A.B., 1968	1972
PAUL BAILEY, A.B., 1951	1971
LEONARD BONFANTI, A.B., 1964	1971
CLAIRE M. (O'BRIEN) DRISCOLL, B.A., 1943	1971
ALFRED E. STEVENS, A.B., 1955	1971
KENNETH D. MACLEAY, B.S., 1962	1970
JOHN D. MCCARTHY, B.S.B.A., 1962, M.B.A., 1969	1970
JOHN J. NORTON, B.S., 1955	1970
WILLIAM WALSH, B.A., 1964, LL.B., 1968	1970

Membership

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. The alumni Office is in the 41 Temple St. Building Room 109. Address correspondence to the Secretary of General Alumni Affairs, Suffolk University, 41 Temple Street, Boston, Massachusetts 02114.





I

Suffolk University

HISTORY

Suffolk University is a private, urban, co-educational institution located on historic Beacon Hill in Boston, Massachusetts. It was founded in 1906 when the Suffolk Law School was established. Further development of the University came in 1934 when the College of Liberal Arts first offered courses for undergraduates. Rapid growth followed with the establishment of the College of Journalism (1936) and of the College of Business Administration (1937). It was in April 1937 that the Law School and the three Colleges were incorporated into Suffolk University by the action of the Massachusetts legislature.

The enrollment of the University in 1968-69 consisted of 4058 men and women. Of this total slightly more than 2600 are enrolled in the Colleges. The Colleges offer to both day and evening students programs that lead to bachelor's and master's degrees.

The University buildings are located close to the Massachusetts State House and near the area of the "New Boston" Government Center. In September 1966 Suffolk University dedicated a new air-conditioned, seven-story College and Law School complex. This multi-purpose extension of the existing plant provides modern facilities for laboratories, libraries, classrooms, cafeteria, and offices for faculty, administration, and student activities.

Over the sixty year history of Suffolk University, the quality of its faculties and the success of its graduates have gained wide recognition. Men and women,

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educated at this university have become judges, mayors, legislators, teachers in schools and universities, journalists, lawyers, doctors, businessmen, scientists, and social workers. In every professional and commercial field, they are making significant contributions to American society.

OBJECTIVES

"Human progress depends on a double advance — increase in knowledge and the discovering of higher values."

Suffolk University believes in liberal education for all students, regardless of their special academic and vocational interests. The Faculty hopes to develop in its students an awareness and understanding of those values which are basic to civilization. The University believes that its highest purpose should be to provide an environment in which each individual can become acquainted with many branches of knowledge, can gain insight into the problems of human behavior, and can develop flexibility of mind. Creative thinking requires free access to information and freedom to interpret, evaluate, and extend ideas and to communicate them to others. To the advancement of these ends freedom of research and teaching are fundamental.

The opportunity to acquire a liberal education should be available to each person in a democratic society without regard to race, creed, religion, or economic status, but consistent with the student's ability to maintain required academic standards. The University, which is co-educational, is deeply concerned with its role in the development of civic responsibility in students, and attempts to provide through its curriculum the means to achieve this goal.

Suffolk University is like many other universities in its emphasis on the classroom, the library, and the laboratory. Its major contribution to higher education is that it makes available to students in a metropolitan area some of the benefits of a small liberal arts college. An attempt is made to create an educational setting within an urban area which stimulates a degree of intimacy in student-to-student relationships and student-faculty relationships conducive to the greatest possible exchange of ideas.

The objectives of Suffolk University are a reflection of its philosophy:

1. To provide an environment which will encourage freedom of thought and expression in the pursuit of truth, scholarly excellence, and relevant and vital teaching.

2. To provide a strong liberal arts education in order to acquaint students with their cultural heritage and to develop a taste for the best, a sense of values, and awareness of their roles and obligations as citizens of a democratic society.
3. To provide professional and pre-professional programs on both the undergraduate and graduate level in areas such as business administration, law, social work, education, medical technology, journalism, and public service.
4. To provide educational opportunities for qualified men and women who might otherwise be deprived of them as a result of economic, social, or cultural handicaps.
5. To help Greater Boston and the Commonwealth of Massachusetts to solve their social, economic, and cultural problems.

ACCREDITATION AND MEMBERSHIPS

ASSOCIATION OF AMERICAN COLLEGES

COLLEGE ENTRANCE EXAMINATION BOARD

COLLEGE SCHOLARSHIP SERVICE

AMERICAN COUNCIL ON EDUCATION

ASSOCIATION OF UNIVERSITY EVENING COLLEGES

AMERICAN ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION

NATIONAL ASSOCIATION OF COLLEGE AND UNIVERSITY SUMMER SESSIONS

AMERICAN ASSOCIATION OF COLLEGIATE SCHOOLS OF BUSINESS ASSEMBLY

ASSOCIATION OF INDEPENDENT COLLEGES & UNIVERSITIES IN MASSACHUSETTS

NEW ENGLAND ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS

The New England Association of Colleges and Secondary Schools accredits schools and colleges in the six New England states. Membership in one of the six regional accrediting associations in the United States indicates that the school or college has been carefully evaluated and found to meet standards agreed upon by qualified educators. Colleges support the efforts of public school and community officials to have their secondary school meet the standards of membership.

REGISTRATION

The undergraduate curriculum in accounting is registered by the State of New York.



II

Admission

DAY FRESHMAN CLASS

Entrance Requirements

High school and preparatory school graduates, both men and women, may apply for admission to the Freshmen Class. In each case the Admission Committee will consider every type of evidence that bears on the applicant's fitness to do college work. The Committee desires to determine each candidate's ability to be successful in his college studies rather than to insist upon a rigid pattern of college preparatory units.

Candidates for admission to the Day Freshman Class of Suffolk University should present a successful record in a college preparatory program. The areas of preparation should be English, foreign language, mathematics, science, and social studies. The Admissions Committee will consider the quality of the high school record, the class rank, the recommendation of the high school counselor, the College Board scores, and other pertinent information.

College Entrance Examinations

The Scholastic Aptitude Test of the College Entrance Examination Board is required. Three C.E.E.B. Achievement Tests are required. The English Achievement Test is required of all applicants.

EARLY DECISION

Freshmen applicants who seek an early decision for admission should submit an application in the fall of their Senior year. Early decisions are given when there is evidence of three years of highly successful college preparatory study, above-average C.E.E.B. scores (Junior year scores), and a recommendation from a high school counselor. Applicants must complete their applications before November 1st of their Senior year, and are encouraged to call the Director of Admissions for an interview concerning this procedure.

ADVANCED PLACEMENT AND CREDIT

Students entering Suffolk University may qualify for advanced placement and credit in certain courses. College credit as well as advanced placement may be given to those students who have taken the College Board Advanced Placement Test in high school. In special cases, college credit and advanced placement may be given on the basis of knowledge acquired by experience or independent study. To receive this, applicants must have taken the College Level Examination offered by the College Board plus any supplementary tests required by a department.

TRANSFER DAY UNDERGRADUATE STUDENT

Applicants who wish to transfer to Suffolk University from four-year colleges, two-year colleges, or other institutions of collegiate rank should be in good academic and social standing. Transfer credit is given on a semester basis for equivalent college courses in which a grade of "C" or better is attained where "D" is the lowest passing grade. All grants of transfer credit are made on a provisional basis and become final after the student has satisfactorily completed thirty semester hours of academic work at Suffolk University. Students who enter Suffolk University with advanced standing and prove to be inadequately prepared in prerequisite subjects must make up such deficiencies. The Academic Standing Committee reserves the right to reduce or cancel advanced standing credits. The last thirty semester hours in any degree program must be earned at Suffolk University.

EVENING UNDERGRADUATE STUDENTS

Applicants for admission to evening degree programs are expected to meet the same admission standards as day students with the exception that submission of C.E.E.B. Scholastic Aptitude and Achievement Test scores may be waived for applicants who have not taken the test. Applicants for degree programs are expected to provide satisfactory evidence of high school graduation or have a high school equivalency certificate. Aptitude tests may also be administered at Suffolk University for admission, placement, or counseling purposes.

SPECIAL STUDENTS EVENING

A number of special students may be admitted each semester 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. Generally special students at Suffolk University are limited to a year of attendance.

Men and women over twenty-one years of age who are mature and determined may be admitted as special students upon recommendation of the Director of Admissions. It will be necessary for the applicant to file an application with the Admissions Office.

Students from other colleges who want to take courses for transfer credit may also apply as special students. A letter of approval from the Dean of the College must accompany the application.

GRADUATE STUDENTS

Business — Chemistry — Physics — Education

The Graduate School of Administration offers an M.B.A. Degree in Business. The College of Liberal Arts offers an M.S. in Chemistry, M.S. in Physics, an A.M. in Education, and an Ed.M. Graduate candidates must have a good undergraduate record.

Business: Candidates applying for the M.B.A. Degree must take the Admissions Test for Graduate Study in Business (ATGSB), and have the results forwarded from Princeton, New Jersey.

Chemistry-Physics: Candidates applying for an M.S. Degree in Chemistry or a M.S. Degree in Physics must furnish two letters of recommendation from persons in the educational profession or field of employment who can discuss candidates, math-science qualification.

Education: Candidates applying for an A.M. or Ed.M. must furnish two letters of recommendation from persons in the educational profession. Candidates in the A.M. program will major in elementary or secondary education. Candidates in the Ed.M. program may concentrate in Counseling, in Reading Specialization, or in Elementary Education.

FOREIGN STUDENTS

Applications from foreign students are most welcomed at Suffolk University. As Suffolk University is an urban university and does not have a specialized program for foreign students, it is necessary to select those students who are proficient in the reading and writing of English. All applicants must show evidence of above average achievement in work completed in secondary school or institutions of higher learning. Each applicant for admission must have submitted all required credentials four (4) months prior to the start of the classes.

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All students from foreign lands except Canadian citizens should write for a Foreign Student Application and special instructions. Foreign students are required to take either the *Test of English as a Foreign Language* or the *Scholastic Aptitude Test*.

DISADVANTAGED STUDENTS

It is the policy of Suffolk University to admit to its membership both faculty and students on the basis of individual merit and without regard to race, color, creed, or national origin. The University, which is co-educational, encourages applications from qualified members of minority groups. Suffolk University has a long-standing commitment to help disadvantaged students. It fulfills this commitment by ensuring that from the standpoint of location, time and cost, its educational facilities are made as accessible as possible to all qualified students. Special scholarships, loans and other financial aids are available to disadvantaged students in need. The Department of Psychological Services provides counseling and other special help to disadvantaged students.

CLASS HOURS

Day classes normally meet three times a week on Monday, Wednesday, and Friday for fifty minutes, or twice a week on Tuesday and Thursday for seventy-five minutes. Classes meeting on Monday, Wednesday, and Friday have a ten minute break between classes. Classes meeting on Tuesday and Thursday have a fifteen minute break. The period between 1:00-2:15 on Tuesday and Thursday is reserved for student activities, faculty meetings, and guests lecturers. Evening class hours are listed in Section VIII.

Monday, Wednesday, Friday

9:00- 9:50

10:00-10:50

11:00-11:50

12:00-12:50

1:00- 1:50

2:00- 2:50

3:00- 3:50

4:00- 4:50

Tuesday and Thursday

8:30- 9:45

10:00-11:15

11:30-12:45

(Activity Period) 1:00- 2:15

2:30- 3:45

4:00- 5:15

SUMMER SESSION

The Summer Session is conducted for eight weeks for day and evening students in the graduate and undergraduate courses. A student may earn a maximum of nine semester hours of credit in the Day Summer Division or six semester hours of credit in the Evening Summer Division.

- a. Students who wish to commence their degree program in the Summer Session must follow the same procedure as the day and evening degree applicants. Students for the degree program must have all of their credentials on file with the Director of Admissions *one month* prior to the start of classes.
- b. Students who wish to register for the Summer Session only may register with a special summer school application.

Summer Student Teaching Program: Observation and student teaching at elementary and secondary levels is offered for six weeks in cooperation with local public summer schools. These courses fulfill the Massachusetts Teacher Certificate Requirement for student teaching and offer six credits.

This program is designed for recent or older graduates of liberal arts or engineering colleges who can show a satisfactory undergraduate major in subjects they propose to teach.

There is a special application for the Summer Student Teaching Program. All applications for this program must be forwarded to the Director of Admissions. Complete applications and credentials must be received by *April 1st*.

ADMISSIONS PROCEDURES

All applications must be filed with the Director of Admissions, Suffolk University, 41 Temple Street, Boston Massachusetts, 02114.

A \$15 application fee must be enclosed with each application.

Test Scores (CEEB'S and ATGSB) should be sent directly from Princeton, New Jersey.

A Letter of Activity: A brief statement of activity (school, work, service, etc.) since high school graduation, must be filed by all applicants.

It is the responsibility of each applicant to have all required credentials forwarded directly to Suffolk University.

All freshmen and transfer applications for the Fall Semester-Day Division must be received by *April 1st*.

REQUIRED CREDENTIALS

Day and Evening Division

Applying from High School:

Official school transcript which includes:

- a. Recommendation
- b. Rank in class
- c. Grades (including at least 1st quarter of senior grades)
- d. CEEB Scores

Applying from Preparatory School:

- a. High School transcript
- b. Preparatory transcript
- c. Recommendation
- d. CEEB Scores

Applying as a Transfer Student:

- a. High School transcript
- b. College or Junior College transcript(s)
- c. Letter of Clearance from Dean (Last school you attended as a full-time student)
- d. CEEB Scores

Applying as a Graduate Student:

Business

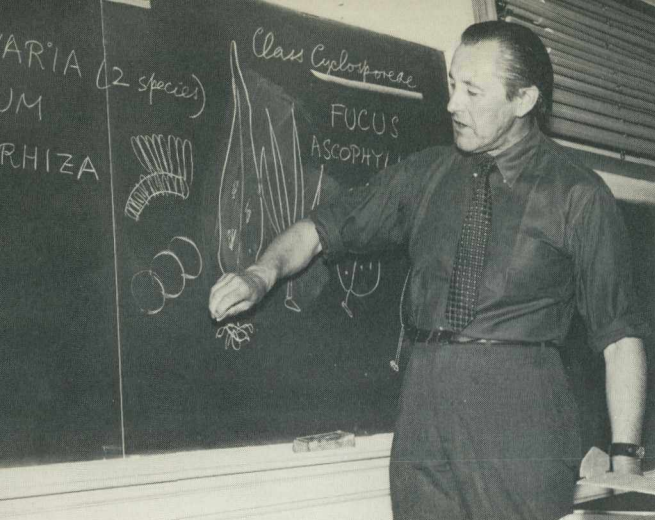
- a. College transcript(s)
- b. Results of the Admissions Test for Graduate Study in Business (ATGSB)

Chemistry — Physics

- a. College transcript(s)
- b. Two (2) Letters of Reference from persons in the education profession or field of employment who can discuss your math-science qualifications.

Education

- a. College transcript(s)
- b. Two (2) Letters of Reference from persons in the education profession (Professors, superintendents, principals)





III

Finances and Student Aid

TUITION

Effective September 1, 1969, the tuition for full-time students attending the Colleges as undergraduate or graduate students will be \$1,200 for a full program. A student enrolled in four or five courses will be considered a full-time student.

A student who is given permission to take a sixth course will be charged \$40 for each semester hour of the extra course.

Part-time evening and Adult Education tuition will be based on the \$40 per semester hour rate: \$120 for a three semester hour course and \$160 for a four semester hour course.

Tuition for students enrolled in extension courses will be charged at the rate of \$40 per semester hour credit in those courses.

A fee at the rate of \$40 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.

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

DEFERRED TUITION PAYMENT

While the tuition and fees for each semester are due at the time of registra-

tion, students who find it necessary may arrange for a deferred tuition payment plan. It must be clearly understood, however, that *each student who registers is obligated for the tuition charges of the full semester*, even though in approved emergencies partial refunds may be made as described on page 16. There are two payment plans available:

Plan 1: *One payment* of all charges (for full semester) before registration for each semester.

Plan 2: *Two payments*—one half before registration; one half in sixty days. (*Limited to students carrying two or more courses.*)

A service charge of \$5.00 per semester is added to the tuition bill under Plan 2.

No other provision is made for installment payment, whether monthly, quarterly or otherwise, directly with the College. Parents or students who wish to make such arrangements should do so with a bank or other commercial firm that handles such financing.

Many states have a bank guarantee program for long-term, low-interest education loans.

Parents should investigate and evaluate the different programs before committing themselves to a particular repayment schedule. Whenever required, the College will be happy to cooperate with parents in arranging for loans with these outside institutions.

SUMMER SESSION TUITION

The 1970 Summer Session rate will be \$40 per semester hour.

All Summer Session students who take one course will pay their tuition in full, plus Laboratory fees if any, at the time of registration.

All "regularly enrolled students" of Suffolk University may use the Deferred Payment Plan if they are taking two or more courses. A "regularly enrolled student" is one who was enrolled in the preceding academic year or who has been accepted for admission to the Fall Semester that immediately follows the Summer Session.

All students who are not "regularly enrolled students," as defined above, are required to pay the full Summer Session tuition at the time of registration.

APPLICATION FEE

An application fee of \$15 must be sent by all new applicants, re-applicants, and re-entry applicants who are seeking admission to any undergraduate or graduate program. No application is recorded until this fee has been received. *This fee is not a part of the tuition and cannot be refunded.*

TUITION DEPOSIT

A tuition deposit of \$50 will be requested of applicants who have been accepted for the day division. This deposit will be credited to the first tuition payment. Applicants for the fall semester, accepted prior to March 1st, will be asked to pay the tuition deposit by March 15th. Applicants accepted after March 1st will be given two weeks to pay this fee. *The tuition deposit will not be refunded to applicants who fail to register at the beginning of the semester.*

ACTIVITIES FEE

A student activities fee of \$18 per year is charged to all undergraduate day students. Students are required to pay this fee along with their tuition at the time of registration. Upon the payment of this fee, students will be issued identification cards which will entitle them to attend four dances and selected plays, and to free membership in at least two clubs. During Junior and Senior Year the card admits to the Junior-Senior Prom. Seniors attend the Junior-Senior Banquet free and receive a copy of their yearbook without charge.

LABORATORY FEE

Students taking regular laboratory courses in Biology will pay a laboratory fee of \$25 per year for each course; in Physics, \$20; and in Chemistry, \$30. These figures are for the academic year, one-half of the fee being payable at the beginning of each semester. The laboratory fees in Science 1.1-1.2, 1.3-1.4, and in Experimental Psychology are \$10 per semester.

LABORATORY BREAKAGE

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

MAKE-UP AND OTHER 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 or Reading Comprehension Examinations. *A student must make a written request to the Dean of Students 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 letters from their parents or guardians. See "Absence from Final Examinations," p. 93.

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

GRADUATION FEE

The graduation fee, including diploma, is \$25. It is due and payable one month prior to graduation.

TRANSCRIPT OF RECORD

Students may obtain certified transcripts of their college record from the Registrar's Office. There is no charge for the first transcript. A charge of \$1 will be made for the second copy and for subsequent copies not ordered at the same time. In the event that several transcripts are ordered at one time, a charge of \$1 will be made for the second copy and of \$.50 each for additional copies. *Requests for transcripts should be made in writing at least one week in advance of the date on which a transcript is desired. No transcript will be issued until the transcript fee has been paid.*

LATE REGISTRATION FEE

A fee of \$10 is charged to any student who registers after the closing date announced in the College Calendar for registration in 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.

WITHDRAWAL AND REFUNDS

Students who are obliged to withdraw before the end of the fourth week of the Fall or the Spring semester may, on approval of the Dean of Students and the Assistant Treasurer of the University, receive a partial refund of the tuition fee paid. (See "Withdrawal from College," p. 97.) Tuition is refundable according to the following schedule:

Withdrawal notice filed and approved within:	Tuition Refund
One week of opening of semester	80%
Two weeks of opening of semester	60%
Three weeks of opening of semester	40%
Four weeks of opening of semester	20%
After four weeks of opening of semester	0%

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

The Summer Session schedule of refunds is as follows:

Withdrawal notice filed and approved within:	Tuition Refund
One week of opening of session	75%
Two weeks of opening of session	50%
After two weeks	0%

FINANCIAL ASSISTANCE

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, and gifts, from members of the Faculty, Trustees, Alumni, and friends of the college. Funds for scholarships, student assistantships, Work-Study jobs on and off campus, and loans total over \$500,000 per year. Approximately one-third of our students received financial aid during 1968-69.

The Dean of Students administers scholarships and other forms of financial assistance. Entering students desirous of applying for financial assistance must follow all steps outlined under Admissions Procedures in addition to filing a Suffolk University Financial Assistance application with the Dean of Students Office and the Parents' Confidential Statement with the College Scholarship Service by March 15, 1970. Financial assistance decisions are made shortly after an Admissions decision has been made. Eligibility for financial assistance is established by submitting the Parents' Confidential Statement, issued by the College Scholarship Service, P.O. Box 176, Princeton, New Jersey 08540.

TRUSTEE SCHOLARSHIPS FOR ENTERING FRESHMEN

A number of Trustee Scholarships are available annually for incoming Freshmen. Information concerning these awards may be obtained from the Director of Admissions. Freshman scholarship applicants are required to file a Parents' Confidential Statement with the College Scholarship Service and on the Statement to name Suffolk University to receive a transcript of the Statement.

TRUSTEE SCHOLARSHIPS FOR OTHER UNDERGRADUATES

All Suffolk undergraduate students, while in attendance at the University, may apply for scholarship aid. To be eligible for a scholarship the student must be able to demonstrate financial need and must also meet academic standards established by the Faculty. All applicants for these scholarships are required to file a Parent's Confidential Statement at the Office of the Dean of Students when they request consideration. The amount of each award varies with the need of the individual.

GRADUATE FELLOWSHIPS

The University Board of Trustees has established eight full tuition Fellowships for graduate study at Suffolk University to be awarded annually to well-qualified graduates of the Colleges of Suffolk University and the graduates of other colleges. Four of these Trustee Graduate Fellowships may be awarded to master's candidates in Education and four to master's candidates in Business Administration. Fellows may be expected to assist their department as needed.

RICHARD CARDINAL CUSHING SCHOLARSHIP

Through the generous gift of His Eminence Richard Cardinal Cushing, Archbishop of Boston, and his friends, an annual full-tuition scholarship has been established for a needy student at Suffolk University. To be eligible for this award the student must have financial need and must have demonstrated satisfactory academic achievement.

DANIEL BLOOMFIELD SCHOLARSHIP IN BUSINESS ADMINISTRATION

Established in October 1963, by the Trustees of Suffolk University in memory of the late Trustee, Daniel Bloomfield, this scholarship is to be awarded annually in an amount equivalent to one year's tuition to an outstanding student in the College of Business Administration.

MIO DAVIS MARKETING SCHOLARSHIP

Through the gift of Mr. Boston Distiller, Inc., an annual \$150 scholarship is offered to a junior in the College of Business Administration who is majoring in the area of marketing. This scholarship has been established in honor of the late Mr. Mio Davis, former Massachusetts sales manager of Mr. Boston Distiller, Inc., and alumnus of Suffolk University. The scholarship is awarded to the son or daughter of a Mr. Boston Distiller, Inc., employee who is in good standing and is selected on the basis of financial need. If no such application is presented, selection will be made from the students in the junior class.

SCHOLARSHIPS FOR DISADVANTAGED STUDENTS

The Board of Trustees and friends of Suffolk University have established a number of scholarships for qualified disadvantaged students in need. Those eligible may be enrolled in any of the colleges of the University in either the Day or the Evening Divisions. These scholarships may be renewed, provided that the recipient remains in good academic standing and is in need of financial aid.

DENNIS C. HALEY MEMORIAL SCHOLARSHIP

In memory of Dr. Dennis C. Haley, the late President of Suffolk University, the Board of Trustees has established an annual full-tuition scholarship for a student in one of the Colleges. To be eligible for this award the applicant must qualify both in financial need and in satisfactory academic standing.

TRUSTEE SCHOLARSHIPS FOR EVENING UNDERGRADUATES

Funds to support several partial tuition scholarships for Evening undergraduate students were set aside by the Board of Trustees in January 1966 for this special purpose. As in the case of other University scholarships, evening students who apply for these scholarships must establish financial need and must be in good academic standing. Applicants are required to file a Confidential Statement of their financial need. The amount of these awards varies with the requirements of the individual.

STUDENT ASSISTANTS

Each year a number of qualified upperclassmen are appointed as laboratory assistants in Accounting, Biology, Chemistry, Physics, Psychology and Science; and also a few mature graduate students are appointed as research assistants in the Department of Psychological Services.

FOREIGN STUDENT ASSISTANT PROGRAM

Suffolk University offers annually, through the Department of Modern Languages, three assistantships for students from France, Germany and a Spanish speaking country. Foreign student assistants provide informal help in their native language to Suffolk University students, and also cooperate in a wide range of Departmental activities. The terms of the Trustees Foreign Student Scholarships provide a stipend and tuition for a full program of courses. The scholarships are renewable, and Foreign Student Assistants may be candidates for a degree at the University.

FOREIGN STUDENT-TEACHER EXCHANGE PROGRAM

The Department of Modern Languages participates whenever possible in direct exchange arrangements with foreign educational institutions. In this program, a qualified foreign teacher or graduate student is invited to the University to serve as Assistant in the Department of Modern Languages, and to teach basic courses in his native language. A similar opportunity abroad is provided for a graduated Suffolk University language major, selected by the Department of Modern Languages.

WORK-STUDY PROGRAM

In the Spring of 1966 a Work-Study Program was initiated at Suffolk University supported with funds granted by the United States Office of Education under Title IV of the Higher Education Act of 1965. This program enabled the University to expand the already existing student assistant program. Work-Study students must have limited financial resources as defined by the Higher Education Act. They may be assigned jobs at the University or at other approved educational, social, or governmental agencies with which Suffolk University has made co-operative arrangements. Work-Study students may work at a job up to 15 hours per week while attending classes during the college year. The rate of pay is \$1.75 per hour.

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. Application blanks for these loans may be obtained from the Dean of Students.

Suffolk University Trustee Graduate Fellowship

To encourage graduate work among Suffolk students, the Trustees of Suffolk University established in 1960 a graduate fellowship to be granted annually to an exceptionally able member of the graduating class. The fellowship will cover graduate tuition plus an allowance for living expenses. The student must be specially recommended by his major professors, he must be accepted for full-time graduate work by a well-recognized graduate school, and he must be someone who would not be able to go to graduate school without financial assistance. If there is no suitable candidate in the graduating class in any one year, the fellowship may be cumulative or be given to a graduate of a previous year. The student is selected by the Dean and a representative faculty committee upon recommendations made by the faculty of the Colleges as a whole.

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 of Students or to the Assistant Treasurer for limited amounts of aid from this fund.

AGNES F. DRISCOLL MEMORIAL SCHOLARSHIP FUND

In memory of Agnes F. Driscoll, a fund has been established, the income to be awarded as tuition scholarships to students in their sophomore, junior, or senior year who are able to demonstrate financial need and scholastic achievement.

SUMMER SCHOLARSHIPS IN MARINE BIOLOGY

The Suffolk University Board of Trustees has established two free-tuition scholarships for Massachusetts Secondary School teachers who enroll in the summer course in Marine Biology. Applicants should write to the Chairman of the Department of Biology.

The Martin J. Flaherty Memorial Prize Fund

Established in 1963, anonymously, in fond memory of Martin J. Flaherty, the income to be awarded annually to a Suffolk University Senior, who has done the best work in the field of Journalism.

William M. Cavanaugh Memorial Scholarship in Journalism

In memory of William Cavanaugh, the Publicity Club of Boston awards a \$100 scholarship each year to an outstanding junior in Journalism to be applied to his senior year's tuition. The Club makes a similar award to students of journalism in other Boston colleges.

Department of Justice Loans and Grants

Funding is available under Section 406 of the Omnibus Crime and Control and Safe Streets Act of 1968 (PL90-351). This bill provides student loans up to \$1,800 per academic year and grants are now available to those presently employed in the Law Enforcement and Correctional fields up to \$300 per semester, not to exceed the cost of tuition fees. A limited amount of funding may be available under this bill for student majors who show financial need but are not directly involved in law enforcement and correctional work. Application blanks for these loans and/or grants may be obtained from the Dean of Students.

Child Care Program Scholarships

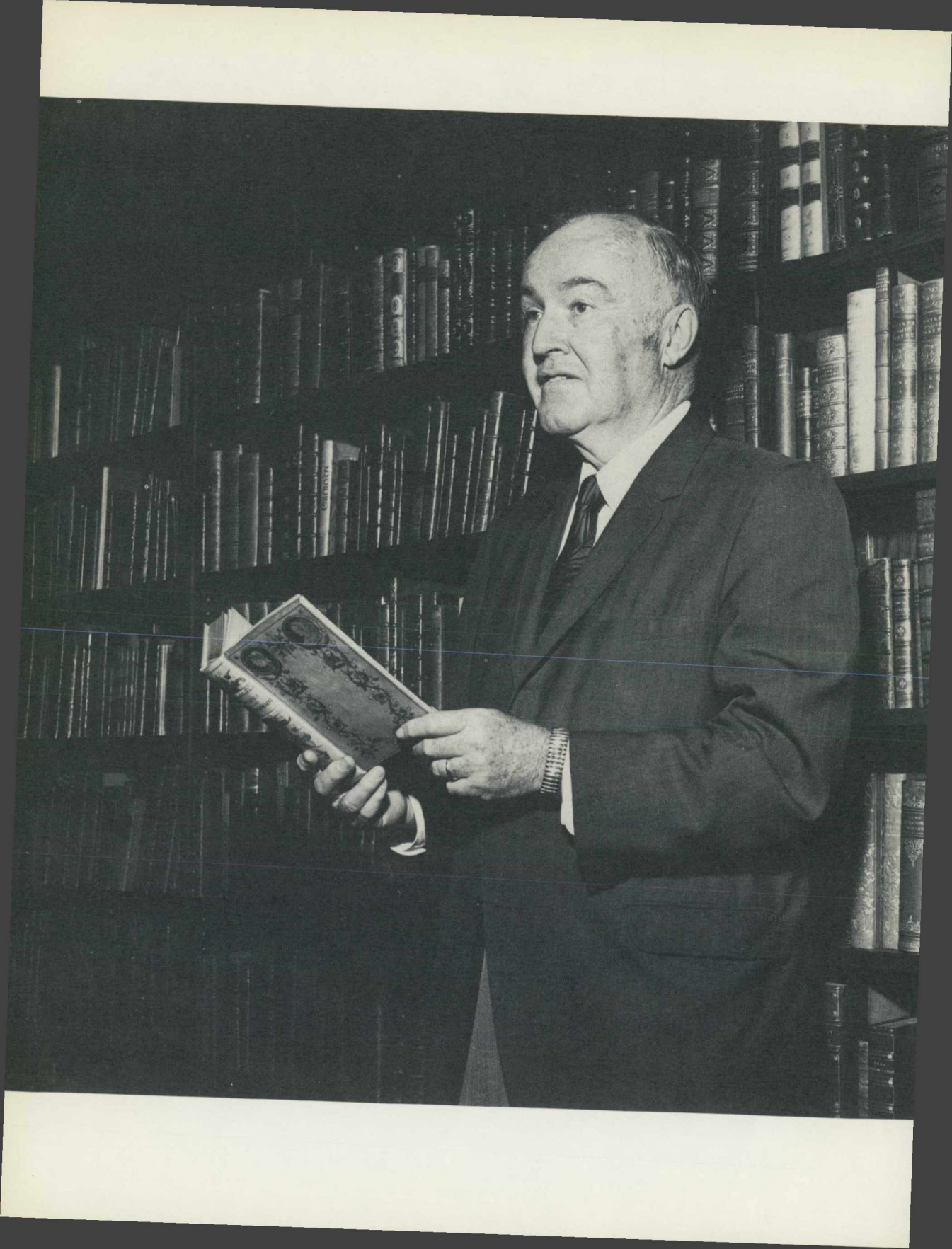
The following agencies of the New England Association of Child Care Personnel have provided full-tuition scholarships (\$1,200) in support of the Child Care Program: New England Association of Child Care Personnel (one); Nazareth Child Care Center, Jamaica Plain (three); New England Home for Little Wanderers, Boston (two); Home for Italian Children, Jamaica Plain (two); Madonna Hall for Girls, Marlboro (two); Boston Center for Blind Children, Boston (one); Catholic Diocese of Maine (one); St. Ann's Orphanage and Home, Methuen (one).

Ella M. Murphy Memorial Scholarship

Through a bequest of the late Dr. Ella M. Murphy, Professor of English, and additional contributions from her friends and former students, an annual scholarship equal to approximately one quarter of the yearly tuition is available to an outstanding student majoring in English. The scholarship will be granted for the senior year and the recipient will be determined by a committee of the English Department.

Henry E. Warren Scholarships

Through the generosity of the Trustees of The Warren Benevolent Fund, the equivalent of five full-tuition scholarships plus certain expenses has been provided. The Scholarships are awarded on the basis of Suffolk University's philosophy and commitment to the encouragement of education for students of limited means.



IV

College of Liberal Arts and Sciences

COLLEGE OF LIBERAL ARTS AND SCIENCES

The degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Science in General Studies are offered in the College of Liberal Arts and Sciences. The A.B. and B.A. degrees are available to both day and evening students. In addition, the B.S. in General Studies degree is available to evening students. Day students normally complete their degrees in four years unless they attend the Summer Session to accelerate their programs. Evening students normally complete their degrees in five, six, or seven years, depending on the course load carried and on whether they attend the Evening Summer Session.

Major and pre-professional program requirements may be completed in the following fields of study:

MAJORS AND MINORS LEADING TO A.B. OR B.S. DEGREES

† Indicates that major is available only through affiliated Cooperative Program with Emerson College in the daytime.

* Indicates that a full major is not available evenings.

Biology	Mathematics
Chemistry	Medical Technology
Economics	(through hospital affiliations)
Education*	Philosophy
English*	Physics*
French*	Psychology
German*	Sociology
Government	Spanish*
History	Speech†
Mass Communications†	Theatre Arts†
Humanities Interdepartmental Major	

INTERDEPARTMENTAL MAJORS LEADING TO B.S. IN G.S. DEGREE

Available Evenings Only

Humanities	Psychology-Sociology
History-Economics	Biological Science
History-Government	Physical Science
Government-Economics	

PRE-PROFESSIONAL PROGRAMS

Child Care	Pre-Legal
Crime and Delinquency	Pre-Medical
Medical Technology	Pre-Optometry
Pre-Dental	Pre-Veterinary

GENERAL REQUIREMENTS

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.

In general the requirements for a major are satisfied by the completion of thirty semester hours of course work in one department and of twelve semester hours of related electives chosen from other departments with the approval of the chairman of the major department.

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 12 semester courses may be taken in any one department without special permission of the department chairman and the Dean. 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 for specific requirements.

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.

To qualify for the B.S. degree the student normally must complete 12 semester hours in Mathematics approved by the Chairman of the Mathematics Department. In most cases the courses required are Mathematics 1.3-1.4 and

2.1-2.2. Students who are qualified to take Mathematics 2.1-2.2 upon admission to college are required to complete only Mathematics 2.1-2.2.

Physical Education. All day freshmen are required to complete two semesters of Physical Education. This is a degree requirement. All day transfer students are required to complete this requirement unless they have taken a similar course at another college. This degree requirement may be excused only on evidence of physical disability, the completion of basic training in one of the armed forces or participation in a college athletic sport.

General Requirements. Students who are candidates for the A.B. and B.S. degrees with majors in any of the departments within the College of Liberal Arts and Sciences are also expected to meet certain general requirements. Courses chosen to meet the general requirements may not also be used to meet major or related elective requirements.

English 1.1-1.2 and either English 2.5-2.6 or 2.7-2.8 (12 semester hours)

History 1.1-1.2 or History 1.3-1.4 (6 semester hours).

Humanities Option (required of Social Science and Science majors):

For the Social Science majors, two year-courses (12 semester hours) and for Biology and Chemistry majors, one year-course (6 semester hours) selected from the following. (*Social Science majors may choose only one course in Humanities and only one course in Philosophy*): Humanities 1.1-1.2 or 2.1-2.2; Philosophy 1.4-1.5 or 2.1-2.2 or 1.3 and 4.0; History 3.3-3.4; French, German, or Spanish 2.3-2.4 or 3.1-3.2; English 3.3-3.4.

Social Sciences Option (required of Humanities and Science majors):

Two year-courses selected from the following: Economics 1.1-1.2; Government 1.1-1.2; Psychology 1.1 and 2.1 or 2.2 or 2.3; Sociology 1.1-1.2; and Education 2.1-2.2. (12 semester hours).

Biological and Physical Sciences Option (required of Humanities and Social Science majors):

One year-course selected from the following: Science 1.1-1.2; Physics 1.1-1.2; or Chemistry 1.1-1.2 (8 semester hours). One year-course selected from the following: Science 1.3-1.4 or Biology 1.1-1.2 (8 semester hours).

Majors: In most Liberal Arts departments the major (effective for the entering Freshman Class in September 1968) will consist of 30 semester hours of course credit in the major department plus 12 semester hours of related electives. The related electives are to be chosen with the approval of the department chairman from a list of courses recommended by the department.

CURRICULA FOR ALL LIBERAL ARTS MAJORS EXCEPT SCIENCE AND EDUCATION

Liberal Arts students who plan to major in Economics, English, French, German, Government, History, Philosophy, Psychology, Sociology, Spanish, and Speech may meet their degree requirements by completing 124 semester hours of course credit and by following throughout their four college years the curriculum plan given below. It is recommended that *all students who major in the liberal arts departments become candidates for the A.B. degree*. Only with special permission from the chairman of the major department may they become candidates for the B.S. degree.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Foreign Language 2.1-2.2	6
Two options (Science and Humanities or Social Science)	14	(A.B. candidates)	
Foreign Language 1.1-1.2	6	Mathematics 2.1-2.2	
(A.B. candidates)		(B.S. candidates)	
Mathematics 1.3-1.4		Two options (Science and Humanities or Social Science)	14
(B.S. candidates)		One major course	6
*Physical Education	—		
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Two Major courses	12	Two major courses	12
One related elective	6	One related elective	6
Electives	12	Electives	12

**Physical Education* All students in their Freshman Year are required to complete two semesters of Physical Education. This is a degree requirement. It may be excused only on evidence of physical disability, the completion of basic training in one of the armed forces, or participation in a college athletic sport.

Biology

A total of 128 semester hours is required for a bachelor's degree with a Biology major.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
Biology 1.1-1.2	8	Biology 2.1-2.2 or Biology Elective	8
Chemistry 1.1-1.2	8	Chemistry 2.1-2.2	8
English 1.1-1.2	6	Foreign Language 1.1-1.2 or Elective	6
*Mathematics 1.3-1.4	6	Humanities Option	6
Physical Education	—	*Mathematics 2.1-2.2 or Elective	6
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Biology 3.1-3.2	8	Biology 4.1-4.2	8
English 2.5-2.6 or 2.7-2.8	6	Biology 5	1
Foreign Language 2.1-2.2 or Elective	6	Chemistry Elective	8
Physics 1.1-1.2	8	Social Science Option	6
History 1.1-1.2 or 1.3-1.4	6	Social Science Option	6
		Elective	3

* Majors must complete Mathematics 2.1-2.2 Introduction to Calculus. Mathematics 1.3-1.4 is not required if secondary school background is adequate.

MEDICAL TECHNOLOGY

(Four years days or six years evenings)

Suffolk University has affiliated with the Newton-Wellesley Hospital; the Veterans Administration Hospital, Jamaica Plain; the Henry Heywood

Memorial Hospital, Gardner, Massachusetts; and St. Francis Hospital, Hartford, Connecticut, in order to offer the Bachelor of Science degree with a major in medical technology. The program consists of three years of day study (four or five years evenings) in liberal arts and science at Suffolk University and a final year (30 semester hours) of technology at the affiliated hospital schools of medical technology. The final year is of 52 weeks duration and starts in September. Instruction will be given in the laboratories of the hospitals by their staff members. *No tuition is charged for the final year of study by either the university or the hospital.* Students should apply to the hospital school of their choice upon registering for their sixth semester of college work.

The program is approved by the Council on Medical Education and Hospitals of the American Medical Association and by the Registry of Medical Technologists of the American Society of Clinical Pathologists.

Upon satisfactory completion of the prescribed curriculum, students are eligible to receive a certificate in Medical Technology from the affiliated hospital, and the degree of Bachelor of Science with a major in Medical Technology from Suffolk University. Graduates are eligible for examination for certification by the Registry of Medical Technologists of the American Society of Clinical Pathologists.

The program is under the joint direction of Dr. Robert S. Friedman, Chairman of the Suffolk University Department of Biology, Dr. Arthur E. O'Day, Director of the Newton-Wellesley Hospital School of Medical Technology; Dr. Dieter Keller, Director of the Henry Heywood Memorial Hospital School of Medical Technology; and Dr. John E. Thayer, Director of the St. Francis Hospital School of Medical Technology; and Dr. Roger A. Cote, Chief, Laboratory Service, Veterans Administration Hospital, Jamaica Plain.

MEDICAL TECHNOLOGY PROGRAM

(131 semester hours)*

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	History 1.1-1.2	6
Mathematics 1.3-1.4	6	Humanities 1.1-1.2	6
Biology 1.1-1.2	8	Biology 3.1-3.2	8
Chemistry 1.1-1.2	8	Biology 3.4-4.5	7
		Chemistry 2.1-2.2	8
	30		—
	—		35
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
English 2.7-2.8	6	Completion of Medical Technology	
Physics 1.1-1.2	8	Program at one of the following	
Chemistry 2.4-3.2	8	hospitals: Newton-Wellesley, Henry	
Biology 4.1-4.2	8	Heywood Memorial, St. Francis,	
Social Science Option	6	Jamaica Plain Veterans'	30
	—		—
	36		30

*In view of the highly intensive nature of the program, it is strongly urged that Medical Technology candidates give serious consideration to reducing the Fall and Spring course load by one course, and attending the Summer Session during the first and second years.

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; in practice, students with three complete years of college work or with bachelor's degrees are given preference. The applicant may be required to present himself for an interview before his admission status is determined.

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 that tend to be repetitious 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 interviews with the dean or admissions officer.

PRE-OPTOMETRY EDUCATION

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 achievement in their classroom work.

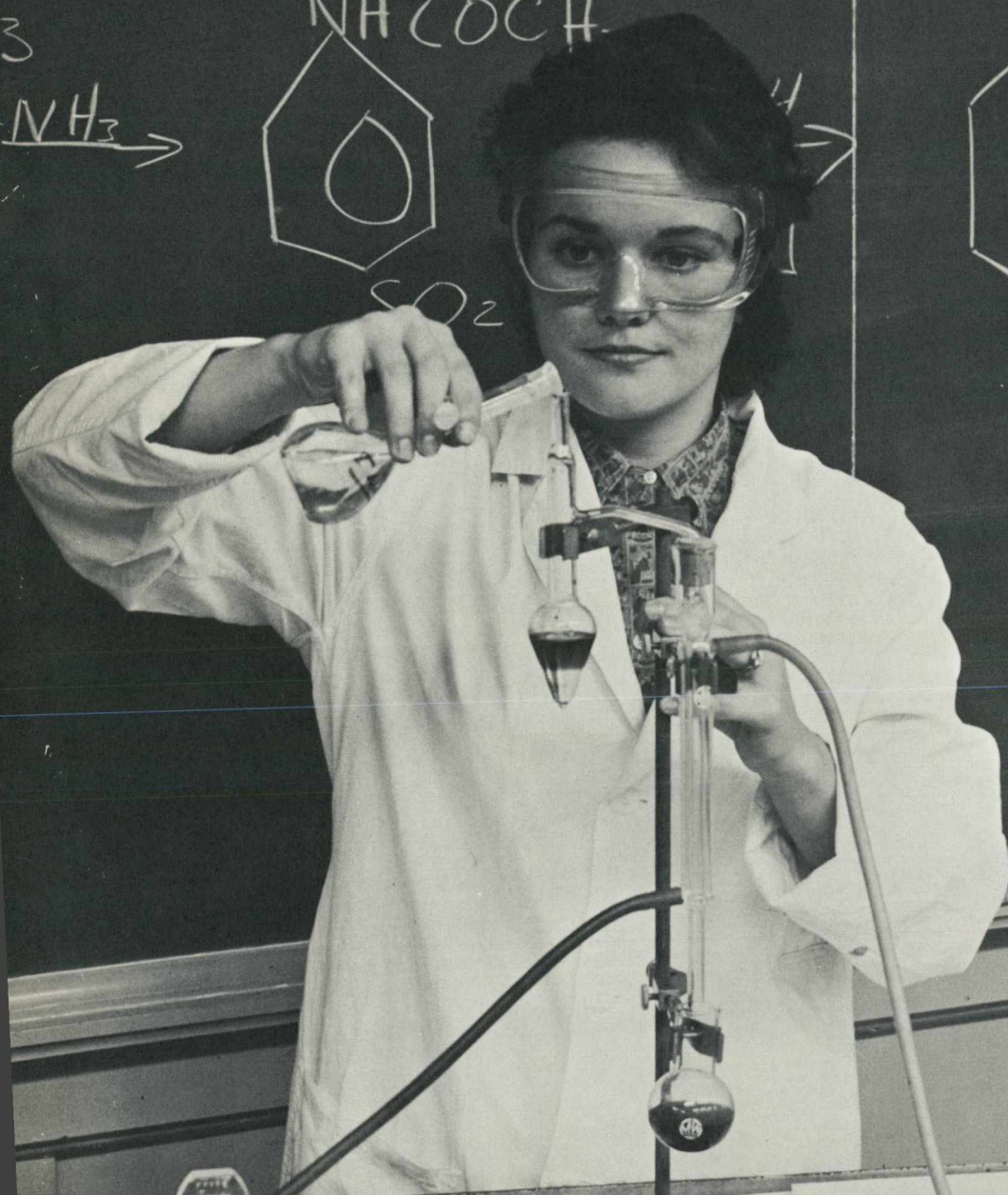
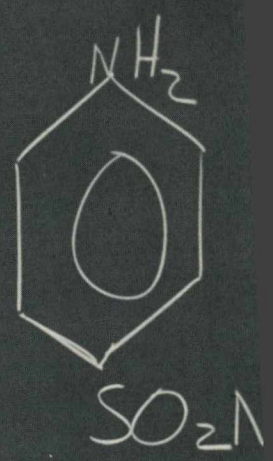
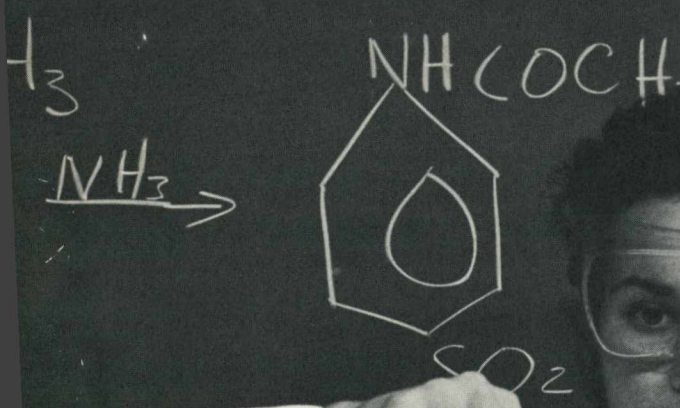
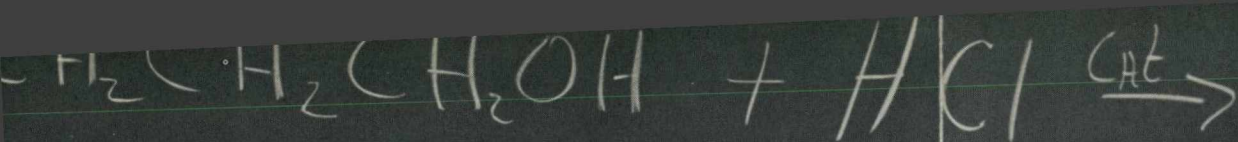
The requirements for admission to the schools and colleges of optometry are not identical. Typically, the requirements include courses in English, mathematics, physics, chemistry, and biology or zoology. Some schools and colleges have varied requirements in psychology, the social sciences, literature, philosophy, and foreign languages.

The pre-optometry requirements for almost all accredited colleges of optometry represent a minimum of two academic years of study. It is recommended that Suffolk students who plan to study optometry pursue a commonly required Freshmen Year in which they include in their programs Freshman English, Freshman Mathematics, General Biology, Inorganic Chemistry plus one course from the following group: History of Western Europe, Social Sciences, or American Government. In the second (Sophomore) year pre-optometry students should study General Physics and a variety of other courses such as Calculus, English Literature, and others in Economics, Psychology, Sociology, Philosophy, Speech, or Modern Foreign Languages. The student should be acquainted with the requirements of the optometry college he expects to attend.

PRE-VETERINARY EDUCATION

The minimum academic requirements for admission to a school of veterinary medicine parallel those of dental schools. However, since there are far fewer veterinary colleges than medical or dental schools, the opportunities are more limited. Consequently, the customary requirement for admission is the completion of the baccalaureate. In addition, most veterinary schools are state universities which give priority for admission to residents of the state. Many veterinary schools require a course in "Animal Husbandry" or "Experience on a Farm" as a prerequisite to admission. Suffolk University does not offer these courses, but they may sometimes be obtained at another institution during the summer. Prospective students should apprise themselves of the specific requirements of the various veterinary schools as early in their undergraduate program as possible.





Chemistry

Students whose interest and aptitudes lead them to specialize in Chemistry may choose their course according to this plan recommended by the Chemistry Department. *Consult the statement of major requirements at the head of the Chemistry list of courses of instruction.* A total of 123 semester hours is required for a bachelor's degree with a Chemistry major.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	Chemistry 2.1-2.2	8
Chemistry 1.1-1.2	8	Physics 2.1-2.2	8
*Mathematics	6	*Mathematics	6
Social Science Option	6	History 1.1-1.2 or 1.3-1.4	6
Humanities Option	6		
Physical Education	6		
	<hr/> 32		<hr/> 28
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Chemistry 2.31-3.2	7	**Chemistry required elective	6
Chemistry 4.1-4.2	8	English 2.5-2.6 or 2.7-2.8	6
*Mathematics or free elective	6	†German or Russian 2.1-2.2	6
†German or Russian 1.1-1.2	6	Free Elective	6
Social Science Option	6	Free Elective	6
	<hr/> 33		<hr/> Total 30

*Mathematics thru second year calculus is required. The sequence begins with either Mathematics 1.3-1.4 (6 sem. hrs.) or with Mathematics 2.1-2.2 (6 sem. hrs.) depending on the entering student's preparation.

**Students entering graduate study should include Chemistry 4.3.

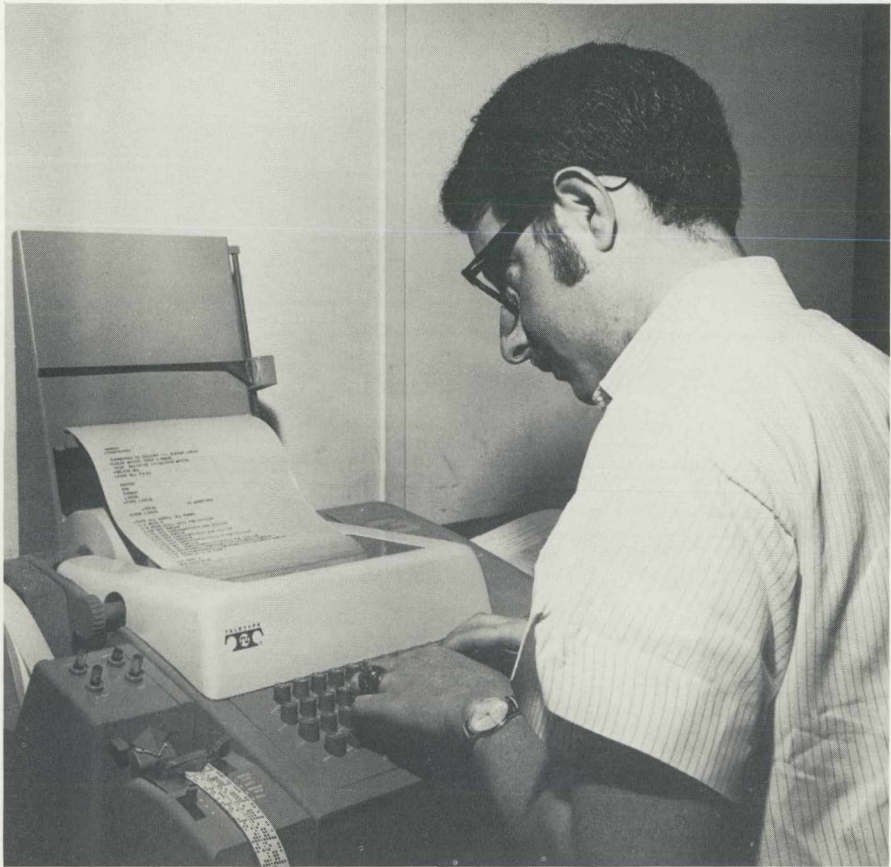
†Language required for B.A. Students planning to attend graduate school are advised to take German or Russian during their junior and senior years. Language is not required for the B.S. degree. Mathematics is required for both the B.A. and B.S. degrees.



Mathematics

A total of 124 semester hours is required for a bachelor's degree with a Mathematics major; the following is a recommended program:

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Humanities Option	6
Mathematics 2.1-2.2	6	Social Science Option	6
Chemistry 1.1-1.2	8	Mathematics 2.3-2.4	6
Humanities or Social Science Option	6	Physics 2.1-2.2	8
Physical Education	—		—
	32		32
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Mathematics courses	12	Mathematics course	6
Related Elective	6	Related Elective	6
Humanities or Social Science Option	6	Electives	18
Elective	6		—
	—		30
	30		Total 124



Physics

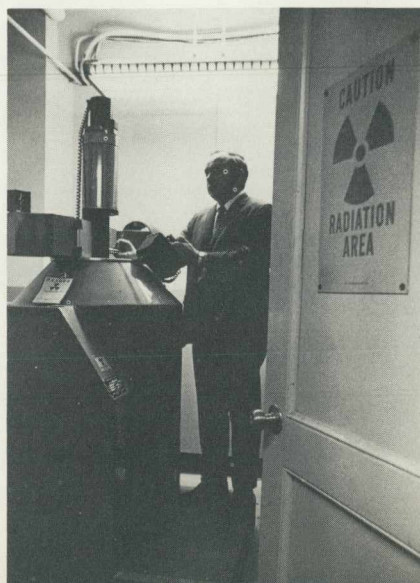
A total of 126 semester hours is required for a bachelor's degree with a Physics major.

A major in Physics may be satisfied by completion of 10 semester courses in Physics plus required courses in Mathematics as determined by the Chairman of the Department of Physics. Other degree requirements include English 1.1-1.2 (6 sem. hrs.), Humanities Option (6 sem. hrs.), Social Science Options (12 sem. hrs.), History 1.1-1.2 or 1.3-1.4, and English 2.5-2.6 or 2.7-2.8.

Twelve semester hours of related electives must be chosen from a list prepared by the Department of Physics. Selection of related courses must be approved by an advisor from the Department of Physics.

Students who plan to teach secondary school physics must be advised by the Education Department and must complete Education Department Requirements.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Junior</i>	<i>Sem. Hrs.</i>
Eng. 1.1-1.2	6	Two major courses	12
Humanities Option	6	Social Science Option	6
Social Science Option	6	French, German, Spanish or Russian 1.1-1.2	6
Math. 2.1-2.2	6	Related Elective	6
Chem. 1.1-1.2	8		<hr/> 30
Physical Education	-		
	<hr/> 32		
<i>Sophomore</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Eng. 2.5-2.6 or 2.7-2.8	6	Two major courses	12
Hist. 1.1-1.2 or 1.3-1.4	6	Free Electives	12
Phys. 2.1-2.2	8	French, German, Spanish, or Russian 2.1-2.2	6
Math. 2.3-2.4	6		<hr/> 30
Related Elective	8		
	<hr/> 34		Total 126



CURRICULA IN EDUCATION

The curricula for teacher training are planned to enable students in this program to meet the requirements for teacher certification in the Commonwealth of Massachusetts. They are constructed in accord with what is considered 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.

All students majoring or minoring in Education are required to take a minimum of three semester hours in Speech.

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: Biology, Chemistry, Biology-Chemistry combined major, English, History, Social Studies, Foreign Languages, Mathematics, Speech (in cooperation with Emerson College) and Business Administration.

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.

A minimum overall grade point average of 2.2 is required for continuance as a degree candidate in teacher education. Furthermore, a minimum grade point average of 2.2 must be maintained in Elementary Education by an Education Major. A student minoring in Secondary Education must maintain a minimum grade point average of 2.2 in his teaching-subject major. A student who is within a reasonable degree of achieving the minimum grade point averages may request special permission from the Department for the privilege of continuing his program in teacher education.

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 November 1 during the Fall semester; by April 1 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.
5. Student teachers are required by Massachusetts law to have a tuberculosis X-ray examination prior to the initiation of student teaching. This examination is provided free of charge by the City of Boston Department of Public Health (57 East Concord Street) Mondays through Fridays 1-4:30.
6. All Education majors or minors must demonstrate proficiency in the areas of Speech and English prior to student teaching.
7. All Education majors should have completed all required Education Methods Courses before initiating student teaching.
8. Suffolk undergraduate students should plan their study programs in such a way as to complete the student teaching requirement during the academic year. The Intensive Summer Student Teaching Program is primarily designed for graduate students.

Cooperating School Systems

With the cooperation of the superintendents, of headmasters and principals, and of a large number of classroom teachers, Suffolk University students have fulfilled the student teaching portion of the teacher education program in the schools of eastern Massachusetts cities and towns. The supervising faculty of the Education department, because of effective assistance by the cooperating teachers, have been able to make this one-semester experience both practical and meaningful. During the past year the following public school systems (the list varies from year to year) helped train Suffolk student teachers under this cooperative arrangement:

FALL SEMESTER 1968

Avon	Cambridge	Melrose	Watertown
Boston	Everett	Methuen	Weymouth
Braintree	Hingham	Saugus	
Brockton	Holbrook	Waltham	

SPRING SEMESTER 1969

Boston	Everett	Methuen	Reading
Brookline	Haverhill	Milton	Saugus
Brockton	Hingham	Newton	Somerville
Burlington	Lynn	North Attleboro	Waltham
Cambridge	Medford	Norwood	Watertown
			Wrentham

SUMMER SESSION 1969

Boston	Everett	Lowell	Newton
Braintree	Hingham	Marshfield	Rockland
Brockton	Hull	Needham	Scituate

Elementary School Teaching (Grades 1-6)

Two plans are offered with a major in elementary education. Plan A leads to an A.B. degree with two majors: One of twenty-four semester hours in Elementary Education and one of twenty-four hours in an additional subject matter field. Plan B leads to a B.S. degree with a major in elementary education and a minor in the social sciences. Students should consult with the Department in order to determine which plan should be selected. Both plans require the completion of 122 semester hours for the degree.

PLAN A (A.B. DEGREE)

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6	6
History 1.1-1.2 or 1.3-1.4	6	Psychology 1.1	3
Humanities Option*	6	Foreign Language 2.1-2.2	6
Sociology 1.1-1.2	6	Major Electives	6
Foreign Language 1.1-1.2	6	History 2.3	3
Physical Education	—	Humanities Option*	3
		Education 2.3	3
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Science Option**	8	Major Electives	6
Major Electives	12	Speech 1.2	3
Education 4.8 or 4.11	3	Electives	9
Education 4.12	3	Education Elective	3
Education 4.15	3	Education 4.13	3
Education 3.2	3	Education 4.20	6

PLAN B (B.S. DEGREE)

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6	6
History 1.1-1.2 or 1.3-1.4	6	History 2.3-2.4	6
Sociology 1.1-1.2	6	Psychology 1.1	3
Humanities Option*	6	Speech 1.2	3
Science Option**	8	Education 2.3	3
Physical Education	—	Minor Course***	3
		Elective	6

PRIMARY GRADES

<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Minor Courses***	6	Minor Courses***	9
Humanities Option*	6	Electives	6
Electives	6	Education 4.11	3
Education 3.2	3	Education 4.9	3
Education 4.12	3	Education 4.14	3
Education 4.13	3	Education 4.20	6
Education Elective	3		

INTERMEDIATE GRADES

<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Minor Courses***	6	Minor Courses***	9
Humanities Option*	6	Electives	6
Electives	6	Education 4.11	3
Education 3.2	3	Education 4.12	3
Education 4.8	3	Education 4.20	6
Education 4.15	3	Education Elective	3
Education 4.13	3		

* Courses should be selected from among the following to fulfill the Humanities option requirement: Humanities 1.1-1.2 or 2.1-2.2; Philosophy 1.4-1.5 or 2.1-2.2; or 1.3-4.0; History 3.3-3.4. One course each may be chosen from Humanities and Philosophy, but not two from either department.

** Courses should be selected from among the following to fulfill the Science option requirement: Science 1.1-1.2 or 1.3-1.4; Chemistry 1.1-1.2; Physics 1.1-1.2; Biology 1.1-1.2.

***Minor to be selected from Sociology and/or Psychology.

Secondary School (Junior-Senior High) Teaching

These plans will lead to either an A.B. or B.S. degree with the major in the teaching field and the minor in professional education.

Biology Major—Secondary Education Minor

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	History 1.1-1.2 or 1.3-1.4	6
Chemistry 1.1-1.2	8	Humanities Option	6
Biology 1.1-1.2	8	Biology 2.1-2.2	8
Mathematics 1.3-1.4	6	Chemistry 2.1-2.2	8
Physical Education	—	Psychology 1.1	3
		Education 3.2	3
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Biology 3.1-3.2	6	Biology 4.1-4.2	8
Education 2.3	3	Education 4.33-4.34	6
Sociology, Economics, or Government Electives	6	Education 4.21	6
Physics 1.1-1.2	8	English 2.5-2.6 or 2.7-2.8	6
Speech 1.2	3		
Elective	3		

Electives to complete program for minimum of 128 semester hours.

Chemistry Major—Secondary Education Minor

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
Chemistry 1.1-1.2	10	Chemistry 2.1-2.2	8
Mathematics 1.3-1.4	6	Mathematics 2.1-2.2	6
English 1.1-1.2	6	Physics 1.1-1.2	8
History 1.1-1.2	6	Social Science Option	6
Physical Education	—	Humanities Option	6

<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Chemistry 1.1-1.2	8	Chemistry Elective	6
Chemistry 4.1-4.2	8	Speech 1.2	3
English 2.5-2.6 or 2.7-2.8	6	Psychology 1.1	3
Chemistry 2.31-3.2	7	Education 3.2	3
Education 2.3	3	Education 4.33-4.34	6
Elective	3	Education 4.21	6

Electives to complete program for minimum of 125 semester hours.

**Chemistry-Biology (Interdepartmental Program) Major—
Secondary Education Minor**

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	Biology 2.1-2.2	8
Mathematics 1.3-1.4	6	Chemistry 2.1-2.2	8
Chemistry 1.1-1.2	8	Physics 1.1-1.2	8
Biology 1.1-1.2	8	Mathematics 2.1-2.2	6
Physical Education	—	Humanities Option	6
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Biology 3.2	3	English 2.5-2.6 or 2.7-2.8	6
Biology 4.1	3	Education 4.33-4.34	6
Chemistry 2.31-3.2	7	Speech 1.2	3
Education 2.3	3	Education 4.21	6
Psychology 1.1	3	Sociology, Economics, or	
Education 3.2	3	Government Electives	6
History 1.1-1.2 or 1.3-1.4	6		
Elective	3		

Electives to complete program for minimum of 125 semester hours.

**Business Administration Major—Secondary Education Minor:
122 semester hours**

(Leads to B.S. in Business Administration degree.)

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
Accounting 1.1-1.2	6	Business Administration 2.1-2.2	6
Mathematics 1.51-1.52	6	English 2.1-2.2	6
English 1.1-1.2	6	Accounting 2.3-2.4	6
Management 2.1	3	Restricted Electives "B"*	8
Marketing 2.1	3	Economics 2.2	3
Restricted Electives "A"*	6	Finance 3.1	3
Physical Education	—		
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Economics 1.1-1.2	6	Government 4.1-4.2	6
History 1.1-1.2 or 1.3-1.4	6	Business Electives	6
Education 2.3	3	Education 4.18-4.19	6
Psychology 1.1	3	Education 4.21	6
Education 3.2	3	Speech 1.2	3
Marketing 3.1-3.2	6	Free Elective	3
Elective	3		

* See list under Bachelor of Science in Business Administration.

English Major—Secondary Education Minor: 122 semester hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Foreign Language 2.1-2.2	6
Humanities Option	6	English 2.5-2.6	6
Sociology, Economics, or Government		Science Option	8
Electives	6	Psychology 1.1	3
Foreign Language 1.1-1.2	6	Education 3.2	3
Physical Education	—		

<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
English 3.5 or 3.6	3	English Electives**	6
English Elective (Group 1)**	3	Electives	9
English Elective (Group 2)**	3	Education 4.31-4.32	6
English Elective (Group 3)**	3	Speech 1.2	3
English Elective (Group 4)**	3	Education 4.21	6
English Elective	3		
History 2.7-2.8*	6		
Education 2.3	3		

*This course is not required but is strongly recommended in the English Major — Secondary Education Minor Program.

**Below is descriptive list of major course selections.

English majors who are minoring in Education are required to complete 30 semester hours from the following list of courses in addition to English 1.1-1.2 and 2.7-2.8.

Required Courses

English 2.5-2.6	American Literature
English 3.5 (3.6)	Shakespeare

Restricted Electives (one from each group)

(1)

English 3.3	Great Books of World Literature
English 3.4	Great Books of World Literature
English 3.6 (3.5)	Shakespeare
English 3.8	Seventeenth Century Literature
English 3.9	Milton
English 3.10	Masters of English Drama: 1590-1690

(2)

English 3.1	Age of Pope
English 3.2	Age of Johnson
English 4.3	English Novel: Defoe to Scott

(3)

English 4.5	Romantic Poetry
English 4.6	Victorian Poetry
English 4.19	Victorian Literature
English 4.4	English Novel: Scott to Hardy
English 4.17	American Novel: from beginning to 20 century

(4)

English 4.7	Modern English Poetry
English 4.8	Modern American Poetry
English 4.9	Modern English and American Drama
English 4.11	Modern English Fiction
English 4.12	Modern American Fiction

*Free Electives**

English 3.7	Chaucer
English 3.11	Classical Drama
English 4.1	Modern European Drama
English 4.2	Modern European Drama
English 4.15	Irish Literature
English 4.18	Children's Literature
English 4.20	Literary Satire
English 4.21	Contemporary European Fiction
English 4.30-4.31	Afro-American Literature

*Any courses under restricted electives not already covered.

Foreign Languages Majors—Secondary Education Minor:**122 semester hours**

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
English 1.1-1.2	6	Foreign Language A 2.3-2.4	6
Humanities Option	6	Foreign Language A 3.1-3.2	6
Sociology, Economics, or Government	6	Foreign Language B 1.1-1.2	6
Electives	6	Psychology 1.1	3
Foreign Language A 2.1-2.2*	6	Education 3.2	3
<i>Junior</i>			
Foreign Language A 3.3-3.4	6	Foreign Language A Elective	3
Foreign Language A Elective	6	Foreign Language B Elective	6
Foreign Language B 2.1-2.2	6	Speech 1.2	3
Education 2.3	3	Education 4.37-4.38	6
Science Option	8	Education 4.21	6
Elective	3	Electives	6

* Potential foreign language majors who do not place in Language "A" 2.1-2.2 upon admission to the college shall be required to elect that course during the summer session following the Freshman year.

History Majors—Secondary Education Minor: 122 semester hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Foreign Language 2.1-2.2	6
Humanities Option	6	History 3.7-3.8*	6
Sociology, Economics, or Government	6	History 2.3-2.4	6
Electives	6	Psychology 1.1	3
Foreign Language 1.1-1.2	6	Education 3.2	3
Physical Education	—		
<i>Junior</i>			
Science Option	8	History Electives	6
History Electives	12	Electives	6
Electives	6	Education 4.16-4.17	6
Education 2.1-2.2	6	Speech 1.2	3
Elective	3	Elective	3
		Education 4.21	6

* History 3.7-3.8 recommended but not required. History electives may be chosen instead.

Mathematics Major—Secondary Education Minor: 124 semester hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
Humanities Option	6	Foreign Language 2.1-2.2	6
Sociology, Economics, or Government	6	Mathematics 2.3-2.4	6
Electives	6	History 1.1-1.2 or 1.3-1.4	6
Foreign Language 1.1-1.2	6	Psychology 1.1	3
Mathematics 2.1-2.2	6	Education 3.2	3
Physical Education	—		
<i>Junior</i>			
Physics 2.1-2.2	8	Mathematics Electives	6
Mathematics Electives	12	Electives	9
Electives	6	Education 4.33-4.34	6
Education 2.3	3	Speech 1.2	3
Elective	3	Education 4.21	6

Social Studies Major—Secondary Education Minor: 122 semester hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Foreign Language 2.1-2.2	6
Humanities Option	6	History 2.3-2.4	6
Government 1.1-1.2	6	History 3.7-3.8	6
Foreign Language 1.1-1.2	6	Sociology 1.1-1.2	6
Physical Education	—		
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Science Option	8	Economics 1.1-1.2	6
History 2.7-2.8	6	History 2.6-4.9	6
Psychology 1.1	3	Education 4.16-4.17	6
Education 3.2	3	Elective	3
Education 2.3	3	Speech 1.2	3
Elective	3	Education 4.21	6

**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 Chairman of the Education Department or his representative.

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. *Each applicant is required to take the Legal Aptitude Test.*

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. Courses in public speaking may be helpful. A study of Argumentation and Debate is obviously applicable to the profession. 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 curricula offer 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, but other programs are possible.

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.

COMBINED DEGREE PROGRAM: COLLEGE AND LAW SCHOOL

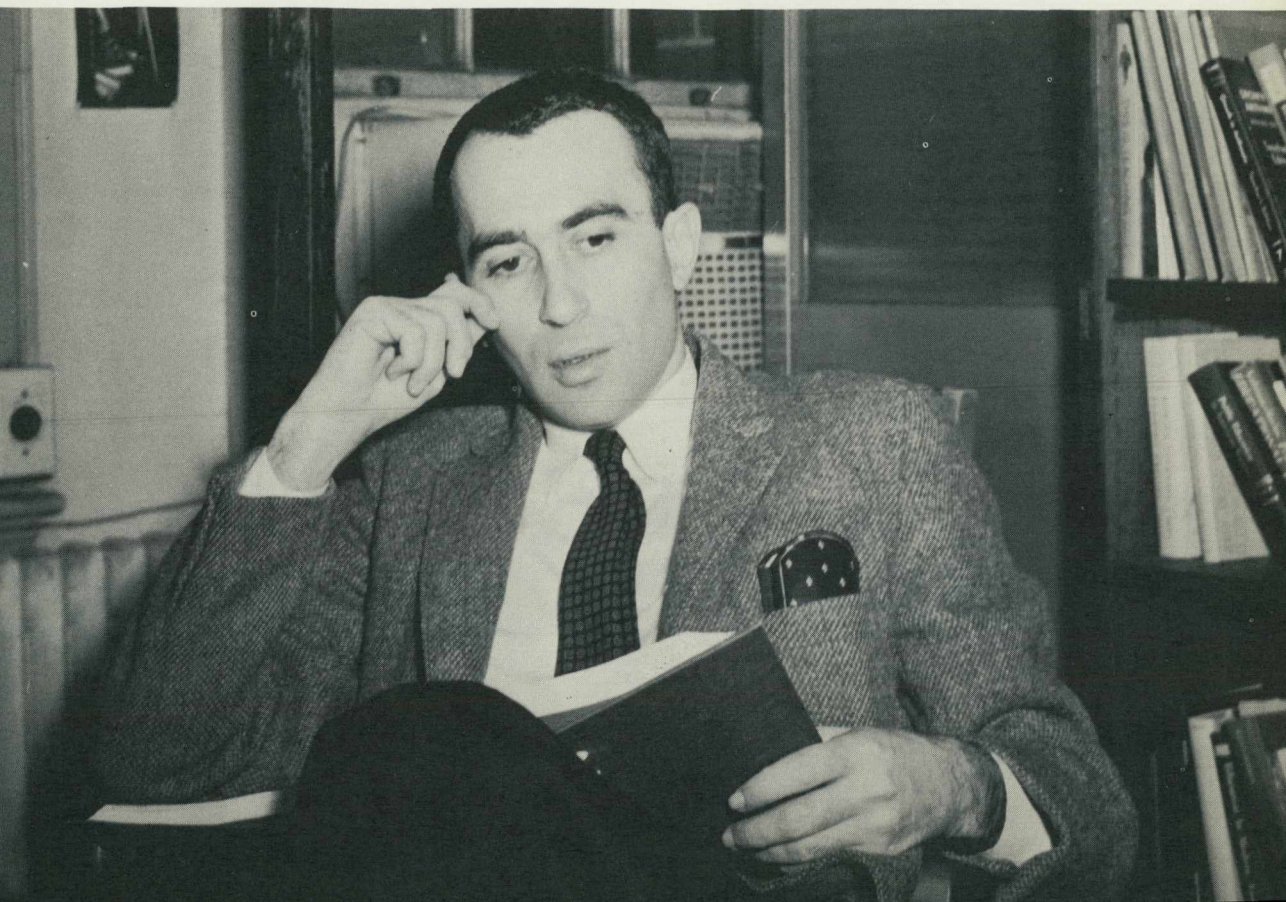
(Not open to transfer students)

A student who has maintained a resident enrollment for three years (equivalent to 90 semester hours) at Suffolk University and has satisfied all requirements including his major through the third year of study may, upon completion of the first year of full-time day study or second year of evening study in the Suffolk University Law School, be granted the Bachelor's degree in the College of Liberal Arts or the College of Business Administration.

Upon satisfactory completion of the Law School curriculum, the Juris Doctor degree will be awarded by the Law School. 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.

ASSOCIATE DEGREES

The Associate degrees in liberal arts, science, and general studies will be granted to those evening students who have satisfactorily completed 64 semester hours in the prescribed curricula and who do not intend to continue their work toward the completion of their bachelor's degree in the Colleges of Suffolk University. The candidate for this degree must present his request in writing to the Registrar at the beginning of his final semester. At least thirty semester hours toward the degree must be earned at Suffolk University. Business Administration students who desire the Associate degree must complete 66 semester hours in a special associate curriculum.





SOCIAL WELFARE PROBLEMS UNDERGRADUATE SEQUENCE IN SOCIAL WORK

The Undergraduate Sequence in Social Work is designed to serve students desiring an early start upon their careers in social work, to provide relevant refresher courses for those already engaged in social welfare activities, and to offer all interested students substantial electives dealing with a significant area of general society.

In addition to the core of subjects required of all Sociology Majors, students concentrating in the Sequence in Social Work must take History of Social Work in America, Social Work as an Institution, Public Welfare Services, Private Social Welfare Services, and Field Experiences.

Twelve semester hours of related electives must be chosen from a list prepared by the Department of Sociology. This requirement applies to students taking the standard major in Sociology as well as to those taking the Social Work Sequence. Selection of related electives must be approved by an advisor from the Department of Sociology. All prospective majors should consult departmental advisors before planning their course work for the junior and senior years.

ASSOCIATE IN ARTS DEGREE IN CHILD CARE

A two years program containing eight courses in child care within a liberal arts curriculum. It is designed to provide (1) relevant college courses for in-service personnel at child care institutions and day care centers; (2) additional offerings for all interested in child welfare.

First Year

First Semester	Hours	Second Semester	Hours
Eng. 1.1 Freshman English	3	Eng. 1.2 Freshman Eng.	3
Psych. 1.1 General Psych.	3	Soc. 1.1 Introductory Soc.	3
History, Humanities, or Philosophy option	3	History, Humanities, or Philosophy option	3
The Child Care Institution <i>Soc. 4.20</i>	3	Field Experience <i>Soc. 4.80</i>	3
Child Psychology <i>Psych. 2.1</i>	3	Adolescent Psychology <i>Psych 2.2</i>	3
Total 15		Total 15	

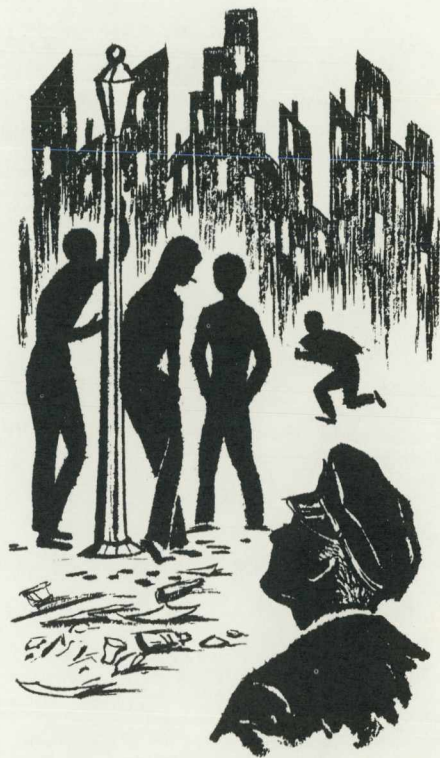
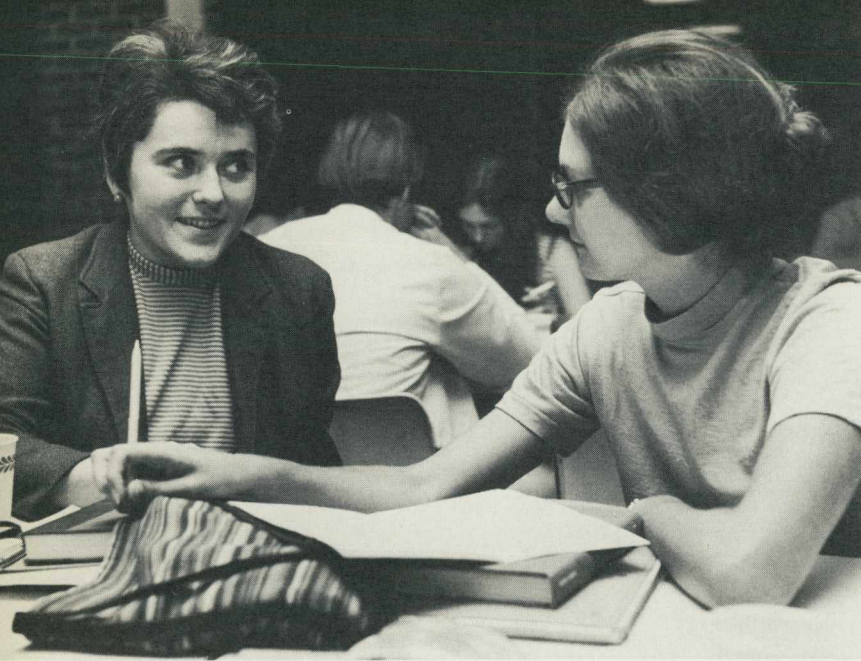
Second Year

First Semester	Hours	Second Semester	Hours
Eng. 2.5 or 2.7	3	Eng. 2.6 or 2.8	3
Science option	4	Science option	4
Social Science option	3	Social Science option	3
Field Experience <i>Soc. 4.81</i>	3	Field Experience <i>Soc. 4.82</i>	3
Child Care Techniques I <i>Soc. 4.21</i>	3	Child Care Techniques II <i>Soc. 4.22</i>	3
Total 16		Total 16	

TOTAL CREDITS 62

Both the Undergraduate Sequence in Social Work and the Child Care program include field trips and placements, seminars in independent study, personal guidance regarding graduate school admission and employment opportunities, and certificates of completion. Students should consult advisor for course options.

Course work taken toward the Associate in Arts Degree may be applied toward the bachelor's degree should the student decide to complete a four year program.



UNDERGRADUATE SEQUENCE IN CRIME AND DELINQUENCY STUDIES

The Undergraduate Sequence in Crime and Delinquency Studies is designed to increase the professionalization of law enforcement agencies by enhancing the education of their in-service personnel and by attracting promising undergraduate students into the field of law enforcement and correction.

*Three programs are offered: (1) A certificate; (2) An Associate in Arts; (3) A Bachelor of Arts.

During the Academic year 1969-70 the department expects to offer three (3) term courses in the Crime and Delinquency Sequences on an alternating day, evening basis, so that in-service personnel may participate in the program.

CRIME AND DELINQUENCY PROGRAMS

*A Thirty Hour Certificate Program

Courses	Sem. Hrs.
English 1.1-1.2	6
Sociology 1.1	3
Principles of Criminology <i>Soc. 3.2</i>	3
Juvenile Delinquency <i>Soc. 3.24</i>	3
Administration of Justice <i>Soc. 3.21</i>	3
Penology <i>Soc. 3.23</i>	3
History of Crime and Correction <i>Soc. 3.0</i>	3
Any two term courses	6
	<hr/> 30

*Courses may be taken for college credit by any high school graduate. Course work taken in earning the "Certificate" is applicable to an Associate Degree or a Bachelor's Degree should the student desire to continue his education.

ASSOCIATE DEGREE IN CRIME AND DELINQUENCY STUDIES

Courses	Sem. Hrs.	Further, two term courses may be selected from such related electives as:
English 1.1-1.2; 2.7-2.8	12	General Psychology 1.1
History or Humanities or Philosophy	6	Social Psychology 2.3
Science or Language	8	Human Development 2.6
Sociology 1.1	3	Public Administration: Theory and Institutions 3.2
Principles of Criminology <i>Soc. 3.2</i>	3	Public Administration: Problems and Application 3.21
History of Crime and Correction <i>Soc. 3.03</i>	3	Local Government 3.61
Administration of Justice <i>Soc. 3.21</i>	3	Urban Economics <i>Econ. 2.6</i>
Penology <i>Soc. 3.23</i>	3	Public Relations and/or Speech 1.2
<i>Soc. 3.2</i> - Methods in Social Research (Design)	3	
Juvenile Delinquency <i>Soc. 3.24</i>	3	
Police Juvenile Methods <i>Soc. 3.25</i>	3	
	<hr/> 50	<hr/> 56

In addition, two term courses may be selected from any subject area. 6

TOTAL 62

*Course work taken in earning the "Associate Degree" is applicable to a Bachelor's Degree.

URBAN TRACK

As the crisis of our time would seem to be located in the urban-industrial milieu and since our culture is primarily an urban one, the understanding of the fundamental structures, processes, and problems of the urban scene are deemed requisite to a complete liberal arts education.

The urban track is designed for: (1) Those taking a major in Sociology with an emphasis in urban studies; (2) Those wishing to supplement another major by working through the urban track on an elective basis; (3) Those working in the Social Work Sequence; (4) Those working in the Corrections Sequence.

The following courses are required of all students selecting the Urban Track: Community Development, Urban Social Problems, Race and Nationality, Population, Social Planning and Change, Political Sociology.

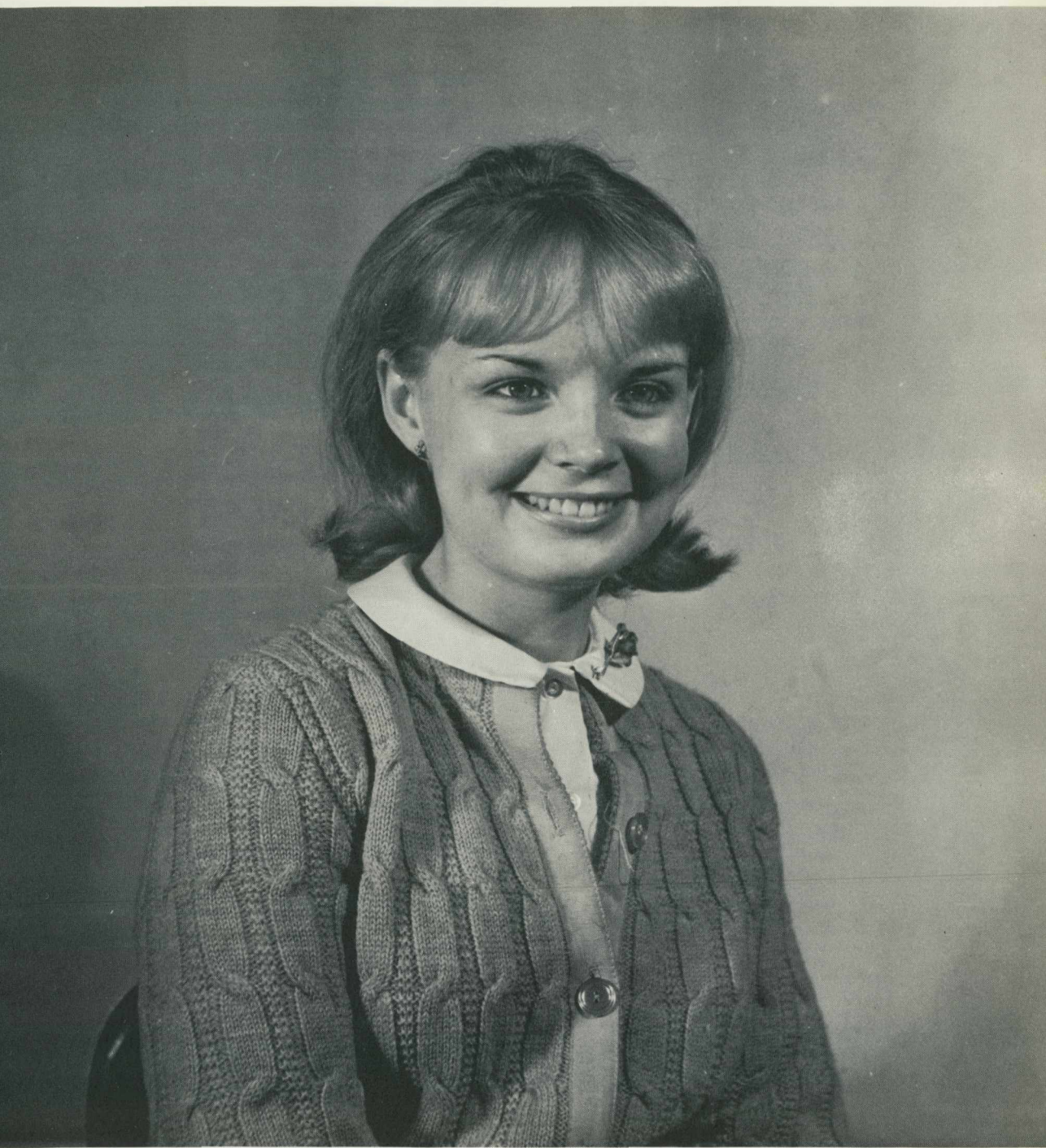
SUFFOLK UNIVERSITY-EMERSON COLLEGE AFFILIATED COOPERATIVE PROGRAM

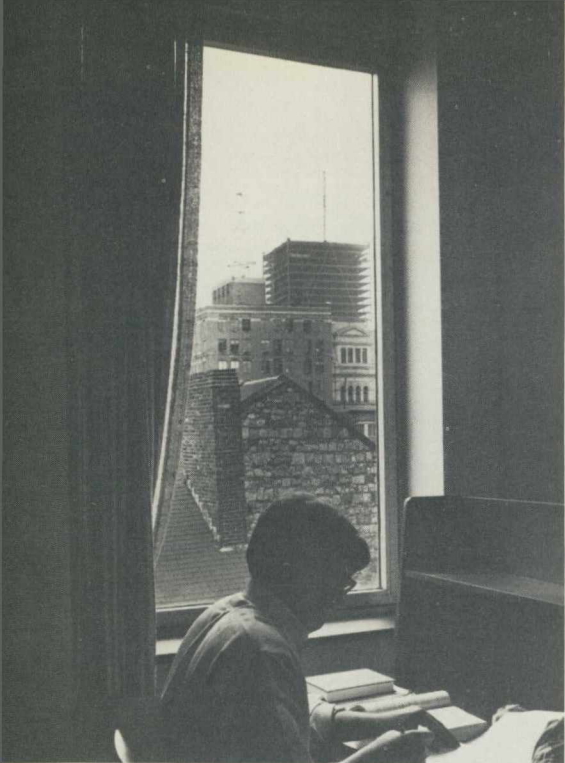
Since September, 1968, Suffolk University and Emerson College have offered an affiliated Cooperative Program consisting of an exchange of instructional services and the cross-registration of students. The purpose of the affiliation is to make available to students of both institutions a wider selection of courses than would otherwise be possible.

Suffolk University provides science instruction and laboratory facilities for Emerson students, and Emerson College provides advanced courses in Speech for Suffolk Speech majors and courses in Public Relations and Mass Communications for Journalism majors. Programs available to other Suffolk students through the affiliation with Emerson College include majors in Theatre Arts and Mass Communications, and courses in Fine Arts and Music.

In addition to the exchange of instructional services, up to fifty students per semester from each institution will be allowed to cross-register in elective courses at the affiliated institution, providing classroom space is available and students receive the authorization of their respective deans. Students will not be permitted to cross-register in courses that are offered at their own institution.

Students who cross-register for a course that is part of their normal full load will pay their full tuition to their parent institution. Students who cross-register for a sixth course as an overload must receive approval of the Committee on Excess Courses and their Dean, and will pay tuition directly to the institution offering the course at its tuition rate (Suffolk, \$40. per semester hour; Emerson \$70. per semester hour). Courses taken under the affiliated Cooperative Program with Emerson College will transfer honor points and grades as well as semester hours of credit. Speech majors and other students who wish to participate in this program should obtain the approval of their Dean.





V

College of Journalism

COLLEGE OF JOURNALISM

A student will normally be recommended for the degree of Bachelor of Science in Journalism upon completion of 124 semester hours of course work in accordance with one of the plans for a major outlined below. Effective for the entering Freshman Class of September 1969, the major in Journalism consists of 30 semester hours plus 12 semester hours of Related Electives. Eighteen semester hours of Required Core Courses (Introduction to Journalism, News-writing, Reporting I and II, Copy Editing, and Feature and Special Articles) are included within the major. The program in Journalism is presently available in the daytime only.

The curriculum of the College of Journalism is designed to provide both a broad Liberal Arts education and practical training for students seeking careers in Journalism, Public Relations, Mass Communications, and Marketing Communications. To achieve these goals, the College of Journalism supplements its professionally oriented courses by drawing on the resources of the Colleges of Liberal Arts and Sciences, Business Administration, and by affiliation, Emerson College. In addition, students obtain practical experience through class assignments involving on-the-scene reporting and through participation in relevant activities such as the *Suffolk Journal* (student newspaper), *Venture* (literary magazine), *The Beacon* (yearbook), and Phi Alpha Tau (communications fraternity).

The College of Liberal Arts and Sciences provides courses in Humanities, History, Philosophy, and Literature to help students understand their cultural heritage and to appreciate those values that are fundamental to civilization. Courses in Psychology, Sociology, Government, and Economics provide an understanding of human behavior and of social, economic, and political problems. Courses in Biological and Physical Science equip students to understand the Technological Revolution with its limitless implications for change, both

constructive and destructive. The study of English and Speech develops skill in effective communication — analysis, organization, synthesis — and the ability to distinguish fact from opinion.

The College of Business Administration makes available courses in Accounting, Management, Marketing, Finance and Banking, and Business Administration to students interested in preparing for careers in the emerging field of Marketing Communications.

By affiliation with Emerson College, Suffolk University makes available courses in Public Relations and Mass Communications to complement its own courses in Journalism.

GENERAL INFORMATION

Cross-Registration at Emerson College. Suffolk University students who cross-register for courses at Emerson College must complete a Cross-Registration Form at the Dean's Office and obtain the approval of the Dean. Students are not charged an additional tuition fee for courses that are taken as part of their normal course load. *For a description of Emerson College courses and for information about Registration dates, students should consult the Emerson College Catalogue.*

Transfer students. In addition to receiving advanced standing for equivalent courses taken at other colleges, transfer students are allowed to substitute approved courses taken at a previous college for English 2.7-2.8, History 1.1-1.2, Science 1.1-1.2, and Science 1.3-1.4. *If a substitute course replaces a required course, it may not be used to meet any other requirement.*

DEGREE REQUIREMENTS

The degree of Bachelor of Science in Journalism requires the completion of 124 semester hours of credit in courses listed in the prescribed curriculum. Freshmen are required to complete two semesters of Physical Education unless excused on evidence of physical disability, the completion of armed forces basic training, or participation in college athletics.

BACHELOR OF SCIENCE IN JOURNALISM

Four Year Sequence

Freshman Year

	<i>Sem Hrs.</i>
English 1.1-1.2 Freshman English	6
History 1.1-1.2 History of Western Europe or Hist. 1.3-1.4 History of World Civilization	6
Science Option	8
Humanities or Social Science Option	6
Major Core Course	6
Physical Education	-
	<hr/>
	32

Sophomore Year

	<i>Sem Hrs.</i>
English 2.7-2.8 History of English Literature or Eng. 2.5-2.6	
History of American Literature	6
Spch. 1.1 Voice and Articulation and Spch. 1.2 Public Speaking	6
Science Option	8
Humanities or Social Science Option	6
Major Core Course	6
	<hr/>
	32

Junior Year

	<i>Sem Hrs.</i>
Major Core Course	6
One Related Elective	6
Linguistics (<i>Not offered in 1969-70</i>)	6
Free Electives	12
	<hr/>
	30

Senior Year

	<i>Sem Hrs.</i>
Two major courses	12
One Related Elective	6
Free Electives	12
	<hr/>
	30
	<hr/>
	30 Total 124

OPTIONS

Students may choose only one course in Humanities and one course in Social Science during their Freshman and Sophomore years. Students who select the Humanities Option in the Freshman year should take Social Science in the Sophomore year, and *vice versa*.

Humanities Option — One year-course selected from the following:

Humanities 1.1-1.2 or 2.1-2.2; Philosophy 1.4-1.5 or 2.1-2.2 or 1.3 and 4.0; French, German, or Spanish 2.3-2.4 or 3.1-3.2; English 3.3-3.4 (6 semester hours).

Social Sciences Option — One year-course selected from the following:

Economics 1.1-1.2; Government 1.1-1.2; Psychology 1.1 and 2.1, or 2.2, or 2.3; Sociology 1.1-1.2; and Education 2.1-2.2 (6 semester hours).

Biological Science Option — One year-course selected from the following:

Science 1.3-1.4 or Biology 1.1-1.2 (8 semester hours).

Physical Science Option — One year-course selected from the following:

Science 1.1-1.2; Physics 1.1-1.2; or Chemistry 1.1-1.2 (8 semester hours).

MAJOR REQUIREMENTS

The Journalism major (effective for the entering Freshman Class in September 1969) will consist of 30 semester hours of course credit plus an additional 12 semester hours of related electives. Eighteen semester hours in required Core Courses are included within the major. The related electives are to be chosen with the approval of the major advisor from a list of courses recommended by the College of Journalism.

All students majoring in Journalism must have their course selections approved each term by an advisor from the College of Journalism. Failure to comply with this regulation may result in loss of credit toward graduation.

Students who entered prior to September 1969 should normally follow the curriculum in effect at the time of their admission. They may, however, change to the new curriculum provided they are able to meet all the new degree requirements.

MAJOR CORE COURSES

Journ. 2.1 Introduction to Journalism	Journ. 2.2 Newswriting
Journ. 3.1 Reporting I	Journ. 4.3 Reporting II
Journ. 3.5 Copy Editing	Journ. 4.1 Feature and Special Articles

AREAS OF CONCENTRATION

The new curriculum provides four Tracks or Areas of Concentration with the Journalism Major. In order to insure the completion of required courses within four years, students should select a specific Track by the start of their sophomore year.

Track A Journalism and English. This program may be completed entirely at Suffolk University and is intended for students whose main interest is in newspaper, magazine, and related writing.

	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
Major Core Courses	18	Related Electives	12
Eng. 2.7-2.8 or 2.5-2.6	6	(To be selected from list of	
Eng. 1.5-1.6 Creative Writing	6	related courses for English	
	—	Department majors.)	
	30		

Track B Journalism and Public Relations. (In conjunction with Emerson College.) This program is intended to prepare students who wish to combine work in Journalism and Public Relations.

	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
Major Core Courses	18	Related Electives	12
Mkt. 2.1 Principles of Marketing	3	(To be selected from	
Mkt. 3.2 Principles of Advertising	3	courses in economics,	
MaC 304 Principles of Public Relations	3	government, history, &	
and one of the following:		sociology.)	
MaC 201 Broadcasting Journalism I			
MaC 204 Broadcasting Writing			
MaC 340 Broadcasting Journalism II			
MaC 435 Public Affairs Broadcasting			
	—		
	30		

Track C Journalism and Mass Communications. (In conjunction with Emerson College.) This program is intended for students whose interests lie in the areas of Journalism and Radio and Television Communications.

	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
Major Core Courses	18	Related Electives	12
MaC 201 Broadcasting Journalism I	3	(To be selected from courses	
MaC 204 Broadcasting Writing	3	in economics, government,	
MaC 340 Broadcasting Journalism II	3	history, sociology, and mass	
MaC 435 Public Affairs Broadcasting	3	communications.)	
	<hr/> 30		

Track D Journalism and Marketing Communications. (In conjunction with Emerson College.) This program is intended for students who wish to work in business and industry in areas such as advertising, sales and market research, and editing trade journals and house organs. The College of Business Administration provides courses in Marketing, Management, Accounting, Finance and Banking, and Business Administration. Emerson College provides courses in Mass Communications.

	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
Major Core Courses	18	Related Electives	12
Mkt. 2.1 Principles of Marketing	3	to be selected from the following:	
Mgmt. 2.1 Principles of Management	3	MaC 101 Introduction to Mass Media	
and two of the following:	6	MaC 424 Media Studies	
Mkt. 3.1 Principles of Salesmanship		MaC 305 Photojournalism	
Mkt. 3.2 Principles of Advertising		MaC 447 Graphic Arts	
Mkt. 3.8 Consumer Behavior		MaC 502 Audience Analysis	
Mkt. 4.4 Sales and Market Research			
Mgmt. 3.2 Sales Management			
	<hr/> 30		





VI

College of

Business Administration

COLLEGE OF BUSINESS ADMINISTRATION

A student will normally be recommended for the degree of Bachelor of Science in Business Administration upon completion of 122 semester hours of course work in accordance with one of the plans for a major outlined below. Day students normally complete their degrees in four years unless they attend Summer Session to accelerate their programs. Evening students will normally take five, six, or seven years to complete requirements for the B.S. in Business Administration degree, depending on the course load carried and on whether they attend the Evening Summer Session.

The College of Business Administration offers to the student the choice of four majors in the daytime and of five majors evenings: Accounting, Finance and Banking, Management, Marketing, and General Business Administration. The latter option is available to evening students only.

ACCOUNTING MAJOR

The major in Accounting is designed to prepare students who plan to enter the accounting departments of business enterprises by providing them with specialized training in accounting principles and techniques. It is also designed to enable students to qualify for accounting positions in government agencies and to give students who expect to enter the profession of public accounting a broad knowledge of accounting principles and practice. Laws have been enacted in all states providing for the designation of public accountants as "Certified Public Accountants" upon their passing an examination and presenting evidence of sufficient experience in public accounting. The completion of the Accounting major will assist candidates in preparing for the C.P.A. examination.

The undergraduate curriculum in accounting is registered by the State of New York. Students who expect to sit for the C.P.A. examination in New York or other states should consult with the Chairman of the Accounting Department or his representative in planning their programs.

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:

		<i>Sem. Hrs.</i>
Intermediate Accounting Problems (Required)	Acct. 2.1-2.2	6
Administrative Accounting	Acct. 2.6	3
Cost Accounting (Required)	Acct. 3.1-3.2	6
Advanced Accounting Problems (Required)	Acct. 3.3-3.4	6
Auditing (Required)	Acct. 4.1	3
Analysis of Financial Statements	Fin. 4.3	3
C.P.A. Review	Acct. 4.41-4.42	6
Federal and State Taxation	Acct. 4.5-4.6	6
Municipal and Governmental Accounting	Acct. 4.7	3
Money and Banking or } (Required)	Econ. 3.3 }	3
Principles of Investments }	Fin. 3.6 }	
Introduction to Data Processing	Comp. Sci. 2.1	3
Computer Systems Analysis and Design	Comp. Sci. 3.1	3
Accounting Systems and Controls	Comp. Sci. 3.2	3
Accounting Theory	Acct. 3.9	3

FINANCE AND BANKING MAJOR

The Finance and Banking curriculum has two main purposes. First, it exposes the student to the primary concepts and skills necessary to understand the problem involved in providing funds for a business, controlling and planning the flow of these funds within the enterprise, and relating these aspects to the monetary and financial structure of the economy. Second, the major in Finance and Banking learns the functional phases of finance such as banking, insurance, real estate, investments and related occupations.

The major in Finance and Banking may be attained by the completion of twenty-four semester hours of course work from the following:

Managerial Accounting (Required)	Acct. 2.3-2.4	6
Administrative Accounting	Acct. 2.6	3
Federal and State Income Tax	Acct. 4.5-4.6	6
Introduction to Data Processing	Comp. Sci. 2.1	3
Introduction to Computer Programming	Comp. Sci. 2.2	3
Computer Systems Analysis and Design	Comp. Sci. 3.1	3
COBOL	Comp. Sci. 4.3	3
Financial Institutions	Fin. 3.3	3
Insurance	Fin. 3.5	3
Real Estate	Fin. 3.7	3
Analysis of Financial Statements	Fin. 4.3	3
Credits and Collections	Mkt. 4.3	3
International Trade	Econ. 3.4	3
Business Cycles	Econ. 4.3	3
Public Finance	Econ. 4.6	3
Money and Banking or } (Required)	Econ. 3.3 }	3
Principles of Investment }	Fin. 3.6 }	

Evening transfer students from the Boston Chapter of the American Institute of Banking may substitute courses in banking for some of the above courses.

MANAGEMENT MAJOR

Management is concerned with getting things done through people and resources. The Management major is designed to educate people in the skills of managing business and other organizational activity. The manager must possess an understanding of human relations, skill in directing group effort, and a wide knowledge of the various phases of business.

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

		<i>Sem. Hrs.</i>
Managerial Accounting (Required)	Acct. 2.3-2.4	6
Personnel Administration	Mgt. 3.1	3
Sales Management	Mgt. 3.2	3
Industrial Management	Mgt. 4.1	3
Transportation	Mgt. 4.2	3
Retail Store Organization and Management	Mkt. 4.1	3
Motion and Time Study	Mgt. 4.3	3
Credits and Collections	Mkt. 4.3	3
General Insurance	Fin. 3.5	3
Principles of Investments	Fin. 3.6	3
Organization and Operation of Small Business	Mgt. 4.4	3
Real Estate	Fin. 3.7	3
Consumer Behavior	Mkt. 3.8	3
Purchasing Management	Mgt. 3.5	3
Labor Economics	Econ. 4.1	3
Money and Banking	Econ. 3.3	3
Introduction to Data Processing	Comp. Sci. 2.1	3
Introduction to Computer Programming	Comp. Sci. 2.2	3
Computer Systems Analysis and Design	Comp. Sci. 3.1	3
COBOL	Comp. Sci. 4.3	3
Labor-Management Relations	Mgmt. 4.7	3
Problems of General Management	Mgmt. 4.8	3
Financial Institutions	Fin. 3.3	3

MARKETING MAJOR

Marketing is a broad field of business. It deals with the selling of goods and services and the related activities necessary to get goods and services to the consumer. The Marketing major gives the student a general understanding of business and provides specialized training in the field of marketing. The Marketing curriculum is designed for students who plan to enter retail or wholesale business enterprises, or who plan to open stores of their own. Students completing a major in Marketing often move into management training programs in industrial or retailing institutions or into positions with advertising agencies or research organizations.

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

		<i>Sem. Hrs.</i>
Managerial Accounting (Required)	Acct. 2.3-2.4	6
Principles of Salesmanship	Mkt. 3.1	3
Principles of Advertising	Mkt. 3.2	3
Wholesaling	Mkt. 3.5	3
Retail Store Organization and Management	Mkt. 4.1	3
Credits and Collections	Mkt. 4.3	3
Sales and Market Research	Mkt. 4.4	3
Personnel Administration	Mgt. 3.1	3
Sales Management	Mgt. 3.2	3
General Insurance	Fin. 3.5	3
Principles of Investments	Fin. 3.6	3
Organization and Operation of Small Business	Mgt. 4.4	3
Real Estate	Fin. 3.7	3
Transportation	Mgt. 4.2	3
Consumer Behavior	Mkt. 3.8	3
Purchasing Management	Mgt. 3.5	3
International Trade	Econ. 3.4	3
Money and Banking	Econ. 3.3	3
Introduction to Data Processing	Comp. Sci. 2.1	3
Introduction to Computer Programming	Comp. Sci. 2.2	3
Computer Systems Analysis and Design	Comp. Sci. 3.1	3
COBOL	Comp. Sci. 4.3	3
Labor-Management Relations	Mgmt. 4.7	3
Financial Institutions	Fin. 3.3	3

GENERAL BUSINESS ADMINISTRATION MAJOR

In addition to the majors outlined above, evening students have the option of a major in General Business Administration. This major consists of twenty-four semester hours of advanced course work (not including background courses) in two or more of the following:

Accounting	}	24
Business Administration		
Economics		
Finance and Banking		
Management		
Marketing		
Computer Science		

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:

		<i>Sem. Hrs.</i>
Elementary Accounting	Acct. 1.1-1.2	6
Business Law*	Bus. Adm. 2.1-2.2	6
Principles of Economics	Econ. 1.1-1.2	6
Introduction to Statistics	Econ. 2.2	3
Business Finance	Fin. 3.1	3
Advanced Composition	Eng. 2.1-2.2	6
Government Regulation of Industry	Govt. 4.1-4.2	6
Introduction to Psychology	Psych. 1.1 or 1.5	3
Industrial Psychology or Industrial Sociology	Psych. 3.6 or Soc. 3.6	3
Principles of Management	Mgt. 2.1	3
Principles of Marketing	Mkt. 2.1	3

* Management or Marketing majors may substitute an additional elective course in Accounting, Business Administration, Economics, Finance, Management or Marketing for Business Administration 2.2.

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, Finance and Banking, 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.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION***Freshman Year***

		<i>Sem. Hrs.</i>
Acct. 1.1-1.2	Elementary Accounting	6
Math. 1.51-1.52	Finite Mathematics for Business	6
Eng. 1.1-1.2	Freshman English	6
Mgmt. 2.1	Principles of Management (<i>Either Semester</i>)	3
Mkt. 2.1	Principles of Marketing (<i>Alternate Semester</i>)	3
Restricted Elective from Group "A" (<i>see below</i>)		6
Physical Education		—

Sophomore Year

		<i>Sem. Hrs.</i>
B. Ad. 2.1-2.2	Business Law*	6
Fin. 3.1	Business Finance (<i>Fall Semester</i>)	3
Econ. 2.2	Introduction to Statistics (<i>Spring Semester</i>)	3
Eng. 2.1-2.2	Advanced English Comp.	6
Major Course		6
Restricted Elective from Group "B" (<i>see below</i>)		8

Junior Year

		<i>Sem. Hrs.</i>
Hist. 1.1-1.2	History of Western Europe	6
Econ. 1.1-1.2	Principles of Economics	6
Psych. 1.1 or 1.5	Introduction to Psychology (<i>Fall Semester</i>)	3
Psych. 3.6 or Soc. 3.6	Industrial Psychology or Sociology (<i>Spring Semester</i>)	3
Major Course		6
Major Course		6

Senior Year

		<i>Sem. Hrs.</i>
Govt. 4.1-4.2	Government Regulation of Industry	6
Major Course		6
Free Elective		6
Free Elective		6
Liberal Arts or Science Elective**		6

Restricted Electives

		<i>Sem. Hrs.</i>
<i>Group "A" Humanities</i>		
Hum. 1.1-1.2	Introduction to Humanities	6
Hum. 2.1-2.2	History of Visual Arts in the West	6
Phil. 1.4-1.5 or 1.4-1.3 or 2.1-2.2 or 1.3-4.0		6
Hist. 3.3-3.4	Cultural History	6
French, German or Spanish 2.3-2.4 or 3.1-3.2		6
English 3.3-3.4	Great Books	6
<i>Group "B" Science</i>		
Biol. 1.1-1.2	General Biology	8
Chem. 1.1-1.2	General Inorganic Chemistry	8
Phys. 1.1-1.2	General Physics	8
Sci. 1.1-1.2	Introduction to Physical Science	8
Sci. 1.3-1.4	The Living World and Man	8

* Management or Marketing majors may substitute an additional elective course in Accounting, Business Administration, Economics, Finance, Management or Marketing for Business Administration 2.2.

** Accounting majors may substitute one three-credit accounting course for one semester of this elective.

ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION

The Associate Degree in Business Administration will be granted to those evening students who have satisfactorily completed the following curriculum:

SUFFOLK UNIVERSITY
ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION

(Evening Program)*First Group of Courses:*

Acct. 1.1-1.2	Elementary Accounting	6 credits
Mgmt. 2.1	Principles of Management	3 credits
Mkt. 2.1	Principles of Marketing	3 credits
English 1.1-1.2	Freshman English	6 credits

Second Group of Courses:

B. Ad. 2.1-2.2*	Business Law	6 credits
Econ. 2.2	Introduction to Statistics	3 credits
Fin. 3.1 (B.Ad. 3.1)	Business Finance	3 credits
Psych. 1.1 or Math 1.51 or one semester of Laboratory science 3 or 4 credits	
Restricted Elective from Humanities or History (see below)		6 credits

Third Group of Courses:

English 2.1-2.2	Advanced Composition	6 credits
Major Courses (Same as listed for B.S. in B.A. candidates)**		15 credits
Econ. 1.1-1.2	Principles of Economics	6 credits

Total Semester Hours required for the Associate Degree—66 or 67.

* Management, Marketing, and General Business majors may substitute an additional business elective for B. Ad. 2.2.

** Managerial Accounting is recommended but not required for the Associate Degree. Accounting Majors are not required to complete Acct. 3.3-3.4 for the Associate Degree.

Restricted Elective from Humanities or History

History	1.1-1.2 or 1.3-1.4	European or World History	6 credits
Hum.	1.1-1.2	Introduction to Humanities	6 credits
Hum.	2.1-2.2	History of Visual Arts in the West	6 credits
Phil.	1.4-1.5 or 1.4-1.3 or 2.1-2.2 or 1.3-4.1	6 credits
History	3.3-3.4	Cultural History	6 credits
French, German, or Spanish	2.3-2.4 or 3.1-3.2	6 credits
English	3.3-3.4	Great Books	6 credits

The candidate for this degree must present his request in writing to the Registrar at the beginning of his final semester. At least thirty credits toward the degree must be earned at Suffolk University.





VII

Graduate Degree Programs

PURPOSE AND GENERAL REQUIREMENTS

The Graduate programs of Suffolk University offer advanced study for students who have bachelor's degrees from the university or from other approved educational institutions. Classes are scheduled in the Day and Evening Divisions.

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 A.M. in Ed., Ed. M., M.S. in Chemistry or M.S. in Physics candidates) or the B.S. in B.A. degree or appropriate Liberal Arts, Science, Business or Engineering degree (in the case of M.B.A. candidates) conferred by an accredited institution.

The purpose of the Graduate programs 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 for independent investigation in their fields of interest. The Graduate programs furnish 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 in Education, Master of Education, Master in Business Administration, Master of Science in Chemistry, or Master of Science in Physics degree must complete a program of study approved by their major department head, their faculty sponsor, and their Dean.

Candidates for the master's degree must complete all courses with grades of A, B, or C for credit. An average of B is required for graduation. That is,

each C grade must be offset by an A grade in another course. A maximum of five years is the limit for completion of part-time or interrupted master's programs.

Each degree candidate must file an application for the award of his degrees on official forms at the Registrar's Office at the beginning of his final semester.

MAJOR FIELDS OF STUDY

The Department of Education offers courses leading to the Degrees of Master of Arts in Education and the Master in Education.

The Graduate School of Administration offers courses leading to the Degree of Master in Business Administration.

The Department of Chemistry offers courses leading to the Degree of Master of Science.

The Department of Physics offers courses leading to the Degree of Master of Science.

Graduate courses in business administration, biology, chemistry, and physics may be applied to the graduate Education degrees at Suffolk University, subject to the approval of the Chairman of the Department of Education. Students who wish to transfer graduate credit to another University should obtain the prior approval of their Dean.

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 program should proceed as follows:

Each applicant must file an application form and have transcripts from all other colleges attended sent directly to the Admissions Office. Applicant should show evidence that he is prepared to do acceptable graduate work. This is determined through interviews with the Director of Admissions and the Dean of the Graduate School of Administration or the Chairman of the Education department. The applicant will be informed in writing, whether he has been accepted for graduate study at Suffolk University.

The applicant for candidacy in the Master in Business Administration program should have the Educational Testing Service of Princeton, New Jersey, 08540, forward to the Admissions Office his scores on the Admission Test for Graduate Study in Business.

REQUIREMENTS FOR GRADUATE DEGREES IN EDUCATION

The completion of a minimum of thirty to thirty-six hours of graduate work is required. Any one grade less than a B- (but not less than a C-) may be balanced with any one grade of A- or A.

The A.M. in Education is offered in Elementary Education (for experienced candidates) and in Secondary Education. The Ed.M. is offered in Counselor Education, in Reading Specialization, and in Elementary Education (for experienced elementary school teachers). Professional offerings in each of these areas lead to Massachusetts Certification appropriate to the specialization. Students interested in certification in states other than Massachusetts are advised to consult with the Chairman of the Department at the time of registration. Please also see section labeled Special Graduate Education Programs for description of Ed.M. plan not directly related to fulfilling state certification in public education.

The following descriptions and requirements of the above programs should be considered carefully by degree candidates:

A.M. IN ELEMENTARY EDUCATION

I. Objectives of the program:

This program in elementary education is designed to provide the inexperienced candidate with the professional preparation that will enable him to effectively guide learning activities in elementary schools. The elementary teacher must know and be able to apply the principles basic to effective teaching and learning and possess an understanding of differences among children so that teaching techniques are adjusted to the children's differing abilities and interests.

II. General description of the program:

Candidates for the Master of Arts in Education degree can generally expect to complete their degree requirements in one year and one summer of full-time study, although a longer period of time can be taken on a part-time basis. A minimum program would involve 30 semester hours of work and participation in a seminar in teaching in the elementary school.

III. Program of studies:

Required Courses:	18 hours
Improvement of Reading	
Mathematics and Its Teaching	
Elementary Curriculum Evaluation	
Educational Psychology	
Practice Teaching	

Restricted Electives: 6 hours

Elementary Methods: Science

Primary Reading

Language Arts

Elementary Methods: Art

Social Studies

Free Electives: 6 hours

IV. Graduate seminar:

A seminar in elementary education is taken in the Spring Semester in lieu of a terminal examination. This seminar is held in conjunction with practice teaching and consists of eight meetings during which the individual's knowledge of teaching techniques and ability to apply principles of growth and development are evaluated. Additional course work may be assigned at this time if, in the judgment of the seminar leaders, it is advisable.

SECONDARY EDUCATION

I. Objectives of the program:

The Master of Arts in Education program is designed to provide the candidate with the professional and academic preparation that will enable him effectively to guide learning activities in secondary schools.

II. General description of the program:

Candidates for the Master of Arts in Education degree can generally expect to complete their degree requirements in one year and one summer of full-time study, although a longer period of time can be taken on a part-time basis. A minimum program would involve 30 semester hours of credit.

III. Program of studies:

Required Courses: 18 hours

Philosophy of Education

Curriculum and Methods in specific teaching field

Student Teaching

Problems of Secondary Education

Restricted Electives 6 hours

Comparative Education

Educational Psychology

History of Education

Sociology of Education

Tests and Measurement

Unrestricted Electives 6 hours

Candidates are encouraged to enroll in academic courses in or related to their teaching field.

IV. The terminal activity for all students in the secondary graduate program consists of enrollment in the course Problems of Secondary Education.

COUNSELOR EDUCATION

I. Objectives of the program:

The program leading to a Master of Education degree in counseling is designed to train enrollees to function effectively as school counselors in public or private secondary schools. Such effective functioning requires a broad understanding of the educational framework in today's society and the dynamics of human behavior within this framework. It demands a high level of training not only in counseling and consulting skills, but also in research and measurement. The ability to work with people in a variety of situations must be cultivated to a high degree. During the course of his training experience, the prospective counselor will be expected to engage in an intensive period of self-examination, in order to become keenly aware of his own needs and personality structure and how they relate to his motivation for entering the field of counseling.

II. General description of the program:

Candidates for the Master of Education degree in counseling can generally expect to complete their degree requirements in one year and one summer of full-time study, although a longer period of time can be taken on a part-time basis. A minimum program would involve 36 semester hours of work and a comprehensive examination covering the professional areas of training in counselor education.

The course work covers five related areas: (1) Educational Foundations; (2) Psychological Foundations; (3) Foundations of Public Personnel Services; (4) Counseling; and (5) Measurement.

III. Program of studies:

AREA I —	Educational Foundations	3 hours
	Philosophy of Education	
	Sociology of Education	
	Problems of Secondary Education	
AREA II —	Psychological and Sociological Foundations	3 hours
	Human Development	
	Educational Psychology (required)	
	Theories of Personality	
	Abnormal Psychology	
	The Family	
	Social Problems	
AREA III —	Foundation of Pupil Personnel Services	6 hours
	Principles of Guidance (required)	
	Occupational Information (required)	
	Principles of Placement	
	Organization and Administration of Guidance Services	

AREA IV — Counseling 12 hours
Counseling: Theory and Practice (required)
Counseling Laboratory (required)
Methods of Group Counseling

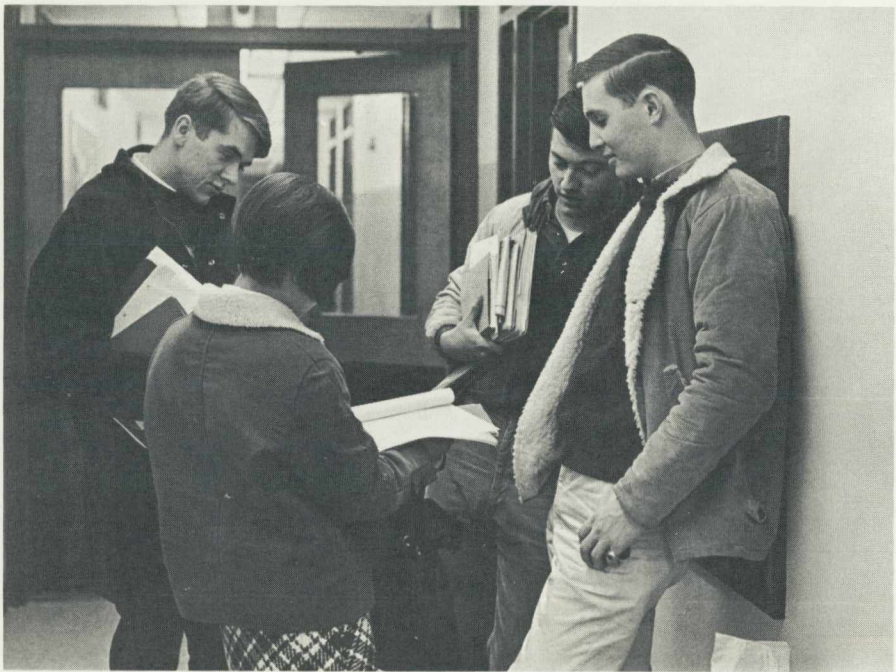
AREA V — Measurement 3 hours
Tests and Measurements (required)
Psychological Tests in Personnel Services
Individual Intelligence Testing
Elementary Statistics

ELECTIVES FROM AREAS II - V 9 hours

IV. Comprehensive examination:

The comprehensive examination generally may be taken after the completion of 24 semester hours of course work. However, students who are working on a full-time basis may take the comprehensive examination during their second semester of work.

The comprehensive examination will take approximately three hours. It will cover the professional preparation of the prospective counselor in the areas of counseling, psychology, and measurement.



READING SPECIALIZATION

I. Objectives of the Program:

The program leading to a Master of Education degree in Reading is designed to provide the candidate with the necessary professional training and academic preparation to qualify for state certification as a Reading Specialist. It is expected that the prospective Reading Specialist will become familiar with numerous reading tests and other evaluative instruments as well as with remedial teaching techniques. The student will be prepared to make diagnostic and prognostic statements about disabled readers after completion of the program.

II. General Description of the Program:

Candidates for the Master of Education in Reading can generally expect to complete their degree requirements in one year and one summer of full-time study, although the program may be also undertaken on a part-time basis. A minimum program would involve 30 semester hours of work.

III. Program of Studies:

Required Courses:	18 hours
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- Foundations of Reading Instruction
- Psychology of Reading and Learning Disabilities
- Diagnosis of Reading Disabilities
- Correction of Reading Disabilities
- Practicum in Reading (See below)
- Seminar in Reading

Supportive Electives:	6 hours
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- Children's Literature
- Human Development
- Educational Psychology
- Tests and Measurements
- Abnormal Psychology
- Principles of Guidance

Unrestricted Electives:	6 hours
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Candidates are encouraged to enroll in academic courses related to their teaching interests.

IV. Completion of the practicum is the terminal activity in the program, and is taken in lieu of a general examination. The practicum requires the student to apply the knowledge, evaluative techniques and teaching skills he has been taught while enrolled in the program.

SPECIAL GRADUATE EDUCATION PROGRAMS

In addition to the above programs, requirements for the Master's degree in Education may be tailored to the needs of candidates with specialized goals not directly related to the requirements of state certification in public education. In such cases, the Department Chairman should be consulted at the time of application and subsequent programming.

The Ed.M. may also be taken by experienced school elementary teachers. Such candidates should consult with an advisor in Elementary Education regarding program requirements.

SUMMER STUDENT TEACHING PROGRAM

Six Week Program—8:00 A.M. to 12:30 P.M.

Educ. S4 20—Observation and Student Teaching (Elementary)	6 sem. hrs.
Educ. S4 21—Observation and Student Teaching (Secondary)	6 sem. hrs.

Offered in cooperation with affiliated public summer schools, these courses are designed for graduates of liberal arts and engineering colleges who wish to enter the teaching profession. Candidates in Elementary Education should have completed all required methods courses before initiating student teaching. Candidates in Secondary Education may, upon recommendation of the Department, enroll in a methods course concurrent with the student teaching experience.

Candidates for summer student teaching will be accepted on the basis of qualifications and date of receipt of application. Final date for application is April 1.

MASSACHUSETTS SECONDARY CERTIFICATION PROGRAM

Applicants who wish to complete Massachusetts Secondary Certification requirements during the summer (12 semester hours) may enroll in a second evening course in either Educational Psychology or Human Development. Classroom courses begin in early June two or three weeks before student teaching, and are of eight weeks duration. Offered in conjunction with Student Teaching Program. See above.

REQUIREMENTS FOR THE MASTER OF SCIENCE IN CHEMISTRY DEGREE

The following core courses in chemistry and related fields which have not been completed in the candidates' undergraduate degree program will become part of his graduate program:

- General Chemistry (Chemistry 1.1-1.2)
- Organic Chemistry (Chemistry 2.1-2.2-2.31)
- Quantitative Analysis (Chemistry 3.1)

Instrumental Analysis (Chemistry 3.2)
 Physical Chemistry (Chemistry 4.1-4.2)
 Physics (Physics 2.1-2.2)
 Mathematics through partial differentiation and introduction to
 differential equations

The completion of a minimum of 30 semester hours of credit as follows is required:

Advanced Organic Chemistry (Chemistry 2.32)	3 semester hours
Advanced Physical Chemistry (Chemistry 4.3)	3 semester hours
Advanced Inorganic Chemistry (Chemistry 4.5)	3 semester hours
Thesis (Chemistry 10.0)	not more than 9 semester hours
Chemistry (graduate elective)	at least 6 semester hours
Mathematics-Science (graduate elective)	at least 6 semester hours

An oral examination in defense of the thesis is required.

REQUIREMENTS FOR THE MASTER OF SCIENCE IN PHYSICS DEGREE

The following basic subjects in physics or their equivalent are required as part of the graduate program:

Physics 6.01 — Theoretical Mechanics
 Physics 6.02 — Thermodynamics
 Physics 6.03 — Electrodynamics
 Physics 6.04 — Radiation and Optics
 Physics 6.09-6.10 — Quantum Mechanics

The completion of 30 semester hours of credit:

Introduction to Theoretical Physics (Physics 6.01-6.04)	12 semester hours
Quantum Mechanics (Physics 6.09-6.10)	6 semester hours
Research (Physics 10.0) — not more than —	6 semester hours
Mathematics-Science (Graduate Elective) — at least —	6 semester hours
	minimum of 30 semester hours

An oral examination in defense of the thesis is required.

LIMITATION OF TIME

Work for the Master's Degree must be completed within five years after graduate course work has started.

REQUIREMENTS FOR THE MASTER IN BUSINESS ADMINISTRATION DEGREE

The Graduate School of Administration offers courses leading to the Degree of Master 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 hours.

The following core courses of business administration which have not been completed in the candidate's undergraduate degree program will become part of his graduate program:

Elementary Accounting (Acct. 1.1-1.2)	6 semester hours
Principles of Economics (Econ. 1.1-1.2)	6 semester hours
Business Law (Bus. Adm. 2.1)	3 semester hours
Management Principles (Mgmt. 2.1)	3 semester hours
Marketing Principles (Mkt. 2.1)	3 semester hours
Business Finance (Bus. Adm. 3.1)	3 semester hours
Statistics (Econ. 2.2)	3 semester hours
Advanced Business Elective	3 semester hours

When the above core courses have been completed, the candidate for the M.B.A. degree will complete a minimum of thirty semester hours of credit as follows:

Business Administration 10.3, Marketing Management—	3 semester hours
Business Administration 10.4, Production Management—	3 semester hours
Business Administration 10.5-10.6, Financial Management—	6 semester hours
Business Administration 10.7-10.8, Managerial Economics—	6 semester hours
Business Administration 10.9, Business Government and Society—	3 semester hours
Business Administration 10.11, Human Behavior in Organization—	3 semester hours
Courses in Accounting, Business Administration, Computer Sciences, Economics, Management, Marketing or other fields depending upon the candidate's undergraduate background. These courses must be approved by the Dean of the Graduate School of Administration or by a faculty advisor—	3 semester hours
Business Administration 10.10, Business Policy. This course may only be taken during the final year of the M.B.A. program—	3 semester hours

E. G. & G. EXTENSION PROGRAM

Suffolk University, in cooperation with E. G. & G., Inc. (formerly Edgerton, Germeshausen, and Grier, Inc.), offers extension courses in Chemistry, Mathematics, and Physics leading to the masters degrees. These are taught at the E. G. & G., Inc. plant on Rte. 62 Bedford, Massachusetts by Suffolk University faculty and are open to both employees and non-employees of E. G. & G., Inc. This program has been initiated in response to the recognition by technical firms of the need for continuing education for their employees and to the desire on the part of these employees for graduate degree recognition of such work.

Students taking these courses are officially enrolled at Suffolk University and, if qualified, may become candidates for the degree of Master of Science. A maximum of 12 semester hours of transfer credit may be accepted from other institutions.

The requirement for the degree of Master of Science is successful completion of 30 semester hours. Details for the programs in Chemistry and Physics are described under the section on graduate programs.

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, with the exception of the M.S. in Chemistry program which allows up to 12 semester hours of advanced standing. Under no circumstances will extension work, or courses by correspondence, from other institutions be accepted.

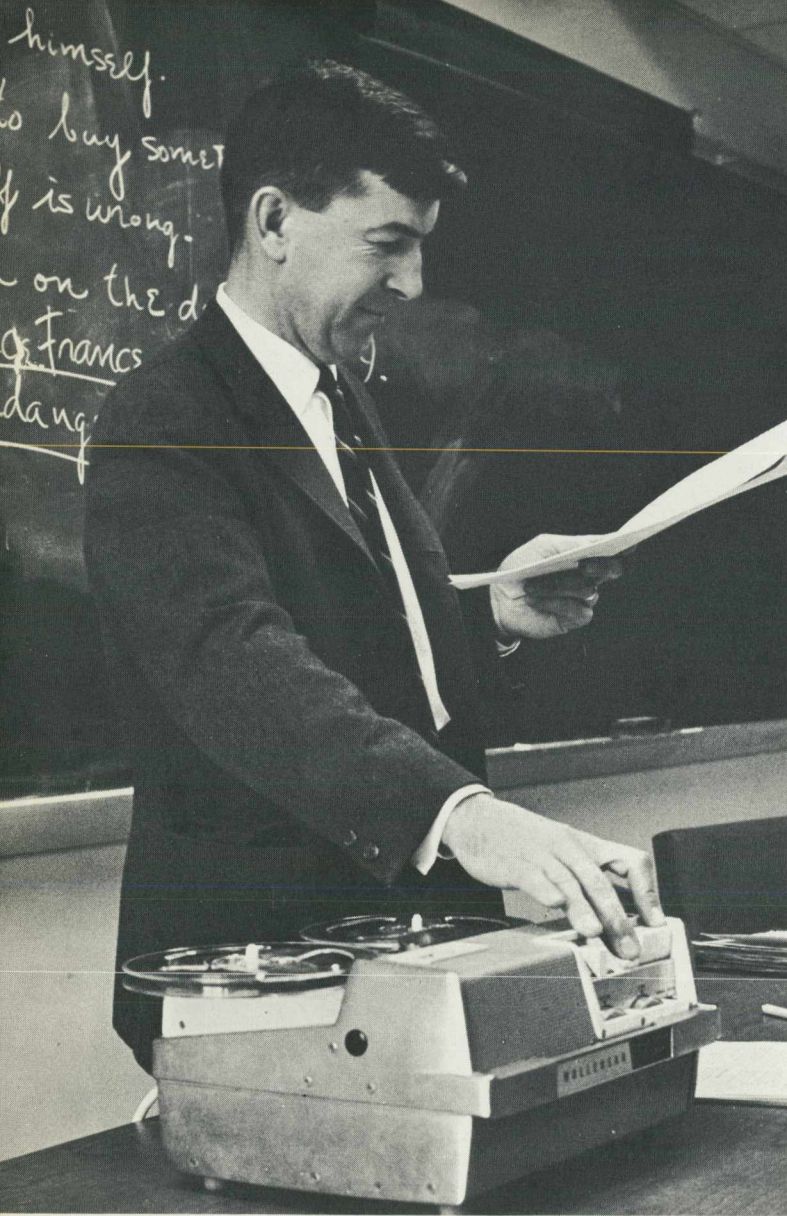
PRE-REGISTRATION IN GRADUATE DEPARTMENTS

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 COURSES OF INSTRUCTION

The courses offered for graduate credit in Business Administration, Chemistry, Physics, and Education will be found in each departmental list of courses of instruction.



VIII

Evening Division

"The lamps of knowledge burn midnight oil."

Suffolk University was the first institution of higher education in the Boston area at which students could earn the Bachelor's degree entirely through evening study. In keeping with this tradition, the Evening Division provides an opportunity for qualified men and women to obtain a college education while working days to support themselves and their families.

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 educated citizens. In this respect, the University serves civic and social functions by helping students to become more effective members of our democratic society.

With the world in the midst of a "Technological Revolution," analogous in nature and importance to the Renaissance and Industrial Revolution, the University serves the function of helping students to participate more effectively in the complex economic life of the nation. It provides a reservoir of college trained manpower necessary for an efficient and productive economy.

Education has become a life-long process and should no longer end with the acquisition of a high school diploma or college degree. Consequently, it is necessary to educate adults as well as young people.

Approximately 900 students of all ages are enrolled in the Evening Colleges of Liberal Arts and Business Administration, and nearly 700 in the Suffolk University Law School.

OBJECTIVES

The objectives of the Evening College Program are to meet the professional and cultural needs of the following groups of adults:

- (1) Adults who are fully qualified for admission to *undergraduate degree programs* in liberal arts, science, education, or business administration, but who prefer to attend evenings on either a part-time or full-time basis.
- (2) Adults who wish to take *selected courses as special students* to acquire or to update professional knowledge, whether for personal interest or professional advancement.
- (3) Adults who seek *self-fulfillment* through courses or degree programs in liberal arts, humanities, natural science, or social science.
- (4) Adults who seek *pre-professional programs* to equip them to study law, medicine, dentistry, optometry, veterinary medicine, or medical technology.
- (5) Adults who wish to *improve their skills* in reading, writing, English, mathematics, or speech through college level courses.
- (6) Transfer students from two-year and four-year colleges who are recommended for study toward the baccalaureate.
- (7) Graduates of accredited colleges who wish to take *graduate level courses* toward the master's degree in education or business administration, or who wish to take selected courses as special students for professional advancement or to meet teacher certification requirements.

CURRICULUM

Curricula are designed to meet the professional needs of the industrial, educational, and governmental complex of New England. After completing basic required courses, students select a major field for advanced study and may earn the baccalaureate degree in the broad areas of liberal arts, science, social science, business administration, and education. The master's degree is awarded in education, business administration, chemistry, and physics. Programs leading to the Juris Doctor and Master of Law degree are available through Suffolk University Law School.

GENERAL INFORMATION

Students should refer to the appropriate sections of the catalogue for detailed information on Admission, Registration, Transfer Credit, Course Credit, Auditing, Finances and Student Aid.

A maximum of eight years is the limit for completion of part-time or interrupted degree programs on the undergraduate level. Work for the master's degree must be completed within five years after graduate course work has started.

The academic year consists of two sixteen-week semesters. Evening courses meet either one or two evenings a week. Courses meeting once a week meet for a double period, usually from 5:30 to 8:10 P.M., or from 6:55 to 9:35 P.M. Courses meeting twice a week usually meet on alternate nights (Monday and Wednesday or Tuesday and Thursday) from 5:30 to 6:45, 6:55 to 8:10, or 8:20 to 9:25. Saturday classes meet for a double period and run from 9:00 to 11:40 A.M. or from 12:00 to 2:40 P.M. Graduate courses normally meet one evening a week or on Saturday morning. A number of graduate Education courses are scheduled in the afternoon. Most courses carry three semester hours of credit.

In addition, eight-week day and evening summer sessions are offered, and a six-week day Student Teaching Program.

The length of time required to earn a bachelor's degree varies with the number of courses carried and with the acceleration of course work by attending the evening Summer Session. By taking a moderate load of two courses each semester and during the summer, a student can earn 18 semester hours per year and complete his degree in six and one-half to seven years.

By carrying three courses each semester and two in the summer, a student can earn twenty-four semester hours per year and complete his degree in five years.

Students employed full-time will find it difficult to carry more than two or three courses in a given semester. The maximum load of four courses should be carried only by students who are scholastically superior and whose employment is not fatiguing and affords ample time for study. All programs must be approved by faculty advisors. *A minimum of five hours per week should be allowed for homework in each course. Advanced courses and laboratory courses may entail considerably more time.*

All evening courses are the full equivalent of courses offered during the daytime. Consequently, day and evening courses are interchangeable, academic standards are the same, and students in good standing may transfer from the Evening Division to the Day Division, provided space is available, and *vice versa*. Day and evening students are considered a single student body with respect to both standards and status.

Faculty members have been selected for their professional background, teaching ability, and broad experience. Most are full-time teachers at Suffolk University who teach one or two evening courses as part of their normal teaching load. In addition, visiting lecturers are drawn from industry or from the day faculties of neighboring Universities. They provide a high quality of instruction and believe in the importance and value of providing continuing higher education for adults.

EXTENSION COURSES: EDUCATION

Suffolk University, in conjunction with the Hingham school district, offers the opportunity for qualified teachers and laymen to earn university credits by taking courses offered in Hingham and also at the University in Boston.

The purpose of these courses is (a) to provide accredited in-service training, (b) to contribute to the training of substitute teachers of the area, and (c) to encourage qualified adults to enter teaching by completing certain of the State Teacher Certification requirements in extension.

Experienced teachers will find that graduate degree requirements will allow them considerable latitude in the selection of electives in the areas of guidance, their teaching field, or in study and research into particular problems of our region. (Degree candidates without prior course work in professional education will be expected to follow a prescribed plan of professional courses and a minimum of electives.)

All of the courses given in the Extension Program are either required or elective courses in a Master's program.

Courses already given include: Secondary Curriculum Development, Elementary Curriculum Development, Secondary Methods, Educational Psychology, European Drama, Philosophy of Education, Teaching Methods: Remedial Speech, Educational Administration, and Modern English Poetry.

EXTENSION COURSES: CHEMISTRY, MATHEMATICS, PHYSICS

Suffolk University, in cooperation with E. G. & G., Inc. (formerly Edgerton, Germeshausen, and Grier, Inc.), offers extension courses in Chemistry, Mathematics, and Physics leading to the masters degrees. These are taught at the E. G. & G., Inc. plant on Rte. 62 Bedford, Massachusetts by Suffolk University faculty and are open to both employees and non-employees of E. G. & G., Inc. This program has been initiated in response to the recognition by technical firms of the need for continuing education for their employees and to the desire on the part of these employees for graduate degree recognition of such work. See Section VII — Graduate Degree Programs.

COLLEGE LEVEL EXAMINATION PROGRAM

Applicants and present students may submit CLEP scores at their own option and receive advanced standing credit not to exceed a total of 60 semester hours. This testing program, developed by the College Entrance Examination Board, is intended to enable mature and talented individuals who have acquired their education in non-traditional ways (such as TV courses, tutoring, independent study, military experience, correspondence courses, on-the-job training, and work experience) to demonstrate their achievement and to receive college credit.

Examinations are scheduled monthly at a local testing center.

The five General Examinations correspond to college courses in English Composition, Humanities, Mathematics, Science, and Social Studies. The passing of these tests with a satisfactory score entitles the student to 6 semester hours credit for each test.

In addition, a growing list of Subject Examinations carry 6 semester hours of credit for each test, and a few carry 3 credits when they are considered equivalent to a one semester college course. Whenever essay sections are available, they will be required and will be corrected by the appropriate department. Courses which are not directly equivalent to those offered at Suffolk University will receive credit as electives.

The development and use of these tests is an important step toward shortening the time required for qualified adults to complete their degree requirements.

Subject Examinations now available include American Government, Analysis and Interpretation of Literature, College Algebra, College Algebra-Trigonometry, Computers and Data Processing, Educational Psychology, English Composition, General Chemistry, General Psychology, Geology, History of American Education, Human Growth and Development, Introductory Calculus, Introductory Economics, Introductory Marketing, Introductory Sociology, Money and Banking, Statistics, Tests and Measurements, Trigonometry, and Western Civilization.

The following Subject Examinations are expected to be available by September, 1970: Accounting, American History, American Literature, Biology, Business Law, English Literature, and Introduction to Business Management.

GRADUATE PROGRAMS

Graduate programs leading to the master's degree are offered for students who have the Bachelor's degree from Suffolk University or from another approved college. Students interested in graduate study leading to one of the graduate degrees in Education, to the Master in Business Administration degree, or to the Master of Science in Chemistry or Physics should refer to the graduate section of this bulletin.

COLLEGE OF LIBERAL ARTS AND SCIENCES

The degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Science in General Studies are offered in the College of Liberal Arts and Sciences. Major and pre-professional program requirements for these degrees may be completed evenings in the areas indicated below:

Major Fields of Study Leading to A.B. or B.S. Degree

Biology	History
Chemistry	Medical Technology
Education*	Philosophy
Economics	Psychology
Government	Sociology

* Students planning teaching careers may elect the bulk of their courses during the evening, but should consult an advisor from the Department of Education concerning required courses (such as Student Teaching) which may be taken only in the day.

Requirements for other majors such as economics, English, French, mathematics, and Spanish can be met by a combination of day and evening courses. After completing basic requirements evenings, students can complete advanced courses in their specialized majors days during their junior and senior years on either a part-time or full-time basis. Some companies grant employees released time for this purpose.

Pre-Professional Programs

Child Care (effective 1970-71)	Pre-Dental
Crime and Delinquency	Pre-Medical
Medical Technology	Pre-Optometry
Pre-Legal	Pre-Veterinarian

BACHELOR OF SCIENCE IN GENERAL STUDIES

Available Evenings Only

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 Interdepartmental major to a day major, 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.

B.S. IN GENERAL STUDIES DEGREE REQUIREMENTS
GENERAL REQUIREMENTS

	<i>Sem. Hrs.</i>
English 1.1-1.2	6
History 1.1-1.2 or 1.3-1.4	6
Humanities option*	6
Science 1.1-1.2 or 1.3-1.4	8
Social Science option*	6
Foreign language or Mathematics 1.3-1.4	12 or 6
English 2.5-2.6 or 2.7-2.8	6
Electives	30 or 36
Major	42
	<hr/> 122 semester hours

*See list of options in Part IV—College of Liberal Arts and Sciences.

INTERDEPARTMENTAL MAJORS

The interdepartmental majors consist of 42 semester hours of work in the related areas listed below. Science majors are required to include among their major courses a Directed Study Research Project.

Humanities: courses in humanities, literature, and philosophy

Physical Science: courses in chemistry, physics, mathematics

Biological Science: courses in biology and chemistry

Government-Economics

Psychology-Sociology

History-Government

History-Economics





COLLEGE OF BUSINESS ADMINISTRATION

It is the conviction of the faculty and administration that business students need not only a thorough foundation in a selected field, but also a broad background in liberal arts, humanities, science, and social science. Accordingly, approximately one-half of the courses required in the business administration program are liberal arts courses. In addition, students receive a broad background in business administration and then major in one of the following areas. Full details appear in Section VI.

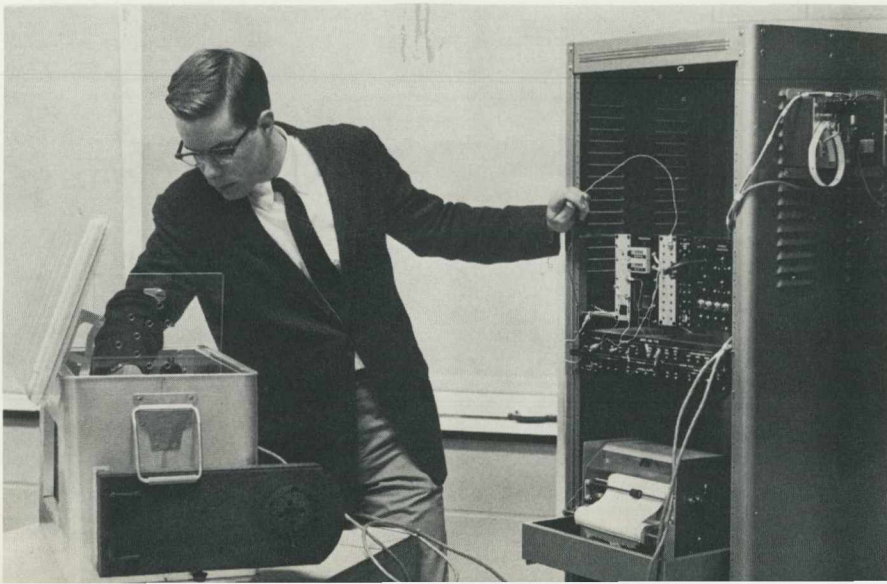
Major Fields of Study

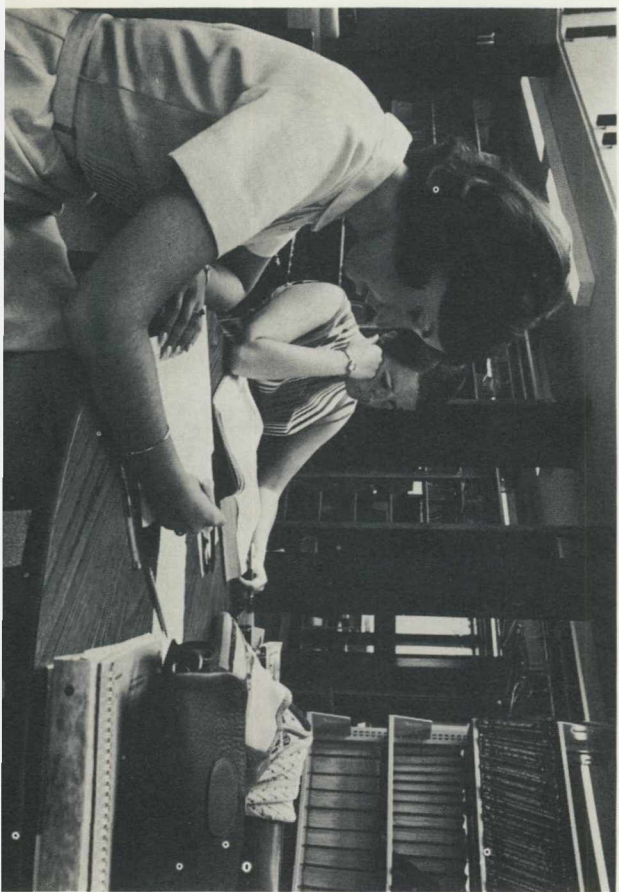
Accounting	Management
Finance and Banking	Marketing
General Business	

COMBINED PROGRAMS IN BANKING AND INSURANCE

With the cooperation of the Boston Chapter Incorporated of the American Institute of Banking, Suffolk University offers bank employees a combined program leading to the B.S. in B.A. degree with a major in Finance and Banking. Persons interested in this combined program should contact the Educational Director of the Boston Chapter for further information. This program is open only to bank employees.

With the cooperation of the School of Insurance, Inc., Suffolk University offers up to nine hours of credit for appropriate courses given at the School of Insurance. Persons interested in this combined program should contact the Director of Admissions of Suffolk University.





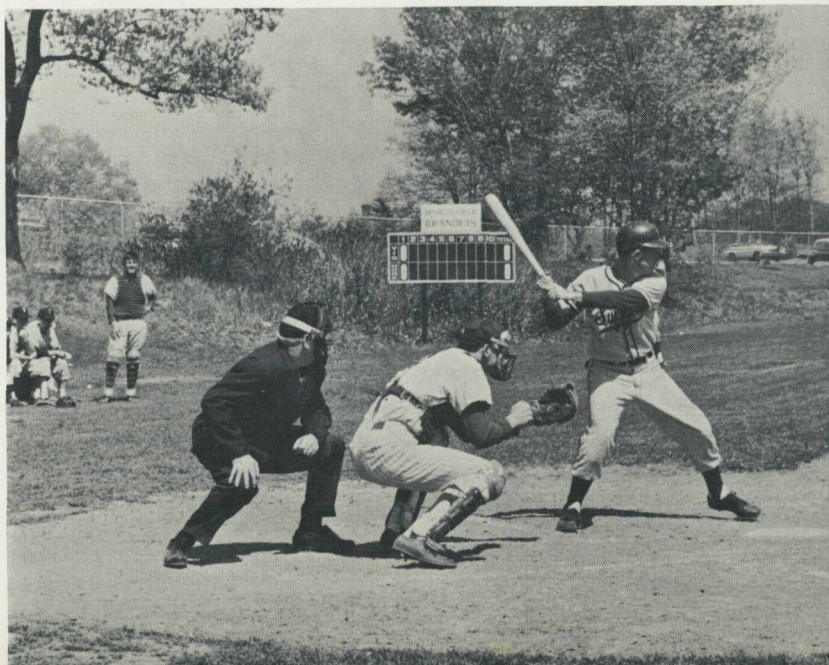
IX

Summer Session

Summer provides an opportunity for study, whether for pleasure, acceleration, or remedial purposes. Suffolk's quiet, air-conditioned building offers ideal conditions for summer study, and at the same time, easy access to Boston's historic, cultural and recreational activities for leisure hours. There are fewer students than during the rest of the year, classes are smaller, and contacts between faculty and students are informal. The atmosphere is conducive to stimulating discussions and quiet reflection. Recreational and cultural activities available in the Boston area range from community sailing on the Charles River to the Boston Pops.

Suffolk University conducts concurrent day and evening eight-week Summer Sessions as part of its regular degree program. Courses are equivalent in method, content, and credit to those offered during the academic year. Credit obtained in these courses may be applied toward the appropriate degrees conferred by the University and are ordinarily accepted as transfer credits by other universities. Course offerings include liberal arts, science, education, business administration and pre-professional courses. Graduate programs leading to the Master's degree are available in Education, Business Administration, Chemistry, and Physics.

A student who attends Summer Session may carry a maximum of three courses (normally nine semester hours credit)—or the equivalent of three-fifths of a semester's work—in the Day Division, or he may carry two courses (normally six semester hours credit) in the Evening Division. Day courses meet Monday through Thursday; Evening courses meet Monday, Wednesday, and Thursday evenings.



The purpose of the Summer Program is to provide undergraduate and graduate instruction for:

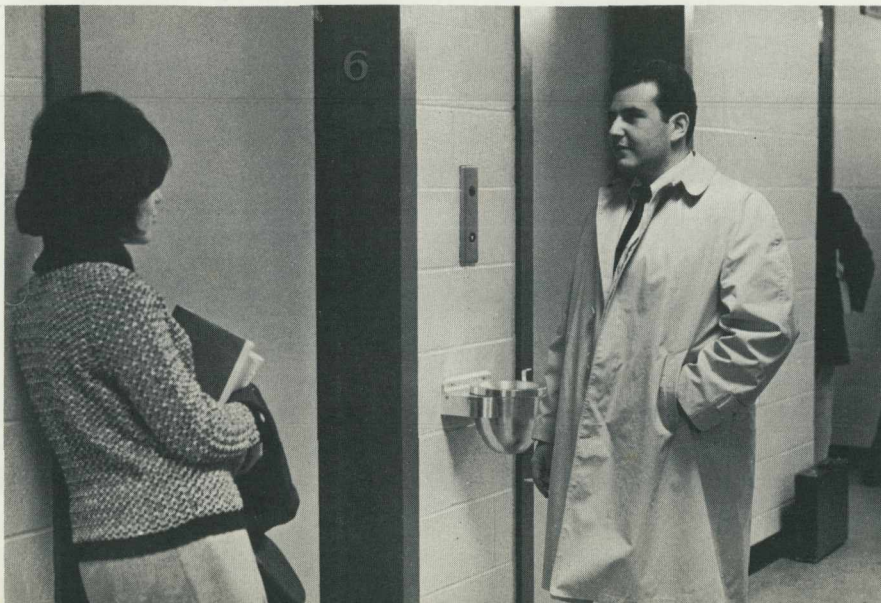
- . . . Suffolk Students who wish to accelerate their degree programs.
- . . . New Students entering degree programs.
- . . . Students who need to repeat courses.
- . . . Special Students from other colleges who wish to take credit courses for transfer.
- . . . Students who wish to enroll in a Student Teaching Program.
- . . . Teachers who want to strengthen their professional background.

Students attending Suffolk University Summer Session may enroll in a Regular Degree Program, the Summer Student-Teaching Program, or as Special Students. In addition to the information that follows, applicants should read the section on Admission.

The Regular Degree Programs are for undergraduate and graduate students who are candidates for Suffolk degrees. Applicants must apply and qualify in the normal way.

The Summer Student-Teaching Program (six weeks) is designed to assist qualified candidates for elementary and secondary teaching to fulfill student teaching requirements during the Summer Session.

Special Students are students who are not presently working toward a Suffolk degree, but who wish to take summer courses at Suffolk. Admission to the Summer Session as a Special Student does not constitute admission to degree candidacy. Special Students who wish to continue their studies in the following term must make formal petition to do so.





X

Academic Regulations

REGISTRATION OF NEW STUDENTS

All new students are required to file applications as much in advance of Registration Day as possible. From November to March are the desirable months to request admission to the Fall Semester, although applications may be made later in the year for the Evening Division. On Registration Day students whose applications for admission have been accepted will make out registration forms and secure schedules prior to the opening of classes.

REGISTRATION LIMITS

Except in special cases, no student may register 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 ten dollars will be required of all students who register after the last day for registration without penalty as announced in the College Calendar for any semester or summer session.

ATTENDANCE

Although no limit is placed on the number of absences allowed, it is clearly the responsibility of the student to avoid having excessive absences which will jeopardize his performance in the classroom. In the case of non-credit courses, such as Physical Education and Reading Development, students with excessive absences will be required to repeat the course.

CHANGE OF ADDRESS

Each student is required to notify the Registrar of any change of home address, change of name or address of parent or guardian, or change of his or her legal name. When a student's legal name is changed, the student must provide the Registrar with a certified copy of applicable documents authorizing such change. All students are required to notify the Registrar of any change of local address within 48 hours of such change.

STUDENT CONDUCT

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 University.

For Student conduct which tends to discredit or injure the University, or violation of university rules, authorization by the Board of Trustees has been given to impose such penalty as deemed appropriate, including expulsion from the University. This authority has been generally delegated to the Student Conduct Committee, subject to review by the President or his representative. Before action is taken on any accusation of inappropriate conduct, the student concerned will be informed of the charge against him and will be given an opportunity for explanation or defense.

The University encourages students to develop their sense of civic concerns by the means appropriate to democratic action. In order to preserve and improve the democratic structure of the University itself, it provides through student-faculty-administration committees both a guarantee of due process and rich opportunity for collective study and action. At the same time, and for the same purpose, it requires that there be no interference with legitimate discourse, traffic, or business of any who have an approved association with the University. Such interference may subject the offender to action by the Student Conduct Committee up to and including suspension or expulsion.

ENFORCED WITHDRAWAL

The University reserves the right to suspend, enforce the withdrawal of, or expel a student whose academic standing or whose conduct is in its judgment unsatisfactory.

The several faculties of the schools may impose enforced withdrawal as a penalty for any breach which prevents the student from fulfilling the purpose implied by registration in the University.

Any student found guilty of participating in or inciting a riot or an unauthorized or disorderly assembly is subject to appropriate disciplinary action which may include suspension or enforced withdrawal.

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. Transfer students who have completed a year of Physical Education at another institution will be excused from this requirement. All others must complete two semesters of Physical Education before graduation.

EXAMINATIONS

Final examinations are offered in all regular courses. 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 Dean of Students. Medical certificate or other verification should accompany the request. Authorized make-up examinations must be taken no later than the next succeeding semester. A fee of five dollars is charged for each make-up examination. A student who has completed a course with a grade of "F" is not eligible for a make-up examination.

NORMAL FULL PROGRAM

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

EXCESS COURSES

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

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 course 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 2.5 or better.

In all cases permission to take an additional course must be obtained in advance from 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.

Excess credits in regular courses are not permitted.

CREDITS EARNED AT OTHER SUMMER SESSIONS

Suffolk students who wish to accelerate their programs by taking summer courses will be expected to take them at Suffolk University. Students who commute more than forty miles, however, may be granted permission to attend another college, but must obtain written permission to do so in advance from the Dean of Students in order to insure acceptance of their credits. The number of transfer credits will be limited to one credit for each week of summer session 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.

REPORTS

Grade reports will be issued to each student soon after the close of each semester. In addition, parents receive tentative reports of the standing of Freshman students after the middle of the Fall and Spring semesters.

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, at least twenty-four semester hours; Junior standing, at least fifty-four semester hours; Senior standing, at least eighty-four semester hours.

THE GRADING SYSTEM

All grades will be based on the following marking system:

A 90-100%	F Below 60%
B 80-89%	IP, IF Incomplete passing or failing
C 70-79%	W, WP, WF Withdrawn, withdrawn pass- or failing
D 60-69%	

A and B are honor grades; C represents satisfactory work; D is passing but unsatisfactory; 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 grade of F. (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:

- 4 Honor Points will be granted for each semester hour of A grade work;
- 3 Honor Points will be granted for each semester hour of B grade work;
- 2 Honor Points will be granted for each semester hour of C grade work;
- 1 Honor Point will be granted for each semester hour of D grade work;
- No Honor Points will be recorded for F grade work.

Thus, in a 3 semester hour course a grade of A will count as 12 Honor Points, a grade of B as 9 points, a grade of C as 6 points, a grade of D as 3 points, and a grade of F or WF as 0 Honor Points.

PASS-FAIL COURSES

A Pass-Fail Option is available to students in lieu of letter grades subject to the following limitations and regulations:

Eligibility is restricted to Juniors and Seniors in good academic standing and to those Junior and Senior transfer students who have completed a minimum of 15 semester hours of course work at Suffolk University. This option is limited to four semester courses per student.

Pass-Fail courses may not be taken in a student's major and may not be used to fulfill general college requirements or the related courses required as part of the student's area of concentration (major).

Students will designate courses as Pass-Fail on their registration forms at the time of registration. No changes from this designation to the letter grade system or vice-versa is permitted after the course-change period has elapsed at the opening of any semester or summer session.

At the end of the semester, Instructors will submit letter grades for all students except for those who have chosen to take the course on a Pass-Fail basis. The instructor and the Registrar will transcribe a Pass as P and a Fail as F for those who elected this option.

A Pass received on this basis may be applied toward fulfilling degree credits, but may not be applied toward the quality point average. A Fail is equivalent to a grade of F in calculating the quality point average.

Students planning to attend Law School or other Graduate Schools should be aware that many Professional and Graduate Schools do not look with favor upon the Pass-Fail system and prefer students to submit traditional letter grades.

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 3.8 and 4.0 honor points per semester hour.

High honors will be awarded to all students who obtain a scholastic average between 3.5 and 3.7 honor points per semester hour.

Honors will be awarded to all students who obtain a scholastic average between 3.0 and 3.4 honors 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. A failed course disqualifies a student for the Dean's List, regardless of his average.

GOOD ACADEMIC STANDING

In order to be in good academic standing in the University, a Freshman must maintain a minimum cumulative average of 1.8 honor points per semester hour of course work at the end of his first or second semester. The minimum satisfactory average for a Sophomore at the end of his third or fourth semester is 1.9 honor points. After completing five semesters or more, each Junior or Senior must maintain a cumulative honor point average of 2.0 in order to be in good academic standing. There is a limit to the number of semesters of unsatisfactory standing allowed to any student. See "Probation" below.

ELIGIBILITY FOR DEGREE

In order to be eligible to receive a bachelor's degree from the University, a student must have at least (1) one honor point for each semester hour of credit earned in course at the University and (2) a C average (2.0) in his major courses. Four years is the normal period for earning a bachelor's degree. *A maximum of eight years is the limit for completion of part-time or interrupted degree programs.*

Transfer students must earn at least a 2.0 honor point average in courses completed at Suffolk University.

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

GRADUATION WITH HONORS

To be eligible for a bachelor's degree with honors, a student is expected to have completed at least two years of his bachelor's degree program or its equivalent (60 semester hours) in courses taken in residence at Suffolk University. His standing is determined by the cumulative honor point average of all course work taken at Suffolk University. His degree is awarded *summa cum laude* if his cumulative average is between 3.8 and 4.0 honor points per semester hour, *magna cum laude* if his average is between 3.5 and 3.7, and *cum laude* if his average is between 3.0 and 3.4. (See Honor Point System and Dean's List above.)

APPLICATION FOR DEGREE

Students should complete an Application for Degree at the Registrar's Office during Registration for their final semester of work. In no event should this form be completed later than two months prior to the end of the final semester of work. (December 1 for January graduates and April 1 for June graduates). August graduates must submit forms when they register for Summer Session. *Failure to comply with this requirement will delay graduation until the end of the following term.*

PROBATION AND DISMISSAL

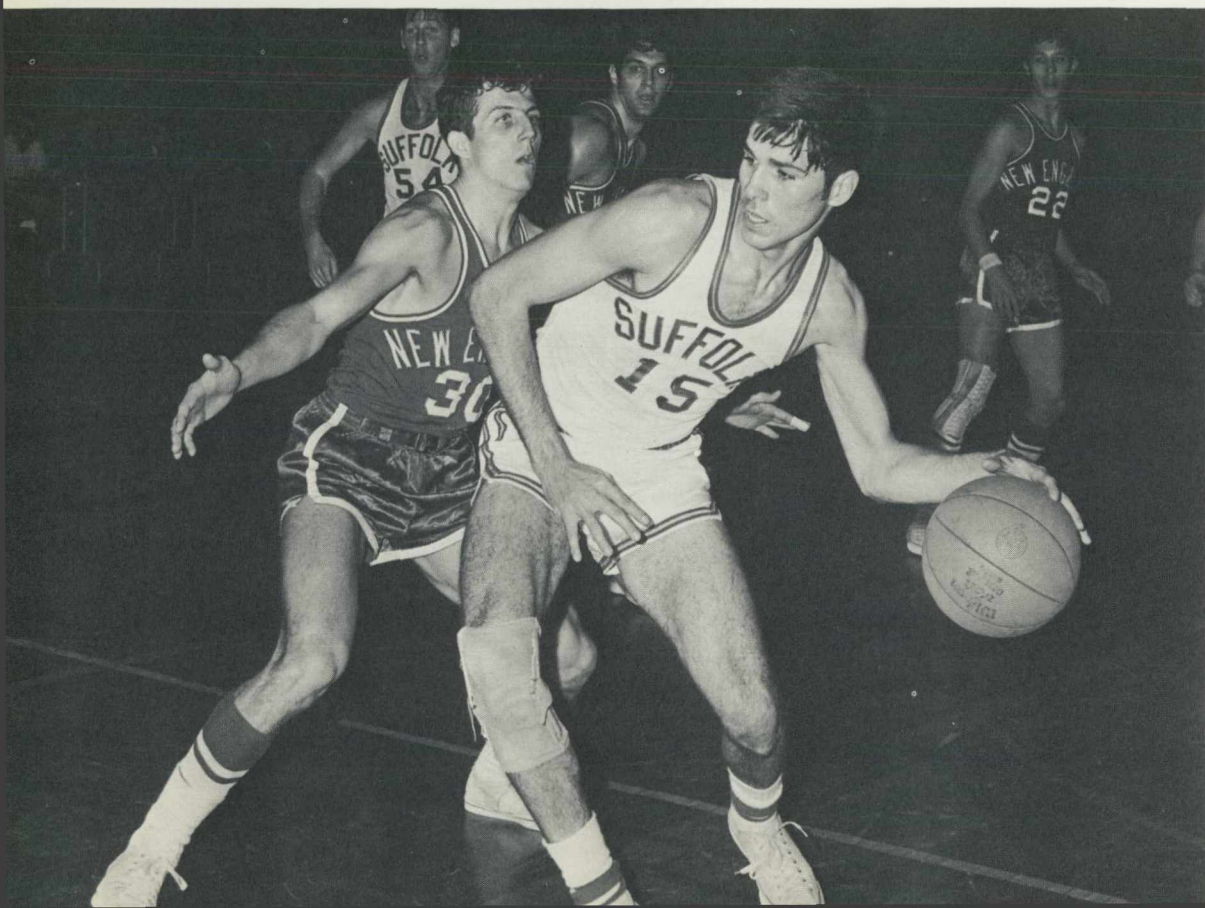
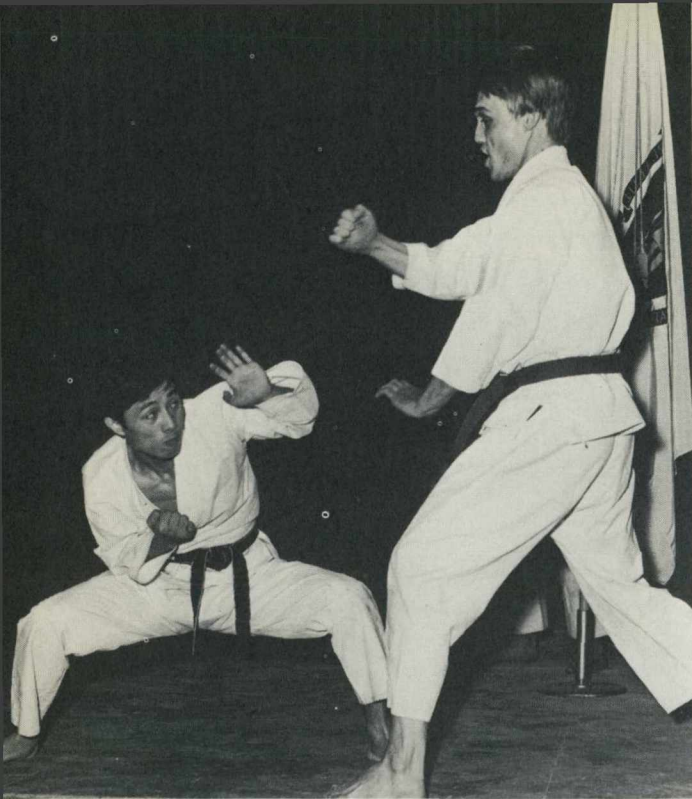
Any student who, at the end of a semester, is not in good academic standing will be placed on academic probation. A student who has been placed on probation will be given until the following semester's final grading period to establish an acceptable honor point average. Failing to achieve the satisfactory 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.

A student who has been dismissed for academic deficiency, who believes that there were extenuating circumstances beyond his control which establish that such deficiency was not due to his lack of ability or failure to apply himself diligently, may as a matter of right file a typewritten petition to the Faculty Academic Standing Committee for reinstatement, stating therein such facts specifically and fully. Each petitioner shall submit such petition to the office of the Dean within 15 days of receipt of notice of dismissal. A filing fee of \$10 is required.

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 of Students. When circumstances prevent this, he or his parents are asked to write to the Dean of Students concerning the reason that requires him to leave college. He must also complete an official Withdrawal Form at the Registrar's office.



XI

Student Affairs

GENERAL INFORMATION

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 with a substantial proportion of commuting students, it does not have dormitory facilities. However, many of those enrolled come from out-of-state and foreign countries. These students and those who do not live at home, should be prepared to make their own arrangements for locating suitable living accommodations in the Boston area. The University assumes no responsibility for finding these accommodations.

PLACEMENT BUREAU

The University maintains a Placement Bureau to assist students and graduates in securing part-time or full-time employment. Students who are employed while attending classes are expected to maintain the quality of their classroom work. Full-time students should limit their part-time employment each week to hours that will not interfere with their chief objective—success in their college studies.

New day Freshmen are advised not to undertake a part-time job during their first semester. At this period, college is a new experience that demands of the Freshman a maximum of energy and time.

The Placement Bureau is a life-time source of information and aid to all Suffolk Alumni. As many Alumni have been accustomed to do, individuals who have earned their degrees a few years in the past, as well as current seniors, should feel free to request placement assistance.

UNIVERSITY LIBRARY

The Library occupies the major portion of the third floor of the building, and serves all departments of the Colleges. The reading room has seating accommodations for more than four 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. 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 8:45 a.m. to 10:00 p.m., Monday through Friday; and 8:45 a.m. to 4:45 p.m., Saturday and from 1:00 p.m. to 9:00 p.m. on Sunday during the regular school term. It is closed on all legal holidays.

BOOKSTORE

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

DEPARTMENT OF PSYCHOLOGICAL SERVICES

The function of the Department of Psychological Services is to foster the development of the academic and personal potentialities of Suffolk students, with full regard for the special problems of those who must work to support themselves in college.

Each student is guided by individual and group counseling toward vocational and educational objectives which are realistic and appropriate in terms of being personally satisfying and socially useful. Students are helped to discover reading or other handicaps to the attainment of their educational, vocational and personal goals and to plan suitable remedial measures. Remedial programs often include use of community resources such as clinics and family service associations. The Psychological Services use a wide range of psychological tests of intelligence, aptitudes, achievement, interests, values and adjustments; libraries of educational and occupational information; and research data gathered from studies of the counseling problems of the Suffolk students as a whole and of the predictive efficiency of the various psychological tests.

An important feature of the Psychological Services at Suffolk is the provision of a Student Development Program which is designed to improve the capacities of the student for self-motivation and self-development by an integrated program of Reading Development classes, individual counseling and group discussions. The counseling and group discussions are offered by experienced psychologists.

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 performances, etc. The following activities are open to all qualified students in the University:

SUFFOLK UNIVERSITY AFRO-AMERICAN CLUB

This club attempts to acquaint Afro-American students with African culture while helping these students adjust to college life at Suffolk University. It presents speakers and functions to further promote an understanding of the Afro-American's problems and goals in America.

ALPHA PHI OMEGA

Alpha Phi Omega is a unique campus-centered National Service Fraternity for college and university men. It was founded in 1925 at Lafayette College, Easton, Pennsylvania. More than 400 active chapters, including Omicron Eta

of Suffolk University, are now in operation. Alpha Phi Omega is the largest fraternity in the United States and is represented by other chapters throughout the world. Alpha Phi Omega men engage in four fields of service: service to the student body and faculty; service to youth and community; service to members of the fraternity; and service to the nation as participating citizens. The men of Alpha Phi Omega recognize their responsibility to their fellows and always endeavor to remember that they "don't live in a world all their own."

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.

CHESS CLUB

The purpose of this club is to increase an individual's knowledge and ability in the game of chess. The club takes part in regional competition.

THE COALITION FOR NEW POLITICS

The purpose of this organization is to create an enlightened political awareness of the vital issues of our times within the student body of Suffolk University, and to promote, in accordance with the campaign platforms of Eugene McCarthy and Robert Kennedy, an active participation in the political process of the United States of America.

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, all designed to emphasize cogency of argument rather than eloquence of speech.

DELTA ALPHA PI SOCIETY

At the close of each term the Deans and the Faculties of the Colleges select high standing Juniors or Seniors for membership in Delta Alpha Pi. Election is an academic honor and recognizes truly superior achievement by an undergraduate enrolled in any bachelor's degree program. A student may receive this honor, represented by the Delta Alpha Pi key, at the end of the Junior Year or upon completing the first half of his Senior Year. The academic requirements for election are as follows:

Junior Year (early selection) — A student who has completed 84 semester hours of college work, at least 30 of which have been completed at Suffolk University, and who has earned a cumulative honor point average of 3.4 or higher shall be eligible for early selection for the honor society.

Senior Year (final selection) — A student who has earned 102 semester hours at the end of a semester, of which at least 45 semester hours have been earned at Suffolk, and who has earned a cumulative honor point average of 3.2 or higher, shall be eligible for final selection.

DELTA SIGMA PI

Delta Sigma Pi is an international professional fraternity organized to foster the study of business in universities and formulated to encourage scholarship and association of students for their mutual advancement by research and practice; to promote a closer affiliation between the commercial world and students of commerce in order to further a higher standard of commercial ethics as well as the civic and commercial welfare of the community.

DRAMA CLUB

The Drama Club gives the student a chance to participate 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. All students who are interested are asked to join this activity.

EVENING DIVISION STUDENT ASSOCIATION

The Evening Division Student Association, consisting of twelve students, represents evening students in their relation with administration, promotes social and cultural activities, and works to promote the welfare of the Evening Division. The Association is a member of the International Association of Evening Student Councils.

GAMMA SIGMA SIGMA

Gamma Sigma Sigma is a National Service Sorority which renders service to the school, community and the nation. Its purpose is, "to assemble college and university women in the spirit of service to humanity." Membership is open to all female members of the student body who have a desire to be of service to their school and nation.

GLEE CLUB

The Suffolk University Glee Club is a choral group comprised of all students who enjoy group singing, both classical and popular. While enjoying

the charms of musical expression, the students increase their knowledge of musical composition, harmony and appreciation.

Participating in many activities, from the local tour to the variety show, the Glee Club is given the opportunity to offer concerts before groups and audiences on special occasions.

THE GOLD KEY SOCIETY

The Gold Key Society is comprised of Suffolk undergraduate students who have been elected to receive the highest recognition for service to student activities and the University at large. These honored students are formally initiated into this organization in June. They are selected by the active Gold Key Society, and new members receive an appropriate award.

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.

LITERARY CLUB

The Literary Club hopes to give its members an awareness of literature — its devices and structures, its psychological and sociological relevance, its particular delights. Even more important, the Literary Club is a group of individuals who, through discussions and writing and through the observing of films and plays, discover new ways of creating and evaluating. Scheduled lectures, poetry readings, and panels to examine works by professional as well as student writers are stressed.

MARKETING CLUB (AMA)

The Marketing Club (formerly known as Business Club) has been affiliated with the American Marketing Association since 1951.

Activities of the club customarily include: lectures by prominent personalities on contemporary topics; field trips to business establishments in Eastern Massachusetts; one or two annual banquets featuring a prominent speaker; annual field trip to New York; participation in an annual Regional Student Marketing Conference sponsored by AMA student chapters in New England universities; appropriate awards to deserving students.

MODERN LANGUAGE CLUB

The Modern Language Club seeks to provide opportunity for a widening of intercultural understanding, and a deepening of those cultural areas that are common to peoples of different languages. Activities of the club include guest speakers, films with critiques, cooperative projects with language clubs of other institutions, field trips to nearby community points of linguistic and cultural interest, and diverse language activities.

MODERN LANGUAGE HONORS GROUP

Students who have achieved a 3.0 average in general and at least a 3.0 average in a Modern Language may be eligible for membership in the Honors Group if they are enrolled in a course beyond the intermediate level. Honors Group members are encouraged to undertake individual research on projects of special interest, and to discuss their findings at open meetings of the entire group.

NEWMAN CLUB

The Newman Club is an organization open to all Catholic and other interested 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 dance 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, to his professional activity, and to the important issues of the day.

PHI ALPHA TAU

Phi Alpha Tau is a national honorary social service communicative arts fraternity. Membership is open to any male undergraduate or graduate student in the University. Phi Alpha Tau sponsors an annual Public Speaking Contest, conducts a radio program on station WCOP, and holds Press Conferences before the Student Assembly at which students have an opportunity to ask questions of University administrators and trustees in order to provide a direct channel of communication between students and administrators.

PHI ALPHA THETA HONOR FRATERNITY

Phi Alpha Theta, a member of the American Association of College Honor Societies and the recognized honor group in the field of history, maintains its Theta Lambda Chapter at Suffolk University. Composed of both faculty and student members, the Theta-Lambda Chapter is a flourishing group with an outstanding record. Student membership is based on (1) the completion of at least twelve semester hours of history course work with an average of 3.3 before the senior year or 3.2 in the senior year, PLUS (2) an average of 3.0

or better in at least two-thirds of all other course work at Suffolk University. Transferred credits cannot be counted in the requirements. Invitations to membership are extended, generally, during the junior and senior years. All inducted members remain permanently on the roster of Theta-Lambda Chapter.

PHI BETA CHI HONOR 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.

PHI GAMMA MU HONOR SOCIETY

Pi Gamma Mu is the Suffolk University Chapter of the National Social Science Honor Society. To qualify for membership, students must have completed 20 semester hours of Social Science courses with a minimum average of "B". The maximum number of students who may be admitted in any year is 10% of the upperclassmen (Juniors and Seniors). Only students who stand in the upper 35% of their class may be admitted.

PHILOSOPHY CLUB

The purpose of the Philosophy Club shall be to promote the ideals of Phi Sigma Tau National Honor Society in Philosophy, and to encourage the study of philosophy at Suffolk University. Membership shall be open to all those members of the student body, the faculty, and the administration of the University who express a desire to join.

PHI SIGMA SIGMA

Phi Sigma Sigma is a national sorority whose purpose is to give service and to promote friendship and cooperation among college girls of all races, creeds, and religions, to raise the standard of college ideals, to further knowledge, to foster college ideals and to promote philanthropic endeavor.

POLITICAL SCIENCE CLUB

The Political Science Club has been organized for the purpose of promoting a more active and inquiring attitude toward political affairs. Club programs include guest speakers, group discussions, debates, and special field trips. Membership is open to all students and is especially recommended for those having a Government major or minor.

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 process of giving and correcting such tests. It is suggested that a student study at least the elementary course in psychology in order to have a better understanding of the activity's normal function.

TAU KAPPA EPSILON

Tau Kappa Epsilon is a social service fraternity which serves Suffolk University as a unifying agency dedicated to creating liaison between students and the University at large through the interaction of the brothers in ten major areas: financial, educational foundation, manpower development, housing, leadership development, volunteer alumni workers, management, scholarship, selective growth, and fraternity achievement.

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 and visitations to places of scientific interest are arranged. 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.

SOCIETY FOR ADVANCEMENT OF MANAGEMENT

Students of economics and business administration and others with a sincere interest in the art and science of management may apply for membership in the S. U. Chapter of S. A. M. The Society for Advancement of Management is the recognized national professional organization of management in industry, commerce, government, and education, and is the pioneer in management policy.

Through chapters in leading colleges, the University Division endeavors to strengthen management education and further the growth of all students. The basic objectives of the University program are to bring together executives in business and students preparing for business, and to provide students with the opportunity to participate in the functions and activities of management. The objectives are accomplished through meetings, conferences, news bulletins, magazines, seminars, round tables, and plant visits.

THE SOCIOLOGY CLUB

The Sociology Club is deeply involved in urban affairs as well as in all social problems currently in need of attention in contemporary American society.

STUDENT GOVERNMENT

The Student Government 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. It serves with an appointed faculty committee in the consideration and solution of problems presented by the administration and by the students. The Student Government has been most successful in its work of serving both the students and the administration in establishing and maintaining cooperation and good spirit.

SUFFOLK ISRAELITES

The Suffolk Israelites is a club open to all Jewish students attending classes at Suffolk University. The organization encourages the advancement of the cultural, religious, and educational aspects of Judaism. It also promotes social functions and engages guest lecturers on a wide range of religious and secular subjects. The object of the club is three-fold in that it attempts to acquaint the student with his cultural heritage; promote a better understanding of social values; help the student adapt himself to college life in order that he may get the most out of it.

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.

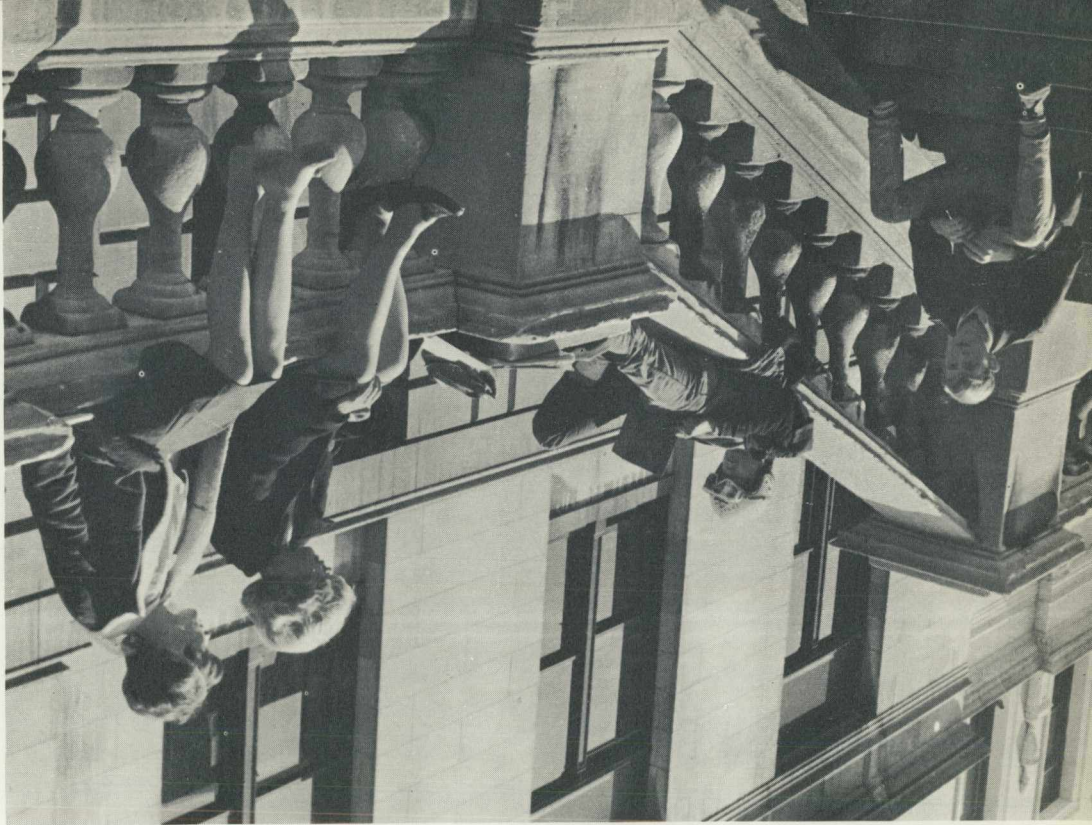
VENTURE

Venture, the Suffolk University literary magazine, is published biennially by students interested in the Literary Arts.

THE YOUNG DEMOCRATS AND THE YOUNG REPUBLICANS

These two student organizations were formed in 1965 and recognized by the Student Government in the same year. While they are recognized by the Government, they receive no financial support from it in order that no political partiality be shown. The activities of both of the groups include procurement of respected political speakers to address the interested members of the student body as well as activities in support of candidates for public office.





XII

Courses of Instruction

ACCOUNTING

DEPARTMENT OF ACCOUNTING—*Professors*: Stone (Chairman), Waehler (Dean); *Associate Professor*: DeGiacomo; *Assistant Professors*: Dennis, Matias; *Instructor*: Ormonde.

Accounting 1.1-1.2—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 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 income statement are made. *Prerequisite*: Acct. 1.2.

Accounting 2.3-2.4—Managerial Accounting 2 terms—6 semester hours

A full year accounting course for non-accounting majors. Accounting majors may not take this course for major credit. This course replaced the previous requirement for Management majors of Cost Accounting and Administrative Accounting and also replaces the Marketing major requirement of Analysis of Financial Statements.

The course is geared to the needs of the non-accounting major and includes analysis and interpretation of financial data; cost, volume, and profit relationships; and budgeting techniques. *Prerequisite: Accounting 1.1-1.2.*

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 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, reconciliation of retained earnings, income statement, estates and trusts, and public accounts. *Prerequisite: Acct. 2.2.*

Accounting 3.9—Accounting Theory

1 term—3 semester hours

An investigation of significant areas of accounting theory, with emphasis on contemporary thinking and trends. Such areas as the postulates of accounting, the evolution of accounting principles and price-level accounting will be thoroughly investigated. *Prerequisite: Acct. 2.2.*

Accounting 4.1—Auditing

1 term—3 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

See Finance 4.3

Accounting 4.41-4.42—Certified Public Accounting Review Course

2 terms—6 semester hours

An intensive review of Certified Public Accounting examination questions and problems. Subjects covered include the four parts of the Certified Public Accounting examination: Accounting Practice, Theory of Accounts, Auditing, and Commercial Law. *Prerequisites: Acct. 2.2, 3.2, 3.4, 4.1 and Business Administration 2.2.*

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.*

BIOLOGY

DEPARTMENT OF BIOLOGY—*Professors:* Friedman (Chairman), Mulvey (Co-Chairman); *Assistant Professor:* Snow; *Instructors:* Gillis, Woodworth; *Lecturers:* Burlington, Moyer, Previte, Shukri, Whitten.

The requirements for a major in the Department of Biology are satisfied on the completion of thirty semester hours of course work in the department, including Biology 1.1-1.2 or equivalent, and Biology Seminar (Biology 5). Students who have demonstrated outstanding proficiency in Biology may be invited to participate in the Biology Honors Program (Biology 5H). At least one course per term in addition to the Biology 5 or 5H must be taken during the senior year. A minimum grade point average of 2.0 must be maintained in all courses in Biology and required related subjects to qualify for graduation.

In addition to the thirty hours of course work in Biology, the major must complete two semesters of College Physics, two semesters of Inorganic Chemistry, two semesters of Organic Chemistry, and two semesters of Calculus.

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

With the exception of the curriculum in Medical Technology, maximum flexibility is provided in the selection of courses within the department. Students will be individually programmed to provide the courses most suited to the student's objective.

Courses listed for graduate credit may be applied to the M.A. in Education degree at Suffolk University, subject to the approval of the Chairman of the Department of Education. Students who wish to transfer graduate credit to another university should obtain the prior approval of their Dean.

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. *Prerequisite: none.*

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 2.1-2.2—Comparative and Developmental Anatomy

2 terms—8 semester hours

An integrated study correlating the homologies of form and function with the embryonic origins and derivations of organs and systems. The contributions of comparative embryology and paleontology to the study of morphology and phylogeny. Must be taken as a full year course. *Prerequisite: Biology 1.2.*

Biology 3.1—Comparative Histology 1 term—4 semester hours

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

Biology 3.2—Genetics 1 term—4 semester hours

The theories and principles of heredity and variation. Lectures and laboratory. *Prerequisite: Biology 1.2.*

Biology 3.3—Parasitology

1 term—4 semester hours

The relationship of parasitic organisms to the Animal Kingdom in health and disease. The life history, systematics and ecology of protozoan, helminth and arthropod parasites. Lectures and laboratory. *Prerequisite: Biology 1.2. May be taken for undergraduate or graduate credit. Graduate students required to complete special research projects.*

Biology 3.4—Microscopic Technique

1 term—3 semester hours

The course will cover the theory and applied essentials of microtechnique. Included will be the preservation and sectioning of tissues, and the preparation and staining of microscopic slides by the traditional methods. Treatment will be given to special techniques. *Prerequisite: Biology 1.2.*

Biology 3.5—Ecology

1 term—4 semester hours

Introduction to the study of the distribution of living organisms, including the principles and factors governing the relationships of organisms to their environment. Lectures and laboratory. *Prerequisite: Biology 1.2.*

Biology 3.8—Biochemistry and Metabolism

1 term—3 semester hours

Introduction to the biochemistry of carbohydrates, lipids, nucleotides, enzymes and coenzymes. Pathways of major metabolites, electron transport and bio-energetics. Lectures. *Prerequisites: Biology 1.2, Chemistry 2.2.*

Biology 3.9—Physiological Ecology

1 term—3 semester hours

Introduction to the biochemical and biophysical factors and phenomena involved in ecological interrelations and the adaptations of organisms to their environments. Lectures. *Prerequisites: Biology 3.5, Chemistry 2.2.*

Biology 4.1-4.2—General Physiology

2 terms—8 semester hours

The chemistry and physics of protoplasm. General metabolism and energy exchanges. Muscle and nerve function. The physiology of digestion, excretion, circulation, endocrine secretion, and sense organs of the vertebrates. Lectures and demonstrations. *Prerequisite: Biology 1.2 and Chemistry 2.2.*

Biology 4.3-4.4—Invertebrate Zoology 2 terms—8 semester hours

A survey of the invertebrate phyla with particular attention directed toward the morphology, phylogeny, and natural history of representatives of each group. Laboratory work and field trips designed to provide experience in the collecting, identification, and ecology of locally occurring marine invertebrates. Lectures and laboratory. *Prerequisite: Biology 2.1-2.2.*

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-bathogenic bacteria are covered in the laboratory. The course introduces some microbiology of foods. Lectures and laboratory. *Prerequisites: Biology 1.1 and Chemistry 2.2.*

Biology 4.61—Immunology 1 term—4 semester hours

Principles of immunity and immunological reactions. The nature of antigens and antibodies, and their interaction. The concept of complement and hypersensitivity in the immune reaction. Appropriate laboratory experiments designed to illustrate the principles covered in the lectures. *Prerequisites: Biology 1.2, Chemistry 2.1.*

Biology 4.7—Radiobiology 1 term—4 semester hours

Principles and methods involved in the use of radioisotopes as tracers in metabolic pathways. Applications to medical tracer techniques. Lectures and laboratory. *Prerequisites: Biology 1.2, Chemistry 1.2, Physics 1.2.*

Biology 4.8—Radiobiology 1 term—4 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. Lectures and laboratory. *Prerequisites: Biology 1.1-1.2, Chemistry 1.1-1.2, Chemistry 4.6, and Physics 1.1-1.2. May be taken for undergraduate or graduate credit. Graduate students required to complete special research projects.*



Biology 4.9—Natural History of Marine Invertebrates

1 term—4 semester hours

A study of the major marine invertebrate Phyla in relation to their environment. The emphasis is on morphology and taxonomy. Field identification of Northern New England Invertebrates is considered during trips to a variety of ecological habitats. Lectures, laboratory and field trips. *Prerequisite: Biology 1.2. May be taken for undergraduate or graduate credit. Graduate students required to complete special research projects.*

Biology 5 and Biology 5H

1 term—1 semester hour

2 terms—4 semester hours

This is the Biology Seminar program required of all Biology majors in their senior year. Directed reading in the scientific literature with periodic class reporting and weekly attendance at reporting sessions are required of all Biology 5 students. The Biology 5H (Honors Program) student is required to participate in a research project; survey the literature related to the research; and give periodic reports at the weekly reporting sessions. All students are required to submit a term paper at the end of each semester. *May be taken for undergraduate or graduate credit. Graduate students required to complete special research projects.*

**NSF SUMMER INSTITUTE IN BIOLOGY OF MARINE ORGANISMS
FOR SECONDARY SCHOOL TEACHERS**

Six Week Program: July 7-August 15, 1970

Biology S6. O—Biology of Marine Organisms

6 semester hours graduate credit

Classes: Monday through Saturday, 9:00-12:00 Noon, Room 311, Dr. Arthur J. West II. Laboratory: Monday through Friday 2:00-5:00 P.M., Beatrice Snow.

A National Science Foundation supported course for secondary school teachers. This course is offered as an institute for students selected from the New England states. Although there is a restrictive selection, Biology S6. 0 is open to graduates of Suffolk University under terms authorized by the National Science Foundation.

Through a series of special invitational lectures, supplemented by instruction by the Biology Department faculty, and through the use of laboratory exercises and field trips, the course provides basic instruction in Biological and Physical Oceanography, Natural History, Ecology and Systematics of marine organisms. Marine plants and animals found along the New England coast are emphasized and compared with organisms on a world-wide basis. A five day camping trip is programmed for the Cobscook Bay Region of Maine. Additional field trips will be conducted in Massachusetts. Applications must be received by February 15, 1970.

BUSINESS ADMINISTRATION

COLLEGE OF BUSINESS ADMINISTRATION — *Professors:* Wachler (Dean and Chairman), Mahoney, and Stone; *Associate Professors:* Diamond, DeGiacomo, Donahue, and O'Connor; *Assistant Professors:* Alpren, Aucoin, Corman, Dennis, Matias, Sutherland, and Wills; *Instructors:* Holland, Ormonde; *Lecturer:* Dunn.

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. *Offered each Fall.*

Business Administration 2.2—Business Law 1 term—3 semester hours

Partnership; Corporations; Property; Sales; and Negotiable Instruments. *Prerequisite: Bus. Adm. 2.1. Offered each Spring.*

Business Administration 3.1—Business Finance See Finance 3.1

Business Administration 3.5—General Insurance See Finance 3.5

Business Administration 3.6—Principles of Investments See Finance 3.6

Business Administration 3.7—Real Estate See Finance 3.7

GRADUATE COURSES IN BUSINESS ADMINISTRATION

These courses are only open to students enrolled in the M.B.A. program.

Business Administration 10.3—Marketing Management

1 term—3 semester hours

A graduate course in Marketing required of all Master in Business Administration candidates. The objective of this course is to develop in graduate students the ability to analyze marketing problems and to acquaint them with the function and structure of the distribution of products with relation to price, sales promotion, control, and the ultimate consumer. *Prerequisite: Marketing 2.1, Principles of Marketing.*

Business Administration 10.4—Production Management

1 term—3 semester hours

A graduate course in Management required of all Master in Business Administration degree candidates. *Prerequisite: Management 2.1, Principles of Management.*

Business Administration 10.5—Financial Management

1 term—3 semester hours

An investigation, analysis, planning and solution of problems in management of current assets, requirement of funds, capital costs and short-term financing. Analysis of business cases is supplemented by readings. *Prerequisite: Accounting 1.1-1.2.*

Business Administration 10.6—Financial Management

1 term—3 semester hours

Planning capital structure, use of capital markets, debt, leasing, reorganization, liquidation, and other current problems of long-term financing. Analysis of business cases is supplemented by readings. *Prerequisite: Accounting 1.1-1.2, or permission of the instructor.*

Business Administration 10.7-10.8—Managerial Economics

2 terms—6 semester hours

This course develops skill in the systematic analysis of the economic aspects of business decisions and in the development and use of quantitative data on the firm. This course is required for all M.B.A. candidates. *Prerequisites: Accounting 1.1-1.2, Economics 1.1-1.2, Economics 2.2. Economics 10.7 must be taken before Economics 10.8.*

Business Administration 10.9—Business, Government, and Society

1 term—3 semester hours

This course deals with the relations between business, government, and society from the point of view of the business administrator. Case situations concerning both direct business/government relations and the relationships between business and its environment in general are used to identify and solve problems facing the business administrator in the area of business, government, and society. This course is required for all M.B.A. candidates beginning in the 1967-1968 academic year. *Prerequisite: Completion of all required business core courses.*

Business Administration 10.10—Business Policy

1 term—3 semester hours

Business Policy offers students the opportunity to develop a general management point of view rather than a functional or departmental orientation. This course builds upon and integrates the other work in the M.B.A. program by means of cases and other materials designed to develop skills in determining and implementing company objectives and policies. This course is required for all M.B.A. candidates beginning in the 1967-1968 academic year. *Prerequisite: This course may only be taken in the final year of the M.B.A. program.*

Business Administration 10.11—Human Behavior in Organization

1 term—3 semester hours

This course investigates various behavioral science concepts for analyzing human behavior in organizations. The concepts are tested by the analysis and discussion of case problems. *Prerequisite: Management 2.1.*

CHEMISTRY

DEPARTMENT OF CHEMISTRY — *Professor: Maehl (Chairman); Associate Professors: Bonaventura, Leftin, Ronayne; Assistant Professor: Good; Instructor: Ladd; Lecturer: Marram.*

The requirements for a major program in the Department of Chemistry may be fulfilled by successfully completing the following courses: General Inorganic Chemistry and Quantitative Analysis, three terms of Organic Chemistry, Instrumental Analysis, Physical Chemistry, and two other courses offered by the Department of Chemistry. Other requirements are: Mathematics through Integral Calculus and General College Physics.

The following courses may be taken (with additional work assigned by the instructor) for graduate credit towards the master's degree in Education, subject to the approval of the Chairman of the Department of Education: Chemistry 2.6; 2.31; 3.2; 4.1; 4.2.

In addition to courses listed strictly for graduate credit, the following courses may be taken (with additional research under the guidance of the instructor) for graduate credit: Chemistry 2.32; 2.4; 2.5; 2.7; 2.8; 4.3; 4.4; 4.5; 4.6; 4.7.

Transfer students wishing to major in Chemistry must take a minimum of 12 semester hours in Chemistry at Suffolk University. Related courses in Biology, Physics, or Mathematics may be substituted with the approval of the Chairman of the Department of Chemistry.

Students contemplating graduate study in Chemistry should include Chemistry 4.3 (Advanced Physical Chemistry) among their Chemistry electives.

Requirements for a minor in Chemistry may be satisfied by Chemistry 1.1-1.2, Chemistry 2.1-2.2, and one additional semester in Chemistry.

**Chemistry 1.1-1.2—General Inorganic Chemistry with
Quantitative Analysis**

2 terms—8 semester hours

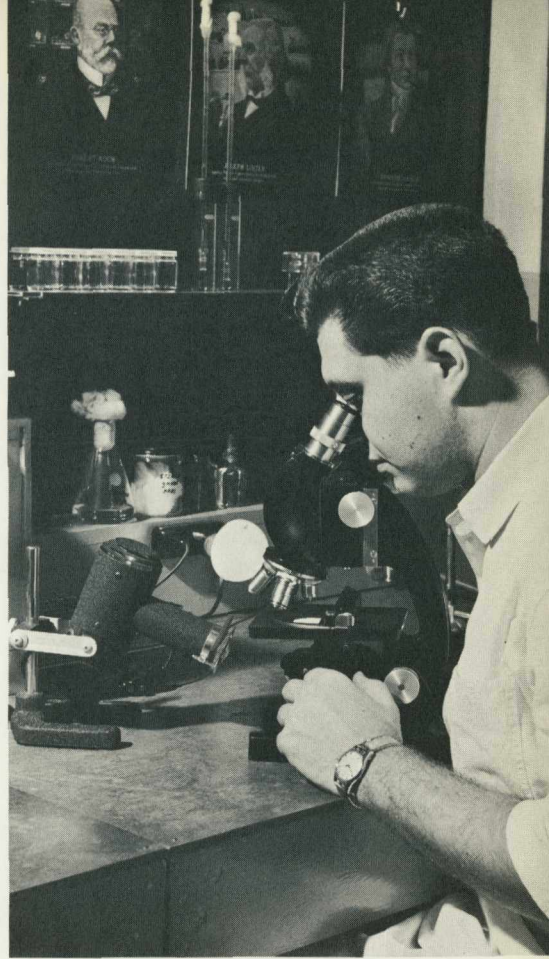
(For students majoring in Science or Mathematics)

Fundamental principles of chemistry; atomic structure; periodic table; nature of chemical bonds; stoichiometry; gas laws; solutions; acid-base systems; quantitative use of equilibrium conditions through the mass-action law; electrochemistry and introduction to nuclear chemistry. Laboratory experiments include inorganic qualitative analysis and quantitative analysis (both gravimetric and titrimetric). Three hours of lecture and 4½ hours of laboratory per week.

Chemistry 2.1-2.2—Organic Chemistry

2 terms—8 semester hours

The essential chemistry of functional groups and basic theories as applied to the study of organic compounds. Nucleophilic displacements, base catalysed condensations, additions, eliminations, aromatic substitution and rearrangements. The experimental evidence for mechanism is presented. Brief discussions of the structure and fundamental reactions of the natural products, dyes, and heterocyclic compounds. The laboratory exercises consist of the synthesis of representative compounds of the types discussed in the lectures, and stress technique and characterization of the compounds used and prepared. Three hours of lecture and six hours of laboratory for chemistry majors for a total



of ten semester hours credit and three hours of lecture and three hours of laboratory per week for others. *Prerequisite: Chemistry 1.2.*

Chemistry 2.31-2.32—Advanced Organic Chemistry

2 terms—6 semester hours

Study of advanced organic chemistry from the point of view of reaction mechanisms and their deduction using kinetics and stereochemistry, stressing current ideas of electronic theory, the relationships of reactivity to molecular structure, and the transition state theory. Heterocyclics, aromaticity, and synthetic applications of the theories are included. In Chem. 2.32 stereochemistry is reviewed and expanded to include the theory and experimental methods currently employed in the study of conformational analysis. *Prerequisite: Chemistry 2.2. Approval of the instructor is required. Chemistry 2.32 continues, but does not presuppose Chemistry 2.31.*

Chemistry 2.4—Biochemistry

1 term—4 semester hours

The chemistry of amino acids, proteins, fats and liquids, carbohydrates, and nucleic acids with emphasis on metabolism. *Prerequisites: Chemistry 2.2 and 3.2. Physical chemistry and instrumental analysis are useful but not required.* Three hours of lecture and three hours of laboratory per week.

Chemistry 2.5—Synthetic Organic Chemistry

1 term—2 semester hours

Application of the principles of synthetic organic chemistry to the preparation of some of the more difficult synthesized compounds. Practice in report writing and acquaintance with the chemical literature is stressed. *Prerequisite: Chemistry 2.2.* One hour of lecture and three hours of laboratory per week.

Chemistry 2.6—Qualitative Organic Analysis

1 term—3 semester hours

The systematic identification of organic compounds via functional groups. *Prerequisite: Chemistry 2.2.* One hour of conference and six hours of laboratory per week. *May be taken for undergraduate or graduate credit. Graduate students required to complete special research projects.*

Chemistry 2.7-2.8—Chemistry of Natural Products

2 terms—6 semester hours

Detailed study of one or more classes of organic natural products, e.g. carbohydrates, liquids, hormones, vitamins, alkaloids. Emphasis will be on degradation, synthesis, reactions, and reaction mechanisms. *Prerequisite: Advanced Organic Chemistry and Biochemistry.* Chemistry 2.8 continues but does not presuppose Chemistry 2.7. *May be taken for undergraduate or graduate credit. Graduate students required to complete special research projects.*

Chemistry 3.1—Analytical Chemistry

(Quantitative Analysis)

1 term—4 semester hours

Principles of quantitative separations and determinations. Quantitative analyses by volumetric and gravimetric procedures. Two hours of lecture and six hours of laboratory per week. *Prerequisite: Chemistry 1.2.*

Chemistry 3.2—Analytical Chemistry

(Instrumental Analysis)

1 term—4 semester hours

Theory and application of analytical instruments; colorimetry, spectrophotometry, nephelometry, turbidimetry, fluorimetry, flame photometry, fundamentals of spectroscopy and x-ray diffraction and fluorescence, conductivity, potentiometry, polarography, differential thermal analysis, refractometry; description of automatic and recording instruments. Three hours of lecture and three hours of laboratory per week. *Prerequisite: Chemistry 1.2. May be taken for undergraduate or graduate credit. Graduate students required to complete special research projects.*

Chemistry 4.1-4.2—Physical Chemistry

2 terms—8 semester hours

An introduction to physical chemistry including chemical thermodynamics with applications in thermochemistry and chemical equilibrium; the development of quantum chemistry in relation to atomic and molecular structure, the chemical bond, and spectroscopy; an introduction to statistical mechanics—kinetic theory of gases and liquids; chemical kinetics—experimental and theoretical; electrochemistry; the solid state. Three hours of lecture and three hours of laboratory per week. *Prerequisite: Chemistry 1.2; Physics 2.2; Mathematics 2.3; Chemistry 2.2 and 3.2; and Mathematics 2.4 are recommended. May be taken for undergraduate or graduate credit. Graduate students required to complete special research projects.*

Chemistry 4.3—Advanced Physical Chemistry

1 term—3 semester hours

A continuation of chemistry 4.1-4.2 with special emphasis on applications of quantum and statistical mechanics to problems of interest to the chemist; statistical thermodynamics; atomic and molecular spectroscopy; photochemistry. *Prerequisite: Chemistry 4.1-4.2. May be taken for undergraduate credit. Graduate students required to complete special research projects.*

Chemistry 4.4—Chemistry of the Solid State 1 term—3 semester hours

Fundamentals of crystal symmetry. Introduction to crystal chemistry and theory of structure of crystals. Relation of structure to chemical, mechanical, electrical, and magnetic properties. Growth of crystals. *Prerequisite: Chemistry 1.2; Physics 2.2; Mathematics 2.2 are recommended. Given in alternate years with Chemistry 4.5. May be taken for undergraduate or graduate credit. Graduate students required to complete special research projects.*

Chemistry 4.5—Advanced Inorganic Chemistry

1 term—3 semester hours

Principles of chemical bonding and atomic and molecular structure; systematic review of the periodic table and the chemistry of certain elements. *Prerequisite: Chemistry 1.2. Given in alternate years with Chemistry 4.3. May be taken for undergraduate or graduate credit. Graduate students required to complete special research projects.*

Chemistry 4.6—Nuclear and Radiochemistry 1 term—3-4 semester hours

Nuclear particles; properties and relative abundance of radioactive and stable nuclides; radioactive decay laws; interactions of radiation with matter; applications to analytical chemistry and radioactive age dating; chemical aspects of nuclear energy. Chemistry 4.6 is prerequisite for Biology 4.8. Students taking Chemistry 4.6 for biology credit should consult the Chairman of the Biology Department. *Prerequisite: Chemistry 1.2, Mathematics 2.2, and Physics 2.2 are recommended. Given in alternate years. May be taken for undergraduate or graduate credit. Graduate students required to complete special research projects. Course carries 4 semester hours if taken with laboratory.*

Chemistry 4.7—Applications of Group Theory

1 term—3 semester hours

Application of group theory to problems in chemistry and physics. Mathematical concepts of group theory, matrix algebra, group representations, symmetry transformations, and applications to such fields as molecular structure,

valence and molecular orbital theories, interpretation of atomic and molecular spectra, and crystal field theory. Admission by consent of the instructor. *May be taken for undergraduate or graduate credit. Graduate students required to complete special research projects.*

Chemistry 4.11—Physical Chemistry 1 term—3 semester hours

A one semester introduction to Physical Chemistry designed specifically for Biology majors. Three hours of lecture per week.

Chemistry 5—Advanced Studies in Chemistry

Directed readings, lectures, seminars, and original research in areas of special interest to the student. *May be taken for undergraduate or graduate credit. Graduate students required to complete special research projects.*

GRADUATE COURSES IN CHEMISTRY

Chemistry 10.0—Thesis Up to a total of 9 semester hours

Original research carried out under the direction of a faculty member.

Chemistry 10.1—Special Topics in Inorganic Chemistry

1 term—3 semester hours

Intensive study into a particular area of inorganic chemistry. May be taken in more than one semester.

Chemistry 10.2—Special Topics in Organic Chemistry

1 term—3 semester hours

Intensive study into a particular area of organic chemistry. May be taken in more than one semester.

Chemistry 10.3—Special Topics in Analytical Chemistry

1 term—3 semester hours

Intensive study into a particular area of analytical chemistry. May be taken in more than one semester.

Chemistry 10.4—Special Topics in Physical Chemistry

1 term—3 semester hours

Intensive study into a particular area of physical chemistry. May be taken in more than one semester.

COMPUTER SCIENCES

COLLEGE OF BUSINESS ADMINISTRATION — *Assistant Professor: Aucoin.*

Computer Sciences 2.1—Introduction to Data Processing

1 term—3 semester hours

An introductory course in data processing with emphasis on unit record equipment, punched card format and design, and computer components: central processing unit, memory, and peripheral devices. Computer programming and numbering systems will also be discussed.

Computer Sciences 2.2—Introduction to Computer Programming

1 term—3 semester hours

The FORTRAN language will be introduced as a programming tool. The course is non-scientific in nature and emphasis will be placed on business and manufacturing applications. Students are assigned a variety of problems and write programs to be solved on an electronic computer. *Prerequisite: Computer Sciences 2.1. Laboratory fee.*

Computer Sciences 3.1—Computer Systems Analysis and Design

1 term—3 semester hours

A course in the analysis and logical design of business information systems. Students will flow chart problems in inventory control, accounts receivable, accounts payable, payroll, billing, general ledger, and production control. *Prerequisite: Computer Sciences 2.1.*

Computer Sciences 3.2—Accounting Systems and Control

1 term—3 semester hours

A survey of all aspects of modern system building with appropriate emphasis on data processing. The basic needs of an accounting system from the point of management at all levels. The analysis and interpretation of accounting systems as a tool in decision making. Computer techniques for the auditor and control problems of electronic data processing will also be discussed. *Prerequisite: Computer Sciences 2.1.*

Computer Sciences 4.3—COBOL

1 term—3 semester hours

A programming course for business majors with emphasis on the writing of COBOL programs. COBOL methods and typical applications of computers in business, and methods of attack in applying a computer to a business problem are discussed. *Prerequisite: Computer Sciences 2.1.*

Computer Sciences 4.1—Scientific Uses of the Computer

1 term—3 semester hours

The use of a computer within mathematics and the physical and biological sciences. A programming course for science majors with emphasis on the writing of FORTRAN programs for numerical solution of differential equations, finite differences, numerical integration and differentiation, approximation of roots of equations, methods of polynomial interpolation and matrix theory. *Prerequisite: Computer Sciences 2.1.*

ECONOMICS

DEPARTMENT OF GOVERNMENT AND ECONOMICS — *Professors:* Archon (Chairman), and Grunewald; *Associate Professor:* Kimball; *Assistant Professors:* Shannon, Dushku; *Instructors:* Lane, May, Rubinfeld; *Lecturers:* Antoniotti, Brownell, Godtfredsen.

Major requirements in the Department of Economics are satisfied by the completion of thirty semester hours of course work in Economics which must include basic Economics, Statistics, and Economic Theory.

Twelve semester hours of related electives must be chosen from a list prepared by the Department of Government and Economics. Selection of related electives must be approved by an advisor from the Department of Government and Economics.

Economics 1.1-1.2—Principles of Economics 2 terms—6 semester hours

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

Economics 2.2—Introduction to Statistics 1 term—3 semester hours

A survey of statistical material and techniques, with special reference to economic and business data. Attention is given to methods of collecting, tabulating, charting, and analyzing statistical data; frequency distribution, index numbers, time series analysis, normal curve analysis, binomial distribution, and simple and multiple correlation are covered. Required of all Majors and Minors in Economics.

Economics 2.3—Economic History of Europe since 1750

1 term—3 semester hours

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

Economics 2.4—Economic History of the United States

1 term—3 semester hours

Treatment of economic history of the United States as outlined under Economics 2.3. *To be given in alternate years.*

Economics 2.6—Urban Economics

1 term—3 semester hours

Emphasis on practical research problems and analysis of regional adjustment in a growing economy. Topics such as Urban Planning, Economic Base Studies, Tax Inequities, Income Distribution, Regional Mobility of Resources, Shift-Share Analysis, Differential Growth Rates among Regions, Regional Planning, Migration, Poverty, Transportation, and Urban Renewal. *Prerequisite: Econ. 1.1-1.2 or Instructor's consent.*

Economics 3.1-3.2—History of Economic Thought

2 terms—6 semester hours

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

Economics 3.3—Money and Banking

1 term—3 semester hours

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

Economics 3.4—International Trade

1 term—3 semester hours

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

Economics 3.7—Intermediate Economic Theory

1 term—3 semester hours

Analysis of consumer demand and production; functioning of the price system in the markets for commodities and factors of production; equilibrium of the firm and industry under conditions of perfect and imperfect competition. *Prerequisite: Econ. 1.1-1.2. This course suggested for students who plan to obtain a graduate degree in Economics.*

Economics 3.8—Intermediate Macro-Economic Theory

1 term—3 semester hours

Analysis of the determination of employment and of natural income and its components. Study of classical income and employment theories with emphasis placed on the Keynesian theory of employment, interest and money; on post-Keynesian theory of growth models. Special emphasis on static equilibrium theory. *Prerequisite: Econ. 1.1-1.2. This course suggested for students who plan to obtain a graduate degree in Economics as well as for other qualified students.*

Economics 4.1—Labor Economics

1 term—3 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 alternatives to regulation. *To be given in alternate years.*

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. *To be given in alternate years.*

Economics 5—Studies in Economics

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

EDUCATION

DEPARTMENT OF EDUCATION — *Professor*: Unger (Chairman); *Associate Professors*: Burton, Nickerson, O'Connor, vonKlock, and White; *Assistant Professors*: Bates, Jennings, Lewandowski, and Santeusanio; *Lecturers*: Adams, Barker, Bouchard, Caputo, Gibson, Lane, Littlefield, Luther, and Robinson; *Counseling Assistants*: Hyett, and Moran.

The major requirement in the Department of Education for elementary school teacher preparation may be satisfied by the completion of thirty semester hours of course work in the Department (B.S. degree program). The major may also be satisfied by a combination of twenty-four hours of course work in the Department and twenty-four hours of course work in an additional academic major (A.B. degree program). Courses in the following areas must be included in the professional preparation of either program: Cultural Foundations, Methods of Teaching, Curriculum Development, Observation of Teaching and Student Teaching, and Educational Psychology.

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 for (either A.B. or B.S. programs). The following courses must be included: Cultural Foundations of Education, Curriculum and Methods, Educational Psychology, and Observation of Teaching and Student Teaching.

Education 2.1-2.2—Introduction to Education in American Society

2 terms—6 semester hours

This course has been designed primarily as an optional elective to meet, in part, the undergraduate social science requirement in general education. The focus of the course will be on the school as a social institution. Significant aspects of American culture and society will be considered to provide a setting for the study of the process, organization and problems of American education.

Education 2.3—Cultural Foundations of Education

1 term—3 semester hours

A professionally-oriented course designed to introduce the prospective teacher to education in the United States. Consideration of the historical, philosophical and social foundations of education with special reference to the American public school system. *This course may not be taken for graduate credit.*

Education 3.2—Educational Psychology 1 term—3 semester hours

An examination of the nature of human abilities and of the teaching — learning process. Includes a consideration of the facts and generalizations of child and adolescent growth and development. *Required of all students majoring and minoring in Education.*

Education 4.11—Elementary Methods: Language Arts 1 term—3 semester hours

A comparison of content, teaching practices, and materials in oral and written communication, handwriting, reading, and spelling. Trends in the teaching of the language arts and correlation with other aspects of the curriculum will also be considered.

Education 4.12—Elementary Methods: Improvement of Reading 1 term—3 semester hours

An introduction to the principles, procedures, and practices of reading instruction in the first six grades. The development of reading instruction and current issues will also be considered. *Required of all students majoring in Elementary Education.*

Education 4.13—Elementary Methods: Arithmetic and its Teaching 1 term—3 semester hours

A study of the basic concepts involved in elementary school mathematics, including set theory, systems of numeration, properties and relations, the number systems and basic ideas in geometry. 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: Art 1 term—3 semester hours

An introduction to art in the elementary school. The philosophy of art instruction will be considered and a variety of activities, materials, and teaching techniques examined.

Education 4.15—Elementary Methods: Social Studies 1 term—3 semester hours

This course deals with recent multidisciplinary approach to social studies teaching. Course work will include principles of curriculum development, as determined by the structure of the social science disciplines, theories of learning, and the school's role in teaching social issues and values.

Education 4.16-4.17—Curriculum and Methods in the Teaching of Secondary School Social Studies 2 terms—6 semester hours

**Education 4.18-4.19—Curriculum and Methods in the
Teaching of Secondary School Business Education**

2 terms—6 semester hours

Education 4.20—Observation and Student Teaching (Elementary)

1 term—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 in Section IV of this catalog).

Education 4.21—Observation and Student Teaching (Secondary)

1 term—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 in Section IV of this catalog).

Education 4.26—Elementary Curriculum Development

1 term—3 semester hours

A study of the principles of designing curricula for the elementary grades. This is done from the standpoint of the logic and structure of the subject matter, the child as a learner, and the aims of the school. Recommended for graduate students, experienced teachers, and undergraduates with considerable training in education.

Education 4.27—Elementary Curriculum Evaluation

1 term—3 semester hours

A survey of current curricular practices and materials with analysis of specific contemporary programs in the elementary school. Recommended for graduate students, experienced teachers, and undergraduates with considerable training in education.

**Education 4.30—Secondary Curriculum Development: Seminar
in Innovations in Practices**

1 term—3 semester hours

An analysis of recent innovations in secondary school curriculum. This course, organized as a seminar, will seek to acquaint secondary school teachers with new developments in curriculum in their own and other disciplines.

Education 4.3—Methods of Teaching (Secondary)

1 term—3 semester hours

**Education 4.31-4.32—Curriculum and Methods in the
Teaching of Secondary School English**

2 terms—6 semester hours

**Education 4.33-4.34—Curriculum and Methods in the
Teaching of Secondary School Mathematics and Science**

2 terms—6 semester hours

**Education 4.37-4.38—Curriculum and Methods in the
Teaching of Foreign Languages at the Secondary Level**

2 terms—6 semester hours

Education 4.4—Curriculum Development (Secondary)

1 term—3 semester hours

A critical appraisal of the varied types of secondary curricula represented in current American practice. Current problems in developing a sound secondary educational program will be studied and students will be expected to devote attention to curriculum development in the teaching fields of special interest to them. There will be individual and group analysis of materials, methods of organization and teaching practices in terms of psychological and sociological concepts. Required of all evening students minoring in secondary education.

Education 4.5—Philosophical Foundations of Education I

1 term—3 semester hours

This course is designed to study educational thought in historical perspective and includes an examination of educational concepts which have evolved through western thought to the present day. The great documents in educational thought are studied in relation to the period in which they were produced.

Education 4.6—Philosophical Foundations of Education II

1 term—3 semester hours

This course applies the philosophical bases of education to recurrent and contemporary educational problems and issues. Topics are studied from the viewpoint of the major philosophical systems and the related educational concepts for the purpose of determining the extent to which a synthesis may be achieved.

Education 4.8—Elementary Methods: Science

1 term—3 semester hours

A study of the conceptual schemes of the various science disciplines and their relevance for an elementary science program. Studies of the child's intellectual development and their significance for science curriculum design will be considered along with the philosophic structure of science curricula. Both structured and unstructured approaches to instruction will be presented.

Education 4.9—Elementary Methods: Primary Reading

1 term—3 semester hours

A study of the methods and materials of reading instruction in the first three grades. New approaches to the teaching of reading in the primary grades will be critically reviewed. *Prerequisite: Education 4.12.*

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.

GRADUATE COURSES IN EDUCATION

Candidates for advanced degrees in education should consult Section VI of this catalog for specific descriptions of programs offered.

Courses listed for graduate credit by other departments may be applied to advanced degrees in Education at Suffolk University, subject to the approval of the Chairman of the Department of Education. Students who wish to transfer graduate credit to another university should obtain the prior approval of the Dean of the respective institution.

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—Principles of Placement 1 term—3 semester hours

A study of the procedures, criteria, and problems involved in the proper educational and vocational placement of persons at all levels of development from pre-school through adulthood. Actual practices in various placement agencies are investigated.

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—Organization and Administration of Guidance Services

1 term—3 semester hours

A course designed to furnish the student with an awareness of the organizational patterns necessary to a well functioning guidance program. Administrative skills, procedures, and attitudes will be investigated.



Education 6.5—Principles of Guidance 1 term—3 semester hours

This course is the foundation course for those desiring to become acquainted with the field of pupil-personnel services. The facilitative nature of pupil-personnel services is investigated as it relates to the educational enterprise. The roles of the various members of the pupil-personnel services team are studied with special emphasis on the role of the counselor and the counseling process. Particular focus is placed on studying the individual pupil in his school environment. Open to graduate students (and others with consent of instructor).

Education 6.6—Counseling: Theory and Practice

1 term—3 semester hours

Both the practical and theoretical aspects of counseling are covered in this course. Problems relevant to counseling in a school setting are discussed. Tapes of actual counseling sessions are critiqued. Group projects survey the various theoretical orientations to counseling. *Prerequisite: Principles of Guidance — Education 6.5.*

Education 6.7—Occupational Information 1 term—3 semester hours

A survey of various sources of occupational information as they relate to the process of vocational development. Current theories of vocational development are discussed. Physical, psychological and socio-economic factors influencing vocational development are investigated.

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 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.

Course may be selected by undergraduate majors in Sociology to satisfy major requirement of the Department of Sociology.

Education 6.10—Urban Education

1 term—3 semester hours

The focus of this course will be on the inner city classroom and the diverse role required of the urban teacher. A practical approach to current educational theory and practice within the urban setting will be explored and evaluated. Underlying topics will include: housing and employment conditions; the family; community interaction, attitudes and value differences. These will be related to the urban classroom and their effect upon the learning situation.

Education 6.20—Counseling Laboratory

1 term—3 semester hours

This course is a laboratory experience whereby students in small groups begin to develop counseling skills through role-playing. Group feedback and discussion help the prospective counselors gain in self-awareness and in appreciation of the growth process needed to become effective counselors. *Prerequisite: Education 6.6.*

Education 6.21—Counseling Practicum

1 term—6 semester hours

Students are assigned to counsel live clients in a school or agency setting. Individual and small-group supervisory sessions are held in which tapes of counseling sessions are critiqued. An intensive self-analysis through small-group interaction is a major goal. *Prerequisites: Education 6.6 and 6.20. Open only to matriculated degree candidates. Advance registration necessary.*

Education 7.0—Educational 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 study of the principles of measurement as they relate to the interpretation and evaluation of standardized tests, including the application of elementary statistics. Principles of test construction are surveyed. Particular standardized tests in common use in public schools are investigated through the medium of group projects.

Education 7.11—Elementary Statistics

1 term—3 semester hours

An introductory course in Statistics with emphasis upon understanding its application to the Behavioral Sciences — both in experimentation studies of groups and psychological testing. Prepares the student for advanced courses in the Behavioral Sciences and to interpret research findings about individual and group behavior. *Prerequisite: None.*

Education 7.12—Psychological Tests in Personnel Services

1 term—3 semester hours

A survey of measurement techniques and tests useful in personality assessment. Psychometric versus impressionistic techniques are investigated. A further study of measurement principles begun in the Tests and Measurements course is undertaken. A demonstration of individual intelligence testing and an examination of projective techniques are a part of this course. *Prerequisites: (1) Tests and Measurements, and (2) Elementary Statistics.*

Education 7.13—Individual Intelligence Testing

1 term—3 semester hours

A thorough study of the Stanford-Binet and Wechsler Intelligence Scale for Children. Supervised practice in the use of these two tests is a basic part of this course. Completion of this course with a grade of B or higher leads to certification, as to competence, in the use of either or both. *Prerequisite: Psychological Tests in Personnel Services.*

Education 7.14—Method of Group Counseling

1 term—3 semester hours

A survey of the practical and theoretical aspects of counseling small groups of students. Advantages and disadvantages of group versus individual counseling are discussed. Tapes of actual group counseling sessions are critiqued. *Prerequisite: Counseling: Theory and Practice.*

Education 7.15—Abnormal Psychology for School Personnel

1 term—3 semester hours

An overview of both the positive and negative aspects of human behavior. Positive attributes will include such features as genius and creativity. The major psychological disorders will be studied, as well as neurotic behavior and mental retardation. The focus of inquiry will be from the school point-of-view.

Education 7.2—Problems of Secondary Education

1 term—3 semester hours

This course is required terminal activity for secondary candidates for the Master of Arts in Education degree. It will consist of an examination of all aspects of the secondary school experience, devoting particular attention to professional and instructional problems of the secondary school today.

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 7.5—Foundations of Reading Instruction

1 term—3 semester hours

Basic course in developmental reading for elementary and secondary teachers investigates the reading process, appraisal of reading needs, directed reading activities, word recognition and comprehension abilities, testing and grouping, reading in the content areas, and rate and fluency.

Education 7.6—Psychology of Reading and Learning Disabilities

1 term—3 semester hours

An advanced course in the psychology of reading. Areas such as vision, hearing, perception, cognition, emotional maturity, concept development, are considered in relation to the reading process. The analysis of case histories. *Prerequisite: Education 7.5 or Education 4.12.*

Education 7.7—Diagnosis of Reading Disabilities

1 term—3 semester hours

Discussions, demonstrations and practice in the diagnosis of reading disabilities. In-depth analysis of standardized and informal reading tests. *Prerequisite: One course in reading.*

Education 7.8—Correction of Reading Disabilities

1 term—3 semester hours

A continuation of Education 7.7 in which techniques and materials of remediation are covered. Students submit log describing diagnostic and corrective program and a case study evaluating progress with one student. *Prerequisite: Education 7.7.*

Education 7.9—Practicum in Reading

1 term—3 semester hours

An instructional internship working with a small group of remedial readers (3-6). Practice work is done under supervision with emphasis on interpretation of tests, planning of program, instructional techniques, evaluation of group progress and preparation of individual case reports. *Prerequisite: Education 7.7 and Education 7.8.*

Education 8.0—Seminar in Reading

1 term—3 semester hours

An appraisal of investigations in the field of reading, designed to acquaint the student with research techniques, research results and allow students to carry on individual research in reading.

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.

ENGLISH

DEPARTMENT OF ENGLISH — *Professors:* Vogel (Chairman) and Clark; *Associate Professors:* Colburn, Connors, Johnson, and O'Neil; *Assistant Professors:* Bigelow, Borden, Hughes, Jurich, Lottridge, and Millner; *Instructor:* Allebach; *Lecturer:* Thompson.

Freshman English (Eng. 1.1-1.2) is required of all degree candidates in liberal arts and sciences and business administration. Freshman English is also a prerequisite for all other English courses.

History of English Literature (Eng. 2.7-2.8) or History of American Literature (Eng. 2.5-2.6) is required of all degree candidates in liberal arts and sciences. This requirement is normally fulfilled in the Sophomore year.

Advanced Composition (Eng. 2.1-2.2) is required of all degree candidates in Business Administration.

A Major in the Department of English is established by successfully completing thirty hours of course work in English.

English majors *must* take History of English Literature (Eng. 2.7-2.8) and History of American Literature (Eng. 2.5-2.6). One of these may count toward the thirty-semester-hour major requirement.

English majors *must* choose twelve semester hours of related electives from a list prepared by the Department of English. Selection of related electives must be approved by an advisor from the Department of English.

Freshman English and Advanced Composition *may not* be credited toward a major in English. Creative Writing *may* be credited toward a major in English.

Advanced Composition and Creative Writing *may not* be taken for graduate credit.

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

English 1.1—Freshman English 1 term—3 semester hours

The fundamental indispensable course. A review of grammatical usage, vocabulary building, basic principles of thought organization, and discipline of expository writing. Frequent themes and reading of prose selections.

English 1.2—Freshman English 1 term—3 semester hours

A continuation of English 1.1. Analysis of effective sentences and levels of diction; techniques of description; the mechanics of research and the writing of a term paper; introduction to literature through the short story, play and poetry. Themes based on required readings.

English 1.5—Creative Writing 1 term—3 semester hours

A course open to 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.

English 1.6—Creative Writing 1 term—3 semester hours

A continuation of English 1.5.

English 2.1—Advanced Composition 1 term—3 semester hours

A course designed to increase the student's capacity to analyze literature and write critical evaluations of it. Techniques of the short story and poetry studied. Written assignments in which the student investigates suggested problems and issues.

English 2.2—Advanced Composition 1 term—3 semester hours

Discipline in reading and criticizing selected novels and plays. A series of papers in which the student writes critical analyses of his reading.

English 2.5—History of American Literature 1 term—3 semester hours

A survey of American literature from the Colonial period to the Transcendental Movement. Stress on major figures and emerging patterns of thought. Written assignments required.

English 2.6—History of American Literature 1 term—3 semester hours

A continuation of English 2.5. A survey of American literature from the Transcendental Movement to the Twentieth Century. Stress on major figures and emerging patterns of thought. Written assignments required.

English 2.7—History of English Literature 1 term—3 semester hours

A survey of the literature of the British Isles from the beginning to Milton. Reading of representative selections with special attention given to chronological development, prose style, and poetic techniques. Written assignments required.

English 2.8—History of English Literature 1 term—3 semester hours

A continuation of English 2.7. A survey of the literature of the British Isles from Milton to the twentieth century. Readings of representative selections from the Restoration, Neoclassic, Romantic, and Victorian periods. Written assignments required. *Prerequisite: English 2.7.*

English 3.1—The Age of Pope 1 term—3 semester hours

An examination of the Augustan Age: its ironic prose, satiric poetry, and social criticism as exemplified in the writings of Swift, Pope, Addison, Steele, and others.

English 3.2—The Age of Johnson 1 term—3 semester hours

A study of the later Neoclassical period and pre-Romantic period. The conversation and criticism of Samuel Johnson; Boswell's *Life of Johnson* and his journals; skepticism, irony, and humor in Gibbon, Burke, and Goldsmith; the beginnings of romanticism in Gray, Burns, Blake, and others.

English 3.3—Great Books of World Literature 1 term—3 semester hours

A study of selected literary masterpieces from ancient times to the Renaissance: *The Odyssey*, *The Tale of Genji*, *The Inferno*, *Four Major Plays of Chikamatsu*, *The Golden Lotus*, *Don Quixote*, and the plays of Moliere. This list may be varied at the discretion of the instructor.

English 3.4—Great Books of World Literature 1 term—3 semester hours

A study of literary masterpieces from the eighteenth century to the twentieth century: *Candide*, *Faust*, *The Crimson and the Black*, *Crime and Punishment*, *Madame Bovary*, and a selection from Oriental literature. The list to be varied at the discretion of the instructor.

English 3.5—Shakespeare's Comedies and Histories

1 term—3 semester hours

An analysis of Shakespeare's background and development as a dramatist through an examination of selected comedies and histories. Collateral reading of the minor plays and Shakespeare criticism.

English 3.6—Shakespeare's Tragedies

1 term—3 semester hours

An intensive study of Shakespeare's major tragedies to represent the range, resourcefulness, and power of his dramaturgy. Collateral reading in Shakespeare criticism.

English 3.7—Chaucer

1 term—3 semester hours

An introduction to fourteenth-century England with respect to 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—Seventeenth-Century Literature 1 term—3 semester hours

A study of seventeenth-century literature including the chief strains of metaphysical and Cavalier poetry, the development of prose including the King James Bible, Bacon, Browne, and Restoration prose by such figures as Bunyan, Pepys, and Dryden. Restoration drama not included in this course.

English 3.9—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.

English 3.10—Masters of English Drama: 1590-1690

1 term—3 semester hours

A study of the golden age of English drama spanning three generations and including Marlowe, Dekker, Webster, Chapman, Tourneur, Jonson, Beaumont, Fletcher, Dryden, Congreve, and Wycherley.

English 3.11—Classical Drama

1 term—3 semester hours

A study of Greek and Roman drama from its origins; characteristics of the theatre; development of tragedy and comedy. Readings in the works of Aeschylus, Sophocles, Euripides, Aristophanes, Plautus, Terence, and Seneca.

English 4.1—Modern European Drama: 1880-1920

1 term—3 semester hours

A study of modern experimentation in the continental theater. Forms of experience in representative plays of Ibsen, Strindberg, Hauptmann, Gorki, Chekhov, Wedekind, Maeterlinck, Hofmannsthal, and Kaiser.

English 4.2—Modern European Drama: 1920 to Present

1 term—3 semester hours

A study of modern experimentation in the continental theater. Forms of experience in representative plays of Pirandello, Lorca, Brecht, Giraudoux, Anouilh, Sartre, Camus, Ionesco, and Genet.

English 4.3—The English Novel: Defoe to Scott

1 term—3 semester hours

Forms of the English novel from the early fictional products of the Elizabethan period through the picaresque novel of Defoe. Study of the major eighteenth-century novelists: Richardson, Fielding, Smollett, Sterne, and Austen.

English 4.4—The English Novel: Scott to Hardy

1 term—3 semester hours

Development of the Romantic and Victorian novel. Readings in major works of Scott, the Brontes, Dickens, Thackeray, Trollope, Eliot, Meredith, and Hardy.

English 4.5—Romantic Poetry

1 term—3 semester hours

A study of the mind and spirit, poetics, and poetry of Wordsworth, Coleridge, Byron, Shelley, and Keats.

English 4.6—Victorian Poetry

1 term—3 semester hours

A study of the mind and spirit, poetics, and poetry of Tennyson, Browning, Arnold, Rossetti, and Morris.

English 4.7—Modern English Poetry 1 term—3 semester hours

A study of the change in poetic sensibility from the 19th to the 20th century. The achievement of Hardy and Housman as transitional poets. The individual achievement of major poets and their expressions of a modern sensibility—Hopkins, Lawrence, Yeats, World War I poets, Auden, and Thomas.

English 4.8—Modern American Poetry 1 term—3 semester hours

A survey of modern American poetry from the early twentieth century to the present. Emergence of new forms and ideas in the writings of Robinson, Frost, the Imagists, Sandburg, Lindsay, Stevens, Williams, Moore, Jarrell, and Lowell.

English 4.9—Modern English and American Drama

1 term—3 semester hours

A study of developments in English and American drama from Shaw and O'Neill to the present time. Playwrights whose work will receive special attention: Wilde, Shaw, Becket, Osborne, Pinter, O'Neill, Hellman, Williams, Miller, and Albee. Other plays at the discretion of the instructor. When possible, plays to be studied in conjunction with dramatic productions in the Boston-Cambridge area so that the class may discuss the relationship between literary and theatrical experience.

English 4.11—Modern English Fiction 1 term—3 semester hours

An examination of the ideas and techniques of the twentieth-century English fiction as represented in the works of Forster, Joyce, Lawrence, Snow, Cary, Waugh, Greene, Osborne, Durrell, or others at the discretion of the instructor.

English 4.12—Modern American Fiction 1 term—3 semester hours

An examination of the ideas and techniques of twentieth-century American fiction as represented in the works of Faulkner, Hemingway, Wolfe, Steinbeck, Salinger, Baldwin, and a variety of short story writers, at the discretion of the instructor.

English 4.15—Irish Literature 1 term—3 semester hours

A study of the writers of the Irish Literary Revival, from the 1890's to the present. Selected readings from the works of George Moore, Yeats, Joyce, Synge, O'Casey, Frank O'Connor, Sean O'Faolain, Padraic Colum, and others who dramatized the contemporary aspirations of Ireland. Emphasis on the plays and history of the famous Abbey Theater.

English 4.17—The American Novel 1 term—3 semester hours

Development of the American novel from the beginning to the twentieth century. A study of works by Brown, Cooper, Hawthorne, Melville, Twain, Howells, and James. This course is not a duplication of English 2.5 and 2.6 or a substitute for them.

English 4.18—Children's Literature 1 term—3 semester hours

A history of children's books suggesting methods of categorizing such books according to age level. Examination of various genres — poem, play, novel — as well as literature on diverse subjects — fairy and folk tale, history, biography, travel, sciences, and social science. Illustration and its relationship to ideas. Recommended for students majoring in Education.

English 4.19—Victorian Literature: Culture and Chaos

1 term—3 semester hours

A study of the prose of Ruskin, Arnold, Carlyle, Mill, Pater, and Huxley and a selection of poetry for an understanding of the religious, moral, and ideological upheaval associated with the term Victorian.

English 4.20—Literary Satire 1 term—3 semester hours

A chronological study of significant literary satires from classical Greece and Rome to the twentieth century. Emphasis on techniques of satire and on those features which distinguish it from other types of comedy. Aristophanes, Horace, Juvenal, Petronius, Dryden, Pope, Swift, Voltaire, Austen, Shaw, Waugh.

English 4.21—Contemporary European Fiction 1 term—3 semester hours

An examination of twentieth century Continental fiction: its stylistic innovations studied as indices of modes of consciousness and action unique to our time. Short stories and novels by Kafka, Mann, Silone, Camus, Pavese, Lind, and Robbe-Grillet. The list to be varied at the discretion of the instructor.

English 4.30—Afro-American Literature: 1746-1940

1 term—3 semester hours

A study of the development of Afro-American writing from the beginning through the Harlem Renaissance — poetry, fiction, autobiography, essay. Writers include, among others, Phillis Wheatley, Paul Laurence Dunbar, Claude McKay, Countee Cullen, Langston Hughes, Charles W. Chesnutt, Jean Toomer, Frederick Douglass, and W.E.B. DuBois.

English 4.31—Afro-American Literature: 1940 to Present

1 term—3 semester hours

A study of literary achievement in modern Afro-American writing — poetry, drama, fiction, essay. Writers include, among others, Gwendolyn Brooks, LeRoi Jones, Lorraine Hansberry, Ossie Davis, Ed Bullins, Richard Wright, Ralph Ellison, James Baldwin, and John A. Williams.

English 5H—Honors in English

3 terms—9 semester hours

A tutorial program limited to specially qualified juniors and seniors selected by the English faculty for their scholastic achievement and ability to write critical prose. Intensive reading in major fields of English and American literature, close critical analyses in weekly conferences, and a number of substantial written critiques on selected projects.

FINANCE

COLLEGE OF BUSINESS ADMINISTRATION — *Professors*: Waehler (Dean and Chairman), Mahoney; *Associate Professor*: DeGiacomo; *Assistant Professors*: Alpren, Dennis, Matias.

Finance 3.1 (formerly B. Ad. 3.1)—Business 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. *Prerequisite*: *Acct. 1.1-1.2*.

Finance 3.3—Financial Institutions

1 term—3 semester hours

A comprehensive study of various financial institutions, including credit and credit instruments; commercial and savings banking; consumer credit; securities exchanges; savings and loan; investment companies, trustee services, and the Federal Reserve System and other governmental financial institutions.

Finance 3.5 (formerly B. Ad. 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.

Finance 3.6 (formerly B. Ad. 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*: *Finance 3.1 (B. Ad. 3.1)*.

Finance 3.7 (formerly B. Ad. 3.7)—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.

Finance 4.3 (formerly Acct. 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, income statement ratios, and balance sheet ratios are dealt with in detail. *Prerequisite: Acct. 1.2.*

FRENCH

DEPARTMENT OF MODERN LANGUAGES — *Professors:* Boudreau (Chairman), Fehrer; *Assistant Professors:* Alonso, Fang, Hastings; *Instructors:* Meredith, Weber; *Lecturers:* Celieres, Romero, and Solano; *Foreign Student Assistant in French:* M. Jean Michel Galliot.

Major requirements in French are satisfied by the completion of 30 semester hours of course work in French, which must include the General Survey of French Literature, and Advanced Composition and Conversation. Twelve semester hours of related electives must be chosen from a list prepared by the Department of Modern Languages. Selections of related courses must be approved by an advisor from the Department of Modern Languages.

The course in Elementary French may not be credited toward a major in French.

Credit may be awarded in Elementary French only upon successful completion of both semesters of the course within one school year.

If a student postpones taking the second semester of Intermediate French, he shall ordinarily be required to repeat the first semester.

Majors in French, especially those who plan to teach, are urged to complete at least twelve semester hours in another foreign language.

Prospective majors in French will be provided with a Major Portfolio containing specific requirements and general recommendations regarding the French Major. In order to formalize his status as a French Major, the student must:

- (a) read and understand the Major Portfolio.

(b) in consultation with an advisor from the Department of Modern Languages, draw up a program of 30 hours of course work for the major and 12 hours of related course work.

(c) with the approval of his Major Advisor, register as a French Major by filling out the appropriate form in the Registrar's Office.

Language majors should consult their Advisor frequently during the academic year.

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. Two one-hour laboratory sessions per week.

French 1.3-1.4—Practical French 2 terms—6 semester hours

Systematic review of grammar, practice in oral use of the language, reading and simple composition. Intended for students who have some foundation in the language but who do not qualify for Intermediate French. Two laboratory sessions per week.

French 2.1-2.2—Intermediate French 2 terms—6 semester hours

Reading of a wide variety of materials; oral expression and review of grammar, further practice in composition. Two laboratory sessions per week.

French 2.3-2.4—Cultural French 2 terms—6 semester hours

A rapid review of French grammar. Practice in speaking and writing French. An introduction to French civilization and backgrounds of literature. Two laboratory sessions per week.

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 3.3-3.4—Advanced Composition and Conversation 2 terms—6 semester hours

An intensive review of French grammar and composition. Pronunciation, intonation and conversation. *Prerequisite: French 2.2.*



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

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

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

Baroque and Classicism. The formation and significant impact of the French classical ideal. Reading of works by great prose writers and poets such as Descartes, Pascal, Mme. de Lafayette and others.

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 4.7—The 20th Century French Novel 1 term—3 semester hours
(to be offered in alternate years)

Reading and analysis of the novels of prominent modern French writers, beginning with Proust and including such authors as Gide, Sartre, Camus, Sarraute and Robbe-Grillet.

French 4.8—The Modern French Theater 1 term—3 semester hours
(to be offered in alternate years)

A course in trends of the modern French theater. A study of the reforms of 20th century French 'animateurs' and a discussion of important playwrights and their works. Emphasis on Claudel, Anouilh, Sartre, Camus, Montherlant, and the 'avant-garde' theater of Ionesco and Beckett.

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

DEPARTMENT OF MODERN LANGUAGES — *Professors:* Boudreau (Chairman), Fehrer; *Assistant Professors:* Alonso, Fang, Hastings; *Instructors:* Meredith, Weber; *Lecturers:* Celieres, Romero, and Solano; *Foreign Student Assistant:* Mrs. Hannelore Gresser.

Major requirements in German are satisfied by the completion of 30 semester hours of course work in German, which must include the General Survey of German Literature, and Advanced Composition and Conversation. Twelve semester hours of related electives must be chosen from a list prepared by the Department of Modern Languages. Selections of related courses must be approved by an advisor from the Department of Modern Languages.

The Course in Elementary German may not be credited toward a major in German.

Credit may be awarded in Elementary German only upon successful completion of both semesters of the course within one school year.

If a student postpones taking the second semester of Intermediate German, he shall ordinarily be required to repeat the first semester.

Majors in German, especially those who plan to teach, are urged to complete at least twelve semester hours in another foreign language.

Prospective majors in German will be provided with a Major Portfolio containing specific requirements and general recommendations regarding the German Major. In order to formalize his status as a German Major, the student must:

- (a) read and understand the Major Portfolio.
- (b) in consultation with an advisor from the Department of Modern Languages, draw up a program of 30 hours of course work for the major and 12 hours of related course work.
- (c) with the approval of his Major Advisor, register as a German Major by filling out the appropriate form in the Registrar's Office.

Language majors should consult their Advisor frequently during the academic year.

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

A study of the elements of German grammar with emphasis on the audio-lingual method and reading of simple prose and poetry. Two one-hour laboratory sessions per week.

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

Reading of a wide variety of materials; oral expression and review of grammar, further practice in composition. Two laboratory sessions per week.

German 2.15-2.25—Intermediate German for Science Majors

2 terms—6 semester hours

A review of grammar, composition, and conversation with work in the grammatical constructions, sentence structures, and vocabulary found in readings in scientific German. Two laboratory sessions per week.

German 2.3-2.4—Modern German Writers

2 terms—6 semester hours

A further development of composition and conversational skills in German, using literature of the twentieth century — short stories, plays, poetry, and novels — as a basis. Two laboratory sessions or two group conversation sessions per week.

German 3.1-3.2—Masterworks of German Literature

2 terms—6 semester hours

A study of representative German masterworks from the medieval epic through the early twentieth century with emphasis on the *novella* form. German literary masters such as Goethe, Kleist, Storm, Thomas Mann, Kafka and their literary techniques will be examined (taught on alternate years with 3.3-3.4).

German 3.3-3.4—Advanced German Composition and Conversation

2 terms—6 semester hours

A final, intensive review of German grammar, conversation, idioms, and oral and written composition.

German 4.1—German Drama from 1750 to 1950

1 term—3 semester hours

A study of the development of German drama from Lessing through Brecht, including Schiller, Goethe, Hauptmann, Büchner, and others.

German 4.2—The German Novel of the 19th and 20th Centuries

1 term—3 semester hours

A survey of the development of the novel as a literary form in 19th and 20th century German literature, including Fontane, Thomas Mann, Kafka, and Böll.

German 5—Studies in German

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

GOVERNMENT

DEPARTMENT OF GOVERNMENT AND ECONOMICS — *Professors:* Archon (Chairman), and Grunewald; *Associate Professor:* Kimball; *Assistant Professors:* Shannon, Dushku; *Instructors:* Lane, May, Rubinfeld; *Lecturers:* Antoniotti, Brownell, Dever, Godfredsen.

Major requirements in the Department of Government are satisfied by the completion of thirty semester hours of course work in Government which must include Government 1.1 and 1.2 or their equivalents; 3 credits in the American Government area; 3 credits in Political Theory or Thought; 3 credits in the International Relations or Foreign Affairs Field; and, for the career minded, 3 credits in Public Administration.

Twelve semester hours of related electives must be chosen from a list prepared by the Department of Government. Selections of related courses must be approved by an advisor from the Department of 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 2.5—Politics of Western Europe 1 term—3 semester hours

A study of the domestic politics and foreign policy of major western European states in the post World War II period. Topics to be covered include prospects and problems of European integration, political and economic relations with the United States, and the dilemma of a divided Germany. *Prerequisite: Govt. 1.1-1.2 or Instructor's consent.*

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—Political Global Geography 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

PART I Origin and development of our present state system. Attributes of each nation and its relations with other nations: Aspects of power: land and resources, people and their genius. Execution of state policy involving: imperialism, colonialism, nationalism, retreat from imperialism; war; propaganda and political warfare; diplomacy. International controls over state action: balance of power, international law, international organization: the League, the United Nations its organs and their functions, political and security issues.

PART II Conflict and change, collective security and peaceful settlement of disputes. Foreign policies of the United States, the Soviet Union, Britain, France, Japan, China. Problems in Europe, Africa, Asia, Latin America, and efforts toward solution. The World Community and its prospects.

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 the legislature, with special interests, and with the 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

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

Government 3.5—American Parties and Politics

1 term—3 semester hours

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

Government 3.6—State and Local Government

1 term—3 semester hours

The development, structure, and functions of state governments with emphasis on the government of Massachusetts. Also the development, structure, and functions of local political subdivisions, including the mayor-council, council-manager, and commission forms of local government. In addition, inter-governmental relationships. *Prerequisite: Govt. 1.1-1.2 or Instructor's consent.*

Government 3.61—Urban Politics and Government

1 term—3 semester hours

This course examines the political processes and problems characteristic of big cities in the United States today. Students are encouraged to do individual and group research on specific urban political topics. *Prerequisite: Govt. 1.1-1.2 or Instructor's consent.*

Government 3.7—African Politics

1 term—3 semester hours

The course begins with an examination of the political development of Africa during the colonial and post-colonial periods with emphasis on the post World War II era. Analysis of the evolution of governmental institutions will include an examination of economic, social, and personal factors, as well as the various political forces at work in present day Africa. *Prerequisite: Govt. 1.1-1.2 or Instructor's consent.*

Government 3.8—Politics of Developing Nations

1 term—3 semester hours

The emergence of new member nations in The United Nations Organization, as well as those now in the formative stages of development, calls for an appraisal of the various existing political institutions. Special emphasis will be given to a comparison of communist, socialist, and democratic institutions along with the economic systems most suitable to the emerging nations. *Prerequisite: Government 1.2 Comparative Government or approval of instructor.*

Government 3.9—Politics of Latin America

1 term—3 semester hours

A study of Latin American political institutions and the major forces affecting their evolution. The course will focus on the role of the military, the clergy, labor groups, and outside economic and political interests in shaping governmental policies and institutions. *Prerequisite: Govt. 1.1-1.2 or Instructor's consent.*

Government 4.1-4.2—Government Regulations of Industry

2 terms—6 semester hours

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

Government 4.3—The Labor Movement in the United States

1 term—3 semester hours

The course begins with the examination of the sources of labor supply in the United States from the colonial period to the present. It proceeds to deal with the rise of the labor movement, the emergence of labor organizations, their philosophies and practices, industrial conflict, labor legislation, collective bargaining, economic and race problems, and in general, the role of labor in American political life. *Prerequisite: Govt. 1.1-1.2 or Instructor's consent.*

Government 4.5—International Organization 1 term—3 semester hours

The growth of international organization in the last two centuries; a study of the United Nations Organization; its Charter, activities, and politics; a review of the basic principles of international law applicable to settlement of disputes and problems in relation to human rights and to economic, social and humanitarian aspects; examination of the specialized Agencies and of NATO and other regional organizations; and a consideration of the future potential of international organization. *To be given in alternate years.*

Government 4.6—Public Opinion and Propaganda

1 term—3 semester hours

A study of forces guiding opinion and influencing decision-making in the political sphere. Emphasis on communications through mass media. Analysis of propaganda techniques. Measurement of opinion polls, sampling. *Prerequisite: Government 3.5 or with instructor's approval.*

Government 4.7—Government and Economics in the Soviet Union

1 term—3 semester hours

Marxian doctrine as interpreted by Lenin, Stalin, and others, its accuracy, and its influence on Soviet society. The Party: its organization, and its control of the government. The government structure and how it works; Soviet foreign policy. The Russian planned economy, its partial development away from Marxism, and its growth and the reasons therefore. *Prerequisite: Permission of instructor.*

Government 4.9—Great National Issues 1 term—3 semester hours

A seminar type course dealing with major political problems and issues facing the American Government and people. Main points of view on each topic are given consideration.

Members of the class are expected to present papers involving a serious effort. *Prerequisite: Permission of the instructor.*

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

DEPARTMENT OF HISTORY — *Professors:* Floyd (Chairman), Hartmann, and Sarafian; *Associate Professor:* Farley; *Instructor:* Ellenport; *Lecturers:* Wang and Weeks.

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 1.1-1.2 or History 1.3-1.4 toward the completion of the major requirements, and these courses (or equivalents accepted by the Chairman) are prerequisite for all other History courses. To complete the History 1 requirement a student must take either History 1.1-1.2 or History 1.3-1.4, not a combination of both. Twelve semester hours of electives related to the major must be chosen from a list prepared by the Department of History. Selections of related courses must be approved by an advisor from the Department of History.

Transfer students who are not History majors may offer in fulfillment of the History requirement American History taken at another college, but they are urged to elect History 1.1-1.2 or History 1.3-1.4. Those who have had *no* History *must* choose one of these courses.

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.

Some of the courses listed are offered every year, others in alternate years, and some only in every third year. By consulting with members of the Department, students wishing to major in the field may ascertain what courses will be presented during their Sophomore, Junior, and Senior years. History majors are urged to follow this procedure and to pay particular attention to the listings of course offerings distributed at the beginning of each semester.

Twelve semester hours of related electives must be chosen from a list prepared by the Department of History. Selections of related courses must be approved by an advisor from the Department of History.

History 1.1-1.2—History of Western Europe from 768 to the Present

2 terms—6 semester hours

A survey of European history from the accession of Charlemagne to the present. Introductory lectures provide background for the major political, social, and economic aspects of European development after the formation of the Carolingian empire. Emphasis will be placed on the more recent centuries.

History 1.3-1.4—History of World Civilization

2 terms—6 semester hours

A survey of political, social, and cultural developments in the world community from the beginnings of civilization in the Middle East to the contemporary times. A general introduction to 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—American Diplomatic History until 1900

1 term—3 semester hours

A comprehensive study of the foreign policy of the United States from the American Revolution until the end of the nineteenth century. Emphasis will be placed upon such topics as the diplomacy of the Revolution, the struggle to maintain neutrality in the face of British and French threats, the purchase of Louisiana, the War of 1812, the origin and development of the Monroe Doctrine, the Texas Question and the Mexican War, liquidating the boundary disputes with Britain, the diplomacy of the Civil War, post Civil War diplomatic problems, the Cuban question, and the Spanish-American War. *Prerequisite: History 2.3-2.4.*

**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 Westward Movement

2 terms—6 semester hours

This course deals with the physical occupation of America from the early sixteenth 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 3.4—The Renaissance and the Reformation

1 term—3 semester hours

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

History 3.6—The French Revolution and Napoleon I

1 term—3 semester hours

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

History 3.7-3.8—Europe since 1815

2 terms—6 semester hours

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

History 3.91—The Far East

1 term—3 semester hours

A general introduction to the history and cultures of Eastern Asia. Particular emphasis is placed on the diplomatic, political, social, and economic developments within China, Korea, and Japan during the past two centuries.

History 3.92—South and Southeast Asia

1 term—3 semester hours

A survey of the Indian and Southeast Asian areas in the pre-Imperial and European penetration periods. Particular emphasis is placed on the liberation of the region. The course will conclude with an analysis and discussion of the problem of Communism in the Asian countries.

History 3.94-3.95—History of Japan

A detailed introduction to the political, social, and cultural development of Japan. The first semester (*Pre-Meiji Japan*) will cover the origins and growth of the imperial tradition until the Meiji Restoration and the opening of Japan. The second semester (*Japan in the Modern Era*) will discuss the modernization of Japanese society and political institutions and the rise of Japanese importance in international affairs.

History 3.96-3.97—History of China

A detailed study of Chinese institutions, culture, and political developments designed to acquaint the American student with Chinese tradition and problems. The first semester will deal with China's imperial system preceding extensive European contacts in the early nineteenth century. The second term will dissect China's reactions to these contacts and the resultant political problems, with special emphasis on twentieth century developments.

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 4.1—History of Traditional West African Societies

Background for the Study of Afro-American History. An introduction to the social structures and political framework of the populations of West Africa during the centuries of the Colonial Slave Trade, the effect of enslavement upon the institutions, and the effect of the West African past upon the "Slave culture" which develops in North America and Latin America.

History 4.2—Afro-American History

Study of American History in the light of the basis of its economy — Slavery, and the effect of that institution upon the Black and White inhabitants of North America. Analysis of the struggle for freedom after the end of institutionalized Slavery.

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

2 terms—6 semester hours

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

1 term—3 semester hours

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 4.10-4.11—Latin American History 2 terms—6 semester hours

These seminars examine specific developments in Colonial, Revolutionary, National, and Modern Latin American government, national movements, and economic problems. The first semester deals with the period before 1900, the second with contemporary national and international political, social and economic issues.

A term paper is required. Reading knowledge of Spanish and/or Portuguese is a distinct advantage.

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

DEPARTMENT OF HUMANITIES — *Professor:* Goodrich; *Associate Professors:* Petherick (Chairman), Pearl; *Lecturers:* Deninger, Reiche.

The requirement for a major in the Department of Humanities is satisfied on completion of fourteen courses (forty-two semester hours) of course work in humanities and related interdisciplinary subjects, as indicated below:

Humanities 1.1-1.2 (6 semester hours) is recommended as an introduction (transfer students may substitute comparable courses with the permission of the Chairman of the Department). Humanities 3.3-3.4 is required; at least one semester must be spent in writing a paper on one subject. The remaining ten courses are to be chosen with the approval of the major advisor from the following areas: Art and Music, Literature, Philosophy and Religion, and History and Government. Courses must be chosen from a list prepared by the Department of Humanities and approved by an advisor from the Department.

Humanities 2.1-2.2—History of Visual Arts in the West

2 terms—6 semester hours

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 2.3-2.4—Great Artists

2 terms—6 semester hours

The purpose of this course is to study and interpret the achievements of outstanding painters, sculptors, and architects and their impact on the art tradition of their times. Included will be such men as Phidias, Donatello, Michelangelo, Giotto, Botticelli, Van Eyck, Rubens, El Greco, I. Jones, Wren, Mansart, Bernini, Wright, Fuller.

Humanities 3.1-3.2—Music Appreciation

2 terms—6 semester hours

A study of the musical styles and forms characteristic of the various periods of music 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 that of the present. Special reference will be made to the place of the composer and his music in contemporary society. *No prerequisite. Not open to Freshmen.*

Humanities 3.3-3.4—Seminar in Humanities

2 terms—6 semester hours

Each student in this course will complete two or three research projects per semester. He will make reports of each project to the seminar group either by reading a prepared manuscript or by speaking on his project from notes. His presentation will be discussed and commented upon by any other members of the seminar who care to do so. This method of conducting a seminar offers experience of value to any educated person who looks forward to taking part in professional or community meetings. It has particular value for future lawyers, teachers, managers of businesses, and workers in the sciences.

The subject matter of the Humanities seminar is chosen from the philosophy, literature, painting, architecture, sculpture, and music that constitute the cultural complex of the Western World from the days of the ancient Greeks to those of the modern European and American. Past project subjects have included romanticism; impressionism; the work of individual artists, writers, and musicians; the relationship of ideas of aspirations and the media (literature, art, or music) through which they are expressed; or the impact of the ideals of one age upon another. *Prerequisite: Humanities 1.1-1.2 or instructor's permission.*

**Interdepartmental Senior Seminar and Honors Program
on Intercultural Concepts**

1 term—3 semester hours

JOURNALISM

DEPARTMENT OF JOURNALISM — *Lecturers:* Homer (Chairman), Mello, Remmes.

The requirement for a major in the College of Journalism is satisfied on the completion of thirty hours of course work plus twelve semester hours in Related Electives. The required Core Courses for the major are: Introduction to Journalism, News Writing, Reporting I and II, Copy Editing, and Feature and Special Articles.

By affiliation with Emerson College, courses in Public Relations, Broadcasting Journalism, Broadcasting Writing, Public Affairs Broadcasting, Mass Media, Photojournalism, Graphic Arts, Audience Analysis, and a variety of other courses in Mass Communications are available to Suffolk Journalism majors. Students should consult the Emerson College Catalogue for a complete list of courses.

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.

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 3.5—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 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.

MANAGEMENT

COLLEGE OF BUSINESS ADMINISTRATION — *Professor: Waehler* (Dean and Chairman); *Associate Professors: Diamond, Donahue; Assistant Professors: Corman, and Sutherland; Instructor: Holland; Lecturer: Dunn.*

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. *Offered each semester.*

Management 3.1—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 3.2—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. *Prerequisite: Management 2.1 and Marketing 2.1.*

Management 3.5—Purchasing Management 1 term—3 semester hours

The place of the procurement function as it relates to other management functions in the modern industrial enterprise; organization for purchasing; procurement procedures and controls; appraising purchasing department performance. *Prerequisites: Mgt. 2.1 and Mkt. 2.1.*

Management 4.1—Industrial Management 1 term—3 semester hours

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

Management 4.2—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 4.3—Motion and Time Study 1 term—3 semester hours

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

1 term—3 semester hours

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

Management 4.7—Collective Bargaining and Labor Relations

1 term—3 semester hours

A comparison of union-management objectives, functions and structures and its import on managerial authority. The collective bargaining process and the problems involved in the negotiation, interpretation and administration of collective bargaining agreements. *Prerequisite: Management 2.1.*

Management 4.8—Problems of General Management

1 term—3 semester hours

This capstone course is designed to pull together the various threads of previous course work and, building on the reservoir of previous knowledge, to develop analytical and decision-making ability. To accomplish the course purposes, each section of the course will review and synthesize past material as the basis for case discussion and problem solving. Analytical and logical skills will be emphasized. Understanding the various facets of the firm and their inter-relationships in decision-making will be stressed. *Prerequisite: Management 2.1, open only to seniors who are majoring in Management.*

MARKETING

COLLEGE OF BUSINESS ADMINISTRATION — *Professor: Waehler* (Dean and Chairman); *Associate Professor: Donahue*; *Assistant Professors: Sutherland, and Wills*; *Instructor: Holland*; *Lecturer: Dunn.*

Marketing 2.1—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. *Offered each semester.*

Marketing 3.1—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 3.2—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, television, print media, and other means of advertising. *Prerequisite: Marketing 2.1.*

Marketing 3.5—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 3.8—Consumer Behavior 1 term—3 semester hours

The behavioral aspects of the marketing process are examined and the contributions of psychology, sociology, economics, anthropology, and political science are applied to the marketing process. An analysis of the factors motivating the consumer and influencing the buying process are examined. *Prerequisite: Mkt. 2.1.*

Marketing 4.1—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 services, store system, and maintenance are considered. *Prerequisite: Marketing 2.1.*

Marketing 4.3—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 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: Marketing 2.1.*

MATHEMATICS

DEPARTMENT OF MATHEMATICS — *Associate Professor*: Buckingham (Acting Chairman); *Assistant Professors*: Ezust, Ridge; *Instructor*: Cohn; *Lecturers*: Hajj, Sharma, Martucelli.

The requirements for a major in the Department of Mathematics may be met by successfully completing ten semester courses in mathematics. Twelve semester hours of related electives must be chosen from a list prepared by the Department of Mathematics. Selection of related electives must be approved by an advisor from the Department of Mathematics. *Beginning with Fall Semester, 1966, mathematics courses with numbers less than 1.6 will not be credited to the departmental major.*

Mathematics 1.3—Freshman Mathematics I 1 term—3 semester hours

Topics considered include mathematical logic, set operations, axiom systems for the integers and rationals, inequalities, and an introduction to vectors and matrices. *Prerequisite: an adequate background in high-school algebra.*

Mathematics 1.4—Freshman Mathematics II 1 term—3 semester hours

This course is a continuation of Mathematics 1.3, and is a normal prerequisite to Math. 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: Math. 1.3, or the equivalent.*

**Mathematics 1.51-1.52—Finite Mathematics with
Business Applications I and II**

2 terms—6 semester hours

This course is specifically designed to meet the needs of students in the College of Business Administration. Topics to be considered include logic, sets, combinations and permutations, elements of probability theory and stochastic processes, linear programming and introductory game theory. *Prerequisite: an adequate background in high school algebra.*

2 terms—6 semester hours

Mathematics 2.1-2.2—Calculus I and II 2 terms—8 semester hours

Mathematics 2.3-2.4—Calculus III and IV 2 terms—6 semester hours

Analytic geometry and calculus is taught in a basic four-semester sequence. The third semester will include a thorough introduction to linear algebra, applied to three-dimensional geometry. *Prerequisite for Math. 2.1: Math. 1.4, or an adequate preparation in high-school algebra, geometry, and trigonometry.*

Mathematics 2.5—Calculus V

1 term—3 semester hours

A first course in differential equations. Topics on series solutions, numerical methods, and applications of linear algebra to systems of simultaneous linear differential equations will be included. *Prerequisite: Mathematics 2.4, which may be taken concurrently.*

Mathematics 3.21-3.22—Probability and Mathematical Statistics I and II

2 terms—6 semester hours

Probability of finite sets; probability and statistics of continuous distributions; statistical inference and statistical models. *Prerequisite: One year of calculus.*

Mathematics 4.1-4.2—Modern Algebra I and II

2 terms—6 semester hours

The structure of groups, rings, fields, vector spaces, and matrix algebras. *Prerequisite: Math. 2.3, which may be taken concurrently. Given in alternate years.*

Mathematics 4.31-4.32—Geometry I and II

2 terms—6 semester hours

Projective and Non-Euclidean geometries from a synthetic and an analytic point of view; introduction to topology. This course is particularly recommended for students preparing for secondary-school teaching. *Prerequisite: Math. 2.3, which may be taken concurrently. Given in alternate years.*

Mathematics 4.41-4.42—Advanced Calculus I and II

2 terms—6 semester hours

Multi-dimensional calculus, convergence of infinite series and improper integrals, Fourier series, and special functions. *Prerequisite: Math. 2.4.*

Mathematics 4.51-4.52—Topics in Analysis I and II

2 terms—6 semester hours

Topics to be chosen from vector integral calculus, complex analysis, partial differential equations, numerical analysis, difference equations, Fourier analysis, orthogonal polynomials, and others. *Prerequisite: Math. 2.4. Given in alternate years.*

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.

GRADUATE MATHEMATICS

Mathematics 6.03-6.04—Mathematical Methods of Physics

2 terms—3 semester hours

Ordinary differential equations; infinite series; evaluation of integrals; Integral transforms; complex variables; vector spaces, linear operators and matrices; special functions; partial differential equations; eigen functions and Green's functions; perturbation theory; integral equations.

Mathematics 6.01—Fourier Series and Boundary Value Problems

1 term—3 semester hours

Partial Differential Equations of Physics, Orthogonal Functions, Fourier Series, Fourier Integral Methods. Uniqueness, special functions and operations.

Mathematics 6.02—Partial Differential Equations

1 term—3 semester hours

Method of Fourier Series, Equations of first Order, Classification of Partial Differential Equations, Cauchy's Problems, The Dirichlet and Neumann Problems, Integral Equations, Eigenvalue Problems.

PHILOSOPHY

DEPARTMENT OF PHILOSOPHY — *Professor:* Sahakian (Chairman); *Associate Professor:* Pearl; *Assistant Professor:* Brumm; *Instructor:* Outwater; *Lecturers:* Deninger and Reiche.

A major in the Department of Philosophy is satisfied successfully completing thirty semester hours of course work in philosophy. All majors in Philosophy are required to take the following core courses: Logic, Ethics, Introduction to Philosophy, Philosophy of Religion, (or Philosophy of the World's Great Religions), History of Philosophy, Contemporary Philosophy, and Aesthetics: Theories of Art and Beauty. A philosophy major's program must include at least two seminar courses in Philosophy.

Twelve semester hours of related electives must be chosen from a list prepared by the Department of Philosophy. Selection of related electives must be approved by an advisor from the Department of Philosophy.

Education 6.8—Philosophy of Education, offered by the Department of Education, may be credited toward the major in Philosophy.

Those philosophy majors planning to attend graduate schools in philosophy requiring the Graduate Record Examination should elect Psychological Services 1.8 (Psychology of Verbal Cognition and Learning).

Philosophy 1.1—Elementary Logic

1 term—3 semester hours

A study of the laws of thought, syllogistic argument, fallacies encountered in reasoning, and 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. *This course is open to beginners in philosophy.*

Philosophy 1.2—Symbolic Logic

1 term—3 semester hours

A continuation of the course Phil. 1.1 (Introduction to Logic) for those who care to delve deeper into this area of philosophy. Its scope includes: the logic of relations, propositional functions and quantifiers, propositional calculus, and first-order function calculus. This course is recommended to all Philosophy and Mathematics majors. *Prerequisite: Phil. 1.1 or the consent of the instructor.*

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 ethical 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, Stoicism of Epictetus, Scholasticism of Aquinas, 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 1.4-1.5—Introduction to Philosophy

2 terms—6 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. *This is the standard first course in philosophy.*

Philosophy 1.6—Social Ethics

1 term—3 semester hours

The study of major ethical issues as they confront men in groups. It will treat questions, such as, What is the individual as a member of the group obligated to do (or not to do) with regard to attempts to bring about a more desirable society? Works of various authors will be examined and evaluated as sources of theoretical or practical answers to this question. Thinkers such as the following will be treated: Reinhold Neibuhr, Gandhi, Thoreau, Martin Luther King, Marcuse, Camus, and others.

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, Leibnitz, Locke, Berkeley, Hume, Kant, Hegel, Schopenhauer. History of Modern Philosophy may be elected without previously taking History of Ancient Philosophy.

Philosophy 2.3—Social and Political Philosophy

1 term—3 semester hours

An investigation into the philosophical foundations of various socio-political theories and forms. Emphasis on theory of value, concept of man, and the relation of man to the state. Studies encompass speculation and practice from Plato to Hitler, Gandhi, and B.F. Skinner. Included is consideration of principal, contemporary political movements.

Philosophy 2.5—Philosophy of History

1 term—3 semester hours

The study of major systematic theories of history from Vico through Spengler, Toynbee, and Freud. Introduction and evaluation of methodological problems concerning the nature of historical explanation in the light of such categories as predictability, determinism, relativism, and objectivity.

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, Existentialism, Analytic Philosophy, 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 of Personality 1 term—3 semester hours

An evaluative study of personality based on facts derived from recent psychological theories, such as Freud and Psychoanalysis, Jung and Analytical Psychology, Adler and Individual Psychology, Fromm and Humanistic Psychoanalysis, Sullivan and Interpersonal Theory of Psychiatry, Murray and Personality, Lewin and Topological and Field Theory of Personality, Allport and Trait Psychology, Goldstein and Organismic Psychology, Angyal and Holistic Theory of Personality, Sheldon and Constitutional Psychology, Rogers and Phenomenological Theory of Personality, Murphy and the Biosocial Theory of Personality, Maslow and Self-Actualization, Cattell and Factor Theory, and Dollard-Miller and Learning Theory of Personality.

Philosophy 3.5—Aesthetics: Philosophy of Art and Theories of Reality
1 term—3 semester hours

Examination of the theoretical foundations of Art. Emphasis on the nature of aesthetic experience, the concept of beauty, and the cognitive or communicative aspects of art works. Special attention will be given to the social function of the arts through consideration of specific works and artists.

Philosophy 4.0—Philosophy of the World's Great Religions
1 term—3 semester hours

This course has as its object the exposition and critical evaluation of Hinduism, Buddhism, Zen Buddhism, Confucianism, Taoism, Judaism and Christianity. Special attention will be given to foundation principles as well as the similarities and differences of each of these religions to basic ideas in Western philosophy. Each religion will be considered as both a religious and philosophical system and will be evaluated as such.

Philosophy 4.1—Philosophy in 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. No previous courses in philosophy required.

Philosophy 4.2—Metaphysics: Theories of Reality
1 term—3 semester hours

The study of theories of knowledge and of ultimate reality, together with moral, aesthetic, and religious values. Students who elect Metaphysics should have completed at least one previous course in philosophy.

Philosophy 4.3—Philosophy of Science 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 American 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 such as Emerson, Bowne, Royce, James, Perry, Santayana, Peirce, Dewey, and Brightman.

Philosophy 4.5—Seminar in Existentialism 1 term—3 semester hours

The study of the contemporary school of philosophy, Existentialism. A number of the Existentialist thinkers are discussed, including Kierkegaard, Heidegger, Sartre, Camus, Jaspers, Buber, Berdyaev, Marcel, and Tillich. *Prerequisite: A previous course in philosophy or the consent of the instructor.*

Philosophy 4.6—Seminar in Phenomenology 1 term—3 semester hours

The study of the contemporary school of philosophy, Phenomenology. In addition to phenomenological tenets, the systems of a number of Phenomenologists are treated, such as Husserl, Scheler, and Merleau-Ponty. *Prerequisite: A previous course in philosophy or the consent of the instructor.*

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 DEPARTMENT — *Associate Professor:* Law (Director and Chairman); *Instructor and Assistant to the Director:* Nelson.

Physical Education M.1-M.2 Freshman Men—2 terms

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

Physical Education W.1-W.2

Freshman Women—2 terms

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

Physical Education 3.7—Theory and Practice of Athletics

1 term—3 semester hours

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

Physical Education 3.8—Theory and Practice of Athletics

1 term—3 semester hours

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

PHYSICS

DEPARTMENT OF PHYSICS: — *Professor*: Marshall (Chairman); *Assistant Professor*: Feldman; *Lecturer*: Davis.

A total of 126 semester hours is required for a bachelor's degree with a Physics major.

A major in Physics may be satisfied by completion of 10 semester courses in Physics plus required courses in Mathematics as determined by the Chairman of the Department of Physics. Other degree requirements include English 1.1-1.2 (6 sem. hrs.), Humanities Option (6 sem. hrs.), Social Science Options (12 sem. hrs.), History 1.1-1.2 or 1.3-1.4, and English 2.5-2.6 or 2.7-2.8.

Twelve semester hours of related electives must be chosen from a list prepared by the Department of Physics. Selection of related courses must be approved by an advisor from the Department of Physics.

Physics 1.1-1.2—College Physics

2 terms—8 semester hours

An introduction to the fundamental principles of physics. Basic concepts of mechanics, heat, sound, electricity, magnetism, and light. Lectures and laboratory.

Physics 2.1-2.2—General Physics

2 terms—8 semester hours

The topics of Physics 1.1-1.2 will be treated with the use of calculus. This course is a prerequisite for all advanced physics courses. Physics 1.1-1.2 and Physics 2.1-2.2 cannot both be used to satisfy degree requirements. *Prerequisite: Mathematics 2.1 and 2.2 which may be taken concurrently.*

Physics 3.1-3.2—Classical Mechanics 2 terms—6 semester hours

A comprehensive introduction to the elements of classical mechanics. Newtonian mechanics, motion and force, frames of reference, momentum and energy, conservation relations, and conservative forces. Linear oscillations; central forces, orbits, angular momentum and rotating bodies. Hamilton's principle and Lagrange's equations. Rigid body dynamics. Principle of least action. *Prerequisite: Mathematics 2.5 which may be taken concurrently with Physics 3.1. Given in alternate years.*

Physics 3.3—Heat and Thermodynamics 1 term—4 semester hours

Temperature, thermodynamic systems, work and the First Law, the Second Law, reversibility, irreversibility, entropy, thermodynamic state functions, and applications to special systems. *Prerequisite: Mathematics 2.4. Given in Fall semester in alternate years.*

Physics 3.4—Kinetic Theory of Gas 1 term—3 semester hours

Elements of gas kinetic theory and the distribution law for molecular velocities. Distribution averages, mean free path, collisions and scattering. Transport properties. Equations of state, fluctuations. *Prerequisite: Physics 3.3. Given in alternate years, in Spring semester.*

Physics 3.5-3.6—Wave Motion, Sound and Optics

2 terms—6 semester hours

Modes of oscillations in systems, traveling waves in homogeneous media, standing waves, superposition of harmonic waves. Emission and absorption of waves, polarization, interference and diffraction phenomena. *Prerequisite: Mathematics 2.5. Given in alternate years.*

Physics 3.7-3.8—Intermediate Laboratory I, II

2 terms—4 semester hours

Laboratory and conferences. Experimental measurements in mechanics, heat, gas phenomena, wave-motion and optics.

Physics 4.1-4.2—Electromagnetism I, II 2 terms—6 semester hours

The electrostatic field, energy and forces in electrostatic fields, and methods for solution of boundary value problems. The magnetostatic field and magnetic circuits. Electromagnetic field energy; plane waves, wave guides and cavity resonators. Wave propagation in isotropic media. Interaction of charged particles with electromagnetic fields. *Prerequisite: Physics 3.2. Given in alternate years.*

Physics 4.3-4.4—Modern Physics I, II 2 terms—6 semester hours

Atoms and elementary particles, characteristics of atomic molecular and nuclear systems. Quantum states and probability amplitude, wave mechanics, thermal properties of matter. Atomic spectra and structure. Molecular Systems. Nuclear reactions, alpha decay, beta decay, and high energy physics. *Prerequisite: Physics 3.2. Given in alternate years.*

Physics 4.5—Solid State Physics 1 term—3 semester hours

Introduction to the properties of solids. Structure and symmetry properties of crystals. X-ray diffraction and crystal structure. Binding energy in solids, elastic properties of continuous media, elastic waves in discrete lattices, and temperature dependence of the physical properties of solids. Magnetic properties of solids and the free electron theory of metals. *Prerequisite: Physics 3.6. Given in Fall semester in alternate years.*

Physics 4.6—Modern Electronics 1 term—3 semester hours

Electrons and Electronics. Electronic tubes. Semiconductor devices. Basic amplifier circuits, feedback amplifiers and special amplifier circuits. Power supplies, Oscillators, Pulse circuits and Noise. *Prerequisite: Physics 4.1 and 4.5. Given in Spring semester in alternate years.*

Physics 4.7-4.8—Advanced Laboratory 2 terms—2 semester hours

Electrical measurements, electronic circuit synthesis. Spectroscopic techniques in atomic and molecular physics. *Prerequisite: Physics 3.8. Given in alternate years.*

Physics 5—Advanced Studies in Physics

Directed reading, lectures, seminar and research in selected areas of special interest.

GRADUATE COURSES IN PHYSICS.

Graduate courses are offered afternoons (after 3 p.m.), evenings and on Saturday mornings.

Candidates for an advanced degree in Physics should consult sections VII and VIII of this catalogue for specific descriptions of programs offered.

Courses listed for graduate credit by other departments may be applied to advanced degrees in Physics at Suffolk University, subject to the approval of the Chairman of the Department of Physics.

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 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.

Physics 6.01—Introduction to Theoretical Physics:

Theoretical Mechanics

1 term—3 semester hours

Mechanics of a particle and systems of particles. Hamilton's principle and Lagrange's equations. Kinematics of Rigid Body Motion. Hamiltonian methods. Transformation theory. Small oscillations. Relativistic Mechanics.

Physics 6.02—Introduction to Theoretical Physics: Thermodynamics

1 term—3 semester hours

General principles of classical thermodynamics, basic concepts and postulates. Conditions of equilibrium. Processes and thermodynamic engines. Stability of thermodynamic systems. First and second-order phase transitions and the Nernst postulate.

Physics 6.03—Introduction to Theoretical Physics:

Electrodynamics

1 term—3 semester hours

Boundary value problems. Maxwell's equations, wave propagation, radiation.

Physics 6.04—Introduction to Theoretical Physics: Radiation and Optics

1 term—3 semester hours

Reflection and refraction of light; moving media and sources; theory of dispersion; crystal optics; diffraction theory and applications.

Physics 6.05—Nuclear Physics

1 term—3 semester hours

Phenomenology of nuclear properties. Descriptive theory of nuclei; Nuclear disintegrations and their interaction with matter; nuclear reactions and scattering.

Physics 6.06—Solid State Physics

1 term—3 semester hours

Crystalline structures; lattice vibrations; thermal, optical, electric, and magnetic properties of solids. The free electron and band theories of solids.

Physics 6.07—Atomic and Molecular Spectra 1 term—3 semester hours

Atomic Spectra and structure. Molecular spectra and structure. Instruments, techniques, and methods of applied spectroscopy.

Physics 6.08—Statistical Physics 1 term—3 semester hours

Classical statistical mechanics. Canonical ensemble and grand canonical ensemble. Quantum statistical mechanics. The partition function. The Fermi and Bose gas. Imperfect gases. Cluster expansions.

Physics 6.09-6.10—Quantum Mechanics 2 terms—3 semester hours each

Historical background and experiments leading to the quantum hypothesis. Wave theory; Schrodinger equation and applications; perturbation theory; spin; identical particles, Pauli principle, Alkali atoms; Multielectron atoms; Molecular structure; scattering theory; electromagnetic radiation.

Physics 6.11-6.12—Mathematical Methods of Physics

2 terms—3 semester hours each

Ordinary differential equations; infinite series; evaluation of integrals; integral transforms; complex variable; vector spaces, linear operators and matrices; special functions; partial differential equations; eigen functions and Green's functions; perturbation theory; integral equations.

Physics 6.13—Plasma Spectroscopy 1 term—3 semester hours

Classical and quantum theories of radiation. Line broadening and oscillator strengths. Continuum radiation. Equilibrium relations. Radiation from extended sources. Radiative energy losses, and experimental techniques.

Physics 10.0—Thesis Research

PSYCHOLOGICAL SERVICES

PSYCHOLOGICAL SERVICES — *Professor:* Lieberman (Director and Chairman); *Associate Professor:* Williams (Counselor); *Assistant Professors:* Garni (Counselor), M. Mahoney (Reading Specialist), Russick (Counselor-Psychometrist), Santeusanio (Reading Specialist); *Lecturers:* Byers and Wilson (Group Counselors).

Psychological Services 0.1—Reading Development 1 term—no credit

The course is designed for entering Freshmen to help them set individual goals for development in college and improvement in the mastery of reading and other academic skills. Emphasis is placed on building vocabulary, improving verbal comprehension and memory, increasing speed of reading, improving the ability to listen to lectures, taking and organizing notes, organizing and

expressing ideas, and improving study habits. Instruction in the course is integrated with testing and counseling to help each student clarify his vocational, educational, and personal goals and, if there are any significant handicaps, to discover their nature and formulate a remedial program. A tutorial program for individual students with need for remedial help is offered.

Psychological Services 0.3—Reading and Study Skills

1 term—no credit

The course is designed to help the student in upper classes, primarily Sophomore or Junior, who is having academic difficulties, to set individual goals toward a program of self development and self-improvement in the mastery of reading, study, and other academic skills. Emphasis is on individual reading and learning problems, in major and minor subjects as well as in elective subjects. Methods of critical reading and reading for problem solving will be stressed. Accelerated reading rate and vocabulary development are vital to the course.

Psychological Services 1.3-1.4—Interpersonal Relations

1 or 2 terms—3 or 6 semester hours

A discussion of the various ways of looking at and understanding human interaction in the home, school, job and social environments through both theoretical constructs found in the literature and first-hand experience in the classroom. Topics for discussion and analysis include concrete case materials, dramatic plays, events in the group itself, and theoretical selections from psychology. The aim of the course is to develop the student's understanding of his attitudes and perceptions particularly as they affect his human relations. The ultimate aim is to help him clarify his values in such a way as may motivate him to strive for goals that are satisfying to him and beneficial to the people with whom he interacts.

Psychological Services 1.8—Verbal Cognition and Learning

1 term—3 semester hours

Designed primarily for students who are interested in improving verbal learning abilities in preparation for graduate study and professional careers. Theories of the cognitive processes including motivation, learning, memory, concept formation, problem solving and creativity are analyzed by the pro-seminar method. The student applies these psychological concepts to his own individual program of self-development in verbal learning.

The course aims to develop proficiency in abstract verbal reasoning through vocabulary development, analogy study and critical reading. Group Testing and counseling are integrated with the course to help the students clarify and establish their goals.

Psychological Services 5.1—Psychometric Assessment and Research

1 term—3 semester hours

An intensive investigation into the theories of the observation of behavior as a measurable attribute and of the relevant issues of item selection, standardization, sampling, norming, validity and interpretation. Training and supervised practicum are provided to develop skill in intelligence, aptitude, achievement, personality and interest testing; and to develop proficiency in research methods bearing on test interpretation through the statistical treatment of grouped data as in item analyses, frequency tables, norming tables, correlation charts and expectancy tables.

Primarily for graduate students. Permission of instructor is needed. A minimum of ten hours of practicum work per week is required.

Psychological Services 5.2—Interview Technique and Research

1 term—3 semester hours

A continuation of the practicum work in Psych. Serv. 5.1 with more of an existential approach to the theories and techniques for observing behavior as it occurs in the-life-in-process of individuals. The emphasis is on understanding an individual's values, motivations, self-concept, outlook and affect by use of semi-projective interview techniques. The subjective data elicited are used to clarify some of the discrepancies between psychometric findings and life performance. A total approach is developed for understanding the dynamics and potentialities of people in order to train the student to be more effective as a counselor, therapist, teacher or personnel worker in helping individuals to change and actualize themselves more fully.

PSYCHOLOGY

DEPARTMENT OF PSYCHOLOGY — *Professor:* Lieberman; *Associate Professors:* Nickerson, Raben, Webb, Wetherbee (Chairman), Williams; *Assistant Professor:* M. Mahoney; *Lecturer:* Meade.

The requirements for a major in the Department of Psychology are satisfied on the completion of ten courses in Psychology. Twelve semester hours of related electives must be chosen from a list prepared by the Department of Psychology. Selections of related electives must be approved by an advisor from the Department of Psychology.

In order to complete a minor in Psychology, 18 credit hours of course work in psychology is required which must include Psychology 1.1, General Psychology.

The requirements for a major in Psychology may be met by one of two tracks.

Track A has been designed for students preparing for graduate work in Psychology, such as clinical, counseling, experimental or industrial.

Track B has been designed for students desiring to enter related fields for which a major in Psychology may be appropriate, such as social work, education or personnel work.

The following are required for all majors:

Core Courses

General Psychology
Statistics for the Behavioral Sciences
Theories of Personality

Required for Track A

Experimental Psychology I—Perception
Experimental Psychology II—Learning
Systematic Psychology

Required for Track B

Abnormal Psychology
Social Psychology
Tests and Measurements

In addition to the required courses, students are encouraged to select additional courses from those offered by the Department according to their needs and interests. Depending upon the individual student's goal, a number of undergraduate concentrations within the major are available. These concentrations provide education and training designed to prepare the student for the following positions: Experimental Technician, Psychometrist, Child-Care Assistant, Counselor Aide, and Personnel Assistant. Course outlines of the concentrations may be obtained from departmental advisors.

Students who anticipate graduate study in Psychology are advised to select additional work in Biology and Mathematics.

The Graduate Record Examination, Advanced Test in Psychology is administered by the Department in January and is required of all seniors majoring in Psychology.

Evening students can complete a major in Psychology under Track B by following a three-year cycle of course offerings.

Psychology 1.1—General Psychology 1 term—3 semester hours

A survey of principal psychological concepts and of representative findings in the fields of perception, thinking, emotions, learning, motivations, social behavior, development and personality. The major aims of the course are to provide a meaningful acquaintance with psychology and to serve as the basis for advanced courses in the Department.

Psychology 1.6—Statistics for the Behavioral Sciences

1 term—3 semester hours

An introductory course in Statistics with emphasis upon understanding its application to the Behavioral Sciences — both in experimentation, studies of groups and psychological testing. Prepares the students for advanced courses in the Behavioral Sciences and to interpret research findings about individual and group behavior. *Prerequisite: Psych. 1.1, General Psychology.*

Psychology 2.1—Child Psychology

1 term—3 semester hours

An introductory course demonstrating the continuity of the principles of General Psychology with those of Child Psychology. The course covers the topics of physical and behavioral maturation; learning and personality; intellectual, social and emotional development. Surveys systematic viewpoints, including Freud, Piaget, Erikson and S-R psychologists; and discusses problematic areas in child development.

Psychology 2.2—Psychology of Adolescence

1 term—3 semester hours

Treats the adolescent years in terms of growth in maturity as influenced by cultural factors. Includes relationships to family and friendship groups. Covers personality changes and conflicts common in this stage of development. *Prerequisite: Psych. 1.1, General Psychology.*

Psychology 2.3—Social Psychology

1 term—3 semester hours

Studies the major concepts presently used to explain and predict social interaction, motivation, attitudes, small group behavior and leadership. Develops an understanding of the individual in social situations and of basic processes such as communication, conformity and deviation. *Prerequisite: Psych. 1.1, General Psychology.*

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 theoretical, speculative, clinical, and experimental approaches to the understanding of abnormal behavior are evaluated and applied to case materials. *Prerequisite: Psych. 1.1, General Psychology.*

Psychology 2.6—Human Development

1 term—3 semester hours

Considers how the infant develops into an adult. Focus is on the individual and the ways in which he relates to his various environments as he grows, with particular emphasis on the years of middle childhood and adolescence. The

various aspects of growth — physical, intellectual, social, and emotional are treated as related phenomena which influence the development of personality. An attempt is made to integrate the vast body of data on human development with general behavior theory. *Prerequisite: Psych. 1.1, General Psychology.*

Psychology 2.8—Theories of Personality 1 term—3 semester hours

The course surveys the major theoretical approaches to personality. Special attention is given to the historical development of personality theory as seen in the systems of Freud, Jung, and Adler. In addition representative theorists of the cultural, ego-oriented, learning theory, and holistic-dynamic viewpoints are covered. The literature on experimental investigation of personality theories is emphasized. *Prerequisite: Psych. 1.1, General Psychology.*

**Psychology 3.1—Methods of Psychological Research in
Human Factors Engineering**

1 term—3 semester hours

An introduction to research methodology including psychological methods, experimental design, non-parametric statistics and selected advanced statistical concepts. *Prerequisites: Psych. 1.1, General Psychology and Psych. 1.6, Statistics.*

Psychology 3.2—Psychological Tests and Measurements

1 term—3 semester hours

Covers principles of test construction and validation; administration and interpretation of non-projective group and individual tests in the measurement of intelligence, aptitude, interest, and personality; techniques of interviewing, behavioral observation, and communicating test results. *Prerequisite: Psychology 1.6, Statistics.*

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. *Prerequisites: Psych. 1.1, General Psychology, and Psych. 1.6, Statistics.*

Psychology 3.6—Psychology of Business and Industry

1 term—3 semester hours

This course explores the problems of work-motivation and how the work-effectiveness of individuals may be enhanced through the human relations approach. It brings together a variety of readings, research studies, and cases related to the behavior of supervisors in organizations. The focus is on the evaluation of work-effectiveness as well as on the explanation of the causes of it. *Prerequisite: Psychology 1.1, General Psychology.*

Psychology 3.7—Psychology of Vocational Development

1 term—3 semester hours

Analysis of basic theories related to vocational development and career choices of individuals. Includes a comprehensive application of psychological principles to the world of work. Designed to help students develop an understanding of the place of vocational information in the helping professions. *Prerequisite: Psych. 1.1, General Psychology.*

Psychology 3.8—Behavior Problems in Childhood and Adolescence

1 term—3 semester hours

Attention will be given to the development that results in disturbed behavior in children. Emphasis will be on psychological factors responsible for deviations with some attention to organic and constitutional factors. *Prerequisite: Psych. 1.1, General Psychology.*

Psychology 4.1—Experimental Psychology I: Perception

1 term—4 semester hours

Study of the use of the experimental method in the investigation of sensory and perceptual mechanism. Theoretical approaches are introduced and related to the relevant experimental research. Students plan and carry out individual projects. Lectures and laboratory. *Prerequisites: Psych. 1.1, General Psychology, and Psych. 1.6, Statistics, or permission of instructor.*

Psychology 4.2—Experimental Psychology II: Learning

1 term—4 semester hours

Study of the use of experimental method in the investigation of learning, cognitive and memory processes. Theoretical approaches are introduced and related to the relevant experimental research. Students plan and carry out individual projects. Lectures and laboratory. *Prerequisites: Psych. 1.1, General Psychology, and Psych. 1.6, Statistics, or permission of instructor.*

Psychology 4.3—Systematic Psychology

1 term—3 semester hours

An intensive review and analysis of the basic assumptions of psychology from the viewpoint of the various schools of psychology including functionalism, associationism, behaviorism, structuralism, gestalt, field theory, phenomenology, the biosocial, psychoanalytic and existential schools. The origin, major theories, and concepts of each movement will be examined and an attempt will be made to show the relationship and the importance of these movements to the growth and applications of modern psychology. Within the framework of the general language of science, the nature of scientific terms such as laws, descriptions, explanations, predictions and confirmation will be discussed. *Prerequisite: Psychology 1.1 General Psychology.*

Psychology 4.4—Community Mental Health 1 term—3 semester hours

A survey of current mental health programs under public and private auspices. These will include traditional programs as well as more recent community-oriented facilities. Special attention will be given to day-care centers, the role of the volunteer, half-way houses, recreation and leisure-time activities; as they relate to overall psychiatric services. Field trips and extended visits will be an integral part of this course. *Prerequisite: Psych. 1.1, General Psychology.*

Psychology 4.5—Advanced General Psychology

1 term—3 semester hours

Through the seminar approach, a comprehensive survey is made of General Psychology with emphasis on ten sub-areas — History, Abnormal, Development, Learning, Personality, Physiology, Research, Social Psychology, Statistics and Measurement. Intensive reading in all fields is necessary with oral reports and independent research in one or two areas required. Objective quizzes are given in each area for training and evaluation. Classes are designed for considerable discussion by the members and exchange of information about contemporary trends in the overall field of Psychology. *Prerequisite: 18 semester hours of Psychology. This course is designed primarily for seniors majoring in Psychology and admission is by consent of the instructor.*

Psychology 4.6—Introduction to Psychometrics

1 term—3 semester hours

Emphasis on administration, scoring and interpretation of various psychological tests with special attention given to individual and group measures of intelligence. Observation and practice under supervision as well as demonstrations and case reports will be required. *Prerequisite: Psych. 3.2, Tests and Measurements.*

Psychology 4.8—Physiological Psychology

1 term—3 semester hours

Explores the organic basis for human and animal behavior. Specifically treats nervous system and brain function, emotion, drives and sensory systems. *Prerequisites: Psych. 1.1, General Psychology, and Psych. 1.6, Statistics, and Biol. 1.2 or Science 1.3-1.4, or permission of the instructor.*

Psychology 5—Directed 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.

Psychology 5.5—Practicum

2 terms—6 semester hours

Provides a field work placement equivalent to one full day per week. Practicum includes seminar and individual conferences to correlate field work experience. Open to advanced students who are completing an undergraduate concentration in psychology. *Admission by consent of the instructor.*

RUSSIAN

DEPARTMENT OF MODERN LANGUAGES — *Professors*: Boudreau (Chairman), Fehrer; *Assistant Professors*: Alonso, Fang, and Hastings; *Instructors*: Meredith, and Weber; *Lecturers*: Celieres, Elliott, Romero, and Solano.

Credit will be awarded in Elementary Russian only upon the successful completion of the course within one school year.

If a student postpones taking the second semester of Intermediate Russian, he shall ordinarily be required to repeat the first half.

Russian 1.1-1.2—Elementary Russian 2 terms—6 semester hours
(to be offered in alternate years)

Essentials of grammar, practice in oral use of the language, and reading of simple Russian texts. *Instructor's permission required to take this course. 2 laboratory sessions per week.*

Russian 2.1-2.2—Intermediate Russian 2 terms—6 semester hours
(to be offered in alternate years)

A review of grammar, composition and conversation. Selected readings from modern Russian stories and plays. *Prerequisite: Russian 1.2 or its equivalent. 2 laboratory sessions per week.*

Russian 1.5—Scientific Russian 1 term—3 semester hours

A course aimed at translation only. Minimal emphasis on grammar with special emphasis on actual translation. *(To be offered each semester if warranted by a sufficient number of students. Instructor's permission required.)*

SCIENCE

Science 1.1-1.2—Introduction to Physical Science

2 terms—8 semester hours

This course is designed to acquaint non-science concentrators with some of the developments, aims, and methods of physical science. Specific topics will be drawn from astronomy, physics, and chemistry, including questions relating to the nature of matter and radiation and the structure of the universe. Demonstrations and laboratory techniques supplement the course.

Science 1.3-1.4—The Living World and Man 2 terms—8 semester hours

An introduction to the basic principles of the structure, function, development and interrelationships of living organisms with man as the focal point. A brief survey of the plant and animal kingdoms. Lectures and laboratory. A course for non-science majors. It may be substituted without major or minor credit for Biology 1.1-1.2 if the student subsequently desires to major in Biology. The recommendation of the instructor in this course and the approval of the Biology Department Chairman must be obtained to receive this consideration.

SOCIOLOGY

DEPARTMENT OF SOCIOLOGY — *Professor:* Fiorillo (Chairman); *Associate Professor:* J. L. Sullivan; *Instructors:* Castanino, Mack, and Huff; *Lecturers:* Ehrlich, Gennert, Doherty, McManus, Patten; *Advisor in Social Work:* Hanewell.

The aim of the major in Sociology is to provide the student with a working knowledge of theory, research, and computer application techniques, so that he may better understand the structure and functioning of modern society, its major institutions, groups, values, and resultant social problems.

The major requirement in the Department of Sociology is satisfied on the completion of thirty semester hours of course work in the department, which must include Research Methods in Sociology (two terms), Social Theory, and Field Studies (one term). Sociology 1.1 and 1.2 will *not* be permitted to count toward the completion of the major requirement in the field. Sociology 1.1 and 1.2 will be required prerequisites for all intermediate and upper level Sociology courses.

Sociology 1.1-1.2—Introductory Sociology 2 terms—6 semester hours

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

Sociology 1.13—The Negro in American Society

1 term—3 semester hours

The development of the major Negro social institutions in the United States. Special consideration will be given to family structure, political development, and religion.

Sociology 2.1—Community Development

Community Development emphasizes the investigation of the urbanization process. Using Sociology as its frame of reference the student will examine the growth of the urban area along historical, economic, and socio-political lines. Both theoretical and empirical issues will be considered in the framework of demographic and ecological perspectives. Topics to be covered will include the processes of industrialization, bureaucratization, communication, and urban drift along with the issues of class, race, ethnicity, and migration and how these have affected and determined the urbanization process.

Sociology 2.2—Urban Social Problems

This course will deal with the pressing problems of the urban area in America. Attention will be paid to the problems of race relations, poverty, housing, and education with special emphasis on the social pathologies such as crime and delinquency, drug addiction, prostitution, suicide, and air and water pollution. The student will investigate the special nature and types of problems through the use of both theoretical and empirical studies. (not offered 1969-70)

Sociology 2.3—Introduction to Cultural Anthropology

1 term—3 semester hours

Physical Anthropology; the origin and development of man and culture; the Glacial periods; Stone Age cultures and New World cultures will be presented. Emphasis will be upon Archeological evidence. Socio-cultural consequences of Metal Ages will be included and also the origin and development of major social institutions within ecoglocal focus of early cities.

Sociology 2.5—Race and Nationality

Race and Nationality will be "problem-oriented" as compared to an analytical or socio-historical presentation. The student will investigate both traditional and contemporary theoretical issues involved in the study of race and ethnic relations in America. Emphasis will be placed on the problems of intragroup and intergroup relations of ethnic groups in the city with special attention paid to the black man in the urban scene.

Sociology 2.6—Population

This course will provide the student with a knowledge of both the data and the ways in which it is used by the sociologist in order to make generalizations about the population in general and the urban population in particular. In this context the urban scene will be discussed demographically as a population distribution, and ecologically, in terms of spatial relations.

Sociology 2.7—Social Planning and Change

1 term—3 semester hours

Theories of social change. Strategies of planned change. The nature of client systems and interventions. Problems of planning and change. Planning and change in the major institutional sub-systems in the United States with special emphasis on urban areas.

Sociology 2.8—Political Sociology

1 term—3 semester hours

A study of the basic functions that government must perform in any modern society, that is, recognition of the need to place political activities and institutions in a broad social context, to see the influence of social groups and forces upon the workings of the political machinery.

Sociology 3.0—History of Crime and Correction

A survey of the correctional field covering an historic development of probation, institutional treatment, and parole; problems of administration and current innovations.

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 counseling services. *Offered in alternate years.*

Sociology 3.2—Principles of Criminology

Theories of criminal behavior. Categories of offenses and offenders, organized criminal enterprises and white collar criminals. Relation of courts, legislatures, and communities to police, prisons, and programs of prevention and control.

Sociology 3.21—Administration of Justice

Historical background of law enforcement; emphasis on the English aspects of judicial procedures, and their carry over to the United States. The role of the various law enforcement agencies in the federal, state, county, and municipal level, including the correction services and the courts.

Sociology 3.22—Criminal Law

A general treatment of the social origins, philosophy of, and consequences resulting from law, legal process, and social change.

Sociology 3.23—Penology (not offered 1969-70)

Processes through which the apprehended offender passes: arrest, detention, probation, incarceration, and parole. Critical evaluation of contemporary correctional research and theory.

Sociology 3.24—Juvenile Delinquency (not offered in 1969-70)

Theories of delinquent causation: delinquency as an individual and social problem; law enforcement and the juvenile courts; problems of prevention, treatment and rehabilitation.

Sociology 3.25—Police Juvenile Methods

Processes through which the apprehended juvenile offender passes from arrest to disposition; contemporary policies of police administration; efficacy of law enforcement; police, courts, and current methods.

Sociology 3.3-3.4—Research Methods in Sociology

2 terms—6 semester hours

An introduction to the principle methods associated with sociological research. Design alternatives and measurement techniques will be encountered through research literature, together with field and laboratory exercises. *Prerequisite: Sociology 3.3. Limited to Sociology majors.*

**Sociology 3.37—Treatment of the Juvenile Offender
(not offered in 1969-70)**

Critical evaluation of various programs for treatment and prevention of delinquency; police, courts, and community resources.

Sociology 3.5—Social Stratification

1 term—3 semester hours

A study of the nature and function of the social stratification system. Indicators of social class; symbols, ranking and rating. Class interests, consciousness, and organization. An analysis of the processes of social mobility, socialization and social change.

Sociology 3.6—Industrial Sociology

1 term—3 semester hours

An analysis of pertinent social factors associated with contemporary American industry; forces outside the plant, such as the region, community, family, and social stratification are considered as they affect production. The internal social organization of the work place is examined, including such factors as work roles, management attitudes and informal association of workers. Group dynamics in industry will be illustrated by actual case situations. An exercise in the current process of industry evaluation will be included.

Sociology 3.7—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.

Sociology 3.8—Seminar in Delinquency (not offered in 1969-70)

Topics will be dealt with after consultation with class. Areas of concentration will include: problems, theory, cause, control and prevention.

Sociology 3.9—Seminar in Crime (not offered in 1969-70)

The class will formulate specific research problems in the areas of the development of criminology, trends in research, and changing theoretical perspectives; organized crime, white collar crime, and career patterns of offenders among others.

Sociology 4.1—Social Problems

1 term—3 semester hours

Several major problems will be considered: war, poverty, inter-group conflict, urban and rural community problems, delinquency and crime, mental illness and population problems. There will be an opportunity to do independent study on other problem areas having to do with personal deviance, such as drug addiction, gambling, alcoholism. Controversies over solutions to problems will be presented. A series of field trips to social settlements, community centers, hospitals for the mentally ill, and kindred institutions will be conducted with this course. *Prerequisites: 9 semester hours of Sociology and at least Junior standing.*

Sociology 4.20—The Child Care Institutions

A presentation of the historical background and contemporary development of child care services and institutions. Various types of child care institutions, their staff positions, and their relationship with the community and society at large will be considered. Field trips will be arranged.

Sociology 4.21-4.22—Child Care Techniques I and II

In addition to basic values associated with the role of child care workers, specialized skills in child management, as well as creative, recreational, artistic, and homemaking practices suitable to institutional life will be taught. Problems encountered in working with children, in group and institutional settings will be presented. Courses will be closely coordinated with the students field experiences.

Sociology 4.3—Urban Analysis

This course offering will introduce a dynamic approach to the study of the urban area. Course content will include both theoretical perspectives and methodological considerations. This course will emphasize the conditions and processes of "urbanism", the life ways of those living in an urban area, as opposed to the processes of urbanization. Special emphasis will be placed on research priorities with the class investigating the way in which sociology conceptualizes problems and how empirical research or "action-oriented" studies can offer guidelines to community organizers and developers. *Prerequisite: Soc. 2.1 and 2.2.*

Sociology 4.40—Field Studies

1 term

Actual work in institutions arranged for student majors wishing to specialize in applied sociology. Supervised by the department. Limited to Sociology majors with Junior or Senior standing. *This course must be taken by students in the Social Work Sequence.*

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. *Offered in alternate years.*

Sociology 4.6—History of Sociological Thought

1 term—3 semester hours

A survey of main currents in the history of sociological thought, from antiquity to the present. Emphasis will be placed upon European influence, American founding fathers and the formative period following the First World War.

Sociology 4.7—Sociology of Religion

1 term—3 semester hours

A sociological examination of the religious experience, and religious institutions in general, together with a consideration of the structure and functions of religious institutions in contemporary American culture.

Sociology 4.80, 4.81, 4.82—Child Care Field Experiences

Actual placement in child care institution: together with material regarding roles of children and child care workers. Courses are intended to complement Child Care Techniques I and II. Seminars and group discussions will be featured.

Sociology 5—Studies in Sociology

Members of the Department will hold conference hours with students and will direct their readings in areas of sociological 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 Department Chairman. Limited to Juniors and Seniors.

Sociology 5H—Honors Program in Sociology

Members of the Department will hold conference hours with students who are candidates for honors and will direct their reading in areas which may be of special interest to them. In addition, students will be required to participate in a research project, survey the literature related to the research and give project reports. Limited to Junior and Seniors.

Sociology 6.1—History of Social Work in America

1 term—3 semester hours

A history of the development of social welfare services, presented within the context of American culture. Interaction between social work institutions and other major institutional areas of our society will be considered. Focus will be upon the Commonwealth of Massachusetts.

Sociology 6.2—Social Work as an Institution 1 term—3 semester hours

A sociological interpretation of social work. The basic purposes, objectives, organization and techniques of social work will be considered. Professional value orientations of the National Association of Social Workers will be studied. Status-role implications for the position of social worker will be presented. The functions of social work will also be included.

Sociology 6.3—Public Welfare Services 1 term—3 semester hours

A complete survey of Federal, State and local public welfare agencies. Their legal structure, departmental organization, and exact nature of their current operations will be explored. Specific social work positions and their duties will be described. Civil service requirements will also be discussed.

Sociology 6.4—Private Social Welfare Services 1 term—3 semester hours

A complete survey of the major private social welfare services in the United States. Their charters, organization, operations and services will be explored. Specific agency services and positions will be described, together with necessary educational qualifications.

Note: Economics 2.6—Urban Economics, is an interdisciplinary course offered jointly by the Department of Sociology, Government, and Economics. Refer to Department of Economics for course description.

SPANISH

DEPARTMENT OF MODERN LANGUAGES — *Professors*: Boudreau (Chairman), Fehrer; *Assistant Professors*: Alonso, Fang, Hastings; *Instructors*: Meredith, Weber; *Lecturers*: Celieres, Romero, and Solano; *Foreign Student Assistant*: José Luis Lucas.

Major requirements in Spanish are satisfied by the completion of 30 semester hours of course work in Spanish, which must include the General Survey of Spanish Literature, and Advanced Composition and Conversation. Twelve semester hours of related electives must be chosen from a list prepared by the Department of Modern Languages. Selections of related courses must be approved by an advisor from the Department of Modern Languages.

The course in Elementary Spanish may not be credited toward a major in Spanish.

Credit may be awarded in Elementary Spanish only upon successful completion of both semesters of the course within one school year.

If a student postpones taking the second semester of Intermediate Spanish, he shall ordinarily be required to repeat the first semester without credit.

Majors in Spanish, especially those who plan to teach, are urged to complete at least twelve semester hours in another foreign language.

Prospective majors in Spanish will be provided with a Major Portfolio containing specific requirements and general recommendations regarding the Spanish Major. In order to formalize his status as a Spanish Major, the student must:

- (a) read and understand the Major Portfolio.
- (b) in consultation with an advisor from the Department of Modern Languages, draw up a program of 30 hours of course work for the major and 12 hours of related course work.
- (c) with the approval of his Major Advisor, register as a Spanish Major by filling out the appropriate form in the Registrar's Office.

Language majors should consult their Advisor frequently during the academic year.

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

The essentials of Spanish grammar, practice in conversation and the reading of simple texts. Two one-hour laboratory sessions per week.

Spanish 1.3-1.4—Practical Spanish 2 terms—6 semester hours

Systematic review of grammar, practice in oral use of the language, reading and simple composition. Intended for students who have some foundation in the language but who do not qualify for Intermediate Spanish. Two laboratory sessions per week.

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

A review of grammar and oral practice. Reading and composition at the intermediate level. 2 laboratory sessions per week. *Prerequisite: Spanish 1.2 or equivalent.*

Spanish 2.3-2.4—Cultural Spanish 2 terms—6 semester hours

A rapid review of Spanish grammar. Practice in speaking and writing Spanish. An introduction to Spanish civilization and background of literature. 2 laboratory sessions per week.

Spanish 3.1-3.2—General Survey of Spanish Literature

2 terms—6 semester hours

The reading and analysis of works of important Spanish writers from the Middle Ages to the present time. Some laboratory work included. *Prerequisite: Spanish 2.2 or equivalent.*

Spanish 3.3-3.4—Advanced Composition and Conversation

2 terms—6 semester hours

An intensive review of Spanish grammar, pronunciation, conversation, and composition. *Prerequisite: Spanish 2.2 or equivalent.*

Spanish 4.1—Drama and Poetry of the Golden Age

1 term—3 semester hours

(to be offered in alternate years)

A study of dramatic and poetic works of the Golden Age. Concentrating especially on the works of Lope de Vega, Calderon, Garcilaso de la Vega, the Spanish mystic poets, Quevedo, Gongora.

Spanish 4.2—Prose Fiction of the Golden Age

1 term—3 semester hours

(to be offered in alternate years)

Development of Spanish fictional prose from the Renaissance to Cervantes. Readings in the amorous novel, the Spanish picaresque and *Don Quijote*.

Spanish 4.3—The Generation of 1898 1 term—3 semester hours
(to be offered in alternate years)

A study of the important regenerative theories expressed in prose fiction and essays by writers commonly grouped in this "generation," Unamuno, Maeztu, Azorin and others.

Spanish 4.4—Spanish-American Prose Fiction 1 term—3 semester hours
(to be offered in alternate years)

Paisaje as an influence and theme in Spanish-American literature. Reading and discussion of novels and short stories of the post-Colonial period.

SPEECH

DEPARTMENT OF SPEECH — *Professor:* Strain; and Affiliated Staff Members from Emerson College.

The requirement for the major in the Department of Speech is satisfied on the completion of 30 semester hours of course work in one of the following areas of concentration: Rhetoric and Public Address, Oral Interpretation, Speech Education, Business and Industrial Communications, and Communications Theory and Methodology. The major in Speech and majors in Dramatic Arts, Theatre Education, and Mass Communication are available by affiliation with Emerson College. Through an exchange of instructional services and the cross-registration of students, a wide variety of courses is available.

Students interested in either elementary or secondary programs in Speech Education are advised to confer with the Chairmen of the Departments of Education at Suffolk University and Emerson College. Students choosing the area of Secondary Speech Education are required to minor in Education. The minor in Education is satisfied upon the completion of 18 semester hours of selected course work at Suffolk University and Emerson College.

Twelve semester hours of related electives must be chosen from a list prepared by the Department of Speech. Selections of related courses must be approved by an advisor from the Department of Speech.

All students majoring in Speech must have their major approved by an advisor from the Speech Department and thereafter keep in close touch with the department in respect to their progress. Students preparing for the teaching profession must also consult an advisor from the Education Department. Failure to comply with this regulation may result in loss of credit toward graduation.

Speech 1.1—Voice and Articulation

1 term—3 semester hours

Designed to provide the student with a thorough knowledge of the mechanics of voice production, and to develop a wide range of control in pitch, volume, and quality. Eradication of individual faults and control of regional accents. *Required introductory course for Speech majors and Journalism majors. Recommended for pre-legal students and all others who wish to develop more effective speaking skills. Prerequisite: None.*

Speech 1.2—Public Speaking

1 term—3 semester hours

The fundamental course in the theory and practice of public speaking. Speech materials, organization, composition, and delivery; expository and persuasive talks on selected topics. Impromptu and extemporaneous speaking. Developing poise and confidence. *Required of Speech majors, Journalism majors, and Education majors and minors. Recommended for pre-legal students and all others who wish to develop more effective speaking skills. Offered every term.*

Speech 4.10-4.11—Play Production

2 terms—6 semester hours

Designed to provide a basic knowledge and understanding of acting, lighting, scenic and costume design; and to familiarize the student with the mechanics of theatre management and production. Forty hours per semester required as laboratory. *Prerequisite: Instructor's consent.*

For a complete list of courses available to Speech majors and to Theatre Arts majors under the affiliated Cooperative Program with Emerson College consult the Emerson College Bulletin and Schedule of Courses.

INTERDEPARTMENTAL STUDY

Interdepartmental Senior Seminar and Honors Program on

Intercultural Concepts

1 or two terms—3 or 6 semester hours

A theoretical investigation and practical or active application of intercultural ideas which exist in the various disciplines and areas represented by the Departments at Suffolk. One lecture per week, usually by off-campus lecturers chosen by participating departments and colleges, followed by one hour of discussion. Successful completion of a research project or honors thesis under the direction of the student's major department. Interested students may apply to their major department which must recommend their participation in the program. Limited enrollment.

Participating Departments:

Accounting, Biology, Business Administration, Chemistry, Economics and Government, History, Education, Modern Languages, Philosophy, Psychology, and Sociology.

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BEQUESTS

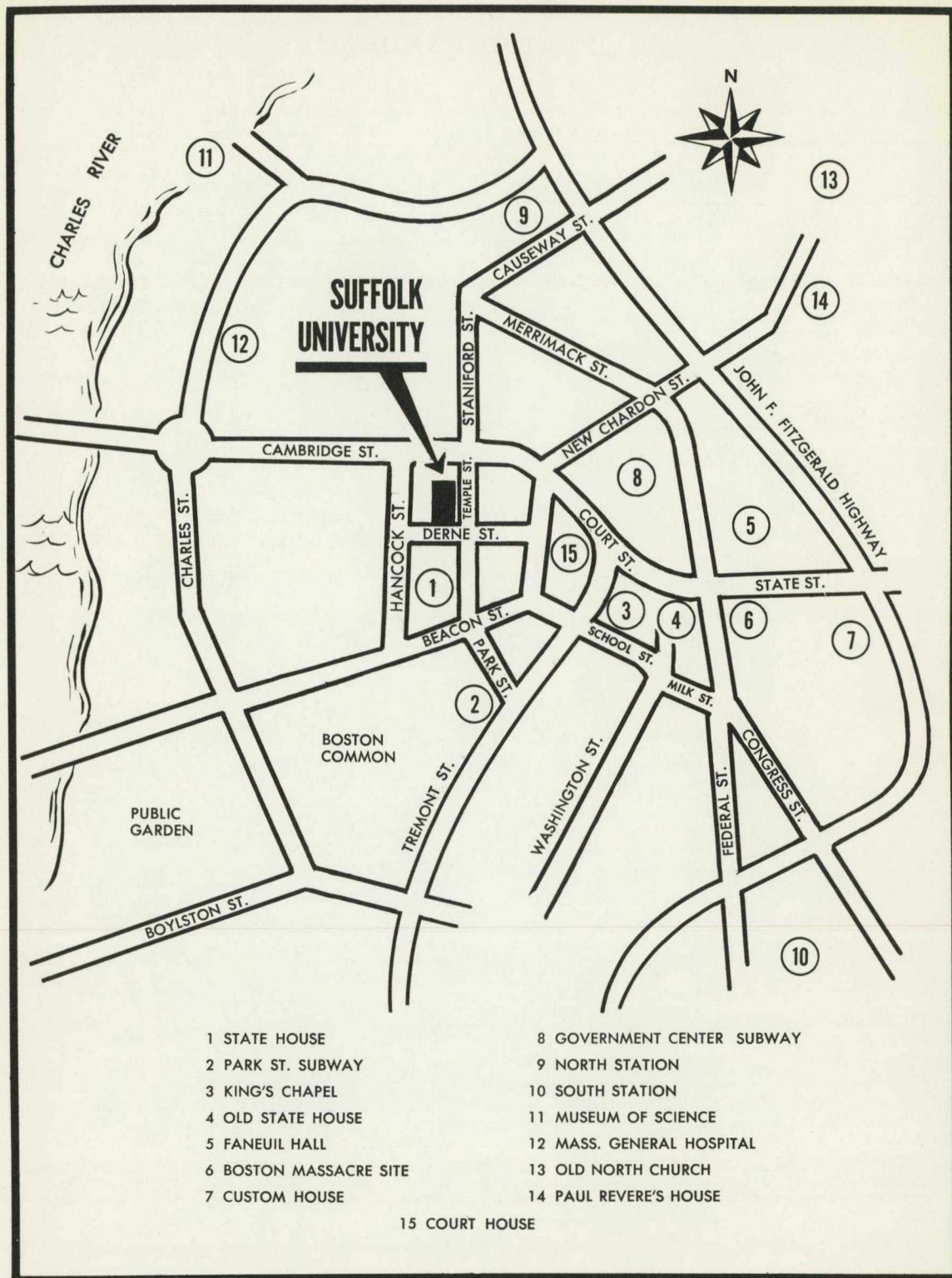
Gifts to Suffolk University may take the form of funds for the establishment of scholarships, professorships, or other awards; of additions to the material equipment; of contributions to the general fund, or may be unassigned. Those desiring to make a bequest to the University in their wills may be helped by the following suggested form.

LEGAL FORM OF BEQUEST

I give (devise) and bequeath to Suffolk University, Boston, Massachusetts, a corporation under the laws of the Commonwealth of Massachusetts, and its successors forever, the sum of dollars (or otherwise describe the gift) for its general corporate purposes (or name a particular corporate purpose).

Note: While any form of charitable trust that conforms to legal requirements will suffice, the use of this form is recommended whenever practicable.

**THE UNIVERSITY RESERVES THE RIGHT TO CHANGE ANY
PROVISION OR REQUIREMENT OF THIS CATALOGUE**



MEMORANDUM

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COLLEGES AND DEPARTMENTS OF SUFFOLK UNIVERSITY

COLLEGE OF LIBERAL ARTS AND SCIENCES

Degrees: A.B., B.S.

COLLEGE OF JOURNALISM

Degree: B.S. in J.

COLLEGE OF BUSINESS ADMINISTRATION

Degree: B.S. in B.A.

GRADUATE SCHOOL OF ADMINISTRATION

Degree: M.B.A.

GRADUATE DEPARTMENT OF EDUCATION

Degrees: A.M. in Education, Ed.M.

EVENING DIVISION

Degrees: A.B., B.S., B.S. in B.A., B.S. in General Studies; Associate Degrees in Arts, Science, or Business Administration; A.M. in Education, Ed.M., M.B.A., M.S. in Chemistry, M.S. in Physics.

SUMMER SESSIONS

Day and evening undergraduate and graduate courses.

SCHOOL OF LAW

Day and Evening Sessions—Degrees: J.D., and LL.M.

SECONDARY SCHOOLS REPRESENTED BY THE STUDENTS IN THE COLLEGES

The Students enrolled during 1968-69 in the various degree programs offered by the colleges have prepared at a large number of secondary schools throughout the United States and foreign countries. Represented in the student body are graduates of more than two hundred public and independent secondary schools in Massachusetts; graduates of over fifty secondary schools in many other states including California, Connecticut, Florida, Illinois, Maine, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, South Carolina, and Vermont and graduates from preparatory schools in thirty-one other nations: Angola, Barbados, Brazil, Canada, China, Columbia, Cuba, Finland, France, Germany, Greece, Haiti, Hong Kong, India, Iran, Ireland, Italy, Kenya, Kuwait, Lebanon, Liberia, Panama, Poland, Saudi-Arabia, Spain, Syria, Taiwan, Thailand, Trinidad & Tobago, United Kingdom, and Venezuela.