

Suffolk University

## Digital Collections @ Suffolk

---

College of Arts and Sciences and Sawyer  
Business School Academic Catalogs

Suffolk University Academic Catalogs

---

1937

### Suffolk University Academic Catalog and Announcements, College of Journalism (vol. 2), 1937-1938

Suffok University

Follow this and additional works at: <https://dc.suffolk.edu/cassbs-catalogs>

---

#### Recommended Citation

Suffok University, "Suffolk University Academic Catalog and Announcements, College of Journalism (vol. 2), 1937-1938" (1937). *College of Arts and Sciences and Sawyer Business School Academic Catalogs*. 187.

<https://dc.suffolk.edu/cassbs-catalogs/187>

This Catalog is brought to you for free and open access by the Suffolk University Academic Catalogs at Digital Collections @ Suffolk. It has been accepted for inclusion in College of Arts and Sciences and Sawyer Business School Academic Catalogs by an authorized administrator of Digital Collections @ Suffolk. For more information, please contact [dct@suffolk.edu](mailto:dct@suffolk.edu).

*E. Doane*  
*Desk Copy*

---

# SUFFOLK UNIVERSITY

## College of Journalism

---



ANNOUNCEMENTS FOR 1938-1939

CATALOGUE FOR 1937-1938

BOSTON · MASSACHUSETTS

Series 1

MARCH 1938

Volume II

---

## PURPOSE OF SUFFOLK UNIVERSITY COLLEGE OF JOURNALISM

**S**UFFOLK UNIVERSITY COLLEGE of Journalism affords adequate training for those who contemplate employment in any of the important phases of journalism.

By maintaining low tuition rates and by offering instruction in the evening, it makes this important type of education available to men and women who must earn their living while attending college.

The prescribed courses in English, natural and social science and the professional courses in journalism have three major purposes:

**I.** To provide the fundamentals of a liberal education that are essential for successful newspaper work.

**II.** To offer instruction in standard newspaper practice both on the editorial and business sides under instructors who daily practice the theories that they teach. Editors teach editorial work. Reporters teach news gathering. Feature writers teach their own specialty. Newspaper administration is taught by actual publishers and advertising by advertising experts.

**III.** To give students the proper perspective of the profession of journalism, an understanding of its history, its current problems, and an appreciation of the social functions and responsibilities of the press.

# SUFFOLK UNIVERSITY BULLETIN

---

SERIES I

MARCH 15, 1938

VOLUME II

---

## SUFFOLK UNIVERSITY COLLEGE OF JOURNALISM

ANNOUNCEMENTS 1938-1939  
CATALOGUE 1937-1938



20 DERNE STREET  
BOSTON, MASSACHUSETTS



1938	1939	1940
JULY	JANUARY	JULY
SMTWTFSS	SMTWTFSS	SMTWTFSS
3456789	1234567	123456
10111213141516	891011121314	78910111213
17181920212223	15161718192021	14151617181920
24252627282930	22232425262728	21222324252627
31	293031	28293031
AUGUST	FEBRUARY	AUGUST
SMTWTFSS	SMTWTFSS	SMTWTFSS
123456	1234	12345
78910111213	567891011	6789101112
14151617181920	12131415161718	13141516171819
21222324252627	19202122232425	20212223242526
28293031	262728	2728293031
SEPTEMBER	MARCH	SEPTEMBER
SMTWTFSS	SMTWTFSS	SMTWTFSS
123	1234	12
45678910	567891011	3456789
11121314151617	12131415161718	10111213141516
18192021222324	19202122232425	17181920212223
252627282930	262728293031	24252627282930
OCTOBER	APRIL	OCTOBER
SMTWTFSS	SMTWTFSS	SMTWTFSS
1	1	1234567
2345678	2345678	891011121314
9101112131415	9101112131415	15161718192021
16171819202122	16171819202122	22232425262728
23242526272829	23242526272829	293031
3031	30	
NOVEMBER	MAY	NOVEMBER
SMTWTFSS	SMTWTFSS	SMTWTFSS
12345	123456	1234
6789101112	78910111213	567891011
13141516171819	14151617181920	12131415161718
20212223242526	21222324252627	19202122232425
27282930	28293031	262728293031
DECEMBER	JUNE	DECEMBER
SMTWTFSS	SMTWTFSS	SMTWTFSS
123	123	12
45678910	45678910	3456789
11121314151617	11121314151617	10111213141516
18192021222324	18192021222324	17181920212223
25262728293031	252627282930	24252627282930
31		31

## TABLE OF CONTENTS

### PURPOSE OF SUFFOLK UNIVERSITY

COLLEGE OF JOURNALISM.....	Inside front cover
CALENDAR FOR THE YEARS 1938, 1939, AND 1940.....	2
CALENDAR FOR THE COLLEGE OF JOURNALISM, 1938-1939.....	5
HISTORICAL SKETCH REGARDING SUFFOLK UNIVERSITY.....	6
BOARD OF TRUSTEES OF SUFFOLK UNIVERSITY.....	8
OFFICERS IN THE UNIVERSITY.....	9
OFFICERS OF ADMINISTRATION AND INSTRUCTION.....	10
ORGANIZATION OF THE FACULTY.....	13
PROGRAM, CLASS HOURS, AND ENTRANCE DATES.....	14
ADMISSION REQUIREMENTS .....	15
ADMISSION TO THE FRESHMAN CLASS.....	15
ADMISSION TO ADVANCED UNDERGRADUATE STANDING.....	16
ADMISSION OF SPECIAL STUDENTS.....	17
REQUIREMENTS FOR DEGREES.....	18
COURSES OF INSTRUCTION.....	20
FEES AND AID.....	30
REGISTRATION AND RELATED PROCEDURES.....	33
GRADES, EXAMINATIONS, PROMOTION.....	35
BUILDINGS AND EQUIPMENT.....	37
STUDENT ACTIVITIES .....	39
STUDENTS, 1937-1938 .....	41
GIFTS AND BEQUESTS.....	42
INDEX .....	43

## CORRESPONDENCE

All correspondence should be addressed to

*Executive Secretary*

SUFFOLK UNIVERSITY

20 Derne Street

Boston, Massachusetts

## OFFICE HOURS

The Executive Offices will be open for conferences and registrations Mondays, Tuesdays, Thursdays, and Fridays from 9:00 A.M. to 9:00 P.M.; Wednesdays from 9:00 A.M. to 5:00 P.M. and Saturdays from 9:00 A.M. to 12:00 noon.

## TELEPHONE

CAPitol 0555



# CALENDAR FOR THE COLLEGE OF JOURNALISM

1938-1939

## First Semester

Founder's Day .....	Monday, September 19, 1938
Academic year opens—classes begin .....	Monday, September 26, 1938
First quarter bills payable .....	Monday, September 26, 1938
October Tests begin .....	Monday, October 17, 1938
October Tests end .....	Friday, October 21, 1938
*Armistice Day; exercises suspended .....	Friday, November 11, 1938
November Tests begin .....	Monday, November 14, 1938
November Tests end .....	Friday, November 18, 1938
Second quarter bills payable .....	Monday, November 21, 1938
*Thanksgiving Day; exercises suspended .....	Thursday, November 24, 1938
Christmas Recess begins .....	Saturday, December 17, 1938
Classes resume .....	Monday, January 2, 1939
First Semester Examinations begin .....	Monday, January 16, 1939
First Semester Examinations end .....	Friday, January 27, 1939

## Second Semester

Second Semester begins—classes resume .....	Monday, January 30, 1939
Third quarter bills payable .....	Monday, January 30, 1939
February Tests begin .....	Monday, February 20, 1939
February Tests end .....	Friday, February 24, 1939
March Tests begin .....	Monday, March 27, 1939
Fourth quarter bills payable .....	Monday, March 27, 1939
March Tests end .....	Friday, March 31, 1939
Spring Recess begins .....	Saturday, April 1, 1939
Classes resume .....	Monday, April 10, 1939
Charter Day .....	Saturday, April 29, 1939
Junior Prom .....	Wednesday, May 10, 1939
Senior Banquet .....	Wednesday, May 17, 1939
Second Semester Examinations begin .....	Monday, May 22, 1939
Second Semester Examinations end .....	Friday, June 2, 1939
Baccalaureate Service .....	Sunday, June 11, 1939
Alumni Night .....	Monday, June 12, 1939
Class Day .....	Wednesday, June 14, 1939
Commencement Exercises .....	Thursday, June 15, 1939

\* Classes missed will be made up on the following Wednesday.



## HISTORICAL SKETCH REGARDING SUFFOLK UNIVERSITY

Suffolk University was foreshadowed when Suffolk Law School was founded by Gleason Leonard Archer in September 1906. This school became, at an early date, the symbol of the open door of opportunity to the ambitious and worthy youth of the land who must win higher education if at all while engaged in wage-earning pursuits. The Law School early in its history gained national recognition as a leader in the field of higher education for self-supporting students. It became a leavening force in Greater Boston and soon attracted a clientele of aspiring young men in an ever-widening circle until all New England and even foreign nations found representation in its student body.

Trained for leadership and worthily fulfilling their responsibilities as lawyers, judges, or legal experts in industrial fields in all parts of the Union, the alumni of the Law School indirectly created a demand for the extension of Suffolk's educational program. The rising cost of education in the day colleges, and above all the impressive demonstration of the value of combining educational theory and daily wage-earning experience as a preparation for life, encouraged the Board of Trustees to offer similar educational opportunities in other fields than in law.

A College of Liberal Arts was naturally the first unit to be added. In July 1934, President Archer (then Dean Archer) was authorized by the Board of Trustees to take immediate action in the creation of a College of Liberal Arts to provide collegiate education in the liberal arts for young men and women who must earn their living while attending college. President Archer was fortunate in securing the co-operation of the late Dr. Patrick T. Campbell, Superintendent of Schools of Boston and Dr. Frank W. Wright of the State Department of Education. A splendid curriculum without unnecessary electives was agreed upon. With the further co-operation of other leading educators a faculty was chosen, men of outstanding ability as teachers. The College of Liberal Arts was formally opened on Monday evening, September 24, 1934. Although New England had long been famous for its day colleges, yet until our College of Liberal Arts was established, no opportunity existed in any of the five New England States whereby an ambitious man or woman might earn a Bachelor of Arts degree entirely through evening study. The Board of Trustees applied to the Massachusetts Legislature in January 1935 for degree-granting powers for the new College of Liberal Arts. The Legislature, with only two votes recorded in opposition, enacted the desired legislation (Chap. 15, Acts of 1935). On the same day, February 21, 1935, Governor James M. Curley signed the Charter. Thus was inaugurated the first evening College of Liberal Arts in New England.

The Graduate School of Law was authorized by the same legislative charter and in September 1935 this third department was created. Courses leading to the degree of Master of Laws have proven deservedly popular. Since its inception the Graduate School of Law has conferred its degree on forty-three candidates.

The College of Journalism was founded in 1936 at the suggestion of a group of newspaper publishers and advertising executives.

In 1936, the Board of Trustees voted to petition the Massachusetts Legislature for the consolidation of Suffolk's group of schools and colleges into Suffolk University. The General Court granted this privilege in April 1937 and also authorized the creation of a fifth department—a College of Business Administration. Suffolk University College of Business Administration opened its doors September 27, 1937.

---

## THE CHARTER

### Chapter 237

#### THE COMMONWEALTH OF MASSACHUSETTS

---

In the Year One Thousand Nine Hundred and Thirty-Seven

---

#### *An Act to establish Suffolk University.*

*Whereas*, the deferred operation of this act would tend to defeat its purpose, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

SECTION 1. The name of the Suffolk Law School, incorporated by chapter one hundred and forty-five of the acts of nineteen hundred and fourteen, is hereby changed to Suffolk University. Said corporation shall consist of not more than twenty-one members.

SECTION 2. Suffolk University shall include the departments now known as Suffolk Law School, Suffolk Graduate School of Law, Suffolk College of Liberal Arts, Suffolk College of Journalism and a new department to be known as Suffolk College of Business Administration.

The said university shall possess all the powers and privileges heretofore granted in chapter one hundred and forty-five of the acts of nineteen hundred and fourteen and chapter fifteen of the acts of nineteen hundred and thirty-five together with such additional powers and privileges as are possessed by colleges of Journalism and Business Administration in this Commonwealth including power to confer degrees appropriate thereto and to grant diplomas therefor.

(Signed by Governor Charles F. Hurley, April 29, 1937.)

## SUFFOLK UNIVERSITY

## THE CORPORATION

*Corporate Name: Suffolk University*

---

## OFFICERS OF THE CORPORATION

THOMAS JEFFERSON BOYNTON, *President*  
 JAMES MARCUS SWIFT, *Vice-President*  
 HIRAM JOHN ARCHER, *Secretary*  
 GLEASON LEONARD ARCHER, *Treasurer*

---

## BOARD OF TRUSTEES

HON. THOMAS JEFFERSON BOYNTON, *President*  
*Attorney-General of Massachusetts, 1914*  
*United States Attorney*  
*District of Massachusetts, 1917-1920*

HON. JAMES MARCUS SWIFT, *Vice-President*  
*Attorney-General of Massachusetts, 1911-1913*

GLEASON LEONARD ARCHER, *Treasurer*  
*Founder and Dean of Suffolk Law School*

HIRAM JOHN ARCHER, *Clerk*  
*Director, Department of Research and Review, Suffolk Law School*

JOHN SHEPARD, 3D  
*President, The Yankee Network*

HON. JOSEPH EVERETT WARNER  
*Attorney-General of Massachusetts, 1928-1934*

JOHN GRIFFIN  
*Vice-President, John F. Griffin Company*

HUBERT PRIOR VALLEE  
*President, Rudy Vallee, Inc.*

THOMAS FRANCIS McNICHOLS  
*Branch Manager, First National Bank of Boston*



OFFICERS IN THE UNIVERSITY

GLEASON LEONARD ARCHER

PRESIDENT OF THE UNIVERSITY

MISS CARROLLA ABBOTT BRYANT

EXECUTIVE SECRETARY OF THE UNIVERSITY

PAUL ABNER MacDONALD

BURSAR

MISS CATHERINE CECILIA CARAHER

ASSISTANT TREASURER

MISS CARROLLA ABBOTT BRYANT

ASSISTANT TREASURER

DONALD WILSON MILLER

GENERAL CHAIRMAN OF ENDOWMENT AND IMPROVEMENT CAMPAIGN

MISS MARY ESTHER NEWSOME

UNIVERSITY LIBRARIAN

MRS. MARIAN ARCHER MacDONALD

MANAGER UNIVERSITY BOOK STORE

MISS EDITH RHODA DOANE

DIRECTOR PLACEMENT BUREAU

WARD BROWNING

DIRECTOR OF DEBATING

MISS MARY ESTHER NEWSOME

DIRECTOR OF SUFFOLK PLAYERS

RALPH LEROY HARLOW

DIRECTOR OF MUSICAL CLUBS

THOMAS GEORGE ECCLES

FACULTY ADVISOR: *The Suffolk Journal*



## SUFFOLK UNIVERSITY COLLEGE OF JOURNALISM

### OFFICERS OF ADMINISTRATION AND INSTRUCTION

Arranged in order of seniority in appointment to rank.

- 
- GLEASON LEONARD ARCHER** 40 Hancock Street, Boston  
President of the University  
*LL.B. Boston University 1906. Honorary: LL.D. Atlanta Law School 1926.*
- DONALD WILSON MILLER** 122 Bowdoin Street, Boston  
Acting Dean of the College  
*S.B. Colby 1925; A.M. George Peabody 1926; ED.M., ED.D. Harvard 1927, 1929.*
- ROBERT WILLIAM DESMOND** 21 Shady Hill Road, Newton Highlands  
Professor of Journalism  
*A.B. Wisconsin 1922; A.M. Minnesota 1930; Ph.D. London, 1936.*  
*Reporter, rewrite man, copyreader, Milwaukee Journal, 1922-25; Copyreader, and acting head of desk, Miami (Fla.) Herald, 1925-26; Copyreader, cable rewrite editor, New York Herald (Paris Edition), 1925-27; Foreign Department, editorial writer, Associate Editor Magazine Section, Christian Science Monitor, 1933—; Instructor in Journalism, University of Michigan, 1927-28; Instructor, and Assistant Professor of Journalism, University of Minnesota, 1928-33.*
- 
- THOMAS GEORGE ECCLES** 21 Peak Hill Road, West Roxbury  
Assistant Professor of Journalism  
*A.B. Boston College 1923; ED.M. Harvard 1934.*  
*Teacher of English and Latin, Rochester (N.Y.) Cathedral High School, 1923-24; Teacher of English, Franklin (N.H.) High School, 1924-26; Teacher of English, Walpole (Mass.) High School, 1926-30; Teacher of English, Boston Trade School, 1930-36; Teacher of English, English High School, 1936—.*
- HAROLD BENNISON** 79 Waban Park, Newton  
Assistant Professor of Journalism  
*A.B. Harvard 1916; LL.B. Suffolk 1926.*  
*Reporter, Boston Journal, 1916-17; Reporter, Boston Post, 1917-18; Reporter, News Editor, Make-Up Editor, City Desk, Staff Reporter, Boston Traveler, 1921 —.*
- RALPH LeROY HARLOW** 30 Bay State Road, Boston  
Assistant Professor of Journalism  
*With Cohan and Harris Theatrical Producers, 1907-10; member Board of Directors, Wm. Filene's Sons Company, 1910-25; President and Treasurer, Nelson Duncan and Harlow Advertising Agency, 1925-28; Assistant to the President, Yankee Network, Inc., 1928 —.*

## CHARLES GRIFFIN

21 Fore River Avenue, North Weymouth

Assistant Professor of Journalism

*S.B. Bowdoin 1926; M.B.A. Harvard 1932; LL.B. Boston University 1935.**Director, John F. Griffin Company, 1925 —; Weymouth Gazette and Transcript, 1931; E.R.A. Administrator, 1934-35; W.P.A. Administrator, 1937 —; Counsel, New England Press Association, 1930 —.*

## CARROLL A. LAKE

Normandie Road, Dover

Assistant Professor of Journalism

*Grand Rapids Junior College 1916-18; University of Michigan 1918-20.**Reporter, Grand Rapids Herald and Grand Rapids News, 1918-20; Civil Engineer, Maintenance of Way Division, Pennsylvania Railroad, 1920-21; Reporter, rewrite man, copyreader, make-up, St. Louis Globe-Democrat, 1921-27; Copyreader, head of copy desk and make-up, Christian Science Monitor, 1927 —. Newspaper consultant and make-up adviser to press associations: New England Press Association, Maine Press Association, Massachusetts Press Association, 1936 —.*

## HARLAND R. RATCLIFFE

73 Greenwood Street, Greenwood

Assistant Professor of Journalism

*S. B. Colby 1923.**School and College Editor, Make-Up Editor, City Editor, Feature Editor, Boston Transcript, 1923 —; Instructor in Journalism, Simmons College, 1934-36.*

## HORTON EDMANDS

1208 Massachusetts Avenue, Cambridge

Instructor in Journalism

*Harvard 1907-11.**Reporter, Boston Herald, 1911-12; Reporter, Boston Traveler, 1912-17; Rewrite man, Boston Traveler, 1920-27; Assistant City Editor, Boston Traveler, 1927 —.*

## FRANK ERNEST SCHUELER

4 Sawyer Road, Melrose

Instructor in Journalism

*Cost estimator, Assistant to the President, Isaac Trouty Company, 1916-23; Secretary to Chief Chemist, Secretary to Executive Vice-President, Chief Clerk in Personnel Department, Secretary to Vice-President in charge of sales, Associated Oil Companies, 1923-30; Treasurer and Manager, Melrose Free Press, 1930 —.*

## CHARLES HENRY BRADLEY, Jr.

39 Manemet Road, Newton Centre

Instructor in Journalism

*Harvard 1910-13.**Tomer Advertising Agency, 1913-17; President, Bradley, Inc., 1919-27; Cleaveland A. Chandler Advertising Agency, 1927-29; Chambers and Wiswell, Inc., 1929 —.*

## RUSSELL BACON

New York

Instructor in Journalism

*Typographic Consultant, New York, N.Y.*

DANIEL MICHAEL DRISCOLL

188 Harvard Street, Dorchester

Instructor in Journalism

*A.B. Boston College 1928.*

*Telephone solicitor, promotion copy, advertising salesman, Boston Herald-Traveler, 1928 ——. Lecturer on Advertising, Boston College, 1937 ——.*

MARK VERNON CROCKETT

207 Manthorne Road, West Roxbury

Lecturer on Government

Professor of Law in the Law School

*A.B. Maine 1919; LL.B. Suffolk 1927; ED.M. Teachers College of the City of Boston 1937.*

THOMAS JOSEPH FINNEGAN

40 Court Street, Boston

Lecturer on English

Professor of Law in the Law School

*A.B. Boston College 1914; LL.B., LL.M. Suffolk 1926, 1936.*

WALTER HAROLD CLAFLIN

250 Park Street, West Roxbury

Lecturer on History

Professor of History in the College of Liberal Arts

*A.B., A.M., Ph.D. Harvard 1902, 1903, 1908; Sorbonne 1904-1905.*

WILLIAM FRANCIS LOONEY

105 Stratford Street, West Roxbury

Lecturer on History.

Associate Professor of History in the College of Liberal Arts

*A.B. Harvard 1919; A.M. Boston College 1920; LL.B. Northeastern 1928; ED.M. Teachers College of the City of Boston 1934; Harvard 1927-1928.*

ALBERT LORENZO DELISLE

65 Martin Street, Cambridge

Lecturer on Biology

Associate Professor of Biology in the College of Liberal Arts

*S.B. Massachusetts State 1932; A.M., Ph.D. Harvard 1933, 1937.*

NORTON ENNEKING LONG

472 Broadway, Cambridge

Lecturer on Government

Associate Professor of Government in the College of Liberal Arts

*A.B., A.M., Ph.D. Harvard 1932, 1933, 1937.*

THOMAS WILLIAM SHEEHAN

78 Walnut Street, Natick

Lecturer on English

Assistant Professor of English in the College of Liberal Arts

*A.B. Clark 1909; A.M. Pennsylvania State 1915; LL.B. Suffolk 1933; Boston College 1931-1932.*

ALBERT WOODBURY EMMONS

7 Dexter Road, Lexington

Lecturer on Economics

Assistant Professor of Economics in the College of Liberal Arts

*A.B., M.C.S. Dartmouth 1917, 1920; LL.B. Suffolk 1931.*

NICHOLAS J. DEMERATH

5 Craigie Circle, Cambridge

Lecturer on Sociology

Assistant Professor of Sociology in the College of Liberal Arts

*A.B. DePauw 1934; A.M. Harvard 1938.*



WARD BROWNING	25 Rockwood Street, Jamaica Plain
Lecturer on English	
Assistant Professor of English in the College of Liberal Arts	
<i>A.B., A.M. Colgate 1918, 1923; Columbia 1924-1930.</i>	
FRANCIS JOSEPH O'CONNOR	14 Aldrich Street, Roslindale
Lecturer on English	
Instructor in English in the College of Liberal Arts	
<i>A.B., A.M., LL.B. Boston College 1924, 1925, 1935.</i>	
BENJAMIN FRANK KUBILIUS	2 Atlantic Street, South Boston
Lecturer on Biology	
Instructor in Biology in the College of Liberal Arts	
<i>S.B. Tufts 1932; Harvard 1930-1932.</i>	
CARROLLA ABBOTT BRYANT	59 Hancock Street, Boston
Registrar	
THOMAS IGNATIUS HARKINS	19 Eaton Street, Winchester
Assistant to the Registrar	
NELLIE ANNE SMITH	Mill Street, Andover
Assistant in the Library	
THEODORE BAKER	17 Bowdoin Street, Boston
Superintendent of Buildings	

---

## ORGANIZATION OF THE FACULTY

Secretary, Miss Carrola Abbott Bryant

---

## STANDING COMMITTEES

THE PRESIDENT OF THE UNIVERSITY AND THE DEAN OF THE COLLEGE are *ex-officio* members of all committees.

---

\***Admissions.** PROFESSORS DESMOND AND ECCLES.

\***Catalogue.** PROFESSORS DRISCOLL AND LAKE.

\***Curriculum.** PROFESSORS DESMOND AND RATCLIFFE.

\***Library.** PROFESSORS DESMOND AND LAKE.

\***Public Exercises.** PROFESSORS ECCLES AND HARLOW.

\***Student Activities.** PROFESSORS LAKE AND GRIFFIN.

\*Members of this Committee join with members of similar Committees of the Faculties of the other colleges and schools of the University to constitute a General University Committee dealing with the problem indicated.



**PROGRAM, CLASS HOURS, AND ENTRANCE DATES**

Since the purpose of Suffolk University College of Journalism is to provide professional and cultural education for young people and others who are working for a living, it has been found necessary to arrange for those who are employed a program of instruction to provide opportunity for the satisfactory completion of the one hundred and twenty semester hours required of all candidates for the degree of Bachelor of Science in Journalism. Employed students desiring to complete the requirements for a degree in the minimum time should enroll for a full program of twenty-four semester hours each year. Certain employed students may find it impossible to carry the entire program. Such students will be permitted to enroll for less than the normal number of hours a week. The tuition charges will be reduced proportionately.

Classes will meet Monday, Tuesday, Thursday, and Friday evenings with sessions from 6:00 to 8:50 P.M.

Courses have been arranged so that the work of each semester stands by itself, thus permitting students to enter either in September or February.

Each full-year course will be rated at six semester hours credit while one semester courses will be rated at three semester hours on the fifty-minute semester hour basis.

## ADMISSION REQUIREMENTS

### ADMISSION TO THE FRESHMAN CLASS

Suffolk University College of Journalism is open to students of both sexes on equal terms, except that the college reserves the right to limit the number of women who may enter in any one year.

Applicants for admission to the freshman class must qualify by *one* of the following methods:

1. Graduation from an approved course of study in an accredited high school or preparatory school.
2. Completion of fifteen acceptable secondary school units with a degree of proficiency satisfactory to the Committee on Admissions.

All admissions to the freshman class or to advanced standing are under the direction of the Committee on Admissions. It is desirable that applicants meet the distribution of entrance units as given below in order that they may go forward without having to do any work in college preliminary to the prescribed courses. In the admission procedure, however, the committee places greater emphasis upon the applicant's scholastic record and other evidences of intellectual ability than upon any fixed distribution of entrance units.

In addition to scholarship the committee considers qualities of character, industry, leadership, and health. To this end, a personal interview with the Dean or Registrar is required before a student may be admitted to the college. It is advisable that this interview be arranged as far in advance of the opening date as possible. Testimonials of good moral character must be on file before the application can be accepted.

### DISTRIBUTION OF ENTRANCE SUBJECTS

English .....	3 units	Algebra .....	1 unit
Foreign Language .....	2 units	Plane Geometry .....	1 unit
History .....	1 unit	Natural Science .....	1 unit
Other accepted units.....			6 units
			<hr/>
			Total..... 15 units

1. Candidates for admission who lack any of the prescribed units will be admitted only by special action of the Committee on Admissions.
2. Candidates for the B.S. in Journalism degree who on entrance have not the full language, mathematics, or science requirements will receive college credit for the additional work required, but the number of hours available for elective subjects will be correspondingly reduced. Credit for such work counts only in the total toward graduation, not toward meeting the degree requirements, p. 18.

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

The Committee on Admissions reserves the right to refuse the application of any student whose preparatory work is insufficient or whose scholastic record indicates inability to pursue successfully the work of the college.

#### ADMISSION TO ADVANCED UNDERGRADUATE STANDING

Applicants who have completed, with a grade of C or better, courses in a college, junior college, or other institution of collegiate rank of recognized standing will be permitted to enroll as students in advanced standing subject to conditions outlined below:

1. A certificate of honorable dismissal must be sent directly to the Registrar of Suffolk University College of Journalism by the Registrar of the institution previously attended.
2. The applicant for advanced standing should request the Registrar of the college previously attended to send an official transcript of credits to the Registrar of Suffolk University College of Journalism. Transcripts should specify courses, semester hours of credit and grade for each course, and the semester when taken, with the passing mark, a key to grades not in per cents, and a statement of the units accepted for entrance. Transcripts of such work, if possible, should be submitted one month in advance of Registration Day. Grade reports, diplomas, or lists of credits submitted by the applicant will not be accepted as a basis for granting advanced standing.
3. A catalogue of the college during the years in which the applicant was in attendance should be clearly marked to indicate the courses completed and submitted with the application.
4. All requirements for admission to the freshman class must be fulfilled before advanced standing credit can be granted.
5. Not more than one-fourth of the credits accepted from another college may be of D grade.
6. All grants of advanced standing credit are made on a provisional basis. Grants so made become final only after the student has satisfactorily completed twenty-four semester hours of work in Suffolk University College of Journalism.
7. Whenever a student enters with advanced standing and later proves to be inadequately prepared in any of his prerequisite subjects, the Faculty reserves the right to require him to make up such deficiencies prior to graduation.



8. The grant of advanced standing credit shall not exceed seventy-two semester hours.

In estimating advanced standing credit, the unit employed is the semester hour which is the equivalent of fifty lecture minutes a week for one semester. Two laboratory hours count as one lecture hour. After all credits have been evaluated, proper notification will be sent to the applicant.

#### ADMISSION OF SPECIAL STUDENTS

Special students are those who do not intend to proceed to a degree. A limited number of such students may be admitted each year on satisfying the Committee on Admissions as to their ability to profit by the courses to which they seek admission.

Men and women over twenty-one years of age who have not graduated from a high school may be received as special students upon recommendation of the Committee on Admissions. It will be necessary for the applicant to file with the Registrar a full statement of his qualifications. Candidates are requested to present their statements at least three weeks before the opening of College. Registration of a special student is for one semester only. Re-registration will be refused if the student does not meet the required scholastic standing.

If a special student later desires to become a candidate for a degree, the conditions of graduation will be outlined by the Committee on Admissions.



## REQUIREMENTS FOR DEGREES

The Trustees of the University confer the following degree on candidates recommended by the Faculty of the College of Journalism:

Bachelor of Science in Journalism (B.S. in J.)

Degrees are conferred only at regular commencement exercises. The Trustees may withhold any degree when in their opinion the best interests of the University are thereby furthered. No student with entrance or other conditions will be recommended by the Faculty for a degree until such conditions have been satisfactorily removed.

### I. Course Leading to the Degree of Bachelor of Science in Journalism.

For the degree of Bachelor of Science in Journalism the student must receive credit and maintain an average of at least 70 per cent in 120 semester hours of prescribed college work, forty-eight of which must be taken in Suffolk University College of Journalism. The last twelve semester hours of the degree requirement must be earned at Suffolk University College of Journalism during the regular college year. The 120 semester hours must be distributed in accordance with the following plan, in which no subject may be counted more than once:

- a. General Foundation—Required Courses, 54 semester hours
  1. Twelve semester hours of English (CLA Eng. I, 1, 2; II, 2; and III, 5)
  2. Thirty-six semester hours of Social Science (CLA H. I, 1, 2; H. II, 2; H. IV, 3; H. V, 4; Gv. II, 2; Gv. III, 1, 2; Ec. IV, 1, 2; S. III, 2; Ps. I, 1)
  3. Six semester hours of Biology (CLA Sc. II, 1, 2)
- b. Professional Courses—Required, 66 semester hours
  1. Twenty-four semester hours in Editorial Methods (CJ Ed. I, 1, 2; II, 1, 2; III, 1, 2; IV, 1; and V, 2)
  2. Twenty-one semester hours in Administration (CJ Adm. II, 2; III, 1, 2; IV, 1, 2; and V, 1, 2)
  3. Eighteen semester hours in Advertising (CJ Adv. II, 1, 2; III, 1; IV, 1, 2; and V, 1)
  4. Three semester hours in Radio Advertising (CJ Adv. R. II, 1)
- c. Maintenance of a suitable standard of English throughout the entire course. No student reported for a deficiency in English will be recommended for a degree until he has satisfied the Faculty that this deficiency has been corrected.

## II. For the Degree of Bachelor of Science in Journalism with Honor.

For the degree of Bachelor of Science in Journalism "With Highest Honors", the Faculty of the College of Journalism recommends candidates who maintain a general average of 90% or over in the first seven semesters of their college course. Students awarded degrees "With Highest Honors" will receive diplomas with this notation.

For the degree of Bachelor of Science in Journalism "With Honor", the Faculty of the College of Journalism recommends candidates who maintain a general average of 85% or over but less than 90% in the first seven semesters of their college course. Students awarded degrees "With Honor" will receive diplomas with this notation.

## COURSES OF INSTRUCTION

The courses offered by the College of Journalism are arranged under six Departments:

- I. DEPARTMENT OF EDITORIAL METHODS
- II. DEPARTMENT OF ADMINISTRATION
- III. DEPARTMENT OF ADVERTISING
- IV. DEPARTMENT OF RADIO ADVERTISING
- V. DEPARTMENT OF ENGLISH
- VI. DEPARTMENT OF NATURAL AND SOCIAL SCIENCE

Note: In the list of courses, *Roman numerals indicate year; Arabic odd numerals first semester; Arabic even numerals second semester.* A Schedule of Courses by Years will be found on pp. 28 and 29.

Not all of the courses listed are given each year. Those to be offered in any regular session of the College of Journalism are announced in the Summer directly preceding.

Each student by frequent consultations with the Registrar should check his credits in order to make certain that all requirements are being satisfied.

## I. DEPARTMENT OF EDITORIAL METHODS

ROBERT WILLIAM DESMOND, Ph.D., Professor and Chairman of the Department

THOMAS GEORGE ECCLES, Ed.M., Assistant Professor

HAROLD BENNISON, A.B., LL.B., Assistant Professor

CARROLL A. LAKE, Assistant Professor

HORTON EDMANDS, Instructor

## Ed. I, 1—History and Principles of Journalism.

American and European journalistic practices. Ethics. The newspaper in politics. Community leadership. The place of women in journalism.

First Semester                      *Professor Desmond*                      3 semester hours

## Ed. I, 2—News Writing.

An introductory course, prerequisite to all other courses in writing and editing. Elements of news; the lead; style and structure of the news story as compared with other forms of writing will be stressed throughout.

Second Semester                      *Assistant Professor Bennison*                      3 semester hours

## Ed. II, 1—Creative Writing.

A course based upon the theory that writing is an art to be mastered through practice. Newspaper and magazine articles of recognized literary merit will be used. News and feature articles, editorials and critical reviews



of the day will be analyzed and evaluated. The individual student will be encouraged to develop his own powers in the art of writing and to contribute his work to *The Suffolk Journal*, the University monthly.

First Semester                      *Assistant Professor Eccles*                      3 semester hours

### **Ed. II, 2—Reporting the News.**

Practical work in gathering news and news writing. This course is designed to acquaint the student with the usual news sources and the work of press associations.

Second Semester                      *Mr. Edmands*                      3 semester hours

### **Ed. III, 1—Copy Editing.**

Editing copy, rewriting, headlines. The course will stress balance, news selling and the relation between typographical makeup and circulation. The news editor, city editor, magazine editor, country correspondence.

First Semester                      *Assistant Professor Lake*                      3 semester hours

### **Ed. III, 2—Copy Makeup.**

Underlying principles of effective typography in newspaper headlines and the makeup of news pages.

Second Semester                      *Assistant Professor Lake*                      3 semester hours

### **Ed. IV, 1—Editorial and Feature Writing and Editorial Departments.**

The purpose of the editorial, policies, material and composition. Reference library. Feature articles. Critical writing. The syndicated column and radio reporting. The woman's page. Financial page. Society news and comment. Sports. Theatre and travel pages. Club and garden page. The newspaper critic. Photography.

First Semester                      *Professor Desmond*                      3 semester hours

### **Ed. V, 2—The Press and Public Affairs.**

Reporting and editing news of the activities of the various departments of government as a necessary public function of newspapers and periodicals; influence of the press upon public opinion; work of the public relations journalist.

Second Semester                      *Professor Desmond*                      3 semester hours

## **II. DEPARTMENT OF ADMINISTRATION**

HARLAND R. RATCLIFFE, S.B., Assistant Professor and Acting Chairman of the Department

CHARLES GRIFFIN, S.B., M.B.A., LL.B., Assistant Professor

FRANK ERNEST SCHUELER, Instructor

**Adm. II, 2—Newspaper Administration.**

Organization and operating set-up. Financial structure. Departmental relations.

Second Semester      *Assistant Professor Ratcliffe*      3 semester hours  
                                          *Mr. Schueler*

**Adm. III, 1—Newspaper Circulation.**

Method of distributing and coverage. Costs, postal regulations, newsboy and mail subscriptions. Circulation campaigns.

First Semester      3 semester hours

**Adm. III, 2—Newspaper Promotion.**

Building sales and reader interest. Advertising and circulation promotion. Public relations.

Second Semester      3 semester hours

**Adm. IV, 1—Newspaper Publicity.**

Consideration of the wide and varied field of public relations. From the approach to the prospective client to the clipping of the story from the papers. Study of the various fields which find publicity desirable. Appreciation of what the individual or organization seeking publicity expects from the agent; explanation of the form the publicity must take to satisfy the exacting requirements of a metropolitan city editor. An answer to these questions: What is publicity for? What can it hope to accomplish? How does it rate as a vocation? Intensive study of "the tricks of the (publicity) trade" which will enable a publicity agent to arrive at a profitable compromise between the wishes of his client and the newspaper whose columns he hopes to invade.

First Semester      *Assistant Professor Ratcliffe*      3 semester hours

**Adm. IV, 2—Mechanics of Production.**

The press and composing rooms. Stereotyping, photography, illustration, rotogravure. Make-up.

Second Semester      *Assistant Professor Ratcliffe*      3 semester hours

**Adm. V, 1—Advanced Organization Problems.**

Trade unions, taxation and insurance. Competition with other media. Personnel.

First Semester      3 semester hours

**Adm. V, 2—Law of the Press.**

Freedom of the press and struggles to secure it. Study of libel and other laws affecting the press. Court decisions.

Second Semester      *Assistant Professor Griffin*      3 semester hours

### III. DEPARTMENT OF ADVERTISING

\_\_\_\_\_, Professor and Chairman of the Department  
(To be appointed)

DANIEL MICHAEL DRISCOLL, A.B., Instructor  
CHARLES HENRY BRADLEY, JR., Instructor  
RUSSELL BACON, Instructor

#### Ad. II, 1, 2—Principles of Advertising.

History and philosophy of advertising. Place of advertising in modern business.

Both Semesters *Mr. Driscoll* 6 semester hours

#### Ad. III, 1—Typography.

Typography of advertisements, designing of layouts for advertising matter; stereotypes and engravings; problems of paper, ink and presswork — mechanical problems of newspapers including makeup and layout.

First Semester *Mr. Bacon* 3 semester hours

#### Ad. IV, 1—Advertising Production.

Typography and composition, engraving, and other reproduction processes. Physical uses of advertising. The advertising agency; its functions. Radio advertising, showmanship.

First Semester *Mr. Bradley* 3 semester hours

#### Ad. IV, 2—Newspaper Advertising.

Retail store copy. Retail store space buying. Budgeting of advertising. Institutional advertising. Co-operative, allowance and tie-up advertising.

Second Semester 3 semester hours

#### Ad. V, 1—Newspaper Advertising Continued.

Principles of publicity. Psychology of advertising selling. Display advertising solicitation. Classified advertising. Special pages. Special campaigns. Special department advertising.

First Semester 3 semester hours

### IV. DEPARTMENT OF RADIO ADVERTISING

RALPH LEROY HARLOW, Assistant Professor and Chairman of the Department

#### Ad. R. II, 1—History of Broadcast Advertising.

This course includes the historical background of radio beginning with early attempts of men to convey signals and messages through space leading



up to wireless telegraphy and radio broadcasting together with history of the great broadcasting networks.

Radio of today—the American and foreign systems of control contrasted. The radio station and radio networks.

Radio programs—sustaining and commercial; musical and non-musical; radio technique in general; educational programs; transcriptions and recordings.

Law of the air—rights of parties; slander and libel; government control of air lanes—"Public interest, convenience and necessity"—Radio Act of 1927, 1934, zones, licenses, copyrights, etc.

First Semester

*Assistant Professor Harlow*

3 semester hours

## V. DEPARTMENT OF ENGLISH

THOMAS JOSEPH FINNEGAN, A.B., LL.M., Lecturer

THOMAS WILLIAM SHEEHAN, A.M., Lecturer

WARD BROWNING, A.M., Lecturer

FRANCIS JOSEPH O'CONNOR, A.M., Lecturer

### CLA Eng. I, 1, 2—English Composition and Rhetoric.

A study of the rhetorical effect of the order and arrangement of words and phrases in sentences, grammatical construction, the mechanics of correct writing. Practice in narration, description and exposition, as well as the writing of essays involving independent thought will be required of all students.

Both Semesters

*Assistant Professor Browning*

6 semester hours

*Mr. O'Connor*

### CLA Eng. II, 2—Survey of English Literature.

A study of the development of our literary background. The course includes a careful analysis of each period that is studied, with a sufficient reference to English History. Representative works are studied. It is an introduction to the proper appreciation of the best in English Literature. Themes and book reviews serve to continue student training in English composition.

Second Semester

*Assistant Professor Sheehan*

3 semester hours

### CLA Eng. III, 5—Argumentation and Logic.

This course is designed to give students the fundamentals of logic, argumentation, and debate; preparation and delivery of speeches; study and practice of parliamentary procedure.

First Semester

*Professor Finnegan*

3 semester hours

## VI. DEPARTMENT OF NATURAL AND SOCIAL SCIENCE

DONALD WILSON MILLER, Ed.D., Lecturer  
 MARK VERNON CROCKETT, Ed.M., Lecturer  
 WALTER HAROLD CLAFLIN, Ph.D., Lecturer  
 WILFRED FREDERICK KELLEY, A.M., Ed.M., Lecturer  
 WILLIAM FRANCIS LOONEY, A.M., Ed. M., Lecturer  
 ALBERT LORENZO DELISLE, Ph.D., Lecturer  
 NORTON ENNEKING LONG, Ph.D., Lecturer  
 ALBERT WOODBURY EMMONS, A.B., M.C.S., Lecturer  
 NICHOLAS J. DEMERATH, A.M., Lecturer  
 BENJAMIN FRANK KUBILIUS, S.B., Lecturer

### CLA Sc. II, 1, 2—General Biology.

A course in the principles of animal and plant biology, presenting the basic facts of vital structure and function with special emphasis upon vertebrates and flowering plants. Some conception of the evolution of plants and animals is given by the laboratory study of a series of types beginning with the unicellular. Two lecture hours and one two-hour laboratory period weekly.

Both Semesters

6 semester hours

*Associate Professor Delisle and Mr. Kubilius*

### CLA Ps. I, 1—General Psychology.

This course provides a rapid survey of the field of general psychology and a satisfactory introduction of the subject to the beginning student. Instinct, emotion, sensation and perception, habit, memory, imagination, reasoning, and personality are the main topics.

First Semester

*Professor Miller*

3 semester hours

### CLA H. I, 1—History of Civilization.

This course includes a survey of ancient and medieval history to 1500 A.D., with special reading assignments covering the social, economic, and cultural phases of the most important periods.

First Semester

*Associate Professor Looney*

3 semester hours

### CLA H. I, 2—History of Civilization.

This course includes a survey of the history of Europe since 1500 A.D. Special attention will be given to such subjects as the Renaissance, the Reformation, the French Revolution, the Industrial Revolution, the Development of the Modern Nations, the Growth of Democracy, the World War,



Trends in Europe since the World War. Reading assignments including the social, intellectual, political, and economic phases of the various periods will be included.

Second Semester *Associate Professor Looney* 3 semester hours

### **CLA H. II, 2—History of the United States.**

A broad survey of the United States from the close of the Revolutionary War to the present time, including the causes and the process of westward migration, national expansion, growth of democracy, the slavery issue, the Civil War, reconstruction, and problems of recent generations.

Second Semester *Professor Claflin* 3 semester hours

### **CLA H. IV, 3—History of American Foreign Policy.**

A survey of the external relations of the United States, from the Revolution to the present time. The course includes a study of the struggle for commercial recognition; the origin and development of the Monroe Doctrine; Westward extension of the nation; international developments during the Civil War period; international arbitration; neutral rights during the World War.

First Semester *Associate Professor Kelley* 3 semester hours

### **CLA H. V, 4—Current History.**

This course deals with present day problems. History in the making.

Second Semester 3 semester hours

### **CLA Gv. II, 2—Town, Municipal and State Government.**

A survey of United States city governments especially designed for those interested in the management and administration of municipal affairs, and for those who live in an urban environment. Discussion will center about such problems as municipal elections, local law enforcement, efficient municipal administration, experiments in large cities and the relationship of municipal government to federal, state and county governments. A study of the administrative machinery and its relation to public health, public lighting, public recreation, education, fire and police protection is afforded the student from a variety of angles involving the social and economic as well as the political aspects of the problem. Attention will be focused upon the newer types of municipal organization such as commission plan of government, city manager plans. Problems of financial management of municipalities will be presented to the student for critical discussion.

Second Semester *Associate Professor Long* 3 semester hours

### **CLA Gv. III, 1—National Government and Political Parties.**

The background and beginning of American Government; the history of the formation of the Constitution and of the principles embodied in it; the



structures of the central government and of the division of powers and the rise of political parties, their effect on popular opinion and on the workings of the Constitution; the national executive and the organization of Congress.

First Semester

*Professor Crockett*

3 semester hours

### **CLA Gv. III, 2—National Government and Political Parties.**

The powers of Congress over commerce and in matters of trade regulation; power over taxation and finance; war power; control over territories, postal and other powers. A study of National Conservation and of foreign relations; constitutional limitations and the Judicial System. Special attention is given throughout the course to the applications and interpretations of the Constitution and to important court decisions. Lectures, notebook and reports.

Second Semester

*Professor Crockett*

3 semester hours

### **CLA Ec. IV, 1—Introduction to Economics.**

This course is an introductory survey of economic principles underlying the processes of production, distribution, pricing, credit, and capital formation in our contemporary society. Corporate organization, specialization, forces underlying price movements, speculation, money and banking, foreign exchange, and the business cycle are discussed.

First Semester

*Assistant Professor Emmons*

3 semester hours

### **CLA Ec. IV, 2—Introduction to Economics.**

This course is a continuation of Ec. IV, 1 and considers problems of business organization; wages, rent, interest, profits; theories of population and immigration; public finance and taxation; free trade and protection; problems of labor organization; and programs of social and economic reform.

Second semester

*Assistant Professor Emmons*

3 semester hours

### **CLA S. III, 2—Principles of Sociology.**

The aim of this course is to supply the student with a broad, workable understanding of the society in which he lives, its institutions, economics, politics, family, religion, and education. How are social groups and classes interrelated; what is the structure of society and how does it change; how does any society and culture shape the behavior of the individuals in it—these are fundamental questions to be considered.

Second Semester

*Assistant Professor Demerath*

3 semester hours

## SCHEDULE OF COURSES BY YEARS

Course Number First Year.	Course	Semester Hours
CJ Ed. I, 1	History and Principles of Journalism....	3
CJ Ed. I, 2	News Writing .....	3
CLA Eng. I, 1, 2	English Composition and Rhetoric.....	6
CLA Sc. II, 1, 2	General Biology .....	6
CLA H. I, 1, 2	History of Civilization.....	6
		24

### Second Year.

CJ Ed. II, 1	Creative Writing .....	3
CJ Ed. II, 2	Reporting the News .....	3
CJ Adm. II, 2	Newspaper Administration .....	3
CJ Ad. II, 1, 2	Principles of Advertising.....	6
CJ Ad. R. II, 1	History of Broadcast Advertising.....	3
CLA Eng. II, 2	Survey of English Literature.....	3
CLA Ps. I, 1	General Psychology .....	3
		24

### Third Year.

CJ Ed. III, 1	Copy Editing .....	3
CJ Ed. III, 2	Copy Makeup .....	3
CJ Adm. III, 1	Newspaper Circulation .....	3
CJ Adm. III, 2	Newspaper Promotion .....	3
CJ Ad. III, 1	Typography .....	3
CLA Eng. III, 5	Argumentation and Logic.....	3
CLA H. II, 2	History of the United States.....	3
CLA Gv. II, 2	Town, Municipal and State Govern- ment .....	3
		24

### Fourth Year.

CJ Ed. IV, 1	Editorial and Feature Writing and Editorial Departments .....	3
CJ Adm. IV, 1	Newspaper Publicity .....	3
CJ Adm. IV, 2	Mechanics of Production.....	3
CJ Ad. IV, 1	Advertising Production .....	3
CJ Ad. IV, 2	Newspaper Advertising .....	3

CLA Gv.	III, 1, 2	National Government and Political Parties .....	6
CLA S.	III, 2	Principles of Sociology .....	3
			<hr/> 24

**Fifth Year.**

CJ Ed.	V, 2	The Press and Public Affairs.....	3
CJ Adm.	V, 1	Advanced Organization Problems.....	3
CJ Adm.	V, 2	Law of the Press.....	3
CJ Ad.	V, 1	Newspaper Advertising Continued.....	3
CLA H.	IV, 3	History of American Foreign Policy....	3
CLA H.	V, 4	Current History .....	3
CLA Ec.	IV, 1, 2	Introduction to Economics.....	6
			<hr/> 24



## FEES AND AID

The University Charges for an education in the College of Journalism have been kept as low as possible in order to permit attendance of students of extremely limited means as well as those who must earn their living while attending. Furthermore, the University, through its Placement Bureau, will render to ambitious students every possible assistance in securing employment to defray the modest charges which it makes.

The chief University charges for new students in the College of Journalism are for: (1) Matriculation Fee; (2) Tuition; (3) University Fee; (4) Laboratory Fee; and (5) Textbooks. For students previously enrolled, no matriculation fee is charged.

### (1) Matriculation Fee.

Applications for admission to the College of Journalism must be accompanied by a matriculation fee of \$5.00. This fee is payable the first year only. No application is recorded until this fee has been received. *The matriculation fee is not a part of the tuition and will not be refunded after the student has been duly admitted to the College of Journalism.* However, upon receipt of written request it may be applied to another year, should the applicant re-register.

### (2) Tuition.

The tuition fee is based upon a unit charge of approximately seven dollars a semester hour; namely, \$160.00 (twenty-four semester hours) per year. Students who do not carry a full program of studies (twenty-four semester hours) pay tuition on a pro rata basis. See tabulation of estimated charges below.

Tuition is payable in four quarterly payments on September 26, November 21, January 30, and March 27. In special cases students may be permitted to pay tuition other than quarterly but only upon application to the Registrar in writing, setting forth satisfactory reasons for the request. There will be no reduction in tuition for late registration.

All payments should be made at the Treasury Department on the second floor of the University Building. *Checks should be made payable to Suffolk University.*

Students are cautioned to consider thoroughly the courses they are to take, since *tuition fees are not refunded nor transferred if a student withdraws during any quarter for which payment has been made.* No student will be recommended for a degree whose tuition is in arrears.

### (3) University Fee.

All students will pay an annual University Fee of \$10.00 due and *payable in full* with the first quarter's tuition. The fee is not

a part of the tuition, but an administrative fee which includes library fee; admission to University dramatic activities; admission to intercollegiate debates held at the University; use of the recreational facilities provided on the roof campus; and also entitles the student to a year's subscription to *The Suffolk Journal*.

**(4) Laboratory Fee.**

Students who take laboratory courses will pay a special fee of \$10.00 for each laboratory course. It is due and payable upon registration for the course.

**(5) Textbooks.**

The cost of textbooks will vary from year to year but should not exceed thirty dollars in any one year in the case of students who take a full program of studies.

**Estimated Annual University Charges for Freshmen in the College of Journalism**

	Full Program (24 s.h.)	Half Program (12 s.h.)	Quarter Program (6 s.h.)
Matriculation Fee .....	\$5.00	\$5.00	\$5.00
Tuition .....	160.00	84.00	42.00
University Fee .....	10.00	10.00	10.00
Laboratory Fee .....	10.00	10.00	10.00
Textbooks .....	30.00	15.00	7.50
	<hr/> \$215.00	<hr/> \$124.50	<hr/> \$74.50

Special University Charges are made for the following items in the case of students in the College of Journalism: (1) Special Examinations; (2) Graduation Fee; and (3) Additional Transcripts of Record.

**(1) Special Examinations.**

A fee of \$3.00 will be charged for each special examination. Special examinations will be given only to those who for sufficient cause have missed or failed in semester examinations. A written request to the Registrar of the College of Journalism setting forth the reasons why the privilege of a special examination should be granted must be made within six weeks after the date on which the examination was scheduled.

**(2) Graduation Fee.**

The graduation fee, including diploma, is \$15.00. It is due and payable on May 15th prior to graduation.

**(3) Transcript of Record.**

A student may receive one certified transcript of his college record without charge. For each transcript after the first, a charge of \$1.00 will be made. Requests for transcripts should be made in writing at least two weeks in advance.

**Placement Bureau**

From its inception Suffolk has championed the cause of the student who must earn a living while attending school. For many years it has maintained a free Employment Bureau. The economic depression has intensified the problem of finding employment for needy students. In September 1935, a Placement Bureau was established and a director was assigned to the task of keeping in constant touch with the employment situation in order to discover desirable employment for students. Scores of students have been enabled to continue their education during the past year through the activities of the Placement Bureau. The office of the Placement Bureau is in the University Building.



## REGISTRATION AND RELATED PROCEDURES

### Registration Limits

Except in special cases no registration will be accepted after the first week in any semester. Credit will not be given for a course in which a student has not formally registered.

### Registration from Other Departments

A student enrolled as a candidate for a degree in another Department of the University, may register for courses in the College of Journalism without payment of a matriculation fee.

### Registration for Courses in Other Institutions

No student of Suffolk University College of Journalism in the expectation of receiving advanced standing credit may enroll for courses in other institutions without notifying the Dean of the College of Journalism in writing. A marked catalogue showing the proposed course must accompany the request. If permission to take outside work has been granted, upon its completion an official transcript must be sent direct to the Registrar of the College of Journalism by the institution in which the course was taken.

### Attendance

Except in special cases, all candidates for degrees are required to attend at least 90% of the lectures in every course for which they are registered. Unless satisfactorily explained, ten recorded absences during any semester will result in loss of class standing. A student who is absent from class longer than one week on account of illness must, on his return, file with the Registrar a statement from his physician attesting to the illness; otherwise, the absences will be charged against him. No student, except as mentioned, whose absences exceed the 10% allowance will be admitted to the mid-year or final examinations, nor will he receive semester-hour credit for the course. All omitted written exercises must be made up within one week after the resumption of lectures. Otherwise, they will be counted as failures.

### Attendance Coupons

Attendance coupons will be issued to each student upon the payment of tuition. These coupons must be signed by the student and presented to the monitor in charge at the beginning of each lecture. They serve as a record of attendance and should be guarded with care. Signatures should be printed or typewritten to avoid illegible or nameless coupons being passed in, thereby causing one to be marked absent. Incorrectly marked or dated coupons will not be recorded.

### Changing Courses

Regular procedure in changing a course or in dropping a course shall be by written recommendation of the professor whose course is to be discontinued and by written consent of the Dean of the College of Journalism. Taking up a new course in lieu of the one discontinued shall be by written consent of the professor in charge of the new course and with the approval of the Dean. Courses for which the student has been officially enrolled and from which he withdraws without permission shall be recorded as "failure". Courses dropped with permission shall be recorded as failure, unless they are dropped within the first two weeks of the semester or are dropped because of sickness or other good reasons of which the College is to be the sole judge. *Any course if carried beyond the second week of any semester must be passed successfully before a student may present himself as a candidate for a degree.*

### Withdrawals from College

A student desiring to withdraw from the College before the end of a semester must give notice to the Registrar in writing *prior to the withdrawal*. Students failing to do this will be given the status of "dishonorable dismissal". Written permission for such withdrawal from a parent or guardian must be filed by a student under twenty-one years of age.

Students in good standing who withdraw from the College may re-enter subject to the rules and regulations in effect at the time of re-entry.

### Scholastic Standing

Students not doing satisfactory college work are placed on probation. When a student has not been able to raise the quality of his work to such an extent that he has a reasonable chance of graduation, he is asked to withdraw from the College. A student so requested to leave may re-enter on probation after a reasonable period of absence if the Committee on Admissions grants his request.

### Student's Handbook

An official booklet, "Student's Handbook" is issued by the University for the students of the College of Journalism. Copies are distributed to all students at the opening of College. The regulations contained therein are consonant with a college of high standards.

ALL STUDENTS IN THE COLLEGE OF JOURNALISM ARE HELD RESPONSIBLE FOR ALL RULES AND REGULATIONS CONTAINED IN THE CATALOGUE AND STUDENT'S HANDBOOK.

### Students in Good Standing

In order to remain in good standing a candidate for a degree must meet his tuition obligations promptly; attend classes regularly; and maintain a satisfactory scholastic average and conduct in lecture halls and University buildings.

## GRADES, EXAMINATIONS, PROMOTION

### Grades

The work of students will be graded at the end of each semester in accordance with the following system.

- A, 90—100%
- B, 80— 89%
- C, 70— 79%
- D, 60— 69%, passing but not satisfactory.
- E, 50— 59%, failure but condition may be removed by examination.
- F, Below, 50%, complete failure and work must be repeated.

A mark of "A" indicates a very high type of achievement reached only by a small percentage of the members of a given course. "B" students are above average; whereas a mark of "C" indicates the average achievement of students in the same course.

In order to qualify for the Dean's List in any semester a student must make an average of 85% or better.

Semester reports will be issued to all students in good standing within a reasonable time after the close of the semester. If a student is under twenty-years of age, reports will be issued to his parents or guardian.

### Examinations

Tests are regularly held in all courses each month. Such tests cover the work of the preceding month. Tests that have been missed cannot be made up.

Examinations, covering the work of the entire semester, are held the last two weeks of each semester.

Students receiving 50-59% in any course for a semester must take a special examination to make up the condition. Students who for sufficient cause have missed a semester examination are also required to take a special examination.

In order to be eligible for a special examination, a written request to the Registrar of the College of Journalism setting forth the reasons why the privilege of a special examination should be granted must be made within six weeks after the date on which the examination was scheduled. *Requests for the privilege of a special examination must be accompanied by a fee of \$3.00 for each special examination in order for the request to be considered.*



Renewal of the privilege after failure to appear at a special examination entails an additional fee of \$2.00 for each special examination which must accompany the request for renewal of the privilege.

In any case special examinations cannot be taken later than the end of the semester following the failure or absence. A student failing to pass a special examination must repeat the course. Only one examination may be taken to remove a condition. Conditioned students are expected to make definite plans for additional study in preparation for special examinations. At such times as may appear desirable, the Dean and Registrar hold conferences with conditioned students relative to their plans for the removal of conditions.

### Promotion

Although its program for a degree is organized on a five-year basis, rather than four-year, the College of Journalism classifies its students as Freshmen, Sophomores, Juniors, and Seniors. Classification of students depends upon the number of semester hours earned. Place in the several class lists requires a total credit at the beginning of the second semester as follows: for Sophomore standing, thirty semester hours; for Junior standing, sixty; and for Senior standing, ninety-six.

## BUILDINGS AND EQUIPMENT

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

Students will find in historic Boston unrivaled opportunities for culture or recreation. The Boston Public Library System is justly famous. The State Library and the State Archives are next door to the University. The Museum of Fine Arts and the Museum of Natural History are easily accessible. Boston Common, the Public Gardens and the Charles River Esplanade all have special appeal in summer days. To the student of history Greater Boston is world-famous for its shrine of American Liberty—Faneuil Hall, the Old State House, the Old North Church, King's Chapel, the home of Paul Revere, and the various burying grounds where our historic dead are sleeping. No city in America could be more inspiring to students and certainly none more conducive to scholarship. Beacon Hill and the State House form the very heart of historic Boston.

### **Location**

The University owns and is housed in two buildings: the University Building and the Suffolk University Press Building.

These buildings are located on Beacon Hill; the University Building at 20 Derne Street and the other buildings on Hancock Street. All buildings of the University are opposite the rear wing of the State House.

All classes and laboratory work of the College of Journalism are held in the University Building.

### **Transportation**

The main railroad centers in Boston, the North and South Stations, are within a few minutes walk from the University. The same holds true for the Park Street subway station and the Park Square and Bowdoin Square bus lines. The State House is a landmark even for strangers in Boston and the rear wing of the Capitol as indicated above, is next-door neighbor to the University buildings. Few, if any locations could offer greater accessibility to transportation facilities.

### **I. University Building**

The main University Building is a modern fireproof structure located at the corner of Derne and Temple Streets. The cornerstone of the first unit of the building was laid in 1920 by Calvin Coolidge, then Governor of Massachusetts and nominee for Vice-President of the United States. The last unit was added in 1937 and the completed building was formally dedicated in February 1938.

The University Building occupies the entire block bounded by Temple Street, Derne Street and Ridgway Lane running back 150 feet to an alley; hence it has light and air on all sides. Eleven dwelling houses were razed to make way for this massive structure. The building has a total floor area of more than 82,000 square feet—six stories in the rear (because of the downward slope hill) and five stories on Derne Street.



Splendid accommodations for educational work are provided in this building. Located in it are the Executives Offices, the University Library, twenty-three lecture halls, laboratories for Biology, Chemistry, and Physics, the University Auditorium, Faculty Room, Trustees Room, bookstore, rest rooms for women, and lounging rooms for men. A directory indicating the location of each of these facilities will be found in the *Student's Handbook*. Certain of the more important facilities are described below.

**The University Library.** The University Library occupies the major portion of the third floor of the University Building. A Reading Room, 68 by 85 feet, has seating accommodations for over two hundred readers. The mezzanine or balcony of the Reading Room makes the total stack capacity of the library 45,000 volumes. A research room, an office for the University Librarian, and a library workroom are provided adjacent to the Reading Room. The most modern ventilating conveniences, especially designed to provide an abundance of fresh air, free from dust, have been installed.

The University Library Service serves, not only the College of Journalism, but also the College of Liberal Arts, the Law School, the College of Business Administration and the graduate schools. Reference books, encyclopedias, classical and historical volumes, source material for research, and every aid to scholarship are provided.

**Biological Laboratories.** Adjoining the Science Lecture Hall, which has a seating capacity of 100, will be found a large room, 40 by 34 feet, provided with laboratory tables and stools to accommodate seventy-two students working at one time. A commodius cabinet provided with glass doors provides storage and display space for laboratory equipment and specimens. Water, gas, and electricity is provided for laboratory use.

The Biological Laboratories contain 20 sets of 100 microscope slides covering topics in both Botany and Zoology; 21 compound microscopes each with two objectives and eyepieces, of Spencer, Bausch and Lomb, as well as Zeiss manufacture; 20 microscope lamps; a Zeiss Micro Projector; lantern slide projector with delineoscope attachment; a collection of 100 lantern slides illustrating various phases of Botany and Zoology; a collection of films covering eighteen different topics; and other laboratory apparatus.

**Chemical Laboratories.** The University is fortunate in having available a room 38 by 57 feet for the development of its chemical laboratories. When completely equipped, the chemical laboratories will be adequate for both introductory and advanced work and will accommodate seventy-two students working at one time. Already a portion of the equipment has been installed; the balance will be installed as needed.

**Physical Laboratories.** Before the start of the University Year 1938-39, plans call for the equipping of a modern physical laboratory. Apparatus for lecture-room demonstrations as well as for student use in the laboratory will be supplied.



**University Auditorium.** The University is especially fortunate in having available for its use an auditorium on the Temple Street side of the building with a seating capacity of one thousand. Through the generosity of a Suffolk alumnus, Joseph P. Collins, of the Collins Piano Company, a piano has been provided. A completely equipped stage affords excellent facilities for student dramatics. The auditorium is also used for mass meetings, commencements, concerts, and similar functions.

**Bookstore.** The Bookstore is located on the second floor of the University Building. It has every facility for the rapid handling of textbooks and other college supplies, thus avoiding delays and congestion.

**Recreational Facilities.** The University Building has a flat roof with an area of more than thirteen thousand square feet. Plans call for the development of this area into a sky-high campus. Thus, high in the air on Beacon Hill, the students of all Departments of Suffolk University may find healthful relaxation on their own premises.

## II. Suffolk University Press

The building at the corner of Hancock and Myrtle Streets, formerly used by the College of Liberal Arts, will become the headquarters of the Suffolk University Press in the near future. An up-to-date rotary printing press large enough to print *The Suffolk Journal* will be installed. The editorial and newsrooms and the "City Desk" of *The Suffolk Journal* will be on the second floor.

## STUDENT ACTIVITIES

Suffolk University believes that student activities offer splendid opportunities for the development of individual initiative, co-operative effort, and leadership. The University encourages every student to participate in such activities as may appeal to him and appoints a member of the faculty to serve as advisor for each student activity. In order to discourage *excessive* participation in such activities which would be incompatible with a high standard of scholarship, the University has certain regulations regarding participation which are printed in the *Student's Handbook*. The following Student Activities are open to students of the College of Journalism.

### The Suffolk Journal

*The Suffolk Journal*, a monthly newspaper, is the official publication of the University. While it serves as a laboratory course for the students in Suffolk University College of Journalism, students enrolled in other Departments of the University may participate in furnishing news and other material. This paper is published under faculty supervision, but news columns, features, editorials, advertising, makeup and mechanical work is of student origin. Election to the staff is a reward for prior services to the Journal and not by popular vote of the student body.

### **Intercollegiate Debating**

Debate teams, selected by competitive try-outs, meet teams from different universities and colleges during the Winter months. The University engages for its whole student body a Director of Debating who coaches the teams and supervises the intercollegiate activities in public debating. Through the co-operation of broadcasting stations, intercollegiate debates may be put on the air.

### **Dramatics**

Suffolk Players is an association of undergraduates organized for the purpose of fostering dramatics in the University. One or more dramatic productions are presented annually by the organization in the University Auditorium. Play-writing contests are held from time to time.

### **The Thomas J. Boynton Debating Society**

This society was organized in February 1937 under the leadership of Professor Francis J. O'Connor of the Department of English of the College of Liberal Arts. Membership in the society is open to students in the College of Journalism, College of Liberal Arts, and College of Business Administration. Inter-Departmental debates and interclass debates are features of the work of this society. The society usually engages in a debate with a team representing the Suffolk University Law School Debating Club.

### **The Wilmot R. Evans Oratorical Prize**

Established by members of the faculty of Suffolk University College of Liberal Arts, this will be an annual contest open to students of the College of Journalism, as well as the College of Liberal Arts and the College of Business Administration, for excellence in original oration upon an assigned topic common to all contestants. Elimination trials will be held on or before March 15th, the prize contest to come on April 15th with eight competitive orations. A first prize of \$25 and a second prize of \$15 will be awarded to the winners.

### **Musical Clubs**

University Glee Club and University Orchestra will be composed of vocalists and instrumentalists who are selected competitively.

### **Athletics**

The University encourages forms of intercollegiate and inter-departmental athletics that are suited to its organization and educational program. Sports such as swimming, golf, tennis, and volley ball will be organized as demand and facilities seem to make advisable.



## STUDENTS, 1937-1938

Anshen, Irving .....	Brighton
Ballou, Robert Ai .....	North Dighton
Barzelay, John Abraham .....	Quincy
Belgiorno, Louis Salvatore .....	East Boston
Benedict, Gillis MacBain .....	Boston
Benuses, Joseph George .....	South Boston
Bonaccorsi, Maria Lydia .....	Lawrence
Campbell, Douglas Forster .....	Lawrence
Coppola, John Domenic .....	Boston
Dolloff, Maurice Eugene .....	West Medford
Drepperd, John Kline .....	Waltham
Hahn, Marshall Irving .....	Allston
Howard, James Henry .....	Reading
Hupman, Richard Dalhouse .....	Mebane, North Carolina
Jachrimo, Timothy .....	Boston
Kazarian, Harach .....	Bedford
McDonald, George Frank .....	Jamaica Plain
McHugh, Richard Francis .....	Cambridge
Mitchell, William Joseph .....	Boston
Newhall, Guy Folsom .....	Dedham
Nickerson, Willard Hollis .....	Nantucket
O'Brien, William Thomas, Jr. ....	Dalton
Rand, James Freeman .....	Dorchester
Robinson, Verne Winslow .....	Boston
Sanborn, Virginia .....	Allston
Shershow, Harry .....	Malden
Smith, Nellie Anne .....	Andover
Snow, Mary-Lou .....	Danvers
Sparkes, Arthur James .....	Medford
Tammamaro, Daniel Joseph .....	Boston



## GIFTS AND BEQUESTS

Gifts and bequests of money, securities or real estate are gratefully received by Suffolk University.

To serve the University in this way it is not necessary to make a large gift or bequest. There are doubtless many who, without injury to family or other interests, could give or bequeath \$500, \$1,000, or \$5,000; and some who might bequeath a much larger sum.

In order to extend its educational service, Suffolk University will welcome gifts and bequests:

- (a) For Endowment
  - (1) of professorships in any department
  - (2) of Library in any department
  - (3) of scholarships in any department
  - (4) unrestricted
- (b) For Equipment and Buildings
  - (1) reference books in any department
  - (2) additional equipment for science laboratories
  - (3) additional buildings

Unless other use is specified, it is the general policy of the University to designate funds so given as a part of the permanent unrestricted endowment. In this case, the principal is never expended, but is loaned on adequate security.

The President of the University or the General Chairman of the Improvement and Endowment Campaign will gladly confer with any prospective donor as to the needs of the various departments.

## FORM OF BEQUEST

I give and bequeath to Suffolk University, a corporation organized by the Legislature of Massachusetts for the education of deserving youth by Chapter 237, Acts of 1937, to be applied to the educational uses and purposes of the said University and under its direction the following sums:

## INDEX

- Absence, 33
  - From classes, 33
  - From examinations, 35
- Admission, 15-17
  - Advanced Undergraduate standing, 16
  - Committee on, 13
  - Freshman Class, 15
  - Refusal, 16
  - Requirements, 15
  - Special students, 17
  - Subjects, 15
- Advanced Undergraduate standing, 16
  - Transcript of Credits, 16
- Advantages of Boston, 37
- Advertising, 23
- Aid, 30
- Argumentation, 24
- Athletics, 40
- Attendance, 33
  - Coupons, 33
- Auditorium, 39
- Bachelor of Science in Journalism, admission, 18
  - Requirements, 18, 19
- Biology, courses, 25
  - Laboratory, 38
- Bills, 30
- Bookstore, 39
- Boston, Advantages of, 37
- Buildings and Equipment, 37, 39
- Bureau, Placement, 32
- Calendar for 1938, 1939, 1940, 2 College, 5
- Certificate, physicians, 33
- Charter, 7
- Charter Day, 5
- Class Hours, 14
- Class standing, 35
- Co-educational, 15
- Commencement Fees, 30
  - Week, 5
- Committees, Faculty, 13
- Conditions, 18, 31, 36
  - English, 18
  - Removal of, 36
  - Special Examinations, 35
- Corporation, 8
  - Officers, 9
- Correspondence, 4
- Coupons, Attendance, 33
- Courses
  - Changing, 34
  - Elective, 20
  - Five-year, 14
  - Limits, 33
  - Other Departments, 33
  - Other Institutions, 33
  - Outside Work, 14, 32
  - Withdrawals, 34
- Courses of Instruction, 20
  - Advertising, 23
    - Newspaper, 23
    - Principles, 23
    - Production, 23
    - Typography, 23
  - Argumentation, 24
  - Biology, 25
  - Broadcast Advertising, 23, 24
  - Creative Writing, 20
  - Debating, 24
  - Economics, 27
  - Editorial Methods, 20
  - English Composition, 24
  - English Literature, 24
  - Government, 26
  - History, 25
  - Journalism, 20-24
  - Law of the Press, 22
  - Natural Science, 25-27
  - News Writing, 20
  - Newspaper Administration, 21, 22
  - Psychology, 25
  - Public Speaking, 24
  - Publicity, 22
  - Radio Advertising, 23, 24
  - Social Science, 25
  - Sociology, 27
- Credits, 16
  - By advanced standing, 16
  - Grades, 35
  - Junior College, 16
  - Transcript, 16, 32
- Debating, 24, 40
- Dean's List, 35
- Degrees, B.S. in Journalism, 18
  - Admission Requirements, 18
  - Course Requirements, 18
  - Withholding, 30
  - With Honor, 19
- Directory, University, inside back cover
- Dramatics, 40
- Economics, 27
- Editorial Methods, 20
- Employment, 32
- English, 24
- English Deficiency, 18
- Entrance Dates, 14
- Entrance, Subjects, 15
- Examinations, 35
  - Fees, 30-32
  - Schedule, 35
  - Semester, 35
  - Special, 31
- Excuses, 33
- Executive Offices, 4, 37
- Expenses: See Fees, 30
- Faculty, 10-13
  - Committees, 13
  - Secretary, 13
- Failures, 35

## INDEX (Continued)

- Fees, 30-32
  - Examinations, 31, 36
  - Graduation, 31
  - Laboratory, 31
  - Matriculation, 30
  - Reduction, 30
  - Refunds, 30
  - Textbooks, 31
  - Transcript, 32
  - Tuition, 30
  - University, 30
- Five-Year Course, 14
- Founder's Day, 5
- Gifts and Bequests, 42
- Glee Club, 40
- Government, 26
- Grades, 35
- Graduation Fee, 31
- Historical Sketch, 6
- History, 25
- Honor, degrees with, 19
- Hours, lecture, 14
  - Office, 4
- Illness, 33
- Instruction, courses of, 20-27
- Interviews, 15
- Journal, The Suffolk, 39
- Junior College Credits, 16
- Laboratories, 38
- Law of the Press, 22
- Lecture, Halls, 37
  - Schedule, 14
- Library, 38
- Location of College, 37
- Lounges, 38
- Matriculation Fee, 30
- Mid-Year, 14
- Musical Clubs, 40
- Office, hours, 4
- Officers, Corporation, 8
  - Instruction and Administration, 10-14
  - University, 9
- Oratorical Contests, 40
- Orchestra, 40
- Physics, laboratory, 38
- Placement Bureau, 32
- Press, University, 39
- Program Changes, 34
- Promotion, class, 36
- Psychology, 25
- Radio Advertising, 23
- Readmission, 34
- Record, transcript of, 32
- Refund, 30
- Registration, 33
  - Attendance, 33
  - Fee, 30
  - From other Departments, 33
  - Late, 33
  - Limits, 33
- Re-registration, 34
- Reports, semester, 35
- Requirements for Admission, 15-17
- Requirements for Degrees, 18, 19
  - Bachelor of Science in Journalism, 18, 19
- Scientific Equipment, 38
- Schedule of Courses by Years, 28, 29
- Scholastic Standing, 34
- Semester Examinations, 35
- Semester hour, 14
- Semester report, 35
- Social Science, 25
- Special Examinations, 35
- Special Students, admission, 17
- Standing, scholastic, 34
  - Class, 35
- Student Activities, 39
- Students, list of, 1937-1938, 41
- Students
  - Admission, 14-17
  - Classification, 35
  - Part-time, 14
  - Reinstatement, 34
  - Re-registration, 34
  - Special, 17
  - Standing, 35
- Suffolk Journal, 39
- Suffolk Players, 40
- Suffolk University Press, 39
- Tests, 35
- Textbooks, 31
- Transcript of Record, 32
- Trustees, 8
- Tuition fees, 30
  - Arrears, 30
- Unit, definition, 16
- University Building, 37
- University Directory, inside back cover
- University Fee, 30
- University Glee Club, 40
- University, Officers in, 9
- University Orchestra, 40
- University Press, 39
- Withdrawals, 34



---

---

# SUFFOLK UNIVERSITY

## SUFFOLK LAW SCHOOL

Thirty-third year begins September 19, 1938.

Open to men and women.

Four-year course leading to the degree of LL.B.

Entrance Requirements—Sixty semester hours of work in an approved college.

Classes—Students may attend classes at: 10:00 A.M., 5:30 P.M., 7:30 P.M., Monday, Tuesday, and Friday.

Tuition—\$160 a year, payable quarterly.

## COLLEGE OF LIBERAL ARTS

Fifth year begins September 26, 1938.

Open to men and women.

Four-Year and Five-Year courses leading to the degrees of A.B., S.B., and B.S. in Education.

Courses leading to the degrees of A.M. and Ed.M. open to graduates of approved colleges.

Entrance Requirements—Graduation from an accredited high school or the completion of fifteen acceptable secondary school units.

Day and Evening Divisions—Monday, Tuesday, Thursday, and Friday, 9:15 to 12:00 M., or 6:00 to 9:00 P.M.

Saturday and Late Afternoon Courses.

Summer Session.

Tuition—\$160 a year, payable quarterly.

## COLLEGE OF JOURNALISM

Third year begins September 26, 1938.

Open to men and women.

Five-year course leading to the degree of B.S. in Journalism.

Entrance Requirements—Graduation from an accredited high school or the completion of fifteen acceptable secondary school units.

Evening Classes—Monday, Tuesday, Thursday, and Friday—6:00 to 9:00 P.M.

Tuition—\$160 a year, payable quarterly.

## COLLEGE OF BUSINESS ADMINISTRATION

Second year begins September 26, 1938.

Open to men and women.

Five-year course leading to the degree of B. S. in Business Administration.

Entrance Requirements—Graduation from an accredited high school or the completion of fifteen acceptable secondary school units.

Evening Classes—Monday, Tuesday, Thursday, and Friday—6:00 to 9:00 P.M.

Tuition—\$160 a year, payable quarterly.

## GRADUATE SCHOOL OF LAW

Fourth year begins September 26, 1938.

Open to men and women.

One-year course leading to the degree of LL.M.

Entrance Requirements—Graduation from Suffolk University Law School or another recognized law school with the degree of LL.B.

Classes—Monday, Tuesday, and Friday—6:00 to 9:00 P.M.

Tuition—\$160 for One-year course; \$175 for Two-year course.

---

*For further information regarding any of the above schools and colleges  
address Suffolk University*

*20 Derne Street, Boston, Mass.*

*Tel. Cap. 0555*

---

---

