

The
OHIO STATE UNIVERSITY
BULLETIN

VOLUME XLI

APRIL 14, 1937

NUMBER 18

COLLEGE OF COMMERCE
AND ADMINISTRATION

1937 - 1938

PUBLISHED BY THE UNIVERSITY AT COLUMBUS

Entered as second-class matter November 17, 1905, at the postoffice at Columbus, Ohio, under Act of Congress, July 16, 1894. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917. Authorized July 10, 1918.

The Ohio State University Bulletin is issued twenty-four times during the year: once in October; twice each month in November and December; three times in January; four times each month in February, March, and April; three times in May; once in June.

**COLLEGE OF COMMERCE AND
ADMINISTRATION**

1937-1938

**THE OHIO STATE UNIVERSITY
COLUMBUS**

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UNIVERSITY CALENDAR

1937

SUMMER QUARTER

May 24 to 28
June 21 to 28
June 21

June 22
June 26
July 4
July 26, 27, 28
July 23, 24
July 28
July 29
July 31
September 1, 2, 3
September 3
September 3

Entrance Examinations.
Physical Examinations for all new students.
Latest day for registration and payment of fees without penalty. (See page 21.)
Classes begin, 7:30 A.M.
Intelligence Test for all new students (Saturday P.M.).
Independence Day.
Final Examinations, first term (at regular class hours).
Physical Examinations for all new students.
First term ends, 6:30 P.M.
Second term begins, 7:30 A.M.
Intelligence Test for all new students (Saturday P.M.).
Final Examinations (at regular class hours).
Summer Convocation (Commencement), 2:00 P.M.
Summer Quarter ends, 6:00 P.M.

AUTUMN QUARTER

September 20 to 24
September 22 to 27
September 27
September 27

September 28
October 2

November 11
November 25, 26, 27
December 17, 18, 20, 21, 22
December 22
December 22

Entrance Examinations.
Freshman Week.
Physical Examinations for students other than Freshmen.
Latest day for registration and payment of fees without penalty. (See page 21.)
Classes begin, 8:00 A.M.
Intelligence Test for all new students other than Freshmen (Saturday A.M.).
Armistice Day. No classes after 12 M.
Thanksgiving Recess.
Final Examinations.
Autumn Convocation (Commencement), 2:00 P.M.
Autumn Quarter ends, 6:00 P.M.

1938

WINTER QUARTER

January 3 to 6
January 3

January 4
January 8
February 22
March 15, 16, 17, 18, 19
March 18
March 19

Physical Examinations for all new students.
Latest day for registration and payment of fees without penalty. (See page 21.)
Classes begin, 8:00 A.M.
Intelligence Test for all new students (Saturday A.M.).
University Day. No classes.
Final Examinations.
Winter Convocation (Commencement), 2:00 P.M.
Winter Quarter ends, 6:00 P.M.

SPRING QUARTER

March 28

March 29
March 28 to 30
April 2
May 27
May 30
June 7, 8, 9, 10, 11
June 11
June 12
June 13
June 13
June 13
June 20
September 2
October 4

Latest day for registration and payment of fees without penalty. (See page 21.)
Classes begin, 8:00 A.M.
Physical Examinations for all new students.
Intelligence Test for all new students (Saturday A.M.).
R.O.T.C. Review and Presentation of Commissions.
Memorial Day. No classes.
Final Examinations.
Alumni Day.
Baccalaureate Sermon.
Class Day.
Spring Convocation (Commencement).
Spring Quarter ends.
Summer Quarter (1938) begins.
Summer Quarter (1938) ends.
Autumn Quarter (1938) classes begin.

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Residence: 2000 Devon Rd.—KI-4271	
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Residence: 220 W. 10th Ave.—UN-1661	

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1936-1937

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JAMES M. WHITSETT, M.A.	<i>Instructor in Economics</i>

BUREAU OF BUSINESS RESEARCH

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VIVA B. BOOTHE, M.A., Ph.D., Assistant Editor of Bureau Publications
LESTER KELLOGG, A.B., A.M., Assistant Editor of Bureau Publications
JAMES C. YOCUM, B.Sc., M.A., Assistant Editor of Bureau Publications

COMMERCE EXTENSION

THOMAS L. KIBLER, M.A., Ph.D., Director and Professor of Economics
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THE OHIO STATE UNIVERSITY

LOCATION

The Ohio State University is situated within the corporate limits of the city of Columbus. It is supported by appropriations from the State and Federal governments. The University has almost 1,400 acres of land with nearly 400 acres in the campus. The total value of land, buildings, and equipment is \$22,888,501.00.

ORGANIZATION

For convenience of administration the departments of the University are grouped into organizations called Colleges. The Ohio State University comprises ten Colleges and a Graduate School, each under the administration of a Dean and College Faculty, as follows:

Graduate School, College of Agriculture (including the School of Home Economics), College of Arts and Sciences, College of Commerce and Administration (including the Schools of Journalism and Social Administration), College of Dentistry, College of Education (including the School of Nursing), College of Engineering (including the School of Mineral Industries), College of Law, College of Medicine, College of Pharmacy, College of Veterinary Medicine.

THE UNIVERSITY YEAR—FOUR QUARTERS

The University year is divided into four Quarters, each approximately eleven weeks in length. The Summer Quarter is further divided into two terms of approximately six weeks each. Complete courses that are so announced may be taken for either term or for the entire Quarter.

This *Bulletin* is devoted to the work of the College of Commerce and Administration for the Autumn, Winter, and Spring Quarters, 1937-1938. The announcements for the Summer Quarter are printed in the Summer Quarter Bulletin.

NOTE: Bulletins describing the work of the several Colleges may be obtained by addressing the University Examiner, The Ohio State University, Columbus, and stating the College in which the writer is interested. (For list of bulletins, see the last page.)

JUNIOR DEANS

The Junior Deans are the chief advisers of the Freshmen and Sophomores in all University matters. They keep a close supervision over the work of these students and help them to adjust themselves to their new surroundings.

The Junior Council, consisting of the Junior Deans and certain other members of the University Faculty under the leadership of the President of the University, have under consideration constantly the problems of providing more satisfactory methods of instruction for the increasing numbers of underclassmen, as well as the problem of adjusting the curricula of the various colleges to meet the varying needs of particular groups of students.

COLLEGE OF COMMERCE AND ADMINISTRATION

GENERAL INFORMATION

The general office of the College of Commerce and Administration is located in Room 107, Commerce Building, on the University Campus, near the Fifteenth Avenue and High Street entrance. The office is open continuously from 8 A. M. to 5 P. M. daily, except Saturday. On Saturday, the office hours are from 8 A. M. to 12 M.

The offices of the School of Social Administration are in the Commerce Building.

The offices of the School of Journalism are in the Journalism Building on the campus near Neil Avenue.

The offices of the President of the University, the University Examiner, the Registrar, and the Bursar are located in the Administration Building.

ORGANIZATION OF THE COLLEGE

The College of Commerce and Administration and the Schools of Journalism and Social Administration provide professional training in Business Administration, Public Service, Journalism, and Social Service. Students in Business Administration may pursue the General Business course or may follow specialized curricula along the following lines: Accounting, Finance and Banking, Industrial Management, Foreign Commerce, and Marketing. A curriculum is offered in Public Administration. Information concerning the curricula in Journalism and Social Administration is given in separate bulletins of these Schools.

A combined curriculum is offered in Commerce-Law which leads to the degree, Bachelor of Science in Business Administration at the end of the fourth year, and the degree, Bachelor of Laws at the end of the sixth year.

COMBINATION CURRICULA

Combined curricula in the Colleges of Arts and Sciences and Commerce and Administration for the two degrees of Bachelor of Arts and Bachelor of Science in Business Administration are available. Full description of this plan is given in the Bulletin of the College of Arts and Sciences.

A combination curriculum, including Engineering and Commerce, may be arranged for those interested.

COMMERCE-EDUCATION

A candidate who has completed all of the requirements of the College of Commerce and Administration in the curriculum in General Business or in Accounting, leading to the degree, Bachelor of Science in Business Administration, or in the curriculum leading to the degree, Bachelor of Science in Journalism, and who has completed all of the requirements of the College of Education in a related curriculum in commercial education, leading to the degree, Bachelor of Science in Education, and who has received credit for two

hundred forty-one Quarter-hours, including military science, physical education, and hygiene, will be recommended for the two degrees. A student pursuing any other curriculum in the College of Commerce and Administration may likewise become eligible for the two degrees provided his program in the Education major and minors is approved by the Executive Committee of the College of Education.

Students pursuing the joint curriculum are advised to register in both colleges at the beginning of the junior year, if possible. In every case the candidate shall have met all the requirements of the University relating to residence in the colleges conferring the degrees.

COMMERCIAL TEACHER TRAINING FOR SECONDARY SCHOOLS

All students expecting to teach commercial subjects and journalism should register in the College of Education. The curricula offered in the College of Commerce and Administration are not intended for students who intend to teach in the public schools. Such students should register in the College of Education.

GRADUATE WORK

Graduate study may be undertaken in any of the departments of the College. Such work is under the direction of the Graduate Council and the chairman of the department concerned. Students desiring to do graduate work should register in the Graduate School. A special bulletin, giving information on details of registration and listing available courses, may be obtained by application to the University Examiner.

All graduate students registered in "600" courses are required to complete a certain amount of work in addition to that required of undergraduates. This may consist of reading additional books on the subject, the presentation of reports, or of such other work as the instructor in charge of the course may deem wise.

GRADUATE CREDIT FOR SENIORS

A senior whose full time is not required for the completion of the work for his baccalaureate degree may select certain courses for graduate credit, *but to do this the permission of the Graduate Council (Room 106, University Hall) must be obtained before registering for the courses.*

BUREAU OF BUSINESS RESEARCH

The purposes of the Bureau of Business Research are to serve as a laboratory for the faculty and students of the College of Commerce and Administration and at the same time to make cooperative studies in business and industry, which will be useful in the commercial and industrial development of the state.

The studies made and services rendered by the Bureau should be of value to the business concerns cooperating in the studies. They should also be useful to the faculty in the development of illustrative and problem material for the courses offered in the College. In so far as it may be feasible, advanced undergraduate and graduate students will be used to assist staff members in studies which are undertaken. This service will have a value in acquainting students with research problems and methods.

It is expected that staff members of the Bureau will be subject to call in making the results of their studies available to students in the College. It is also a part of the plan of the College to assign from time to time members of the Bureau Staff to campus teaching or Extension service and likewise to transfer staff members of the Extension or campus teaching departments to research projects in the Bureau.

The files and data collected by the Bureau will also be subject to use by members of the Faculty in connection with their College work.

DEPARTMENT OF EXTENSION

The Department of Extension is designed to carry university training, in the field of the jurisdiction of the College, to adult men and women of the state. It addresses its appeal to two classes: first, to business executives, department heads, and assistants, who are qualified by education or experience to pursue work of university grade; and secondly, to that very large constituency in our adult citizenship whose circumstances have not permitted them to receive the advantages of university training and whose experience would not enable them to pursue with profit those standard courses provided for those of the first class.

A separate announcement is published by the Department of Extension, which may be had on application.

REGULATIONS FOR EXTENSION COURSES

I. All courses offered are under the joint supervision of the chairman of the department concerned and the Director of Extension.

II. Each course listed is designated as a "standard university extension course" and will continue for a period of approximately twelve weeks, the classes meeting two hours each week.

III. The satisfactory completion of a standard extension course will entitle the properly qualified student to two Quarter-credit hours.

IV. No student will be permitted to apply in excess of sixty Quarter-credit hours of extension credit toward a degree.

TRIPS

Trips are planned each year for the students in the courses in Business Administration. The trips include manufacturing plants in Columbus and other cities, and some of the banking houses. In each instance, men connected with the plants give brief addresses on the industrial processes or the methods of organization of the establishment.

It will be the aim of the College in the future to extend the scope of this kind of work, and to make it a definite part of the student's training.

BUSINESS POSITIONS

Although the College does not guarantee its graduates positions upon graduation, the instructors frequently receive requests from employers for men trained in their respective lines, and the College authorities are always glad to respond to such calls. The College solicits such applications from employers and on its part promises to recommend its graduates only when convinced that they possess the qualifications desired by employers who apply.

The College has a standing committee on employment service which keeps a careful record of present and former students and devotes much time to placing its graduates in suitable positions. Applications should be made to the Employment Committee of the College or to the Dean of the College of Commerce and Administration, The Ohio State University, Columbus.

HONORARY AND PROFESSIONAL FRATERNITIES IN COMMERCE AND JOURNALISM

Chapters of seven national fraternities in Commerce and Journalism—four in Commerce, one in Accounting, and two in Journalism—have been organized in the College. They are: Alpha Kappa Psi, Delta Sigma Pi, Beta Gamma Sigma, Phi Chi Theta, Beta Alpha Psi, Sigma Delta Chi, and Theta Sigma Phi.

The Beta Gamma Sigma Fraternity is an honorary organization. The

local chapter of Beta Gamma Sigma is open to Junior and Senior men and women, who in scholarship are in the upper fifth of the class. One-half of the upper fifth may be considered with reference to scholarship and to promise of success in business.

Beta Alpha Psi is the national accounting fraternity. Membership is restricted to Junior students majoring in accounting. Election is based partly upon scholarship.

In the Department of Journalism are two national professional groups—Sigma Delta Chi (for men) and Theta Sigma Phi (for women), both of which are self-perpetuating, the members being elected from the Junior and Senior classes, because of superior work and promise of success in their chosen calling. The members pledge themselves to follow some phase of publishing, and these nation-wide organizations have come to include a younger generation of men and women who are attaining prominent places in the newspaper profession.

UNIVERSITY HEALTH SERVICE

Hayes Hall

Medical Staff: Dr. John W. Wilce, Director; Dr. M. F. Osborn, Dr. J. M. Foley, Dr. James A. Beer, Dr. Shirley Armstrong, Dr. Charlotte Winnemore, Dr. Theodore Allenbach, four occasional clinical and examination assistants, eight specialized occasional consultants, two nurses, and one technician.

Office Hours: When the University is in session, daily 8:30 to 12:00 and 1:00 to 4:30; Saturday, 8:30 to 12:00. Limited service, 12:00 to 1:00. Phone: Campus 461.

The objects of the University Health Service are:

(1) To protect, maintain, and improve the health of students by cooperation in entrance examination; early diagnosis and control of all contagious conditions, in cooperation with other health agencies; individual health guidance, through personal conference; first aid and casual treatment of students on the campus; periodic health examinations for seniors, food-handlers, and special cases; consultant specialist service for certain cases; full cooperation with family physician, other physicians, and health agencies; centralized correlation of other health agencies on the campus; maintained emphasis of preventive medicine.

(2) To serve as the primary coordinating agency with University Personnel officials in individual student health appraisal and health problems which involve the maintenance, discontinuance, or improvement of students' university relationships.

(3) To furnish a limited degree of hospitalization for observation, diagnosis, or treatment of emergency conditions, when in the judgment of University Health Service physicians it is thought necessary. (Responsibility for special hospital treatment is not assumed by the University Health Service.)

STUDENT AUTOMOBILES

The University does not bar the use of automobiles by students. However, students can be given only very limited parking space on the campus, and the use of autos is discouraged. Unless the student drives a long distance to and from his home each day or is physically incapacitated, he does not need a car while attending the University. The cooperation of parents in this matter is earnestly desired.

MILITARY SCIENCE

In accordance with the Morrill Act, passed in 1862, under which the University was established, military instruction must be included in the curricula.

The Board of Trustees, therefore, requires all male students, both special and regular, unless excused by the Department of Military Science and Tactics, to receive military instruction during the first two years in Engineer Corps, Field Artillery, or Signal Corps.

The Reserve Officers' Training Corps was established under the National Defense Act of June 3, 1916, and June 4, 1920, the required two years' work being included in its four-year course, the third and fourth years being elective. Instruction is given in Engineer Corps, Field Artillery, and Signal Corps.

Uniform is furnished Freshmen upon deposit of approximately \$25.00 being made with the Contractor. The University has adopted its own style of uniform, which is required to last two years. Last year the Basic Course students were paid commutation of uniforms amounting to \$9.00 each for the academic year. This allowance is prorated monthly to students who do not remain in attendance during the entire academic year, but is paid by the Bursar in whole or in part only at the close of the Spring Quarter of each academic year.

Students taking Advanced Courses in Military Science receive commutation of rations which last year amounted to twenty-five cents a day and is payable quarterly, and commutation of uniform which last year amounted to \$29.00 for the First Year Advanced men (Juniors), and to \$9.00 for the Second Year Advanced men (Seniors).

The total credit in this department allowed toward a degree is eighteen Quarter hours, exclusive of Field Artillery 421-422-423, 424-425-426, Signal Corps 441-442-443, 444-445-446, or Engineer Corps 407-408-409, 410-411-412, required of all male students in the first and second years, for which six credit hours are granted.

Enrollment in the Engineer Unit will be confined to students of the Engineering College. Engineering students who intend to take Electrical Engineering or Engineering Physics are eligible for the Signal Corps Unit. All other students required to take military science will be assigned to the Field Artillery Unit.

PHYSICAL EDUCATION

Courses in Physical Education and Health Education are conducted by the Department of Physical Education.

Regular class exercise, two hours each week, is required during the first year of a male student's residence at the University or until he has successfully completed one year of Physical Education. Women students are required to complete two years' work. Hygiene, one hour each week, is required of both men and women during one Quarter of the first year. A thorough physical examination is required of all undergraduate students entering the University for the first time. Physical defects, abnormalities, and weaknesses are noted, and exercise is prescribed to fit the student's individual needs.

MEDALS AND PRIZES

THE BRYAN PRIZE

Through the generosity of the late Hon. William J. Bryan an annual prize of \$60 is offered for the best essay on a subject involving the principles underlying the American government. Competition for this prize is open to all graduate students who are alumni of this University, and to all members of the graduating class. For further information, make inquiry of the Chairman of the Department of History.

THE WOLFE JOURNALISM HONOR MEDAL

The foundation for the medal, the first of its kind in the country, was a gift to The Ohio State University in 1919, of \$1,000 by the late Robert F.

Wolfe, Columbus newspaper publisher. The medal is offered each year to the student whose grades and thesis are deemed worthy of the award. It was first awarded in June, 1921.

THE JOHN GORDON BATTELLE MILITARY PRIZE

The income of the John Gordon Battelle fund, established in 1916, is to be used as a yearly prize for senior officers in the cadet regiments of the Infantry and Field Artillery Units for the best solution of a military map problem. The income is now sufficient to offer a substantial prize to the winner in each of these units.

THE SWORD OF '86

The Class of 1886 presented the Military Department with a prize sword to be presented to the Cadet Captain of the Infantry Company which wins the Annual Competitive Drill of the Cadet Regiments, who has the privilege of wearing it for one year. At the close of the year he is presented with a regulation Officer's sword and belt to be his personal property, and the Sword of '86 is returned to the Military Department.

DELTA SIGMA PI SCHOLARSHIP KEY

By gift of Nu Chapter of Delta Sigma Pi (national professional commerce fraternity) a Gold Key is awarded annually to that Senior who upon graduation, in the opinion of the Faculty, ranks highest in scholarship for the entire course in Commerce.

ALPHA KAPPA PSI SCHOLARSHIP AWARD

Alpha Kappa Psi Fraternity awards annually the Alpha Kappa Psi Scholarship Medallion to the male student in the junior class in the College of Commerce and Administration who possesses the highest scholastic average for three years' work taken in this university.

CHI OMEGA PRIZE

By gift of Chi Omega Sorority a prize of \$25 is offered annually for the best paper by a university woman on some phase of economics or sociology. The paper must be submitted to the Dean of the College of Commerce and Administration by May 1 each year.

HONORS AND DEGREES WITH DISTINCTION

ANNUAL HONOR LIST

Early in the Autumn Quarter of each academic year an Honor List is prepared and published. This list contains the names of the students in the College of Commerce and Administration who have received a point-hour ratio of at least 3.5 during three of the four Quarters of the preceding academic year.

DEGREES WITH HONORS

Graduation with Honors is awarded on the basis of the grades in the entire work offered for the degree, if done in The Ohio State University. Only students who present at least 90 Quarter hours of work done while enrolled in this University shall be eligible. A student will be recommended for the degree of Bachelor of Science *with Honors*, if he has received a point-hour ratio of 3.5.

DEGREES WITH DISTINCTION IN SPECIAL SUBJECTS

The degree Bachelor of Science *with Distinction* in a special subject will be recommended in the case of superior students who have fulfilled the requirements of the College, as specified below, and are recommended for

distinction by the department or departments concerned. Such distinction may be in addition to the degree *with Honors*, or in lieu of the same.

The student should make application at the College office in his junior year for graduation with distinction, but applications will be received at any time prior to the beginning of his final Quarter. The program which he is to follow in his work for distinction shall be arranged with the department or departments concerned.

A candidate for distinction must not fall below "B" in the work presented for distinction, or below "C" in his other work unless special exception is made by the department concerned; his candidacy for distinction shall cease whenever he fails to meet these requirements.

In the student's last Quarter a committee from the department or departments concerned will give the candidate a comprehensive examination on the work presented for distinction and will recommend him for *Distinction* or *High Distinction*, if he is deemed worthy. The examination may be written or oral, or both. Successful candidates will be excused from examinations in courses in their special fields at the end of the Quarter in which the comprehensive examination is taken, and unsuccessful candidates may be so excused at the discretion of the departments.

ADMISSION

The College of Commerce and Administration is open on equal terms to men and women.

METHOD OF ADMISSION

The admission of students is in charge of the University Entrance Board which determines the credits that shall be issued on all entrance examinations and certificates, and furnishes all desired information to applicants. Correspondence relating to admission should be addressed to the University Examiner, The Ohio State University, Columbus.

REQUIREMENTS FOR ADMISSION

A graduate of a high school of the first grade in the State of Ohio will be admitted to the College of Commerce and Administration upon presentation of his certified course of study to the University Examiner. Blank forms will be furnished on application. Graduates of high schools in states other than Ohio will be considered for admission if their certificates are accepted by the leading colleges of their own states. Graduates of approved preparatory schools and normal schools will be considered for admission by certificate. Any candidate may be admitted upon examination covering fifteen units of college entrance subjects. Detailed information may be secured by addressing the University Examiner.

HIGH SCHOOL UNITS

The following distribution of high school units for students entering the College of Commerce and Administration is the most desirable and is strongly recommended: English, three units; American history and civics, one unit; mathematics (algebra and geometry), two units; natural science, two units; one language other than English, two units; additional credit in these or in other subjects, five units. If these units are not presented for entrance, deficiencies must be made up on entering the University, the removal of such conditions taking precedence over all university work.

ADMISSION WITH ADVANCED STANDING

An applicant who comes from an approved college and submits through his college registrar an official and explicit transcript describing his entrance credits, his courses of study and scholarship, and giving evidence of good standing, will be admitted to the University, provided he has maintained at least an average scholastic record. If the applicant is deficient in high school units the deficit will be made up from his college credits.

If no high school units are presented, one full year of college credits (forty-five Quarter or thirty semester hours) will be used to satisfy the entrance requirements.

A special application blank for students who desire to enter with advanced standing, will be forwarded upon request addressed to the University Examiner's office.

SPECIAL STUDENTS

While the College does not encourage the registration of special students, persons of mature years who have had business experience and who cannot meet all entrance requirements may be considered for admission to take specified courses. Such students should be at least twenty-one years of age and should give satisfactory evidence of their ability to carry the work for which they register. The admission of special students requires the joint action of the University Examiner and the Dean of the College. Inquiry concerning such admission should be addressed to the University Examiner. A personal interview with an applicant for admission as a special student is desired.

REQUIREMENTS FOR GRADUATION

To qualify for graduation from the College of Commerce and Administration, the candidate must meet the following requirements.

AMOUNT OF WORK

One hundred and ninety-six credit hours, including the requirements in military science, physical education, and hygiene, will be required for graduation.

FIXED REQUIREMENTS

(1) **Military Science** is required of all men under twenty-five years of age during the first six Quarters, with a credit of one hour each Quarter.

(2) **Physical Education** is required of all men during the first three Quarters, with a credit of one hour each Quarter, and of all women during the first six Quarters, with a credit of one hour each Quarter.

(3) **Hygiene** is required of all students during the first or second Quarter, with a credit of one hour.

NOTE: Exclusive of the above fixed requirements the student should carry at least 15 hours each Quarter the first two years, or a total of 90 credit hours. He should carry 96 credit hours or an average of at least 16 hours each Quarter during his third and fourth years.

ACADEMIC REQUIREMENTS

Foreign Language Requirements. Students who have had no foreign language work or but one unit of foreign language in high school will be required to take ten hours of foreign language in the University without college credit. Those offering two units of any one foreign language from the high school are not required to take any additional work in foreign language in the College, except in the Foreign Commerce group. (See page 30.)

English Requirements. All students are required to take a minimum of ten hours of English, five hours of which must be in American literature. Students in the third or fourth year who are unable to express themselves in good English may be required to take additional English without credit.

Natural Sciences. All students will be required to take ten hours in any one of the following sciences: Anatomy, Astronomy, Bacteriology, Botany, Chemistry, Geology, Mineralogy, Physics, Physiology, and Zoology. (See group requirements.)

POINTS REQUIRED FOR GRADUATION

The number of credit points required for graduation shall amount to not less than 1.8 times the number of credit hours undertaken by the student at this institution. The student is required to attain a minimum ratio of 2.25 points in his major field, the number of hours considered to be forty or more according as may be determined by his advisers. (For Point System see page 27.)

DEGREES GRANTED

The degree, Bachelor of Science in Business Administration, will be conferred on persons who complete satisfactorily the work as outlined in Business Administration.

The degree, Bachelor of Science in Social Administration, will be conferred on persons who complete satisfactorily the requirements for the degree in Social Administration.

The degree, Bachelor of Science in Journalism, will be conferred on persons who complete satisfactorily the curriculum in Journalism.

MASTER OF BUSINESS ADMINISTRATION

Students who are interested in graduate work should consult the description of the program leading to the degree, Master of Business Administration, found in the Bulletin of the Graduate School.

REGISTRATION

FRESHMAN WEEK

All Freshmen are required to be present at the University for a special Freshman Program which precedes the opening of the University. This program will begin on Wednesday, September 22, at 3:00 P. M. and will continue through the following Monday, September 27. This session is known as Freshman Week.

During this period Freshmen will become familiar with the Campus. They will be given needed information on the history and traditions of the University, as well as definite information on student activities and eligibility requirements. There will be lectures and discussions of vital importance to any student beginning his college career. Faculty advisers will conduct personal interviews with students to discuss their plans for a university education.

Intelligence tests, physical examinations, and placement tests are also a part of the Freshman Week Program.

The program of Freshman Week is planned to give students, new to the Campus, an opportunity to adjust themselves to new conditions before the regular routine of class-room work begins.

Freshmen must be present on the opening date, September 22, for the first meeting, scheduled at 3:00 p. m. A penalty of \$5.00 for each day of absence will be imposed. This is the usual penalty for late registration. The exercises of Freshman Week will be of the greatest benefit to the Freshmen and attendance upon them is required. All cases of failure to appear on this day or to be present at any of the exercises of Freshman Week will be reported to the President for action.

All Freshmen are urged to complete their registration and pay their fees before September 22, in order that they may be free to participate in the program of Freshman Week.

TRANSFER STUDENT DAY

All students above freshman standing, i.e., with more than 45 Quarter-hours of transferred credit who enter The Ohio State University from other institutions in the Autumn Quarter are required to attend the Transfer Student Day orientation program. This program is held during the first week of the Autumn Quarter. Its purpose is to give these students an opportunity early in the academic year to become better acquainted with the University which they have entered, to make appropriate adjustments, to meet the Deans and other members of the faculty and to become informed concerning some of the University regulations which will have a bearing upon their satisfactory progress.

Three meetings will be held. The first of these is University-wide in character and is for all students above freshman standing who are entering from other universities and colleges. For the second meeting students will assemble in groups by Colleges. The third meeting is for all women students above freshman standing who are entering Ohio State University from other institutions.

Detailed programs will be furnished to each advanced transfer student before the opening of the Autumn Quarter. Attendance at these meetings is required. No one will be excused except upon written permission of the Secretary of the College.

REGISTRATION

Under the Quarter plan each student will present his program of studies for only one Quarter at a time. Election cards for registration are obtained from the Registrar and are ready for distribution approximately two months prior to the opening of the Quarter. The exact date will be published in the Official Daily Bulletin and definite days will be announced during which every student in residence will be required to file his program of studies for the following Quarter. Persons who are not in residence may register in person or by mail at any time after the election cards are available for the following Quarter. Fees may be paid as soon as fee cards have been received by the student from the Registrar. *Students are expected to pay their fees before the day designated in the University Calendar for classes to begin and to report promptly to their classes on the first day that classes are scheduled.* Students who have registered sufficiently early usually receive fee cards approximately three weeks prior to the opening of the Quarter. *It is to the advantage of all students to register as early as possible,* since the size of many sections is limited and they are completely filled early during the registration period.

Applicants presenting themselves after the opening of the Quarter can be admitted only for exceptional reasons and by action of the Executive Committee of the College. In general, a student who is permitted to enter after the close of the first week of a Quarter will be given a schedule diminished by one full course below the normal requirement for that student.

FEEES AND EXPENSES

Registration is not complete until all fees have been paid. No student will have any privileges in the classes or laboratories until all fees and deposits are paid.

Since all fees are due and payable as a part of the student's registration, before the day designated in the University Calendar for classes to begin, no person should come to the University for registration without money sufficient to cover all of his fees and deposits.

A penalty of \$5.00 for each succeeding day or fraction thereof will be assessed for failure to comply with this rule except in the case of a new student granted permission by the Dean of his College to register after the opening of the University.

1. Matriculation fee (non-returnable)
 - Required of every student on first admission to the University\$15.00
2. Incidental fees
 - Incidental fees do not vary with the number of courses taken
 - Quarter fee for a resident of Ohio..... 20.00
 - *Quarter fee, including non-resident fee, for a non-resident of Ohio 70.00
3. Special fees
 - (a) General Activities fee..... 4.00
 - (b) Physical Education Laboratory fee..... 2.00
 - Required each Quarter of all students taking gymnasium work. It includes locker and towel service
 - (c) Swimming fee 1.00
 - Students enrolled in swimming classes are required to pay a Natatorium deposit for the use of bathing suits
 - (d) Laboratory Breakage deposit—amount varies with course.....from 1.00 to 20.00
 - Students are required to pay for all materials consumed in laboratory work. The laboratory deposit must be made at the time of registration before the student may enter the laboratory. All laboratory supplies are sold to students at the Laboratory Supply Store, Chemistry Building, and charged against the deposits (See page 22). Instructors shall not permit students to engage in laboratory work unless the student has shown a receipt from the Bursar for deposit paid
 - (e) Deposit for military uniform for Freshmen(approximately) 25.00

NOTE: When checks given for payment of fees are not paid on presentation at bank, registration will be automatically cancelled and receipts given considered null and void.

*NON-RESIDENT FEE

Every student who is not a legal resident of the State of Ohio is required to pay a non-resident fee of \$50.00 each Quarter (or \$25.00 each term of the Summer Quarter) of his residence in the University in addition to other University fees. The burden of registering under proper residence is placed upon

the student. If there is any possible question of his right to legal residence the matter should be brought to the attention of the Registrar and passed upon, previous to registration or the payment of fees. Any student who registers improperly under this rule shall be required to pay not only the non-resident fee but shall be assessed a penalty of \$10.00. Students who do not pay this fee within thirty days after they have been notified that the non-resident fee has been assessed against them, will have their registration in the University cancelled.

No person shall be considered eligible to register in the University as a resident of the State of Ohio unless he has been a *bona fide* resident in the State twelve consecutive months next preceding the date of his original enrollment, and no person shall be considered to have gained or lost a residence in this State for the purpose of registering in the University by any conduct of his own while he is a student in the University, unless after attendance at the University for one year it can be clearly established by the student that his previous legal residence has been abandoned and a new one established in Ohio for purposes other than merely attending the University; but persons whose legal residence follows that of other persons, as hereinafter provided, shall be considered to have gained or lost legal residence in this State for such purpose while students in the University according to changes of legal residence of such other persons, except that such legal residence shall not be considered to be so gained until twelve months after such other person becomes a legal resident of this State.

MINORS: The residence of minors shall follow that of the legal guardian, regardless of emancipation; but in case a resident of Ohio is appointed guardian of a non-resident minor, the legal residence of such minor for the purpose of this rule shall not be considered to be established in the State of Ohio until the expiration of twelve months after such appointment.

WIVES: The residence of wives shall follow that of husbands.

ALIENS: Aliens who have taken out their first citizenship papers and who have been residents of Ohio for twelve months next preceding the date of their original enrollment in the University, shall be regarded as eligible for registration as residents of Ohio.

TEXTBOOKS

Textbooks. Students should not purchase textbooks until they are advised by the instructors of their respective classes.

ROOM AND BOARD

Room and Board. (See Living Arrangements, page 24.)

RETURN OF FEES ON WITHDRAWAL

Fees are returnable in case a student withdraws on account of sickness or for other causes entirely beyond his control, if such withdrawal is made during the first thirty days of the Quarter. Students withdrawing under request from the University are not entitled to any return of fees. Permission to withdraw, given in writing by the Dean of the College, must be presented to the Bursar within this thirty-day period. Ordinarily no more than one-half of the fees paid will be refunded; if the case has exceptional circumstances it should be referred to the President for his judgment.

No fees will be returned in case of withdrawal of students until thirty days have elapsed from the date of withdrawal.

If fees are paid under mistake of law or fact they are returnable in full. Fees are not returnable except as provided in this rule.

On Laboratory Deposits. If a student is forced to withdraw from a laboratory course during a Quarter, he must first secure permission from his Dean.

No portion of a laboratory deposit of \$5.00 or less shall be returned, unless the course is officially dropped by the student and request for refund presented within thirty days after the payment of the deposit.

On a laboratory deposit of \$6.00 or more the unexpended part of the deposit is returnable if called for on or before the close of the Spring Quarter of the fiscal year in which the deposit has been made.

An order for refund for the unexpended portion of the deposit may be obtained by applying at the Laboratory Supply Store, Chemistry Building. The unexpended part of the deposit will be paid at the Bursar's Office on presentation of the order for refund.

SPECIAL FEES—PENALTIES

PENALTY FOR ABSENCE DURING FRESHMAN WEEK

Freshmen must be present on the opening date, September 22, for the first meeting, scheduled at 3:00 p. m. A penalty of \$5.00 for each day of absence will be imposed. This is the usual penalty for late registration. The exercises of Freshman Week will be of the greatest benefit to the Freshmen and attendance upon them is required. All cases of failure to appear on this day or to be present at any of the exercises of Freshman Week will be reported to the President for action.

PENALTY FOR FAILURE TO KEEP APPOINTMENT FOR PHYSICAL EXAMINATION

A penalty of \$1.00 will be assessed for failure to keep appointment for Physical Examination or for change in date of Physical Examination.

FEE FOR LATE FILING OF ELECTION CARDS

A student who fails to file his election card within the required time (see page 20) must pay a penalty of \$1.00 for each day of delay, the maximum fine being \$5.00.

FEE FOR CHANGES IN APPROVED ELECTION CARDS

Changes in approved election cards will be made only upon the approval of the Dean and payment of \$1.00 for each change involved unless such payment is waived by the Dean approving the change.

FEE FOR CHANGES IN APPROVED SCHEDULE ASSIGNMENTS

Changes in approved schedule assignments will be made only upon the approval of the Registrar and the payment of \$1.00 for each change involved unless such payment is waived by the Registrar.

COST OF A YEAR'S WORK

One of the most perplexing questions that confronts a prospective student is what the course is going to cost him a year.

The total cost of a year's work—three Quarters, will depend considerably upon the course pursued. In some courses, such as chemistry, considerable material is used by the student, and this must be paid for by him. The cost of books is an item which varies greatly with the course.

In order to furnish information, there is listed below an estimate of the average payments required by the University for the Freshman year and the estimated cost for room and board at a safe price. These two items are sometimes reduced slightly where two students occupy the same room and where boarding clubs are economically managed. Fees to the University are paid at the beginning of each Quarter.

ESTIMATE OF EXPENSES

Matriculation Fee (non-returnable).....	\$ 15.00
Incidental Fee.....	60.00
General Activities Fee.....	12.00
Physical Education Laboratory Fee.....	6.00
Deposits to cover laboratory materials and breakage.....	40.00
Deposit to cover military uniform..... (approximately)	25.00
Books	30.00
Board—Men (5.00 a week).....	\$180.00
Women (Dormitories)	180.00
Room Rent—Men (\$10.00 a month).....	90.00
Women (Dormitories)	117.00
<hr/>	
Total (Men)	\$458.00
(Women)	460.00

NOTE: In order to meet all the necessary expenses of registration, deposit for uniform, books, and other expenditures incident to securing a room and board, a student should come prepared to spend from \$75 to \$100 during the first ten days of a Quarter. After that period, his board and room rent will constitute the major part of his expenses.

STUDENT PERSONAL EXPENSE FUNDS

The incoming student will save himself much time and trouble by taking a few simple precautions in regard to his personal expense money. The student should bring enough cash to cover all expenses for several days. If he does not wish to carry cash, he should use travelers' checks, as they are readily cashed. If he does bring a check, it should be in the form of a bank draft or cashier's check. The student who has a check should not wait until he has spent all his money before cashing the check for it may take several days to collect it. Be sure that any checks that are for payment of fees are drawn for the exact amount of the fees.

The following facts concerning the cashing of checks should be borne in mind by parents and prospective students:

(a) The Ohio State University does not cash checks.

(b) Checks for fees will be accepted by the University, but only when the check is drawn for the exact amount of the fees.

(c) Banks do not cash checks for strangers unless the check is endorsed by a customer of the bank or some person of known responsibility. This rule applies to cashier's checks, bank drafts, and certified checks.

The student who intends to use a checking account will find that an account in Columbus will be of more value than an account at home or in some other city. An account with a Columbus bank will provide a safe place for depositing funds, will help create a local credit standing, will furnish a means of depositing and cashing checks, and will help the student to understand banking practices.

LIVING ARRANGEMENTS

The President of the University has the authority to supervise living arrangements of students not residents of the city of Columbus and to order the immediate withdrawal of any student from any boarding or lodging house in which the surroundings are undesirable.

ROOMS AND BOARD FOR MEN

Furnished rooms can be obtained at prices varying from \$7.00 to \$15.00 a month (single) and \$10.00 to \$20.00 (double). The cost of the table board in the clubs and restaurants near the University is from \$4.00 to \$6.00 a week.

Board can be secured at the Ohio Union, as well as at Pomerene Hall, at reasonable prices.

Board with furnished rooms can be obtained in private families within convenient distance from the University at rates varying around \$8.00 a week.

MEN'S DORMITORIES

The University possesses only two dormitories for men, the Tower Club and the Buckeye Club. The Clubs were organized for men who are in great need of financial assistance, and no others should apply for admission.

Applicants with unusually good records in the high school and advanced students who have made unusually good records in college are eligible for consideration.

The Clubs are run on a cooperative dormitory plan with very simple accommodations. The Club fee is \$1.00 a Quarter for each man. Board is available at approximately \$3.25 a week.

Applications should be sent to the University Examiner.

MEN'S HOUSING BUREAU

The absence of dormitories for men at The Ohio State University, with the exception of the Tower Club and the Buckeye Club, makes it necessary for the men students to reside in private rooming houses in the University district. In order to assist the students (especially those entering for the first time) in finding desirable rooms at the greatest saving, the University has created the Men's Housing Bureau, located in the office of the Dean of Men, first floor, Administration Building.

Classified lists of rooms available for every student and for any number of students are always available at this office. Boarding houses are likewise listed.

If the student signs a "Rooming House Agreement" he shall be expected to be responsible for the rental price of the room as specified in the agreement, unless he can present satisfactory reasons to the Men's Housing Bureau for moving out before the expiration of that period, or, unless he can secure a satisfactory substitute. If he moves out before the expiration of the Quarter without presenting a satisfactory excuse he shall forfeit one month's rent. The signing of such agreement is optional.

The University warns students not to rent rooms which have not been placed on the approved list by the Men's Housing Bureau. Any one renting a room which is not on the approved list does so at his own risk.

WOMEN STUDENTS

Every woman student, whether undergraduate or graduate, must register with the Dean of Women at her office in Pomerene Hall during the first four days of each Quarter. The exact dates of registration will be fully announced each Quarter.

LIVING ARRANGEMENTS FOR WOMEN

All living arrangements for women are under the supervision of the Dean of Women. Immediately after a new student is admitted to the University, the Dean of Women will receive official notification from the Examiner and thereupon, if requested, the Dean of Women will place the student in housing. Under the rules of the Faculty Freshman women so far as possible will be placed by the Dean of Women in the University Residence Halls.

Freshmen who are admitted after the University Residence Halls are filled are then placed by the Dean of Women in privately operated Residence Halls and in the University Houses. Sophomore, Junior, and Senior students are placed in the privately operated Residence Halls, in University Houses, and in their Sorority Houses. Freshmen and other students who wish to work for room and board in private homes will be thus placed, and those who wish to live with relatives in Columbus will be given permission to do so.

UNIVERSITY RESIDENCE HALLS FOR WOMEN

The three University Residence Halls are known as Oxley, Mack, and Neil Halls. All three Halls are governed by student government with the advice and supervision of the House Superintendent. Booklets describing these residence halls will be sent upon request to the Superintendent. Students living in these residence halls shall not change to another residence at any time during the year without the previous consent of the Dean of Women.

PRIVATELY OPERATED RESIDENCE HALLS AND UNIVERSITY HOUSES FOR WOMEN

Westminster Hall, 52 Fifteenth Avenue, under the supervision of the Presbyterian Church and St. Hilda's Hall, 169 West Eleventh Avenue, under the supervision of the Episcopal Church are open as places of residence to women students. Students living in these residence halls shall not change to another residence at any time during the year without the previous consent of the Dean of Women.

The University Houses, which are really small dormitories privately owned and operated, are also under the supervision of the Dean of Women. The privately operated Residence Halls and University Houses all operate under the student government with the advice and supervision of their superintendents and head residents.

PROCEDURE FOR FRESHMEN AND NEW ADVANCED STUDENTS TO OBTAIN HOUSING

(1) The student should complete application blanks for admission to the University.

(2) The student should, upon receipt of notice of admission from the University Examiner, send application to the Dean of Women for the type of residence desired, or make a personal visit to the Dean of Women to secure possible housing. The Dean of Women will not place any new student in housing for whom she does not have the notification of admission from the Examiner.

(3) Thereupon housing will be arranged by the Dean of Women for the student who should then send the required deposit directly to the superintendent or head resident, whose name has been furnished.

RANGE OF PRICES IN VARIOUS TYPES OF HOUSING

Price per student per Quarter

Residence Halls

Room and Board (three meals daily)

Oxley, Mack, Neil.....\$90.00 to \$140.00

St. Hilda's 95.00 to 110.00

Westminster 97.50

University Houses

Rooms without board.....\$30.00 to 45.00

Rooms with board (two meals daily)..... 85.00 to 95.00

PART-TIME EMPLOYMENT

FOR MEN

The University cannot promise work to students who expect to work their way through college. Many students find work in private families, in offices, and in various occupations, by means of which they defray a portion of their expenses. A person of ability and energy who is master of a trade, or who can do good work of any kind, can generally find employment, but prospective students are cautioned against depending wholly upon such uncertain sources of income.

Students should understand that where they attempt entire or partial self-support they should lengthen the term of study by applying for a part-time schedule. Special arrangement of class hours to accommodate a student's outside work is not possible. All outside work should be arranged with due regard to University obligations and classes which may occupy the Saturday morning hours as well as the late afternoon hours.

The University maintains a Student Employment Office where names of those seeking work and of those desiring workers are recorded. Students desiring work should file applications with this office which is located on the first floor of the Administration building on the Campus.

FOR WOMEN

Approximately twenty per cent of the women students earn a part of their University expenses either by part-time employment during the college year or by full-time employment during the summers. Counsel and cooperation in seeking such opportunities is heartily rendered by the office of the Dean of Women in Pomerene Hall.

Comparatively few students, however, can successfully carry on a full schedule of courses and at the same time earn any large proportion of their expenses. The schedule should be reduced to fit the student's limited time for study and recreation. New students should on entering come with sufficient funds to meet all expenses until they have had time to become adjusted and to demonstrate their caliber as students. Even then they should not count too confidently on profitable work. As a rule students seeking employment outnumber opportunities for employment. In many cases a student receives her room or room and board for her services and is not given any money compensation.

Students who must plan to earn money during the college year should ask the Dean of Women's office for advice well ahead of the time that their schedule of courses must be made out. Otherwise they may find themselves in difficulty.

Special arrangement of class hours to accommodate a student's outside work is not possible. All outside work should be arranged with due regard to University obligations and classes which may occupy the Saturday morning hours as well as the late afternoon hours.

RULES AND REGULATIONS

For rules and regulations concerning student responsibility and procedure, see the *University Rules and Regulations for Students*, a copy of which may be obtained from the Registrar.

THE MARKING SYSTEM AND POINT SYSTEM

The grade marks given in the several Colleges of the University are: A—Excellent; B—Good; C—Average; D—Poor; E—Failed.

K (Credit) shall be used for work credited from other institutions and by the University Examiner only.

Em (Examination) credit shall be used to indicate that the credit given is for work not done in residence.

A value in "Points" is assigned to each of these grades as follows:

For each hour of A grade, 4 credit points shall be allowed.

For each hour of B grade, 3 credit points shall be allowed.

For each hour of C grade, 2 credit points shall be allowed.

For each hour of D grade, 1 credit point shall be allowed.

For each hour of K credit, no credit points shall be allowed.

For each hour of Em credit, no credit points shall be allowed.

The grade of E receives no credit either in hours or points.

The mark E cannot be removed by re-examination. (For removal of failures see page 29.)

POINTS REQUIRED FOR GRADUATION

(See page 29.)

LOW STANDING

A student failing to reach a minimum cumulative rating of 1.8 times the number of credit hours undertaken at the end of six Quarters will be limited to "400" and "500" courses until such time as he raises his cumulative ratio to 1.8.

DISMISSAL AND PROBATION FOR LOW STANDING

At the end of each Quarter, any student who has failed to earn a point-hour ratio of at least .65 on the number of credit hours for which he was scheduled shall be dismissed from the University. Any student, not dismissed under the above rule, who has failed to earn a point-hour ratio of at least 1.30 on the number of credit hours for which he was scheduled that Quarter shall be placed on probation.

The period of probation shall extend through one Quarter of residence. If a student has been twice placed on probation, he shall not be placed on probation again but instead shall be dismissed from the University.

The Dean or the Executive Committee of a College shall have power to place a student on probation at any time for a definite period when in their judgment his scholastic standing is unsatisfactory. In every case of probation the Dean of the College shall notify both the student and his parents or guardian.

These rules do not apply to students registered in the Colleges of Dentistry, Law, and Medicine. The faculties of these colleges are empowered to enact appropriate rules regulating this matter.

DISMISSAL OF STUDENTS ON PROBATION

At the end of any Quarter, any student who is on probation shall be dismissed from the University if he has failed to earn a point-hour ratio of at least 1.30 on the number of credit hours for which he was scheduled. Notice of such dismissal shall be sent by the Dean both to the student and to his parents or guardian.

DISMISSAL FOR DEFICIENCY IN POINTS

Any student who has been registered in this University for six Quarters and has not earned a cumulative point-hour ratio of at least 1.7 on the number of credit hours for which he has been scheduled shall be dismissed from the University. Moreover, a cumulative point-hour ratio of at least 1.7 on the student's entire record shall be maintained throughout subsequent Quarters unless there is a transfer to another college.

A student entering this University from another institution, as far as the applicability of this rule is concerned, will be considered as if his entire residence had been at this University, but his point-hour ratio will be computed upon the work done at this University. No such student, however, shall be dismissed under this rule until he has completed two Quarters of residence.

These rules shall not apply to students registered in the Colleges of Dentistry, Law, and Medicine. The faculties of these colleges are empowered to enact appropriate rules regulating this matter.

DISMISSAL BY SPECIAL ACTION

In cases not covered by the foregoing rules, if at any time the preparation, progress, or success of a student in his assigned work is deemed unsatisfactory, the Executive Committee of the College shall have power to dismiss him from the University.

REMOVAL OF FAILURES

FAILURE IN A REQUIRED COURSE

At his first opportunity a student must repeat in class a required course in which he has failed, unless the Executive Committee of the College authorizes a substitute course.

GRADUATION

RESIDENCE REQUIREMENT FOR A DEGREE

A candidate for a degree must secure credit by regular class enrollment for the full work of three Quarters. This work must be in courses offered by the College recommending the degree, and must be secured while in residence at this University.

Ordinarily the student must be enrolled in the college recommending the degree while completing the last two Quarters required of him, but the Executive Committee of that college may, for sufficient reason, waive compliance with this requirement to the extent of not more than one Quarter's work in favor of a student who has done six full Quarters of satisfactory residence work at this University, including forty-five Quarter-credit hours completed during the junior and senior years.

APPLICATION FOR A DEGREE

A candidate for a degree must file an application for the degree with the Secretary of his College or the Dean of the Graduate School in accordance with the rules prescribed by his College or the Graduate School.

POINTS REQUIRED FOR GRADUATION

The number of credit points required for graduation shall amount to not less than 1.8 times the number of credit hours undertaken at this institution. The student is required to attain a minimum ratio of 2.25 points in his major field, the number of hours considered to be forty or more, according as may be determined by his adviser. (For Point System see page 27.)

COMMENCEMENT—CONVOCAION

A special Convocation or Commencement shall be scheduled at the close of each Quarter for the conferring of degrees upon candidates who have fulfilled all the requirements of their respective courses.

ATTENDANCE AT CONVOCAION EXERCISES

All candidates for degrees are required to be present at their graduation convocation unless excused by the President.

CURRICULA

OUTLINE OF THE FIRST YEAR'S WORK FOR ALL CURRICULA IN THE COLLEGE OF COMMERCE AND ADMINISTRATION

The following uniform first year is required of all students entering the College of Commerce and Administration with the exceptions indicated for specified groups.

NOTE: The figure in parenthesis following the name of each subject indicates the number of that subject in its department, the other figure the number of credit hours. For full description of the courses, see corresponding numbers under the Departments of Instruction.

I. FIXED REQUIREMENTS:

- (a) Physical Education (400)—1 hour (Men and Women)
Hygiene
- (b) Physical Education (401) (402) (403)—3 hours (Men)
(421) (422) (423)—3 hours (Women)
- (c) Military Science—3 hours (Men) (Field Artillery)

II. ADDITIONAL REQUIREMENTS:

The student must select 15 hours from the following group requirements for each Quarter.

- (a) English—10 hours
English (401)—5 hours (Required of all)
Composition and Reading
English (430)—5 hours (Required of all)
Introduction to Literature

(b) Foreign Language—10 hours (Required without college credit of all Freshmen who present less than two units in foreign language)

NOTE: Students who have had two years of any one foreign language in the high school are not required to take a foreign language in the College, except in the case of those specializing in Foreign Commerce. For language requirements in Foreign Commerce, students should consult the chairman of the Foreign Commerce group.

- (c) Natural Science—10 hours
 - (1) Organic Science:
Botany (401) (402)—10 hours
Zoology (401) (402)—10 hours
 - (2) Inorganic Science:
Astronomy (431) (432) (433)—10 hours
Chemistry (401) (402)—10 hours; or (411) (412)—10 hours
(for students who enter with one unit of chemistry)
Geology (401) (402 or 411)—10 hours
Physics (411) (412)—10 hours; or (411) (413)—10 hours
- (d) Survey of the Development of Modern Economic Society—5 hours
*Economics (400)—5 hours
- (e) Introduction to Business—5 hours
*Business Organization (401)—5 hours

* These courses are required in the following groups: General Business, Accounting, Finance and Banking, Marketing, Industrial Management, Public Utilities, and Journalism. Elective in other groups. They should not be taken concurrently, and both must be completed before entering Economics 401.

- (f) **Geography—5 or 10 hours**
 Geography (401)—5 hours
 Principles of Geography
 Geography (403)—5 hours
 Regional-Economic Geography

NOTE: Geography (401)—5 hours is required in all groups except in Foreign Commerce and Marketing. The requirement in these groups is 10 hours and includes Geography (401) and (403).

- (g) **General Electives**
 History (400) (401) (402)—15 hours
 History (403) (404)—10 hours
 Psychology (401) (402)—10 hours
 Mathematics (421) (422) (423)—5 or 10 hours
 Engineering Drawing (401) (402)—8 hours; (439)—3 hours

NOTE: A student is not eligible to Sophomore courses until he has completed at least forty-five hours of Freshman work.

LIBERAL REQUIREMENTS

Every student's program of studies in the second, third, and fourth years shall involve for twenty per cent of the credit hours the broadening pursuit of liberal studies outside his specialty. This twenty per cent shall include at least ten hours of literature, history, or natural science. The administration of this requirement is in the hands of the Executive Committee.

GENERAL BUSINESS GROUP

The General Business group is designed primarily to meet the needs of those students who, at the time of their admission to the University, have not determined upon their fields of work. These students are given the opportunity, through this group of studies, to get in their first three years in the College a liberal education, together with business fundamentals which will be useful regardless of the particular field of business chosen as a vocation. It is expected that the broad survey of the field of business supplied by the curriculum of the first three years will not only assist the student in the choice of a field of special interest at the beginning of the Senior year, but will also be of distinct value to him in his preparation for a future vocation. In certain cases the student's interest will indicate the desirability of taking a fifth year of work in order to permit a measure of specialization consistent with his future business plans.

CURRICULUM IN GENERAL BUSINESS

FIRST YEAR

(For First Year Requirements see pages 30 and 31)

SECOND YEAR

(For liberal requirements in the second, third, and fourth years, see above)

ADDITIONAL REQUIREMENTS: The student must elect at least fifteen hours each Quarter, in addition to the regular requirement in Military Science (Men) and Physical Education (Women). The following fixed requirements must be taken:

Physical Education (Women)	(425-426-427)	3	History or Political Science	(401)	5
Military Science (Men)		3	or Sociology	(410)	5
Accounting	(401-402)	10	Mathematics	(421)	5
Economics	(401-402)	10	Speech	(401)	5
Geography	(505)	3	Elective		10
Geography	(403)	5			

THIRD YEAR

Bus. Organization	(680)	5	Economics	(520)	5	Bus. Organization	(650)	5
Industrial Organization and Management			Money and Banking			Corporation Finance		
Bus. Organization	(700)	5	Economics	(522)	3	Economics	(618)	5
Marketing			Elementary Economic Statistics			Transportation Economics		
Elective	6 or 7		Accounting	(403)	5	Elective	6 or 7	
			Intermediate Accounting					
			Elective		3 or 4			

FOURTH YEAR

* Sequence in a special field, 9 to 20 hours

Bus. Organization	(621)	3	Bus. Organization	(623)	3	†Economics	(510)	3
Business Law:			Business Law:			Introduction to the		
Contracts			Agency and Sales			Study of Labor		
**Economics	(509)	5	Bus. Organization	(504)	3	Problems		
Outlines of Public Finance			Business Communica- tions and Adjust- ment Practice			Elective	13 or 14	
Elective	3 or 9		Bus. Organization	(620)	1			
			Public Aspects of Industry					
			Elective		9 or 10			

* Every student must carry a sequence of studies throughout the three Quarters of the Senior year of not less than nine hours and not more than twenty hours. A sequence is a group of related courses within a particular field.

** Required of all students except those who are carrying a sequence in Public Finance, such as Economics 631, 632, 633.

† Required of all students except those who are carrying a sequence in Labor, such as Economics 637, 638, 639.

SEQUENCE OF SENIOR COURSES

The sequence of studies throughout the three Quarters of the Senior year may be selected from the following fields, or possibly made up by the student and presented to the Executive Committee of the College for its approval. Sequences should be arranged during the latter part of the Junior year.

Accounting	Insurance
* Geography	Marketing
†Economics	Real Estate
Finance and Banking	Statistics
Foreign Commerce	Transportation, Traffic Management, and
Industrial Management	Public Utilities

* Students expecting to teach Geography in the secondary schools should register in the College of Education. Those desiring a senior sequence in the field of Geography may choose such a sequence with the joint consent of the Department of Geography and the College Office. In preparation for the advanced courses in Geography, it is recommended that the student complete Geography 401, 403, and 505 by the end of the sophomore year or not later than the first Quarter of the junior year.

† Students desiring a senior sequence in the field of Economics may choose such a sequence from the Economics courses listed in the bulletin with the joint consent of an adviser from the Department of Economics and the College office.

ACCOUNTING

The importance of Accounting in business and government is today well recognized. As an instrument of analysis and control of operating and financial results, an adequate accounting system is indispensable to every modern enterprise. With the recognition accorded it and the demands made upon it, Accounting has become a subject hardly less exacting in its requirements than law or medicine and demanding of its students both a high degree of technical skill and the broadest possible knowledge of the fundamentals of business in all its phases.

The work of the accountant in business is of two kinds. In commercial and industrial undertakings he must prescribe the methods and direct the procedures by which the results of operations are determined, standards of performance developed, and planning and control of future operations accomplished.

Commercial and industrial accounting work is open to all; every business organization of significant size has its accounting department, with the road normally open for eventual promotion to the highest executive ranks. In public practice he must be prepared to examine the records of business concerns of all types, analyze and interpret the results, and certify to their correctness. Competency in such work is recognized by the various states through a certificate granting to the holder the title of Certified Public Accountant. This certificate is issued in Ohio by the State Board of Accountancy to those who successfully meet its examination requirements in accounting theory and practice, auditing, and business law.

The success of the accountant in either field depends upon his ability to place the proper construction on the results shown in the books of account, and to present an intelligible and convincing analysis of those results for the use of the management in the conduct of its business. The capability of the accountant will be measured by the breadth of his viewpoint and the depth of his understanding of business problems as much as by his skill in the technique of accounting.

The group of courses listed in this curriculum is intended to prepare the student for work in either industrial or public accounting. The preliminary and fundamental training is the same in either case, and the courses required are identical for both lines of study.

CURRICULUM IN ACCOUNTING†

FIRST YEAR

(For First Year Requirements see pages 30 and 31)

SECOND YEAR

(For liberal requirements in the second, third, and fourth years, see page 31)

ADDITIONAL REQUIREMENTS: The student must elect at least fifteen hours each Quarter, in addition to the regular requirements in Military Science (Men) and Physical Education (Women). The following fixed requirements must be taken:

Accounting	(401) 5	Accounting	(402) 5	Accounting	(403) 5
Economics	(401) 5	Economics	(402) 5	Speech	5
* Mathematics	(421) 5	* Mathematics	(429) 5	History	} 5
				or Political Science	

THIRD YEAR

Accounting	(602) 5	Accounting	(603) 5	Accounting	(611) 2
Advanced Principles of Accounting		Cost Accounting		Income Tax Accounting	
Economics	(520) 5	Bus. Organization	(650) 5	Accounting	(616) 3
Money and Banking		Corporation Finance		Business Statements	
Bus. Organization	(621) 3	Bus. Organization	(504) 3	Accounting	(604) 5
Business Law: Contracts		Business Communications and Adjustment Practice		Cost Accounting	
Electives		Electives		Bus. Organization	(700) 5
				Marketing	
				Economics	(522) 3
				Elementary Economic Statistics	
				Electives	

† Students expecting to teach Accounting in the secondary schools should register in the College of Education.

* Elective.

FOURTH YEAR

Accounting	(607) 2	Accounting	(608) 2	Accounting	(612) 4
Auditing		Auditing		Constructive Accounting	
Accounting	(613) 4	Accounting	(614) 4	Bus. Organization	(625) 3
Accounting Practice		Accounting Practice		Business Law: Negotiable Instruments	
Bus. Organization	(627) 3	Bus. Organization	(680) 5	Economics	(633) 3
Business Law: Partnerships and Corporations		Industrial Organization and Management		Public Finance	
Economics	(631) 3	Bus. Organization	(620) 1	Electives	
Public Finance		Public Aspects of Industry			
Electives		Electives			

FINANCE AND BANKING

The curriculum in Finance and Banking has been designed to give the student an intimate knowledge of the relative investment merits of the various classes of corporate securities and the nature of our complex banking and financial structure, and to equip him to enter occupations requiring a knowledge of corporation finance, investment banking, real estate finance, banking, trust, and building and loan association activities.

Modern industry is characterized by the predominance of the corporate form of business enterprise and by the emphasis upon financial management. Careful study is essential for a proper understanding of the financial complexities of the present day corporation.

Successful business relationships necessitate an efficient and sound banking system. International banking has advanced to a new stage of development requiring specialized knowledge of foreign exchange and foreign credit practices. It is now realized more than ever before that people entering the banking profession must be well trained.

CURRICULUM IN FINANCE AND BANKING

FIRST YEAR

(For First Year Requirements see pages 30 and 31)

SECOND YEAR

(Uniform with General Business, Group, see page 31)

(For liberal requirements in the second, third, and fourth years, see page 31)

THIRD YEAR†

Accounting	(403) 5	Bus. Organization	(650) 5	Accounting	(616) 3
Intermediate		Corporation Finance		Business Statements	
Accounting		Bus. Organization	(621) 3	Bus. Organization	(623) 3
Bus. Organization	(640) 3	Business Law: Contracts		Business Law: Agency and Sales	
Corporate Organization and Control		Bus. Organization	(614) 4	Bus. Organization	(700) 5
Economics	(520) 5	Business Statistics		Marketing	
Money and Banking					
Economics	(522) 3				
Elementary Economic Statistics					

† Students planning to specialize in Banking must take also Economics 501 and 502.

FOURTH YEAR—FINANCE

Bus. Organization	(660) 3	Bus. Organization	(656) 3	Bus. Organization	(652) 3
The Stock Market		Railroad and Public		Industrial Finance	
Bus. Organization	(712) 4	Utility Finance		Economics	(509) 5
Salesmanship and Sales Management		or		Outlines of Public Finance	
Bus. Organization	(658) 3	Bus. Organization	(645) 3	Bus. Organization	(659) 3
Principles of Investment		Trade Associations		Investment Banking	
		Bus. Organization	(620) 1		
		Public Aspects of Industry			
		Bus. Organization	(657) 3		
		Investment Analysis			

FOURTH YEAR—BANKING *

Bus. Organization (660) 3	Bus. Organization (656) 3	Bus. Organization (652) 3
The Stock Market	Railroad and Public	Industrial Finance
Bus. Organization (625) 3	Utility Finance	Economics (509) 5
Business Law: Negotiable Instruments	Bus. Organization (620) 1	Outlines of Public Finance
Bus. Organization (658) 3	Public Aspects of Industry	Bus. Organization (629) 3
Principles of Investment	Bus. Organization (670) 1-3	Business Law: Legal Aspects of Credits and Collections
	Bank Organization and Management	

* In addition to the above courses, six hours must be selected from the following: Business Organization 643, 657, 659, 662, 665, 671, 674.

It is desirable that students take Business Organization 666.

FOREIGN COMMERCE

There is hardly an American business enterprise of considerable size which is not affected in important ways by world trade. The character of our exports is changing: They used to be mainly raw products; they now include more and more manufactures for which markets have to be found and developed. Trained men are desirable for manufacturing concerns having export departments, with foreign salesmen or foreign agencies. Our import trade is also expanding; to conduct it properly requires a knowledge of its methods and usages.

Besides the technical knowledge of exporting and importing procedure, and of advertising, selling, and marketing methods needed by the student who expects to take up work connected with foreign trade, this group of courses offers him the training in geography and commerce which aims to give him a knowledge of the people, resources, and industries of foreign countries such as will show the relative importance of various countries in world commerce. It also prepares him for Consular work.

Students preparing for a Foreign Commerce career are urged to acquire proficiency in the use of foreign languages.

CURRICULUM IN FOREIGN COMMERCE

FIRST YEAR

(For First Year Requirements see pages 30 and 31)

SECOND YEAR

(For liberal requirements in the second, third, and fourth years, see page 31)

ADDITIONAL REQUIREMENTS: The student must elect at least fifteen hours each Quarter, in addition to the regular requirement in Military Science (Men) and Physical Education (Women). The following fixed requirements must be taken:

Physical Education (Women) (425-426-427) 3	Economics (401-402) 10
Military Science (Men) 3	*Political Science (401) 5
Accounting (401-402) 10	Geography (505) 3

* If the student's schedule permits, he is advised to elect Political Science 402 after completing 401. Those students wishing to prepare for the Consular Service are strongly urged to elect a number of courses in Political Science and History. They should confer with the instructor in charge of the Foreign Commerce curriculum on this matter as well as on foreign language requirements. Before registering for this curriculum, students must confer with the instructor in charge.

THIRD YEAR

Economics	(520)	5	Bus. Organization	(621)	3	Bus. Organization	(628)	3
Money and Banking			Business Law: Contracts			Business Law: Agency and Sales		
Geography	(621)	3	Bus. Organization	(665)	3	Bus. Organization	(712)	4
Geography of Europe			Foreign Exchange			Salesmanship and Sales Management		
Bus. Organization	(700)	5	Geography	(624)	3	Bus. Organization	(716)	3
Marketing			Geography of Latin America			Principles of Advertising		
Approved Electives	3	or 4	Approved Electives	7	or 8	Geography	(681)	3
						Historical Geography of Commerce		
						Approved Electives	3	or 5

FOURTH YEAR

Bus. Organization	(720)	3	Bus. Organization	(721)	3	Economics	(651)	3
Exporting and Importing			Exporting and Importing			International Commercial Policies		
Bus. Organization	(702)	3	Bus. Organization	(620)	1	*Geography	(799)	2
Marketing Research			Public Aspects of Industry			Special Problems in Geography and Commerce		
Geography	(633)	3	Geography	(684)	3	Geography	(625)	3
Geography of Modern Commerce			Geography of Trade Centers			Geography of Asia		
Approved Electives	5	or 6	Approved Electives	6	or 7	Approved Electives	3	or 9

* This course must be taken in the Spring Quarter.

PREFERRED ELECTIVES

Political Science	(612)	5	English	(507)	5
International Law			Advanced Composition		
Business Organization	(504)	3	History	(646)	5
Business Communications and Adjustment Practice			Latin America		
Business Organization	(709)	4	Economics	(522)	3
Credits and Collections			Elementary Economic Statistics		
History	(628)	3	History	(630)	3
Expansion of Europe from 1815 to the Present			The Diplomacy of Europe (1878-1919)		

INDUSTRIAL MANAGEMENT

Such values as a superior product manufactured at a low cost, good customer service and prompt delivery, affect vitally the competitive position of a manufacturing concern, whether in times of prosperity or depression. These values are largely the result of good management. Industry is one of the grand divisions of organized business activity. In consequence there is always a need for industrial executives who have adequate practical experience and a thorough knowledge of management fundamentals.

It is the purpose of the Industrial Management Curriculum to develop a professional knowledge of these fundamentals, particularly as they relate to the fields of factory and personnel management.

CURRICULUM IN INDUSTRIAL MANAGEMENT

FIRST YEAR

(For First Year Requirements see pages 30 and 31)

SECOND YEAR

(For liberal requirements in the second, third, and fourth years, see page 31. Preferred electives for these years may be arranged in conference with the Division and College office.)

ADDITIONAL REQUIREMENTS: The student must elect at least fifteen hours each Quarter, in addition to the regular requirement in Military Science (Men) and Physical Education (Women).

Some limited opportunity for specialization is afforded. Those interested in factory management are required to take the courses marked (a). Those interested in industrial personnel management are required to take the courses

marked (b). Those interested in personnel management in the marketing field are required to take the courses marked (c). The courses not marked are taken by all management students.

Physical Education (Women)	(425-426-427)	3	Mathematics	(421)	5
Military Science (Men)			Sociology	(401-402)	10
Accounting	(401-402)	10	Psychology	(401-402)	10
Economics	(401-402)	10	Engineering Drawing	(439)	3

THIRD YEAR

Bus. Organization	(621)	3	(a) Bus. Organ.	(623)	3	(a) Geography	(603)	3
Business Law:			Business Law:			Localization of Manu-		
Contracts			Agency and Sales			facturing Industries		
Bus. Organization	(700)	5	Economics	(522)	3	of the United States		
Marketing			Elementary Economic			(b) (c) Psychology	(644)	3
Accounting	(403)	5	Statistics			Human Motives and		
Intermediate			Bus. Organization	(680)	5	Incentives		
Accounting			Industrial Organiza-			Bus. Organization	(650)	5
Economics	(520)	5	tion and Management			Corporation Finance		
Money and Banking			* (b) (c) Bus. Org.	(712)	4	(a) (b) Accounting	(624)	5
			Salesmanship and			Factory Costs		
			Sales Management			(c) Bus. Org.	(705)	4
						Retail Merchandising		

* This is also a recommended elective for factory management students. Close cooperation between the production and sales organization is usually necessary.

Summer Quarter

(b) (a) Bus. Organ.	(684)	3-6	Bus. Organ.	(725)	3-6
Industrial Management			Marketing Field Work		
Field Work					

Business Organization 684 must be completed before the student can take Business Organization 685-686-687.

Business Organization 725 must be completed before the student is eligible for Business Organization 705.

FOURTH YEAR

Economics	(637)	5	† Economics	(638)	3	† Economics	(639)	3
Labor Relations			Labor Legislation			Social Insurance		
Psychology	(637)	3	Bus. Organization	(620)	1	(b) (c) Bus. Organ.	(604)	3
Industrial Psychology			Public Aspects of			Business Commu-		
Bus. Organization	(686)	3	Industry			nications and Ad-		
Personnel Organization			(a) (b) Bus. Organ.	(685)	3	justment Practices		
and Management			Purchasing, Stores,			(a) (b) Bus. Organ.	(687)	3
† Business Organization	(652)	3	and Inventory Control			Production Organiza-		
Industrial Finance			(a) Bus. Organ.	(752)	3	tion and Management		
			Traffic Management			‡ (a) (b) Bus. Organ.	(691)	3
			(b) (c) Psychology	(639)	3	Office Organization		
			Psychology and			and Management		
			Personnel			(c) Bus. Organization	(702)	3
			(c) Bus. Organization	(716)	3	Marketing Research		
			Principles of					
			Advertising					

† Alternative.

‡ This is also a recommended elective for marketing personnel students.

MARKETING

Over fifteen per cent of all persons gainfully occupied are engaged in marketing. Consequently there is a demand for men and women who know how goods are marketed and who have ability to sell goods or to perform other marketing functions, such as merchandising, advertising, and credit management. This demand comes from wholesale middlemen, retailers, sales departments of manufacturers, advertising departments of newspapers and periodicals, advertising agencies, chambers of commerce, produce exchanges, trade associations, and certain departments and agencies of the Federal Government such as the Department of Commerce and the Federal Trade Commission.

It is the purpose of this marketing curriculum to prepare men and women interested in marketing and merchandising for positions in those fields.

In addition to a knowledge of marketing proper, the student should have training in English, natural science, social science and other subjects of a general or specific nature as outlined below.

CURRICULUM IN MARKETING†*

FIRST YEAR

(For First Year Requirements see pages 30 and 31)

SECOND YEAR

(For liberal requirements in the second, third, and fourth years, see page 31)

ADDITIONAL REQUIREMENTS: The student must elect at least fifteen hours each Quarter, in addition to the regular requirement in Military Science (Men) and Physical Education (Women). The following fixed requirements must be taken:

Physical Education (Women)	(425-426-427)	3	Political Science	(401)	} 5
Military Science (Men)		3	or		
Accounting	(401-402)	10	Sociology	(410)	} 5
Economics	(401-402)	10	Accounting	(403)	
Psychology	(401-402)	10	Mathematics	(421)	5

† Students expecting to teach Retail Selling in the secondary schools should register in the College of Education.

* Students expecting to specialize in advertising should have some training in drawing and design. Those without such training should elect, before the Junior year, Fine Arts 421, 423, and 431. It is also desirable that advertising majors elect Psychology 635.

THIRD YEAR

Bus. Organization	(621)	3	Bus. Organization	(712)	4	Geography	(631)	3
Business Law:			Salesmanship and			Historical Geography		
Contracts			Sales Management			of Commerce		
Bus. Organization	(700)	5	Bus. Organization	(628)	3	Bus. Organization	(650)	5
Marketing			Business Law:			Corporation Finance		
Economics	(618)	5	Agency and Sales			Elective		5 or 6
Transportation			Economics	(522)	3			
Economics			Elementary Economic					
Elective		3 or 4	Statistics					
			Economics	(520)	5			
			Money and Banking					
			Elective		4 or 5			

NOTE: The attention of students in Marketing is directed to Business Organization (725) Field Work in Marketing. See Departments of Instruction—Business Organization.

PREFERRED ELECTIVES

Accounting 403, 602; Business Organization 614, 625, 640, 658, 725; Economics 509, 510, 624; Geography 621; Journalism 401, 402; Psychology 635.

FOURTH YEAR

Bus. Organization	(705)	4	Bus. Organization	(620)	1	Bus. Organization	(709)	4
Retail Merchandising			Public Aspects of			Credits and		
Bus. Organization	(680)	5	Industry			Collections		
Industrial Organiza-			Geography	(634)	8	Bus. Organization	(504)	3
tion and Management			The Geography of			Business Communi-		
Bus. Organization	(716)	3	Trade Centers			cations and Adjust-		
Principles of			Elective		6 or 7	ment Practice		
Advertising						Elective		10 or 11
Elective		3 or 4						

PREFERRED ELECTIVES

Business Organization 645, 686, 705, 706, 717, 719, 720, 721, 752; Economics 637, 638, 639; Geography 700.

NOTE: Students with special interest in the marketing of agricultural products should select electives from courses in Rural Economics. See Departments of Instruction—Rural Economics.

PUBLIC SERVICE

A career in the public service is becoming increasingly attractive. Federal, state, and local governments are yielding to a strong public demand for the use of scientific methods. Municipal and governmental research organizations and other semi-public agencies likewise offer attractive openings.

Because of its location in Columbus, the state capital of Ohio, The Ohio State University offers unusual opportunities for practical field work in governmental problems. The headquarters of the administrative government of Columbus and the county government of Franklin County, the organization of the state, the meetings of the state legislature, and the frequent statewide gatherings to discuss governmental affairs are all open to the student. Columbus is also the headquarters of many private organizations engaged in the study of public questions—the Ohio Chamber of Commerce, the Ohio Institute, the state Federation of Labor, the Ohio State Automobile Association and many others, all of which are glad to extend the use of their facilities to students.

The following curriculum is designed to offer a foundation upon which to build any one of the special fields of public service. Although the curriculum as arranged leads to the usual degree of Bachelor of Science in four years, students are strongly urged to plan to devote at least one year more to graduate work.

PUBLIC ADMINISTRATION

FIRST YEAR

(For First Year Requirements see pages 30 and 31)

SECOND YEAR

(For liberal requirements in the second, third, and fourth years, see page 31. Preferred electives for these years may be arranged in conference with the Department and the College office.)

ADDITIONAL REQUIREMENTS: The student must elect at least fifteen hours each Quarter, in addition to the regular requirement in Military Science (Men) and Physical Education (Women). The following required courses must be taken:

Economics	(401) 5	Economics	(402) 5	History	(403) 5
Political Science	(401) 5	Political Science	(403) 5	Sociology	(410) 5
Accounting	(401) 5	Accounting	(402) 5	Accounting	(403) 5

THIRD YEAR

History	(404) 5	Political Science	(606) 5	Economics	(633) 3
Economics	(631) 3	Accounting	(616) 3	Political Science	(607) 5
Political Science	(605) 5	Economics	(632) 3	Economics	(620) 5

FOURTH YEAR

Economics	(648) 5	Business Organization	(645) 3	Political Science	(633) 3
Economics	(622) 3	Business Organization	(620) 1	Business Organization	(740) 3
		Political Science	(622) 3		
		Business Organization	(633) 3		

PUBLIC UTILITIES

The curriculum in Public Utilities is offered for the benefit of four classes of students: (1) those who hope to secure employment with public utility enterprises; (2) those who hope to hold positions in other business enterprises or with governmental agencies in which a knowledge of public utility problems and practices is important; (3) those who plan to specialize in public utility law; and (4) those interested as students of economics and political science in the interrelation of economic and governmental problems in the public utility industries.

Public utility problems are increasing in complexity because of the progress of mechanical invention, the concentration of population in urban centers, the dominance of large scale corporate enterprise in the public service industries, the tendency towards a high degree of centralization in their management with extreme specialization in the duties of subordinate employees, and difficulties in the establishment and maintenance of adequate and reasonable methods of control by the federal, state, and local governments. The solution of these problems requires breadth of view as well as specialized knowledge. The courses in this curriculum are designed to aid the student in meeting this requirement.

Opportunities in Columbus for research in Public Utilities are favorably affected by the position of the city as the capital of the State of Ohio and as a center of important public utility operations. The facilities available to the research student include the General Library and the departmental libraries at the University, the Law Library of the Supreme Court of Ohio and the State Legislative Reference Library, and the office of the Public Utilities Commission of Ohio.

CURRICULUM IN PUBLIC UTILITIES

FIRST YEAR

(For First Year Requirements see pages 30 and 31)

SECOND YEAR

(For liberal requirements in the second, third, and fourth years, see page 31)

ADDITIONAL REQUIREMENTS: The student must elect at least fifteen hours each Quarter, in addition to the regular requirement in Military Science (Men) and Physical Education (Women). The following fixed requirements must be taken:

Physical Education (Women)	(425-426-427)	3	Engineering Drawing	(489)	3
Military Science (Men)		3	Political Science	(401)	5
Accounting	(401-402)	10	Mathematics	(421)	5
Economics	(401-402)	10	Accounting	(408)	5

THIRD YEAR

Economics	(648)	5	Bus. Organization	(748)	3	Bus. Organization	(740)	3
Public Utility Economics			Valuation of Railroads and Public Utilities			Public Utility Management		
Economics	(522)	3	Bus. Organization	(650)	5	Economics	(618)	5
Elementary Economic Statistics			Corporation Finance			Transportation Economics		
Accounting	(602)	5	Bus. Organization	(614)	4	Bus. Organization	(621)	3
Advanced Principles of Accounting			Business Statistics			Business Law: Contracts		
						Economics	(520)	5
						Money and Banking		

FOURTH YEAR

Bus. Organization	(680)	5	Bus. Organization	(627)	3	Bus. Organization	(640)	3
Industrial Organization and Management			Business Law: Partnerships and Corporations			Corporation Organization and Control		
Bus. Organization	(656)	3	Bus. Organization	(620)	1	Bus. Organization	(700)	5
Railroad and Public Utility Finance			Public Aspects of Industry			Marketing		
Public Utility Law		4	Bus. Organization	(799)	3	Bus. Organization	(799)	3
			Problems in Transportation and Public Utilities			Problems in Transportation and Public Utilities		

PREFERRED ELECTIVES

Accounting 616, Political Science 403, Speech 401, Economics 509, Geography 505.

SOCIAL ADMINISTRATION

Ohio and Columbus have special advantages as a laboratory for students in training for social work. Ohio has a few large cities, each of which has well-organized social work. It has also many high grade cities of medium size which are progressive in their social activities. Columbus, a capital city of over 300,000 people, has many of the State's welfare institutions, and is the headquarters of many boards, institutions, and agencies dealing with public welfare activities.

For the work offered in Social Administration, see the Bulletin of the School of Social Administration.

JOURNALISM†

The rapid development of the press as a public utility and a growing appreciation of its functions of disseminating news, of education, and of influencing public opinion, have created the demand that the makers of newspapers be prepared educationally and morally for the large responsibilities they assume. Owners and editors of newspapers have shown their acceptance of this requirement by the institution of reforms from within, and have given their approval to the efforts made by the colleges and universities to assist in the training of men and women to the attainment of high efficiency and high ideals.

For the work offered in Journalism, see the Bulletin of the School of Journalism.

† Students expecting to teach Journalism in the secondary schools should register in the College of Education.

COMMERCE-LAW

Six Years

Students desiring the degree of Bachelor of Science in Business Administration in the College of Commerce and Administration and the degree of Bachelor of Laws in the College of Law may, by complying with the regulations below, obtain the two degrees in six years.

This course includes the first three years of the curriculum of the College of Commerce and Administration, and the three-year curriculum of the College of Law.

Students entering with advanced credit from other colleges must be in residence in the College of Commerce and Administration of the Ohio State University for at least the last year (48 credit hours and 96 points) of the three years mentioned above.

Admission to the College of Law. Upon completion of the requirements of the three years' work in the College of Commerce and Administration (151 credit hours, including the requirements in military science, physical education, and hygiene), the candidate registers in the College of Law, at the same time retaining his registration in the College of Commerce and Administration. To secure this double registration application should be made to the University Examiner.

Requirements in Hours and Points. To be eligible for the degree of Bachelor of Science in Business Administration the candidate must have acquired 151 credit hours under the direction of the College of Commerce and Administration, and not less than 2.0 points per credit hour undertaken. He must also have secured not less than 45 credit hours in the first year of the course of the College of Law, making a total of 196 credit hours.

Any deficiency in points upon completion of the first year in Law must be made up by taking additional courses in the College of Commerce and Administration.

Degrees. Upon completing the requirements described above the candidate will be recommended for the degree of Bachelor of Science in Business Administration; and upon completion of the requirements of the curriculum of the College of Law he will be recommended for the degree of Bachelor of Laws.

The question of the applicant's eligibility to the combined course will be determined by the Executive Committee of the College of Commerce and Administration.

COMMERCE-LAW CURRICULUM

FIRST YEAR

(For First Year Requirements see pages 30 and 31)

SECOND YEAR

(For liberal requirements in the second, third, and fourth years, see page 31)

ADDITIONAL REQUIREMENTS: The student must elect at least fifteen hours each Quarter, in addition to the regular requirement in Military Science (Men) and Physical Education (Women). The following fixed requirements must be taken:

Physical Education (Women)	(425-426-427)	3	Mathematics	(421)	5
Military Science (Men)		3	Geography	(505)	3
Accounting	(401-402)	10	Speech	(401)	5
Economics	(401-402)	10	Elective		7 to 10
History or Political Science	(401)	5			
or Sociology	(410)	5			

THIRD YEAR

Economics	(618)	5	Economics	(520)	5	Bus. Organization	(650)	5
Transportation			Money and Banking			Corporation Finance		
Economics			Accounting	(403)	5	Accounting	(616)	3
*Economics	(509)	5	Intermediate			Business Statements		
Outlines of Public			Accounting			*Accounting	(611)	2
Finance			Bus. Organization	(504)	3	Income Tax Accounting		
*Bus. Organization	(640)	3	Business Communi-			*Economics	(510)	3
Corporate Organiza-			cations and Adjust-			Introduction to the		
tion and Control			ment Practice			Study of Labor		
*Bus. Organization	(642)	3				Problems		
Real Estate Prin-								
ciples and Finance								

* The student must elect three of the starred courses.

FOURTH YEAR

The student begins his course in Law and receives at the end of the fourth year the degree, Bachelor of Science in Business Administration.

INSTRUCTION FOR BROADCASTING SERVICE

The University provides courses for students interested in securing training for service in broadcasting stations. Since these courses are given in a number of different departments, they are here listed together for convenience.

Prospective students wishing a combination of these courses with the expectation of preparing for professional work in broadcasting stations should consult the departments concerned and have their programs approved by the Committee on Radio Education.

The description of the courses will be found also under the departments indicated, in the appropriate college bulletins.

Business Organization 799. Special Problems in Business Organization. One to three credit hours. One Quarter. Autumn, Winter, Spring. Prerequisite, senior or graduate standing, preliminary courses in the field of specialization, and permission of the instructor.

Radio Advertising.

Education 600. Minor Problems. Two to four credit hours. Autumn, Winter and Spring Quarters. Prerequisite, junior standing in the College of Education and twenty credit hours in education and allied subjects of which ten approved by the instructor must be in education. Students may, with the approval of their advisers, register for more than one section of Education 600 or for the same section two or more times.

By permission of the Chairman of the Department and the Director of the Bureau of Educational Research, students enrolled in this course may obtain credit for research work done under the members of the Bureau staff.

Education 601. Radio in Education. Two credit hours. Autumn Quarter. Mr. I. Keith Tyler.

A consideration of the place of radio in modern teaching with particular attention to the techniques employed in its use in the various subjects in elementary and secondary schools. Opportunity for observation and individual experimentation. Students registering for three credit hours will make additional excursions and observations to the production and use of educational radio programs.

Education 950. Research in Education. Three to five credit hours. Autumn, Winter, and Spring Quarters. Students may, with the approval of their advisers, register for more than one section of 950 or for the same section two or more times.

By permission of the Chairman of the Department and the Director of the Bureau of Educational Research, students enrolled in this course may obtain credit for research work done under members of the Bureau staff.

Electrical Engineering 555. Radio Management and Program Direction. Two credit hours. Winter Quarter. Two class hours and four hours of preparation each week. Prerequisite, junior standing in any college of the University, and permission of the instructor. Mr. Higgy.

A course of lectures designed to acquaint the student with the organization and operating practices of the radio industry. The regulation, allocation and organization of stations and the industry will be studied. Written reports will be required.

Electrical Engineering 655. Radio Broadcasting Problems. One to three credit hours. One Quarter. Autumn, Winter, Spring. Three laboratory hours each week for each credit hour. Prerequisite, junior standing in any college of the University and permission of the instructor. Mr. Higgy.

Each student will be required to make a comprehensive study of one or more of the following problems:

- (a) Planning and analysis of programs.
- (b) Program production.
- (c) Techniques used in presenting programs.
- (d) Publicity and information.

Electrical Engineering 760-761-762. Advanced Theoretical Study of Electrical Engineering Practice and Equipment. Three to five credit hours. Autumn, Winter, and Spring Quarters. Prerequisite, permission of instructor in charge.

Broadcasting Problems.

Journalism 605. Writing for the Radio. Three credit hours. Spring Quarter. Prerequisite, Journalism 401 and 402, or by permission of the instructor. Mr. Smith.

The study of the problems of preparing and presenting material for the radio. Emphasis on the gathering, editing, and broadcasting of news from the radio viewpoint. Practice in the writing of original manuscripts and the adaptation of material already written. Consideration of radio production problems as they affect the writer.

Music 655. Music in Radio Broadcasting. Three credit hours. Spring Quarter. Three lectures each week. Mr. Wilson.

A discussion of practical problems involved in broadcasting different types of instrumental and vocal solo and ensemble groups and of finding and coaching such groups. Practice in building programs with considerations of appropriate material and sequences.

Speech 510. Radio Speaking. Three credit hours. Spring Quarter. One lecture and two two-hour recitations each week. Prerequisite, English 401 or the equivalent, Speech 401 except in special cases, and the permission of the instructor. Mr. Riley.

Consideration of the special problems involved in adapting the principles of effective speaking to the radio audience in the composition and delivery of five basic program types: news, talks, interviews, sketches, and advertising. Special drill in voice control. Practice afforded in announcing and program arrangement.

DEPARTMENTS OF INSTRUCTION

ACCOUNTING

Office, 309 Commerce Building

PROFESSORS TAYLOR AND MILLER, ASSOCIATE PROFESSORS HECKERT AND DICKERSON, ASSISTANT PROFESSORS WILLCOX AND SHONTING, MR. BOLON, MR. WALL, MR. FLEIG, MR. BURNHAM, AND ASSISTANTS

401-402. Elements of Accounting. Five credit hours. Two Quarters. Both 401 and 402 are given Autumn, Winter, Spring. Three class meetings and two two-hour laboratory periods each week. Prerequisite or concurrent, Economics 401-402 or 403-404. All instructors.

The work of the first Quarter consists of the theory of account construction together with the development of books of original entry.

The second Quarter is devoted to the application of accounting principles to the different forms of business organization and the preparation and interpretation of financial statements.

403. Intermediate Accounting. Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. Prerequisite, Accounting 401-402. Mr. Taylor, Mr. Miller, Mr. Heckert, Mr. Dickerson, Mr. Shonting.

The principles of modern accounting, especially those connected with the corporate balance sheet and income statement. Treatment of capital stock and bond issues, depreciation. Various forms of income statements in typical manufacturing enterprises. Principles of valuation of assets.

Not open to students who have credit for Accounting 601.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

According to the University regulations, courses in this group are not open to Freshmen or Sophomores.

602. Advanced Principles of Accounting. Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. Prerequisite, Accounting 403. Mr. Taylor, Mr. Miller.

The accounting procedure in connection with corporate reorganizations and dissolutions. Consolidated balance sheets and income statements, branch house accounting, foreign exchange accounting.

603-604. Cost Accounting. Five credit hours. Two Quarters. 603, Autumn and Winter; 604, Winter and Spring. 603, four class meetings and one two-hour laboratory period each week. 604, five class meetings each week. Prerequisite, Accounting 403. Not open to students who are taking Accounting 624. Mr. Heckert, Mr. Willcox.

The application of material, labor, and burden costs to the product under the order and process plans. The use of standards and other methods of control in production and distribution accounting.

607-608. Auditing. Two credit hours. Two Quarters. 607, Autumn Quarter; 608, Winter Quarter. Prerequisite, Accounting 602 and 604. Mr. Wall, Mr. Taylor, Mr. Miller.

The various kinds of audits and their respective uses. Methods followed in verifying balance sheet and profit and loss accounts. Audit reports and certificates. Duties and responsibilities of an auditor.

***610. Cost Accounting Systems.** Three credit hours. Winter Quarter. Prerequisite, Accounting 604 or 624.

A study of cost accounting systems of various types, including practice in designing forms and procedure for representative industries. Attention is given to uniform cost systems adopted by various trades.

* Not given in 1987-1988.

611. Income Tax Accounting. Two credit hours. One Quarter. Autumn and Spring. Two class meetings each week. Prerequisite, Accounting 403. Mr. Miller, Mr. Wall, Mr. Dickerson.

The accounting principles and procedure involved in the Federal taxes on income and profits. Practice in preparing income tax returns from the accounts of individuals, partnerships, and corporations.

612. Constructive Accounting. Four credit hours. Spring Quarter. Four class meetings each week. Prerequisite, Accounting 603-604. Mr. Heckert, Mr. Willcox.

Practice in designing accounting systems for typical business enterprises.

613-614. Accounting Practice. Four credit hours. Two Quarters. 613, Autumn Quarter; 614, Winter Quarter. Four class meetings each week. Prerequisite, Accounting 602, 604, 611, and 616. Mr. Taylor, Mr. Miller.

Practice in the solution of typical accounting problems. The class material is taken largely from the Certified Public Accountants' examinations of the various states.

616. Business Statements. Three credit hours. One Quarter. Autumn, Winter, Spring. Three class meetings each week. Prerequisite, Accounting 403. Mr. Bolon.

A study of the different kinds of statements prepared by corporations for the guidance of executives, directors, stockholders, and creditors. The methods used in preparing the necessary statements together with the principles of statement interpretation. Use is made of current statements of well-known corporations. Lectures and problems.

617. Managerial Accounting. Five credit hours. Spring Quarter. Prerequisite, Accounting 602 and 604. Mr. Heckert.

The organization and function of controller's department. The use of accounting and statistical data in the protection, control, planning, and coordination of business. Standards and budgetary procedure.

***621. Fiduciary Accounting.** Two credit hours. Winter Quarter. Prerequisite, Accounting 403 and Economics 631-632. It is strongly urged that Economics 633 be taken previously or concurrently.

The principles underlying the accounting problems encountered in the administration of trust estates. Special attention is devoted to the accounting aspects of the Federal Income Tax Law, the Federal Estate Tax, and the Ohio Inheritance Tax.

622. Advanced Accounting Theory. Three credit hours. Spring Quarter. Prerequisite, Accounting 602. Mr. Taylor.

An examination of some of the prevailing theories of accounting. Recent theories in connection with the valuation of assets, the determination of income and surplus. Each student is required to make a report covering the investigation of some particular subject.

624. Factory Costs. Five credit hours. Spring Quarter. Five class meetings each week. Prerequisite, Accounting 401-402 or 405. Not open to students taking Accounting 603-604. Mr. Willcox.

This course is intended primarily for students whose major interest is in fields other than accounting. Emphasis is placed upon the accumulation of material, labor and expense, cost of production and distribution and to the relationship between cost accounting work and that of other business departments.

630. Governmental Accounting and Budgeting. Three credit hours. Spring Quarter. Three class meetings each week. Prerequisite, Accounting 403.

The principles of accounting and budgeting for national, state, and local governments. A study of the fiscal structure of various forms of government. Budgeting and budgetary control. The application of accounting principles to government, with special reference to funds, appropriations, and allotments. The application of costs to governmental activities. The preparation of governmental financial statements and reports.

FOR GRADUATES

An undergraduate student shall not be permitted to take any course in the "800" group except by permission of the Graduate Council.

For description of graduate courses in this department see the Bulletin of the Graduate School.

* Not given in 1937-1938.

AMERICAN HISTORY

(See History)

ART

(See Fine Arts)

ASTRONOMY

(See Physics and Astronomy)

BOTANY

Office, 102 Botany and Zoology Building

PROFESSORS TRANSEAU, SAMPSON, AND TIFFANY, ASSOCIATE PROFESSOR WALLER, ASSISTANT PROFESSOR BLAYDES, MISS LAMPE, MR. GORDON, MR. DAVIS, MR. HUMPHREY, MR. TAFT, MR. FREELAND, MR. LIMING, MR. WAREHAM, AND ASSISTANTS

401. General Botany. Five credit hours. One Quarter. Autumn, Winter, Spring. Five recitations each week. Mr. Sampson, Mr. Tiffany, Mr. Waller, Mr. Blaydes, instructors, and assistants.

A study of the structure of leaves, stems, and roots; growth and nutritive processes of plants, and the relation of plants to their environments. Demonstrations of plant processes and of the effects of climate and soil on growth and distribution of plants. Field trips on classification of trees and observation of plant behavior.

402. General Botany. Five credit hours. One Quarter. Autumn, Winter, Spring. Five recitations each week. Mr. Sampson, Mr. Tiffany, Mr. Waller, Mr. Blaydes, instructors, and assistants.

A study of reproduction, variations, heredity and evolution in plants, followed by a general survey of the natural vegetation of North America; the nutrition and reproduction of bacteria and fungi in relation to decay, nitrate formation, diseases, and sanitation; a survey of the great plant groups, and the classification of some of the common plants of Ohio.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

According to the University regulations, courses in this group are not open to Freshmen or Sophomores.

619. Economic Botany. Five credit hours. Autumn Quarter. Four lectures and one two-hour laboratory period each week. Prerequisite, Botany 401-402 and one additional year of biological work. Desirable concurrently or as prerequisite, ecology or advanced geography. Consult instructor before registering. Mr. Waller.

The world's sources of foods, fibers, oils, rubber, and other products examined from the standpoint of their ecology. In the laboratory the study of raw materials and products will illustrate ways plants are used by man.

BUSINESS ORGANIZATION

Office, 107 Commerce Building

PROFESSORS MAYNARD, WEIDLER, HOAGLAND, DICE, HELD, DUFFUS, BECKMAN, AND DAVIS, ASSOCIATE PROFESSORS PIKE, REEDER, CORDELL, DAMERON, E. L. BOWERS, POWER, AND SMART, ASSISTANT PROFESSORS RIDDLE, DONALDSON, WILLIT, KIMBALL, KELLOGG, C. W. BOWERS, AND YOCUM, MR. BURLEY, MR. HAROLD, MR. NOLEN, MR. JUCIUS, AND ASSISTANTS

401. Introduction to Business. Five credit hours. One Quarter. Autumn, Winter, Spring. Five lecture, problem, and discussion hours each week. Open only to freshmen and sophomores. Mr. Burley, Mr. Kellogg, Mr. Harold, Mr. Jucius.

This course is designed to introduce students to the field of business. A description of the functions and structure of modern business is presented and cases are introduced which give the student a background of information and help to prepare for advanced courses.

504. Business Communications and Adjustment Practice. Three credit hours. One Quarter. Autumn, Winter, Spring. Three class meetings each week. Prerequisite, Economics 401-402 and Junior standing. Mr. Held, Mr. Kimball.

Selling, adjusting, collecting, credit extending, etc., by mail. The application of business principles to letters. An historical treatment of claims and complaints.

Not open to students who have credit for Business Organization 604.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

According to the University regulations, courses in this group are not open to Freshmen or Sophomores.

614. Business Statistics. Four credit hours. One Quarter. Winter and Spring. Three class meetings and one two-hour laboratory period each week. Prerequisite, Economics 522 and college algebra. Mr. Smart.

Price and production indexes. Analysis of time series. Linear correlation applied to economic and business problems.

620. Public Aspects of Industry. One credit hour. Winter Quarter. Required of candidates for the Bachelor of Science degree in the College of Commerce and Administration in June or at end of Summer Quarter. Mr. Weidler.

621. Business Law: Contracts. Three credit hours. One Quarter. Autumn, Winter, Spring. Prerequisite, Economics 401-402. Mr. Power, Mr. C. W. Bowers.

A course in the law of contracts for the student of business, including the study of the fundamentals of legally binding agreements between persons, and their enforcement.

623. Business Law: Agency and Sales. Three credit hours. One Quarter. Autumn, Winter, Spring. Prerequisite, Business Organization 621. Mr. Pike, Mr. Bowers.

A course in the law of agency and sales for the student of business. The fundamentals of the law governing business transactions of persons through agents and the sale of personal property. A continuation of Business Organization 621.

625. Business Law: Negotiable Instruments. Three credit hours. One Quarter. Autumn, Winter, Spring. Prerequisite, Business Organization 621. Mr. Bowers, Mr. Donaldson.

A course in the laws governing bills of exchange, promissory notes and checks designed to guide the business man in his daily transactions with such instruments.

627. Business Law: Partnerships and Corporations. Three credit hours. One Quarter. Autumn and Winter. Prerequisite, Business Organization 621. Mr. Pike.

A course designed to give the student of business a practical working knowledge of important laws governing the formation and operation of partnerships and corporations.

629. Business Law: Legal Aspects of Credits and Collections. Three credit hours. Spring Quarter. Three class meetings each week. Prerequisite, Business Organization 621. Mr. Pike.

The course includes in part a study of property as the source of collections and as security for debts; legal instruments of the security type such as mortgage and conditional sales, etc., types of legal procedure in the courts, and duties of the officers thereof with which the creditor is most concerned.

***631. Business Law: The Law of Banks and Banking.** Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, Business Organization 621 and 625. Mr. Pike.

A study of legal principles governing the operation of banks and trust department.

633. Governmental Agencies and Business. Three credit hours. Winter Quarter. Three meetings each week. Prerequisite, Economics 402 and junior standing. Mr. Power.

A study of the various administrative agencies created by the local, state, and federal governments for the regulation of business from the viewpoint of the student of business. Particular consideration is given to the organization, jurisdiction and procedure of such administrative agencies and their relations to business.

* Not given in 1937-1938.

640. Corporate Organization and Control. Three credit hours. One Quarter. Autumn, Winter, Spring. Three class meetings each week. Prerequisite, Economics 402. Mr. Donaldson.

Types of business enterprise; the corporation; rights, duties, obligations and liabilities of stockholders, directors and officers.

642. Real Estate Principles. Three credit hours. One Quarter. Autumn and Spring. Three class meetings each week. Prerequisite, Economics 402. Mr. Hoagland, Mr. Harold.

Principles of real property ownership and real estate practice; types of deeds, leases, restrictions; real estate brokerage, selling, advertising; property management; subdividing and developing; zoning and its effects.

643. Real Estate Finance. Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, Business Organization 642. Mr. Hoagland, Mr. Harold.

Methods available for financing the ownership or occupancy of real property. Real estate and real estate paper as a field of investment. Problems involved in appraisal and practical methods of appraisal.

644. Real Estate Problems. One to three credit hours. One Quarter. Autumn, Winter, Spring. Prerequisite, permission of instructor. Mr. Hoagland, Mr. Harold.

Individual research in the field of real estate, designed for students primarily interested in real estate investments and in possibilities of real estate business.

645. Trade Associations. Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, Economics 402. Mr. Hoagland, Mr. Duffus.

The nature and functions of trade associations and their relation to business and to government.

650. Corporation Finance. Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. Prerequisite, Economics 402. Mr. Duffus, Mr. Donaldson, Mr. Riddle, Mr. Harold.

Financial structure and problems of modern business corporations.

Not open to students who have credit for or who are taking Economics 616.

652. Industrial Finance. Three credit hours. One Quarter. Autumn and Spring. Three class meetings each week. Prerequisite, Business Organization 650. Mr. Hoagland, Mr. Kimball.

A study of specific cases involving financial decisions and operations.

653. Industrial Consolidations and Mergers. Three credit hours. Autumn Quarter. Three class meetings each week. Given in alternate years. Prerequisite, Business Organization 640 or 650. Mr. Hoagland, Mr. Duffus.

Historical and analytical study of industrial consolidations and mergers.

656. Railroad and Public Utility Finance. Three credit hours. One Quarter. Autumn and Winter. Three class meetings each week. Prerequisite, Business Organization 650. Mr. Duffus, Mr. Riddle.

Financial problems peculiar to public service industries. American railroads and utilities as fields for investment and speculation and their financial administration under state and federal regulation.

657. Investment Analysis. Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, Business Organization 650. Mr. Riddle.

Principles of security analysis; analysis of individual issues, companies and industries; selection and protection of security holdings; analysis of portfolios.

658. Principles of Investment. Three credit hours. One Quarter. Autumn and Spring. Three class meetings each week. Prerequisite, Economics 616 or Business Organization 650. Mr. Riddle.

Functions of investment; economic basis of investment; basic elements of investment; investment programs; investment securities; field of investment; investment and business conditions. All these topics are considered from the point of view of the investor.

659. Investment Banking. Three credit hours. Spring Quarter. Three class meetings each week. Prerequisite, Business Organization 650. Mr. Riddle.
Principles of long-period banking credit; process of investment banking; functions and operations of investment banking institutions; trends and problems of investment banking.

660. The Stock Market. Three credit hours. One Quarter. Autumn, Winter, Spring. Three class meetings each week. Prerequisite, Economics 520 and Business Organization 650. Mr. Dice, Mr. Donaldson.

The New York Stock Exchange; brokerage houses, methods of trading; business cycles and movements of stock prices; regulation of stock issue and manipulation.

662. The Money Market. Three credit hours. Spring Quarter. Prerequisite, Economics 520. Mr. Dice.

New York as a money market; the acceptance and commercial paper; brokers' loans; business loans; interest and discount rates; control of the supply of money through the Federal Reserve System; present problems and trends.

665. Foreign Exchange. Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, Economics 620. Mr. Willit.

A study of the theory and practices of foreign exchange from the standpoints of both bankers and foreign traders. The relationship of foreign exchange to international trade and financial problems is included.

666. Practice Work in Banking. One to three credit hours each Quarter with total credit not to exceed six credit hours. Autumn, Winter, Spring. Open to Seniors only. Students are admitted on the suggestion of the instructor in charge of cooperation with the banks concerned. Mr. Dice.

Students do actual work in a bank. Each student will attend conferences in regard to his work and make reports based on the different bank operations.

***670-671. Bank Organization and Management.** One to three credit hours. Winter and Spring Quarters. Each Quarter may be taken separately. 670, given in alternate years. Prerequisite, Economics 520, Business Organization 650, and Accounting 616 (for 671). Mr. Dice.

This course deals with the organization and practical operation of banks; their relations to the Federal Reserve System; government control; trends and required reforms.

674. Savings and Trust Institutions. Three credit hours. Autumn Quarter. Three class meetings each week. Given in alternate years. Prerequisite, Economics 520. Mr. Willit.

The practical operations and economic significance of the building and loan associations, savings banks, trust companies, and various other institutions are studied.

680. Industrial Organization and Management. Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. Prerequisite, Economics 402 or 404. Mr. Davis, Mr. Jucius.

An examination of the basic fundamentals of management underlying the solution of problems of organization and operation in all business enterprise, followed by their application to such specific fields of industrial management as production, materials, personnel, etc.

684. Industrial Management Field Work. Three to six credit hours. One Quarter. Autumn, Winter, Spring. To be completed before taking advanced courses. Prerequisite, Business Organization 680. Open only to students in Industrial Management group. Mr. Davis, Mr. Jucius.

Before entering the fourth year every Commerce student in the Industrial Management group is required to do one Quarter of field work under supervision.

685. Purchasing, Stores, and Inventory Control. Three credit hours. One Quarter. Winter and Spring. Three class meetings each week. Prerequisite, Business Organization 680. Mr. Davis, Mr. Jucius.

The organization, management and control of materials in industries. Treats particularly of the organization and functions of the purchasing, stores, and material-handling and controlling departments and those parts of the planning, accounting, production, and other departments directly affecting the control of materials.

* Not given in 1937-1938.

686. Personnel Organization and Management. Three credit hours. One Quarter. Autumn and Spring. Three class meetings each week. Prerequisite, Business Organization 680. Mr. Davis, Mr. Jucius.

The organization, management and control of the personnel in industry. Treats particularly the functions and practice which come within the scope of hiring, force maintenance, industrial education and welfare.

687. Production Organization and Management. Three credit hours. One Quarter. Autumn and Winter. Three class meetings each week. Prerequisite, Business Organization 680. Mr. Davis, Mr. Jucius.

The organization, management and control of production in industry. Treats these largely from the point of view of shop management.

691. Office Organization and Management. Three credit hours. Spring Quarter. Three class meetings each week. Prerequisite, Business Organization 680. Mr. Davis.

Mechanics of administration. Office management. Standards, tools, forms, equipment, office machinery, and standard methods. Special office problems of different departments, and of multiplant organization.

700. Marketing. Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. Prerequisite, Economics 401-402. Mr. Beckman, Mr. Reeder, Mr. Cordell, Mr. Burley, Mr. Maynard, Mr. Nolen.

A general but critical survey of the field of marketing. Consumer demand in relation to the marketing machinery. Functions, methods, policies, marketing costs, and problems of the farmer, manufacturer, wholesaler, commission merchant, broker, retailer and other middlemen. Emphasis on principles, trends, and policies in relation to marketing efficiency.

702. Marketing Research. Three credit hours. One Quarter. Autumn and Winter. Two lectures and one two-hour laboratory period each week. Prerequisite, Business Organization 700 and Economics 522. Mr. Kellogg, Mr. Burley.

Marketing research treated from viewpoint of the business executive. Kinds and sources of market data; statistical technique in marketing; marketing research as a basis for formulation of market organization, programs, and policies.

705. Retail Merchandising. Four credit hours. One Quarter. Autumn, Winter, Spring. Four class meetings each week. Prerequisite, Business Organization 700. Mr. Maynard, Mr. Dameron.

A consideration of the organization and management of retail establishments; store location; store organization; buying; receiving; stockkeeping; inventories; sales systems; store policies; services; deliveries; expenses and profits; personnel problems, etc.

706. Wholesaling. Four credit hours. One Quarter. Winter and Spring. Four class meetings each week. Prerequisite, Business Organization 700. Mr. Beckman.

The field of wholesaling; types and classes of wholesale organizations; tendencies in wholesaling; wholesale centers. Organization and management of wholesale establishments including location, purchasing, receiving, stock control, advertising, selling, order filling, traffic management, credit granting, expenses, profits, etc.

709. Credits and Collections. Four credit hours. One Quarter. Autumn, Winter, Spring. Four class meetings each week. Prerequisite, Business Organization 700. Mr. Beckman, Mr. Cordell.

Credit—nature, functions, instruments, classes, risk, organization and management. Sources of credit information. Collection methods and policies. Extensions, compositions, adjustments, receiverships, bankruptcy, credit insurance, credit limits, credit and collection control.

712. Salesmanship and Sales Management. Four credit hours. One Quarter. Autumn, Winter, Spring. Four class meetings each week. Prerequisite, Business Organization 700. Mr. Maynard, Mr. Nolen.

Salesmanship topics: knowledge of goods and markets; buying motives; sales planning; study of customers and their wants; meeting objections; closing.

Sales Management problems: sales organization; planning; territories; quotas; sales research; selecting and training salesmen; compensation; expenses, stimulation and supervision of salesmen.

716. Principles of Advertising. Three credit hours. One Quarter. Autumn, Winter, Spring. Three class meetings each week. Prerequisite, Business

Organization 700 or Senior standing in Journalism. Mr. Maynard, Mr. Dameron.

Advertising in relation to marketing and general business. Advertising organization. Science of advertising. Copy, layout, typography, engraving. Advertising strategy. Advertising media. Economics of advertising. The viewpoint of the enterpriser emphasized.

717. Advertising Practice. Three credit hours. Winter Quarter. Two recitations and one two-hour laboratory period each week. Prerequisite, Business Organization 716. It is recommended that this course be preceded by Psychology 635. Mr. Dameron.

The technique of advertising with emphasis on copy and layout. Consideration of marketing factors. Preparation of advertising or campaign. Layout in relation to media. Appeals, space, position, typography, art, illustration. Borders, backgrounds, pointing devices, perspective. Emphasis on consumer advertising in general markets.

719. Retail Advertising. Four credit hours. Spring Quarter. Two recitations, one two-hour laboratory period, and one conference each week. Prerequisite, Business Organization 717 or the permission of the instructor. Mr. Dameron.

Nature and purpose of retail advertising and sales promotion. Retail advertising organization. Appeals, copy, art, engraving, typography, media. Retail advertising plans. Coordination of selling efforts.

720-721. Exporting and Importing. Three credit hours. Autumn and Winter Quarters. 720 will be given in the Autumn Quarter, and 721 in the Winter Quarter. Three class meetings each week. Prerequisite, Economics 401-402. Preferably preceded or accompanied by Economics 520 and Business Organization 700. Mr. Held.

Methods of conducting export and import business. Foreign trade correspondence and advertising. Market analysis. Export commission houses and other sales agencies. Handling shipments. Credits and collections.

725. Field Work in Marketing. Three to six credit hours. One Quarter. Autumn, Winter, Spring. Prerequisite, Business Organization 700. Open to students in the Marketing group only. Mr. Maynard, Mr. Beckman.

This course is open to students temporarily not in residence. The student is required to submit a report covering certain of the marketing problems of the company by which he had been engaged.

740. Public Utility Organization and Administration. Three credit hours. Spring Quarter. Three class meetings each week. Prerequisite, Economics 618 or 648. Mr. Power.

The public utility as a business enterprise. The study of its organization and administration. Consideration of the problems of management confronting the utility as a business.

748. Valuation of Railroads and Public Utilities. Three credit hours. Winter Quarter. Three class meetings each week. Given in alternate years. Prerequisite, Economics 618 or 648. Mr. Power.

A study of the various methods of the valuation of public utilities and the problems arising therefrom. Study is made of typical valuation and rate cases before state public utilities commissions and before the Interstate Commerce Commission.

751. Motor Carrier Organization and Administration. Three credit hours. Spring Quarter. Three class meetings each week. Given in alternate years. Prerequisite, Economics 618 or 648. Mr. Duffus, Mr. Power.

Highway transportation of persons and property by motor vehicles as a business enterprise; organization and administration of the different types and classifications of motor carriers; current problems confronting their management in their relations with travelers, shippers, competing transportation agencies, and administrative law.

***752. Traffic Management.** Three credit hours. Winter Quarter. Three class meetings each week. Given in alternate years. Prerequisite, Economics 618. Mr. Duffus.

Investigations of the business relationships existing between shippers and carriers in the transportation of goods in domestic and foreign commerce by rail, highway, water, and air.

* Not given in 1937-1938.

760. Personal Insurance. Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, Economics 401-402. Mr. E. L. Bowers.

Life insurance; accident and health insurance; annuities. Premiums; reserves; investments; surrender values; dividend, etc. Types of policies and companies. Adaptation of insurance to individual cases. Agency organization; state supervision.

764. Property Insurance. Three credit hours. Spring Quarter. Three class meetings each week. Prerequisite, Economics 401-402. Mr. E. L. Bowers.

A study of the following lines of insurance: fire and marine; automobile; burglary and robbery; windstorm; plate glass; business interruption. Credit and title insurance, corporate bonding. Types of companies; loss; prevention and adjustments; supervision. Insurance as a business opportunity.

799. Special Problems in Business Organization. One to three credit hours. One Quarter. Autumn, Winter, Spring. Prerequisite, senior or graduate standing, preliminary courses in the field of specialization, and permission of the instructor.

Individual investigations of specific problems in the following fields of Business Organization:

- (a) Corporation Organization and Finance. Mr. Hoagland and others.
- (b) Real Estate Problems. Mr. Hoagland and others.
- (c) Insurance. Mr. E. L. Bowers and others.
- (d) Marketing. Mr. Maynard and others.
- (e) Banking. Mr. Dice and others.
- (f) Industrial Management. Mr. Davis and others.
- (g) Transportation and Public Utilities. Mr. Duffus, Mr. Power.
- (h) Radio Advertising.

FOR GRADUATES

An undergraduate student shall not be permitted to take any course in the "800" group except by permission of the Graduate Council.

For description of graduate courses in this department see the Bulletin of the Graduate School.

CHEMISTRY

Office, 115 Chemistry Building
General Chemistry Office, 112 Chemistry Building

PROFESSOR EVANS, ASSOCIATE PROFESSOR FERNELIUS, ASSISTANT PROFESSOR QUILL, MR. GARRETT, MR. HOWE, MR. NEWMAN, MR. VERHOEK, AND ASSISTANTS

401. Elementary Chemistry. Five credit hours. One Quarter. Autumn and Winter. One lecture, two recitations, and two two-hour laboratory periods each week. For students who do not present chemistry as an entrance credit. Mr. Evans, Mr. Fernelius, Mr. Quill, Mr. Garrett, Mr. Howe, Mr. Newman, Mr. Verhoek, and assistants.

A general course in the chemistry of the non-metals. To be followed by Chemistry 402.

402. Elementary Chemistry. Five credit hours. One Quarter. Winter and Spring. One lecture, two recitations, and two two-hour laboratory periods each week. For students who do not present chemistry as an entrance credit. Prerequisite, Chemistry 401. Mr. Evans, Mr. Fernelius, Mr. Quill, Mr. Garrett, Mr. Howe, Mr. Newman, Mr. Verhoek, and assistants.

A continuation of Chemistry 401, including the chemistry of the metals. To be followed by Chemistry 403.

411. General Chemistry. Five credit hours. One Quarter. Autumn and Winter. One lecture, two recitations, and two two-hour laboratory periods each week. Prerequisite, an acceptable course in high-school chemistry. Mr. Evans, Mr. Fernelius, Mr. Quill, Mr. Garrett, Mr. Howe, Mr. Newman, Mr. Verhoek, and assistants.

A general course in the chemistry of the non-metals, more advanced than Chemistry 401. To be followed by Chemistry 412.

412. General Chemistry. Five credit hours. One Quarter. Autumn, Winter, Spring. One lecture, two recitations, and two two-hour laboratory periods each week. Prerequisite, Chemistry 411. Mr. Evans, Mr. Fernelius, Mr. Quill, Mr. Garrett, Mr. Howe, Mr. Newman, Mr. Verhoek, and assistants.

A continuation of Chemistry 411, including the chemistry of the metals. To be followed by Chemistry 413.

CLASSICAL LANGUAGES AND LITERATURE

Office, 217 Derby Hall

PROFESSOR BOLLING, ASSOCIATE PROFESSOR TITCHENER, MR. ABBOTT

GREEK

401. Elementary Greek. Five credit hours. Autumn Quarter. Five recitations each week. No prerequisite. Mr. Bolling, Mr. Titchener.

This course covers the outlines of the grammar with practice in the translation of simple selections (*The First Year of Greek*, by J. T. Allen).

402. Elementary Greek. Five credit hours. Winter Quarter. Five recitations each week. Prerequisite, Greek 401 or its equivalent. Mr. Bolling.

Reading in Xenophon's *Anabasis*, review and continuation of the grammar.

LATIN

401. Elementary Latin. Five credit hours. Autumn Quarter. Five recitations each week. This course is for students who have not studied Latin. Mr. Abbott.

Grammar and exercises.

402. Elementary Latin and Caesar. Five credit hours. Winter Quarter. Five recitations each week. Prerequisite, Latin 401. Mr. Abbott.

Continuation of grammar and beginning Caesar.

403. Caesar. Five credit hours. Spring Quarter. Five recitations each week. Prerequisite, Latin 402. Mr. Abbott.

Continuation of Caesar.

DRAWING

(See Engineering Drawing)

ECONOMICS

Office, 116 Commerce Building

PROFESSORS WOLFE, HAYES, WALRADT, DICE, HELD, AND KIBLER, ASSOCIATE PROFESSORS ZORBAUGH, SMART, BOWERS, AND JAMES, ASSISTANT PROFESSORS PATTON, WILLIT, HERBST, BITTERMANN, ROWNTREE AND EGLE, MR. ALTMAN, MR. CAPLAN, MR. FREEMAN, MR. HARRISON, MR. SHAFFER, MR. STEVENS, MR. STOCKDALE, MR. SUFRIN, MR. WELSH, MR. WHITSETT, AND ASSISTANTS

The courses in economics fall into certain groups, as follows:

1. Introductory and outline courses—400, 401-402, 509, 510, 522.
2. Economic theory—601-602-603, 604, 605, 645, 656, 669-670-671, 801-802-803, 815, 816-817-818, 871-872-873, 879, 880-881-882, 883-884; Political Science 621, 622, 623.
3. Economic history—501-502, 503, 804-805-806, 812-813-814; History 637, 638, 640, 641.
4. Social Economics—643, 645, 658-659. See also Sociology 505, 610, 618; Geography 604, 633, 651.
5. Labor problems—510, 513, 637, 638, 639, 874, 877. See also Business Organization 686; Sociology 605, 608; History 639; Psychology 637.
6. Money, banking and economic cycles—520, 613, 625-626, 863, 864, 870. See also Business Organization 662, 665, 674.
7. Public finance and international economic relations—631-632-633, 634-635, 651. See also Business Organization 665; Political Science 613.
8. Corporations, public utilities, and transportation—616, 618, 648. See also Business Organization 640, 650, 652, 656, 658, 740, 743.
9. Statistics and insurance—522, 624, 639, 807-808-809.

400. Survey of the Development of Modern Economic Society. Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. Open only to Freshmen and Sophomores. Mr. Patton and others.

A study of the dominant historic forms of economic organization designed to provide a basis for understanding both the evolutionary nature of society and the role of capitalism in social development.

401-402. Principles of Economics. Five credit hours. Two Quarters. Both 401 and 402 are given Autumn, Winter, Spring. One lecture and four class meetings each week. Not open to Freshmen. Mr. Willit and others.

A general survey of the economic relationships and processes in modern society; prices, money and banking, international trade, public utilities, trade unionism, taxation.

NOTE: Freshmen in the College of Commerce and Administration with a cumulative point-hour ratio of 3.0 or above on their first two Quarters of work may enroll for this course in their third Quarter in residence, if they have already secured credit for Economics 400 and Business Organization 401.

A special section of each of these courses is given for capable students who are especially interested in the field of economics. These sections are designed to give such students an opportunity for more varied, intensive, and independent work than is possible in the regular sections. Enrollment is limited and is by permission only. For further information or permission to enroll, apply to Mr. Willit.

501-502. Economic History of the United States. Five credit hours. Two Quarters. Autumn and Winter. Five class meetings each week. Prerequisite or concurrent, Economics 401-402; preferably preceded or accompanied by History 403-404. Mr. Walradt.

Development of agriculture, banking, manufacturing, trade and transportation; study of mercantilism, slavery, labor organizations, monopolies, and panics; public land policy, tariffs, and ship-subsidies, immigration and currency.

Not open to students who have credit for Economics 508 and 607-608.

503. The Evolution of Modern Capitalism. Five credit hours. Spring Quarter. Five class meetings each week. Prerequisite, Economics 400 or 401-402 or 501-502 or History 401-402. Mr. Smart.

A survey of the evolution of modern European capitalism since the sixteenth century and the accompanying changes of the Industrial Revolution and the factory system in banking, transportation, labor and industrial organization.

Not open to students who have credit for Economics 636.

509. Outlines of Public Finance. Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. Prerequisite, Economics 401-402 or 403-404. Mr. Walradt.

A survey of the entire field of public finance; expenditures, revenues, and debts. Especial attention will be given to the subject of taxation. This course is not a prerequisite to Economics 631-632-633 but it may not be taken by students who have had that course.

Not open to students who have credit for Economics 409.

510. Introduction to the Study of Labor Problems. Three credit hours. One Quarter. Autumn, Winter, Spring. Three class meetings each week. Prerequisite, Economics 401-402 or 403-404. Miss Herbst.

A general survey of the position of the wage-earner in modern industry, emphasizing the social significance of wages, hours, working conditions, accidents, unemployment, trade unionism and labor legislation.

Not open to students who have credit for Economics 410.

513. The International Organization of Labor. Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, Economics 401-402. Miss Herbst.

American and foreign labor movements are viewed historically in relation to economic, political, and legal institutions. The purposes and problems of trade unionism, political activity, cooperation and international organizations of labor are included.

520. Money and Banking. Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. Prerequisite, Economics 401-402. Mr. Bowers, Mr. Willit.

This course is intended as an introductory study to the more technical courses in banking and finance and also to give a comprehensive view of the field for those who are primarily inter-

ested in other subjects. The organization, operation, and economic significance of our monetary and banking institutions are discussed, with special reference to current conditions and problems.

Not open to students who have credit for Economics 610.

522. Elementary Economic Statistics. Three credit hours. One Quarter. Autumn, Winter, Spring. Two lectures and one two-hour laboratory period each week. Prerequisite, Economics 401-402, one unit of high school algebra, and one unit of high school geometry. Mr. Smart, Mr. Hart.

Emphasizes collection, presentation, analysis, and interpretation of economic and business data. Includes tabulation, graphic representation and application of averages, ratios and the like to economic and business problems.

Not open to students who have credit for Economics 422 or 622.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

According to the University regulations, courses in this group are not open to Freshmen or Sophomores.

601-602-603. Principles of Economics: Advanced Course. Three credit hours. Three Quarters. 601, Autumn; 602, Winter; 603, Spring. Three class meetings each week. Prerequisite, Economics 401-402 and senior standing. Mr. James.

This course is designed to provide a more thorough and critical consideration of economic principles than is possible in the elementary courses. It attempts to arrive at some understanding of the more fundamental principles involved in the present changing economic system.

604-605. Current Economic Problems. Three credit hours. Two Quarters. 604, Autumn Quarter; 605, Winter Quarter. Three class meetings each week. Prerequisite, Economics 401-402. Mr. Hayes.

A lecture and discussion course providing a survey and analysis of some of the leading current economic issues, especially those connected with the economic functions of the Federal administration, agricultural adjustment, development of natural resources, provision for the aged and unemployed, tariff adjustment, and industrial self-government.

613. Money and Banking: Problems and Policies. Three credit hours. Spring Quarter. Three class meetings each week. Prerequisite, Economics 520 or the consent of the instructor. Mr. Willit.

The work of this course includes a brief survey of banking in the United States, Canada, and England. An analysis of the recent changes in our monetary and banking system and a study of the functions of the Federal Reserve System and its place in financial planning and control.

616. Corporation Economics. Five credit hours. Autumn Quarter. Five class meetings each week. Prerequisite, Economics 401-402. Mr. Kimball.

A course in corporation organization and finance designed primarily for students outside of the College of Commerce and Administration.

Not open to students who have credit for or who are taking Business Organization 650.

618. Transportation Economics. Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. Prerequisite, Economics 401-402. Mr. Kibler.

A general survey of the history and regulation of inland transportation agencies, and a discussion of current problems of transportation and regulation, for students with a general interest in the field of economics as well as for those with a special interest in transportation.

624. Principles of Insurance. Three credit hours. Autumn Quarter. Three class meetings each week. Prerequisite, Economics 401-402. Mr. E. L. Bowers.

A study of the theory and practice of the principal types of insurance in the life, fire, and casualty fields. The economic theory of risk; loss prevention; state supervision, etc.

Not open to students who have credit for Business Organization 760.

625-626. Analysis and Control of Business Cycles. Two credit hours. Winter and Spring Quarters. Prerequisite, Economics 401-402. Mr. Hayes.

A general survey of changes in price levels and production. Past and current theories of business cycles. Proposed plans for the control of economic fluctuation.

631-632-633. Public Finance. Three credit hours. Autumn, Winter, and Spring Quarters. Prerequisite, Economics 401-402. Mr. Walradt.

A study of the problems connected with the debts, expenditures, revenues, and fiscal administration of national, state, and municipal governments.

634-635. International Economic Problems. Three credit hours. Autumn and Winter Quarters. Prerequisite, Economics 401-402. Mr. James.

Theories of international trade and finance. Balance of international payments for important countries; war debts, export of capital, gold movements, etc. Broader aspects of international economic relations emphasized.

637. Labor Relations. Five credit hours. Autumn Quarter. Five class meetings each week. Prerequisite, Economics 401-402. Miss Herbst.

A study of the methods used by wage-earners, employers and the government to meet present-day labor conditions.

638. Labor Legislation. Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, Economics 401-402. Miss Herbst.

A study of society's efforts through legislation to improve the conditions of labor and to increase its bargaining power. Legislation and court decisions affecting the labor of men, women, and children, hours, wages, working conditions, immigration, convict labor, trade union activities and industrial disputes.

639. Social Insurance. Three credit hours. Spring Quarter. Three class meetings each week. Prerequisite, Economics 401-402. Mr. E. L. Bowers.

Efforts to guarantee to the worker security. Accident insurance; employers' and workmen's compensation; health hazards and health insurance. Old age insurance and pensions; unemployment and its prevention; unemployment insurance. Compulsory automobile insurance.

643. Woman in the Modern Economic World. Three credit hours. Autumn Quarter. Three class meetings each week. Given in alternate years. Prerequisite, Economics 401-402. Miss Herbst.

A study of the relation of women to the present economic order, and of the social, economic, industrial and legal problems associated therewith.

645. Principles of Economic Consumption. Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, Economics 401-402. Miss Zorbaugh.

Critique of consumption facts and problems, and of consumers' welfare. Theories of consumers' economic role. Some existing and proposed means—private and public—of controlling consumption.

NOTE: See Survey 664, Bulletin of the College of Education.

648. Public Utility Economics. Five credit hours. Autumn Quarter. Five class meetings each week. Prerequisite, Economics 401-402. Mr. Kibler.

A course complementary to Economics 618, with special emphasis on local public utilities, including water, gas, electric light and power, telephone and telegraph, etc. The history and present status of regulation and the leading problems arising therefrom, including supervision of holding companies, valuation, reasonableness of rates, adequacy and economy of service, etc. Public ownership versus public regulation.

651. International Commercial Policies. Three credit hours. Spring Quarter. Three class meetings each week. Prerequisite, Economics 401-402. Mr. Held.

The theory of international trade; historic policies; mercantilism; free trade and protection. A study of the tariff policy of the United States with a comparative study of the policies of other countries. International trade as affected by the World War.

656. The Distribution of Wealth and Income. Three credit hours. Spring Quarter. Three class meetings each week. Prerequisite, Economics 401-402. Mr. Hayes.

Analyses of the process by which wages, interest, rent, and profit are determined; proposals for altering same.

658-659. Population. Three credit hours. Autumn and Winter Quarters. Three class meetings each week. Prerequisite, Economics 401-402. Mr. Wolfe.

The growth and distribution of population. The relation of numbers to resources, productive capacity, standard of living, prosperity, and international economic problems. The dynamic aspects of population in relation to material and moral progress. Critical consideration of population theories and policies.

669. The History of Movements of Economic Reform. Three credit hours. Autumn Quarter. Three class meetings each week. Prerequisite, Economics 401-402. Mr. Hayes.

An historical survey of movements for economic reform, including Utopian and Marxian socialism, anarchism, fascism, and communism. Economics 669, 670, and 671 are intended to present consecutively the background, development, and present status of socialism and other movements for economic reform.

Not open to students who have credit for Economics 657 or 667.

670. Theories of Economic Reform. Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, Economics 401-402. Mr. Hayes.

The idealistic theories of Utopian socialism; the economic philosophy of anarchism, communism, and fascism, and revisionism versus revolution; Marxian and neo-Marxian theory. This course naturally is preceded by Economics 669, though the latter is not required, and naturally is followed by Economics 671.

671. Capitalism and Socialism in Present Day Europe. Three credit hours. Spring Quarter. Three class meetings each week. Prerequisite, Economics 401-402. Mr. Hayes.

Revolutionary and reform movements in Europe with special attention to Russia, Germany, and Italy. This course naturally is preceded by Economics 669 and 670, though these courses are not required.

Not open to students who have credit for Economics 869 or 668.

700-701-702. Honors Courses. One to five credit hours. Autumn, Winter, and Spring Quarters. Open by permission of the chairman of the department to undergraduate students who are candidates for a degree with distinction in Economics. Mr. James with the cooperation of other members of the department.

A program of reading arranged for the undergraduate student who is a candidate for a degree with distinction in Economics, with individual conferences and reports. Prerequisite: (1) Senior standing; (2) the record of "A" in at least half of his Economics courses and an average of "B" in the remainder; (3) permission of the professor under whose supervision the work is given. Candidates for a degree with distinction in Economics (see page 16) must enroll for this course for at least two Quarters.

FOR GRADUATES

An undergraduate student shall not be permitted to take any course in the "800" group except by permission of the Graduate Council.

For description of graduate courses in this department see the Bulletin of the Graduate School.

ENGINEERING DRAWING

Office, 218 Brown Hall

PROFESSOR FRENCH, ASSOCIATE PROFESSOR JONES, ASSISTANT PROFESSORS EDMONDSON AND VIERCK, MR. STIMSON, MR. CODDINGTON, MR. SMALL, MR. SCHRUBEN, AND ASSISTANTS

401. Principles of Engineering Drawing. Four credit hours. One Quarter. Autumn and Winter. One lecture and four two-hour laboratory periods each week. All instructors.

The use of instruments, applied geometry, orthographic projection, sections, revolution, lettering, auxiliary projection, dimensioning, use of the slide rule.

402. Principles of Engineering Drawing. Four credit hours. One Quarter. Winter and Spring. One lecture and four two-hour laboratory periods each week. Prerequisite, Engineering Drawing 401. All instructors.

Working drawing, developments and intersections, lettering, isometric and other forms of pictorial representation, charts and graphs, architectural drawing, structural drawing, and perspective.

439. Drawing in Business. Three credit hours. Winter Quarter. One lecture and two two-hour laboratory periods each week. Mr. Jones.

Blue print reading, orthographic drawing, isometric drawing, graphical presentation of facts, preparation of charts and diagrams, preparation of drawings for printed reproduction, use of slide rule.

ENGLISH

Office, 120 Derby Hall

PROFESSORS McKNIGHT, GRAVES, BECK, PERCIVAL, HATCHER AND WALLEY; ASSOCIATE PROFESSORS HARBARGER, SNOW, WILSON, FULLINGTON, AND POLLOCK; ASSISTANT PROFESSORS CRAIG, PARKER, AND NEWDICK, MRS. BENNETT, MR. BRITAIN, MR. DUMBLE, MR. EDWARDS, MR. ESTRICH, MR. GRAHAM, MR. HABER, MR. HILDRETH, MR. LOGAN, MR. SCHAUPP, MISS SNIFFEN, MR. SNYDER, MR. UTLEY, AND ASSISTANTS

English 401 and 430 are open to Freshmen. English 440 or 450 may be taken by Freshmen who have been in residence two Quarters or by those who have credit for 401 and 430.

- (a) Courses in writing should be chosen in the following order: 401, 507, 648, 667, 668.
- (b) Courses in literature should be chosen in the following order: 430, 440, 450.
- (c) One course in language is open to Sophomores: 528.

REVIEW COURSE IN ENGLISH COMPOSITION

During or preceding the first two class sessions in English 401, writing tests will be given to determine the ability of students to use the English language effectively. Students found with less than expected ability will be dropped from the regular classes and assigned to review sections in English fundamentals, without credit, for one Quarter. A fee of \$5.00 will be charged to cover the cost of tutorial instruction.

PROFICIENCY IN ENGLISH LITERATURE

Qualified students may confer with the supervisor of English 430 regarding the taking of individual proficiency examinations leading to advanced standing in English.

401. Composition and Reading. Five credit hours. One Quarter. Autumn, Winter, Spring. Director, Mr. Fullington.

A course in the effective reading and writing of the types of expository prose generally required in college courses. Discussion and practice.

430. Introduction to Literature. Five credit hours. One Quarter. Autumn, Winter, Spring. No prerequisite. Not open to Juniors and Seniors. Director, Mr. Fullington.

A course primarily for first-year students, designed to develop intelligent appreciation and enjoyment of literature and to encourage the growth of good taste and judgment through intimate contact with the best contemporary verse and prose. Special attention will be given to developing a basic knowledge of literary technique, as displayed in prose fiction, drama, and poetry.

440. Masters of Modern Literature. Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. Elective, but required as a prerequisite for all 500 and 600 courses in English. Prerequisite, English 401 and 430. Mr. Beck, Mr. Wilson, Mr. Snow, Mr. Fullington, Mr. Newdick, Mr. Brittain, Mr. Estrich, Mr. Logan, Mr. Utley, Mr. Parker, Mr. Schaupp, Mr. Edwards.

An intensive study of the work of four or five authors who have made distinctive contributions to the literature or thought of modern times, to be selected from these authors: Frost, Dreiser, O'Neill, Eliot, Chekov, MacLeish, Ibsen, Shaw, Pirandello, Mann, Galsworthy, Bennett, Wells, Woolf, Masefield, Conrad.

This course is intended to acquaint the student with means of a more thorough appraisal of a man and his writing than is possible by cursory unrelated reading.

450. Introduction to Shakespeare. Five credit hours. One Quarter. Autumn, Winter, Spring. Prerequisite, English 401 and 430. Mr. Walley, Mr. Wilson, Mr. Parker, Mr. Estrich.

An intensive study of selected plays. Emphasis is placed upon the understanding and appreciation of Shakespeare's dramatic and poetic art.

Not open to students who have credit for English 667-668.

PREREQUISITES FOR 500 AND 600 COURSES

Unless otherwise indicated, the prerequisites for 500 and 600 courses are English 401, 430, and 440.

507. Advanced Composition. Five credit hours. One Quarter. Autumn, Winter, Spring. Prerequisite, English 401 and 430. Mr. Graves, Mr. Beck, Mr. Craig, Mr. Snow, Mr. Haber.

Intensive study of the art of descriptive and narrative writing and of the artistic forms of the essay, through lectures, quizzes, readings, and practice.

Not open to students who have credit for English 405, 407, or 607.

528. English Words. Three credit hours. One Quarter. Winter and Spring. Prerequisite, English 401. Mr. McKnight.

Dialect, slang, and technical words and their relation to standard English words. The foreign sources of borrowed words and the time of borrowing. The relationship between words and their meanings. Culture history associated with the history of word meanings.

Not open to students who have credit for English 428.

529. The English Bible. Five credit hours. Winter Quarter. Mr. Fullington.

A study of the King James version of the Bible as a masterpiece of world literature and an English classic. A brief survey of the English translations, and their place and influence in English literature; a careful consideration of the narrative, prophetic, and poetic books of the Old Testament and of the Gospels viewed purely from the point of view of literature.

Not open to students who have credit for English 629 or 429.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

According to the University regulations, courses in this group are not open to Freshmen or Sophomores.

609. American Literature to the Civil War. Five credit hours. Autumn Quarter. Five class meetings each week. Mr. Pollock.

The literature of puritanism; the impact of the Enlightenment; the beginnings of American drama and fiction; the growth of a national literature; the achievements of American romanticism in the work of Irving, Bryant, Whittier, Longfellow, Cooper, Hawthorne, Lowell, Holmes, Poe, Melville, Thoreau, and Emerson. Lectures, readings, reports, and discussions.

Not open to students who have credit for English 608.

610. American Literature from Whitman to the Contemporary Period. Five credit hours. Winter Quarter. Five class meetings each week. Mr. Pollock.

Whitman; American humor and ballad literature; the literature of the frontier; Mark Twain; the local colorists; the rise of realism; Howells and Henry James, the aesthetic and naturalistic revolts; the poetic rival; literary tendencies since the World War. Lectures, readings, reports, and discussions.

Not open to students who have credit for English 608.

627. History of the English Language. Three credit hours. Autumn Quarter. Lectures, quiz, and reports. Mr. McKnight.

A brief study of the English language prior to Chaucer followed by a more detailed study of the later development of the language and the way it became standardized in grammar and vocabulary. Especial attention is paid to the modern period, to the history of pronunciation and spelling and the development of the rules which govern modern English usage.

Not open to students who have credit for English 427.

637. Men and Manners of the Enlightenment. Five credit hours. Spring Quarter. Five class meetings each week. Mr. Percival.

A study of the minds, personalities, and social backgrounds of men who revealed themselves through letters, memoirs, autobiographies, and biographies. Pepys, Chesterfield, Johnson (through Boswell), Walpole, and Franklin.

641. The Romantic Era. Five credit hours. One Quarter. Autumn, Winter, Spring. Mr. Percival, Mr. Beck, Mr. Logan.

The influence of the French Revolution and the preeminence of the Romantic ideal. Wordsworth, Coleridge, Byron, Shelley, Keats, Hazlitt, Lamb, DeQuincey, Scott, and Jane Austen.

Not open to students who have credit for English 441.

642. The Victorians. Five credit hours. One Quarter. Autumn, Winter, Spring. Mr. Snow, Mr. Newdick, Mr. Logan.

The spirit and temper of the Victorian period as seen in the poetry of Tennyson and Robert and Elizabeth Barrett Browning, the essays of Carlyle and Ruskin, the novels of Dickens, Thackeray, Trollope, the Brontës, and Eliot.

Not open to students who have credit for English 442.

644. The Late Victorians. Five credit hours. One Quarter. Autumn, Winter, Spring. Mr. Beck, Mr. Newdick, Mr. Snow.

The transition from the Victorian to the modern period. The scientific contributions of Darwin and Huxley; the religious unrest of Arnold; the Pre-Raphaelites: Rossetti, Morris, Swinburne; the Aesthetes: Pater, Wilde; the Symbolists: Yeats; the rationalism of Meredith; the pessimism of Hardy; the tentative solutions of the pre-war moderns.

658. The Short Story. Five credit hours. Winter Quarter. Prerequisite, English 405 or 507. Special permission necessary. Class enrollment limited to thirty. Mr. Graves.

Lectures on structure and form in the short story, extended readings and reports, practice in story writing.

670. Recent and Contemporary Drama. Five credit hours. Winter Quarter. Four meetings each week with special reading in lieu of the fifth meeting. Prerequisite, English 440 and 450. Mr. Hatcher.

The social, intellectual, and scientific forces characteristic of recent times reflected in the artistic medium of the plays of Ibsen, Strindberg, Hauptmann, Wedekind, Kaiser, Toller, Chekov, Gorky, Andreyev, Brieux, Rostand, Maeterlinck, Vildrac, Capek, Molnar, Schnitzler, Pirandello, Benavente, Wilde, Shaw, Galsworthy, O'Casey, Milne, Howard, Rice, Barry, O'Neill, and others.

PUBLIC SPEAKING

(See Speech)

EUROPEAN HISTORY

(See History)

FINE ARTS

Office, 104 Hayes Hall

PROFESSORS HOPKINS AND FANNING, ASSISTANT PROFESSORS ATHERTON, RAN-
NELLS, BATCHELDER, AND GRIMES, MR. MITTS, MISS LANDACRE, MR. ANDERLA,
AND ASSISTANTS.

FREEHAND DRAWING

421. Elementary Freehand Drawing. Five credit hours. One Quarter. Autumn, Winter, Spring. Five two-hour laboratory periods each week. Mr. Mitts, Mr. Anderla.

A technical course in the principles of drawing, with special regard for directness and facility. Practice in freehand perspective and values in monochrome. Clay modeling.

Not open to students who have credit for Fine Arts 401-402-403.

423. Advanced Freehand Drawing. Five credit hours. One Quarter. Autumn, Winter, Spring. Four three-hour laboratory periods each week, with weekly problems. Prerequisite, Fine Arts 421 or 401-402-403. Mr. Mitts, Miss Landacre, Mr. Anderla.

Drawing from still life and the antique as a means of expression, emphasizing the various possibilities and limitations of the black and white mediums, with problems in composition.

Not open to students who have credit for Fine Arts 404-405.

DESIGN

431. Elementary Design. Five credit hours. One Quarter. Autumn, Winter, Spring. Five two-hour laboratory periods each week. Mr. Atherton, Miss Batchelder.

The principles of pure design, with practice in the presentation of organic design problems. Lectures, conferences, and technical work.

432. Intermediate Design. Five credit hours. One Quarter. Autumn, Winter, Spring. Five three-hour periods each week, with outside requirements. Prerequisite, Fine Arts 421 and 431.

Special problems in design, theory, and presentation. Ceramic, textile, metallic, stone, wood, and combined materials are considered for decorative and structural elements.

HISTORY AND APPRECIATION

479. Appreciation of the Fine Arts. Three credit hours. One Quarter. Autumn, Winter, Spring. Mr. Fanning and others.

A course of study planned to give the layman an intelligent appreciation of the visual arts by designating ways of approach, the basis of analysis and criticism of the plastic, pictorial, and related arts. Illustrated lectures, technical demonstrations, quizzes, and reports.

Not open to students who have credit for Fine Arts 476-477-478.

COLLEGE OF COMMERCE AND ADMINISTRATION
FOR ADVANCED UNDERGRADUATES AND GRADUATES

According to the University regulations, courses in this group are not open to Freshmen or Sophomores.

COMMERCIAL ART

533. Commercial Design. Five credit hours. One Quarter. Autumn, Winter, Spring. Three three-hour periods each week, with weekly problems. Prerequisite, Fine Arts 432 and 505. Mr. Rannells.

A general course serving as an introduction to the various phases of the commercial art field; advertising layout; methods of agencies, newspapers, etc.; engraving processes; making drawings for reproduction; principles of lettering; the use of various mediums, including pen, crayon, brush, wash drawings, and color.

Not open to students who have credit for Fine Arts 433.

535-536-537. Illustrative Drawing. Five credit hours. Autumn, Winter, and Spring Quarters. Prerequisite, Fine Arts 505 and 441 or 442. Mr. Grimes. Practice in illustrative drawing with study of the technique of pen and ink, pencil, wash, and other mediums. Problems in pictorial composition.

Not open to students who have credit for Fine Arts 435.

FRENCH

(See Romance Languages and Literature)

GEOGRAPHY

Office, 213 Commerce Building

PROFESSORS HUNTINGTON, VAN CLEEF, PEATTIE, AND CARLSON, ASSOCIATE PROFESSOR SMITH, ASSISTANT PROFESSOR WRIGHT, MR. GARLAND

The courses in geography may be grouped as follows:

- I. Physical environment: 401, 505, 615, 621, 624, 625, 799; Geology 420, 601, and 610.
- II. Economic and social geography: 403, 603, 604, 634, 651, 799.
- III. Regional geography: 505, 621, 624, 625; Geology 610.
- IV. Techniques: 421, 700, 799; Geology 615; Economics 522.
- V. Political and historical geography: 505, 621, 624, 625, 631, 651, 799.
- VI. Commerce: 631, 633, 634; Economics 651; Business Organization 665, 720, and 721.

401. Principles of Geography. Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. Mr. Carlson, Mr. Huntington, Mr. Garland, Mr. Wright.

The elements of the natural environment in relation to human activities. Geographic factors in society. The relation of geography to the physical and social sciences.

403. Regional-Economic Geography. Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. Prerequisite, Geography 401. Mr. Van Cleef, Mr. Smith, Mr. Peattie.

The geography of the world's commodities; their regional aspects; a survey of the economic activities of the world's political entities in the light of their geographic conditions.

421. Cartography and Map Interpretation. Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, Geography 401 or sophomore standing. Given in alternate years. Mr. Smith.

The interpretation and appreciation of maps. A consideration of scales, symbols, and the common map projections. The representation of geographic data by the use of dots, isopleths, cartograms, and other graphic devices. A survey of the various maps published by the United States and other map-issuing institutions.

505. Geography of the United States and Canada. Three credit hours. One Quarter. Autumn, Winter, Spring. Three class meetings each week. Prerequisite, Geography 403. Mr. Huntington, Mr. Smith, Mr. Wright.

A geographic analysis of the United States and Canada; the correlation of their natural resources and other environmental factors with their economic and social structure and development.

Not open to students who have credit for Geography 422 or 405.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

According to the University regulations, courses in this group are not open to Freshmen or Sophomores.

603. The Localization of Manufacturing Industries of the United States. Three credit hours. Spring Quarter. Three class meetings each week. Prerequisite, Geography 401 and 403, 405 or 505, Economics 401 and 402, or Senior standing in Engineering. Mr. Wright.

The geography of American manufacturing. Industrial districts. Special study of representative industries as to: labor supply; sources, quantity, and value of material and power used; transportation facilities available; quantity and value of products; and problems of competition and markets.

604. Conservation and Land Utilization. Three credit hours. Autumn Quarter. Three class meetings each week. Prerequisite, Geography 401 and 403, 405 or 505, or fifteen hours of allied subjects. Mr. Huntington.

The importance of our natural resources. The need for their conservation. Land as a natural resource and economic factor. Character and location as factors in land utilization and value. Regional and national planning for resource utilization.

Not open to students who have credit for Geography 606.

605. Geography of Ohio. Two credit hours. Winter Quarter. Two class meetings each week. Prerequisite, Geography 401 and 403, 405 or 505, or fifteen hours of allied subjects. Mr. Huntington.

Geographic influences in the history of the state. Ohio's agriculture, industries, and social conditions, together with the underlying physical, climatic, and other environmental factors that have contributed to the present development of the region.

615. Climatology. Three credit hours. Autumn Quarter. Three class meetings each week. Prerequisite, twenty hours in natural or social science, including Geography 401, or Geology 420, or Botany 402. Mr. Smith.

Elements of climate and their distribution. The controls of climate. Types of climate and their distribution, concluded by a consideration of the recent thought on the subject of climatic regions.

621. Geography of Europe. Three credit hours. Autumn Quarter. Three class meetings each week. Prerequisite, Geography 401 and 403. Mr. Van Cleef.

The geographic factor in the economic, social, and political progress of the nations. Current major problems of the continent in the light of their geographic background.

624. Geography of Latin America. Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, Geography 401 and 403. Mr. Carlson.

Geographic regions of Mexico, Central America, the West Indies, and South America. The development of the political divisions in relation to their geographic conditions. Special emphasis is placed on the geographic analysis of inter-American affairs.

Not open to students who have credit for Geography 623.

625. Geography of Asia. Three credit hours. Spring Quarter. Three class meetings each week. Prerequisite, Geography 401 and 403. Mr. Garland.

The major geographic regions of the continent and its insular fringe, with emphasis upon the regions of densest population. Consideration is given to interregional relationships.

631. The Historical Geography of Commerce. Three credit hours. One Quarter. Autumn and Spring. Three class meetings each week. Prerequisite, Geography 401 and 403, 405 or 505, or History 401 and 402. Mr. Peattie.

Geographic factors in commerce to 1800. Resources and production in the ancient and mediaeval world. Trade routes in relation to exchange of ideas. Geographic elements in the early origin of many present-day commercial practices.

633. The Geography of Modern Commerce. Three credit hours. One Quarter. Autumn and Spring. Three class meetings each week. Prerequisite, Geography 401 and 403, 405 or 505. Mr. Carlson.

Geographic factors affecting the establishment and development of modern trade routes over air, land, and water. Unequal distribution of natural resources and differences in industrial

and social development as basic factors in inter-regional and international trade. Geography in market analysis.

Not open to students who have credit for Geography 632.

634. The Geography of Trade Centers. Three credit hours. One Quarter. Winter and Spring. Three class meetings each week. Prerequisite, Geography 401 and 403 and senior standing. Mr. Van Cleef.

Geographic factors in the origin and growth of urban centers. Analysis and synthesis of the economic and physical structure and functions of trade centers in the light of their geographic setting; areal expansion; intra- and inter-trade center relations; integration with avenues of communication; occasional field trips.

651. Anthropogeography. Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, Geography 401 and 403, 405 or 505, or History 401 and 402. Mr. Peattie.

Advanced social geography. The geographic factor in cultural evolution. A course giving attention to the individual interests of students in geography, education, history, and sociology.

700. Field Work in Geography. Two credit hours. Spring Quarter. Prerequisite, twelve hours of geography. Mr. Smith.

A course in the practice of field observation and geographic mapping.

Not open to students who have credit for Geography 641.

799. Special Problems in Geography and Commerce. Two or three credit hours. Autumn, Winter, and Spring Quarters. Assigned readings, conferences, and reports. Prerequisite, eighteen hours of geography, senior standing, and consent of the instructor.

(a) Problems in Physical Geography. Mr. Peattie, Mr. Carlson, Mr. Smith.

(b) Problems in Climatology. Mr. Smith, Mr. Peattie.

(c) Problems in Political and Historical Geography. Mr. Huntington, Mr. Peattie, Mr. Van Cleef.

(d) Problems in Economic and Commercial Geography. Mr. Huntington, Mr. Van Cleef, Mr. Carlson.

FOR GRADUATES

An undergraduate student shall not be permitted to take any course in the "800" group except by permission of the Graduate Council.

For description of graduate courses in this department see the Bulletin of the Graduate School.

GEOLOGY

Office, 103, 104 Orton Hall

PROFESSORS CARMAN AND SPIEKER, ASSOCIATE PROFESSOR STOCKDALE, ASSISTANT PROFESSOR STEWART, MR. STOUT, MR. COLE, MR. FREEMAN, MR. LAMEY, MR. ROUSE

401. General Geology. Five credit hours. One Quarter. Autumn, Winter, Spring. Four recitations and one one-hour laboratory period each week. One half-day field trip at an optional time is required except in the Winter Quarter. All instructors.

A study of the materials of the earth's crust; of the structural features of the earth's crust and how they were formed; and of the surface features of the earth and their origin. In the laboratory, the common minerals and rocks and topographic maps are studied.

402. General Geology. Five credit hours. One Quarter. Autumn, Winter, Spring. Four recitations and one one-hour laboratory period each week. One half-day field trip at an optional time is required, except in the Winter Quarter, unless credit for field trips was received in Geology 401. Prerequisite, Geology 401. All instructors.

An elementary study of the geological history of the earth. In the laboratory the common types of fossils and geological maps are studied.

411. The Geology of our Mineral Wealth. Five credit hours. Winter Quarter. Four recitations or lectures and one one-hour laboratory period each week. Prerequisite, Geology 401. Mr. Freeman.

An elementary study of the world distribution, geologic occurrence and uses of the important mineral deposits, with special reference to control of mineral production by countries.

*420. **Meteorology.** Five credit hours. Spring Quarter. Four recitations and one one-hour laboratory period each week. Given in alternate years. No prerequisite. Mr. Stockdale.

A study of the elements of weather and weather forecasting. Special attention is given to the weather of Columbus.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

According to the University regulations, courses in this group are not open to Freshmen or Sophomores.

601. **Advanced General Geology: Physiography.** Five credit hours. Autumn Quarter. Four recitations and one two-hour laboratory period each week. Saturday mornings must be kept open for field trips. Prerequisite, Geology 401-402, or Geography 401-403, or Senior rank. Mr. Cole.

A detailed study of the processes at work on the land surface, and the topographic forms produced by them. This course includes practice in the interpretation of topographic maps.

Not open to students who have credit for Geology 501.

*610. **Physiography of the United States.** Five credit hours. Winter Quarter. Given in alternate years. Prerequisite, four Quarters of geology or geology and geography, including Geology 601. Mr. Cole.

A study of the physiographic regions of the United States. The topographic form and physiographic history with the geologic history as a background. Designed to give the student of geology and geography a working knowledge of the physiography of the United States.

GERMAN

Office, 213 Derby Hall

PROFESSORS M. B. EVANS, EISENLOHR (EMERITUS), MAHR, AND SPERBER, ASSISTANT PROFESSORS THOMAS (EMERITUS), GAUSEWITZ, KRAMER, AND NORDSIECK, MR. EPP, MR. WEINBERGER, AND ASSISTANTS

401. **Elementary German.** Five credit hours. One Quarter. Autumn, Winter, Spring. Five recitations each week. All instructors.

The elements of German grammar. Reading of easy prose. Oral practice.

402. **Elementary German.** Five credit hours. One Quarter. Autumn, Winter, Spring. Five recitations each week. Prerequisite, German 401 or equivalent. All instructors.

The elements of German grammar. Reading of easy prose. Oral practice.

403. **Intermediate German.** Five credit hours. One Quarter. Autumn, Winter, Spring. Five recitations each week. Prerequisite, German 402 or equivalent. All instructors.

Reading of narrative prose. Oral and written practice.

404. **Easy Classical Reading.** Five credit hours. One Quarter. Autumn, Winter, Spring. Five recitations each week. Prerequisite, German 403 or equivalent. All instructors.

Reading of (a) descriptive and critical prose; (b) a classical drama supplemented by discussions and lectures; (c) selected lyrics.

506. **Readings in Physical Science.** Two credit hours. One Quarter. Autumn, Winter, Spring. Two recitations each week. Special reading in lieu of the third meeting. Prerequisite, German 404 or equivalent. To meet the college requirements for a fifth Quarter, concurrent registration in "Advanced German" or "Elementary Conversation and Composition" is recommended. Mr. Epp.

The reading of German texts, including the periodicals in the physical field. The course is designed to meet the needs of students especially in chemistry, physics, and mathematics.

GREEK LANGUAGE AND LITERATURE

(See Classical Languages and Literature)

HISTORY

Office, 207 University Hall

PROFESSORS WITTKÉ, SIEBERT (EMERITUS), McNEAL, HOCKETT, WASHBURNE, DORN, HILL, ROBINSON, AND McDONALD, ASSISTANT PROFESSORS ROSEBOOM, WEISENBURGER, AND SIMMS, MR. DUPRE, MR. HARE, MR. LANDIN, MR. HOTCHKISS, MR. ROBERT, MR. THOMAS, AND ASSISTANTS

400. History of Western Civilization. Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. All instructors.

I. Antiquity and the Early Middle Ages. Pre-history, Egypt, Mesopotamia, and Palestine; the civilization of Greece and Rome; early Christianity and the Barbarian invasions; Islam and Arabic culture in the Near East and Spain; the rise of the Papacy; Charlemagne and the Carolingian Empire; Otto I and the Holy Roman Empire. Lectures, discussion, and required reading.

401. History of Western Civilization. Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. All instructors.

II. The Middle Ages and Early Modern Times. Feudal society; the medieval Church and its cultural influence; the Crusades; the rise of the towns; early capitalism, and the age of discovery; the Renaissance and Reformation; Spanish culture of the Counter-Reformation; Elizabethan England; French classicism, and early modern natural science; the national monarchies; absolutism, and mercantilism. Lectures, discussion, and required reading.

402. History of Western Civilization. Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. All instructors.

III. The Modern World. The Enlightenment; the French Revolution and the Industrial Revolution; restoration and reaction; democracy and economic and political radicalism; Romanticism, natural and social science; nationalism and imperialism, and the World War; the peace settlement and post-war Europe; democracy, communism, and fascism. Lectures, discussion, and required reading.

History 400, 401, and 402 provide a logical sequence, but each may be taken independently as electives.

403. History of the United States (1763-1852). Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. This course carries full credit for Seniors. All instructors.

A study of the general political, constitutional, and economic development of the United States from the beginning of the Revolutionary era to the end of the Jacksonian epoch. Textbook, collateral readings, and discussions.

404. History of the United States (1852-1936). Five credit hours. One Quarter. Autumn, Winter, Spring. Five class meetings each week. This course carries full credit for Seniors. Prerequisite, History 403. All instructors.

A continuation of History 403.

421. England to the Seventeenth Century. Five credit hours. Autumn Quarter. Five class meetings each week. Not open to Freshmen. Mr. Robinson.

A general survey, cultural and economic as well as political, of English history during the Middle Ages and Tudor times. Lectures, readings, and discussions.

422. England since 1600. Five credit hours. Winter Quarter. Five class meetings each week. Not open to Freshmen. Mr. Robinson.

The general development of the British Isles and the British Empire in modern times. A continuation of History 421, but may be taken independently. Lectures, readings, and discussions.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

For all courses in this group, the prerequisite is at least Junior standing and four Quarters in the social science field, of which at least two must be in history. Specific prerequisites are indicated in connection with specific courses. These courses are not open to Freshmen or Sophomores.

***615. Nineteenth Century England (1815-1885).** Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, History 422, or a major in History. Advanced students from other departments without this prerequisite admitted on consent of the instructor. Mr. Robinson.

The Reform Era and the Mid-Victorian decades, with special emphasis on the internal situation, and social, cultural and economic changes. Lectures, readings, reports, and discussions.

* Not given in 1987-1988.

†616. **Modern Britain since 1885.** Three credit hours. Three class meetings each week. Prerequisite, same as for History 615. Mr. Robinson.

The social structure of Modern Britain; the growth of democracy; the rise of the Labor party; Irish affairs, and the effects of the War. Lectures, readings, reports, and discussions.

621. **Expansion of Europe to 1588.** Three credit hours. Three class meetings each week. Prerequisite, History 401-402, or a major in history. Advanced students from other departments without this prerequisite must obtain the consent of the instructor. Mr. Washburne.

A study of the early geographical ideas of the Europeans, their first contacts with the outside world, the period of discovery, the creation of the Portuguese empire in the east and the Spanish monopoly in the west, to the collapse of the Iberian control of European expansion by the destruction of the Armada in 1588. Lectures, readings, and discussions.

622. **Expansion of Europe from 1588 to 1815.** Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, same as for History 621. Mr. Washburne.

A study of the rise of the chartered trade companies, the ascendancy of the Dutch, the contest between the Dutch and the English for commercial supremacy and the long struggle between the English and the French for maritime supremacy, with its resultant effects upon India and North America through the settlement at the end of the Napoleonic era. Lectures, readings, and discussions.

623. **Expansion of Europe from 1815 to the Present.** Three credit hours. Spring Quarter. Three class meetings each week. Prerequisite, same as for History 621. Mr. Washburne.

A study of the problems of expansion in the nineteenth and twentieth centuries; the development of India, the movement into the Southern Pacific, the partition of Africa and the various phases of modern imperialism after 1876 through the readjustment of territory under the mandate system after the World War. Lectures, readings, and discussions.

628. **Contemporary Europe (1919-1936).** Three credit hours. Winter Quarter. Three class meetings each week. Mr. Washburne.

A study of present-day problems. A consideration of the phases of the attempted reconstruction of Europe following the Paris Conference of 1919. This includes the issues involved in the subjects of post war diplomacy, reparations, disarmament, the new constitutions of Europe, the appearance of communism and fascism and the European attitude toward the changing situations in the Near and Far East.

629. **Modern Germany (1789-1918).** Three credit hours. Spring Quarter. Three class meetings each week. Prerequisite, History 401-402. Advanced students from other departments without this prerequisite must obtain the consent of the instructor. Mr. Dorn.

Introductory lectures on the basic problems and tendencies of German history; Germany and the French Revolution; German Enlightenment and Romanticism and their relation to political thought; the Stein-Hardenberg reforms and the war of liberation; Prussia, Austria and the problem of German unity; the nationalist and democratic movements; the Bismarckian Empire; industrial development; William II and the World War; the German Revolution of 1918. Lectures, readings, reports, and discussions.

630. **The Diplomacy of Europe (1878-1919).** Three credit hours. Autumn Quarter. Three class meetings each week. Prerequisite, History 401-402, or a major in history. Advanced students from other departments without this prerequisite must obtain consent of instructor. Mr. Washburne.

A study, with the use of the new material now available, of the diplomatic obligations of the European states from the Congress of Berlin of 1878 to the Paris Conference of 1919; the formation of alliances, the crises which culminated in the war, and the attitude of European leaders. Lectures, readings, and discussions.

631. **Constitutional History of the United States to 1837.** Three credit hours. Autumn Quarter. Three class meetings each week. Prerequisite, History 403-404. Mr. Hockett.

The purpose of this course, together with History 632, is to exhibit the growth of our constitutional system in its genetic aspects, as the product of vital social forces. Lectures, discussions, and reports.

† Not given during the academic year, 1937-1938.

632. Constitutional History since 1837. Three credit hours. Spring Quarter. Three class meetings each week. Prerequisite, same as for History 631. Mr. Hockett.

A continuation of History 631.

635. American Diplomacy to the Close of the Civil War. Three credit hours. Autumn Quarter. Three class meetings each week. Prerequisite, History 403-404. Mr. Hill.

The foreign relations of the United States, beginning with the diplomacy which resulted in the establishment of independence and including such subjects as the struggle for neutral rights, and commercial recognition, the extension of territory on the continent, the origin of the Monroe Doctrine, and the international controversies of the Civil War. Lectures, discussions, and reports.

636. American Diplomacy since the Civil War. Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, same as for History 635. Mr. Hill.

Problems in the diplomacy of the United States resulting from the Civil War, the development of the Monroe Doctrine, the acquisition of dependencies, relations with Latin America and the Orient, arbitration, the Isthmian Canal, and neutral rights during the Great War in Europe. Lectures, discussions, and reports.

637. Recent History of the United States (1875-1936). Three credit hours. Autumn Quarter. Three class meetings each week. Prerequisite, History 403-404. Mr. Wittke.

An intensive study, by the topical method of political, constitutional, industrial, and social problems during the last fifty years. Among the topics to be considered are the economic revolution; the rehabilitation of the South; the transformation of the West; agrarian unrest; third party movements; money and banking, and the tariff. Lectures, textbook, collateral readings, and discussions.

638. Recent History of the United States (1875-1936). Three credit hours. Winter Quarter. Three class meetings each week. Prerequisite, History 403-404. Mr. Wittke.

This course is the natural continuation of History 637, but may be taken separately. Among the topics to be considered are the rise of capitalistic combinations; transportation problems; the labor movement; the woman's movement; immigration; the trend of political reform; the foreign contacts of the United States; the problems of reconstruction after the World War; "The New Deal." Lectures, textbook, collateral readings, and discussions.

643. Political Parties in the United States. Five credit hours. Spring Quarter. Five class meetings each week. Prerequisite, History 403-404. Mr. Roseboom.

The radical party of the Revolution; the origin and growth of national parties; the slavery issue in party politics; the effect of the Civil War upon parties; party development in recent American history, special attention being devoted to the influence of the new economic and social conditions in creating new parties and policies. Lectures, readings, discussions, and reports.

645. Latin America. Three credit hours. Winter Quarter. Three class meetings each week. Mr. Hill.

The European background; native cultures of the New World; conquest and settlement; political, social, and economic institutions; the wars for independence. This course affords a natural introduction to History 646. Lectures, readings, and discussions.

646. Latin America. Five credit hours. Spring Quarter. Five class meetings each week. Mr. Hill.

The evolution of the A B C powers and Mexico, with minor consideration of the other republics; major problems of an inter-American and an international nature. This course is a logical continuation of History 645. Lectures, readings, and discussions.

647. History of Canada. Five credit hours. Spring Quarter. Five class meetings each week. Mr. Wittke.

An intensive study of Canadian history and special emphasis on the relations of Canada with the United States and with the mother country, and the comparison of Canadian institutions and problems with our own. Lectures, textbook, collateral readings, and discussions.

649. Greek Civilization. Three credit hours. Winter Quarter. Three class meetings each week. Mr. McDonald.

A study of the contributions of Greece to Western civilization; political institutions, law, religion, drama, literature, science, and philosophy. Lectures, readings, and discussions.

650. Roman Civilization. Three credit hours. Autumn Quarter. Three class meetings each week. Mr. McDonald.

A study of Roman contributions to Western civilization; political institutions, Roman law, religions in the Roman Empire with special reference to Christianity, slavery, agriculture, economic life, etc. Lectures, readings, and discussions.

FOR GRADUATES

An undergraduate student shall not be permitted to take any course in the "800" group except by permission of the Graduate Council.

For description of graduate courses in this department, and for the requirements for advanced degrees, see the Bulletin of the Graduate School.

HOME ECONOMICS

Office, 220 Campbell Hall

PROFESSORS GORRELL AND McKAY, ASSISTANT PROFESSORS TURNBULL, MORGAN, GRIFFITH, AND RYAN, MISS KING, MISS BLANSHAN

401. Textiles. Three credit hours. One Quarter. Autumn, Winter, Spring. Two hours for discussion and one two-hour laboratory period each week. Miss Turnbull, Miss Griffith.

A study which deals with fibers, yarns, fabric constructions and finishes, fundamental in the purchase and use of textile fabrics.

508. Clothing. Five credit hours. One Quarter. Winter and Spring. Three meetings for class discussion and two two-hour laboratory periods each week. It is recommended that Home Economics 401 be scheduled previously or concurrently. Miss Ryan.

A course planned to meet the needs of those who wish to acquire a general knowledge of the selection, construction, and buying of clothing.

510. Elements of Nutrition. Three or five credit hours. Winter Quarter. Three meetings for class discussion. Students who register for five credit hours will have two two-hour laboratory periods in addition. Not open to students majoring in home economics, except with the approval of adviser. This course is of equal interest to men and women. Miss McKay, Miss King, Miss Blanshan.

A course for the general student. Food as a factor in health. The essentials of an adequate diet. Food plans to meet these essentials. In the laboratory, an application is made of some of the modern theories in regard to cookery. Planning, preparing, and serving meals for the family group.

518. Elements of Homemaking. Five credit hours. Spring Quarter. Five meetings for class discussion each week. Not open to students majoring in home economics. Elective to other Juniors and Seniors. This course is of equal interest to men and women. Mrs. Gorrell, Miss Morgan, Miss Turnbull.

A non-technical course in which the principles of home management are introduced and the use of the resources of the family are studied in their relation to family well-being.

JOURNALISM

Office, Journalism Building

EMERITUS PROFESSORS MYERS AND HOOPER, ASSOCIATE PROFESSOR POLLARD, ASSISTANT PROFESSORS GETZLOE AND LUXON AND ASSISTANT

401. The Modern Newspaper. Five credit hours. One Quarter. Autumn, Winter, Spring. Five lecture and discussion hours each week. Open to students who have not less than sixty Quarter hours of credit. Mr. Getzloe, Mr. Luxon, Mr. Smith.

The first half of the Quarter is given to a survey: journalism as a profession and as a business; opportunities in the field; the press today; modern methods of newspaper production. The second half deals with the work of the beginner in journalism, with special emphasis on the theory and practice of newspaper reporting.

402. Newspaper Reporting. Five credit hours. One Quarter. Autumn, Winter, Spring. Three recitations and two laboratory periods each week on the Lantern. Prerequisite, Journalism 401. Mr. Getzloe, Mr. Luxon, Mr. Smith.

A study of the gathering and writing of news, including court news, news from government offices, and political news. Students make required visits to city, county, and federal courts. While reporting campus news in The Lantern, students will also gather and write general news on assignment.

501. Copyreading. Three credit hours. One Quarter. Autumn and Spring. Two recitations and one laboratory period each week on the Lantern. Prerequisite, Journalism 401-402. Mr. Luxon.

Editing of copy, headline writing, re-writing, and general desk work.

513. Newspaper Ethics and Principles. Three credit hours. One Quarter. Autumn and Winter. Three recitations each week. Prerequisite, Journalism 401-402. Mr. Luxon.

The rights and duties of the press, its morals, its standards, and its part in community, state, and national life.

517. Newspaper History and Comparative Journalism. Five credit hours. Winter Quarter. Five recitations each week. Mr. Pollard.

Origin and growth of journalism in America, with consideration of the beginning and present state of journalism in other lands. Notable editors and publishers and mutual influence of the press and democracy.

518. Newspaper Organization. Two credit hours. One Quarter. Autumn and Spring. Two recitations each week. Mr. Pollard.

Survey of the news, editorial, business, and mechanical departments with discussion of the opportunities and responsibilities of those in various posts. A study of the various types of newspaper organization, with their purposes and functions.

519. Newspaper Printing. Three credit hours. One Quarter. Autumn and Spring. Three recitations each week. Mr. Pollard.

History of printing, with its special application to the newspaper. Survey of methods of printing and illustrating. Newspaper printing problems.

527. The Newspaper Library. Two credit hours. Winter Quarter. One class meeting and one laboratory period each week. Open to students of junior standing. Mr. Pollard.

The development and maintenance of the newspaper library, including standard reference works, clippings, biographical material, photographs, cuts and miscellaneous material.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

According to the University regulations, courses in this group are not open to Freshmen or Sophomores.

602. Feature Writing. Three credit hours. One Quarter. Autumn and Spring. Two recitations and one laboratory period each week on the Lantern. Prerequisite, Journalism 401-402. Open also to students in other colleges by special permission. Mr. Getzloe.

Instruction in and writing of special newspaper and magazine articles, together with investigation as to the market for such matter.

Not open to students who have credit for Journalism 502.

605. Writing for the Radio. Three credit hours. Spring Quarter. Prerequisite, Journalism 401 and 402, or permission of the instructor. Mr. Smith.

The study of the problems of preparing and presenting material for the radio. Emphasis on the gathering, editing, and broadcasting of news from the radio viewpoint. Practice in the writing of original manuscripts and the adaptation of material already written. Consideration of radio production problems as they affect the writer.

For description of the following courses offered in the Department of Journalism see the Bulletin of the School of Journalism.

407. Agricultural Journalism.

525. The Weekly Newspaper.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

- 607. Special Newspaper Problems.
- 614. Newspaper Law.
- 621. Editorial and Critical Writing.
- 622. The Press and Contemporary Affairs.
- *625. Journalism Practice.
- 626. The Newspaper Business Office.
- 628. Newspaper Circulation and Promotion.

FOR GRADUATES

An undergraduate student shall not be permitted to take any course in the "800" group except by permission of the Graduate Council.

For description of graduate courses in this Department see the Bulletin of the Graduate School.

LATIN LANGUAGE AND LITERATURE
(See Classical Languages and Literature)

MATHEMATICS

Office, 307 University Hall

PROFESSORS KUHN, MORRIS, BLUMBERG, WEAVER, AND RADO, ASSOCIATE PROFESSORS BAMFORTH AND LaPAZ, ASSISTANT PROFESSORS BAREIS, BEATTY, CARIS AND RICKARD, MISS JONES, MR. WYLIE, MR. SOUTHARD, AND ASSISTANTS

PROFICIENCY EXAMINATIONS

Proficiency examinations are available to qualified students in College Algebra, Trigonometry, Analytic Geometry, Calculus. Any student desiring to take a proficiency examination in any of these subjects should consult the department.

†421. College Algebra. Five credit hours. One Quarter. Autumn, Winter, Spring. Prerequisite, one unit of entrance algebra and one unit of entrance geometry. All instructors.

Fundamental ideas and topics of college algebra. Designed, along with the allied courses, Mathematics 422, 429, 435, to give students in the arts and sciences a conception of the character and possibilities of modern mathematics, especially in relation to its uses in other subjects.

422. Plane Trigonometry. Five credit hours. One Quarter. Autumn, Winter, Spring. Prerequisite, one unit of entrance algebra and one unit of entrance geometry. All instructors.

Solution of right and oblique triangles, theory and use of logarithms, solution of trigonometric equations and identities, various applications to the arts and sciences.

423. Analytic Geometry. Five credit hours. Spring Quarter. Prerequisite, Mathematics 421 and 422 or 431 and 432. All instructors.

429. Mathematics of Finance. Five credit hours. One Quarter. Autumn and Winter. Prerequisite, Mathematics 421 and 432. Mr. Kuhn, Mr. Morris.

The principles of interest and discount with application to annuities, sinking funds, capitalization, depreciation, valuation of bonds, building and loan associations.

431. Plane Trigonometry. Five credit hours. One Quarter. Winter and Spring. Prerequisite, one and one-half units of entrance algebra and one unit of entrance geometry. All instructors.

* Not given in 1937-1938.

† Mathematics 432 may be substituted for Mathematics 421.

432. College Algebra. Five credit hours. One Quarter. Autumn and Winter. Prerequisite, one and one-half units of entrance algebra and one unit of entrance geometry. All instructors.

433. Analytic Geometry. Five credit hours. One Quarter. Autumn and Spring. Prerequisite, Mathematics 431 and 432 or 421 and 422. All instructors.

435. Elementary Mathematical Statistics. Five credit hours. Spring Quarter. Prerequisite, Mathematics 421 or 432. Mr. Morris.

Representation of statistical data by difference, frequency, and logarithmic curves; averages; statistical constants; total and partial correlation; index number, formulas used in mental measurements; the normal curve; applications in economics, biology, psychology, and educational research.

441-442-443. Calculus. Five credit hours. Three Quarters. 441, Autumn and Winter; 442, Winter and Spring; 443, Autumn and Spring. Prerequisite, Mathematics 423 or 433. All instructors.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

According to the University regulations, courses in this group are not open to Freshmen or Sophomores.

***691. Probability.** Five credit hours. Autumn Quarter. Prerequisite, Mathematics 443. Given in alternate years. Mr. Morris.

The first half of the course will be devoted to the development of the theory of probability from the standpoint of permutations, combinations, choice, and chance; the second half to a formal development of the subject as given by Coolidge in "Introduction to Probability."

***692. Finite Differences.** Five credit hours. Winter Quarter. Prerequisite, Mathematics 691. Given in alternate years. Mr. Morris.

An introduction to finite differences; development of the more important methods of interpolation and summation.

***696. Statistics.** Five credit hours. Spring Quarter. Prerequisite, Mathematics 692. Given in alternate years. Mr. Morris.

Derivation of statistical formulas by use of the theory of probability; least squares and their application to curve fitting; frequency distribution curves.

METEOROLOGY

(See Geology 420)

MILITARY SCIENCE AND TACTICS

Office, The Armory

COLONEL TOWNSEND; LIEUTENANT COLONELS DIXON, SPENCER, AND FALK; MAJORS PAGE, CAMP, THOMAS, AND HAMILTON; CAPTAINS BARRY, HINTON, WILLIAMSON, ADAMSON, COWLES, PALMER, BLAKENEY, BURCKES, BERTSCH, AND CLYBURN; FIRST LIEUTENANTS KURSTEDT, SEEMAN AND BROOKE; NON-COMMISSIONED OFFICERS OF FIELD ARTILLERY, SIGNAL CORPS, AND ENGINEER CORPS

In accordance with the Morrill Act, passed in 1862, under which the University was established, military instruction must be included in the curricula. The Board of Trustees, therefore, requires all male students, both special and regular, unless excused by the Department of Military Science and Tactics to receive military instruction during the first two years in Engineer Corps, Field Artillery or Signal Corps.

The Reserve Officers' Training Corps was established under the National Defense Act of June 3, 1916, and June 4, 1920, the required two years' work being included in its four-year course, the third and fourth years being elective. Instruction is given in Engineer Corps, Field Artillery, and Signal Corps.

Uniform is furnished Freshmen upon deposit of approximately \$25.00 being made with the Contractor. The University has adopted its own style of uniform, which is required to last two years. Last year the Basic Course students were paid commutation of uniforms amounting to \$9.00 each for the academic year. This allowance is prorated monthly to students who do not

* Not given in 1937-1938.

remain in attendance during the entire academic year, but is paid by the Bursar in whole or in part only at the close of the Spring Quarter of each academic year.

Students taking Advanced Courses in Military Science receive commutation of rations which last year amounted to twenty-five cents a day and is payable quarterly, and commutation of uniform which last year amounted to \$29.00 for the First Year Advanced Men (Juniors), and to \$7.00 for the Second Year Advanced Men (Seniors).

The total credit in this department allowed toward a degree is eighteen Quarter hours, exclusive of Field Artillery 421-422-423, 424-425-426, Signal Corps 441-442-443, 444-445-446, or Engineer Corps 407-408-409, 410-411-412, required of all male students in the first and second years, for which six credit hours are granted.

Enrollment in the Engineer Unit will be confined to students of the Engineering College. Engineering students who intend to take Electrical Engineering or Engineering Physics are eligible for the Signal Corps Unit. All other students required to take military science will be assigned to the Field Artillery Unit.

SUMMER CAMPS

As a part of the instruction of the Reserve Officers' Training Corps, summer camps are conducted for the Advanced Course students at the end of their junior year. These camps are of six weeks' duration and the work is entirely practical. The development of leadership and discipline are primary objects of these camps. The Government furnishes transportation to and from the camps. While in camp, clothing, subsistence, medical attention, and entertainment are provided. The students attending advanced course camp receive a salary of seventy cents per day.

INFANTRY

510-511-512. Advanced Infantry. Three credit hours each Quarter. Autumn, Winter, Spring. Elective. Prerequisite, Military Science 507-508-509. Not given after 1938-1939.

Leadership. Military law. Military history. Company administration and supply. Combat training.

FIELD ARTILLERY

421-422-423. Basic Field Artillery. One credit hour each Quarter. Autumn, Winter, Spring.

National Defense Act and R.O.T.C. Obligations of citizenship. Military history and policies. Current international situation. Military courtesy and customs of the service. Military sanitation and first aid. Military organization and organization of the Field Artillery. Leadership. Elementary gunnery. Duties of cannoniers and the firing battery. Field Artillery ammunition and materiel.

424-425-426. Basic Field Artillery. One credit hour each Quarter. Autumn, Winter, Spring. Prerequisite, Military Science 421-422-423.

Fire control instruments. Map and aerial photography reading. Battery communications. Duties of the Battery Commander's Detail. Leadership. Care of animals and stable management. Equitation. Driving and draft.

527-528-529. Advanced Field Artillery. Three credit hours each Quarter. Autumn, Winter, Spring. Elective. Prerequisite, six Quarters of basic military science.

Reconnaissance, selection, occupation of position. Duties of Battery Officers. Use of Battery Commander's Detail. Field Artillery signal communications. Liaison with Infantry. Leadership. Elementary ballistics and dispersion. Preparation of fire. Conduct of fire. Equitation. Driving and draft.

530-531-532. Advanced Field Artillery. Three credit hours each Quarter. Autumn, Winter, Spring. Elective. Prerequisite, Military Science 527-528-529.

Leadership. Command and instruction of student organizations. Transport. Tactics. Military history and policy. Military law and administration. The law of military offenses. Court-martial. Administration.

MUSIC

Offices, 1, 2, 3, 4 Page Hall

PROFESSORS HUGHES, WEIGEL, AND DIERCKS, ASSISTANT PROFESSORS
SLAWSON AND GILLILAND, MR. WHITCOMB, AND ASSISTANTS

430. History and Appreciation I. Four credit hours. Winter Quarter. Four lectures each week. Prerequisite, sophomore standing. Mr. Hughes, Mrs. Mooney.

An introduction to the appreciation of music. Study of the factors involved in intelligent listening, with special reference to musical form. A brief survey of the history of the art.

Not open to students who have credit for Music 301 or 302.

431. History and Appreciation II. Four credit hours. Spring Quarter. Four lectures each week. Prerequisite, Music 430. Mr. Hughes, Mrs. Mooney. Style, form, and content of compositions of the polyphonic and classical periods.

CAMPUS MUSIC GROUPS

Participation in University music activities is open to all students in the University. No student will be allowed credit in excess of six hours in Music A, B, C, and D toward graduation. No student will be permitted to enroll for more than one of the courses Music A, B, C, or D during any particular Quarter.

Music A. University Chorus. One credit hour. Autumn, Winter, and Spring Quarters. Three rehearsals each week. Mr. Diercks, Mr. Gilliland.

Open to students in any department of the University. Acceptance for the course is subject to the written approval of the director after individual conference. Advanced students and those with special interests and talents through rehearsals of smaller groups will be given opportunity to study the madrigal and other choral literature suitable to small ensembles.

Music B. University Orchestra. One credit hour. Autumn, Winter, and Spring Quarters. One sectional rehearsal and three full rehearsals each week. Mr. Weigel, Mr. Whitcomb, Mr. Duncan, Mr. Madden.

Open to any student in the University by permission of the Director.

Music C. The University Marching Bands. One credit hour. Autumn, Winter, and Spring Quarters. Three or more rehearsal and drill periods each week. Open only to Juniors and Seniors who have earned six hours credit in military science (Band). Membership by permission of the director. Mr. Weigel, Mr. Whitcomb, Mr. Madden, Mr. Bruder.

The University Band operates as two or more military units. A combination of these units, or selected men from each, serves as a massed band for athletic events and military revues.

Music D. The University Band. One credit hour. Autumn, Winter, and Spring Quarters. One sectional rehearsal and three full rehearsals each week. Prerequisite, consent of the director. Mr. Weigel, Mr. Whitcomb, Mr. Madden.

The University Band is a selected group of limited membership devoted to the preparation and performance of the best band literature. The group gives public concerts and supplies music for University functions. Membership is open to students of any year or department but is limited to performers of superior ability.

Music E. Women's Glee Club. No credit. Autumn, Winter, and Spring Quarters. Mr. Gilliland.

Membership in this group is open to all women students in the University. Examinations are held at stated periods and vacancies in the club filled with the best available voices. The majority of elections take place in the Autumn Quarter.

Music G. Men's Glee Club. No credit. Autumn, Winter, and Spring Quarters. Mr. Diercks, Mr. Gilliland.

Membership in this group is open to all men students in the University. Examinations are held at stated periods and vacancies in the club filled with the best available voices. The majority of elections take place in the Autumn Quarter.

PHILOSOPHY

Office, 320 University Hall

PROFESSORS LEIGHTON, CHANDLER, AND AVEY, MR. REITHER, MR. WATERS

The courses in philosophy are not ordinarily open to Freshmen, with the exception of 402, which is open to Freshmen who have completed two Quarters' work. Seniors receive full credit for all courses.

The courses fall into three groups. Those in the first group (401-405) are elementary in character and have no prerequisite. They are designed for students in the junior division who desire an introduction to philosophy as systematic reflection on the meaning and aims of human civilization.

The courses in the intermediate group (601-665) are more advanced and have prerequisites, although these prerequisites are not always in philosophy. Courses bearing numbers between 600 and 650 deal with various phases of the history of thought; courses bearing numbers between 650 and 700 are systematic, that is, they undertake to deal with current issues on their merits.

The following courses are relevant to all special interests since they deal with the most general underlying problems: 401, 402, 405, 601, 602, 603, 653, 656.

Courses related to social sciences: 405, 653, 656.

Courses related to commerce and journalism: 402, 405, 656, 665.

401. Introduction to Philosophy. Five credit hours. One Quarter. Autumn, Winter, Spring. No prerequisite. All instructors.

The meaning and scope of philosophy, its typical problems and theories, its relations to the special sciences and to social life and religion. The course is intended primarily for Sophomores desiring a general introduction to philosophy; it is not required for admission to any other course.

402. Introduction to Reflective Thinking. Five credit hours. One Quarter. Autumn, Winter, Spring. No prerequisite. All instructors.

A study of the methods employed in the search for facts, the formulation and testing of general principles, and the application of principles to specific cases. Illustrations are drawn from the processes of common sense, science, history, and law.

405. Elementary Ethics. Five credit hours. One Quarter. Autumn, Winter, Spring. No prerequisite. All instructors.

A critical and comparative study of ideals of human conduct.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

According to the University regulations, courses in this group are not open to Freshmen or Sophomores.

Courses bearing numbers 601 to 650 are historical; courses bearing numbers 651 to 700 are systematic.

NOTE: Unless otherwise specified the prerequisite to Philosophy courses in the "600" group is either (a) ten hours in philosophy and ten hours in natural or social science, or (b) fifteen hours in natural science and fifteen hours in social science.

601. Ancient Philosophy. Five credit hours. Autumn Quarter. Four meetings each week, a fifth at the option of the instructor. Mr. Reither.

The development of philosophical thought from the Greeks to the Middle Ages. Most of the time is devoted to Greek philosophy. A natural continuation of this course will be found in Philosophy 602; a more specialized treatment of medieval philosophy will be found in Philosophy 609.

602. Modern Philosophy to Kant. Five credit hours. Winter Quarter. Four meetings each week, a fifth at the option of the instructor. Mr. Leighton.

The development of philosophical thought from the Renaissance to the end of the eighteenth century. A natural continuation of this course will be found in Philosophy 603. Philosophy 601 or 602 is recommended to advanced undergraduates of good scholastic standing as a first course in philosophy.

603. Philosophy since 1800. Five credit hours. Spring Quarter. Four meetings each week, a fifth at the option of the instructor. Prerequisite must include Philosophy 602 or 401. Mr. Leighton.

The development of philosophical thought from the middle of the nineteenth century to the present. Special attention is given to the relations between philosophy, social movements, and literature.

***606. American Philosophy.** Three credit hours. Autumn Quarter. Prerequisite must include ten hours in philosophy. Mr. Chandler.

A survey of the chief philosophical standpoints which have entered into the constitution of the American mind since colonial times; the life and works of the thinkers whose theories are considered.

* Not given in 1937-1938.

653. Philosophy of Religion. Five credit hours. Spring Quarter. Four meetings each week, a fifth at the option of the instructor. Prerequisite must include five hours of philosophy. Students are advised to take 611 as a background for this course. Mr. Avey.

The psychical and social nature of religion; a systematic examination of the fundamental religious conceptions—the idea of God in relation to the idea of the world, the idea of man, and the problem of human destiny.

656. Principles of Social Ethics. Three credit hours. Winter Quarter. Prerequisite, one of the following: Philosophy 401, 405, 601, 602, Psychology 621, Education 603 or 606, 632, or ten hours of social science. Mr. Reither.

Systematic development of a philosophy of human values, and its application to the chief forms and activities of civilized life—industrial and economic activities, the state, education, culture and religion. Emphasis is laid on the social function of education as being the most important instrument of individual welfare and social progress.

***665. Philosophy of History.** Three credit hours. Autumn Quarter. Given in alternate years. Prerequisite must include ten hours in philosophy and ten hours in the social sciences. Mr. Leighton.

A discussion of the place of history in the system of human knowledge, the humanistic significance of the historical attitude, the concepts of civilization, culture, development, and progress. The aim of the course is to formulate a philosophy of culture.

Not open to students who have credit for Philosophy 820.

PHYSICAL EDUCATION

MEN'S DIVISION

Office, Physical Education Building

PROFESSORS ST. JOHN, CASTLEMAN, D. OBERTEUFFER, AND SCHMIDT, ASSOCIATE PROFESSORS WOOD, ASHBROOK AND HOWARD, ASSISTANT PROFESSORS COBB, OLSEN, DUFFEE, GODFREY, SNYDER, STALEY AND MOONEY, MR. PEPPE, MR. STAHL, MR. RIEBEL, MR. H. WIRTHWEIN, MR. MACKEY, MR. C. WIRTHWEIN

WOMEN'S DIVISION

Office, Pomerene Hall

PROFESSORS PALMER, ARMSTRONG, AND K. OBERTEUFFER, ASSOCIATE PROFESSOR SUMPTION, ASSISTANT PROFESSORS GILMAN, WINNEMORE, WATSON, AND STEIN, MISS CHERRINGTON, MRS. COMPTON, MISS JACOBS, MISS SCHUTZ, MISS DILLON, AND ASSISTANTS

400. Hygiene (Men and Women). One credit hour. One Quarter. Autumn, Winter, Spring. One lecture each week. Required of every Freshman during the first year of residence in the University. Sections for men, all instructors; sections for women, Miss Armstrong, Miss Winnemore.

This course deals with the various factors and conditions which affect the health and efficiency of the student.

NOTE: Hygiene 400 for women is sectioned on the basis of a placement test which is given during Freshman Week of the Autumn Quarter and at the first class period of other Quarters.

401. Physical Education (Men). One credit hour. Autumn Quarter. Two hours each week. Required of every Freshman. All instructors.

The work in this course is based on a thorough physical examination given at the beginning of the entering Quarter.

The course includes general body-building exercises, gymnastic and athletic games, antagonistic sports, and swimming, with advanced elective activities for the physically superior groups.

402. Physical Education (Men). One credit hour. Winter Quarter. Two hours each week. Required of every Freshman. All instructors.

A continuation of Physical Education 401.

403. Physical Education (Men). One credit hour. Spring Quarter. Two hours each week. Required of every Freshman. All instructors.

A continuation of Physical Education 402.

* Not given in 1937-1938.

421. Physical Education (Women). One credit hour. Autumn Quarter. Two hours each week. Required of every Freshman. All instructors.

The work includes hockey, soccer, volley ball, swimming, interpretative dancing, golf, horseback riding, and individual gymnastics.

422. Physical Education (Women). One credit hour. Winter Quarter. Two hours each week. Required of every Freshman. All instructors.

This work includes indoor baseball, basketball, golf, interpretative dancing, folk dancing, swimming, and individual work.

423. Physical Education (Women). One credit hour. Spring Quarter. Two hours each week. Required of every Freshman. All instructors.

This work includes horseback riding, golf, baseball, tennis, archery, swimming, and interpretative dancing.

425. Physical Education (Women). One credit hour. Autumn Quarter. Three hours each week. Required of all Sophomores. All instructors.

A continuation of Physical Education 421, 422, and 423.

426. Physical Education (Women). One credit hour. Winter Quarter. Three hours each week. Required of all Sophomores. All instructors.

A continuation of Physical Education 425.

427. Physical Education (Women). One credit hour. Spring Quarter. Three hours each week. Required of all Sophomores. All instructors.

A continuation of Physical Education 426.

ELECTIVE COURSES FOR MEN DISQUALIFIED FOR MILITARY SCIENCE

525. Physical Education. One credit hour. Autumn Quarter. Three hours each week. Open to Freshmen disqualified for elementary courses in Military Science. All instructors.

This course is similar in content to Physical Education 401.

526. Physical Education. One credit hour. Winter Quarter. Three hours each week. Open to Freshmen disqualified for elementary courses in Military Science. All instructors.

This course is similar in content to Physical Education 402.

527. Physical Education. One credit hour. Spring Quarter. Three hours each week. Open to Freshmen disqualified for elementary courses in Military Science. All instructors.

This course is similar in content to Physical Education 403.

528. Physical Education. One credit hour. Autumn Quarter. Three hours each week. Open to Sophomores disqualified for elementary courses in Military Science. All instructors.

This course offers advanced training and instruction in various athletic sports.

529. Physical Education. One credit hour. Winter Quarter. Three hours each week. Open to Sophomores disqualified for elementary courses in Military Science. All instructors.

This course offers advanced training and instruction in various athletic sports.

530. Physical Education. One credit hour. Spring Quarter. Three hours each week. Open to Sophomores disqualified for elementary courses in Military Science. All instructors.

This course offers advanced training and instruction in various athletic sports.

PHYSICS AND ASTRONOMY

PHYSICS

Office, 107 Mendenhall Laboratory

PROFESSOR ALPHEUS W. SMITH, ASSOCIATE PROFESSORS ALVA W. SMITH AND GREEN, ASSISTANT PROFESSORS KNAUSS AND HESTHAL, AND ASSISTANTS

411. General Physics: Mechanics, Wave Motion, and Sound. Five credit hours. One Quarter. Autumn and Winter. Four lectures and recitations and one two-hour laboratory period each week. Elective. Prerequisite, two entrance units in mathematics. Mr. Alpheus Smith, Mr. Alva Smith, Mr. Green, Mr. Knauss.

412. General Physics: Heat, Light, Spectroscopy. Five credit hours. Winter Quarter. Four lectures and recitations and one two-hour laboratory period each week. Elective. Prerequisite, Physics 411. Mr. Alpheus Smith, Mr. Alva Smith, Mr. Green, Mr. Knauss.

413. General Physics: Magnetism, Electricity, and Electronics. Five credit hours. Spring Quarter. Four lectures and recitations and one two-hour laboratory period each week. Elective. Prerequisite, Physics 411. Mr. Alpheus Smith, Mr. Alva Smith, Mr. Green, Mr. Knauss.

ASTRONOMY

Office, Emerson McMillin Observatory

PROFESSOR MANSON

431. Nature of the Physical Universe. Five credit hours. Autumn Quarter. Three lecture, quiz, or discussion periods and two one-hour observation and discussion periods each week. There will also be a few occasions when students will be expected to be at the Observatory during part of the evening for additional observations. Mr. Alpheus Smith, Mr. Manson, Mr. Hesthal.

This course ignores distinctions between modern physics and astronomy and selects its subject matter from both of these sciences in such a way as to give an elementary but comprehensive picture of the physical universe. It is designed for students interested in astronomy and physics as part of a liberal education without thought of specialization in either of these subjects.

432. Nature of the Physical Universe. Five credit hours. Winter Quarter. Three lecture and recitation periods and two one-hour observation and discussion periods each week. There will also be a few occasions when students will be expected to be at the Observatory during part of the evening for additional observations. Mr. Alpheus Smith, Mr. Manson, Mr. Hesthal.

A continuation of Astronomy 431, but it is not necessary that Astronomy 431 precede this course.

433. Nature of the Physical Universe. Five credit hours. Spring Quarter. Three lecture and recitation periods and two one-hour observation and discussion periods each week. There will also be a few occasions when students will be expected to be at the Observatory during a part of the evening for additional observations. Prerequisite, Astronomy 431 or 432. Mr. Alpheus Smith, Mr. Manson, Mr. Hesthal.

A continuation of Astronomy 431 and 432.

500. Descriptive Astronomy. Five credit hours. One Quarter. Autumn and Spring. Five lectures and recitations each week. Mr. Manson.

This course is designed for students who wish to obtain some knowledge of astronomy but have time for only one Quarter's work in the subject. The chief emphasis will be placed on its descriptive and historical aspects. Students will have opportunity for observations with the telescope and other astronomical equipment.

POLITICAL ECONOMY
(See Economics and Sociology)

POLITICAL SCIENCE
Office, 100 University Hall

PROFESSORS SPENCER, OEGARD, AND WALKER, ASSOCIATE PROFESSOR HELMS,
ASSISTANT PROFESSORS AUMANN AND FOSTER, MR. HEIMBERGER, MR. HAMILTON,
MR. OGLE, AND ASSISTANTS

Students who are especially interested in political science are advised to complete courses 401, 402, and 403 in their first two college years, and to consult members of the department as to further courses according to their individual needs and interests.

Both history and economics are very desirable as part of the basis for advanced work in political science.

Students planning for graduate work in political science should acquire a reading knowledge of French and German during the undergraduate period.

401. American National Government. Five credit hours. One Quarter. Autumn, Winter, Spring. It is strongly recommended that this course be preceded by two Quarters in college history; it must precede all other courses in this department. Not open to Freshmen except in third Quarter of a sequence. All instructors.

A general survey of the Constitution. The organization and functions of the national government and its relation to the states. Political parties.

402. Government and Politics of Foreign Countries. Five credit hours. One Quarter. Autumn, Winter, Spring. Prerequisite, Political Science 401. All instructors.

A study of the governments of England, France, Germany, Switzerland, and other countries of chief interest. Special attention will be given to characteristic institutions, such as English cabinet system, French administrative organization and justice, Swiss direct democracy. Proportional representation. The problem of self-government and empire.

403. American State Government. Five credit hours. One Quarter. Autumn, Winter, Spring. Prerequisite, Political Science 401 and (except by special permission) 402. All instructors.

A general survey of the structure and functions of government in the American commonwealths.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

According to the University regulations, courses in this group are not open to Freshmen or Sophomores.

605. Principles of Public Administration I. Five credit hours. Autumn Quarter. Five meetings each week. Prerequisite, ten hours in political science. Mr. Walker.

A consideration of the general problems of public administration; relations between the administration and the other branches of government—executive, legislative, and judicial; the civil service; personnel administration; budgets and accounting; centralized purchasing.

606. Principles of Public Administration II. Five credit hours. Winter Quarter. Five meetings each week. Prerequisite, fifteen hours in political science. Mr. Walker.

An examination of the principles of public administration as applied to the rendering of service to the public by national, state, and local governments. Attention will be paid to such functions as the protection of life and property, the promotion of trade and commerce, the regulation and operation of public utilities, city and metropolitan planning, and the furtherance of public welfare, noting in each case the part which is played by each of the levels of government.

607. Municipal Government. Five credit hours. One Quarter. Winter and Spring. Five meetings each week. Prerequisite, Political Science 401 and 402. Mr. Helms.

A comparative study of modern municipalities in the United States and the principal countries of Europe; their social significance; their governmental structure; their relation to the state; the experience with government by council, mayor, commission, and manager; methods of popular participation.

***611. Introduction to Jurisprudence.** Five credit hours. Autumn Quarter. Five meetings each week. Alternating with Political Science 626. Prerequisite, Political Science 401 and 402. Mr. Spencer.

An introductory study of legal concepts. An attempt is made both to give the prospective law student an analytical and historical guide into his subject, and to give those who do not intend to pursue the study of law an idea of its significance in social organizations, and its relation to political and economic science.

612. International Law. Three credit hours. Winter Quarter. Three meetings each week. Prerequisite, Political Science 401 and 402. Mr. Spencer.

A study of the principles of international law in their growth and present status, with particular attention to unsettled points, and problems raised by the World War.

613. Contemporary International Politics. Five credit hours. Autumn Quarter. Five meetings each week. Prerequisite, Political Science 401 and 402. Mr. Helms.

Methods and ideals of diplomacy; current problems in international relations, such as the reorganization of Europe, Pan-Americanism, and the Far East; tendencies toward administrative, judicial, and legislative world-organization.

615. Administration of Justice. Three credit hours. Spring Quarter. Three meetings each week. Prerequisite, Political Science 401 and 402 or 403. Mr. Aumann.

A study of the nature, purposes, and limitations of law as administered through courts. The development, organization, and procedure of our judicial system. Recent trends in legal thinking.

616. American Constitutional Law. Three credit hours. Winter Quarter. Three meetings each week. Prerequisite, Political Science 401 and 402. Mr. Aumann.

A study of leading constitutional principles in the United States as interpreted by the courts. Special studies will be made of such topics as the following: the adoption and amendment of constitution; the judicial power; citizenship; private rights; the powers of Congress; war powers; police power of the states; political privileges. Designed for students who desire a non-technical knowledge of the more important federal and state constitutional principles in the United States.

617. Administrative Law. Three credit hours. Spring Quarter. Three meetings each week. Prerequisite, Political Science 616. Mr. Odegard.

Administrative organizational procedure of administrative bodies; limits of administrative discretions; quasi-judicial and quasi-legislative powers of administrative bodies; relief against administrative action; conclusiveness of administrative findings. Cases and readings.

621. Ancient and Medieval Political Thought. Three credit hours. Autumn Quarter. Three meetings each week. Prerequisite, Political Science 401 and 402. Mr. Spencer.

The chief theories of European government from the time of Plato to the opening of the modern period. Political Science 621, 622, and 623 are intended to present consecutively the development of European political philosophy.

622. Modern Political Thought. Three credit hours. Winter Quarter. Three meetings each week. Prerequisite, Political Science 401 and 402. Mr. Spencer.

The chief theories of European and American government from the sixteenth century to the middle of the nineteenth century. This course is naturally preceded by Political Science 621, though the latter is not required, and is naturally followed by Political Science 623.

* Not given in 1937-1938.

623. Contemporary Political Thought. Three credit hours. Spring Quarter. Three meetings each week. Prerequisite, Political Science 401 and 402. Mr. Spencer.

An examination of the more important contemporary trends of political thought and of the theoretical problems of the nature of the state, of government, and of law.

626. Dictatorship and Absolutism. Three credit hours. Autumn Quarter. Three class meetings each week. Alternating with Political Science 611. Prerequisite, Political Science 401 and 402. Mr. Spencer.

An examination of certain governmental systems of today which are based on rejection of the ideal of democracy. Special attention given to Russia, Italy, and Germany, but consideration also of minor instances. Political and social causes of this contemporary tendency; administrative and constitutional problems.

631. Methods of Governmental Research. Three credit hours. Spring Quarter. Three meetings each week. To be given in alternate years. Prerequisite, fifteen hours in political science. Mr. Walker.

The materials of political science; history of procedure in political science research; research technique; presentation of results of research.

633. Legislation. Three credit hours. Spring Quarter. Three meetings each week. Prerequisite, Political Science 403. Mr. Walker.

The process of law making in the United States, the constituent process, statute law making, legislative drafting, legislative procedure, judicial review, the common law, executive ordinances, popular law making.

634. Public Opinion and Political Processes. Five credit hours. Autumn Quarter. Five meetings each week. Prerequisite, Political Science 401. Mr. Odegard.

A study of the forces which mould the public mind and of the channels through which public opinion is expressed, viz: the family, the school, the church, the movies, radio, press, pressure groups, and propaganda. Lectures and discussion.

635. Elections and Parties. Five credit hours. Winter Quarter. Five meetings each week. Prerequisite, Political Science 401 and 402 or 403. Mr. Odegard.

A study of voting qualifications, ballot forms, the direct-primary and other forms of nomination, systems of proportional representation, the organization and methods of political parties, and the position and function of the party system in democracies.

FOR GRADUATES

An undergraduate student shall not be permitted to take any course in the "800" group except by permission of the Graduate Council.

For description of graduate courses in this department see the Bulletin of the Graduate School.

PSYCHOLOGY

Office, 325 Education Building

PROFESSORS ARPS, GODDARD, BURTT, MAXFIELD, PRESSEY, TOOPS, DOCKERAY, ENGLISH, RENSHAW, WILLIAMS, AND BERRY, ASSOCIATE PROFESSORS VALENTINE AND ROGERS, ASSISTANT PROFESSORS DUREA, EDGERTON, AND STOGDILL, MR. WALKER, MR. SHERBURNE, MR. PRICE, MR. WHITE, MR. WALLACE, AND ASSISTANTS

401. Elementary Psychology. Five credit hours. One Quarter. Autumn, Winter, Spring. Five meetings each week. Lectures, discussions, laboratory exercises and reports. All instructors.

An introductory course, fundamental to all subsequent courses in the department. This course, together with Psychology 402, undertakes to present a survey of the whole field of human psychology. This includes a study of experimental findings in infant behavior and the subsequent development of adult modes of response, such as emotion, attention, habit, thinking, and the nature and development of personality. The facts and principles of human behavior pertinent to everyday life are stressed. The student is required to develop skill in the practical applications of experimental findings in the fields of infant behavior, motivation, attention, and emotion.

402. Elementary Psychology. Five credit hours. One Quarter. Autumn, Winter, Spring. Five meetings each week. Lectures, discussions, laboratory exercises and reports. All instructors.

A continuation of Psychology 401. Further emphasis on the development of a scientific attitude toward personal psychological problems in the fields of learning, thinking, intelligence and personality.

407. Educational Psychology. Five credit hours. One Quarter. Autumn, Winter, Spring. Five lecture hours each week. Lectures, discussions, laboratory exercises, and reports. Prerequisite, Psychology 401. All instructors.

The course begins with a brief study of the innate capacities and interests of children and individual differences in these capacities. The major part of the course is devoted to a study of the general laws and conditions of learning and the results of investigations regarding the progress of learning in various school subjects. Throughout the course experimental data and test results are stressed and practical problems emphasized. There will also be some classroom observation.

408. Mental Hygiene. Three credit hours. One Quarter. Autumn, Winter, Spring. Three class meetings each week. Prerequisite, Psychology 407 or 402. Mrs. Stogdill.

A general survey of the principles of mental hygiene. A study of social and emotional adjustment, and personality in the light of principles of mental hygiene.

409. Introduction to Applied Psychology. Three credit hours. Spring Quarter. Three lecture hours each week. Prerequisite, Psychology 402. Mr. Burt.

A systematic discussion of problems, methods, and typical results of psychology in the practical fields of medicine, law, education, and business.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

According to the University regulations, courses in this group are not open to Freshmen or Sophomores.

607. Genetic Psychology. Five credit hours. Spring Quarter. Five lecture hours each week. Lectures, recitations, and reports. Prerequisite, Psychology 401-402 or 407. Mr. Williams.

This course is designed to present the facts of mental development and their significance. Topics considered are: individual development, particularly with reference to the development of the nervous system; inheritance of mental traits; innate tendencies, their characteristics, description, and modification; play, mental states, their physiological basis and development with growth and training; moral and religious development; physical development.

609. The Exceptional Child. Three credit hours. One Quarter. Winter and Spring. Three lecture hours each week. Lectures, reports, clinics, and visits to public institutions. Prerequisite, fifteen hours of psychology or ten hours of psychology and five hours of professional educational subjects or sociology. Mr. Maxfield, Mr. Berry.

Individual differences among children with respect to mental, physical, and social traits. The social and pedagogical significance of talent and defect. Consideration of gifted children, special abilities and disabilities, blindness, deafness, speech defect, mental retardation, and behavior problems. Emphasis will be placed on the psychology of the exceptional child as a foundation for educational classification and treatment.

611. The Mentally Deficient Child. Three credit hours. Autumn Quarter. Three lecture hours each week. Lectures, reports, clinics, and visits to public institutions. Prerequisite, fifteen hours of psychology or ten hours of psychology and five hours of professional educational subjects or sociology. Mr. Maxfield.

The varieties and grades of mental deficiency, including the backward child of the schools and the distinctly feeble-minded. Consideration of mental deficiency and defect for purpose of educational treatment and social adjustment. The psychology of feeble-mindedness; types, degrees, causes and consequences.

621. Social Psychology. Three credit hours. Winter Quarter. Three lecture hours each week. Prerequisite, Psychology 401-402 or 407. Mr. Arps.

The nature and variety of innate tendencies; the relation of these tendencies to acquired behavior and social control; the development of personality.

622. The Psychology of the Delinquent Child. Three credit hours. Spring Quarter. Three lecture hours each week. Lectures, reports, and visits to the Bureau of Juvenile Research. Prerequisite, ten hours of psychology or permission of the instructor. Mr. Maxfield.

The meaning and significance of delinquency. The psychological basis; causes and prevention; the home and school as factors determining delinquent behavior; the significance of psychological findings for juvenile court procedure. The present day methods of dealing with the problem. The psychology of social conformity versus non-conformity; i. e., misconduct whether technically delinquent or not.

634. Criminal and Legal Psychology. Five credit hours. Winter Quarter. Five lectures each week. Prerequisite, Psychology 401-402. Mr. Burt.

Psychological factors in the determination of reliability of testimony; the technique of detecting crime and falsehood; responsibility; the relation of crime to mental disease or defect; the prevention of crime through environmental factors and heredity.

635. Psychology of Advertising. Three credit hours. One Quarter. Autumn and Spring. Three lectures each week. Prerequisite, Psychology 401-402. Mr. Burt.

The psychological principles involved in effective advertising, notably attention, memory, and action, with the contributory factors of association, feeling, instinct, suggestion, and reasoning.

637. Industrial Psychology. Three credit hours. Autumn Quarter. Three lectures each week. Prerequisite, Psychology 401-402. Mr. Burt.

The application of psychology to problems of industrial learning, adjustment of technical to mental factors, monotony, fatigue, environmental conditions, industrial unrest, morale, and accidents.

***638. Industrial and Vocational Psychology Laboratory.** Three credit hours. Spring Quarter. Two three-hour laboratory periods each week. Prerequisite, permission of the instructor. Mr. Burt.

Laboratory work in the application of psychology to industrial and vocational problems, with special emphasis on the development of psychological techniques for hiring employees. Practice in the devising and standardizing of occupational tests; obtaining and evaluating production ratings; correlation of ratings and tests; interpretation of results from the standpoint of vocational selection or guidance. A portion of the work of the course is frequently done in local business and industrial plants.

639. Psychology and Personnel. Three credit hours. Winter Quarter. Three lectures each week. Prerequisite, Psychology 401-402. Mr. Burt.

The application of psychology to problems of personnel. Selection and placement of employees by tests of intelligence and special ability. Trade tests, job analysis, and rating scales.

640. Educational and Vocational Guidance. Three credit hours. Winter Quarter. Prerequisite, Psychology 407. Mr. Edgerton.

A course dealing with the technique of evaluating psychological and related factors as a basis for making educational and vocational recommendations to individuals. The place of vocational and educational tests, previous record, and personality traits in determination of choice of occupation or course of study.

641. Abnormal Psychology. Five credit hours. Winter Quarter. Five lectures each week. Lectures and reports. Prerequisite, Psychology 401-402. Mr. Goddard.

The abnormal mental phenomena—viz., disorders of perception, association, memory, affection, judgment, action, volition, and personality, with especial emphasis on their relation to the respective normal phenomena. The grouping of these disorders into the syndromes exhibited in the main types of insanity.

644. Human Motives and Incentives. Three credit hours. Spring Quarter. Three meetings each week. Lectures, recitations and assigned readings. Prerequisite, Psychology 401-402 or 407. Mr. Toops.

The psychological bases of initiation and improvement of work. The role of instinct, habit, custom and tradition, rationalization and psychopathy in motivation. The incentive values of self-ratings, competition, punishment, and such rewards as money, bonuses, participation and promotion, in relation to the capacities of individuals.

679. **Psychology of Public Attitudes.** Three credit hours. Autumn Quarter. Three lectures each week. Prerequisite, Psychology 402. Mr. Burt.

The influence of imitation, suggestion, transfer of emotions, postural set, and defense mechanisms on public attitudes. Psychological factors in leadership and morale. Special emphasis on the experimental approach and such techniques as scaling attitudes and factor analysis.

RHETORIC AND ENGLISH LANGUAGE

(See English)

ROMANCE LANGUAGES AND LITERATURES

Office, 111 Derby Hall

PROFESSORS HENDRIX, MOORE, HAVENS, ROCKWOOD, MONROE, ANIBAL, AND DEMOREST, ASSOCIATE PROFESSOR SCHUTZ, ASSISTANT PROFESSORS HAMILTON, GUTIERREZ, AND FOURE, MRS. FOURE, MISS WALSH, MR. PRICE, MR. PALOMO, MR. BIEGLER, MR. FITCH, MR. ROGERS, MR. CABARGA, MR. HOWELL, MR. JOHNSON, MR. MEIDEN

FRENCH

401. **Elementary French.** Five credit hours. One Quarter. Autumn, Winter, Spring. Five recitations each week. Sections in this course are limited to twenty-five students. All instructors.

This course may not be taken simultaneously with Spanish 401-402 or Italian 401-402.

402. **Elementary French (Continued).** Five credit hours. One Quarter. Autumn, Winter, Spring. Five recitations each week. Prerequisite, French 401. Sections in this course are limited to twenty-five students. All instructors.

This course may not be taken simultaneously with Spanish 401-402 or Italian 401-402.

403. **Intermediate French.** Five credit hours. One Quarter. Autumn, Winter, Spring. Five recitations each week. Prerequisite, French 402 or equivalent. Sections in this course are limited to twenty-five students. All instructors.

404. **Intermediate French (Continued).** Five credit hours. One Quarter. Autumn, Winter, Spring. Five recitations each week. Prerequisite, French 403 or equivalent. Sections in this course are limited to twenty-five students. All instructors.

SPANISH

401. **Elementary Spanish.** Five credit hours. One Quarter. Autumn, Winter, Spring. Five recitations each week. Sections in this course are limited to twenty-five students. All instructors.

The elements of Spanish grammar with abundant oral and written exercises. Especial attention to ear training and oral practice.

This course may not be taken simultaneously with French 401-402 or Italian 401-402.

402. **Elementary Spanish (Continued).** Five credit hours. One Quarter. Autumn, Winter, Spring. Five recitations each week. Sections in this course are limited to twenty-five students. All instructors.

The elements of Spanish grammar with abundant oral and written exercises. Especial attention to active vocabulary. Elementary reading based on Spanish geography, history, customs, and manners.

This course may not be taken simultaneously with French 401-402 or Italian 401-402.

403. Intermediate Spanish. Five credit hours. One Quarter. Autumn, Winter, Spring. Five recitations each week. Prerequisite, Spanish 402 or an equivalent. Sections in this course are limited to twenty-five students. All instructors.

404. Intermediate Spanish (Continued). Five credit hours. One Quarter. Autumn, Winter, Spring. Five recitations each week. Prerequisite, Spanish 403 or an equivalent. Sections in this course are limited to twenty-five students. All instructors.

RURAL ECONOMICS

Office, 113 Townshend Hall

PROFESSOR FALCONER, ASSOCIATE PROFESSORS LIVELY,
HENNING, McBRIDE, AND WERTZ

501. Agricultural Economics. Five credit hours. One Quarter. Autumn and Spring. Five lectures each week. Prerequisite, Economics 402. Mr. Henning, Mr. McBride, Mr. Wertz.

The economics of agriculture, the economics of the production and marketing of farm products, the state and the farmer, the relation of agriculture to other industries, and the social relations of agricultural communities are considered.

Not open to students who have credit for Rural Economics 401.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

According to the University regulations, courses in this group are not open to Freshmen or Sophomores.

603. Cooperation in Agriculture. Five credit hours. Winter Quarter. Five lectures each week. Prerequisite, Rural Economics 501. Mr. Henning.

A study of agricultural cooperation, mainly as found in the United States. The types of cooperative marketing, manufacturing and purchasing organizations, collective bargaining, cooperative credit and insurance.

605. The Agricultural Industry. Three credit hours. Winter Quarter. Three lectures each week. Prerequisite, Rural Economics 501. Mr. Falconer.

The importance of the agricultural industry to the welfare of the nation. Some characteristics of the farming industry. Foreign competition, present and prospective. State and federal regulation, encouragement and aid to agriculture in the United States and foreign countries.

606. Rural Sociology. Five credit hours. Autumn Quarter. Prerequisite, twenty hours in economics, sociology, or rural economics. Mr. Lively.

A general course in the sociology of rural life. Emphasizes the fundamental and conditioning factors in rural social development, rural social institutions and the nature of rural social organization.

607. Rural Social Organization. Four credit hours. Winter Quarter. Prerequisite, twenty hours in economics, sociology, or rural economics. Mr. Lively.

An intensive course in the theory and technique of rural organization. The characteristics of rural group life, the processes of group organization, and the conditions and factors affecting the nature, permanence and success of groups organized on a local, state, and national basis are given consideration.

608. Rural Social Environment. Three credit hours. Autumn Quarter. Prerequisite, twenty hours in sociology or its social science equivalent. Mr. Lively.

A detailed study of the environmental factors surrounding rural people and the relation of these factors to their behavior. Particular consideration is given to the mental and social characteristics commonly attributed to country people.

613. Marketing Farm Products. Five credit hours. One Quarter. Autumn and Spring. Five lectures each week. Prerequisite, Rural Economics 501. Mr. Henning, Mr. McBride.

A study of local and terminal marketing services and agencies involved in the marketing of farm products.

614. Business Management in Agricultural Marketing. Three credit hours. Winter Quarter. Two lectures and one laboratory period each week. Prerequisite, Rural Economics 501. Given in alternate years. Mr. Henning.

A detailed study of representative agricultural marketing agencies, including their problems of administration, finance, selling, transportation, and warehousing.

SOCIAL ADMINISTRATION
Office, Social Administration Building

PROFESSORS STILLMAN, HAGERTY, MARK, PATERSON, AND RAYMOND, ASSOCIATE PROFESSOR DENUNE, ASSISTANT PROFESSORS JONES, BATCHELOR, AND BLACKBURN, MR. CORNELL

FOR ADVANCED UNDERGRADUATES AND GRADUATES

According to the University regulations, courses in this group are not open to Freshmen or Sophomores.

For description of the following courses offered in the Department of Social Administration see the Bulletin of the School of Social Administration.

- 619. Historical Development of Social Case Work.
- 620. Community Planning for Child Care.
- 626. Penology.
- 627. The Juvenile Court.
- 638. Field Work in Social Investigation.
- 639. Social Statistics.
- 642. Case Recording.
- 646. Contemporary Group Work and Recreation.
- 647. Leadership and Direction of Group Activities.
- 649. Camping: Its Organization and Administration.
- 650. Guidance of Leisure of the Adolescent.
- 657. Welfare Problems in Rural Communities.
- 668. Community Organization.
- 670-†671. Community Health Organization.
- 672. Medical Aspects of Social Work.
- 673. Psychiatric Aspects of Social Work.
- 675. Field Work.
- 676. The Field of Social Work.
- 679. Legal Aspects of Social Work.
- *690. Social Case Work.
- 695-696. Social Case Work.
- 697. The Case Method in Group Work.
- 700. Special Problems.

FOR GRADUATES

An undergraduate student shall not be permitted to take any course in the "800" group except by permission of the Graduate Council.

For description of graduate courses in this department see the Bulletin of the Graduate School.

* Not given in 1987-1988.

† Not given during the academic year, 1987-1988.

SOCIOLOGY

Office, 111 Commerce Building

PROFESSORS LUMLEY, HAGERTY, NORTH, AND MARK. ASSOCIATE PROFESSOR DENUNE, ASSISTANT PROFESSORS COOK AND BATCHELOR, MISS SPAETH, MR. NEWMAN, AND ASSISTANTS

401-402. Principles of Sociology. Five credit hours. Two Quarters. Both 401 and 402 are given Autumn, Winter, Spring. Not open to Freshmen. Mr. Lumley, Mr. North, Mr. Denune, instructors, and assistants.

A study of the fundamental ideas and principles of sociology. Textbook, assigned reading, lectures, discussion, reports.

407. Educational Sociology. Five credit hours. One Quarter. Autumn, Winter, Spring. Open only to students in the College of Education. This course is the equivalent of Sociology 402 in any Sociology sequence. Prerequisite, Sociology 401. Mr. Cook.

A study of the community backgrounds of the school child, the school, and the teacher.

410. Principles of Sociology. Five credit hours. One Quarter. Autumn, Winter, Spring. Not open to Freshmen.

A study of the fundamental principles of sociology designed especially for students in Industry. The nature of society; the social forces; social evolution; some typical social problems such as those of industry, eugenics, education, and democracy.

Not open to students who have credit for Sociology 401-402.

501. Introduction to Anthropology. Five credit hours. One Quarter. Autumn and Winter. Textbooks, lectures, papers, and discussions. Miss Spaeth.

The field of anthropology; origin and antiquity of man; racial types; the beginnings of culture and its diversification.

Not open to students who have credit for Sociology 411 or 611.

505. The Sociology of Urban Life. Five credit hours. Spring Quarter. Prerequisite, Sociology 401-402. Mr. Denune.

The place of the city in social organization. The emergence of urbanism. Racial, cultural, and economic groupings. Physical, intellectual, and aesthetic well-being of the urban population and the agencies identified with these problems.

Not open to students who have credit for Sociology 655.

FOR ADVANCED UNDERGRADUATES AND GRADUATES

According to the University regulations, courses in this group are not open to Freshmen or Sophomores.

601. The Family. Four credit hours. One Quarter. Autumn, Winter, Spring. Social Administration, third year. Prerequisite, Sociology 401-402. Miss Spaeth.

A survey of types of family organizations from primitive times to the present; an analysis of the factors that entered into their development; the modern family and an analysis of modern family problems.

605. The Immigrant. Four credit hours. Winter Quarter. Prerequisite, Sociology 401-402 or 410. Mr. Cook.

Alien migration to and within the United States; racial make-up and cultural heritage; trends and processes of adjustment; immigrant attitudes and institutions; unsolved problems of acculturation.

607. Race Contacts and Culture Conflicts. Four credit hours. Spring Quarter. Prerequisite, Sociology 401-402 or 410, or permission of the instructor. Mr. Cook.

Survey of contemporary race contacts and cultural conflicts arising from the spread of the Euro-American mode of life over the less advanced areas of the world.

608. The Negro in American Life. Four credit hours. Autumn Quarter. Prerequisite, Sociology 401-402 or 410. Mr. Cook.

A study of the conflict situations, attitudes, and progress of the Negro and methods of dealing with interracial problems.

610. The Standard of Living. Four credit hours. Spring Quarter. Four class meetings each week. Prerequisite, Sociology 401-402, or Economics 401-402. Miss Mark.

A consideration of the content of the various standards of living in American society, their economic and social significance. Problems in family budgets and retail buying.

Not open to students who have credit for Economics 644.

612. Primitive Social Organization. Three credit hours. Spring Quarter. Three class meetings each week. Textbooks, lectures, papers, and discussions. Prerequisite, Sociology 501. Miss Spaeth.

A study and analysis of types of social organizations of primitive man, such as the clan, family, political organization, religion, etc.

Not open to students who have credit for Sociology 412.

618. Poverty. Three credit hours. Winter Quarter. Prerequisite, Sociology 401-402 or Economics 401-402. Mr. Hagerty.

Extent, nature, and causes of poverty. Outlines of a program of prevention. The relation of the standard of living to social welfare. The relation of minimum wage laws to poverty.

625. The Criminal. Three credit hours. One Quarter. Autumn and Spring. Prerequisite, Sociology 401-402. Mr. Hagerty.

The social, economic, and physiological causes of crime. The changing character of crime as modified by the legal code. Types of criminals, the instinctive, habitual, professional, etc. The classical and positive schools of criminology. The relation of feeble-mindedness and degeneracy to crime. Juvenile crime, its causes and prevention.

645. Leisure and Recreation. Four credit hours. One Quarter. Autumn and Spring. Prerequisite, Sociology 401-402. Mr. Batchelor.

The sources of leisure in early and modern society. The social significance and uses of leisure. The social functions of play. Historical aspects of play. The recreation problem of modern communities from the standpoint of control and of public provision.

656. Rural Social Institutions. Four credit hours. Autumn Quarter. Prerequisite, Sociology 401-402. Mr. Denune.

The problems of health, recreation, social intercourse, housing, child welfare, dependency, defectiveness, and delinquency in American rural communities and small towns. The agencies and organizations dealing with these problems.

665. Social Order and Social Control. Three credit hours. Autumn Quarter. Textbooks, lectures, papers, and discussions. Prerequisite, Sociology 401-402 or 410. Mr. Lumley.

A study of the various features of social control and the social order; the chief control devices or methods; agents, both private and public; institutional pressures; disruptive factors; the nature of social order. Additional readings for graduate credit.

666. Social Evolution. Three credit hours. Winter Quarter. Textbooks, lectures, papers, and discussions. Prerequisite, Sociology 401-402, 410, or 612. Mr. Lumley.

A systematic study of the methods of social evolution, such as variation, selection, transmission, and adaptation. Additional readings for graduate credit.

667. Social Progress. Three credit hours. Spring Quarter. Textbooks, lectures, papers, and discussions. Open only to Seniors and graduate students. Prerequisite, Sociology 401-402 or 410. Mr. Hagerty.

A study of the various theories and the criteria of social progress. Extra readings for graduate credit.

672-673. Recent Social Trends. Three credit hours. Two Quarters. Autumn and Winter. Prerequisite, Sociology 401-402. Mr. Cook.

Analysis of contemporary social trends. The sociological implications of current social changes and effects upon the family, church, school, delinquency, recreation, and community life and culture. Lectures, assigned readings, papers, and discussions.

676. Social Classes. Four credit hours. Autumn Quarter. Four class meetings each week. Prerequisite, Sociology 401-402. Mr. North.

The differentiation of populations on the basis of biological and social factors. The origin and characteristics of social classes. Class structure, class consciousness, and class struggle.

Not open to students who have credit for Sociology 828.

677. Theories and Movements of Social Reconstruction. Four credit hours. Winter Quarter. Four class meetings each week. Prerequisite, Sociology 401-402. Mr. North.

Critical analysis of the methods and objectives of modern radical programs of social organization. Reform, Gradualism, and Revolution as methods of social change.

Not open to students who have credit for Sociology 829.

700. Special Problems. One to four credit hours. Autumn, Winter, and Spring Quarters. Prerequisite, Sociology 401-402, Senior standing, and permission of the instructor.

Individual study in some field of social interest.

FOR GRADUATES

An undergraduate student shall not be permitted to take any course in the "800" group except by permission of the Graduate Council.

For description of graduate courses in this department see the Bulletin of the Graduate School.

SPANISH

(See Romance Languages and Literatures)

SPEECH

Office, 113 Derby Hall

PROFESSORS KETCHAM AND WILEY, ASSISTANT PROFESSOR CARRELL, MR. RILEY, MISS JONES, MR. EMSLEY, AND ASSISTANT

401. Principles and Practice of Effective Speaking I. Five credit hours. One Quarter. Autumn, Winter, Spring. No prerequisite. Open to Freshmen. Mr. Ketcham, Mr. Wiley, Mr. Carrell, Mr. Riley, Miss Jones, Mr. Emsley and assistants.

The principles of speech composition and delivery. Practice in preparing and presenting short informative, entertaining, and persuasive speeches. Audience analysis and control. Emphasis is placed upon speaking as a thinking process. The methods in which the student is trained are applicable to social and business conversation as well as public address.

402. Principles and Practice of Effective Speaking II. Five credit hours. Winter Quarter. Prerequisite, Speech 401. Open to Freshmen. Mr. Ketcham.

Continuation of Speech 401. Group discussion and conference speaking. Cooperative conversation directed toward the forming of decisions by committees, small groups, and limited assemblages. Special attention to the speaking problems which arise in business and professional relationships. The class is divided into small groups for practice under the supervision of the instructor.

ZOOLOGY AND ENTOMOLOGY

Office, 101 Botany and Zoology Building

ZOOLOGY

PROFESSORS OSBURN, BARROWS, AND SNYDER, ASSOCIATE PROFESSORS D. F. MILLER AND PRICE, ASSISTANT PROFESSOR J. A. MILLER, MR. J. N. MILLER, MR. BORROR, MR. SCHAEFER, MR. WARNER, MR. TIDD, MR. SCHOTT, MR. RIFE, MR. HAUB, MR. VENARD, AND ASSISTANTS

401-402. General Zoology. Five credit hours. Two Quarters. Both 401 and 402 are given Autumn, Winter, Spring. Five lecture-laboratory periods each week. Mr. Barrows, Mr. D. F. Miller, Mr. Price, Mr. J. A. Miller, instructors, and assistants.

A course intended to give the student a general view of the nature of animal life and to

point out its relation to man's economic and social activities. The chief topics considered are as follows: nature and structure of living substance, food and its energy transformations, the essentials of reproduction; a review of the animal groups with special stress on useful and harmful qualities; animal distribution and relation to environment; heredity and evolution with particular stress upon their relation to human affairs.

403. General Principles of Heredity. Five credit hours. One Quarter. Autumn, Winter, Spring. Five lectures each week. Prerequisite, Zoology 401-402 or Botany 401-402 or equivalent. Mr. Snyder, Mr. Schott, Mr. Rife.

A study of the principles of heredity, to serve as a basis for advanced work in animal and plant breeding, and as a necessary background in the analysis of problems of sociology and public welfare. Demonstrations of living animals and plants will be frequently used, and discussions of the problems and principles of genetics and eugenics will be conducted daily. Hereditary characters found in human beings will be used wherever feasible as a basis for discussion.

509. Evolution. Five credit hours. One Quarter. Winter and Spring. Five lectures each week. Prerequisite, two Quarters of biological or geological science. Mr. Osburn.

The facts and theories of organic evolution. The general treatment is: historical aspects, evidences, factors, and the theories proposed from the time of Lamarck to the present.

Not open to students who have credit for Zoology 409.

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