

**MISSOURI  
WESTERN  
JUNIOR  
COLLEGE**

**Catalog Supplement**  
 Available in May .....

Supplement and this catalog  
 effective through fall semester,  
 1967.

**ST. JOSEPH, MISSOURI**

**GENERAL CATALOG 1966-1967**

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# MISSOURI WESTERN JUNIOR COLLEGE

(formerly St. Joseph Junior College)

Tenth and Edmond Streets

ST. JOSEPH, MISSOURI

Telephone ADams 2-7196

## SECOND CATALOGUE

1966-1967

Missouri Western Junior College is accredited by the North Central Association of Colleges and Secondary Schools, and the Missouri State Department of Education.

**Note:** The cover, designed with a look to the future, indicates a general plan of the first buildings to be constructed in the near future.

This basic plan may be modified to suit a specific site.

 PROMPT PRINTING CO.

**Directory For Correspondence**

**COLLEGE ADMINISTRATION.....The President**

**INSTRUCTION, CURRICULAR, AND  
SCHOLASTIC.....The Dean**

**ADMISSION, REGISTRATION,  
SCHEDULING, AND TRANSCRIPTS..Registrar and Director  
of Admissions**

**BUSINESS MATTERS, PAYMENT OF FEES,  
FINANCIAL ARRANGEMENTS.....Business Manager**

**PUBLICATIONS, PUBLICITY, NEWS  
RELEASES, ADULT EDUCATION.....Director, Field and  
Special Services**

**COLLEGE ENTRANCE, TESTING PROGRAM,  
GUIDANCE AND COUNSELING.....Office of Guidance  
and Counseling**

**Missouri Western Junior College Calendar**

1966-1967

**1966**

Counseling Conferences, Freshmen (By Appointment) June 20 - August 19

Faculty Meetings September 6

Final Registration,  
Sophomores—7:30 A.M. - 1:00 P.M. September 7  
Freshmen—1:30 P.M. - 4:00 P.M. September 7  
Freshmen—7:30 A.M. - 4:00 P.M. September 8

Orientation for New Students September 9

Regular Class Meetings Begin September 12

Registration, Evening Extension Class September 12, 13, 14, 15

Missouri State Teachers Association, Kansas City November 2, 3, 4

Mid-Semester Grade Reports November 4

Thanksgiving Holidays November 24, 25

Christmas Recess begins at the close of the School Day December 16

**1967**

Resume Classes January 3

Final Examinations January 16, 17, 18, 19, 20

Registration for Second Semester January 26, 27

Classes Begin, Second Semester January 30

Mid-Semester Grade Reports March 23

Easter Recess March 24, 25, 26, 27

Final Examinations May 23, 24, 25, 26, 29

Commencement June 2

## PREFACE

The catalogue of Missouri Western Junior College provides the administration and the faculty with an authoritative guide for administering the instructional program. The publication provides the student an official handbook for keeping informed on practices and regulations. It also offers much information to the prospective student. Educators too are provided the curricula of the college.

The catalogue is planned for convenience. It contains ten parts as follows:

**PART ONE.** Provides information on the history and background of Missouri Western Junior College, the objectives and purposes, and a message from the president of the college.

**PART TWO.** Designed to give students and prospective students specific information and information of a general nature so that many questions may be anticipated and possibly answered in advance.

**PART THREE.** Lists the academic policies of Missouri Western Junior College.

**PART FOUR.** Describes student services provided by the college.

**PART FIVE.** Provides a list of the activities and organizations of the college.

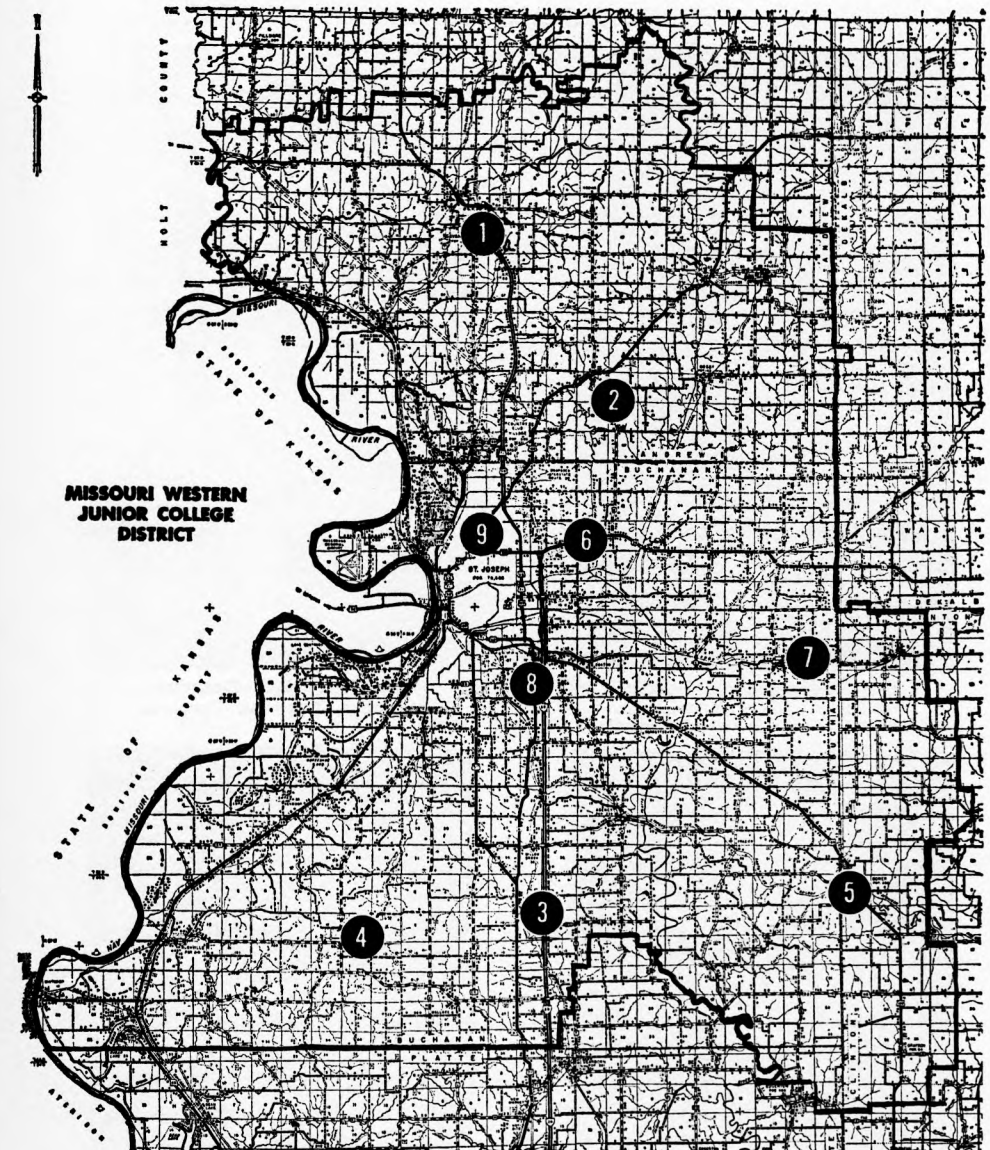
**PART SIX.** Lists scholarships and student financial aids.

**PART SEVEN.** Outlines the educational plan, divisional organization of the college, and the curricula established for these divisions.

**PART EIGHT.** Lists the administrative staff of the college.

**PART NINE.** Is a complete listing of the instructional staff.

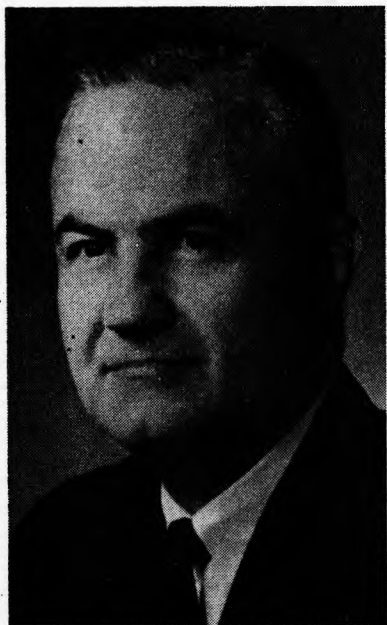
**PART TEN.** Office personnel, maintenance, and telephone listings.



**THE MISSOURI WESTERN JUNIOR COLLEGE DISTRICT** includes 9 school districts: (1) Savannah, (2) Avenue City, (3) Agency-Faucett, (4) DeKalb-Rushville, (5) Gower, (6) Platte Valley, (7) Easton, (8) Moore, and (9) St. Joseph.

This area covers almost all of Buchanan County, most of Andrew County, and parts of Clinton, Platte, and DeKalb Counties. The district is approximately 27 miles from east to west and 32 miles from north to south.

BOARD OF TRUSTEES AND BOARD OF REGENTS



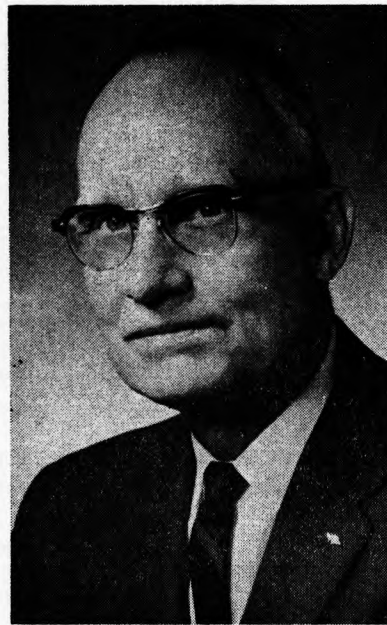
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Vice-President, Board of Regents



**Mr. Robert E. Douglas**  
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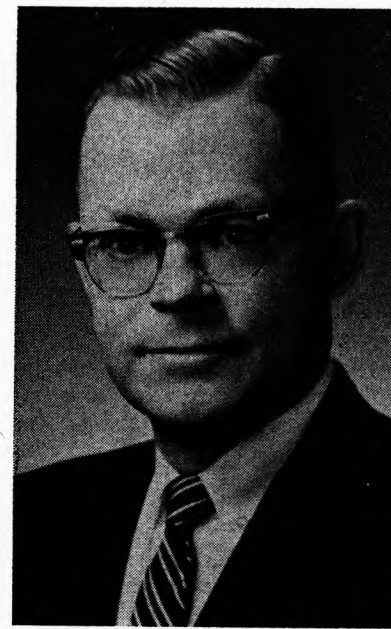


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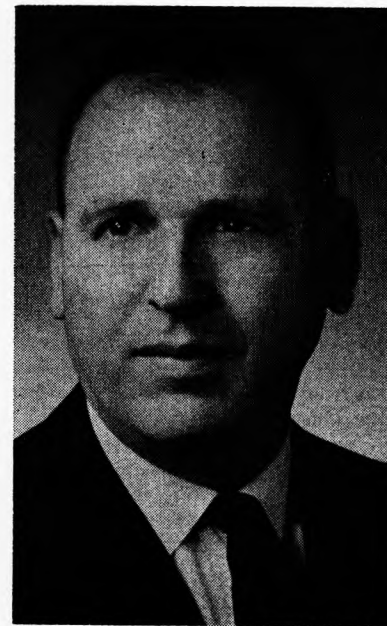


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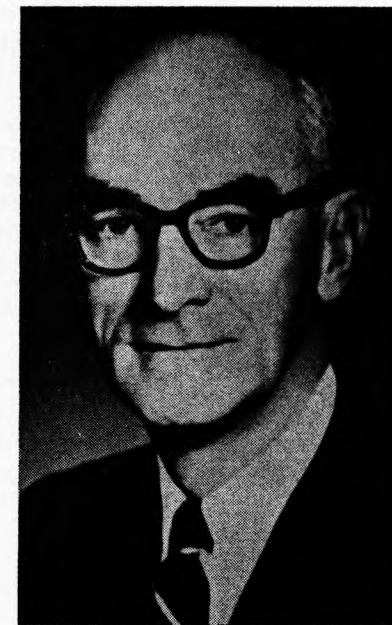
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**Mr. Loren Schneider**  
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Member, Board of Regents



**Mr. Douglas A. Merrifield**  
Member, Board of Regents

**HISTORICAL AND GEOGRAPHICAL SKETCH**

The St. Joseph Junior College was organized by an act of the Board of Education in the summer of 1915. It was an integral part of the city public school system. The administration was under the direction of the Board of Education and the Superintendent of Schools.

Classes were originally conducted in what was known as the Central High School buildings at Thirteenth and Olive, a location now occupied by the Naval Reserve building, and were under the immediate direction of the principal and staff of Central High School. In 1925 most of the classes were moved to the adjoining building, which at present houses the Everett School. In January 1963, a separate administration was established and all classes were moved to the present building on Tenth Street between Charles and Edmond.

In 1964 a citizens' committee, with Judge Frank Connett as Chairman and Mr. Richard Martin as executive secretary, was organized. After months of hard and effective work, this committee, together with many other citizens, was able to arouse the interest and support needed to have petitions signed in eleven school districts for the formation of a Junior College District. The eleven districts involved were Savannah, Avenue City, Gower, Platte Valley, Easton, Moore, Spring Garden, Agency-Faucett, DeKalb-Rushville, Lake Contrary, and St. Joseph. These petitions were presented to the State Board of Education on December 17, 1964. The State Board accepted the petition, and decreed that an election be held on January 19, 1965, to determine whether or not such a district should be formed. The majority of the voters were in favor of the proposition, and the Missouri Western Junior College District was organized. Six trustees were elected at the same time.

The Missouri Western Junior College was organized on the principle of providing an excellent two-year college paralleling academic background for students seeking a four-year degree, and for students who desire a high quality academic-technical program leading to gainful employment at the end of two years.

**OBJECTIVES AND PURPOSES****I. Objectives and purposes in the field of General Education:**

1. To promote intellectual growth and creativity. The Junior College was established originally as a liberal arts college. A liberal arts program through the first two years of college has, therefore, remained our constant purpose. To this end, our curricula offers basic courses in the areas of human knowledge: science, mathematics, the fine arts, humanities, and social studies.
2. To encourage habits of intellectual integrity and objective thought by the posing of questions, by lecture, experimentation, class discussions, student papers, class visitation by community leaders and visual education.
3. To develop skills in communication, in organization, and interpretation of facts.

**II. Occupational Objectives:**

1. To provide pre-professional work leading to the schools of medicine, law, business administration, education, journalism, engineering, nursing, etc.
2. To provide opportunities for adult education, both cultural and vocational.
3. To provide opportunity for terminal education which will include an increased knowledge of the heritage of western civilization, as well as technical preparation.

**III. Objectives in individual improvement:**

1. To encourage self-discipline and personal adjustment to the increasing responsibilities of adult life.
2. To encourage development of individual abilities through class work, student clubs, honorary societies, student convocations, talent productions, and athletic programs.
3. To promote respect for individual merit and human dignity.

### MEMBERSHIPS

American Association of Junior Colleges  
American Association of Collegiate Registrars and Admissions Officers  
National Junior College Athletic Association  
North Central Association of Colleges and Secondary Schools  
Council of North Central Junior Colleges  
Higher Education Division of the National Education Association  
Missouri Association of Collegiate Registrars and Admissions Officers  
Missouri Association of Higher Education  
American College Public Relations Association

### PRESIDENT'S MESSAGE

The most virile movement in America today is the thrust of higher education toward greater significance. The phase of this movement which offers the greatest potential for coping with the needs of youth and adults for the greater development of their skills and understanding is the emergence of new colleges, both junior and senior, where higher education will be available for all.

Missouri Western, both junior and senior, is a vital part of this thrust to satisfy the local, state, and national quest for understanding and development of skills.

Seldom has a college student body and a college faculty had such an opportunity to be a part of, and contribute significantly to, the expansion of a liberal arts junior college into a comprehensive community junior college and the development of a new senior college.

The challenges arising from these developments are, in fact, opportunities. Our goals will be realized only as these challenges are met and overcome. They can be overcome only through a cooperative effort on the part of all concerned—the people, the Board, the faculty, and the students.

Vital contributions on the part of the faculty and student body can be made, not only in their respective teaching and learning roles but, through organized, positive, and responsible action. These vital contributions can be made through helping to identify college needs and purposes and then by assisting in the establishment of programs and facilities which will best support these needs and objectives.

At times over the next three or four years, the challenge which that incomparable statesman, Churchill, give his people of England in their greatest peril, "Blood, sweat, and tears," may seem appropriate to us. But, with a maximum, unselfish effort by all, our challenge can be one of significant accomplishment in the establishment of a great institution of higher education.



**FOR THE PROSPECTIVE STUDENT**

The Missouri Western Junior College Board of Trustees, Administration and Faculty believe that every high school graduate should have the opportunity to extend his formal education beyond high school in both academic and/or technical fields. St. Joseph Junior College had an excellent academic reputation; Missouri Western Junior College will continue in this tradition.

Should every graduate go on to college? Not every one, of course, but here are a few points that should be considered in making the decision.

**Scholastic Aptitude.** A number of tests attempt to measure this necessary characteristic of the college student. A few are: "The American College Test"; "The American College Board"; "The Ohio Psychological Test"; "The School and College Ability Test"; "The Missouri College English Test"; "The Missouri College Mathematics Test". A good score on these or others indicates ability to do college work.

**High School Rank.** The high school graduate who ranges in the upper two-thirds of his class will probably be successful in college. This is the best single item for predicting success.

**Study Habits.** The high school graduate with good study habits has an advantage but others can improve if desire is strong enough. The average college student must be able to study and concentrate four to six hours each day.

**Motivation.** This characteristic cannot be measured; it is an inner desire to succeed in a certain area. Someone with a specific goal will spare no effort to achieve that goal. Average students with motivation are usually successful.

There are a number of other considerations that affect the decision but these are the essential ones.

The following pages contain course description, academic policies and information concerning admission and registration. Read them carefully.

## **PART TWO — General Information**

### **The Students and Their College**

**ACCREDITATION**

The Missouri Western Junior College is fully accredited by the North Central Association of Colleges and Secondary Schools, and the Missouri State Department of Education.

The Junior College meets the conditions of affiliation with the University of Missouri in conformity with the plan of that institution for accrediting Junior Colleges, and graduates of the Missouri Western Junior College are admitted without examination to Junior standing in the University of Missouri and other institutions of like ranking upon presentation of certificates showing completion of sixty hours of work and one hundred and twenty grade points. Graduates from the Missouri Western Junior College have transferred to many of the large colleges and universities with advanced standing. Students should check their courses carefully against the requirements of the university of their choice.

**ADMISSION****1. From High School:**

Graduates of accredited high schools in Missouri are eligible for admission without examination. Graduates of accredited high schools in other states must present credits that would be accepted for admission to the College of Arts and Science, University of Missouri.

**2. By Transfer from other Colleges and Universities:**

A student who has attended another institution or institutions of college level must present a transcript or transcripts of credit with his application for admission. No transfer student is considered officially enrolled until all college transcripts have been received and evaluated. Transcripts presented after registration may result in a late enrollment fee or scholastic suspension.

Any transfer student on scholastic probation at his former school may be admitted with the understanding that he must maintain a "C" or better average through each grading period.

Any transfer student on scholastic suspension at his former school who is a resident of the Junior College district may apply for admission under the following conditions: 1. Petition the Dean and committee on scholastic standing. 2. Present a letter from the Dean of his former college suggesting his acceptance and stating any restrictions or recommendations.

Any transfer student living outside the district will not be accepted unless he is eligible to return to the college last attended.

A student who misrepresents information during registration will be dismissed immediately.

## REGISTRATION

A person who plans to enroll in the Missouri Western Junior College will follow the procedures shown below.

1. **Submit an application on a form provided by the registrar's office.**
2. **Have an official eight semester transcript of high school record sent to the college office by June 15.**
3. **Take the required placement tests.**

Tests may be taken on a designated Saturday in April at the Junior College or at other testing centers in Northwest Missouri on certain Saturdays. Dates are announced each spring.

These tests are the Missouri English Placement Test and the School and College Ability Test. The test scores become a part of the student's permanent record. There is no charge for the tests if they are taken before school opens. If the tests are made up after school opens, the student must pay \$1.00 for each test.

Transfer students must take the tests if they have less than 16 hours credit. If the scores are on record at another school, they may be transferred to Junior College at the request of the student.

4. **Visit the Junior College office during the summer to confer with an adviser and set up a tentative schedule of classes.**

Personnel of the college will be on hand each week day starting shortly after July first. Students who pre-register early have a better opportunity to arrange classes to their advantage.

5. **Report for final registration and orientation.**

Final registration takes place during the week immediately preceding the beginning of classes. **FEES MUST BE PAID IN FULL AT THIS TIME.** No student can be admitted to classes until all fees are paid.

All new students, freshmen and transfers, must attend a designated orientation day. An attempt is made to acquaint the new student with the traditions, some of the regulations, and activities of the college.

### Note:

No student will be permitted to enroll in a course after classes have been in session for one week except in extraordinary cases when he may be

permitted to enter during the second week by special arrangement with the Dean and the instructor involved.

A late registration fee of \$5.00 is required of all students who enter after the regular period of registration has ended.

## SPECIAL STUDENTS

Persons over 21 years of age who have not completed requirements for admission, and who present evidence of special preparation and attainment may be admitted to the college as special students.

These students may become candidates for degrees when regular admission has been established or when the entrance deficiencies have been removed by showing college level abilities through maintenance of at least a "C" average in the first thirty hours attempted.

Special students are required to take all examinations in their courses, and are subject to the same scholastic requirements as other students.

### Note:

Students in the lower 10 per cent of their graduating class and with low placement test scores may be accepted as special students on probation. They may be dismissed at the end of any grading period for lack of scholastic progress. Under certain conditions, it may be required that these students register for remedial or other courses in evening school; then, if their academic capabilities are satisfactory, they may enroll in day classes.

## G E D TESTS

The General Education Development Tests are recognized according to the recommendation of the American Council on Education.

## AUDITING COURSES

With the consent of the Dean and the instructors involved, students may be admitted to any course as hearers. They must register and pay a special fee, but are not required to take examinations.

## FEES

All fees must be paid at the time of final registration.

There is no tuition fee for students who are residents of the Missouri Western Junior College district. However, all students, regardless of residence, must pay an incidental fee, and an activity fee each semester.

**REFUND OF FEES**

1. Student withdrawing within the first week of school — (5 days).....80% refunded
2. Student withdrawing within the next 10 days — (end of 3rd week of school).....50% refunded
3. After 3rd week of school..... no refund

**SCHEDULE OF FEES — 1966 - 1967**

Incidental Fee .....	\$ 51.50 per semester
Student Activity Fee .....	8.50 per semester
Non-resident Tuition (out of district)	81.50 per semester
Non-resident Tuition (out of state) ..	131.50 per semester

**Miscellaneous Fees:**

Matriculation Fee .....	\$ 5.00
Paid at pre-registration by all students enrolling for the first time. No refund.	
Auditor or Hearer, per hour .....	4.00
Late Registration Fee .....	5.00
Transcript Fee (after 1st request) .....	1.00
Evening School and Summer School Tuition,	
\$12.00 credit hour, plus laboratory fee.	

**RESIDENCE**

A resident student is normally one who lives with his parents or legal guardian in the Missouri Western Junior College district. An emancipated student, who has resided in the district at least six months prior to his initial registration in the Junior College, shall be considered a resident of the district.

An emancipated student is that person who has sustained himself in the Missouri Western Junior College district for more than six months. Living at the expense of friends or relatives does not constitute emancipation. Marriage shall be regarded as effecting emancipation of minors, whether male or female, for the purpose of establishing residency.

Any student claiming residency in the Missouri Western Junior College district may be required to furnish evidence to college officials to support his claim.

Students who cannot be classified as residents of the Missouri Western Junior College district must pay a non-resident tuition fee in addition to the fees required of all students. A student who enrolls for less than six hours will pay only half the incidental fee, and in the case of non-residents, only half the non-resident tuition fee. All other fees for those carrying a part-time load are the same as those for full-time students.

Students with more than sixty semester credit hours on the date of registration must pay out-of-district tuition, even though they may be classified as residents. This may be waived under certain conditions. This is necessary because no state assistance is received by the district for such students.

**REQUIREMENTS FOR GRADUATION**

General requirements to be met by all students are:

1. Complete a minimum of sixty semester hours of credit and one hundred and twenty grade points. (See "Grading System" elsewhere in this publication.)
2. Credit in the following courses:
  - a. English Composition, six hours.
  - b. American History or American Government, five hours. (These courses include a study of the American Constitution and the State of Missouri.)
3. In addition to the general requirements, students will fulfill requirements for one of the following certificates:
 

Associate in Arts	(A.A.)
Associate in Science	(A.S.)
Associate in Applied Science	(A.A.S.)
General Junior College Certificate	(J.C.)

The granting of four separate types of certificates is more a matter of tradition than of scholastic significance. The certificates indicate areas of concentration—liberal arts, science and engineering, teaching, and a variety of fields not covered by the first three. A more detailed description of each certificate is given in the following portion of this catalogue.

**GRADUATION**

Graduation from the Missouri Western Junior College implies one of two things: that a student intends to transfer to a four-year college as a junior or that he will terminate his formal education and take full-time employment. At present, most of the courses offered by the college are considered as college-university parallel courses; that is, they are similar to courses offered in colleges and universities during the freshman and sophomore years. When transferred from the Junior College, they are accepted by four-year institutions as credit toward a Bachelor's Degree. At the same time, many of these courses will be valuable to a person even though he may never complete the requirements for a degree. In this case they may be considered as terminal in nature. In addition, a few courses offered by the college are definitely terminal in nature and ordinarily will not be accepted toward a degree by a four-year institution.

Graduation is not absolutely imperative, even for students who wish to transfer to four-year institutions with upper-class standing. At the same

time, distinct advantages accrue to the student who completes all requirements for graduation from the Junior College:

1. Because he must have at least a "C" average to graduate, acceptance by most colleges and universities is automatic and transfer procedures are simplified.
2. Graduates receive a scholastic rank in the class. This is important in a number of instances, particularly when applying for scholarships.
3. Those who do not go on have the satisfaction of knowing they have completed a significant step in education beyond high school.
4. The activities at commencement time include experiences a student will enjoy retaining in his memory.

#### CERTIFICATES GRANTED

##### ASSOCIATE IN ARTS:

This certificate is appropriate for those who plan eventually to become a candidate for a Bachelor of Arts Degree with a major in any of the many possible fields and for those who plan to enter such professional schools as Law, Medicine, Dentistry, Social Work, etc.

The requirements are:

1. Six hours of English Composition.
2. Ten to thirteen hours of modern foreign language. Students who present high school credit in a foreign language and continue in the same language may be excused from part of this requirement.
3. Ten hours distributed among the social sciences: Economics, History, Political Science, Sociology.
4. Ten hours distributed among the humanistic studies: English Literature, Masterpieces, Music Appreciation, Art Appreciation, Introduction to Theatre, and second-year courses in foreign languages.
5. Three hours of mathematics.
6. Ten hours in the natural sciences: five hours Biological Science and five hours Physical Science.
7. Electives to total a minimum of sixty hours. Not more than sixty-four hours will transfer in most cases.

##### ASSOCIATE IN SCIENCE:

This certificate is awarded to those students who complete the requirements for an Associate of Arts Certificate with these exceptions: The requirements in humanistic studies and Social Science are reduced and

a minimum of twenty hours in science and mathematics must be completed. For those in Engineering the language requirement is also reduced.

##### ASSOCIATE IN APPLIED SCIENCE:

This degree is awarded those who complete the required academic and technical courses in preparation for a position as a technician in industry.

The requirements are:

1. Ten hours of English and speech.
2. Eight hours of Social Science.
3. Fourteen hours of Mathematics and Science.
4. Thirty-four hours of technical courses.

##### GENERAL JUNIOR COLLEGE CERTIFICATE:

This certificate is appropriate for students in pre-business, pre-journalism, high school and elementary school teaching, mortuary science, technical work combined with general education, and others who have not yet begun to concentrate in any particular field.

The requirements are:

1. Six hours of English Composition.
2. Three—six hours of American History or American Government.
3. Electives to total a minimum of sixty hours.

##### LIBRARY

The present building houses a fully equipped library which consists of a reading room, a librarian's office and stack room. The book collection is a growing one, comprising over eleven thousand well-selected volumes. It contains the standard reference works and duplicate copies of the readings assigned for class work. The proximity of the Public Library, which contains more than a hundred thirty-five thousand books, is a great asset to the college. Fully equipped Biology, Chemistry, Physics, and Language laboratories are also available.

## PART THREE — Academic Policies and Regulations

### GRADING SYSTEM

Grades used in evaluating the work of students are: A—superior; B—good; C—average; D—inferior; F—failing.

Grade points are earned according to the following schedule:

- A grade of A gives four points for each hour of credit
- A grade of B gives three points for each hour of credit
- A grade of C gives two points for each hour of credit
- A grade of D gives one point for each hour of credit
- A grade of F gives no points and no credit

Grade points are used to compute a student's GPA (grade point average) which in turn is used to determine his class standing and eligibility for graduation, the Dean's honor roll, and the national scholastic honor fraternity. GPA is determined by multiplying the credit hours by the grade points for each course and totaling them. This total is divided by the sum of the attempted credit hours.

### COURSE LOAD

The maximum number of hours, exclusive of courses in physical education and music, to be carried by a junior college student is sixteen a semester. Students in engineering may carry loads comparable to those permitted by the institutions to which they wish to transfer. Honor students may in some instances carry more than sixteen hours in conformity with policies of the College of Arts and Science, Missouri University.

Students on probation and those working exceptionally long hours on jobs may be required to reduce the number of hours carried for college credit.

### TRANSCRIPTS

All information in each student's personal college record folder is considered confidential information and is issued only to authorized recipients. Grades are never given over the telephone. The Junior College will issue official transcripts of academic records only upon a written request by the student.

Each student will be issued one transcript free of charge. For each additional transcript a fee of \$1.00 is charged.

A transcript will not be issued when the student is delinquent in payment of tuition and fees, library fines, has failed to return library books, or when there are other obligations to the college.

### MINIMUM REQUIREMENTS

No policy of the school is intended to discourage the sincere, conscientious student even though his achievement may not place him in the upper rank of students.

At the same time each student is expected to make reasonable progress toward graduation. Grade averages for students are figured at the time mid-semester grades are reported and at the end of each semester. Students whose progress is partially sub-standard are placed on scholastic probation, and others who fail to meet prescribed minimum requirements may be withdrawn. The provisions for scholastic probation and suspension are as follows:

#### 1. Scholastic probation:

A first semester student whose grade point average is below 1.5 or any other student whose grade point average is below 1.75 is placed on scholastic probation. While on probation the student's credits cannot be certified to another college or university with the statement that he is in good standing. A student must finish a semester's work with a 1.75 point average to remove the probation status.

#### 2. Scholastic suspension:

Students whose progress is less satisfactory than that of those placed on scholastic probation are required to withdraw. Students cannot be permitted to register for the following semester in the instances described below:

- A. A first semester student whose grade point average falls below 1.00.
- B. Any other student whose grade point average falls below 1.25.
- C. If the student's record is such that it places him on scholastic probation for two semesters. (Not necessarily consecutive)

3. Prospective students on scholastic probation from other institutions are ineligible to enroll at Missouri Western Junior College until one semester has lapsed.

### READMISSION

A student placed on scholastic suspension for any of the above reasons may be re-admitted after the lapse of one semester, subject to the following conditions:

1. That he petition for return and be accepted by the faculty committee on scholastic standing.
2. That he fail no course and earn a minimum grade point average of 1.75 in any grading period.

3. That he carry a maximum load of twelve hours the first semester.
4. That his attendance be regular and punctual.

**Note:** Students withdrawn a second time shall be withdrawn permanently.

### REPEATING COURSES

Normally a student who has made "D" or "F" in a course may be permitted to repeat the course, provided the class is not crowded. The same policy applies when the record shows "withdrawn failing". Grade points earned in the second attempt are used in calculating G.P.A.

### WITHDRAWAL FROM COURSES

Students who, for any reason, find it necessary to withdraw from the College completely during the course of a semester are required to notify the Dean, pick up the course cards from their instructors and turn them over to the Registrar. On the course cards the instructors will record the date of withdrawal and mark "passing" or "failing". Since honorable dismissal is ordinarily required for transfer from one college to another, a student should not discontinue his college work without formal withdrawal. Students who withdraw without official permission will have "failing" recorded in all subjects. A student will not be permitted to withdraw after the end of the fourteenth week.

The grade of "WP" or "WF" (withdrawal passing or withdrawal failing) is required for courses from which the student has withdrawn after the sixth week of classes. Prior to the end of the six weeks a "W" is recorded for students withdrawing from a course.

A "W" or "WP" grade does not count as courses attempted. A "WF" does count as a course attempted but may be removed by repeating and earning a higher grade. The same is true of any course repeated.

**An incomplete grade must be removed within six weeks after the close of a semester or the grade will be recorded as failing.**

### CLASS ATTENDANCE

Regular attendance is required as evidence of a student's active interest in completing the work for which he enrolled. There is no such thing as a permissible number of deliberate cuts. Irregular attendance will be sufficient cause for dropping a student from class. Students with consecutive absences due to illness will be given sympathetic consideration, and it is not the policy of the college to deal harshly or unfairly with any student who is absent for legitimate reasons. Close contact with instructors and the college office concerning necessary absences is advisable.

Students with irregular attendance in a class must meet with the faculty attendance committee and defend their privilege of remaining in the class.

### ABSENCES AND MAKE-UP WORK

Work missed during absence is, to a great extent, lost to the student. Lectures are impossible to make up and reading assignments lose something also. Some of the information missed is likely to be needed later on examinations. When an announced test or examination falls on the days a student is absent, instructors are not required to prepare or give a make-up test. However, no one wishes to work a hardship on any student; and, in the case of genuine illness or real emergency, it is possible to arrange for a make-up test to be given. A fee of one dollar is charged for this service.

### TRANSFER CREDIT

A student may transfer from Junior College to another college at the end of any semester. Any of the academic courses will transfer. Most schools require a "C" average. A student must maintain a "C" average at the institution to which he transfers. Grades and grade points transferred from Junior College are kept on a separate record and are not used in calculating the cumulative grade point average. The maximum number of hours that will transfer from a Junior College to a four-year college or university is 64. There are some exceptions; for example, pre-engineering students may transfer 74.

If a student should encounter any difficulty in the evaluation of credits in transfer, he should notify the Junior College office.

### DISMISSAL

A student whose scholastic performance appears to offer little prospect for success, or whose conduct is such that his continued presence would be detrimental to the college, may be dismissed without privilege of reinstatement.

### DEAN'S HONOR LIST

An honor list is published at the end of the first nine weeks and again at the end of each semester. To be included on the Dean's List, a student must be carrying twelve or more hours of work with a grade point average of 3.0 or higher.

### SUMMER PROGRAMS

The summer session starts early in June and lasts for eight weeks. A student may enroll for eight hours; classes meet in double session at each class period.

Transfer students attending other colleges or universities in regular session should present a letter at registration from their Dean or adviser indicating that the courses selected are acceptable.

### **EVENING EXTENSION PROGRAM**

The Junior College provides a program of evening study for people of all ages who are qualified to pursue college level studies. Individuals who do not have a diploma or who do not wish to transfer the credits may enroll as special students.

Those who desire cultural and practical benefits of such work, but who are unable for personal or occupational reasons to attend classes at any other time may take advantage of this program. The normal load is six hours.

Vocational or recreational courses will be offered as demand justifies.

## **PART FOUR — Student Services**

### **COUNSELING AND GUIDANCE**

All Missouri Western Junior College students are required to take the "School and College Ability Test," the "Missouri English Placement Test," and the "Missouri Mathematic Placement Test." These tests are not entrance examinations, but they are of assistance in counseling students regarding course selection and problems of an academic nature.

Students are assigned an academic adviser at the beginning of their freshman year. Usually this adviser is a member of the faculty who has particular interest or training in the student's proposed area of concentration. While the student himself is responsible for meeting graduation requirements and requirements for transfer to other colleges or universities, he is given every opportunity for academic counseling.

In addition to his academic adviser, every student is free to avail himself of the opportunity for counseling offered in the office of the Director of Student Personnel. Such counseling may involve choice of a college or university to which the student may transfer at the junior level, questions dealing with vocational choice, or personal problems related to school and life adjustments.

The counselor-adviser system attempts: (1) to help the student reach a state of self-reliance through a clearer understanding of his own capacities and habits; (2) to assist him in analyzing and handling any difficulties he may have in his program of study; (3) to provide him with information about the occupational world; and (4) to help him with a proper transfer to whatever college he may subsequently attend, or to suitable employment if he ends his formal training with Junior College.

### **JOB PLACEMENT**

The Student Personnel office acts as a clearing house for the allocation of part-time jobs, giving consideration to need and to particular abilities possessed by students. In addition to part-time jobs in the community, there are approximately twenty-five jobs as teachers' assistants, or as office or custodial workers at the college itself.

### **STUDENT CENTER**

A student union is maintained and is a place where students spend some leisure time. Sandwiches or a light lunch may be purchased by the student.

Students may lose their union privileges if proper conduct is not observed.

**STUDENT EMPLOYMENT OPPORTUNITIES****College:**

Each year the College has need of students to assist in the library, the office, the science laboratories, etc. An attempt is made to fill these jobs with capable, deserving people. Payment is made either in cash or, as has been mentioned elsewhere, credit is applied toward the student's tuition or fees.

**Community:**

The Missouri Western Junior College is located on the immediate edge of the retail business district, thus making it possible for many students to hold part-time jobs. During the course of a year, as many as 65 to 75 per cent of the students will be gainfully employed in after-school hours. Many of the jobs the students hold are located through their own initiative. At the same time, the college receives requests each year from employers who are seeking part-time workers. Students who wish to be contacted when employers call may fill out a printed form and place it on file in the College office.

Many students are able to earn enough money while attending the Missouri Western Junior College to defray their current expenses and, in addition, save something toward their college costs when they transfer elsewhere.

Students must seek a proper balance between their load of college subjects and their part-time employment. If one is heavy, the other should be reduced correspondingly. If it is absolutely essential that a student work unusually long hours on his part-time job, he may wish to consider taking longer than four semesters to complete his work at the Junior College, in order to establish the good scholastic record which will be very important to him later. Summer session courses may help in some instances.

**PART FIVE — Activities**

Missouri Western Junior College provides a wide range of extracurricular activities in which students may participate. The number of activities sponsored is determined largely by interest on the part of students and the time they have to devote to participation.

In addition to intercollegiate basketball a program of intramural sports is available.

Several dances, including the traditional "Ice Breaker," the Homecoming Dance and the Spring Formal are a part of the social activities. Clubs and organizations provide opportunities for students to develop special interests in company with others.

Two publications are available to all students: the **Griffon News**, the college newspaper, and the **Griffon**, the yearbook. Staff workers are needed by both publications.

The dramatic program includes the presentation of at least one play each semester and "Footlights". The latter is, for the most part, student directed and produced. Expansion of the program depends on the number of interested, talented students available who have time to devote to this activity. Students interested in participating in plays are advised to keep their afternoons free for rehearsal.

Included in the convocation programs provided each year are outstanding lecturers and artists who make it possible for a student to enrich his store of knowledge and broaden his cultural and intellectual horizons.

The music department presents several delightful programs during the year. Its outstanding activities include an operetta and a spring tour.

The following are activities in which Missouri Western Junior College students may participate.

**PUBLICATIONS**

**Griffon News.** This publication is issued at intervals throughout the year. The exact number of issues depends largely on the initiative of those who compose the staff of volunteer journalists. The work is extracurricular.

**The Griffon.** The yearbook contains a story of student life throughout the year, and is published by a staff selected by the Administration and Editor. This publication is financed by activity ticket funds and each student who completes two semesters receives a copy without additional charge. Students who attend Missouri Western Junior College for only one semester may have a yearbook by paying a nominal fee.



**ORGANIZATIONS****MISSOURI WESTERN JUNIOR COLLEGE SENATE**

The Student Senate of Missouri Western Junior College is a part of the student body. It has for its purpose the following: To secure co-operation between the administration and the student body; to make laws for the Junior College which shall be approved by the administration; to further interest and enthusiasm in all Junior College traditions. The constitution of the Senate is contained in the student handbook, **Griffon Guidelines**.

**STUDENT UNION BOARD OF CONTROL**

This board, consisting of five elected students and a faculty advisor, is responsible for much of the operation of the Student Union Building. To be a member of the board is a high honor and a real responsibility. Complete details of this organization are given in the student handbook, "**Griffon Guidelines**."

**PHI THETA KAPPA FRATERNITY**

**Purpose:** To encourage high scholastic standards.

**Entrance Requirements:** This is the national scholastic honor organization of the school, corresponding to Phi Beta Kappa in senior college. Students who make a "B+" average or better in at least 13 hours of college work for one semester, are pledged after the first semester's residence. If the student maintains this average for an additional nine weeks, he is initiated into the organization. Not more than 10% of the entire student body may be chosen.

**THE MACE**

**Purpose:** The Mace was organized in 1926 in order to encourage constructive student activity in the service of the school.

**Entrance Requirements:** Membership in the Mace is based upon activities and services to the school. In the 15th week of the first semester, the three members of the Mace select three Sophomores to membership and in the 15th week of the second semester the six members elect three Freshmen to membership. There are no officers.

To be elected to the Mace, by his fellow students, is considered one of the highest honors that can come to a student.

**MEN'S ATHLETICS**

An athletic program consisting of inter-collegiate competition in basketball, track, golf, and tennis is available to all eligible male students,

and a well-organized program of intramural sports is offered to all students. The Missouri Western Junior College is a member of the Missouri Conference of Junior Colleges.

**"M" CLUB**

**Purpose:** To strengthen and preserve the sportsmanship, citizenship, and general wholesomeness acquired in inter-collegiate athletics, Missouri Western Junior College offers a club for varsity letter winners.

This club is governed by elected club officers under the supervision of the athletic department.

**Entrance Requirements:** Open to any student who has earned his "M" for any sport or athletic activity in Missouri Western Junior College.

**DELTA PSI OMEGA: National Dramatic Honor Society**

**Purpose:** To encourage active and cooperative participation in the dramatic program of the school and to give students a broader outlook and a sense of unity with other college students of similar interests.

**Entrance Requirements:** Entrance is gained by acquiring a specified number of points representing participation in various dramatic activities.

**FOREIGN LANGUAGE CLUBS**

These clubs are organized either by separate languages or in combination, according to the desires of students and instructors.

**Purpose:** To provide additional opportunities for the student to develop his ability to speak and understand the foreign language he is studying, especially in social intercourse. To provide greater understanding of the countries and the culture of the people using the language.

**Entrance Requirements:** Two years of the foreign language in high school or one year in college. Students in the first year classes are eligible the second semester.

**MISSOURI WESTERN JUNIOR COLLEGE CHOIR**

**Purpose:** (1) To study and perform distinguished musical literature. (2) To integrate the musical activities of the College with the cultural interest of the city and surrounding communities by giving a series of concerts.

**Entrance Requirements:** Open to all who sing, subject to the approval of the director.

### PSYCHOLOGY CLUB

**Purpose:** To increase student interest in psychology and in knowledge of its principles through discussion and experimentation and to extend the friendliness and comradeship of the college to the patients at the state hospital.

**Entrance Requirements:** A sincere interest in psychology and a willingness to devote time to its study.

### PART SIX — Scholarships and Student Aid

Several types of scholarships and forms of financial aid are available to those who can qualify when they enter the Missouri Western Junior College. In addition, scholarships to be used in four-year institutions after the student graduates from the Junior College are available from several sources.

#### MISSOURI WESTERN JUNIOR COLLEGE SCHOLARSHIPS:

Missouri Western Junior College offers honor scholarships each year to graduates of high schools in the Junior College District. The scholarship covers the cost of the incidental fee which is \$51.50 each semester. Only one may be offered each year to each high school in the district.

##### To be eligible the student must:

1. Rank in the upper ten per cent of his graduating class.
2. Rank higher than the seventy-fifth percentile on the Ohio State Psychological Senior Test.
3. Be recommended by his high school principal.
4. Not be the recipient of another Junior College scholarship.

The scholarships may be renewed for three more semesters by the Committee on Scholastic Standing, if the student maintains a grade point average of 2.5 or better the first semester, and 3.00 thereafter.

#### COLLEGE ART AND MUSIC SCHOLARSHIPS:

##### Art Scholarships:

The Board of Trustees has voted to offer two scholarships each year in the amount of fees to students who show particular ability in the field of art. Such selections should be made by the Scholarship Committee with recommendations from the art instructors.

##### Music Scholarships:

The Board of Trustees has voted to offer five scholarships each year in the amount of fees to students who show particular ability in the field of music. Such selections should be made by the Scholarship Committee with recommendations from the music instructors.

#### ATHLETIC SCHOLARSHIPS:

The Board of Trustees has agreed to give a number of athletic scholarships for boys who plan to participate in basketball. These athletic scholarships are awarded at the recommendation of the basketball coach and

approval by the Scholarship Committee. The scholarship is a waiver of all or part of the tuition and fees incurred at Missouri Western Junior College.

#### MEMORIAL SCHOLARSHIPS:

**Dr. Wayne Toothaker Scholarship Award:** By the will of the late Dr. Wayne Toothaker, a sum of \$5,000 was invested, the interest from which is to be awarded to a student in Junior College who expects to enter the medical profession and is taking the first two years of the pre-medic course at Missouri Western Junior College. Application is made through the office of the Dean.

**Anne Lowell Wells Fund:** This fund was created by the International Relations Club and furthered by the Cheshire Cheese Club in memory of Miss Anne Lowell Wells, a deceased member of the faculty. The interest from this fund is available to a deserving student in the Junior College.

**Harry Monson Memorial Fund:** The Harry Monson estate, through the Downtown Rotary Club of St. Joseph donated \$2,500 to be used for scholarship purposes. \$2,000 of this total is invested and the earnings will be used to grant some young person a scholarship in the name of Harry Monson.

#### INDIVIDUALS AND ORGANIZATIONS:

**The Mr. and Mrs. Clark C. Glaze Scholarship:** A \$7,500 scholarship fund has been established by Mr. and Mrs. Clark C. Glaze, the interest from which is to be awarded to students in Junior College. If used by a student taking a pre-medical course the scholarship is to be known as **Emily B. Glaze Scholarship**; if used by a student taking pre-engineering it will be known as the **Clark C. Glaze Scholarship**. Application is to be made through the office of Student Personnel.

**First National Bank Merit Scholarships:** Established in 1961 by the First National Bank of St. Joseph as an expression of its interest in the importance of higher education and in appreciation for the contribution Missouri Western Junior College is making in this field for the betterment of St. Joseph and the surrounding area. Two scholarships are available each year, one to a graduate of a St. Joseph high school, and one to a graduate of any high school in the district. The scholarships cover fees and the cost of necessary text books. Ordinarily the scholarships are for one year only; the new recipients are named each year. However, should conditions warrant, a student can be awarded the scholarship for a second year also. Application is made through the office of Student Personnel. From the applicants, a faculty committee selects the two students who seem best qualified from the standpoint of scholarship and financial need.

**National Association of Power Engineers, Missouri Chapter No. 1, St. Joseph:** This organization has made a scholarship available to a pre-engineering student who is in his Freshman year and who expects to complete his second year at the Missouri Western Junior College. Application blanks are obtained from instructors who teach pre-engineering subjects. A committee made up of members of the Society makes the final selection.

**C. R. Bray Annual Arts Award:** Established in 1959 by the Bray Studio, this award is an expression of interest in the future leadership of our community and country. The aim of this award is to encourage interest in higher education among students participating on high school and Junior College annual staffs.

Several awards are presented each year in the amount of \$50.00 or \$100.00 to worthy students in recognition of their outstanding achievement and services rendered above and beyond the required amount.

#### WOMEN'S CLUBS

**Jaycee Janes:** An award is made each year varying from one-half to full incidental fee. Selection is made by a committee of members.

**B'Nai B'Rith Women's Division:** Selection is made from a list of eligible girls by a committee from the organization. Two are selected. It usually amounts to one-half the incidental fee. This award has been made for 18 years.

**American Business Women's Association:** Officers of the organization select the recipient. It ordinarily amounts to the incidental fee.

These awards are made on the basis of scholastic achievement and financial need. Those interested in one of these scholarships are invited to fill out an application blank, which may be obtained from the office of the Dean, and return it in May or early June. Information concerning applicants will be forwarded to officers of the organizations who will make the final selection, and inform the student well in advance of the time for final registration at Junior College.

#### SCHOLARSHIPS FOR GRADUATES

**Carolyn B. Ullman Teacher Education Scholarship:** The Missouri Congress of Parents and Teachers, aware of the shortage of teachers in the elementary field, offers a scholarship to students wishing to prepare to teach in the public elementary schools of the state of Missouri. The awards are based on: (1) character, (2) scholastic record, (3) aptitude for teaching, (4) sound health. Application forms may be secured from the office of the dean of Junior College.

**American Association of University Women, St. Joseph Branch:** The St. Joseph Branch of the A. A. U. W. offers a scholarship to a high ranking

girl in the graduation class of the Missouri Western Junior College. Application may be made for this scholarship through the Junior College office.

**Missouri Society of Professional Engineers, Northwest Chapter:** Sophomore pre-engineering students at the Missouri Western Junior College and one other College in Northwest Missouri are invited to apply for this award. Application is made through the office of the Dean, with final selection being made by a committee made up of members of the Society.

**Northwest Missouri State College Scholarship:** This scholarship is awarded to the highest ranking sophomore who plans to enroll, in his junior year, at the Northwest Missouri State College at Maryville. Application is made through the office of the Dean.

**University of Missouri Curator's Scholarships:** These scholarships are awarded on the basis of scholastic record achieved by the student during his two years at Junior College. Application blanks may be obtained from the office of the Dean. The Scholarship Committee at the University of Missouri makes final selection.

**Feeney Construction Company Scholarship:** This scholarship was established in November, 1961, and first awarded to a member of the 1962 graduating class. It is expected to be made available to future graduates of one of the five St. Joseph High Schools, in accordance with provisions established by the donor. Sophomores may apply in March.

#### STUDENT LOAN FUNDS

Missouri Western Junior College has various student loan funds available to its students and prospective students. These funds are used to loan worthy and needy individuals the required money necessary for their enrollment at this institution. The interest charge for the use of these funds is nominal. Liberal repayment schedules are available. Any interested individual is encouraged to contact the office of Student Personnel.

Missouri Western Junior College participates in the United Student Aid Funds Program. This is a loan program whereby students are loaned necessary funds from their local banks. Contact your local bank or the office of Student Personnel for more information concerning this program.

## PART SEVEN — The Educational Plan of Missouri Western Junior College

THE MISSOURI WESTERN JUNIOR COLLEGE CURRICULUM IS A VARIED ONE. IT IS OUR DUTY TO ATTEMPT TO SATISFY THE EDUCATIONAL NEEDS OF OUR STUDENTS FROM COLLEGE PARALLEL TO VOCATIONAL AND RECREATIONAL COURSES.

#### DIVISIONS

DIVISION OF BUSINESS AND ECONOMICS

DIVISION OF EDUCATION AND PSYCHOLOGY

DIVISION OF FINE ARTS

DIVISION OF HUMANITIES AND COMMUNICATIONS

DIVISION OF SCIENCE AND MATHEMATICS

DIVISION OF SOCIAL SCIENCE

DIVISION OF TECHNICAL AND VOCATIONAL EDUCATION

CURRICULA

COURSE NUMBERS

TRANSFER OF COURSES

**CURRICULA**

The curricula of Missouri Western Junior College are designed to fit the needs of several groups of students: (1) Those who wish to extend their education one or two years beyond high school and pursue courses in general education; (2) those who desire a four-year degree and wish to complete the first two years at this college; (3) those who desire training and education in special subjects which will prepare them for positions in business and industry.

Below are listed some of the professional fields that may be started with one or two years at junior college, then completed at a four-year college or university.

Mimeograph sheets are available in the office showing a two-year course of study for each profession.

Arts and Science (AB and BS)	Journalism
Agriculture	Law
Architecture	Medical Technology
Business Administration	Medicine and Dentistry
Education, Elementary	Medicine, Veterinary
Education, Secondary	Mortuary Science
Education, College	Nursing
Engineering	Pharmacy
Forestry	Physical Therapy
Home Economics	Technical Education

**COURSE NUMBERS**

Courses numbered 1 through 99 are freshman level, college parallel, transfer courses.

Courses numbered 100 through 199 are ordinarily sophomore level, college parallel, transfer courses.

Courses numbered 500 and over are technical, terminal, or recreational and usually will not transfer to a four-year college or university.

The college reserves the right to cancel without further notice any course listed in this publication or to withdraw any course which does not have an adequate enrollment at the close of registration period.

**TRANSFER COURSES**

A student may transfer from Junior College to another college at the end of any semester. Any of the academic courses will transfer. Most schools require a "C" average; others will not accept "D" grades. Ordinarily the maximum number of hours that will transfer from a junior college to a four-year school is 64. Pre-engineering students may transfer as may as 74 hours.

If a student should encounter difficulty in the evaluation of credits in transfer, he should notify the Junior College office at once.

**Division of Business and Economics**

Grainger, Don L.

Shrout, Ethel H.

**BUSINESS**

**ECONOMICS**

**BUSINESS:**

- 100. **Elementary Accounting**.....**Three hours credit**  
A study of the fundamental principles of accounting and their application. Analysis of the Balance Sheet and Income Tax Statement in their usual and special forms.
- 101. **Elementary Accounting**.....**Three hours credit**  
Prerequisite: Elementary Accounting 100. A continuation of the study of accounting principles and procedures with emphasis on the accounts of partnerships and corporations.
- 3. **Business Statistics**.....**Three hours credit**  
Tabular and Graphic Methods, Averages, Dispersion, and Skewness.
- 6. **Introduction to Business**.....**Three hours credit**  
Required of all freshmen business majors. A study of the way business is organized and how it operates. It affords assistance in choosing an area of specialization and supplies background for more specialized courses that follow.
- 7. **Business Mathematics**.....**Three hours credit**  
A course to increase knowledge and skill in the computation of practical financial problems of a business, civic, and personal nature. The material covered should provide a computational basis for subsequent or concurrent courses in the field of business. This course is a prerequisite for Mathematics of Finance.
- 8. **Mathematics of Finance**.....**Three hours credit**  
An introductory course in the theory and applications of compound interest and annuities certain. This is primarily a computational course. However, theoretical concepts are also emphasized.
- 9. **Business Law 1**.....**Three hours credit**  
A study of the general principles of law relative to business. The law of contracts is emphasized along with agency and employment and negotiable instruments.
- 10. **Business Law 2**.....**Three hours credit**  
Prerequisite: Business Law 1. A study of the general principles of law relative to business. The course includes the law of personal property, real property, partnerships, and corporations.
- 11. **Elementary Typewriting**.....**Two hours credit**  
Beginning course in typewriting which provides for the personal needs of students as well as serving as the beginning

- course for students wishing to continue with later courses for greater vocational skill. Emphasis is on operating techniques and net speed of at least 25 words per minute must be attained for a passing grade. Course not open to students who have received one credit for typing in high school.
- 12. **Intermediate Typewriting**.....**Two hours credit**  
A continuation of typewriting 1 with attention given to building speed and accuracy of writing. Typing skill is applied principally to business letters, tabulation, manuscripts, and business forms. The student is expected to have a net speed of 40 words per minute. Course not open to students having received two credits for typing in high school.
- 13. **Elementary Shorthand 1**.....**Three hours credit**  
A beginner's course covering the fundamentals of Golden Jubilee Shorthand. Typewriting 1 should precede or parallel this course. Course not open to students having received one credit for shorthand in high school.
- 14. **Intermediate Shorthand 2**.....**Three hours credit**  
A continuation of Shorthand 1. Daily dictation and practice in writing shorthand accurately and fluently. The student is expected to have a dictation speed of 60 words per minute, new material. Course not open to students having received two credits for shorthand in high school. Typewriting 2 should precede or parallel this course.
- 15. **Office Typing Problems**.....**Two hours credit**  
Emphasis is on attaining acceptable office standards in typing business letters, office forms, legal material, numbers, and tabulation. Training in use of duplicating machines will be included. Prerequisite: Two semesters college level typing or one year high school typing and one semester college typing. Meets four times each week.
- 16. **Secretarial Dictation and Transcription**.....**Three hours credit**  
Prerequisite: Three semesters college shorthand or one year high school shorthand and two semesters college shorthand plus typewriting. More difficult reading material. Dictation speed 100 - 120 words per minute. Transcription speed 25 - 30 words per minute. Meets five times each week.
- 17. **Secretarial Procedures**.....**Three hours credit**  
Recommended for terminal programs. Prerequisite: Typing. Provides working knowledge of secretarial duties and responsibilities. Filing is emphasized, handling of mail, office routines, personality and human relations are considered. Meets three times each week.

**18 Business Communications.....Three hours credit**

Prerequisites: English 10 and one semester college type-writing or equivalent. Provides study in principles of effective communication and applies principles to writing effective business letters and reports. Study is made of most oral and written communications used in business. Stress is placed on spelling and business vocabulary. Meets three times each week.

**19. Office Machines.....Two hours credit**

Provides instruction and training in operation of more common office machines: Key driven, ten key, rotary calculators. If student can type well, transcribing machines may be included if it has not been secured in office typing problems. Meets four times each week.

**ECONOMICS:**

**4. General Economics.....Five hours credit**

An introductory course in the study of Economics. The text and other authorities provide the basis for class discussion, lectures and assigned problems. The course covers the economic institutions and problems of American Civilization in the middle of the Twentieth Century.

**5. Principles of Economics.....Three hours credit**

A study of the principles governing the operation of our present economic system.

**Division of Education and Psychology**

Gettys, Helen C. — Acting Chairman

Burri, Charles R.

McCann, Willis H., Ph. D.

West, Kenneth D.

PSYCHOLOGY

PHYSICAL EDUCATION

**PSYCHOLOGY:**

**1. General Psychology.....Three hours credit**

This course introduces the beginning student to the principles and theories of psychology as a science of behavior. It includes a study of the nervous system, perception, learning, motivation, personality, and individual differences. Some supplementary reading is required.

**102. Educational Psychology.....Three hours credit**

Prerequisite: Psychology 1, 45 hours college credit. An introductory course in the application of certain areas of psychology in the educational process. Units of study stress total development of the learner, individual differences, learning, concept development, problem solving, and adjustment. Visits to special schools, films, outside speakers, and journal readings, and reports supplement the weekly lectures.

**3. Applied Psychology.....Two hours credit**

Prerequisite: Psychology 1. Designed to acquaint the student with the utility of psychological principles when used to develop awareness of self and others for the purpose of solving one's personal problems and understanding those of others. The individual in his various environments is studied, stressing employer-employee relationships. One unit is devoted to deviate behavior, its causes, and current concepts, and therapies.

**4. Psychology of Personal Adjustment.....Three hours credit**

Prerequisite: Psychology 1, with grade of C or better. A study of the dynamics of personality and human behavior. Emphasizes man's basic nature and growth toward maturity, human motivation, individual adjustment and group behavior, personality and behavior theories.

**PHYSICAL EDUCATION:**

**10. Physical Education Activities.....One hour credit**  
(Required Course for Men)

A course offering various team and individual sports combined with physical fitness.

**11. Physical Education Activities.....One hour credit**  
(Required Course for Men)

A continuation of course 10.

**20. History and Principles of Physical Education.... Two hours credit**

A basic course for students intending to teach physical education and (or) to coach athletic teams on the elementary

school or secondary school level. The material offered in this course will include a thorough introduction to all aspects of physical education. Included will be the development of physical education over the years, including the challenges of the 1960's.



**Division of Fine Arts**

Riemer, Roberta S. — Acting Chairman

Haupt, William H.

**ART**

**MUSIC**

**ART:**

1. **Drawing** . . . . . **Three hours credit**  
Drawing of human figure in charcoal, crayon, ink, and other media. Class meets six periods weekly.
2. **Drawing** . . . . . **Three hours credit**  
Continuation of Drawing 1. Class meets six periods weekly.
3. **Oil Painting** . . . . . **Three hours credit**  
Prerequisites: Drawing, Design, or Introduction to Art. A beginning course in oil painting with emphasis on color, composition, and techniques. Class meets six periods weekly.
4. **Oil Painting** . . . . . **Three hours credit**  
A continuation of Oil Painting 3. Class meets six periods weekly.
7. **Design** . . . . . **Three hours credit**  
A study of the elements and principles of design, their use, and control, employing various media. Class meets six periods weekly.
8. **Design** . . . . . **Three hours credit**  
Study of the techniques of lettering and its application to the graphic art. Class meets six periods weekly.
9. **Introduction to Art** . . . . . **Three hours credit**  
An introduction to the basic media of art forms. An exploratory survey directed toward an appreciation of art, application of techniques to education, and possible fields of advanced study.
10. **Appreciation of Art** . . . . . **Two hours credit**  
A survey course for art and humanities requirements that traces the history of art through the main periods; including discussions on the nature, functions, and methods of creative expression.

**MUSIC:**

1. **Music Appreciation** . . . . . **Two hours credit**  
A course designed for those who have no formal background in the study of musical art. Presents the elements of music, music's place in life, the shorter and larger forms, program music, biographical and historical facts related to the development of the art of music.
2. **Music Appreciation** . . . . . **Two hours credit**  
Continuation of Course 1.

- 3. Elementary Theory.....Four hours credit**  
Fundamentals of music, simple chord progressions, accessory tone, harmonizing melodies and figured bass, original composition in simple two and three-part form. Ear training, sight singing, and keyboard application of work studied in theory. Class meets five days each week.
- 4. Elementary Theory.....Four hours credit**  
Prerequisite: Elementary Theory 3. Continuation of Elementary Theory, adding modulation and seventh chords.
- 100. Advanced Theory.....Four hours credit**  
Continuation of Theory 4, adding extended use of sevenths, accessory tones, harmonic elaboration, originals in larger forms.
- 101. Advanced Theory.....Four hours credit**  
Continuation of Theory 100. Extended modulations, altered chords, introduction to present-day harmonic practice, original work in larger forms.
- 7. Chorus.....One hour credit**  
Open to all who sing. Class meets twice a week. Designed to improve ability to sing with a group, to present a variety of styles of musical literature.
- 8. Chorus.....One hour credit**  
Continuation of Chorus 7.
- 9. Fundamentals of Music.....Three hours credit**  
A course designed primarily for classroom teachers. It includes music fundamentals and the development of skills necessary for sight singing, writing simple songs, using rudimentary instruments and simple piano chording. Instruments of the orchestra are introduced.
- 10. Applied Music.....**  
Credit is given for private lessons with acceptable teachers. Students are required to have eighteen lessons per semester, to practice six hours a week, to follow suggested course of study, and to perform on an examination recital.
- 11. String Instruments.....One hour credit**  
Class lessons in a playing knowledge of all string instruments with a concentration of one instrument, and with emphasis on the techniques of teaching instrumental groups.

## Division of Humanities and Communications

Lacy, Louise C. — Acting Chairman  
Doherty, Mary Lee  
Ertman, Irene P.  
Flanagan, Frances  
Harden, Vernon W.  
Hoffman, Rosemary L.  
McDaniel, Mary Jane  
Miller, Richard T.  
Pitter, Herman A.  
Taylor, Richard B.  
Tomlinson, Veva B.  
Vargas, Eduardo E.

ENGLISH AND SPEECH

MODERN LANGUAGES

**ENGLISH AND SPEECH:**

- 10. English Composition.....Three hours credit**  
Includes the study of the principles of composition, the writing of themes, functional grammar. Remedial work toward bringing the students' writing skill to a standard of acceptability. Entering freshmen scoring below a prescribed standard on the Missouri English Placement Test will be enrolled in this course, which meets five times weekly.
- 11. English Composition.....Three hours credit**  
Continuation of Course 10.
- 12. English Composition.....Three hours credit**  
The work includes the study of the principles of composition, the writing of themes, conferences, special reading for composition and style. The main purpose is to develop the ability to think clearly and to write effectively. Entering freshmen scoring average or better on the Missouri Placement Test will be enrolled in this course.
- 13. English Composition.....Three hours credit**  
Continuation of Course 12.
- 14. English Composition.....Three hours credit**  
Special English. Similar to 12 but an enriched course. Open only to a small group selected from freshmen applicants with high class rank and high score on Missouri English Placement Test.
- 15. Masterpieces of Literature: Fiction and Narrative Poetry.....Three hours credit**  
The purpose of this course is to develop appreciation and a critical and discriminating understanding of the short story, the novel, and narrative poetry. The material is drawn from English, American, French, and Russian writers.
- 16. Masterpieces of Literature: Drama and Lyric Poetry.....Three hours credit**  
This course introduces the student to drama, through plays by Sophocles, Shakespeare, Sheridan, Barrie, O'Neill, and Eliot, and also includes an introduction to lyric poetry. As in course 15, the general purpose is to develop appreciation, understanding, and judgment.
- 22. Fundamentals of Speech.....Three hours credit**  
This course affords both study and practice in public speaking. The aim is to develop speakers who can develop a logically organized plan, who can inject interest into that plan, and who can speak with poise and effectiveness.

- 66. Children's Literature.....Three hours credit**  
A course designed to give a knowledge of the fields of literature available for use in the elementary grades. Content is emphasized rather than methods. Story telling in its relation to teaching will be illustrated and discussed.
- 100. English Literature.....Three hours credit**  
A reading and discussion course tracing the outline of English Literature from the Old English period to 1785 and showing the relation of the writers to the life, thought, and literary tendencies of their own and other periods. Prerequisite: six hours of freshman English Composition.
- 101. English Literature.....Three hours credit**  
Continuation of Course 100.
- 102. Exposition (Advanced Composition).....Three hours credit**  
This is a course for sophomores or freshmen from English Composition 14 who desire training in reading and writing beyond that offered in Rhetoric and Masterpieces. The students read and discuss plays, short stories and poems, but the emphasis is on examining and writing expository pieces.
- 103. Introduction to Theatre.....Three hours credit**  
Prerequisite: Six hours of Freshman English. Some freshmen with special dramatic interest or ability may be admitted. This course includes the study of representative modern plays, from Ibsen to the contemporary playwrights. The weekly Drama Section of the New York Times is used for collateral reading, and the class is expected to acquire an awareness of developments in the theatre world today.
- 104. Oral Interpretation of Literature.....Three hours credit**  
Prerequisite: Speech 22. This is a course in reading, analyzing for intellectual and emotional content, and interpreting orally various types of literature, including the short story, poetry, and the drama.

**MODERN LANGUAGES**

As this nation assumes a greater role of leadership among other nations, the need for free communication between their peoples becomes important. The increasing number of Americans traveling in foreign lands makes it possible to cultivate friendships and understandings with their citizens. The Modern Language Department, in recognition of the needs of our country, seeks to develop a language proficiency in the shortest time possible.

Tapes, records and tape recorders are used in a modern language laboratory.

A student with 1 unit credit from high school in a modern foreign language will be allowed 3 hours credit instead of 5 if he enrolls in the elementary course of the same language; with 2 units, zero credit. All other courses carry the maximum credit.

**FRENCH:****1. Elementary French.....Five hours credit**

Oral-aural approach to basic structural patterns of the language and essential grammar. Supplementary reading of textual and periodical material orienting the student to the culture of France and other areas where French is spoken. Five class hours, two laboratory sessions.

**2. Intermediate French.....Five hours credit**

Continuation of Course 1.

**3. French Composition and Conversation.....Three hours credit**

Prerequisite Course 2 or equivalent. Review and refinement of structural patterns; practice of idiomatic usage. Cultural and historic background as basic for conversation. Oral and written reports on outside reading of short stories and one-act plays. Three class hours and one laboratory session.

**4. French Conversation and Reading.....Three hours credit**

Prerequisite Course 2 or equivalent. Continued oral drill of the structural language patterns and idioms of French. Reading of excerpts and short literary masterpieces providing a basis for conversation. Weekly oral reports on assigned topics. Intensive reading of one contemporary work in full. Three class hours, one laboratory session.

**5. Introduction to the Development of French Civilization and Culture.....Three hours credit**

Prerequisite Course 3 or 4. (First semester) Emphasis on the cultural basis of modern France. Conducted primarily in French with discussions to develop conversation ability. (Consultation with instructors to determine placement.)

**6. Advanced French Conversation and Composition.....Three hours credit**

Prerequisite course 3 or 4, or by consultation with instructors. Prepared talks on assigned topics followed by periods of free discussion to develop oral fluency. Study of the problems of advanced grammar and syntax. Weekly written compositions designed to improve the writing skills.

**SPANISH:****1. Elementary Spanish.....Five hours credit**

Oral-aural approach to the basic structural patterns of the language and essential grammar. Supplementary reading of textual and periodical material. Orientation to the Spanish-speaking cultures and their backgrounds. Five class hours, two laboratory sessions.

**2. Intermediate Spanish.....Five hours credit**

Continuation of Course 1.

**100. Beginning Conversation and Composition.....Three hours credit**

Development of speaking and writing skills, based on short written conversations and readings from contemporary Spanish short stories. Written reports on outside readings. Three class hours, one laboratory session.

**101. Advanced Conversation and Reading.....Three hours credit**

Prerequisite course 2 or equivalent. Continued oral drill of the structural language patterns and idioms of Spanish. Reading of short literary works by well-known authors. Assigned topics for reports. One book report (written). Three class hours, one laboratory session.

**200. Introduction to Peninsular Spanish****Culture and Civilization.....Three hours credit**

Study of the development of the Spanish culture from its beginning to the present. Three class hours. (Prerequisite courses 3 or 4 or by consultation with the instructor.)

**201. Introduction to Spanish-American****Culture and Civilization.....Three hours credit**

Prerequisite: Courses 3 or 4 or by consultation with the instructor. Study of the development of the Spanish-American culture from its beginning to the present. Three class hours.

**Division of Science and Mathematics**

- Agenstein, Evan A. — Acting Chairman
- Yancy, John R., — Acting Chairman
- Bensyl, Conrad N.
- Dallam, Jerald W.
- Force, Harry F.
- Heckel, Achsah M.
- Huston, Billy Lee
- Redmond, John
- Watkins, Lillian R.
- Wilkerson, Jerry M.

**BIOLOGY**

**CHEMISTRY**

**PHYSICS**

**MATHMETICS**

**BIOLOGY:**

- 1. Principles of Biology.....Five hours credit**  
A beginning course in biology that will stress the understanding of some of the principles of living phenomena. This is a course in biology and a general education course for non-majors. Four hours lecture and two hours laboratory each week.
- 11. General Botany.....Five hours credit**  
An introductory study of plant science in regard to structure, physiology, simple taxonomy and the ecological relationships. This course should be found useful not only for purposes of general education but also in providing basic training for those who will seek a career in some branch of the biological sciences. Three lectures and two double laboratory periods each week.
- 12. General Zoology.....Five hours credit**  
A general course in the study of animal life with special emphasis placed on their morphological and physiological characteristics. Three lectures and two double laboratory periods each week.
- 13. Anatomy and Physiology.....Three hours credit**  
An introductory study of the principles of human biology. A course of general cultural interest and a preparation for advanced courses in physiology. Two lectures and one laboratory period each week.
- 31. Personal and Community Hygiene.....Two hours credit**  
A course designed to provide students with factual background for the health decisions they will be called upon to make while in college and after their college careers. Matters of personal health concerns are emphasized, and family and community responsibilities are also covered.
- 8. Conservation of Natural Resources.....Three hours credit**  
Major problems of conservation in the United States such as soil, water, forests, minerals, etc., with a solution to conserve them wisely.
- 500. Anatomy and Physiology.....Two and one-half hours credit**  
A lecture and laboratory course for the nursing student, planned to give the student an understanding of the normal body structure and function. Two lectures and two laboratory periods each week.
- 501. Anatomy and Physiology.....Two and one-half hours credit**  
A continuation of course 500.

**502. Microbiology (for nursing students).....Three hours credit**

A study of bacteria and other microscopic forms and their relation to disease. It includes the principles and procedures involved in asepsis, disinfection, sterilization, and immunization as related to nursing. Three lectures each week and one hour laboratory.

**CHEMISTRY:****1. Introductory Chemistry.....Five hours credit**

A course designed for Arts and Science students and others who wish to meet the minimum physical science requirement. Credit reduced to two hours if student takes Chemistry 11 for credit. Four lecture-recitation periods and one two-hour laboratory.

**11. General Chemistry.....Five hours credit**

Prerequisite: two units algebra. High school chemistry is also recommended. Course introducing the basic concepts of chemistry to those who expect to continue in other chemistry courses. Course covers such subjects as atomic theory and periodic system, chemical calculations, oxidation-reduction, states of matter, and theory of chemical bonding with considerable emphasis on atomic structures and application of principles. Three lectures and two 2-hour laboratory periods each week.

**12. General Chemistry.....Three hours credit**

Prerequisite: Chemistry 11 with a grade of C or better. A continuation of Chemistry 11 covering more advanced subject material. Includes a study of the concept of equilibrium and a systematic survey of the more important elements and their compounds with emphasis on their periodic relationships. Three lectures each week.

**13. Qualitative Analysis.....Three hours credit**

Prerequisite: Must be preceded or accompanied by Chemistry 12. Separation and identification of some of the more common anions and cations by qualitative analysis. Application of the theories of chemical equilibrium. One hour lecture and three 2-hour laboratory periods.

**100. Quantitative Analysis.....Five hours credit**

Prerequisite: Chemistry 13 with a grade of C or better. This course deals with the fundamental principles of analytical chemistry and their application in analytical methods. Gravimetric, volumetric, colorimetric, and electroanalytical determinations are discussed and used in the laboratory. Two lectures and three 3-hour laboratory periods each week.

**101. Elementary Organic Chemistry.....Three hours credit**

Prerequisite: Chemistry 1 or 11 with a grade of C or better. A terminal course in the fundamentals and reactions of both the aliphatic and aromatic series together with their relation to life processes and every day living. Two lectures and one three-hour laboratory period each week.

**102. Organic Chemistry.....Three hours credit**

Prerequisite: Chemistry 12 with grade of C or better. First semester of a full year course in organic chemistry. Study of methods of synthesis of organic compounds, reaction paths, chemical bonding, and geometry of organic molecules. Aliphatic and aromatic compounds are studied concurrently. Primarily for students in chemistry, medicine, dentistry, pharmacy, and medical technology. Our hour credit if Chemistry 101 or its equivalent has been completed previously. Three lectures a week.

**103. Organic Chemistry Laboratory.....Two hours credit**

Prerequisite: Chemistry 102 concurrently. Laboratory course to accompany Chemistry 102. Two 3-hour laboratory periods each week.

**104. Organic Chemistry.....Three hours credit**

Prerequisite: Chemistry 102 with a grade of C or better. Continuation of Chemistry 102. Three lectures each week.

**105. Organic Chemistry Laboratory.....Two hours credit**

Prerequisite: Chemistry 104 concurrently. Laboratory course to accompany Chemistry 104. Two 3-hour laboratory periods each week.

**500. Principles of Chemistry.....Four hours credit**

Survey of chemistry for students of nursing. Includes inorganic, organic and biochemistry with particular application to the field of nursing. Four hours of lecture and one hour of laboratory each week.

**PHYSICS:**

- 1. Introductory Physics . . . . . Five hours credit**  
Prerequisite: High School Algebra, two years; or Intermediate Algebra (Math 3). A one-semester course introducing the fundamentals of physics in all areas, mechanics, sound, heat, electricity, magnetism, light, and structure of matter. Two hours credit will be allowed students who later register for credit in Physics 111, or Physics 123. Four lectures and one double laboratory period each week.
- 111. Elementary Physics . . . . . Five hours credit**  
Prerequisites: College Algebra (Math 5), and Trigonometry (Math 6 or equivalent). Course covers basic principles and concepts in mechanics, sound, heat, structure of matter, and wave phenomena. Three lectures and two double laboratory periods each week.
- 112. Elementary Physics . . . . . Three hours credit**  
Prerequisite: Physics 111. Continuation of Physics 111. Course covers electricity, magnetism, light, and modern Physics. Two lectures and one double laboratory period each week.
- 123. General Physics . . . . . Five hours credit**  
Prerequisite: Calculus (Math 7). First half of a year's work in General Physics. Covers mechanics, heat, sound, and wave theory. Three lectures and two double laboratory periods each week.
- 124. General Physics . . . . . Five hours credit**  
Prerequisite: Physics 123. Second half of a year's work in General Physics. Covers electricity, magnetism, light and modern physics. Three lectures and two double laboratory periods each week.

**MATHEMATICS:**

- 3. Intermediate Algebra . . . . . Three hours credit**  
Open to students who have had one unit of high school algebra or the equivalent. Class meets five days each week.
- 5. College Algebra . . . . . Three hours credit**  
Prerequisites: two units of high school algebra, or Mathematics 3 with a grade of C. This course begins with a review of topics in previous courses. The further treatment includes quadratic systems, exponents, radicals, ratio, proportion, variation, the binomial theorem, progressions, inequalities, permutations, and combinations.

- 6. Trigonometry . . . . . Three hours credit**  
Prerequisites: two units of high school algebra, or Mathematics 3, and one unit of plane geometry. All students attend class three days a week but those who have credit for high school trigonometry receive only two hours of credit.
- 6. Trigonometry . . . . . Three hours credit**  
Prerequisites: two units of high school algebra, one unit of plane geometry, and one-half unit of trigonometry with a grade of C or better. Class meets two days each week.
- 7. Calculus with Analytic Geometry I . . . . . Five hours credit**  
Prerequisite: plane geometry, college algebra and college trigonometry, or the equivalent. An introduction to plane analytic geometry, differential calculus, and integral calculus.
- 8. Calculus with Analytic Geometry II . . . . . Five hours credit**  
A continuation.
- 109. Calculus with Analytic Geometry III . . . . . Five hours credit**  
Integration, vectors, solid analytic geometry, partial differentiation, multiple integrals, infinite series, and hyperbolic functions.
- 111. Differential Equations . . . . . Three hours credit**  
Prerequisite: Calculus 109. Ordinary differential equations and applications.
- 130. Modern Elementary Mathematics . . . . . Five hours credit**  
Prerequisite: two units of high school algebra, or Mathematics 3 with a grade of C. This course presents the modern approach to the study of arithmetic, algebra, and geometry. It is designed primarily for elementary education majors, but would also be useful to students majoring in mathematics or related areas.

**Division of Social Science**

- Popplewell, Frank S. — Acting Chairman
- Carney, George O.
- Harvey, Marian V.
- Jordan, James R.
- Phelan, Elizabeth J.

- HISTORY**
- POLITICAL SCIENCE**
- SOCIOLOGY**
- GEOGRAPHY**

**HISTORY:**

- 1. Modern Civilization . . . . . Three hours credit**  
 A survey of the history of the modern world from 1500 to 1815. Special attention is given to the dynastic and colonial rivalries of the National States, to the Protestant Revolt and the Catholic Reformation, and to the French Revolution and the era of Napoleon.
- 2. Modern European History . . . . . Five hours credit**  
 A survey of European history from 1815 to the Versailles Treaty. This course gives the background for the present political, economic, and social structure of the European national states. Special attention is given to The Restoration, 1815-1848; the nationalistic movements in Germany, Italy, and the Balkans; the rise of Socialism-Communism, European colonialism in Africa and Asia, the diplomatic background of World War I, and the peace settlements of 1919.
- 103. Contemporary Europe . . . . . Three hours credit**  
 Open to sophomores and to students who have Modern European History 2 or International Relations 2. This course begins with the Versailles and related treaties, covers the rise of dictatorships, the failures of the League, and the new alignments leading to World War II. The background for present world tensions is analyzed.
- 4. American History . . . . . Five hours credit**  
 A survey course of American history from the period of discovery to the present. The major topics considered include the Colonial period, the American Revolution, sectionalism, the Civil War, industrialization, urbanization, the Spanish-American War, World War I, post war problems, the New Deal, and World War II. This course includes a study of Missouri State constitution and government as required by law.
- 105. Recent American History . . . . . Three hours credit**  
 Open to sophomores. A study of American history since 1896.

**POLITICAL SCIENCE:**

- 1. American Government . . . . . Five hours credit**  
 A study of the American constitutional system. Emphasis on constitutional development, federal-state relations, citizenship, the congress, president, the courts. Some time is devoted to government and its relations to finance, commerce, agriculture, labor, conservation, and foreign relations. This course includes a study of Missouri State constitution and government.



**2. International Politics.....Three hours credit**

Intended primarily to awaken the interest of college students in world affairs, this course presents a survey of contemporary international organizations, alignments, and world tensions, but primarily emphasizes the basic factors of the framework within which international affairs are conducted. Among the topics included are: the national state system, objectives of national states, elements of state power, the policy-making process, nationalism, etc.

**3. American Political Institutions.....Three hours credit  
(Social Science II—American Government)**

A survey course in the American constitutional system with emphasis on federalism, the executive, legislative, judicial, and administrative structure of both state and federal government. Other topics include political parties, pressure groups, elections, functions and services of government. Attention is given to the Missouri Constitution.

**SOCIOLOGY:**

**1. Elementary Sociology.....Five hours credit**

This course is a prerequisite for all further study in this field. It stresses basic concepts. Topics included are the nature of human society, group behavior, political and cultural factors in personality, human ecology and population, social institutions and social change. Students are encouraged to examine their own group and community relationships in the light of the principles of human behavior studied.

**2. Social and Economic Institutions.....Three hours credit  
(Social Science 1)**

Examines the subject matter, perspective, and methods of research in the social sciences. Such fundamental concepts as culture, society, institutions, personality, and social change are included. Study is restricted to the social and economic institutions man has evolved to meet his needs. Emphasis is placed on the contemporary society and culture of the United States.

**500. Sociology for Nursing Students.....Three hours credit**

This course is designed to give student nurses some insight into the social aspects of human nature and a knowledge of the structure of human society. Communities and institutions are studied. Attention is given to collective behavior and to groups and cultural factors in personality formation.

**GEOGRAPHY:**

**1. World Geography.....Three hours credit**

A survey of the geography of the world and the principles underlying geographic development. Special emphasis will be placed on earth-sun relationships, weather and climate, formation of landforms, vegetation, and soils. This course is designed to meet the needs of teachers in the elementary grades.

**Division of Technical and Vocational Education**

Chance, Clayton W., Ph. D. — Chairman

Marion, Glenn E.

**ENGINEERING AND  
APPLIED SCIENCE**

**ENGINEERING AND APPLIED SCIENCE:**

1. **Engineering Drawing**.....**Three hours credit**  
This course deals with representation or communication phase, including the fundamentals of projection and training in shape and size description. The problems in the course deal with orthographic projection, auxiliary views, sectional views, detail and assembly drawing. One lecture, two 2-hour laboratory periods each week.
3. **Architectural Drawing**.....**Three hours credit**  
An introductory course to architectural drawing chiefly with domestic architecture. The drawing and planning of floor plans, elevations, pictorial drawings, and the application of carpentry in house construction. One lecture, two 2-hour laboratory periods each week.
4. **Descriptive Geometry**.....**Three hours credit**  
A continuation of Engineering Drawing, dealing with the application of the theory of projection to the solution of space problems. The problems deal with points, lines, planes, intersections, and graphical problems of particular interest to the engineer. One lecture, two 2-hour laboratory periods per week. Prerequisite: Engineering Drawing 1.
6. **Surveying**.....**Three hours credit**  
An introductory course dealing with the fundamental principles of surveying, use and adjustment of ordinary surveying instruments. Lectures, laboratory, and field trips. Prerequisite: trigonometry.
7. **Slide Rule**.....**One hour credit**  
The theory and use of the slide rule as applied to engineering problems such as: multiplication and division, square root, cube root and cubes, logarithms, and trigonometric functions. Prerequisite: trigonometry.
8. **Architectural Drawing**.....**Three hours credit**  
A continuation of Architectural Drawing 3 into the field of building construction, dealing with concrete and steel structures, elementary plumbing, heating, and electrical systems of buildings. A terminal course not transferable to Architectural Schools of Engineering. One lecture, two 2-hour laboratory periods each week. Prerequisites: Engineering Drawing 1, Architectural Drawing 3.
- 152 **Statics**.....**Three hours credit**  
Engineering problems of equilibrium, vectors, force systems, trusses, friction, centroids, and moment of inertia, are covered.

Three lecture periods each week. Prerequisites: Physics 123 and Calculus 109. Calculus 109 may be taken concurrently.

- 153. **Dynamics C. E.** ..... **Three hours credit**  
A study of motion of a particle; kinetics of rigid bodies; work and energy; impulse and momentum. Prerequisite: Statics.
- 154. **Circuit Theory 1 Ec.** ..... **Four hours credit**  
A study of circuits using resistances, capacitance, and inductions with various types of driving sources (Lecture and Lab). Prerequisites: Calculus 1 and 2, Physics 23.
- 155. **Circuit Theory 11 Ec.** ..... **Four hours credit**  
Alternating current circuits, inductively coupled circuits, poly-phase circuits, fourier analysis. Prerequisite: Course 154.

**ELECTRONIC TECHNOLOGY:**

Courses in electronic technology may be applied toward a degree when combined with necessary courses in general education. They may also be taken as part of a two-year terminal program. Courses 1, 2, 100, and 101 are the only ones required in the transfer or degree program during the first two years. With permission, one or more other courses may be taken as elective credit.

Students in the two-year terminal program take all courses listed.

- 1. **Fundamentals of Electronics** ..... **Five hours credit**  
A study of vacuum tubes, tubes, and semiconductors as applied to electronic circuits, control devices, electronic switching and industrial controls. Laboratory involves construction, operation and compiling of statistical data pertinent to the aforewritten.
- 2. **Basic Electrical Circuits** ..... **Three hours credit**  
A detailed study of magnetism, induction, resistance, capacitance, etc. Various laboratory projects and mathematical analysis.
- 3. **Industrial Electricity** ..... **Five hours credit**  
Industrial control, commercial power generation and control, both single and polyphase. Laboratory includes construction trouble correction, installation and circuit tracing in industrial equipment.
- 4. **Electronic Instruments** ..... **Two hours credit**  
Electronic instruments, vacuum tube volt meters, multimeters, AF&RF generators and oscilloscopes. Laboratory includes operation and application.

- 100. **Electric Motor and Generator Circuits** ..... **Three hours credit**  
Basic principles of AC&DC motors, construction, operation, and application.
- 101. **Circuit Analysis Methods** ..... **Three hours credit**  
Methods and mathematics used in the analysis of series, parallel compound, complex, AC, DC, high frequency and low frequency circuits.
- 102. **Industrial Electronics** ..... **Three hours credit**  
A study of the application of vacuum tubes and semiconductors as applied to industrial control. Laboratory.
- 103. **Communication Equipment** ..... **Two hours credit**  
Electrical and electronic analysis of communication equipment used in industrial applications. Laboratory with emphasis on trouble correction, maintenance, and repair techniques.
- 104. **Industrial Instrumentation** ..... **Three hours credit**  
Methods of industrial control through metering, recording units, sensing units and process testing.
- 105. **Advanced Applied Electronics** ..... **Five hours credit**  
Special circuits, generating devices, high frequency circuits and applications, oscilloscope analysis of special wave forms and wave-shaping circuits.

**PART EIGHT — Administrative Staff**

BLANTON, Milburn W. President  
 B. S., University of Arkansas  
 M. Ed., University of Arkansas  
 Ed. D., University of Arkansas

Dean of Instruction

CLARK, Lowell W. Registrar and Admissions Officer  
 B. S., Kansas State University  
 M. S., Kansas State University  
 Graduate Study, University of Colorado

HAWK, Kenneth W. Business Manager  
 A. B., Fort Hays Kansas State College  
 M. S., Fort Hays Kansas State College

HOOVER, Winford A. Director of Field and Special Services  
 B. S., University of Arkansas  
 M. Ed., University of Arkansas  
 Graduate Study, University of Arkansas

SHARP, Sam H. Financial Aids Officer  
 B. S., University of Alabama  
 M. S., Alabama Polytechnic Institute

GRAHAM, Dorothy L. Counselor (Acting Director—Student Personnel)  
 B. A., University of Iowa  
 M. A., San Diego State College  
 Graduate Study, University of Colorado

PHELAN, Elizabeth J. Dean of Women  
 B. S., St. Mary College  
 M. S. Ed., Creighton University

**PART NINE — Instructional Staff of Missouri Western Junior College**

\*Denotes Acting Division Chairman

AGENSTEIN, Evan R.\* Physics  
 B. S., Northwest Missouri State College  
 A. M., University of Missouri at Kansas City  
 Graduate Study, University of Missouri

BENSYL, Conrad N. Chemistry and Physics  
 B. S., Northwest Missouri State College  
 M. S., Kansas State Teachers College

BURRI, Charles R. Physical Education and Coach  
 B. S., Northwest Missouri State College  
 M. E., University of Missouri

CARNEY, George O. Social Science  
 B. A., Central Missouri State College  
 M. A., Central Missouri State College  
 Graduate Study, Colorado State College

DALLAM, Jerald W. Mathematics  
 B. S., Northwest Missouri State College  
 M. S., Oklahoma State University

DOHERTY, Mary Lee English  
 A. B., William Jewell College  
 A. M., University of Colorado

ERTMAN, Irene P. English  
 B. S., Kansas State College  
 M. A., Kansas State College  
 Graduate Study, Kansas State College

FLANAGAN, Frances English  
 A. B., Mount St. Scholastica College  
 M. A., State University of Iowa  
 Graduate Study, University of Wyoming  
 Graduate Study, University of Colorado  
 Summer Work, Scottish Universities, Edinburgh

- FORCE, Harry F. Biology  
 B. S., Alabama State Teachers College  
 A. M., George Peabody College for Teachers
- GETTYS, Helen C.\* Psychology  
 B. S., University of Missouri  
 M. S., University of Missouri  
 Graduate Study, University of Chicago
- GRAHAM, Dorothy L. Acting Director  
 of Student Personnel  
 B. A., University of Iowa  
 M. A., San Diego State College  
 Graduate Study, University of Colorado
- GRAINGER, Don L. Accounting  
 B. S., Central Missouri State  
 M. S., Central Missouri State
- HARDEN, Vernon W. Speech  
 B. S., Tarkio College  
 M. A. in Education, Arizona State University  
 Graduate Study, University of Arizona
- HARVEY, Marian V. Sociology  
 A. B., Northwestern University  
 A. M., University of Chicago  
 Graduate Study, University of Wisconsin
- HAUPT, William H. Art  
 B. S., University of Missouri  
 M. A. University of Missouri
- HECKEL, Achsah M. Chemistry Laboratory  
 B. S., Kansas State University
- HOFFMAN, Rosemary L. French  
 B. S., Northwest Missouri State College  
 Graduate Study, Emory University  
 Graduate Study, Middlebury College  
 Graduate Study, University of Colorado
- HUSTON, Billy Lee Mathematics  
 B. A., Tarkio College  
 M. A. T., Duke University

- JORDAN, James R. Social Science  
 B. S. in Education, Central Missouri State College  
 M. A., University of Missouri at Kansas City  
 Graduate Study, Northwestern University
- LACY, Louise C.\* English  
 A. B., University of Missouri  
 A. M., University of Missouri
- MARION, Glenn E. Engineering  
 B. S., Northwest Missouri State College  
 M. S., Oregon State College  
 Graduate Study, Missouri School of Mines and Metallurgy
- McCANN, Willis H. Psychology  
 A. B., University of Missouri  
 M. A., Cornell University  
 Ph. D., Indiana University  
 LL. B., University of Kansas City
- McDANIEL, Mary Jane Speech  
 A. B., University of Missouri at Kansas City  
 M. F. A., Yale University
- MILLER, Richard T. English  
 B. S., Northeast Missouri State Teachers College  
 M. A., Northeast Missouri State Teachers College
- PHELAN, Elizabeth J. History  
 B. S., St. Mary College  
 M. S. in Education, Creighton University
- PITTER, Herman A. English  
 B. A., William Penn College  
 M. A. (Candidate), Kansas State University
- POPPELWELL, Frank S.\* Social Science  
 B. S., Kansas State College  
 M. S., Kansas State College  
 A. M., University of Missouri
- REDMOND, John Chemistry  
 B. S., University of Missouri  
 M. S., University of Missouri  
 Graduate Study, University of Missouri

RIEMER, Roberta S.* A. B., Park College M. Mus., Northwestern University Graduate Study, Chicago Musical College Graduate Study, Columbia University	Music
SHROUT, Ethel H. B. S., Northwest Missouri State College M. S., University of Missouri	Secretarial Training
TAYLOR, Richard B. B. S., Northeast Missouri State College B. J., University of Missouri A. M., University of Missouri	English
TOMLINSON, Veva B. B. S. in Education, Central Missouri State College M. A., Duke University Graduate Study, University of Missouri at Kansas City	English
VARGAS, Eduardo E. B. A., Westminster College Graduate Study, University of Missouri	Spanish
WATKINS, Lillian R. Ph. B., University of Chicago A. M., University of Missouri A. M., University of Michigan Graduate Study, Columbia University Graduate Study, Northwestern University	Mathematics
WEST, Kenneth D. A. B., University of Kansas M. A., University of Missouri at Kansas City	Psychology
WILKERSON, Jerry M. B. S., Central Missouri State College M. S., Central Missouri State College	Mathematics
YANCEY, John R.* B. S., Central Missouri State College A. M., University of Missouri at Kansas City Graduate Study, University of Colorado Graduate Study, University of Missouri	Biology

## PART TEN — Office Personnel, Maintenance, and Telephone Listings

### OFFICE:

Black, Goldie.....	Secretary to the Business Manager
Clampitt, Kerry.....	Secretary to the Registrar
Curtis, Lorraine.....	Secretary to the President
Fruin, Arline.....	Records Secretary
Hamilton, Charlene.....	Bookkeeper
Kennedy, Caroline.....	Secretary to Director of Field and Special Services

### MAINTENANCE:

Huff, Larry.....	Supervisor of Buildings and Grounds
Banks, Otis .....	Maintenance

### TELEPHONE LISTINGS:

President .....	AD 2-4550
Dean of Instruction .....	AD 2-7196
Registrar .....	AD 2-7196
Business Manager .....	AD 2-7196
Field and Special Services .....	AD 2-5086
Counseling .....	AD 2-1687 AD 2-9973

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