

1933

Catalog of Ward-Belmont, 1933

Ward-Belmont College (Nashville, Tenn.)

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Catalog of

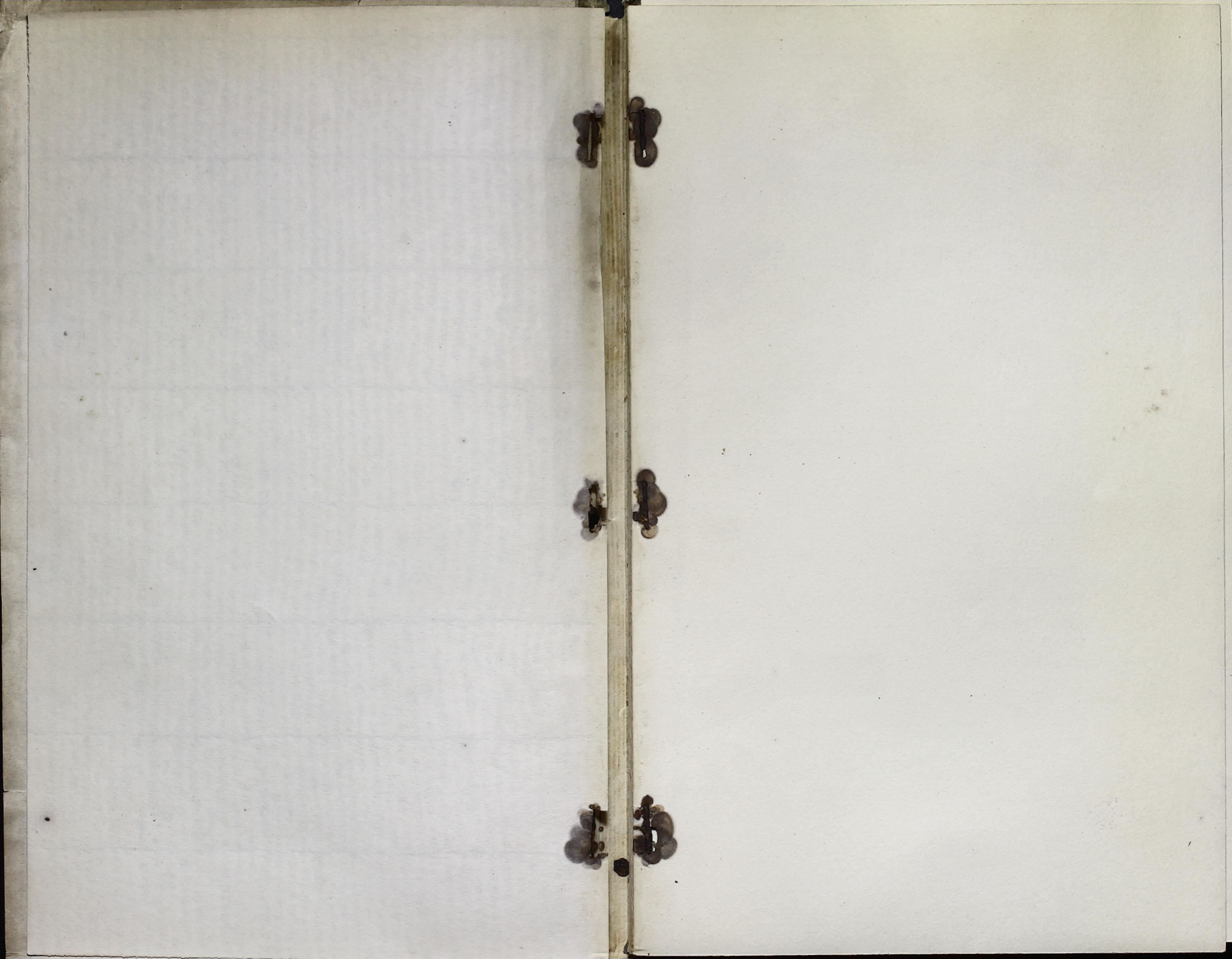
Ward-
Belmont



Spring
1933

Nashville •
• Tennessee

16
Sennett



ANNUAL CATALOG and ANNOUNCEMENT

THE
WARD-BELMONT SCHOOL
for Young Women

A JUNIOR COLLEGE
AND
SECONDARY SCHOOL

Accredited by the

ASSOCIATION OF COLLEGES AND SECONDARY
SCHOOLS OF THE SOUTHERN STATES

1933-34

MARCH, 1933

BELMONT HEIGHTS
NASHVILLE, TENNESSEE
U. S. A.

CALENDAR 1933-34

OPENING AND ORGANIZATION

September 20, 1933

THANKSGIVING DAY

November 30, 1933

CHRISTMAS VACATION

Approximately Two Weeks

COMMENCEMENT SUNDAY

May 27, 1934

COMMENCEMENT DAY

May 29, 1934

TABLE OF CONTENTS

	Page
Calendar	3
Administration Officers	7
Library Staff	7
Home Department Officers	8
General Statements	9-17
Historical Sketch	9
Nashville and Its Attractions	10
Climate and Health	10
Campus	11
Buildings and Equipment	11
Libraries	12
Religious Activities	13
Dress and Household Articles	14
Government	14
Educational Objectives	15
Advice on Choice of Subjects	16
Application for Enrollment	17
Faculty	18-22
The Junior College	23-54
General Statements	23
Description of Courses	26
The High School	55-63
General Statements	55
Description of Courses	57
School of Music	64-79
Faculty	64-66
General Statements	67-77
Description of Courses	77-79
Relations with Parents and Students	80
Charges and Terms	83-85
Index	86

ADMINISTRATION

JOHN DIELL BLANTON, B.A., LL.D.
President

JOHN WYNNE BARTON, M.A., LL.D.
Vice-President

ANDREW BELL BENEDICT
Vice-President and Business Manager

JOSEPH E. BURK, M.A., Ph.D.
Dean of Faculty

AILEEN WELLS, B.A., M.A.
Assistant to Dean of Faculty

EMMA I. SISSON
Dean of Residence

ANNIE CLAYBROOKE ALLISON, B.A., M.A.
Principal of High School

ALMA PAINE
Registrar

W. V. FLOWERS
Secretary

E. J. SNYDER
Bursar

MARY-JANE PULVER, B.A.
Alumnae Secretary

HENRIETTE RICHARDSON BRYAN
Book Room and Student Bank

LIBRARY

FRANCES E. CHURCH, B.A.
Librarian

LOUISE SAUNDERS
MARY LELAND HUME, B.S.
ROSE MORRISON, B.S.
Library Staff

HOME DEPARTMENT

EMMA I. SISSON
Dean of Residence

MRS. J. W. CHARLTON
MRS. SOLON E. ROSE
Assistants

MARY NEAL
MRS. E. O. TATE
MRS. MARY LEE JETER
MISS PARALEE McLESTER
MRS. MINNIE POWELL
Hostesses

MRS. BONA A. NICHOLS
MRS. ALLEN G. HALL
MRS. WILLIE B. WEEDON
Chaperons

EMMA BOND
Graduate Nurse

THE WARD-BELMONT SCHOOL

HISTORICAL SKETCH

Ward-Belmont School, comprising a four-year college preparatory course and a junior college for young women, is the outgrowth of the union of Ward Seminary and Belmont College. Ward Seminary was founded in 1865, by Rev. William E. Ward, D.D. This Seminary was established when Dr. Ward learned that the Nashville Female Academy, founded in 1820, could not re-open after the Civil War. Dr. Ward states the cause of the founding of this school in the following words: "It was conceived that the want of the country was a more thorough preparation of young women for the duties of life. To this end a free, classic course was inaugurated and a full course in all other departments. It was intended that the full meaning of the word 'educate' should be striven for—the drawing out of all the powers, mental, moral and aesthetic." From the very days of its foundation it filled a distinct need not only in the local community but in the surrounding states as well. In 1890 Belmont College was established by Miss Ida E. Hood and Miss Susan L. Heron. The character and purpose of this school is best expressed in a statement by the founders: "The guiding thought and spirit of our work is the conscious desire to impart practical knowledge in such manner as best develops power, recognizing that far higher than this is the unconscious influence that emanates from the atmosphere and environment of a wisely directed school, and is woven into the lives of all that come within its contact. It is our purpose to furnish opportunities for a broad and scholarly education."

Dr. Ward, with his wife as an efficient co-laborer, directed the affairs of the Seminary for over twenty years. In 1892, after the death of Dr. Ward, Dr. J. D. Blanton and his wife became associated with the school and have continued with it from that date. In June, 1913, Misses Hood and Heron expressed a desire to retire, and the two schools were united on the former Belmont campus under the name, "The Ward-Belmont School." Since the consolidation it has offered a four-year college preparatory course and two years of college work. The present school counts as its loyal alumnae the graduates of both Ward Seminary and Belmont College.

NASHVILLE AND ITS ATTRACTIONS

For over one hundred years Nashville has been well known as an educational center. Schools of every type are found here. The Vanderbilt University with its various professional schools, George Peabody College for Teachers, Scarritt College for Christian Workers, the Southern Y. M. C. A. Graduate School and Ward-Belmont are located in the same general community, and give to Nashville a distinct charm and atmosphere of culture which makes this city an ideal home for students. Such an educational center naturally attracts the best lecturers and artists. Ward-Belmont students have the advantage of attending all of the leading concerts, plays, and lectures that are available in the city, while annually a very high-class artist series is presented in our school auditorium.

There are some very interesting examples of architecture in Nashville well worth a visit of the students. The State Capitol is an excellent example of classical architecture. Located at a central point in Centennial Park is a facsimile of the Parthenon, true in every detail. One of the newly erected buildings in Nashville is the imposing Tennessee War Memorial Building surrounded by a memorial park of some pretension. To the west of the school is the Belle Meade section, for many years the South's most celebrated stock farm, and now Nashville's most exclusive residential section. The Hermitage, the home and burial place of Andrew Jackson, is twelve miles to the east. Not far from the campus is the battle field of Nashville where there was erected recently a memorial commemorating a reunited country.

CLIMATE AND HEALTH

The bracing atmosphere and temperate climate of Middle Tennessee make Nashville an ideal location for school work. Pupils from more Northern states, as well as those from farther South, find here a school unexcelled in physical advantages. The mild weather and the inviting campus encourage outdoor sports and games, which have contributed much toward maintaining the excellent health record of the school.

Ward-Belmont realizes how much the health of its students depends on physical conditions, and safeguards their health in every possible way. The buildings are sanitary; the drinking water is filtered, cooled, and is supplied in hygienic fountains throughout the buildings; trained and experienced nurses have charge of a well-

ordered infirmary. With the regulations regarding meals, sleeping hours, and exercise, much is done to induce an excellent health record. A further precaution is the requirement that a certificate of good health be furnished by every student.

As nourishing food is the best agent for the most effective physical and mental advancement, especial care is paid to the food. The kitchen and bakery have the latest improvements in steam cooking, gas and electric appliances, and cold storage; the dining halls are commodious and attractive. The menus are supervised by a trained dietitian.

CAMPUS

Ward-Belmont, with an elevation of one hundred feet above the city, stands in the beautiful park which was formerly the site of Belmont. Extensive additions have been made to both the grounds and the buildings. The campus of forty-five acres, a part of which is devoted to athletic fields, is sufficiently removed to give that quiet and seclusion which are conducive to studious habits; yet the railway station, the shopping districts, and the churches of all denominations in the city are easily accessible.

BUILDINGS AND EQUIPMENT

The nucleus of the buildings is the old Acklen residence, an unusual adaptation of Italian architecture. Grouped around this interesting example of the center of an old Southern estate are the buildings which have been added at intervals by the school. These buildings are arranged in the shape of a quadrangle with one open side. On the north side of this square are located Fidelity, North Front, South Front, and Founders Halls, with the drawing rooms, the auditorium, and the dining rooms; on the east, three other residence halls—Pembroke Hall, Heron Hall, and Hail Senior Hall; on the south, the Academic Building and the Gymnasium. Other buildings on the campus include the high school building, the music practice house, the social club buildings, and the heating plant. Buildings adjacent to the campus are utilized for the intermediate school, home economics classes and additional music studios. The buildings are handsome and commodious, and are models in their adaptation to school use. They are fitted with the most improved methods of sanitation, heating, lighting, ventilation, and fire escapes.

The Academic Building, in classic colonial architecture, was completed and equipped in 1914. The ground floor of this building

contains the chemistry, biology, and physiology laboratories and lecture rooms. The offices, library, and some of the class rooms occupy the main floor. On the second floor are the class rooms for literary subjects; here also is the expression studio, amply adapted for class work, and for the production of plays before a small audience. The third floor is mainly occupied by the art studio and interior decoration rooms. Most of the high school classes are held in the high school building.

A gymnasium, with every modern improvement, has been completed. In style it conforms to that of the Academic Building with which it connects. The ground floor contains bowling alleys, showers, lockers, linen, shampoo and hair drying rooms. The main floor constitutes the large gymnasium; it provides two spacious, well-lighted rooms for all forms of gymnastic exercise. The next floor contains the visitors' galleries, a studio for aesthetic dancing, and three small rooms for special classes, board meetings, and trophies. The swimming pool is in a separate building, which adjoins the gymnasium.

Separate dormitories are provided for college and high-school students, thus promoting the individual welfare of each department. These residence halls are well furnished and in their arrangements meet every demand of comfortable and refined home life. Pembroke, Hail Senior, and Heron Halls are arranged in suites of two double rooms with connecting bath, or, in some cases, of two single rooms with connecting bath. Other dormitories have either separate double rooms, with ample sanitary appointments and baths on every floor, or bath suites of two double rooms each. Each room is furnished with rugs, dresser, table, chairs, single iron beds, and, with few exceptions, separate closets. All the rooms have outside exposure, with abundant sunlight and fresh air.

Ten well-equipped club houses have been completed for the ten social clubs for resident students. Each house is prepared for meetings and informal entertaining.

LIBRARIES

The college library and reading room are located in a bright, cheerful room on the first floor of Academic Building. The book collection of 12,000 volumes represents a reorganized, carefully selected library to meet the needs of the students. At present it is especially strong in books of the cultural subjects, such as music, art,

literature, modern languages, and history. The resources of the Carnegie Public Library and the college libraries of the city are also available to the students. The increased use and interest in the college library have been most gratifying. The seating capacity of the reading room has been increased to meet added demands.

The reference section contains standard encyclopedias, dictionaries, and tools best adapted for the research work required of junior college students. With the co-operation of faculty members, emphasis has been placed upon the recreational reading of the students. A rental collection consisting of the best in contemporary literature, drama, poetry, biography, and fiction has been provided. Attention is also directed to the classics and standard works through the open browsing shelves of fiction, and through groups of books displayed in the reading room from time to time. The library subscribes for eighty-five standard periodicals. The collection of bound magazines has been built up in numbers and usefulness during the past year. The leading newspapers of the country are also in the reading room for the use of students.

The library is endeavoring to meet the reading needs of the girl of junior college age, both in supplementary reading in connection with the course of study, and in general literature. As a means to a better understanding of books and a more intelligent use of libraries, a course in the use of books and libraries is required of all first year college girls.

A separate library of 600 volumes, with a supervised study hall, is maintained for the use of students in the high school department. Duplicate copies of periodicals are on file here. The resources of the main library are also at the disposal of the high school students.

The libraries are under the care of a trained librarian and six assistants who have had library training.

The library hours are from 8:00 to 5:00 during the day, 7:30 to 9:30 at night.

RELIGIOUS ACTIVITIES

Though no sectarianism is lived or taught, earnest effort is made to stimulate and strengthen the impulse toward Christian life and service. Regular Bible courses form part of the curriculum, and there is an active Young Women's Christian Association, in which members of the faculty co-operate with the students. The association and the school jointly employ a secretary, who directs the activi-

ties of the Y.W.C.A., so that the influences of this organization are made vital in the life of the school. Systematic Bible training and mission study, devotional exercises at chapel, and frequent visits by the pastors of the city are among the agencies by which the school life is made wholesome and inspiring. The spirit of church loyalty is fostered by requiring each student to attend, on Sunday morning, the church of her parents' choice.

DRESS AND HOUSEHOLD ARTICLES

Extravagance and extremes in dress are firmly discouraged. The administration presents its ideas and regulations for appropriate dress for the Ward-Belmont girl in a dress circular, which will be sent on request to each mother who contemplates sending her daughter to the school.

An abundant supply of table napkins, towels, sheets, pillow cases, and bedspreads is furnished for the use of each student.

GOVERNMENT

Discipline in Ward-Belmont is simplified by a modified form of student government, properly safeguarded by faculty co-operation and supervision. This organization consists of (1) a student council, composed of representatives chosen by the students from the college and high school classes; (2) a faculty committee composed of sponsors of halls and governmental groups; and (3) the President.

Full details of the Student Government are given in the Blue Book, which is presented each student on entering.

EDUCATIONAL OBJECTIVES

Education Should Train the Student to Think in Order to Emphasize Manner as Well as Matter of Thought

Ward-Belmont School is accredited by the Association of Colleges and Secondary Schools of the Southern States, both in its preparatory school division and in its junior college division. The two divisions are separate and distinct so far as content of courses, class rooms, libraries and teaching staff are concerned. The college preparatory division is under a principal while the junior college division is directed by a dean.

The chief function of a woman's junior college is to educate for (1) worthy use of leisure time; (2) health; (3) worthy home membership; (4) vocational training and guidance; (5) continuance in a senior college.

Women, especially married women, have a great deal of time which is employed in non-occupational activities, and their college education will be a supreme failure if it does not train them to devote their minds and energies to self, family and community advancement. Vocations may change so that training in one particular field will be of little value but few college trained women really have no leisure. A full life consists much more in doing a few things well and intensively than in doing many things. College should help a student to gain a true perspective of the value of activities to herself.

As much of a woman's activity after her college career is centered in her club memberships, social and civic, she needs a background of knowledge and experience that will enable her to be an efficient leader or an intelligent follower. Ward-Belmont attempts to prepare its students for a worthy use of leisure time through the cultivation of talent (in art, music, expression, linguistics, etc.), of interest in fine arts and of appreciation of civic activities. Courses in History and Appreciation of Music, History of Art, Survey of Literature, Shakespeare and Modern Drama are complemented by concerts, exhibits and lectures in these fields. Student organizations, governmental, literary, athletic and social, are encouraged and supervised to develop initiative and sense of responsibility for community and group welfare. Courses in economics and sociology and in certain phases of religion are designed to give the student a background of knowledge regarding the development and organization of social institutions.

Conservation and improvement of health includes knowledge of bodily functions (which are taught in courses in hygiene and physiology) and participation in exercise for strengthening, for correction of defects, and for carry-over activities as tennis, swimming, bowling, archery, riding, and dancing. Ward-Belmont offers unexcelled opportunities in each of these.

Preparation for worthy home membership is offered through courses in home economics and home management, but even more through group activities and the stressing of ideals of comradeship, courtesy, and consideration. Residence in dormitories, where girls live in close contact under regulations made and enforced by themselves to a great extent, teaches them many of the principles underlying satisfactory group conduct. All resident students have membership in a social club, which gives them further training in making group contacts and assists them also in acquiring and developing poise, dignity, social ease and tactfulness. Sponsors who possess the desired characteristics and who have a knowledge of the problems of young girls and an interest in their development are used for halls and for clubs even as trained teachers are employed for the class rooms.

Vocational training includes those courses which prepare a student specifically for occupations and emphasize those fields which are most frequently chosen by women—the various opportunities offered in home economics, in fine arts, in social service, in education, etc. Fields which are pre-eminently open to men are left to universities and co-educational institutions.

As seventy-five per cent of all Ward-Belmont graduates continue their education in some institution of higher learning, especial care is taken to see that those courses are available which best prepare the students for a successful continuance of their formal period of educational activity. Courses of study are selected in consultation with the Dean of Faculty, who attempts to determine the most profitable and enjoyable course for each student.

ADVICE ON CHOICE OF SUBJECTS

It is our desire that the courses of study be clearly understood by parents and prospective pupils. Again, it is important that each pupil's course be carefully planned on the basis of work already completed, and that individual tastes and aims be taken into account. To accomplish these ends, correspondence and personal conference

with the Dean are cordially invited. A complete course of study for the ensuing year should be filed in the Dean's office by August 15, or as soon thereafter as possible. Prospective patrons are urged to co-operate with us in working out this course of study. Plans so made can be modified, if it seems desirable to a patron, on the opening days of school; but further changes during the year are usually discouraged. In this way continuity of effort and the greatest advancement can be secured.

It is advisable that the student while in the junior college should make preparation for advanced work at the university of her choice. She should enroll in those courses which are required or advised as preliminary to higher studies. English, foreign languages, mathematics, social sciences and natural sciences are the five designated groups from which she should select the major part of her course.

APPLICATION FOR ENROLLMENT

Early application is advised. This application should be made on the school's blank, which calls for references, and must be accompanied by a physician's certificate as to the health of the applicant. These forms will be sent on request, and no student can be definitely enrolled until they are properly filled out, submitted to the Registrar with the enrollment fee of \$25, and formally accepted.

SCHOOL OF LIBERAL ARTS
FACULTY

JOHN DIELL BLANTON, B.A., LL.D.
President

JOHN WYNNE BARTON, M.A., LL.D.
Vice-President

ANDREW BELL BENEDICT
Vice-President

JOSEPH E. BURK, M.A., Ph.D.
Dean

AILEEN WELLS, B.A., M.A.
Assistant to Dean

ANNIE CLAYBROOKE ALLISON, B.S., M.A.
Principal of High School

ANNIE CLAYBROOKE ALLISON, B.A., M.A.
Latin
B.S., M.A., George Peabody College for Teachers; Graduate Work,
University of Chicago

JOSEPH E. BURK
Education
B.A., Southwestern University; M.A., Southern Methodist University;
Ph.D., New York University

JANE CARLING
Physical Education: Riding
Graduate, Ward-Belmont School; B.S., University of Wisconsin

GERTRUDE CASEBIER
History
B.A., Western Kentucky State Teachers College; M.A., Vanderbilt University

MARTHA ANNETTE CASON
Latin
B.A., University of Chicago; M.A., Columbia University; further graduate
study, Columbia University

MARY ELIZABETH CAYCE
Physical Education: Assistant in Athletics
B.S., George Peabody College for Teachers

FRANCES E. CHURCH
Library Methods
B.A., Missouri State Teachers College; Graduate Student Illinois University,
M.S., Columbia University

BLANCHE HENRY CLARK
History
B.A., M.A., Duke University; further graduate study, Vanderbilt University

EUNICE COOKE
Chemistry
B.A., M.A., Wellesley College

VIRGINIA RIDDLE DICKINSON
Foods and Nutrition
B.S., Teachers College, Columbia University; M.A., George Peabody College for
Teachers

THOMAS B. DONNER
Spanish
B.A., East Texas Teachers College; M.A., Southern Methodist University

FRANCES EWING
Economics
Graduate, Ward-Belmont School; B.A., M.A., Vanderbilt University

EVELYN FERRY
French
B.A., Mount Holyoke College; M.A., Middlebury School of French;
Certificat d'Etudes Francaises, Universite de Grenoble

JESSIE LEE FRENCH
Biology
B.S., M.A., George Peabody College for Teachers

FLORENCE F. GOODRICH
Physical Education and Physiology
B.S., Hillsdale College; M.S., University of Michigan; Graduate Student,
Michigan State College for Teachers, Merrill-Palmer School

LOUISE GORDON
Art
Graduate of the New York School of Fine and Applied Arts

MARGARET FRIERSON HALL
Assistant in Gymnasium

MARGARET HARGROVE
Latin
B.A., Randolph-Macon Woman's College; M.A., Cornell University

VERA L. HAY
History
Ph.B., University of Chicago; Graduate Student, Vanderbilt University

WARD - BELMONT
(20)

- CORA HENDERSON
Secretarial Subjects
B.A., Southern College; M.A., George Peabody College for Teachers
- LOUISE LORETZ HERRON
English
B.S., Vanderbilt University; M.A., Columbia University; Diploma in English Literature, University of London
- ALMA HOLLINGER
Biology
B.A., M.A., University of Michigan; Student, Michigan Biological Station and Marine Biological Station, Venice, California
- W. H. HOLLINSHEAD
Chemistry
Ph.G., D.Sc., Vanderbilt University
- FRANCES HELEN JACKSON
German
B.A., Birmingham-Southern College; student Cincinnati Conservatory of Music; private lessons in Vienna; graduate study, Vanderbilt University
- SARAH CLAYTON JETER
Dancing
Graduate, Ward-Belmont School; pupil of Ruth St. Denis, Ted Shawn, Doris Humphrey, Mikhail Mordkin, Margaret Severn, Fokine, Adolph Bolm, Albertina Rasch, Tashamira, Johnny Boyle
- KATHARINE V. LYDELL
English
A.B., Wellesley College; graduate study, Vanderbilt University
- FRANCES ADAMS McELFRESH
French
B.A., Connecticut College for Women; Certificat d'Etudes Francaises, University of Lausanne
- MARY M. McETRICK
Physical Education: Swimming
Graduate, Bouve School of Physical Education
- NELLE MAJOR
Mathematics
B.S., George Peabody College for Teachers
- CATHERINE E. MORRISON
Director School of Physical Education
Diploma from Possee Gymnasium, Boston; Special Student, Chaliff School, New York, and Columbia University
- MARY RACHEL NORRIS
Psychology
B.A., M.A., Bryn Mawr College; further graduate study, George Peabody College for Teachers and Columbia University

WARD - BELMONT
(21)

- MARTHA K. ORDWAY
English
Ph.B., University of Chicago; M.A., George Peabody College for Teachers
- ANNA PUGH
English
B.A., University of Arkansas; M.A., University of Chicago; Graduate Student, Columbia University; further graduate study, George Peabody College for Teachers
- ELLENE RANSOM
English
B.A., M.A., Vanderbilt University; Graduate Student, Columbia University Vanderbilt and Yale University
- LINDA RHEA
English and History
B.S., Vanderbilt University; M.A., Columbia University; M.A., Vanderbilt University; further graduate study, Vanderbilt University
- OLIVE CARTER ROSS
English and Art History
B.A., University of Nashville; Graduate Student, Vanderbilt University; M.A., Columbia University
- BERTHA M. RUEF
French
A.B., M.A., Vassar College; Diplome de professeur de francais, Universite de Toulouse
- OSCIE A. SANDERS
Religion and Sociology
B.A., Rice Institute; M.A., University of Chicago; further graduate study, University of Chicago
- THEODORA COOLEY SCRUGGS
English
B.A., Wellesley College; M.A., Vanderbilt University; further graduate study, Vanderbilt University
- HIBERNIA SEAY
French
B.A., Randolph-Macon Woman's College; M.A., Duke University; Diplome Superior en Etudes Francaises, University of Nancy; Diplome en Cours de Civilisation Francaise, Sorbonne
- MARY WYNNE SHACKELFORD
Director School of Art
Graduate, Art Academy of Cincinnati; Graduate, Pratt Institute, Department of Fine and Applied Arts; Special Student, New York School of Fine and Applied Arts in New York and in Paris

ROBBIE ALLISON SHACKLEFORD
Mathematics

B.A., Vanderbilt University

VIRGINIA SMALL

Assistant in Biology

B.A., Butler University; M.A., University of Wisconsin; student in Medicine,
Vanderbilt University

LOUISE SHOWERS SMITH

Assistant and Accompanist in Dancing
Graduate, Ward-Belmont School

SUSAN S. SOUBY

English

B.S., M.A., George Peabody College for Teachers

FRANCES G. SWENSON

Clothing

B.S., Iowa State College; Graduate Study, Iowa State College and
George Peabody College for Teachers

PAULINE SHERWOOD TOWNSEND

Director School of Expression

Graduate, New England Conservatory; Postgraduate, Boston School of
Expression; Special Courses in New York, Chicago and Boston

RUBY VAN HOOSER

Religion

B.A., Athens College; Graduate, Scarritt College for Christian Workers; Graduate
Student, University of Chicago; M.A., Columbia University

CATHARINE A. WINNIA

Expression

Graduate, Vanderbilt School of Expression; Special Academic Student, Vanderbilt
University and George Peabody College for Teachers;
Student, Pauline Sherwood Townsend

HELEN CARTWRIGHT GRIZZARD

Assistant in Chemistry Laboratory

Graduate, Ward-Belmont School; Student, Vanderbilt University

THE JUNIOR COLLEGE

ADMISSION.—Admission to the junior college is based on the presentation of fifteen acceptable units from an accredited four-year high school. All units certified by such a high school and meeting the general requirements as outlined by the various accrediting agencies of colleges and secondary schools are acceptable. In no case, however, may more than four units in vocational and special subjects, or fewer than two units in a foreign language be included in the units accepted.

For those who apply for the Junior College General Diploma the following units are prescribed:

English	3 units
Algebra	1 unit
Geometry	1 unit
One foreign language	2 units
Electives	8 units

Applicants whose high school credits do not meet the requirements may make up the deficiency by carrying work in the high school department or by counting back college work at the ratio of 4 semester hours* for 1 high school unit.

ADVANCED STANDING.—To receive credit for advanced standing, the student must present to the Dean of Faculty proper credentials from an approved institution of junior or senior college grade. The college credit given will be determined by the Dean and will in no case exceed thirty-two semester hours, including physical education.

Transferred credit for courses specifically required for graduation from Ward-Belmont will not be allowed unless the transferred work is the equivalent of the work required here, or unless subsequent courses in the subject are satisfactorily completed here during the succeeding year. The equivalent of an average of "C" is required on all transferred work.

College credit will not be allowed for a high school course in excess of those units required for college entrance.

*NOTE—A semester hour represents one hour of lecture or recitation a week for one semester. Two or more hours of laboratory work (depending upon the nature of the laboratory work) correspond to one hour of lecture or recitation.

CLASSIFICATION.—The work completed by the beginning of the semester determines the class to which a student belongs. A high school graduate meeting the entrance requirements is classified as a college freshman. Students who present at least twenty-four semester hours plus Physical Education at the beginning of the semester are classified as sophomores.

CERTIFICATES AND DIPLOMAS.—Certificates and Diplomas are conferred in the curricula listed below. An applicant for any of these awards must complete at least one year's work in Ward-Belmont.

Academic (see page 26 for requirements).

General Diploma.

Art (see page 28 for requirements).

Art Certificate.

Art Diploma.

Expression (see page 35 for requirements).

Expression Certificate.

Expression Diploma.

Home Economics (see page 39 for requirements).

Diploma in Foods and Nutrition.

Diploma in Textiles and Clothing.

Music (see School of Music).

Physical Education (see pages 45-46 for requirements).

Certificate of Proficiency in Dancing.

Riding Certificate.

Dancing Diploma.

Physical Education Diploma.

Secretarial Subjects (see page 51 for requirements).

Secretarial Certificate.

COURSE OF STUDY.—Each student should select courses in line with the requirements for the certificate or diploma for which she wishes to apply. The minimum course requirements for all students are as follows:

First Year

English 1, 2	6 hours
Library Methods	1 hour
Physical Education	2 hours
Elective subjects	18 to 28 hours

Second Year

Physical Education 15, 16	1 hour
Physical Education	1 hour
Elective subjects	24 to 36 hours

Students who present transferred credit in English or Physical Education 15, 16 (Hygiene) must substitute other courses to meet the minimum schedule requirements.

Students are required to carry a minimum of three hours a week in the Physical Education Department during each year of their residence in Ward-Belmont.

Day students who wish to carry work in special departments but are not interested in applying for a certificate or diploma are permitted to elect courses without reference to the minimum course requirements.

ORIENTATION.—Lectures will be given at intervals throughout the year to assist students in making the transition from high school to college more easily and to aid them in adjusting themselves to college life more efficiently. Methods of study, proper distribution of time, social and curricular adjustments, vocational opportunities and other questions of interest in personal adjustment problems will be considered in these lectures. Opportunities for conferences on these subjects are offered all students.

GRADES AND REPORTS.—The following grading system is used: A, excellent; B, good; C, fair; D, passing; E, condition; F, failure; I, work incomplete or absent from examination. Semester examinations are given in every course in accordance with the schedule issued. Either an E or an I in a semester grade which is not removed during the succeeding semester becomes an F which can be removed only by repetition in class.

Preliminary reports showing progress and standing of students are sent parents at the middle of each semester. Official reports are sent at the end of the semester.

REQUIREMENTS FOR THE JUNIOR COLLEGE GENERAL DIPLOMA.—A total of sixty-four semester quantity and sixty quality hours* of college work must be presented by applicants for the Junior College General Diploma. Specific course requirements include:

English 1, 2	6 hours	Freshman year
English 21, 22	6 hours	Sophomore year
History, or Science	6 or 8 hours	Freshman or Sophomore year
A continuation course	6 or 8 hours	Sophomore year
Library Methods	1 hour	Freshman year
Physical Education (including 15, 16)	4 hours	Freshman and Sophomore years

The continuation course must be a subject which is built upon the foundation of a course carried the first year and for which the first year course is a prerequisite. Survey of English Literature, though requiring English 1, 2 as a prerequisite, or practical work in physical education may not be used to meet this requirement.

Eighteen semester hours from the special departments of art, expression, home economics, music, and secretarial subjects, and from the elective courses of the physical education department, may be credited toward this diploma.

DESCRIPTION OF COURSES

Courses numbered 1 to 9 are open to freshman college students. Courses numbered 10 to 19 are open to freshman and sophomore college students. Courses numbered above 20 are open to sophomore college students only. Students who wish to enter courses to which their classification does not entitle them must secure special permission from the Dean of Faculty.

If credit is allowed only upon the completion of the year's work the course numbers are separated by a comma. If credit is allowed for either semester of a year's work the course numbers are separated by a semicolon or by a period.

The school reserves the right to withdraw any class for which there are not as many as six applicants.

*NOTE—Quality hours may be earned in the following manner: A six semester hour course completed with a grade of A is equivalent to eighteen quality hours; with a grade of B, to twelve quality hours; and with a grade of C, to six quality hours. Lower grades yield no quality credits.

ART

MISS SHACKELFORD, Director
MISS GORDON

Courses in General Art, Interior Decoration, Costume Design and Commercial Advertising are planned for students who wish to make practical application of art and design in the commercial world.

The work of the school as outlined seeks to develop the creative ability of the student, to advance her skill in drawing and to give her a knowledge of the fundamental principles of art. It is so arranged that the student secures the greatest possible return for the time spent in study.

Satisfactory completion of an outlined course will furnish the basis of success in a chosen branch of art, or will prepare the student to take the examination required for admission and classification in advanced courses by the leading art schools.

The work in all courses is the same in the freshman year but it may be adjusted so that each student may place emphasis upon the fundamental principles of the course which she plans to elect the second year. Students who feel that their previous training should entitle them to admission to the advanced courses will be allowed to stand an examination and will be classified on the basis of their achievement on the test. The advanced courses of study include General Art, one year; Costume Design and Commercial Illustration, one year; Interior Decoration, one year. Arrangements for more advanced work may be made with the Director of the School of Art.

Both certificates and diplomas are awarded by this School. Applicants for either of these awards who have had no previous acceptable training in art may be required to take a double course in the studio during the first year in order to meet the requirements of proficiency for admission to the second-year classes. Hour credit will be granted for this additional work.

The progress of each student is individual. Some students will be able to complete problems in less time than will be required for others who have had less previous training or who have less native ability. Completion of syllabus requirements—not number of hours in the studio—will determine the student's right to receive the certificate or the diploma.

For the certificate a minimum of 16 problems, as outlined in the syllabus, with consistent grades of satisfactory quality will be required. Additional problems to overcome the student's points of

weakness and to strengthen her work in her field of specialization will be required.*

For the diploma, a minimum of 24 problems will be required. Additional problems to overcome weaknesses and to strengthen work in field of specialization will be assigned. Students will be expected to present work of consistently high quality.

For a certificate in Art thirty-two semester hours, including the subjects listed below, are required.

Art 11, 12 (including Art History 1, 2)	8 or 12 hours
Art 13, 14 or 15, 16 or 17, 18	6 hours
English 1, 2	6 hours
Library Methods	1 hour
Electives	9 or 5 hours
Physical Education 1, 2	2 hours

For a diploma in Art sixty-four semester hours, including the subjects listed below, are required.

First Year

Art 11, 12 (including Art History 1, 2)	8 or 12 hours
English 1, 2	6 hours
Library Methods	1 hour
Any modern language, course numbers 11, 12 or 13, 14	8 or 6 hours
Electives	2 to 8 hours
Physical Education 1, 2	2 hours

Second Year

Art 13, 14 or 15, 16 or 17, 18	6 hours
English 21, 22 or 23; 24 or 25B, 26B	6 hours
Continuation of modern language, course numbers 13, 14 or 21, 22	6 hours
Psychology or Education	6 hours
Electives to be approved by the head of the department	6 hours
Physical Education 15, 16	1 hour
Physical Education 21, 22	1 hour

NOTE—Academic subjects required for these certificates and diplomas are not included in the extra charge for the work of the School of Art.

1; 2. Arts and Crafts. This course is offered for students who are interested in construction and applied design. Problems in basketry, metal work (copper and brass), tooled and cut leather work, woodblock printing, simple weaving, cardboard construction (including elementary bookbinding and lamp shade making), and tie dyeing and batik. The work of this course will be especially valuable for camp counsellors and for teachers of elementary grades.

Four hours a week.

First semester, second semester.

Credit, two semester hours.

***NOTE**—The studio reserves the right to retain certain examples of each student's work to use in exhibitions. These mounts will be returned to students.

3, 4. Principles of Design. This course includes ways of arranging and combining line, light-and-dark, and color to produce a fine quality; spacing; proportion; subordination; rhythm. Original designs are made for application of principles. A study is made of the best historic examples.

Lecture and studio work, three hours a week.

First semester, second semester.

Credit, four semester hours.

6. Design and Pageantry. A study of historic costume and pageantry, scenic design, color and light, as applied to theatrical production.

This course is required for those taking diploma work in Dancing.

Prerequisite: Art 3.

One lecture, two laboratory periods each week.

Second semester.

Credit, two semester hours.

11, 12. Introduction to Art. Appreciation of the fields of design and representation is developed through lectures, collateral readings and discussions. Practice work is done with pencil, pen, ink and water colors. The work includes problems in cast and life drawing, including figure construction and action, lettering, perspective, color theory and composition. Lectures are given in the development of the arts; home furnishing and costume design are given consideration in the second semester. All art students are required to present this course as a prerequisite for more advanced work. Students who plan to take additional work in Art and whose previous training has not prepared them to complete the work of this course, in the minimum time, should plan to spend an additional six hours a week in the studio. Two hours a semester will be granted for this additional work.

Two lectures (Art History 1.2), six or twelve studio hours a week.

First semester, second semester.

Credit, eight or twelve semester hours.

13, 14. General Course. During the first semester of the year this course includes cast and portrait drawing in charcoal; freehand perspective and sketching in pencil; water color.

In the second semester the course covers life drawing; painting in water color; pictorial composition.

Prerequisite: Art 11, 12 and permission of Director.

Ten hours a week.

First semester, second semester.

Credit, six semester hours.

15, 16. Costume Design and Commercial Illustration. The work of this course consists of problems in life drawing, water color, lettering, composition, commercial illustration, advertising layout, reproductive processes and a survey of the history of costume.

Prerequisite: Art 11, 12 and permission of Director.

Ten hours a week in studio.

First semester, second semester.

Credit, six semester hours.

17, 18. Interior Decoration. This course includes a study of mechanical perspective, elevations in color, water color rendering, architectural details, historic ornament, furniture construction, history of period furniture, period interior design, including contemporary design, history of interior decoration.

Prerequisite: Art 11, 12 and permission of Director.

Ten hours a week.

First semester, second semester.

Credit, six semester hours.

ART HISTORY

MISS ROSS

1. Art History to the Renaissance. General survey course in architecture, sculpture and painting in western Europe from the beginning to the Italian Renaissance, Especial attention is given to the Greek and Gothic periods.

Two hours a week.

First semester.

Credit, two semester hours.

2. Art History from Renaissance to the Present. General survey course in architecture, sculpture and painting in western Europe from the beginning of the Italian Renaissance to the present.

Two hours a week.

Second semester.

Credit, two semester hours.

11. A General Survey Course in Painting. The Renaissance period in early and later Italian, early Flemish and early German, with special reference to historic backgrounds and national characteristics. Lectures, colored illustrations, library work, reports.

Three hours a week.

First semester.

Credit, three semester hours.

12. A General Survey Course in Painting. This course covers painting in Flanders, Holland, Spain, France and England from the Great Creative period of the 17th Century to the present. Special attention to national characteristics, the various schools of painting and the modern movements. Colored illustrations, library work, lectures and written reports.

Three hours a week.

Second semester.

Credit, three semester hours.

21. 22. American Art. A survey course in the painting and sculpture with lectures on the types of architecture in America from colonial times to the present.

This course should be taken in connection with English 26.

Two hours a week.

First semester, second semester.

Credit, four semester hours.

BIOLOGICAL SCIENCES

MISS HOLLINGER

MISS SMALL

11, 12. General Biology. This course is an introduction to the fundamentals of living protoplasm, a study of cell structure and physiology of plant and animal life. A brief survey is made of the plant divisions from the unicellular forms to flowering plants. A similar survey is made of the animal kingdom. Types are selected from each animal group for comparative study. Consideration is given to the practical relation of biological conditions to human life.

Lecture, three hours; laboratory, four hours.

First semester, second semester.

Credit, eight semester hours.

21. Invertebrate Zoology. A comparative study of the invertebrate groups of animals, their structure, classification, ecology and economic value.

Prerequisite: Biology 11, 12.

Lecture, two hours; laboratory, six hours.

First semester.

Credit, four semester hours.

22. Vertebrate Zoology. This includes the comparative morphology of the backbone animals and their special adaptations.

Prerequisite: Biology 21.

Lecture, two hours; laboratory, six hours.

Second semester.

Credit, four semester hours.

CHEMISTRY

DR. HOLLINSHEAD

MISS COOKE

MISS GRIZZARD

11, 12. General Chemistry. In this course it is intended to give the student careful instruction in the important principles of Chemistry. All of the non-metallic and the most important of the metallic elements are studied. The intention is to train the student in accurate scientific thinking; to arouse in her an appreciation of the laws of nature; and to set forth some of the practical applications of the science of Chemistry to the many problems of life.

Lectures, three hours; laboratory, four hours.

First semester, second semester.

Credit, eight semester hours.

21, 22. Qualitative and Introduction to Quantitative Analysis. This course is planned to give the student both a theoretical and a practical working knowledge of the methods of identifying the common elements and acid radicals.

Prerequisite: Chemistry 11, 12 or its equivalent.

Lecture and laboratory, eight hours a week.

First semester, second semester.

Credit, eight semester hours.

23. Organic Chemistry. This course is intended primarily for students of Home Economics. Typical compounds of the aliphatic and of the aromatic series are studied. Stress is placed upon those substances useful as foods.

Prerequisite: Chemistry 11, 12.

Lecture, three hours, laboratory, four hours.

First semester.

Credit, four semester hours.

ECONOMICS

MISS EWING

1. Economic History and Geography of the United States. The course is designed to give the student a knowledge of the geographic conditions underlying the economic development of the United States and to enable the student to interpret present national conditions in the light of the economic development of the country.

Topics: Topography, climate and resources of the United States; conditions in Europe leading to the discovery of America; colonial occupations; development of agriculture, manufacturing, mining, transportation and commerce; national

resources, their use and conservation; growth of population, and some of the social problems which have arisen.

Three hours a week.
First semester.

Credit, three semester hours.

2. Problems of Citizenship. This course constitutes an introduction to the problems of modern economic and political life. It is intended to fit the student to take a more intelligent interest in the problems of the modern world and to enable her to enter upon the study of the more technical subjects in the social sciences.

Topics: Wealth; income; labor problems; economic standards; conditions and problems of urban life; conditions and problems of rural life; business organization; problems of the business world.

Three hours a week.
Second semester.

Credit, three semester hours.

21, 22. Principles of Economics. This course deals with the laws or principles affecting the production, distribution, and consumption of wealth, or the material means of satisfying human desires.

Topics: Economic organization; the basis of the science of economics; industrial evolution; production; the laws of price; demand and supply; money, banking and exchange.

During the second semester the problems of the business organization are considered.

Topics: Transportation; government regulation of transportation; monopolies; insurance and speculation; the distribution of wealth and income; rent; wages; interest; profits; the economics of government taxation; the problems of labor; reforms of the economic system.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

EDUCATION

DR. BURK

11. Introduction to Education. A brief historical approach to our present system of public education includes a comparison with English, French, and German systems; the organization and administration of education in the United States; the cost and support of education in the United States.

Three hours a week.
First semester.

Credit, three semester hours.

12. Survey of Contemporary American Education. The topics studied include elementary, secondary, vocational, and teacher-training education; the scientific movement; teaching procedures; opportunities and problems. Field trips are made for observational purposes.

Three hours a week.
Second semester.

Credit, three semester hours.

ENGLISH

MISS RANSOM, Chairman, Composition Teachers
MISS SCRUGGS, Chairman, Survey of Literature Teachers
MISS LYDELL MISS RHEA
MISS HERRON MISS PUGH MISS ROSS

1, 2. This course is required of all students in the first year college or candidates for any certificate or diploma.

Composition: This introductory course in the art of writing reviews the structural principles of composition, emphasizing expository writing and the technique of the essay. The second half of the course consists of a survey of the elements of argument, description, and simple narration, with emphasis upon more imaginative writing than that of the first half. Throughout the course there will be parallel study of literary selections illustrative of the separate types of composition. Frequent themes or their equivalent, with individual conferences, are supplementary to the work of the class room.

A special class in the fundamentals of English composition will be provided for students whose written work during the first weeks of the year shows marked deficiency in spelling, grammar, punctuation, sentence structure, and paragraph organization. The purpose of this class will be to prepare the student for regular work in the accredited course by the beginning of the second semester.

If a student who has already received credit for required composition is reported deficient or careless in the writing of English, it will be necessary for her to take additional work in the course.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

3; 4. Comparative Literature. This course emphasizes types of English literature, compared with foreign specimens. The epic, the drama, poetry, and other types are studied comparatively. In this way is obtained a wider knowledge of ancient and European literature and a richer background for subsequent courses in literature.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

21, 22. Survey of English Literature. This course is required for graduation. The first part consists of the survey from Beowulf to the Restoration Period; the second part from the Restoration through the Victorian Period.

Prerequisite: English 1, 2.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

23. Shakespeare. A careful study of a number of Shakespeare's plays with a more rapid reading of others is made. These are compared with various plays, Elizabethan and others. The first quarter's work consists of the comedies and histories; the second of tragedies and romances.

Three hours a week.

First semester.

Credit, three semester hours.

24. A Study of Modern Drama. A short introduction connects the modern period with that of Shakespeare. Specimens of English, American and European plays are studied.

Three hours a week.

Second semester.

Credit, three semester hours.

25. Early American Literature. A study is made of the leading American writers in prose and poetry up to 1870 with especial emphasis on the historical background and the development of American ideals.

Two hours a week.

First semester.

Credit, two semester hours.

25-B. Course as above with more intensive study of the writings of various authors.

Three hours a week.

First semester.

Credit, three semester hours.

26. Modern and Contemporary American Literature. The modern movement is considered in poetry, essay and biography on American subjects, from 1870 to the present.

Two hours a week.

Second semester.

Credit, two semester hours.

26-B. As above but with more intensive study and reports on various authors.

Three hours a week.

Second semester.

Credit, three semester hours.

27; 28. Advanced Composition. This introduction to journalism includes a critical study of the leading forms of literary composition with intensive practice in writing and numerous conferences. The work consists of essay, critical review, editorial, news story, short story, metrical forms and other imaginative writings.

Prerequisite: English 1, 2.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

EXPRESSION

MISS TOWNSEND, Director
MISS WINNIA

The aim of the School of Expression is to arouse an interest in the dignity and purity of speech and to establish right vocal interpretation of literature. This end must be accomplished through scientific training of mind, voice and body which will stimulate, not only in public appearances but also in every-day personal contacts, self-confidence, leadership, and creative power. Although emphasis is placed upon the use of the voice, much attention is given to the effective use of the body as an aid in the expression of thought and emotion.

Every effort is made to eradicate all local dialects and speech defects.

A certificate in Expression is awarded to those students who complete satisfactorily thirty-two semester hours of college work, including:

Expression 11, 12	6 hours
English 1, 2	6 hours
English (elective courses)	6 hours
Library Methods	1 hour
Electives	11 hours
Physical Education	2 hours

A diploma in Expression is awarded to those students who complete satisfactorily sixty-four semester hours of college work including:

Expression 21, 22	6 hours
English 1, 2	6 hours
English (elective courses)	12 hours
Library Methods	1 hour
Electives	35 hours
Physical Education (including Physical Education 15, 16)	4 hours

NOTE—Academic subjects required for this certificate and diploma are not included in the extra charge for the work of this department.

1, 2. Fundamentals of Vocal Expression. The purpose of this course is to establish the elements of logical and creative thinking, through technical training of voice and body in harmonic gymnastics, right habits in voice production, and the vocabulary of delivery. Daily exercises in phonetics and diction. Application of principles by use of public speaking, various forms of literature, pageantry, modern one-act plays, criticisms, and methods of teaching.

Three hours recitation, two hours supervised practice a week.

First semester, second semester.

Credit, six semester hours.

11, 12. Literary and Dramatic Interpretation. Stress is laid upon progressive methods and systematic training by the organization of knowledge of right conditions, and by personal proficiency in the inductive pantomime and advanced voice quality programs. The object is to secure the artistic and scientific aspects of the use of the voice and body.

(a) Interpretive. The ability is developed by readings, original arrangement of stories, argumentation and debate, production of plays, and the introduction of pantomime.

(b) Investigation in corrective speech methods (clinic).

(c) Stagecraft taught through the study of miniature models showing the historical development of the stage, costumes, lighting, and settings for plays.

Prerequisites: Expression 1, 2 or its equivalent.

Three hours recitation with required and supervised practice.

First semester, second semester.

Credit, six semester hours.

21, 22. Theory and Methods. Educational: emission of voice, training in pharyngeal and respiratory co-ordination, tone production (psychic and technical), principles of teaching and normal work (opportunity to observe and assist in model classes), research in speech form and pantomime.

Artistic: fundamental principles of creative thinking applied to platform art, dramatic monologue (Browning), scenes from Shakespeare, and acting and producing living drama.

Prerequisites: Expression 1, 2 and 11, 12; English 1, 2.
Three hours a week recitation with required and supervised practice.
First semester, second semester. Credit, six semester hours.

FRENCH

MISS FERRY MISS RUEF
MISS SEAY

11, 12. **Beginners' Course.** Grammar, pronunciation, dictation, conversation, written and oral exercises and reading based on Dubrule: "Premier Livre de Francais" and Hills and Dondo: "La France."

Four hours a week.
First semester, second semester. Credit, eight semester hours.

11, 12B. **Special Beginners' Course.** This course is offered to those who wish to acquire a high degree of excellence in pronunciation and in spoken French as well as in writing and reading the language. This course is especially planned for students who intend to travel and study abroad. It includes four hours of class work and four hours of supervised practice a week. In addition some outside work will be required. All students in this course will be urged to eat at the French tables. The work is based on Bovee: "Premiere Annee de Francais" and reading texts used include Hills and Dondo: "La France" and Spink and Millis: "Adventures de la Famille Gautier."

Eight hours a week.
First semester, second semester. Credit, eight semester hours.

13, 14. **Intermediate Course.** Grammar review with conversation and composition based on Pargment: "Exercices Francais: Cours Preparatoire." Reading from such texts as de Sauze:

"Contes Gais," Jeanne Schultz: "La Neuvaine de Colette" and de Caillavet et de Fiers: "Primerose."

Prerequisite: two years high school French or French 11, 12 or its equivalent.
Three hours a week.
First semester, second semester. Credit, six semester hours.

NOTE—If a student who enters this course shows herself deficient in preparation it will be necessary for her to enter a special section meeting four periods a week so that she may receive more personal attention. This section will review the fundamentals of grammar, dictation, and pronunciation more intensively but will cover the same ground as the regular French 13, 14 classes and will receive the same credit.

13, 14-B. **Special Intermediate Course.** Full requirements for French 13, 14 will be met and in addition supervised practice in advanced work in pronunciation, diction and spoken French will be required. The work is based on Bovee et Goddard: "Deuxieme Annee de Francais." Reading texts are such as: de Sauze: "Contes Gais," Michaud and Marinoni: "France," Meilhac and Halevy: "L'Été de la Saint-Martin," and Henry Bordeaux: "La Peur de Vivre."

Prerequisite: French 11, 12B or its equivalent.
Three hours (class work), three hours (practice work) a week.
First semester, second semester. Credit, six semester hours.

17, 18. **Advanced Grammar.** The course is designed to complete and fix in the mind of the student the fundamentals of the grammar and to increase her facility of expression in the foreign language. It is essential for all those wishing to major in French and is advisable for all taking the literature course.

Prerequisite: French 13, 14 or its equivalent.
Two hours a week.
First semester, second semester. Credit, four semester hours.

21, 22. **General survey of the history of French literature.** Reading of authors representative of each period: recitations, discussions and themes on classroom work and outside reading.

Prerequisite: French 13, 14 or its equivalent.
Three hours a week.
First semester, second semester. Credit, six semester hours.

23, 24. **Nineteenth and twentieth century French literature.** Extensive outside reading; oral and written reports.

Prerequisite: French 13, 14 or its equivalent.
Three hours a week.
First semester, second semester. Credit, six semester hours.

GERMAN

MISS JACKSON

11, 12. **Beginners' Course.** Grammar and composition. Emphasis on spoken German with all class work conducted in the language. Reading of at least two texts such as Guerber's "Marchen und Erzählungen," and Storm's "Immensee."

Four hours a week.
First semester, second semester. Credit, eight semester hours.

13, 14. **Intermediate Course.** Rapid review of grammar with many exercises. Composition and reading. Texts such as Lons's "Die Hauser von Ohlenhof"; Hauff's "Das kalte Herz"; Baumbach's "Der Schiegersohn."

Prerequisite: Two years high school German or German 11, 12 or its equivalent.
Three hours a week.
First semester, second semester. Credit, six semester hours.

HISTORY

MISS CLARK

MISS RHEA

11, 12. **Modern European History.** The first part of the course covers the period from 1500 to 1814. Evolution of European civilization, as accomplished by the cultural, religious, commercial and political revolutions. International relations as influenced by dynastic rivalries and revolutionary movements of the period.

The second part covers the period from 1814 to the present. Emphasis on the industrial revolution as a factor in the social, economic and political development of Europe, and on the international relations culminating in the World War. A brief study of post-war conditions and problems.

Three hours a week.
First semester, second semester. Credit, six semester hours.

13, 14. English History. The first half of the course gives a general survey of the growth of England before 1603. Emphasis is placed on developments such as the unification of England, conflict between church and state, the Reformation, the English court system, the growth of Parliament, and economic development.

The second half of the course covers the period from 1660 to the present. It stresses the political revolutions, the colonial and imperial expansion of England, her commercial and industrial development, the growth of cabinet government, England's part in the World War, and recent movements in the Empire.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

16. Current History. Directed reading in magazines and periodicals is supplemented by lectures explaining historic backgrounds of problems. Quarterly reports involving individual research are required of all students.

One hour a week.

Second semester.

Credit, one semester hour.

21; 22. History of the United States. The first half of the course covers the period from colonial beginnings to 1828. A brief survey is made of the colonial period. Other topics emphasized are the Critical Period, leading to the development of the Constitution and our political system; social and economic developments in the nation; expansion; and the beginning of political parties.

The second half covers the period from 1828 to the present. It is designed primarily to give the student an intelligent understanding of the United States of the present day and considers: the rise of American democracy; sectional interests and conflicts; economic development and industrial consolidation, with the resulting political developments; the growth of the United States as a world power.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

23. American Government. This course, surveying the American political system, deals with the organization and activities of the national government. The subject matter of the course deals with the making of the constitution; the powers and functions of the President and congress; the federal judiciary; elections and political parties. The course is designed to give the student an understanding of the present-day political system, and is especially beneficial to students interested in American history.

Three hours a week.

First semester.

Credit, three semester hours.

HOME ECONOMICS

MRS. DICKINSON

MISS SWENSON

The Department of Home Economics offers courses to meet the needs of several groups of students. The survey courses are planned for those who desire some knowledge of Home Economics as a part of a general education but who do not wish to specialize in this field. One to four semesters may be taken as part of the General Diploma course.

The foods and clothing curricula have been planned for those who wish to take, in two years, a well-rounded course in general home economics or in either of its phases as a basis for better living. These courses are planned also for those who wish to continue a four-year course leading toward a degree in Home Economics. These classes are open to other students also if the required parallel and prerequisite courses are elected.

The department of Home Economics awards two diplomas to be granted upon the completion of sixty-four semester hours with sixty quality credits,** as follows:

DIPLOMA IN FOODS AND NUTRITION

First Year		Second Year	
Home Economics 11, 12	6 hours	Home Economics 21, 22	6 hours
*Home Economics 17, 18	4 hours	†Chemistry 23	4 hours
Chemistry 11, 12	8 hours	Economics 21, 22	6 hours
English 1, 2	6 hours	Physiology 22	3 hours
Library Methods	1 hour	‡Electives	11 hours
Electives	5 hours	Physical Education 15, 16	1 hour
Physical Education 1, 2	2 hours	Physical Education 21, 22	1 hour

DIPLOMA IN TEXTILES AND CLOTHING

First Year		Second Year	
Home Economics 13, 14	6 hours	Home Economics 23, 24	6 hours
‡Home Economics 15, 16	4 hours	†Chemistry 23	4 hours
Art 3, 4	4 hours	Economics 21, 22	6 hours
Chemistry 11, 12	8 hours	‡Electives	11 hours
English 1, 2	6 hours	Art History 1, 2	4 hours
Library Methods	1 hour	Physical Education 15, 16	1 hour
Physical Education 1, 2	2 hours	Physical Education 21, 22	1 hour

11. Food Buying and Preparation. The course includes: study of the composition of food; problems in the selection and purchase of food; fundamental principles of cookery illustrated by preparation of food; analysis of recipes and discussion of standard products.

Six hours a week, lecture and laboratory.

First semester.

Credit, three semester hours.

12. Home Management. In this course problems involved in the administration of the home are considered: renting and ownership; house planning and construction; the expenditure of time, energy and money; the selection, cost and care of equipment and furnishings; adjustment of the home to changed social

*Home Economics 13, 14 may be substituted for Home Economics 17, 18.

**See note on page 26 for explanation of quality credits.

†Chemistry is included depending upon the future plan of the student.

‡Home Economics 11, 12 may be substituted for Home Economics 15, 16.

§Psychology is suggested as an elective.

and economic conditions; buying and preparing of simple family meals. The course is presented through lectures, laboratory work, demonstrations, and field trips.

Prerequisite: Home Economics 11.

Six hours a week, lecture and laboratory.

Second semester.

Credit, three semester hours.

13; 14. Elementary Clothing Construction. This course includes: fundamental principles of garment selection and construction; study and use of commercial patterns, altered or adapted as necessary; principles of fitting; use and care of sewing machines; good taste in dress; care and repair of a wardrobe; study of fibers. The laboratory work includes two simple problems, one in cotton or linen followed by one in silk.*

In the second semester additional problems include: application of the principles of color and design to the selection and purchase of the wardrobe; psychology of dress; clothing hygiene; how to plan and purchase a satisfactory but economic wardrobe. One semi-tailored silk dress or suit and an afternoon dress in cotton or silk will be required as laboratory work.*

Home Economics 13 is a prerequisite of Home Economics 14.

Six hours a week, lecture and laboratory.

First semester, second semester.

Credit, six semester hours.

15; 16. General Course in Cooking and Serving. This course is planned for students not majoring in Nutrition and Foods but desiring a general knowledge in this field. During the first semester, selection and buying of food, nutrition and food preparation are considered.

In the second semester emphasis is placed on meal planning and serving for family groups at various cost levels; problems of child feeding and special diets; and table service for family meals and special occasions which include teas, receptions, and buffet service.

Four hours a week, lecture and laboratory.

First semester, second semester.

Credit, four semester hours.

17; 18. Clothing Construction and Selection. This course is planned for students not majoring in Textiles and Clothing, but desiring a general knowledge in this field. The following are considered: study of the principal textiles used in the home; fundamental principles of garment selection and construction; study and use of commercial patterns, altered or adapted as necessary; principles of fitting; use and care of sewing machines; good taste in dress; care and repair of the wardrobe.

Four hours a week, lecture and laboratory.

First semester, second semester.

Credit, four semester hours.

21. Nutrition. This course is composed of laboratory work and lectures in which the following are considered: composition and care of food; nutritive properties and body requirements; essentials of an adequate diet; digestion; food needs of

*Additional laboratory problems may be elected by the students completing the required work.

persons of different ages; thorough study of vitamins and metabolism; planning and preparation of adequate meals for family groups.

Prerequisite: Home Economics 12.

Six hours a week, lecture and laboratory.

First semester.

Credit, three semester hours.

22. Meal Planning and Table Service. Planning and preparation of meals satisfying diverse requirements in family groups and individuals. Emphasis in normal nutrition and health for children and prevention of malnutrition. Table service for formal and informal meals is practiced in the laboratory in conjunction with meal planning.

Prerequisite: Home Economics 21.

Six hours a week, lecture and laboratory.

Second semester.

Credit, three semester hours.

23. Textiles and Advanced Clothing Construction. The lecture work includes a comparative study of some two hundred fabrics as regards identification of fibers, the construction, quality, and price of materials in relation to their various uses. This group of materials covers all fabrics used in the home. Practical home tests for differentiation in fabric content are discussed.

In the laboratory advanced problems in garment construction, pattern alteration, and elementary pattern construction are carried on.

Prerequisites: Home Economics 13; 14, or equivalent.

Six hours a week, lecture and laboratory.

First semester.

Credit, three semester hours.

24. Textile Economics and Advanced Clothing Construction. The lectures include a study of the economic conditions affecting the history of the textile industry and the clothing industry from the standpoint of the industry itself, the workers and the consumers; style and fashion, and the economic factors affecting them; job analysis of different types of careers open to students of Textiles and Clothing.

Laboratory problems include advanced work in clothing construction and pattern study.

Prerequisite: Home Economics 23.

Six hours a week, lecture and laboratory.

Second Semester.

Credit, three semester hours.

LATIN

MISS CASON

1, 2. Cicero. Reading of not less than four orations (or an equivalent amount in a text like Ullman & Henry's Third Year Latin Book), collateral readings. Latin composition.

Prerequisites: two units of high school Latin.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

- 3, 4. **Vergil.** Reading of not less than four books of the Aeneid, collateral readings. Latin composition.
Prerequisite: Three units of high school Latin, or Latin 1, 2 or its equivalent.
Three hours a week.
First semester, second semester. Credit, six semester hours.
- 11, 12. a. **Cicero, De Senectute**, selections from **De Amicitia**.
b. **Horace.** Selected odes and epodes.
Lectures, collateral readings. Latin composition.
Prerequisite: Four units of high school Latin, or Latin 3, 4 or its equivalent.
Three hours a week.
First semester, second semester. Credit, six semester hours.
21. **Roman Satire.** Selected satires from Horace and Juvenal, lectures, collateral readings.
Prerequisite: Latin 11, 12 or its equivalent.
Three hours a week.
First semester. Credit, three semester hours.
22. a. **Roman Comedy.** Selected plays from Plautus and Terence.
b. **Pliny.** Selected letters.
Prerequisite: Latin 21 or its equivalent; by special permission, Latin 11, 12 or its equivalent.
Three hours a week.
Second semester. Credit, three semester hours.

LIBRARY METHODS

MISS CHURCH

MISS HUME

A course in the use of books and libraries is required of all first year students during the first semester. If the work is not passed satisfactorily the course must be repeated. This course is designed to give facility in the use of books and libraries. The work consists of lessons on the use of the card catalog, encyclopedias, dictionaries, and general reference tools, with some practice in note-taking and the making of bibliographies.

One hour a week.
First semester.

Credit, one semester hour.

MATHEMATICS

MISS EWING

MRS. SHACKLEFORD

1. **College Algebra.** A general review is made of all topics usually covered in a second-year high school course in addition to all topics offered in Mathematics 11.
Prerequisites: Algebra, 1 unit; Geometry, 1 unit.
Five hours a week.
First semester. Credit, three semester hours.

11. **College Algebra.** A general review is followed by a study of exponents, radicals, quadratic equations, simultaneous quadratic equations, inequalities, binomial theorem, progressions, complex numbers, theory of equations, and determinants.
Prerequisites: Algebra, 1½ units; Geometry, 1 unit.
Three hours a week.
First semester. Credit, three semester hours.
12. **Plane Trigonometry.** The work consists of trigonometric functions and formulae, theory and use of tables, solution of right and oblique triangles (with applications to problems of Physics and Surveying), inverse functions, trigonometric equations.
Prerequisite, Mathematics I or II or the equivalent.
Three hours a week.
Second semester. Credit, three semester hours.
21. **Analytic Geometry.** Graphical representation of points and curves in a plane, determination of the properties and relations of plane curves by a study of their equations and graphs. The straight line and the conic sections are fully investigated.
Prerequisite: Mathematics 11, 12 or its equivalent.
Three hours a week.
First semester. Credit, three semester hours.
22. **Differential Calculus.** Beginners' Course. Methods of differentiation, with the usual geometric and physical applications. Problems of maxima and minima, etc.
Prerequisite: Mathematics 21.
Three hours a week.
Second semester. Credit, three semester hours.

MUSIC

For description of the courses offered in Music see pages 67-79.

PHYSICAL EDUCATION

MISS MORRISON, Director

MISS CARLING

MISS GOODRICH

MISS McETRICK

MISS CAYCE

MISS JETER

MISS SMITH

The value of Physical Education, both morally and ethically, the training of the body for utility and grace, and the intelligent care of it for protection against weakness and disease, make the School of Physical Education one of greatest importance. Every effort has been made to make the equipment and management as complete as possible. Physical training is given free of charge to all students, and is required of them for at least three hours a week in every year.

A physical examination is given at the beginning of the session, and a record is kept of the condition of the individual. From this record the student is advised as to the kind and amount of exercise best suited to her needs.

THE GYMNASIUM.—The Gymnasium Building is complete in every detail. On the main floor are two gymnasium rooms—one, 90x50 feet, for general activity; the other, 50x28 feet, equipped for special exercise. On this floor also are the executive offices and an examining room. A balcony surrounding the main gymnasium furnishes ample space for spectators. On the balcony floor are recitation rooms, a dancing studio, and a trophy room. On the lower floor are the lockers, dressing rooms, shower baths, and hair dryers. On this floor also is a shampoo room, four bowling alleys, and an instructor's office.

THE SWIMMING POOL.—The swimming pool is in a separate building, adjoining the Gymnasium Building. It is 23x50 feet, and is constructed of white tile. The water is constantly filtered and sterilized, and is kept at the temperature necessary for comfort. The pool room is 66x28 feet, 30 feet in height, surrounded by a spectators' balcony, and supplied with windows on both the pool and balcony floors. A glass roof gives added light.

THE ATHLETIC FIELD.—The outdoor equipment consists of two athletic fields (100x50 yards), three basketball courts, an archery range, four tennis courts, and a riding ring. Adding to the completeness of this equipment is a cement court (179x40 feet), which makes possible the playing of tennis and other games outdoors the entire year.

THE STABLE.—Kentucky and Tennessee are world-famed as the birthplace of the American saddle horse. It seems altogether fitting that a school situated within a few miles of the famous Belle Meade Stock Farm should offer every opportunity to its students to perfect themselves in the one sport for which the South for generations has been preeminent.

The Ward-Belmont stable is owned and maintained by the school. It consists of gaited saddle horses carefully selected as types of disposition entirely suitable for school work, and are as safe as is possible for horses to be. Careful instruction is given in the various types of horsemanship, and a groom is in constant attendance, both in the ring and on the road.

RIDING CERTIFICATE

A Certificate of Proficiency will be awarded those students who complete the requirements of Physical Education 19, 20 and Physical Education 29, 30 with sufficient evidence of horsemanship.

DANCING DIPLOMA

The courses offered by the Dance Department have been given due consideration from an artistic and physical standpoint. The first grants an intelligent appreciation of dancing as to beauty, interpretation, characterization, and musical improvisation. The second, through the practice of rhythmic exercise to musical accompaniment, enables the student to attain perfect posture, grace and poise, accomplishing as a result a coordination of mind, body and muscle.

The teaching method used is a modification of toe technique in combination with counteracting exercises of "relaxation," thereby developing freedom of movement and abolishing rigidity and tension. Contortion, distortion and acrobatic dancing are not advocated and are considered contrary to the principles of teaching. A foremost effort is made to emphasize the fact that dancing as a true art is realized only when culture and education are considered as its chief values.

The following course leading to the Dancing Diploma is offered for college students who wish to specialize in Dancing (sixty quality credits* are required):

First Year	
English 1, 2	6 hours
Music 15, 16	6 hours
Expression 1, 2	6 hours
History of Art 1, 2	4 hours
Library Methods	1 hour
Physical Education 15, 16	1 hour
Physical Education 11, 12	4 hours
Second Year	
English 21, 22	6 hours
Physical Education 23, 24	6 hours
Art 3; 6 (Costume Design)	4 hours
Electives	12 hours
Physical Education 31, 32	6 hours

NOTE—Academic subjects required for this diploma are not included in the extra charge for the work of this department.

College students who take the practical work as outlined above for the Dancing Diploma and who do not take the other required

*See note, page 26, for explanation of quality credits.

subjects may be granted a Certificate of Proficiency. Application for this must be made at the beginning of the year.

High school students who wish to perfect themselves in the art of dancing or who wish to work toward the Dancing Diploma, are permitted to do the practical dancing work—six hours a week—and will be awarded a Proficiency Certificate in Practice at the completion of two years of work.

PHYSICAL EDUCATION DIPLOMA

A two-year course is offered to those who wish to specialize in Physical Education. It is open to students who have been admitted to college standing, with the usual college-entrance requirements.

Applicants to the course must be without organic disease or any serious functional disorder. The course each year amounts to twenty-six semester hours of recitation or lecture, and a minimum of six hours per week in practical work. For the latter, six semester hours of credit are allowed. A minimum of sixty quality credits* on the two-year course is required.

First Year		Second Year	
Physical Education 15, 16	1 hour	Physical Education 23, 24	6 hours
Physical Education 13, 14	2 hours	Physical Education 25, 26	4 hours
Physical Education 17, 18	6 hours	Physical Education 27, 28	6 hours
Biology 11, 12	8 hours	Physiology 11, 12	6 hours
Chemistry 11, 12	8 hours	Psychology 21; 22	6 hours
English 1, 2	6 hours	Elective	4 hours
Library Methods	1 hour		

NOTE—Academic subjects required for this diploma are not included in the extra charge for the work of this department.

1, 2. Gymnastics and Sports. This course is required of all freshman college students unless Physical Education 11, 12 is elected. During the fall and spring students elect outdoor sports. Elementary work in marching, calisthenics, folk dancing and light gymnastic work is given during the winter. Swimming is required until the student is able to pass a proficiency test. Dancing or riding may be elected in place of sports.

Three hours a week.

First semester, second semester.

Credit, two semester hours.

3-A. Swimming. Instruction for beginners.

One hour a week.

3-B. Swimming. Elementary strokes and dives, for pupils who have learned to swim and wish instruction in perfecting form.

One hour a week for eight weeks.

*See note, page 26, for explanation of quality credits.

11, 12. Elementary Certificate Dancing. Instruction is given in the technique of classic, character, folk, interpretive, and toe dancing. The lecture work covers an explanation of technical terms used in teaching dancing, and of musical terms, note values and tempos with reference to dance composition. During the second semester a survey is made of folk costume in relation to authentic dances of foreign countries.

Dancing, six hours a week; lecture, one hour a week.

First semester, second semester.

Credit, four semester hours.

11-A. Dancing. Instruction in elementary technique and classic, interpretive and folk dances of medium difficulty.

One hour a week.

11-B. Dancing. Instruction in elementary technique of toe dancing and in toe dances of medium difficulty.

One hour a week.

11-C. Dancing. Instruction in elementary tap dancing.

One hour a week.

11-D. Dancing. Instruction in ballroom dancing.

One hour a week.

11-E. Dancing. Instruction in nature and interpretive dancing.

One hour a week.

11-F. Dancing. Instruction in elementary character dancing.

One hour a week.

13, 14. Playground Supervision. This course embraces the history and scope of the playground movement, playground organization, administration and conduct, and the nature and function of play. The practical work includes normal instruction in folk dances and singing games, gymnastic and athletic games, athletics, and craft work.

Open to any college student.

Two hours a week.

First semester, second semester.

Credit, two semester hours.

15, 16. Personal Hygiene. Lecture course on the parts of the body and their care; the relationship of habits and environment to the health, efficiency, and well-being of the individual; lectures, readings and papers. Required of all second-year students and applicants for diplomas.

One hour a week.

First semester, second semester.

Credit, one semester hour.

17, 18. Sports and Gymnastics. During the fall and spring outdoor sports—field hockey, archery, tennis, basketball, baseball, and track—are practiced for the development of skill. During the winter instruction is given in military marching and elementary tactics, elementary free standing exercises and work with hand apparatus, tumbling, fundamental work on gymnastic apparatus such

as horse, parallel bars, boom, ropes, ladders, rings, etc. One hour a week is required in dancing and in swimming.

Six to nine hours a week.

First semester, second semester.

Credit, six semester hours.

19, 20. Certificate Riding. Instruction is given covering all fundamental points of mounting, dismounting, controlling the horse, riding and gaitting the walk, trot and canter, and road riding. The anatomy and conformation of the horse, saddling, bridling, and the care of the horse are studied in lecture periods.

Riding, six hours a week, fall and spring; lecture, four hours a week for one semester.

Credit, four semester hours.

19-A. Riding. For beginners. Instruction in mounting, dismounting, proper methods of holding reins and guiding the horse, the seat and how to ride the walk, trot, and canter.

Open to all students.

Fall and spring.

21, 22. Elective Sports. This course in connection with Physical Education 15, 16 is required of all second-year students. Outdoor sports are offered during the autumn and spring; indoor sports and gymnastics during the winter. Courses in dancing, riding or swimming may be elected to meet the requirements in full or in part.

Two hours a week.

First semester, second semester.

Credit, one semester hour.

23. Anatomy. A course in Gross Anatomy, concerning bones, ligaments, and muscles.

Three hours a week.

First semester.

Credit, three semester hours.

24. Applied Anatomy and Kinesiology. A study of the mechanical structure of the body, of muscular control and action, and of the effects produced upon the body by various forms of physical activity.

Three hours a week.

Second semester.

Credit, three semester hours.

25. Methods of Teaching Gymnastics. A brief history of Physical Education, with a study of gymnastic terminology and methods of teaching and organizing progressive courses and lessons in gymnastics.

Two hours a week.

First semester.

Credit, two semester hours.

26. Observation and Practice Teaching. The aim of this course is to give each student practical experience in teaching and coaching under critical observation.

Two hours a week.

Second semester.

Credit, two semester hours.

27, 28. Advanced Work in Sports and Gymnastics. During the fall and spring, outdoor sports will be practiced for further development of skill and will be studied for knowledge of rules and coaching methods. During the winter, ad-

vance work in marching, gymnastics, calisthenics, apparatus work and tumbling will be given. Dancing and swimming will be required one period a week each.

Six to nine hours a week.

First semester, second semester.

Credit, six semester hours.

29, 30. Advanced Certificate Riding. Instruction in signaling a five-gaited saddle horse, in jumping and hurdling, and in games and stunt riding is given to girls who have shown sufficient proficiency in riding. The lecture work of this class covers the subjects of stable management, methods of organizing and teaching riding classes and road groups, choosing horses. Work in observation and practice teaching is required.

Riding, six hours a week, fall and spring; lecture, four hours a week for one semester.

Credit, four semester hours.

Fall and spring.

29-A. Riding. Three-gaited class. For pupils who have ridden, but wish lessons. Instruction in riding the walk, trot, canter, and in properly gaitting the horse.

29-B. Riding. Five-gaited. class. Open only to pupils who have perfected themselves in the three-gaited class. The work of the class consists mainly in learning to signal properly a five-gaited saddle horse.

29-C. Riding. Jumping and hurdling. Open only to pupils who have passed the three-gaited work and are good horsewomen. Instruction in the management of the horse and the proper seat and hands on the jump.

29-D. Riding. Road riding. Open only to pupils who can satisfactorily pass a road riding test.

29-E. Riding. Games and stunt riding. Open only to pupils who can pass Physical Education 29-A.

31, 32. Advanced Certificate Dancing. Instruction is given in advanced technique of classic, character, interpretive and toe dancing. During the first semester the lectures include an outline of historical and period costumes in relation to dances characteristic of various countries and times. In the second semester original dance compositions for group and solo work and the process of recital programs including make-up and stage lighting are studied. One hour a week is devoted to individual composition and adaptation of dances and to methods of instruction.

Dancing, six hours a week; lecture, two hours a week.

First semester, second semester.

Credit, six semester hours.

31-A. Dancing. Instruction in intermediate technique and in national, character and interpretive dances.

One hour a week.

31-B. Dancing. Instruction in intermediate technique of toe dancing and in toe dances of progressive difficulty.

One hour a week.

- 31-C. Dancing.** Instruction in advanced technique and in national, character and interpretive dances.
One hour a week.
- 31-D. Dancing.** Instruction in advanced technique of toe dancing.
One hour a week.
- 31-E. Dancing.** Instruction in advanced nature and interpretive dancing.
One hour a week.
- 31-F. Dancing.** Instruction in advanced character dancing.
One hour a week.
- 31-G. Dancing.** Instruction in routine of advanced tap dancing.
One hour a week.

PHYSIOLOGY

MISS GOODRICH

11, 12. General Physiology. This is a study of the human body, its structure, functions, and the laws which govern it and of how to maintain the health of the individual and community.

Prerequisite: working knowledge of Biology and Chemistry.

Lecture, two hours; laboratory, two hours.

First semester, second semester.

Credit, six semester hours.

22. Physiology for Home Economics Students. A study of human physiology, including the principles of cell metabolism and the use of foods, the structure and functions of the organs.

Prerequisite: Chemistry 11, 12.

Lecture, two hours; laboratory, two hours.

Second semester.

Credit, three semester hours.

PSYCHOLOGY

MISS NORRIS

21; 22. Psychology. An introductory course in Psychology, giving a general survey of the fundamental facts and laws of mind, with applications and simple illustrative experiments, followed by an introductory course in the study of childhood, with practical applications.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

RELIGION

MISS SANDERS

MISS VAN HOOSER

11; 12. A Survey of Biblical Literature. The study in this course is based on the types of literature represented in both the Old and New Testaments. There is included a study of the development of the religion and ethics of the Hebrews as set forth in the Old Testament.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

13. The Life of Jesus. A comparative study of the four Gospels, using them as a basis for a review of the life and times of Christ.

Two hours a week.

First semester.

Credit, two semester hours.

14. The Life of Paul and the Development of the Apostolic Church. The book of Acts and the Pauline letters form the basis of this course. An attempt is made to grasp the permanent religious message of Paul, and to show the environment in the midst of which the Christian movement originated.

Two hours a week.

Second semester.

Credit, two semester hours.

15; 16. Problems of Religion and Life. A constructive study of the religious and personal problems of students in the modern world. The contributions that religion should make to the problems of home, vocation and society will be considered.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

17; 18. Religious Education in the Community. The present objectives of religious education will be studied and a complete education program planned for a definite church school. Attention will also be given to other agencies of religious education such as young people's organizations, weekday schools of religion and the vacation Bible school. Supervised field work is planned as a part of the course.

Two hours a week.

First semester, second semester.

Credit, four semester hours.

SECRETARIAL SUBJECTS

MISS HENDERSON

This course in secretarial subjects is designed to cover two years' work. A certificate is awarded to those students who complete the following course:

First Year		Second Year	
Bookkeeping 1, 2	4 hours	Accounting 11, 12	6 hours
Stenography 1, 2	6 hours	Stenography 11, 12	6 hours
Typewriting 1, 2		Typewriting 11, 12	
English 1, 2	6 hours	Electives	12 hours
Library methods	1 hour	Physical Education 15, 16	1 hour
Elective	6 hours	Physical Education 21, 22	1 hour
Physical Education 1, 2	2 hours		

Courses in Economics, Sociology and Psychology are strongly recommended as elective subjects.

NOTE—Academic subjects required for this certificate are not included in the extra charge for the work of this department.

Stenography 1, 2. This course embraces the fundamental principles of the system of shorthand, with special emphasis upon word signs and construction, elements of phrase writing, accuracy tests and letter writing. Shorthand penmanship drills

are given daily. No credit is given for this course unless taken in conjunction with Typewriting 1, 2.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

Stenography 11, 12. Attention is given to phrasing and ability to write and translate shorthand with greater speed and accuracy. Dictation consists of business letters, legal documents, such as wills, deeds, and mortgages, and court reporting. Efficiency contests are given daily throughout the year at different rates of speed, 60, 80, 90 and 100 words per minute.

Court reporting is taken up the second semester. This includes practice in reading and writing shorthand notes of court testimony, jury charges and various phases of court work.

Demonstrations are given in order to acquaint the student with the mimeograph, multigraph, dictaphone, and a variety of calculating machines.

This course also provides practice with modern filing equipment: methods of indexing and alphabetical filing; numerical filing; direct name filing; geographical filing; subject filing; follow-up devices; card record systems; check filing; and transfer devices.

Frequent lectures are given during the year on secretarial training, personality of the secretary, and the secretary as office manager. Some ten or twelve recent books on business organization and correspondence are read and discussed.

No credit is given for this course unless taken in conjunction with Typewriting 11, 12.

Prerequisite, Stenography 1, 2.

Three hours a week.

First semester, second semester.

Credit, six semester hours.

Typewriting 1, 2. The object of instruction in typewriting is to impart a correct scientific method of fingering and a skillful, uniform touch, and to train the students in all the details of form and arrangement of transcript. The materials used are literary articles, business letters of all kinds, telegrams, rough drafts, articles of agreement, certificates of incorporation, the writing of a will and other legal forms, and speed tests.

Test for promotion: New matter at not less than thirty words per minute net, for fifteen minutes with not more than five errors.

No separate credit is given for this course. Three hours a week, two hours laboratory.

Typewriting 11, 12. This is a continuation of Typewriting 1, 2. It includes the transcribing of shorthand notes on the typewriter, letter writing, speed tests, training in the care of the machine, and the modern methods of manifold and filing papers.

Test for promotion: Advanced new matter at not less than 55 words per minute for fifteen minutes with not more than five errors.

No separate credit is given for this course. Three hours a week, two hours laboratory.

Bookkeeping 1, 2. The purpose of this course is to present a plan of keeping the records necessary for the average professional man, or small business, without going into detail into the development of accounting principles.

Each student is required to have and keep three sets of books. The work includes single and double entry bookkeeping; practice in the use of checks, drafts and notes; the preparation of balance sheets, statement of profit and loss; and closing the ledger. Books used in this set are: (1) Books of original entry, such as cash, sales and purchase books; (2) the ledger as a final record of account.

Lectures are given on the following topics: gambling, speculation and investment; stocks and bonds; money and banking.

Typewriting 1, 2 must be taken at the same time unless special permission is granted otherwise.

Four hours a week.

First semester, second semester.

Credit, four semester hours.

Accounting 11, 12. This course is designed to serve as an introduction to the entire field of accounting. Practice and theory are developed as a unit. The following topics are considered:

Accounting Defined; The Accounting Process; The Balance Sheet, as to function, construction, form and classification of accounts; The Statement of Profit and Loss, as to function, construction, form and classification of accounts; The Working Sheet, accounts, object, construction, classification, charting; Depreciation, Depletion and Amortization; Sole Ownership; Partnership, opening books, adjustment of accounts, dissolution; Corporation, characteristics, opening of the books, capital stock, surplus and reserves, dividends, sinking fund; Intercompany, Branch, and Departmental Relationships; Fiduciary Accounts; Annuities; Auditing, the auditor, responsibility, procedure and reports.

Prerequisite: Bookkeeping.

Six hours a week.

First semester, second semester.

Credit, six semester hours.

SOCIOLOGY

MISS SANDERS

21. Introduction to Sociology. This course undertakes to explain the origin, structure, growth and activities of society by the working of psychological, physical and other vital forces operating together in a continuous process.

Among the topics discussed are: human nature, isolation, social contact, social interaction, social forces, conflict, accommodation, social control, social progress.

Three hours a week.

First semester.

Credit, three semester hours.

22. Community Welfare. This course undertakes to analyze and to appraise the movements for community welfare. It aims to guide the student to an understanding of the problems of modern public welfare and social work.

Among the topics discussed are: public welfare and social development, the relation between public and private charitable enterprise, poor relief, care of

mental defectives, care and treatment of law-breakers, provision for child care, problems of public health.

Three hours a week.
Second semester.

Credit, three semester hours

SPANISH

MR. DONNER

11, 12. **Beginners Course.** Grammar; the reading of about three hundred pages of simple Spanish prose; written and oral exercises founded on selected texts; conversation.

Four hours a week.
First semester, second semester.

Credit, eight semester hours.

13, 14. **Intermediate Course.** Grammar reviewed; the reading of about three hundred pages from standard authors of Spain and Spanish America; composition; conversation.

Prerequisite: two years High School Spanish or Spanish 11, 12 or its equivalent.

Three hours a week.
First semester, second semester.

Credit, six semester hours.

21, 22. **Nineteenth and Twentieth Century Literature.** About eight hundred pages from standard authors of the nineteenth and twentieth centuries are read. Lectures are given on the literature, life and customs of the Spanish people. Themes and reports in Spanish are required.

Prerequisite: Spanish 13, 14 or its equivalent.

Three hours a week.
First semester, second semester.

Credit, six semester hours.

THE HIGH SCHOOL

REQUIREMENT FOR ADMISSION.—Students who have completed the grammar school grades will be admitted without examination to the first-year high school class. It is necessary that the applicant present from the principal of the school from which she comes an official statement that she has completed the grammar school grades.

Students who seek admission to any high school class beyond that of the first year must present upon application a transcript showing the official record of all high school work previously carried. If the school is not accredited, satisfactory examinations will be required.

YEARLY SCHEDULE.—A student's yearly schedule should consist of four subjects credited as one unit each. Under certain conditions, however, a minimum of three subjects and a maximum of five are allowed. In addition physical education is required of all students each year. For a description of the required courses see page 64.

REQUIREMENTS FOR THE HIGH SCHOOL CERTIFICATE.—The high school certificate is awarded to students who have completed sixteen preparatory units, as described below, and the prescribed work in physical education. Of the required sixteen units at least four must be taken in Ward-Belmont.

A unit represents five periods of at least forty-five minutes each per week for a year in a subject ordinarily taught in standard high schools, each recitation requiring preparation. Periods at Ward-Belmont are of a minimum duration of fifty minutes.

No credit is given for less than two units of a foreign language taken in high school.

Required Units—9.

English	3 units—including English IV.
Foreign Language	2 units in one language.
History	1 unit.
Mathematics	2 units—Algebra, 1 unit. Plane Geometry, 1 unit.
Science	1 unit in Biology or Chemistry.
Elective Units—7.	

NOTE—Physics, when transferred from an accredited high school, will be accepted in place of Biology or Chemistry.

CREDIT ALLOWED IN SPECIAL SUBJECTS—Units in the special subjects—art, expression, home economics, music—will be credited toward a high school certificate. **Art**—One unit represents eight periods of supervised studio work per week. **Expression**—One unit represents four periods of prepared class work per week. **Home Economics**—One unit in Cooking or in Sewing represents three lecture periods and two double laboratory periods each week. **Music**—One unit of credit represents two lessons per week in piano, organ, violin, or voice, accompanied by a course in theory of music or musical appreciation. One hour's daily practice is required.

CLASSIFICATION.—The work completed by the beginning of a school year determines the class to which a student belongs.

Four completed units give second year classification.

Eight completed units give third year classification.

Twelve completed units give fourth year classification.

If a student lacks not more than one of the required number of units, she will be given conditional classification.

REPORTS AND GRADING SYSTEM.—Reports are sent out from the office at the close of each month and at the close of each semester. The monthly grade represents the average standing which the student has maintained, by daily recitations, written work and tests, during any given month. The semester grade represents the combination of the semester examination and the average of monthly grades.

The system of grading is as follows:

A Excellent	D Passing
B Above Average	E Condition
C Average	F Failure

The school may not recommend for advanced high school or college work a student who does not make an average grade of "C."

DESCRIPTION OF COURSES

ART

MISS GORDON

I. Perspective, principles of composition and design, lettering with application to posters, figure drawing, memory drawing, direct painting in water colors of fruit, flowers, etc., mechanical drawing.

Credit, one unit.

Eight hours a week.

II. A continuation of the work of the first year; more difficult problems in perspective, design and color are given. The mediums used are tempera, water color, pen and ink, pencil, charcoal, crayons. One or more problems in craft work will be required.

Credit, one unit.

Eight hours a week.

BIBLE

MISS VAN HOOSER

I. **Elementary Bible History.** An elementary history of the Bible, intended to acquaint the student with leading Bible characters and events, together with the corresponding chronology and geography.

Credit, one unit.

Five periods a week.

II. **The Life of Jesus.** Study of the land in which Jesus lived, its people and customs, the work and character of Jesus. Sources: the Gospel narratives, together with critical studies in the history, thought, and customs of his time.

Credit, one unit.

Four hours a week.

Courses I and II are given in alternate years.

BIOLOGY

MISS FRENCH

An elementary study of plant and animal life, including the principles of living protoplasm, structure and physiology of selected types, and economic relationships.

Three recitations and two double periods of laboratory and field work.

Credit, one unit.

First and second semesters.

CHEMISTRY

MISS COOKE

A course planned to give the student a general knowledge of the facts and principles of Chemistry which will be of practical value in everyday life.

Recitations, three periods a week; laboratory, two double periods a week.

Credit, one unit.

ECONOMICS AND SOCIOLOGY

MISS VAN HOOSER

Economics. **An Introduction to Economics.** A study of economic factors relating to labor, capital, and production; origin of the banking system; foreign and domestic commerce; agricultural problems; and economic problems of cities, of trades, and of taxation; The American Federation of Labor; recent labor legislation, together with proposed reform measures. One period each week devoted to present-day national and international problems.

Parallel readings and supplementary reports.

Four hours a week. Second semester.

Credit, one-half unit.

Sociology. **An Introduction to Sociology.** Origin of the family, forms of the family, historical development and problems of the modern family; growth of population and its distribution; immigration and recent laws controlling it; problems of rural and urban communities; a rapid survey of the principles of Socialism in relation to education and progress.

Extensive parallel reading, and special reports on various modern problems. Current problems are correlated with the text.

Five periods a week. First semester.

Credit, one-half unit.

ENGLISH

MISS ORDWAY

MRS. SOUBY

I. Composition and grammar three times a week. Literature twice a week.

Grammar: Special emphasis given to grammatical principles that contribute to correct expression. Composition: simple narration, description, and letter writing. Weekly themes based on work done in school or on personal experience of pupils. Literature selections. Outside readings, on which reports are made or tests given.

Five periods a week.

Credit, one unit.

II. Composition and grammar twice a week. Literature three times a week.

Grammar based on composition: Description, exposition, letter writing, and special methods of paragraph development. Unity and coherence stressed. Weekly themes corrected and returned to pupil for revision. Literature selections. Outside readings, on which reports are made or tests given.

Five periods a week.

Credit, one unit.

III. Literature four times a week. Composition once a week.

Grammar: Review of principles necessary for correct and effective work in composition and literature. Composition, exposition and argumentation. Special emphasis given to expository outlines. Weekly themes corrected and returned for revision where necessary. Literature selections. Outside readings, on which reports are made or tests given.

Five periods a week.

Credit, one unit.

IV. Literature four times a week. Composition once a week. Composition: the four forms of composition reviewed; correctness of form required. The arousing of individuality and artistic consciousness stressed. Grammatical principles reviewed when necessary. Literature: outline of the history of English literature; study of selections. Parallel readings, on which reports are made or tests given.

Five periods a week.

Credit, one unit.

EXPRESSION

MISS TOWNSEND, Director

MISS WINNIA

I. The study of the voice and its cause, study of voice conditions, and improvement of the voice; freedom of body from constriction, harmonic training of body in response to thinking.

The study of receiving ideas, ideas and response of mind, ideas and their connection; spontaneous elements, sympathetic elements; dramatic problems, dramatic insight through early forms of literature, myths, legends, and fairy stories; readings, one-act plays.

Four hours a week.

Credit, one unit.

II. Voice training, problems in voice modulation, and harmonic program; elements of thinking, logical thinking, foundations of expression, dramatic problems; dramatization of early forms of literature, folk stories, fairy stories, myths, legends, ballads, narratives, selected readings, rehearsals.

Four hours a week.

Credit, one unit.

FRENCH

MISS McELFRESH

MISS SEAY

I. Aim: mastery of simple French—heard, spoken, written. Materials: a grammar; a laboratory manual which provides living material for memorizing language forms and vocabulary; abundant, easy and interesting reading material; wall charts, realia, songs, etc.

Five periods a week.

Credit, one unit.

II. Continuation and elaboration of French I. Drills continued; dictation; abstracts oral and written; free composition; vocabulary-building continued; memorizing of poetry and songs. Simpler uses of all verbs; grammatical fundamentals mastered; English into French based on reading. Reading and class discussion in French of 300-400 pages of standard texts. Parallel reading encouraged. Phonetic symbols required.

Five periods a week.

Credit, one unit.

III. Special emphasis is given in this class to vocabulary building and the mastery of idioms. The work includes a comprehensive review of grammar, dictations, compositions and daily conversations. About 500 pages from such texts as About, "La Mere de la Marquise"; Dumas, "Les Trois Mousquetaires"; and Bordeaux, "La Peur de Vivre" are read.

Five periods a week.

Credit, one unit.

GERMAN

MISS JACKSON

I. Grammar with emphasis on reading, speaking and thinking the language. Conversation with all class work conducted in German. Interesting and easy reading material used at the very beginning in correlation with the grammar. Memorizing of short poems and songs.

Five periods a week.

Credit, one unit.

II. Rapid review of grammar. Memory work consisting mainly of songs. Reading and discussion in German of about 250 pages of standard texts. No translation into English, since the aim of the course is to have the pupil think and speak the language.

Five periods a week.

Credit, one unit.

HISTORY

MISS CASEBIER

MISS HAY

I. **Early European History.** A study of European history from ancient times to the middle of the seventeenth century. A brief account of the oriental countries as a background for Greek and Roman history; religious, political, social, and military conditions during the middle ages; the Renaissance; period of colonization; the Protestant Reformation.

First semester, class reports on supplementary work. Second semester, summaries and outlines of both primary and secondary sources. Map work throughout the year.

Five periods a week.

Credit, one unit.

II. **Modern European History.** A study of the history of Europe from the seventeenth century to the present. Rivalry for colonial possessions; constitutionalism in England; the French Revolution; Reconstruction and Reaction in the first half of nineteenth century; England's colonial development and expansion; imperialism and democracy; the Industrial Revolution; development of modern European powers, their conflicting interests and policies at home and abroad; the World War; the World Settlement, and the Disarmament Conference.

Parallel reading; special reports; current history correlated with the text; map work.

Five periods a week.

Credit, one unit.

III. **American History.** Survey of the colonial period, with emphasis upon American ideals and institutions; a more intensive study of the critical period; the founding of the national government; the westward expansion; tariff; economic and political problems during the Reconstruction Period; other problems and movements of the nineteenth century; the expansion of the United States as a world power at the beginning of the twentieth century; the World War, and the problems involved. The forms and functions of government are studied; the formation and interpretation of our Constitution.

Parallel reading; special reports, current happenings, map work.

Five periods a week.

Credit, one unit.

IV. **English History.** A study of English history from the Roman occupation of Britain through the World War. The political, social, religious, and economic elements in the growth of the English people; England's colonial development and imperial problems; her advance as a world power; alliances and ententes; the World War, and the post-war problems.

Map books; bi-monthly reports on approximately four hundred pages of outside reading; short, individual research studies, oral and written; a term paper submitted at the close of the second semester.

Five periods a week.

Credit, one unit.

HOME ECONOMICS

MRS. DICKINSON

MISS SWENSON

I. **Foods.** This course includes the following units: (1) food selection and preparation (this unit includes a study of food composition, marketing problems, use of food in the body, meal planning and preparation); (2) house and home management; (3) child care and development; (4) home and community relationships.

Three recitations, two double laboratory periods a week. Credit, one unit.

II. **Clothing.** This course includes the following units: (1) textile study; (2) selection and purchase of clothing (this unit includes relation of principles of economics, hygiene and art to clothing); (3) selection and purchase of household textiles; (4) principles of construction; (5) care and repair of clothing.

Three recitations, two double laboratory periods a week. Credit, one unit.

LATIN

MISS CASON

MISS HARGROVE

I. **Beginning Latin.** The first year course is designed to give a foundation in the essentials of the language. Principles of grammar and vocabulary are stressed; the correlation of Latin and English is emphasized.

Text: **New Elementary Latin**, Ullman and Henry.

Five periods a week.

Credit, one unit.

II. **Second Year Latin.** This course enlarges on the work of the first year, with the reading of four books of Caesar's **Gallic War** (or an equivalent amount in standard text). Latin composition is included.

Text: **Second Latin Book (Revised)**, Ullman and Henry; **High School Composition**, Baker and Inglis.

Five periods a week.

Credit, one unit.

III. **Third Year Latin.** Six orations of Cicero (or an equivalent amount of standard readings) are completed. Latin composition is included.

Text: **Third Latin Book**, Ullman-Henry-White; **High School Composition**, Baker and Inglis.

Five periods a week.

Credit, one unit.

IV. The first six books of Vergil's *Aeneid* are read, with attention to sight work. Latin composition is included.

Text: *Aeneid of Vergil* (Revised), Knapp; *High School Composition*, Baker and Inglis.

Five periods a week.

Credit, one unit.

MATHEMATICS

MISS ALLISON

MRS. SHACKLEFORD

MISS MAJOR

Elementary Algebra. This course includes Positive and Negative Numbers, Fundamental Operations, Fractional and Simultaneous Equations (including graphical solution of a pair of linear equations with two unknowns), Fractions, Highest Common Factor and Lowest Common Multiple, Square Root of Polynomials, and the solution of Quadratic Equations.

Five periods a week.

Credit, one unit.

Advanced Algebra. The following topics are treated: a review of Course I; Simultaneous Quadratic Equations; Ratio, Proportion, and Variation; Elementary Theory of Exponents, Radicals, and Equations; graphical representation of simple relations between two variables; Binomial Theorem; Logarithms and Trigonometry.

Five periods a week.

Credit, one unit.

Plane Geometry. Solution of many original problems which follow the general study of Theorems. Special attention given to careful construction of figures. Notebook work comprises all original problems solved.

Five periods a week.

Credit, one unit.

Solid Geometry. Lines and Planes, Polyhedrons, Cylinders, Cones, and Spheres are treated. Easily constructed models are used, and frequent references to Plane Geometry are made.

Five periods a week for one semester.

Credit, one-half unit.

MUSICAL SCIENCES

MISS BLYTHE

NOTE—Academic credit will not be allowed for musical science courses, unless taken in connection with at least two lessons a week in piano, pipe organ, violin or voice.

APPRECIATION

I. A course designed to give the student an acquaintance with various types of music and to promote intelligent listening through a study of periods, forms, styles and instruments; consideration of artists and musical activities of the day.

Three hours a week.

First and second semesters.

Credit, with applied music, one unit.

THEORY AND EAR TRAINING

II. The equivalent of college course 11, 12.

Three hours a week.

First and second semesters.

Credit, with applied music, one unit.

PHYSICAL EDUCATION

MISS MORRISON, Director

Required Courses:

First Year—Phys. Ed. I—Directed exercise—Two hours a week.

Phys. Ed. 18-A and 18-B—One hour a week.

Second Year—Phys. Ed. II—Directed Exercise—Three hours a week.

Third Year—Phys. Ed. III—Directed exercise—Three hours a week.

Fourth Year—Phys. Ed. IV—Directed exercise—Two hours a week.

Phys. Ed. V—Personal Hygiene—One hour a week.

No high school student shall be graduated until the required work in Physical Education shall have been completed for each year of her attendance. In case of physical disability, the work will be adapted to the needs and capabilities of the student.

High school students may enroll in a general course in dancing, swimming or riding in any of the four years. (See pages 49-51.)

PHYSIOGRAPHY

MISS FRENCH

An elementary course which reviews the natural features of the earth's surface and the natural forces which govern its formation.

Five periods a week.

Credit, one-half unit.

PHYSIOLOGY

MISS FRENCH

An introductory course in the study of the human body, dealing with its general structure and with the principles which govern hygienic living. Recitation and demonstration.

Five periods a week.

Credit, one-half unit.

SPANISH

MR. DONNER

MISS SEAY

I. **Introduction to Spanish.** Special emphasis placed upon speaking and writing Spanish; drill on pronunciation by means of phonetic word study, reading, and exercises; practical vocabulary study of useful words; composition embodying the rules and forms of Spanish grammar; gradual introduction of conversation into class work; reading of simple Spanish prose.

Five periods a week.

Credit, one unit.

II. **Advanced Spanish.** Continuation in more advanced form of the methods and materials of Spanish I; extensive use of Spanish as the language of the classroom; intensive and systematic study of vocabulary, grammar, and composition; reading of Spanish prose with dictation and conversation based thereon; projects for translation of material from English into Spanish.

Five periods a week.

Credit, one unit.

SCHOOL OF MUSIC

LAWRENCE GOODMAN
KENNETH ROSE
STETSON HUMPHREY
LAWRENCE H. RIGGS
FREDERICK ARTHUR HENKEL
Members, Board of Musical Directors

MARY VENABLE BLYTHE
Sight Playing and Piano

Graduate, St. Mary's Hall, San Antonio; Pupil of von Mickwitz and Harry Redman;
Theoretical Courses in Southern Methodist University,
University of Colorado.

FLORENCE N. BOYER
Voice and Organ

Student of Music in Oberlin College; Pupil of Signor Vananni in Italy; Pupil of
Mesdames de Sales and Bossetti in Munich; Pupil of
Oscar Seagle and de Reszke in Paris.

MARY DOUTHIT
Piano

Graduate Ward-Belmont School of Music; Pupil of Lawrence Goodman,
Harold von Mickwitz and Sigismund Stojowski.

LAWRENCE GOODMAN
Director of Piano Department

Pupil of Ernest Hutcheson, Josef Lhevinne and Sigismund Stojowski; Student at
Ferruccio Busoni's Master School for Pianists, Basel, Switzerland; Scholarship
Pupil, Peabody Conservatory of Music, Baltimore, Maryland; formerly
Teacher of Piano, Von Ende School of Music, New York City; has
concertized extensively in United States; Duo Art Recordings.

FREDERICK ARTHUR HENKEL
Director of Pipe Organ

Graduate, Metropolitan College of Music; Student, Cincinnati College of Music;
Pupil of Steinbrecher, Andre, and Sterling.

IRENE CRANE HUMPHREY
Voice

Studied at Boston University, New England Conservatory of Music and Boston
School of Music; Private Work in Europe two years under Manno and Cas-
tellano in Milan and Morelli in London; Private Work in America under
Stetson Humphrey and Oscar Saenger; formerly with the
Philadelphia Grand Opera Company.

STETSON HUMPHREY
Director of Voice Department

Graduate Columbia University and Rochester Conservatory of Music; Private
Work in Europe and America under Heinrich Jacobsen of Dresden and
Vienna, de Reszke Studios of Paris, Ludwig Wuhlner and Max Heinrich
of Berlin, Signor Morille of Milan, and Signor Tanara, Caruso's
coach; formerly Director Boston Music School and Director of
Fine Arts Department, Choate School.

FRANCES HELEN JACKSON
Harp

B.A., Birmingham-Southern College; study Cincinnati Conservatory of Music;
Private Lessons in Vienna.

ALICE KAVANAUGH LEFTWICH*
Piano

Graduate, Beethoven Conservatory, St. Louis; Pupil of Arthur Foote and B. J.
Lang, Boston; three years in Paris with M. Moszowski and Wager Swayne

LAWRENCE H. RIGGS
Organ and Director Department of Musical Sciences

B.A., Beloit College; Rhodes Scholar at Oxford University, England; summer
Courses, Chicago Musical College, Northwestern University School of
Music and American Institute of Normal Methods; Graduate
of American Institute of Normal Methods.

HAZEL COATE ROSE
Piano

Pupil of William H. Sherwood, Glenn Dillard Gunn, Victor Heinze; formerly
Teacher of Piano, Cosmopolitan School of Music, Indianapolis.

KENNETH ROSE
Director Department of Violin

Pupil of McGibeny, Indianapolis; of Arthur Hartmann, Paris; of George Lehmann,
Berlin; of Souky, Prague; formerly Teacher Metropolitan School of Music,
Indianapolis and Concert Master, Indianapolis Symphony Orchestra.

ESTELLE ROY SCHMITZ
Piano

Pupil of S. B. Mills, Harold von Mickwitz, Joseffy and Lhevinne, New York; of
Silvio Scionti, Chicago; of Otto Nietzel and Steinhauer, Germany;
of Ernest Hutcheson, New York.

AMELIE THRONE
Piano

Pupil of Maurice Aronson, Vienna; of Josef Lhevinne, Berlin; of Sigismund
Stojowski, New York; of Harold Bauer, New York.

*On leave of absence, 1932-33.

VIRGINIA DAVENPORT
Practice Supervisor in Music
Piano Certificate, Ward-Belmont School

CATHERINE GUTHRIE
Practice Supervisor in Music
Graduate, Ward-Belmont School

MUSIC

The Ward-Belmont School of Music possesses the combined virtues of the Belmont School of Music and the Ward Conservatory, both of which had long been the objects of the high praise and the generous patronage of educated musicians both in and out of Nashville. It is more than a complete modern Conservatory of Music; it offers to music students what all of them need—supplementary work in English, Literature, and the Modern Languages. The "mere musician," the talented player or singer who lacks general education, will be tomorrow, more than ever before, at a disadvantage, and will be regarded as just so much less a musician. The best musical educators are agreed that general mental discipline should not precede, but should continuously accompany, musical studies; and schools of music are seeking what we have already at hand—intimate affiliation with literary classroom work. Under our system, musical study and practice are not allowed to suffer or be crowded out, but the student is shown how she may become both a cultured woman and a thorough musician.

Our musical faculty is probably the largest and most expensively maintained one in any school for girls in America. No teacher is chosen who has not had the best of advantages, most of them in both this country and Europe, teachers who have supplemented graduation from the leading conservatories with years of special study under the recognized masters of two continents. All of them are tested teachers.

Piano, Voice, Violin and certain other stringed instruments, Pipe Organ, Theory, Harmony, Composition, History and Appreciation of Music, Interpretation, Ear Training, Sight Playing and Chorus, Ensemble and Orchestral Work, Repertoire and Memorizing, and Faculty, Student, and Artist Recitals—all, and more, take their appropriate places and contribute to the creation of a wholesome and inspiring musical atmosphere. Such an atmosphere is possible nowhere except in a large school where musical education is seriously undertaken by a faculty composed of tested professional musical educators.

Frequent student recitals are given, as are recitals and lectures by members of the faculty and other eminent musicians. Pupils may attend the best concerts in the city. Operas are frequently given by excellent companies, and the world's greatest artists appear in

Nashville from time to time. The immediate and convenient value of these advantages at our own door will be the more apparent when it is known that our students may have throughout the season the great musical entertainments, but a very few of which other Southern schools can enjoy, and these only by means of travel and additional expense from the smaller towns into the city.

Ninety pianos, including ten Steinway Grands and two Steinway Duo-Art Pianolas, are available for school use.

Boarding students specializing in Music are required to take at least one literary course.

Practice in ensemble work is offered through the Orchestra and the Glee Club. Students who possess the requisite ability in voice or in instrumental work are eligible for membership in these organizations whether or not they are carrying work in applied music.

ORCHESTRA

The Ward-Belmont Orchestra was founded by Fritz Schmitz, in 1908. Since 1918, this organization has been under the guidance of Kenneth Rose, director of the school of violin of Ward-Belmont School, who has developed this body of students and young professionals to symphonic proportions both in completeness of its instrumentation and the artistry of its performances. Many members of the Nashville Symphony Orchestra are present or past members of this body. The repertory includes all the standard overtures, movements of well known symphonies such as the Schubert Unfinished, Dvorak New World, Tschaiikowsky No. 4, Cesar Frank, etc. With its function, that of superior training for those interested in orchestral routine, the Ward-Belmont Orchestra is contributing in a most helpful way to the artistic development of the South.

The schedule of the orchestra calls for at least one public appearance yearly, in which the featured soloist is usually an advanced student of Mr. Rose, and weekly rehearsals in the school auditorium. Credit is given to all pupils of the school for regular attendance, and an examination by Mr. Rose is required for admission.

CHORAL WORK

Much stress is laid on the value of ensemble vocal work in the school. At the community "sings" which are held regularly, classical as well as popular songs are taught and part singing is stimulated. Every individual, whether or not interested in music in any form here-

tofore, or in any degree talented, learns to feel the inspiration of mass endeavor. She learns also to appreciate the spirit of giving and doing through beauty, which is the underlying essence of music. This training is carried on in the splendid congregational singing of hymns at the various chapel services, in the singing of carols and club songs and in the traditional step-singing.

THE GLEE CLUB

Throughout this country and abroad, males choruses are not unusual but it is a rare thing to hear a great chorus of women's voices. Ward-Belmont offers a peculiar opportunity in this respect in its large personnel of talented singers.

The Glee Club consists of some two hundred voices selected from the entire school. Preference is given to those with natural or developed voices and with some attainments in general musical knowledge. The club is open however to any student in the school who is really interested and extra time is spent to assist her in developing the equipment necessary for her to keep her place in the club.

A series of lectures is given on the proper use of the voice and breath; careful attention is paid to the diction of the various languages in which the club sings and the fundamentals of music (notes, time, rhythm, interpretation, etc.) are taught. A term paper showing the individual benefit derived from the course is required, and full college credit is given for the time expended.

The classics in choral and vocal music which are studied and rendered at recitals given by the club show nearly every phase of choral work. A very splendid knowledge of the Masters of choral work and of the varieties, ranging from the opera to the simple folk tunes, is obtained through a capella singing, work with vocal and instrumental obligatos and songs accompanied by the piano and organ. The polish and excellence with which the club sings has brought it well deserved praise and has made it one of the most popular organizations of the school.

THE CHOIR

The robed choir, which plays a very material part in the religious life of the school, is composed of students who have had at least one year's work in the glee club or an equivalent amount of musical training. This requirement is made in view of the continual work of the choir and of the musical difficulty of the subjects undertaken.

While no college credit is given for this work the benefits derived from the training are of inestimable value to anyone interested in church music.

CERTIFICATES AND DIPLOMAS

- Certificate in Methods of Teaching Applied Music (see page 74 for requirements).
- Certificate in Harp (see this page for requirements).
- Certificate in Piano (see page 71 for requirements).
- Certificate in Pipe Organ (see page 72 for requirements).
- Certificate in Violin (see page 72 for requirements).
- Certificate in Voice (see page 73 for requirements).
- Diploma in Piano (see page 74 for requirements).
- Diploma in Pipe Organ (see page 75 for requirements).
- Diploma in Public School Music (see page 76 for requirements).
- Diploma in Violin (see page 76 for requirements).
- Diploma in Voice (see page 77 for requirements).

No one may apply for a certificate or diploma who has not completed the requirement of fifteen acceptable high school units. Graduation from an accredited high school will be considered as meeting this requirement.

All boarding students must meet the minimum course of study requirements for college students as given on page 26 of this catalog.

Pupils desiring to become candidates for certificates and diplomas must announce themselves through their respective teachers not later than October 20.

There will be held between February 1 and 15 and between May 1 and 15 examinations on the requirements for certificates and diplomas. The candidates must, in February, stand an examination before the music directors on one-half the technic required and one-half the repertoire. An examination of the remaining half of the requirements must be taken before May 15.

Candidates for certificates and diplomas must appear in public recital at least three times during the session.

COURSE OF STUDY FOR CERTIFICATE IN HARP

Technic.—Development of a knowledge of scales, fingering, and chords with much stress on the tonal quality and production. Especial emphasis on accurate and careful pedal work. Thorough knowledge of all the new effects available on the harp, as instructed in "Modern Study of the Harp," by Carlos Salzedo. Working knowledge of orchestra parts.

Harp Compositions.—Classical works by Corelli, Haendel, Bach, Haydn, Rameau, and Couperin. Popular-Romantic works by Brahms, Durand, Schumann, Tournier, and Pierne. Modern works by Palmgren, Salzedo, and Debussy.

The candidate is required to attend orchestra practice for at least one school year.

Music 11, 12. Theory and Ear Training.	4 hours.
Music 13, 14. Harmony.	6 hours.
Music 15, 16. History and Appreciation.	6 hours.

HARP CERTIFICATE EXAMINATION

1. Technic as stated above.
2. Unmemorized Repertoire.—Three selected etudes by Salzedo. One selected standard orchestral part.
3. Memorized Repertoire.—Three concert pieces from classic and modern composers. One selected orchestra cadenza.
4. Sight Reading.—Two orchestra parts of moderate difficulty.

COURSE OF STUDY FOR CERTIFICATE IN PIANO

Technic.—1. Major scale played with both hands in parallel motion through four octaves (minimum speed, 4 notes to M. M. 112); Thirds, Sixths, and Tenths, and contrary motion (speed, 4 notes to M. M. 100).

2. Minor Scales: Harmonic and Melodic, played with both hands in parallel motion (speed, 4 notes to M. M. 112).

3. The scale of "C," illustrating varied rhythms and legato, staccato, and portamento touches.

4. Chords: Major, Minor, and Diminished Triads; Dominant and Diminished Sevenths, all with added octaves.

5. Arpeggios in various forms on Major or Minor Triads; Dominant and Diminished Seventh Chords (speed, 4 notes to M. M. 72).

6. Double Thirds: Major Scales played hands alone (speed, 4 notes to M. M. 60).

7. Octaves: Diatonic and Chromatic Scales, all Tonic Triads (speed, 4 notes to M. M. 60).

Piano Compositions.—Four complete Sonatas; eight Cramer studies from "Fifty Selected Studies"; twelve Bach inventions, at least four of them three-part; eight Czerny studies from Opus 299; four Chopin Preludes; four selections from Schumann; four Mendelssohn's "Songs Without Words"; ten pieces by well-known classical and modern composers.

Sight Playing.—The candidate for the certificate must be able to play at sight, hymns, either part of a moderately difficult duet, accompaniments for moderately difficult songs or violin solos, piano pieces of third grade.

Music 11, 12. Theory and Ear Training.	4 hours
Music 13, 14. Harmony.	6 hours
Music 15, 16. History and Appreciation.	6 hours

Piano Certificate Examination

1. **Technic** as stated in paragraphs 1, 2, 4, 5, 7, above.
2. **Memorized Repertoire**.—One Chopin Prelude, selected from Nos. 3, 6, 10, 11, 14, 15, 17, 21, 22, 23; or one selection from Schumann, such as *Nachtstück*; or one, Mendelssohn "Songs Without Words," such as Nos. 1, 18; four pieces, such as Mendelssohn, *Scherzo in E. Minor*; Liszt, *Consolation in D Flat*; MacDowell, *Elfin Dance*; Debussy, *Arabesque No. 2*; one movement of a Sonata, such as Beethoven, *Op. 2, No. 1*; one two-part Bach invention and one three-part Bach invention; one Cramer or one Czerny study.
3. **Sight Playing**.—Hymns; Clementi and Diabelli Sonatinas; an easy accompaniment for a song.

COURSE OF STUDY FOR CERTIFICATE IN PIPE ORGAN

Technic—The requirements in manual technic are the same as in Piano, excepting that the range of scales and arpeggios as adapted to the organ is limited.

Organ Compositions—Eight shorter preludes and fugues; various chorales of Bach; two sonatas of either Mendelssohn, Guilman, Merkel, Rheinberger, or a modern composer; six selections from modern French composers; ten standard compositions, five of which must be by modern French composers.

Sight Playing—The candidate for the certificate must be able to play at sight the following: hymns, arranging and registering them suitably for congregational singing; moderately difficult accompaniments for trios; a quartet in vocal score; four staves in G and F clefs. The candidate must also be able to transpose a hymn or chant one tone above or below the original key.

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| Music 11, 12. Theory and Ear Training. | 4 hours. |
| Music 13, 14. Harmony. | 6 hours. |
| Music 15, 16. History and Appreciation. | 6 hours. |

The student must have an adequate knowledge of the construction of the Pipe Organ, and must have had experience in church or chapel service playing.

Pipe Organ Certificate Examination

1. **Technic** as stated above.
2. **Unmemorized Repertoire**—Two preludes and fugues of Bach; one complete sonata; one movement of a sonata, to be prepared without assistance or instruction; three standard compositions.
3. **Memorized Repertoire**—One standard composition.
4. **Sight Playing** as stated above.

COURSE OF STUDY FOR CERTIFICATE IN VIOLIN

Scales, major and minor; played in various rhythms and bowings, both in the diatonic form and in thirds; octaves; arpeggios in various forms.

Etudes of Kreutzer, Fiorillo, and Rode, with supplementary studies of Sevcik, Sitt, Schradieck, to develop ability of left hand and accuracy of bowing.

Violin Compositions—Repertoire of ten compositions, including one complete concerto—Viotti, Nos. 22, 23; Rode, No. 6; Deberiot, No. 7; Spohr, No. 2; Mozart, a major. Sonatas—Handel, Tartini, Nardini, etc. Andante and Scherzo, by David; *Legende*, by Wieniawski.

Sight Reading—The candidate must be able to play at sight duets by Pleyel, Viotti, or sonatas of the same grade of difficulty.

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| Music 11, 12. Theory and Ear Training. | 4 hours. |
| Music 13, 14. Harmony. | 6 hours. |
| Music 15, 16. History and Appreciation. | 6 hours. |

The candidate must have attended orchestra or ensemble practices for at least one session; must be able to play on the piano accompaniments to solos of moderate difficulty; and must have finished the third grade in Piano.

Violin Certificate Examination

Technic as stated above. All diatonic scales to be played at a minimum metronome mark of 100 M. M.

Etudes selected from Kreutzer, Fiorillo, Rode, illustrative of various styles of bowing and rhythm, intonation and phrasing.

Memorized Repertoire—One complete sonata; two principal movements from a classic concerto; five concert pieces, representing classic and modern schools.

Unmemorized Repertoire—Three compositions of like grade; two movements of a sonata prepared alone.

Sight Playing—Compositions not to exceed in difficulty the repertoires outlined above.

COURSE OF STUDY FOR CERTIFICATE IN VOICE

Technic—Careful development of breath support and diaphragmatic control and building, as nearly as possible perfect production of single tone throughout entire range and with all vowels.

Major and Minor Scales, Major and Minor Arpeggios, crescendo and diminuendo; legato and staccato singing, diction, accuracy and purity of vowel intonation, and study of consonants and their important place.

Vocalises—Six vocalises, to be chosen, at the discretion of the master, from any of the well-known composers, designed to show a good legato and to give illustrations of various examples of vocal embellishments.

Repertoire—At least ten songs, memorized, from the various schools—English, Italian, French, etc.; two operatic arias and two complete roles from the standard oratorios.

The candidate must present a voice fully adequate to the above-mentioned requirements in range, beauty, flexibility, and fidelity to pitch.

Sight Playing—The candidate must be able to sing at sight a part of a given hymn, any moderately difficult song; must be able to play hymns and accompaniments to moderately difficult songs on the piano; and must have finished the third grade in Piano.

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| Music 11, 12. Theory and Ear Training. | 4 hours. |
| Music 13, 14. Harmony. | 6 hours. |
| Music 15, 16. History and Appreciation. | 6 hours. |

Voice Certificate Examination

1. **Technic** as stated above.
2. Unmemorized, six studies from the standard vocalises.
3. Memorized, two selections from the operas, two from the oratorios, and eight songs. Possible exceptions dependent upon the individual.

COURSE OF STUDY FOR CERTIFICATE IN METHODS OF TEACHING APPLIED MUSIC

Certificates in methods of teaching applied music are offered by the departments of piano, violin and voice. The instrumental knowledge required for each of these certificates is the equivalent of that required for the certificate granted by the department but the candidate may be excused from certain phases of the examinations and from public appearances on programs by the Board of Musical Directors. The following subjects are required for these certificates:

First Year		Second Year	
Music 11, 12	4 hours	Music 13, 14	6 hours
Music 15, 16	6 hours	Music 19, 20	2 hours
Glee Club or Orchestra	1 hour	Glee Club or Orchestra	1 hour
Piano or Violin or Voice	2 hours	Piano or Violin or Voice	2 hours
Modern Language	6 or 8 hours	Psychology 21; 22	6 hours

Students majoring in voice or in violin will be expected to carry at least one lesson a week in piano. Sight playing may be substituted for piano if, in the opinion of the director, their proficiency on this instrument justifies the substitution. Substitutions the student desires to make must have the written approval of the director of the department in which she is doing her major work and of the Dean of Faculty.

NOTE—Academic subjects required for any certificate or diploma are not included in the extra charge for the work of this department.

COURSE OF STUDY FOR DIPLOMA IN PIANO

Technic—1. Major and Minor Scales, with both hands in parallel motion through four octaves (speed, 4 notes to M. M. 132); Thirds, Sixths, and Tenths, and contrary motion (speed, 4 notes to M. M. 112).

2. Chords: Major, Minor, and Diminished Triads; Dominant, Minor and Diminished Seventh Chords, all with added octaves.

3. Arpeggios on Major and Minor Triads; Dominant, Minor, and Diminished Seventh Chords in all positions (speed, 4 notes to M. M. 112).

4. Double Thirds, Major and Minor Scales, with both hands in parallel motion (speed, 4 notes to M. M. 84); Chromatic Minor Thirds (speed, 4 notes to M. M. 92).

5. Octaves: Diatonic and Chromatic Scales (speed, 4 notes to M. M. 92).

6. Octaves: Arpeggios of Major and Minor Triads and Chords of the Seventh.

Piano Compositions—Two complete sonatas; one principal movement of a concerto; four preludes and fugues from "The Well-Tempered Clavichord"; at least half of a Bach Partita or Suite; four selections from Chopin, including two etudes; two selections from Schumann; six selections from Czerny, Op. 740, or Clementi's "Gradus ad Parnassum"; two selections from Liszt; four selections from well-known classical and modern composers, such as Glinka-Balakirew L'Alouette; Griffes, Scherzo; Brahms, Rhapsodie in E Flat; Debussy, Reflets dans l'eau.

Music 21, 22. Advanced Theory and Ear Training.	2 hours.
Music 23, 24. Advanced Harmony.	6 hours.
Music 25, 26. Advanced History and Appreciation.	4 hours.

Sight Playing—The candidate for graduation must be able to play at sight several of Mozart's sonatas and the easier ones of Haydn.

Piano Diploma Examination

1. **Technic** as stated in paragraphs 1-6, above.
2. **Memorized Repertoire**—One principal movement of a concerto; one complete sonata; one prelude and fugue from Bach; one etude, Scherzo Ballade, or Polonaise from Chopin; one selection from Schumann; one selection from Liszt; four difficult selections from well-known classical and modern composers.

COURSE OF STUDY FOR DIPLOMA IN PIPE ORGAN

Technic—The requirements in manual technic are the same as in Piano, excepting that the range of scales and arpeggios as adapted to the organ is limited.

Organ Compositions—Two advanced preludes and fugues and two chorales of Bach; two sonatas of either Mendelssohn, Guilman, and Rheinberger, or one sonata and a symphony of Widor; ten standard compositions, five of them by modern French composers.

Sight Playing—The candidate must be able to play at sight trios of intermediate grade; short selections of vocal score in four staves in C, G, and F clefs; to transpose a short passage in reduced score to any key within a Major Third above or below the original; to make an effective adaptation of piano accompaniment.

Music 21, 22. Advanced Theory and Ear Training.	2 hours.
Music 23, 24. Advanced Harmony.	6 hours.
Music 25, 26. Advanced History and Appreciation.	4 hours.

The student must have an adequate knowledge of the construction of the pipe organ and must have had experience in church or chapel service playing.

Pipe Organ Diploma Examination

1. **Technic** as stated above.
2. **Unmemorized Repertoire**—Two preludes and fugues of Bach; one complete sonata; one movement of a sonata or equivalent, to be prepared without assistance or instruction; two standard compositions.
3. **Memorized Repertoire**—Two standard compositions.
4. **Sight Playing** as stated above.

COURSE OF STUDY FOR DIPLOMA IN PUBLIC SCHOOL MUSIC

Prerequisites: The possession of a fair voice; Music 11, 12, or its equivalent.

First Year	Second Year
Music 13, 14 6 hours	Music 23, 24 6 hours
Music 15, 16 6 hours	Music 25, 26 4 hours
Music 17, 18 4 hours	Music 27, 28 4 hours
Music 21, 22 2 hours	Glee Club 1 hour
Glee Club 1 hour	Piano or Voice 2 hours
Piano or Voice 2 hours	Education 11, 12 6 hours
English 1, 2 6 hours	Psychology 21; 22 6 hours
Library Methods 1 hour	Physical Education 15, 16 1 hour
Elective 3 hours	Physical Education 21, 22 1 hour
Physical Education 2 hours	

Attainments: Voice, completion of first year college course or its equivalent; Piano, completion of Grade III and ability to play at sight moderately difficult accompaniments.

Applicants for this diploma are required to meet the same quality credit requirements as the applicants for the General Diploma (see page 27).

COURSE OF STUDY FOR DIPLOMA IN VIOLIN

Scales—diatonic, major, and minor (M. M. 120); three octaves; arpeggios; three octaves, major and minor; dominant and diminished sevenths; double stopping in all keys; thirds, sixths, octaves, etc.

Etudes and Caprices of Dont (gradus), Gavinie, Rovelli, Paganini, etc., with supplementary studies of Sitt, Schradieck, Sevcik, etc.

Violin Compositions—Fifteen works, memorized, from classic, romantic, and modern schools; one complete concerto—Bruch, Mendelsohn, Wieniawski, Mozart, Paganini, etc.; one complete sonata—Corelli, Handel, Tartini, Bach, etc.; and standard concert numbers, such as Polonaise, E Minor, Wieniawski, Ziguenerweisen by Sarasate, etc.

Sight Reading—Selected compositions of a reasonable degree of difficulty.

Music 21, 22. Advanced Theory and Ear Training. 2 hours.

Music 23, 24. Advanced Harmony. 6 hours.

Music 25, 26. Advanced History and Appreciation. 4 hours.

The candidate must have attended orchestra and ensemble rehearsals for at least two sessions, and must be able to play on the piano accompaniments to more difficult solos.

The candidate for graduation in Violin must have finished the fourth grade in Piano.

Violin Diploma Examination

All scales, memorized, as outlined above; selections from various studies and caprices; two movements from a Bach sonata; one complete concerto; one complete sonata; ten compositions of concert grade, all by memory.

COURSE OF STUDY FOR DIPLOMA IN VOICE

Technic—Careful development of breath support and diaphragmatic control and building, as nearly as possible perfect production of single tone throughout entire range and with all vowels.

Major and Minor Scales, Major and Minor Arpeggios, crescendo and diminuendo; legato and staccato singing, diction, accuracy and purity of vowel intonation, and study of consonants and their important place.

With a greater degree of facility than required for certificate and (in addition) chromatic scales, exercises in seconds, triplets, fourths, and trills if suitable for voice of candidate.

Vocalises—A working knowledge of the standard vocalises for various voices and a careful study of four not studied for certificate, two suggested by the master and two selected by the student.

Repertoire—At least twenty songs memorized from the various schools—English, Italian, French, etc.; two operatic arias and two complete roles from the standard oratorios other than those studied for certificate.

Sight Playing—The candidate must be able to sing at sight a part of a hymn, any moderately difficult song, and be able to play hymns and accompaniments to more advanced songs on the piano.

The candidate for graduation in Voice must have finished the fourth grade in Piano.

Music 21, 22. Advanced Theory and Ear Training.	2 hours.
Music 23, 24. Advanced Harmony.	6 hours.
Music 25, 26. Advanced History and Appreciation.	4 hours.

Voice Diploma Examination

1. All Technic as stated above.
 2. Unmemorized—Six studies from the standard vocalises.
 3. Memorized—Four songs prepared without assistance from the master; two operatic arias; two arias from the oratorios; ten songs from the various schools.
- The candidate must be prepared to give, in capable manner, a comprehensive recital of classics, old and new, and must be able to sing in at least one foreign language other than Italian.

DESCRIPTION OF COURSES

Glee Club

Two hours a week.
First semester, second semester.

Credit, one semester hour.

Orchestra

Two hours a week.
First semester, second semester.

Credit, one semester hour.

NOTE—Academic credit in music, except in History and Appreciation of Music is allowed only when courses in musical science and in applied music (in piano, organ, violin, voice, etc.) are taken in conjunction.

Harp—Individual lessons adapted to advancement of student.

Two half-hour lessons a week; practice, nine hours a week.
First semester, second semester.

Credit, two semester hours.

Piano—Individual lessons adapted to advancement of student.

Two half-hour lessons a week; practice, nine hours a week.

First semester, second semester. Credit, two semester hours.

Pipe Organ—Individual lessons adapted to advancement of student.

Two half-hour lessons a week; practice, nine hours a week.

First semester, second semester. Credit, two semester hours.

Violin—Individual lessons adapted to advancement of student.

Two half-hour lessons a week; practice, nine hours a week.

First semester, second semester. Credit, two semester hours.

Voice—Individual lessons adapted to advancement of student.

Two half-hour lessons a week; practice, six hours a week.

First semester, second semester. Credit, two semester hours.

11, 12. Theory and Ear Training. The rudiments of music: notation, terminology, scale formation, intervals, chords and rhythm, studied theoretically in close correlation with exercises in ear training, sight playing and dictation.

Three hours a week.

First semester, second semester. Credit, four semester hours.

13, 14. Harmony. Review of scales, intervals and chord formation; study of chord progression employing triads and their inversions, seventh and ninth chords; harmonization in four voices of melodies and of figured and unfigured basses; original work; keyboard harmony.

Prerequisite: Music 11, 12.

Three hours a week.

First semester, second semester. Credit, six semester hours.

15, 16. History and Appreciation of Music. A general survey of the development of music from the earliest times to the present day. Music prior to the seventeenth century is studied as background for a fuller consideration of the epoch of instrumental polyphony, the Classic and Romantic periods, and the Modern era. Text, reference reading, lectures, critical and creative listening to many illustrations on the Victrola and Duo-Art reproducing piano.

Three hours a week.

First semester, second semester. Credit, six semester hours.

17, 18. Public School Music in Grade School. Methods and material used in kindergarten and Grades I-VI. Study of child development as basis for consideration of methods presented in the Progressive, Universal, Music Education and Hollis Dann Series.

Observation and practice teaching.

Prerequisite: Music 11, 12.

Required collateral study: Music 13, 14, Music 15, 16.

Two hours a week.

First semester, second semester. Credit, four semester hours.

19, 20. Methods of Teaching Applied Music. In piano the course includes exposition and demonstration of the principles employed in teaching from the elementary to the advanced grades including notation, rhythm, technic, tone production, relaxation, positions, pedaling, interpretation, expression, etc.; guidance

of various types of pupils; class piano lessons; teaching material of all grades; how to build up a class; co-ordination of eye, ear and finger, etc.

In violin the material will cover methods of teaching tone production, phrasing, intonation and other essential points in violin pedagogy and will include a discussion and demonstration of the material used in the certificate courses as outlined on page 73.

In voice the student will be required to have a working knowledge of a large variety of the standard recognized vocalises for all voices. In addition to work personally studied, she must have familiarity and a working knowledge of the standard classics of the different schools of sufficient variety to cope with various types of voices. The candidate must be able to demonstrate definitely the principles studied with sufficient pedagogy directly applied through simile to cope with the wide range of problems presented to all vocal teachers and be prepared to give demonstration lessons with beginners and advanced students.

Two hours a week, lecture and observation.

First semester, second semester. Credit, two semester hours.

21, 22. Advanced Theory and Ear Training. Advanced work in ear training, sight singing and dictation, including study of chromatic tones, modulation, and complex rhythmic patterns; sight singing exercises and songs in three parts.

Prerequisite: Music 11, 12.

Two hours a week.

First semester, second semester. Credit, two semester hours.

23, 24. Advanced Harmony. Harmonization involving further study of chord material, non-chord tones, modulation; harmonic analysis and original composition; keyboard harmony.

Prerequisites: Music 11, 12; Music 13, 14. Should be preceded or accompanied by Music 21, 22.

Three hours a week.

First semester, second semester. Credit, six semester hours.

25, 26. Advanced History and Appreciation of Music. A critical and appreciative study of various types of music: opera, oratorio, symphonic and chamber music, the repertory for solo instruments and voice. Particular attention is given to works of the nineteenth and twentieth centuries. Copious illustrations on Victrola and Duo-Art reproducing piano; study of programs of visiting artists; reference reading and reports.

Prerequisite: Music 15, 16.

Two hours a week.

First semester, second semester. Credit, four semester hours.

27, 28. Methods in Junior and Senior High School. Special topics considered: the adolescent period, care of voice, management of chorus and glee club; the teaching of theory, history and appreciation of music. Chorus conducting and practice teaching.

Prerequisites: Music 11, 12; Music 13, 14; Music 15, 16; Music 17, 18.

Required collateral: Music 21, 22; Music 23, 24.

Two hours a week.

First semester, second semester. Credit, four semester hours.

GENERAL STATEMENTS

EQUIPMENT

Handsome, well-equipped buildings and beautifully planned grounds. Sterilized, filtered water runs ice-cooled to hygienic drinking fountains on every floor.

Light, airy dining halls, and scientifically equipped kitchen and bakery.

Gymnasium, with shower baths and swimming pool, free to all students.

Separate dormitories for College and High School students.

The Star Entertainment course offering unusual advantages in lectures, musical recitals, concerts.

Every provision against fire—regular fire-drills, fire escapes, fire extinguishers, fire hose—though there is no fire in the buildings except in kitchen and bakery.

A modern infirmary in the main building maintained under professional supervision. Pupils who are too ill to meet school appointments are cared for here instead of in their bedrooms.

Each residence hall in the charge of a hostess who is always accessible for counsel, and who devotes her entire time to the training of the girls of her household in such questions as appropriateness and simplicity in dress, neatness and order in the bedrooms. In a word, these hostesses undertake to perform the office of the refined mother in a Christian home.

With the exception of a few single rooms, each bedroom is for two girls, and is furnished with single beds, separate closets, and other usual comforts.

RELATIONS WITH PARENTS AND STUDENTS

Parents who register students thereby accept the conditions in this catalog. Parents are requested not to send to the students boxes containing food other than fresh fruit and a limited amount of candy.

Parents may not give permissions that conflict with the rules of the school. Lengthy visits of parents or other members of students' families are discouraged.

Testimonials of character and health must accompany or follow each new pupil's application for admission.

A student who is found to be out of sympathy with the spirit and ideals of the school may be asked to withdraw, even though she may not have broken any formal rules.

Boarding students are under school regulations from the moment of their arrival in Nashville until their departure from the city. Parents should not, without conferring with the school, grant social or other permissions in the city before the student enters or after she leaves school.

Parents are requested not to permit their daughters to bring to the school expensive jewelry or heirlooms of any kind. Neither should they be permitted to bring expensive wearing apparel. The school is not responsible for loss or theft.

All permissions of parents or guardians should be written and addressed to the management, and are subject to the approval of the management. Even during the visits of parents, pupils are still subject to the rules of the school.

The school bank, with its system of pass books, deposit slips, checks, and monthly balance reports, not only cares for the spending money of students, but teaches them how to keep a bank account, draw checks, and conduct their own financial affairs. We are not responsible for money or valuables not deposited in the school bank.

Ward-Belmont does not lend money to students. Drafts made by students are honored by us only in cases of emergency or upon the written request from parents or guardians.

Students should bring sufficient funds with them to care for buying books and other school supplies. This money should be deposited in the student bank until needed. No charge purchases are permitted in the bookroom.

Parents and guardians are expected to cooperate with the school in securing full and regular attendance, especially at the beginning and end of the school year and just before and just after the Christmas holidays. Much educational value attaches to the commencement season, and no student should miss any part of it. All students have obligations to the end of the session. Those who leave earlier, or who do not keep appointments throughout the closing days, will thus fail to earn full credit for the work of the last quarter.

Visitors are received in the central parlors, not in residence halls.

Men callers are received by written permission from parents addressed to the school.

Sunday visiting is discouraged.

Victrolas are not permitted in the dormitories.

Borrowing and lending except by special permission is prohibited.

Adequate compensation must be made for any defacement of school property.

Every boarding pupil is required to have for day wear at least one pair of shoes of the following approved list: Socket Fit, Cantilever (Y. W. C. A. last), Orpic, Pediform, Full Plastic, Nature Tread, Liberty Tread, Moccasin Tread.

Neatness and order are expected of all students in the care of their rooms.

Chafing dishes and electrical appliances will not be allowed in the students' rooms. Rooms are provided for this purpose.

Discipline in Ward-Belmont is simplified by a modified form of student government, properly safeguarded by faculty supervision and cooperation.

The privilege of walking unchaperoned within certain prescribed limits beyond the campus is granted our pupils under definite restrictions.

Except when they are in the Nashville homes of near relatives, pupils from a distance are required to board in the school.

No Ward-Belmont student may sell or give articles of clothing to the servants without the knowledge and consent of her hostess.

Boarding students are not permitted to open charge accounts with Nashville merchants except on written request filed by the parent with the Dean of Residence.

Any student who leaves the campus without permission, or who smokes, or who attends a dance in Nashville or who cheats in examination renders herself liable to summary dismissal.

Boarding pupils are not allowed to visit in the city except with the approval of parents and the school management. Permission is not granted to spend the night in the city, except with parents or in the home of near relatives. Such permission will not be granted more frequently than one week-end in a month.

The school reserves the right to withdraw any class for which there are not as many as six applicants.

A tutor is provided at moderate cost for students who need coaching to enable them to keep up with their classes.

School work missed just before or after the Christmas holidays must be made up at the student's expense.

School work missed because of absence must be made up to the teacher's satisfaction; otherwise credit cannot be given for the course. Ordinarily a tutor can be provided at \$1 to \$1.50 per hour. Semester examinations not taken at the appointed time must be taken later, and a charge of \$2 each will be made.

CHARGES AND TERMS

EXPENSES AT WARD-BELMONT, NASHVILLE, TENNESSEE

The school year consists of one term of thirty-six weeks, beginning the third Wednesday in September and ending the first Wednesday in June, with a Christmas vacation* of approximately two weeks. The charges here named are for the whole school year, and are due and payable on the opening day of school, but for the convenience of patrons payment may be made in two installments—in September and January, respectively, as stipulated below—and are subject to sight draft after these dates.

An advance registration fee of \$25.00 should be forwarded with the application, which amount will be credited as a prepayment on the school account. It is not subject to return, unless the applicant is rejected.

Board, room with bath on hall, tuition in two or more subjects in the Literary Department (including Latin, French, German, Spanish), Physical Training, Athletics, Swimming, use of Library, †Star Entertainment Course, use of house linen (see page 14); Laundry, within liberal, but specified limits; †Infirmery; two girls in a room, each occupant.....\$850.00
of which \$575.00 is required on entrance, balance January 1st.

Board, etc., as above, in rooms in suites of two, with connecting bath, two girls in a room, each occupant.....\$950.00
of which \$625.00 is required on entrance, balance January 1st.

Single rooms in suites of two, with connecting bath, one girl in a room, are available each at \$950.00 for board and literary tuition, of which \$625 is required on entrance, balance January 1st.

A few single rooms, with bath on hall, are available at \$850.00.

Students who take work in three or more extras (the equivalent of at least three units or eighteen semester hours credit), and cannot find time in addition

*The school buildings will be closed during the Christmas vacation, but provision will be made for the board and care of students during this period at \$25 a week.

†In addition to the several really great concerts and lectures which may be heard in Nashville during the year, Ward-Belmont will present to its students during the session, ten or more entertainments brought to Nashville at a cost of \$6,000 or more, embracing some of the best in Music, Art, Expression, and Literature.

‡Includes simple medicines and nurse's attention (except when a special attendant is necessary).

for more than one required literary subject, will be credited with \$125.00 on either of the above-mentioned sums for "board, etc."

When two students come from the same home (sisters) there will be allowed a reduction of \$150.00 on the joint account; provided, however, that both remain in the school for the entire year and that all charges are paid when due.

Teachers and ministers in active work of their professions may be allowed a professional discount of \$100.00 on the charges of the regular course. However, only a limited number can be accepted on this basis.

Each of the above-named fees for board and tuition includes Physical Training, so necessary to health, use of Library, and the modern languages—French, German, and Spanish—all of which, in many schools, are charged for as "extras." Swimming is also included without extra cost. It is the policy of Ward-Belmont to include in the regular charge abundant provision for health in Physical Culture, every literary requirement for graduation, and the essentials for a broad culture. It is thus evident to one considering these features and the liberal additions made to buildings, equipment, and faculty during the last few years that the charge for boarding students is remarkably reasonable. The charges listed below are made for those who wish to specialize in the subjects named or to supplement their work along those lines.

ADDITIONAL STUDIES TUITION (If Taken)—

CHARGES PER SCHOLASTIC YEAR

Of which three-fifths is required on entrance, balance January 1st, except as noted.

Piano, individual lessons, two per week.....	\$150.00
Piano, individual lessons, beginner's grade, with special teacher.....	125.00
Piano, individual lessons, two per week, with Mr. Goodman.....	275.00
Voice, individual lessons, two per week.....	150.00
Voice, individual lessons, two per week, with Mr. Humphrey.....	225.00
Piano practice, one hour per day (each additional hour, \$10).....	15.00
Violin, individual lessons, two per week, with Mr. Rose.....	225.00
Violin, practice room, one hour per day.....	10.00
Pipe Organ, two lessons per week, with Director.....	225.00
Practice on Practice Organ, one hour per day, per session.....	35.00
Practice on Large Organ, one-half hour per day, per session.....	60.00
Harp, individual lessons, two per week.....	200.00
Theory, high school course.....	25.00
Musical Appreciation, high school course.....	35.00
Musical Science, any college course, in class.....	35.00
Harmony, individual lessons, two per week.....	100.00
Sight Playing, in class.....	25.00
Art (year course).....	100.00
Art 11, 12 (twelve hours in studio).....	150.00
Costume Design (required of Home Economics and Dancing students).....	50.00
Arts and Crafts.....	50.00

Italian and Greek, in classes of six or more, each.....	\$ 60.00
Expression, any one course.....	100.00
Shorthand and Typewriting	100.00
Bookkeeping or Accounting	50.00
Playground Supervision (Phys. Ed. 13, 14).....	30.00
Physical Education Diploma Course, each year.....	100.00
Dancing Certificate or Diploma Course, each year.....	150.00
Riding Certificate Course	150.00
Riding Ticket, thirty rides or fifteen lessons—payable when ticket is issued	60.00
Riding Ticket, as above, with eight additional road rides, payable when ticket is issued	75.00
Ballet Dancing—class, 30 lessons (Phys. Ed. 11-A, 31-A, 31-C).....	35.00
Ballet Dancing—private, 30 lessons.....	90.00
Ballet Dancing—private, 60 lessons.....	180.00
Acrobatic Dancing—class, 30 lessons.....	35.00
Toe Dancing—class, 30 lessons (Phys. Ed. 11-B, 31-B, 31-D).....	20.00
Ball Room Dancing—class, 10 lessons (Phys. Ed. 11-D), payable in advance	10.00
Tap Dancing—class, 30 lessons (Phys. Ed. 11-C, 31-G), payable in advance	35.00
Children's Dancing—class, 30 lessons.....	35.00
Children's Dancing—private, 6 lessons, payable in advance.....	15.00

NOTE—All private lessons in dancing are charged at the rate of \$6.00 an hour. The private lessons as listed above are half-hour lessons.

Laboratory fee (payable on entrance):

For students of Chemistry, Biology, Physiology.....	15.00
Food and Nutrition, any course.....	30.00
Textiles and Clothing, any course.....	25.00
(Extra charge for unnecessary breakage or wastefulness.)	
Diploma fee	15.00
Certificate fee	10.00

Students enter for the entire school year or such part of school year unexpired at time of entrance. No reduction will be made for time lost during the first four or last six weeks of the school term.

By reason of the fact that contracts with instructors, and others are made by the school for the entire school year in advance, no reductions will be made on account of dismissal, withdrawal or other absence, except in cases of protracted illness of the student that may result in temporary absence or withdrawal, the school will share equally with the patron the board and miscellaneous expense on the basis of \$25.00 per week except that no allowance will be made on the first four weeks of such enforced absences.

WARD-BELMONT SCHOOL.

March, 1933.

INDEX

	PAGE		PAGE
Accounting	53	English, college	33
Accreditation, see		High school	58
Educational objectives.....	15	Equipment, see Building and Equipment.	11
Administration, officers of.....	7	(See also general statements).....	80
Admission, college	23	Expression	34
High school	55	Certificate requirements	35
Advanced standing	23	Courses, college	35
Application for enrollment.....	17	High school	59
Art, certificate requirements	28	Diploma requirements	35
Courses, college	28	Tuition	83
High school	57	Faculty	18
Diploma requirements	28	Faculty of School of Music.....	64
Tuition	83	Fees, see Charges and Terms.....	82
Art history	30	Food, see Health	10
Bible, see Religion	50	(See also, Relations with Parents)...	80
High school	57	Foods, see Home Economics.....	39 & 61
Biological science, college	30	French, college	36
High school	57	High school	59
Bookkeeping	53	General Diploma requirements.....	26
Buildings and equipment	11	General statements	80
Calendar	3	German, college	37
Campus	11	High school	60
Certificates, college	24	Glee Club	69
High school	55	Government	14
Fees	84	Grades and reports	25, 56
Charges and terms	82	Graduation, see Certificates and Di-	
Chemistry, college	31	plomas	24
High school	57	Fees	84
Choice of subjects, advice on.....	16	High school	55
Choir	69	Gymnasium	12
Chorus	68	Harp	77
Classification, college	24	Certificate requirements	70
High school	56	Tuition	83
Clothing, see Home Economics...39 & 61		Health	10
Club houses	12	(See also, Educational Objectives)...	15
Clubs, see Educational objectives.....	15	High school	55
Courses of study, college.....	26	Admission	55
High school	57	Certificate requirements	55
Dancing, certificate requirements.....	46	Classification	56
Courses	47	Courses of study.....	57
Diploma requirements	45	Credit in special subjects.....	56
Tuition	83	Reports and Grading System.....	56
Description of courses, college.....	26	Historical sketch	9
High school	57	History, college	37
Diplomas, list of	24	High school	60
Fees	84	Home Department, officers of	8
Dormitories	11	Home Economics, diploma requirements	39
Dress	14	Courses, college	39
Economics, college	31	High school	61
High school	58	Home membership, see Educational ob-	
Education	32	jectives	15
Educational objectives	15		

W A R D - B E L M O N T
(86)

PAGE	PAGE		
Household articles	14	Pipe Organ, Certificate requirements..	72
Hygiene, see Physical Education.....	47	Credit	78
(See also, Course Requirements).....	25	Diploma requirements	75
Infirmary, see Health	10	Tuition	83
Junior college	23	Psychology	50
Admission	23	Public School Music, courses	78
Advanced standing	23	Diploma requirements	76
Certificates and diplomas offered....	24	Quality credit, definition	26
Classification	24	Relations with parents	80
Courses of study	26	Religion, courses	50
Grades and reports	25	Religious activities.....	13
Laboratory fees	84	Reports, college	25
Latin, college	41	High school	56
High school	61	Riding, certificate requirements	45
Libraries	12	Courses	48
Library Methods	42	Tuition	83
Library staff	7	Secretarial subjects	51
Mathematics, college	42	Certificate requirements	51
High school	62	Courses	51
Music	67	Tuition	83
Certificates and Diplomas.....	70	Semester hour, definition	23
Certificate in Methods	74	Senior college, continuance in (See	
Courses, college	77	Educational objectives.)	15
High school	62	Sociology, college	53
Faculty	64	High school	58
Tuition	83	Spanish, college	54
(See also, Harp, Piano, Pipe Organ,		High school	63
Violin, Voice)	70, 71, 72, 73	Stenography	51
Nashville and its attractions	10	Textiles, see Home Economics.....	41
Nutrition, see Home Economics.....	40	Tuition, special subjects	83
Orchestra	68	(See also, Charges and Terms).....	82
Orientation	25	Typewriting	52
Parents, relations with	80	Unit, definition	55
Physical Education	43	Use of leisure time, see Educational	
Courses	46	Objectives	15
Diploma requirements	46	Violin, certificate requirements.....	72
High school requirements	63	Credit	78
Tuition	83	Diploma requirements	76
(See also, Schedule Requirements).....	25	Tuition	83
Physiography	63	Vocational training, see Educational Ob-	
Physiology, college	50	jectives	15
High school	63	Voice, certificate requirements.....	73
Piano, Certificate requirements	71	Credit	78
Credit	78	Diploma requirements	77
Diploma requirements	74	Tuition	83
Tuition	83	Y.W.C.A., see Religious Activities.....	13

