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CIRCULAR OF THE STATE NOPMAL SCHOOL CORTLAND.

N.Y.

## ORGANIZED 1867

# Department of Education 

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First Assistant Commissioner

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Second Assistant Commissioner

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AGNES ORR-CARSON, Sorbonne, Alliance Francais
French

HARRIET DAY, A. B., Teachers College Assistant in English<br>M. ELIZABETH MASON, Ph. B., Geneseo Normal, Syracuse University History and Civics EDITH F. RAINEY, Albany Business College Confidential Clerk<br>GEORGE O. MOORE, A. B., Cortland Normal, Syracuse University Principal and Critic in Intermediate Department<br>ELLA GALE, Cortland Normal School Critic and Model Teacher, Intermediate Department MARY M. CONWAY, Cortland Normal School Critic and Model Teacher in Intermediate Department<br>JOSEPHINE E. PINNEY, A. B., Mt. Holyoke College<br>Principal and Critic, Primary Department<br>EMILY C. ORMSBY, Homer Academy Critic and Model Teacher in Primary Department<br>ELLA M. VAN HOESEN, Cortland Normal School Critic and Model Teacher in Primary Department<br>LOLA L. STILES, A. B., Geneseo Normal, Michigan University Critic and Model Teacher in Primary Department<br>LILLIE H. STONE, Chauncey Hall Kindergartner<br>BERTHA L. HILL, Chauncey Hall Assistant Kindergartner



State Normal School, Cortland, N. Y.

# State Normal and Training School Cortland, N. Y. 

## Design of the Normal School

The design of this normal school is to furnish trained teachers for the public schools of the State.

## Conditions of Appointment

The Commissioner of Education fixes the qualifications for admission, and makes appointments to all normal schools.

Candidates for appointment must be at least sixteen years of age, possess good health, good moral character, at least average ability and present an approved high school diploma, or its equivalent, as stated below.

## Appointments

All appointments for admission are made by the Commissioner of Education upon the recommendation of the several school commissioners and city superintendents of schools. Candidates should apply to the various commissioners or superintendents for their official recommendation at least three weeks in advance of entering the school. The Department will not approve recommenda-


Normal Hall
tions later than the third week after the student enters the school.

Superintendents and commissioners are relied upon to represent properly to possible candidates the needs of the public schools for well-equipped teachers, and the necessity for professional and technical training on the part of all who intend to teach. No better service can be rendered to the educational interests of the State, by supervisory officers, than to lead desirable students to seek the advantages of the professional training school. The normal schools of New York are constantly improving their equipment and facilities, and are more and more devoting their energies to the professional training of teachers. Superintendents and commissioners should, therefore, recommend candidates with wise discrimination.

The demand for well-trained teachers is steadily growing, and normal graduates who show aptitude for teaching have never found it so easy to secure good places as now. The Cortland Normal School will give cordial welcome to any young man or woman who may wish to avail himself of the opportunities offered by the institution to fit one for the teaching service in this State and who may have secured an appointment from the Commissioner of Education.

## Form of Recommendation

The following form of recommendation will be used and will be supplied from the Education Department to school commissioners and superintendents. When it is filled out and signed by the school commissioner or superintendent and when the application accompanying it is


Library
also properly filled out and signed by the candidate, it should be mailed to the Commissioner of Education, Albany, N. Y., who will approve and forward it to the school, if the candidate is possessed of the requisite entrance qualifications.

To the Commissioner of Education :
I hereby recommend $\qquad$ of
 health, mental ability, and moral character requisite for an appointment to the State Normal and Training School at

School Commissioner
District, County of Dated

Before receiving an appointment the candidate must possess the evidence of proficiency mentioned below and must sign the following declaration, which is a part of the appointment blank:

[^0]
## Non-residents

Non-residents of the State are neither solicited nor encouraged to enter this normal school, but in exceptional cases, such persons as specially desire to do so, and who comply with the requirements for admission, may be admitted by special appointment of the Commissioner of Education upon paying in advance to the treasurer of the local board a tuition fee of $\$ 20$ per term of 19 weeks. The application for appointment should be made some weeks in advance in order to allow time for investigation of the candidate's qualifications.

## Special Privileges of Normal Pupils

Tuition and use of text-books are free, but students are expected to purchase such professional books as are needed in the course. Students will be held responsible for any injury to or loss of books. They are advised to bring with them for reference any suitable books they may have.

## The School Year

The school year consists of 39 weeks divided into two terms. The first term opens on the second Wednesday in September and continues 19 weeks, with a vacation at Thanksgiving, and during the mid-winter holidays. The second term begins on the first Wednesday in February and continues 19 weeks, with a vacation at Easter. One week at the close of the year is given up to examinations and graduation. Students will be graduated at the end of each term, but commencement exercises will be held only at the close of the year in June.

## Transfers

On concurrence of the principals interested, students may be transferred from one normal school to another by the Commissioner of Education, for cause.

## Organization

The school consists of two departments as follows :
(a) The normal department for the training of students in the theory of teaching and in the science of education.


Intermediate Study Hall
(b) The practise school, consisting of a kindergarten, a primary, an intermediate, and a high-school department, where students are trained in observation and in the art of teaching.

## The Normal Department REQUIREMENTS FOR ADMISSION

Age. Candidates must be at least 16 years of age.
Scholarship. Candidates for entrance must present a high-school diploma, or its equivalent, to be approved by the Commissioner of Education. Beginning with September, 1907, candidates must present a diploma of graduation from the course prescribed by the Commissioner of Education for admission to normal schools and city training schools under the provisions of chapter 1031 of the laws of 1895 .

## Minimum Requirement for an Approved Course

A course of study in a high school or academy to receive the approval of the State Commissioner of Education, as required by chapter 1031 of the laws of 1895, entitled "An act to encourage and promote the professional training of teachers, " must include 2880 recitation periods, of which the following subjects must be a part :

English. The course in English must be continuous throughout the four years, and must provide adequate instruction in


Grammar

[^1]

Science Lecture Hall

History. The course in history must include the three following courses, each of which should be continuous throughout the year:

Ancient history ...............................................-- 114 hours
English history ..................................................-. 114 hours
American history with the development of civic institu-

Mathematics. The course in mathematics must include


Science. The course in science must embrace biology (including human physiology) and physics. The laboratory method of teaching these subjects is prescribed.

Biology .......................................................- 190 hours

Foreign languages. The course in foreign languages must include
Latin
or
French
or
German
Drawing. The course in drawing must be continuous throughout the four years, and must provide adequate instruction for 228 hours.

Drawing
228 hours
Vocal music. The course in vocal music must be continuous throughout the four years, and should provide adequate instruction in sight singing from the staff and the use of common technical terms.

Vocal music .....................................................-- 152 hours
The number of hours required in each subject is based on a school year of 38 weeks as a minimum.

Candidates, 21 years of age, and who have had two years of high school work or its equivalent and in addition thereto have taught two years will be admitted to the normal school with the understanding that they must complete the high school course in addition to the professional course before they shall be graduated.

Graduates of training classes who entered the class upon a high school diploma and who have taught one year
since graduation from the training class may complete the professional course in the normal school in one year if they possess the required aptitude for training.

## Courses of Study

## THE NORMAL COURSE

First Year.

| FIRST TERM | SECOND TERM. Hrs. per Week |
| :---: | :---: |
| Psychology | Principles and history of education 5 |
| Methods of primary - reading, spelling, phonics, language_ | Methods of grammar and composisition $\qquad$ |
| Met | thods |
| Methods of penmanship with pen, crayon, pencil | Methods of manual trainin |
| Methods of drawing | Methods of drawing |
| ethods of vocal music | Methods of vocal mus |
| Methods of physical training | Methods of physical train |
| Methods of science, and nature study | Observation in the training |

Second Year.
FIRST TERM. Hrs. per Week. SECOND TERM. Hrs. per Week.
Logic_.............................. 4
Methods of geography _.......... 3 Methods of latin, or literature, or
Methods of school economy ....... 2 advanced science................... 5
Methods of drawing ......................... 4 Teaching, or observation....... 15
Methods of vocal music _-.......... 2
Methods of physical training .-....- 2
Observation, or teaching in the training school_-..................... 10

Graduates from this course, upon recommendation of the principal of the school, will receive a normal school diploma, which is a life license to teach in any public school in the State. City boards of education are empowered by statute to prescribe additional qualifications for teachers to be employed by them.


Drawing Class Room

## KINDERGARTEN COURSE

First Year.

| FIRST TERM. | SECOND TERM. |
| :---: | :---: |
| Psychology .---------------------- 5 | Kindergarten principles of educa- |
| Methods of penmanship, with pen, crayon, and pencil | tion History of education 3 |
| Methods of vocal music_-_-.-.-- 2 | Methods of vocal music_-.-.-.---- 2 |
| Methods of drawing _---3 3 | Methods of drawing_------------3 |
| Methods of physical training....- 2 | Methods of physical training_-.-- 2 |
| Kindergarten occupations _-.-.-.- 2 | Methods of reading, spelling, voice |
| Methods of elementary science, and nature study | training, etc. <br> Methods of manual training .-...- 1 |
| Kindergarten observation_.......- 3 | Kindergarten songs and games_-.- 3 Kindergarten observation ..-.-.-.-. 4 |
| Second | Year. |
| FIRST TERM. | SECOND TERM. |
| Logic_------------------------14 | Kindergarten gifts and occupa- |
| Methods of vocal music_.....-..- 2 | tions -------------------------- |
| Kindergarten nature study .-.-.-.- 5 | Kindergarten literature, story-tell- |
| Kindergarten practise | ing, etc.---------------------5 |
| Kindergarten stories_.....-...-.-. 1 | Kindergarten practise_-.-.-------14 |
| Kindergarten songs and games _.-. 3 |  |
| Methods of physical training _----- 2 |  |

Graduates from this course, upon recommendation of the principal of the school, will receive a kindergarten diploma, which diploma will entitle its holder, upon conforming to local regulations, to teach in any kindergarten of the State.
Students who shall complete the kindergarten course, and who shall then complete all the primary methods, training and teaching of the regular normal course, will receive diplomas licensing them to teach in both kindergarten and primary schools.

## High School Department

The number of students admitted to this department is limited to 100 . Students properly qualified will be admitted to the high school department in the following way, each class in the order of application.
(a) Those who pledge themselves to take the normal course after completing the high school course, whether residing in the city or not.
(b) Those who pledge themselves to take a college course and who wish Greek.
(c) Those who pledge themselves to take a college course without Greek.

In all the above classes, those graduating from the intermediate department of the normal school wili have the preference.
lf, after these three classes shall have been admitted, there shall be room for others within the limit of 100 high school students, then graduates from the intermediate department who wish to take the high school course only, will be admitted.

After these, students will be admitted from the city schools who wish to take the high school course only, in the order of their standing in scholarship in the schools from which they come.

## High School Courses

The following courses are prescribed for the high school department of the training school. Pupils who pass through the grades of the training school must qualify for admission to the high school by presenting a Regents preliminary certificate. Other pupils from the


Primary Study Hall
vicinity, who may be entitled to enter, must qualify for admission in one of the following ways :

1. By presenting a Regents preliminary certificate.
2. By presenting a ninth-grade certificate signed by the State Superintendent.
3. By presenting a teachers' certificate of the first, second, or third grade.
4. By presenting a certificate of admission to a training class or a training school.
5. By presenting other credentials satisfactory to the principal of the school, which must be submitted for approval to the Education Department.

No non-resident pupil living in a district that maintains an academic school, registered under the free tuition act, is eligible for admission to the high-school department.

Resident pupils can be admitted only at the beginning of a term. Should a larger number of resident pupils apply for admission than can well be accommodated in the high school, they shall be admitted from an eligible list in the order of their application.

## Course for Admission to Normal Schools

> First Year.

English ............................................................... 2
Biology (including human physi- Physical training ....................-2 2



Second Year.
English ........................................... 3 . 5





Literature and Elocution

Third Year.
English




Fourth Year.
English
3 Chemistry
American history with the develop-
or
ment of civic institutions
5 Botany
Same foreign language as of third or year 5 Zoology5
Review of geometry ..... 2
Drawing ..... 2
Physical training ..... 2
Music ..... 1
Course for Admission to College
First Year.
English 200 Latin ..... 200
Algebra 200 Drawing ..... 80
Biology (including human physi- Physical training ..... 80
ology) 200 Music ..... 40
Second Year.
English ..... 120
Second foreign language ..... 200
Plane geometry ..... 160
Drawing ..... 80
History 120 Physical training ..... 80
Latin 200 Music ..... 40
Third Year.
English ..... 120
Latin ..... 200
Review of algebra 80 Drawing ..... 40
Physics 200 Physical training ..... 80
Second foreign language 200 Music ..... 40
Fourth Year.
English 120 Second foreign language ..... 200
Review of plane geometry 80 Drawing ..... 40
American history, with civics 200 Physical training ..... 80
Latin 200 Music ..... 40
Excepting history, this curriculum also meets the minimum requirements for admission to normal schools and training schools, for which slight deficiency the excess of time given to foreign language study will be an acceptable substitute.

## Course for Admission to Technical Schools

| First | Year. |
| :---: | :---: |
| English .---.-.-.-.-.--- 200 |  |
|  | Physical training --------------- 80 |
| Biology (including human physiology) .-.-.-.-.-.-.-.-- .-.-- 200 | Music -----------------------10 40 |
| Second | Year. |
| English .-.-.-.-.-.-.-.-.-.-.- 120 | French |
| Plảne geometry --...-.-.-.-.-.-. 160 |  |
| History ------------------------120 120 | Physical training------------- 80 |
|  |  |
| Third | Year. |
|  | French _-------------------100 200 |
| Review of algebra |  |
|  | Physical training_-------------- 80 |
| German .-.-.-.-.-.-.-.-.-.---- 200 | Music ------------------------- 40 |
| Fourth | Year. |
| English 120 | Chemistry ---------------------200 |
| Review of plane geometry _-.-.- 80 | Drawing ----------------------80 |
| American history with civics_... 200 | Physical training .-.-.-.-.-.-.-- 80 |
| Advanced mathematics_......- 200 | Music -------------------------- 40 |
| German _--.-.-.-.-.-.-.-.-.-. 200 |  |



Biological Laboratory

The numbers after each subject in the first course indicate the number of recitation periods per week, in the second and third courses, the number of recitation periods per year, on the basis of a school year of 40 weeks.

For the relief of the student, five recitation periods per week should be devoted to unprepared lessons in subjects exclusive of drawing, physical training, and music. These lessons should be learned in the class with the aid and guidance of the teachers, to the end that right habits of study may be established.

## General Information

## Buildings

A large addition has been made to the original building, by the State, most complete and ample in its appointments. The work of the normal department is for the most part done in this new building, while the old building, completely renovated, is used mostly for the school of practise.

## Gymnasium

A large and well-lighted gymnasium has been fitted up in the new building, supplied with the most approved apparatus to secure the best physical development of the pupils. Classes in physical training are organized under the care of a skilful teacher. The work in this department is as regular as that in any other. Pupils are required to exercise in the gymnasium unless excused for good reasons.

## Athletics

The Cortland normal school believes in properly conducted athletics. Football, baseball, track athletics,


Athletic Field
tennis, and basketball are encouraged and maintained under the control of the authorities of the school. In addition to the gymnasium, the students have access to a large athletic field, which furnishes ample opportunity for out-door sports. An athletic field of about eleven acres has recently been purchased by the State for the use of the students attending the normal school. Tennis courts, a diamond, gridiron, running tracks, etc., have been laid out to meet the demands of the various kinds of out-door sports in which our students are allowed to take part.

## Library and Reading-Room

The students have access to a large library and read-ing-room supplied with well-selected books of general literature, as well as reference books for each department of the school, by the best authors, to which additions are constantly being made. All the best magazines and periodicals, scientific, literary, and educational, daily and weekly papers, are found on the tables of the readingroom.

## Literary Societies

There are six literary societies connected with the school: The Delphic-Epsilon chapter; the Gamma Sigma - Delta chapter ; the Agonian - Theta chapter ; the Clionian - Delta chapter ; the Alpha Delta - Delta chapter ; and the Theta Phi - Alpha chapter. The first two are for young gentlemen, the last four for young ladies. These societies are, each, large and vigorous. They hold weekly meetings for the purpose of the individual improvement of their members in parliamentary practise, discussion, and literature.


Kindergarten Room

## Laboratories and Science Rooms

Chemical, physical, and biological laboratories have been fitted up, supplied with tables, desks, and apparatus necessary for performing experiments and making original investigation. The purpose is not only to give the student a theoretical and practical knowledge of the sciences, but also to train him in the methods of teaching these subjects.

## Alumni Association

The alumni of the school have formed an association for the purpose of renewing old friendships, promoting the professional interests of its members, and guarding jealously the welfare of the school. The organization is a strong one, and the annual meetings of the association are enthusiastic and well attended. There is a teachers' cooperative bureau connected with the association, whose design is to assist graduates in securing places as teachers.

## Normal Students' Cbristian Union

This is a purely voluntary non-sectarian organization of the students of this school. It meets every Tuesday evening, promptly at seven o'clock, and closes at eight o'clock. It is conducted by the students, but is under the general supervision of the authorities of the school.

## Location

Cortland is situated midway between Syracuse and Binghamton on the Delaware, Lackawanna \& Western railroad. The Elmira and Cortland branch of the Lehigh Valley railroad, extending from Elmira to Camden, on the Rome, Watertown \& Ogdensburg railroad, also passes through the city; this road forms a junction with the Auburn division of the Lehigh Valley system at Freeville,


Gymnasium


A Club Room
and with the New York Central \& Hudson River railroad, and the New York, West Shore \& Buffalo railroad at Canastota.

## Boarding

The price of board ranges from $\$ 3$ to $\$ 4$ per week, including rooms. Rooms can be rented also for selfboarding ; they are furnished or not as students desire ; rooms can be rented for $\$ .50$ to $\$ 1.25$ per week, according to accommodations. Students can rent furnished rooms and have their food cooked for $\$ 1.00$ per week. There is no boarding hall connected with the school.

Whenever practicable, students should reach Cortland the day preceding the opening of the term. On arriving, students should go directly to the Normal school building if they desire assistance in securing boarding places.

Further information can be obtained by correspondence with the principal.

FRANCIS J. CHENEY.

Daily Program of Exercises

| 8.45109 |  | MORNING EXERCISES |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 101 | 104 | 106 | 107 | 109 | III | 201 | 215 | 301 | 302 | 323 | Kinderaten | Gymanam |
| 9.00 |  |  |  | ${ }_{\text {cin }}^{\text {Cumar }}$ |  |  | 4th Year | Muici Methode <br>  | Crammar Melthod |  | ${ }_{\text {Fetraias Class }}^{\text {Bial }}$ |  | , |
| 9.45 | ${ }_{2}^{\text {Feneah }}$ ( Year |  | $\underset{M}{\substack{\text { Endidit. } \\ \text { Mon. Weatir } \\ \text { Eri. }}}$ |  | Cometreers |  | ${ }_{2 d}^{\text {arexek }}$ Year | ${ }_{c}^{\text {Muid }}$ Mchade |  |  |  |  |  |
| 10.30 | Paycholoy |  |  |  |  |  |  |  | $\substack{\text { Lexinear } \\ \text { Lat Tear }}$ |  | Physia |  |  |
| 11.15 |  |  |  |  |  |  |  |  |  |  |  | $\begin{gathered} \text { Kindergarten Meths. } \\ \text { Ist Term } \\ \text { Mon. Wed. } \\ 2 \mathrm{~d} \text { Term. } \\ \text { Mon. Wed. Thurs. } \\ \text { 3d Term } \\ \text { Fri. } \end{gathered}$ |  |
| 12.101 .30 |  |  |  |  |  | NOON | ECESS |  |  |  |  |  |  |
| 1.30 |  |  |  | ${ }_{\text {Conman }}^{\text {3dYear }}$ | $\begin{gathered} \text { Geometry } \\ \text { 2d Term } \\ \text { Mon. Tues. Wed. } \\ \text { Thurs. } \end{gathered}$ |  | $\substack{\text { Lation } \\ \text { Ld demer } \\ \text { d eem }}$ |  |  |  |  |  |  |
| 2.15 |  | Ameican Hisory |  |  |  |  | $\substack{\text { Lation } \\ \text { later zem } \\ \text { literme }}$ |  |  |  |  |  |  |
| 3.00 |  |  |  |  |  | Physial Goomanhy |  |  |  | Davinin Mechots <br> Mon. Wex | C.penitry |  | Physical Training <br> 1st Term 2 days 2 d Term 2 days <br> ${ }_{3 d}$ d Temm 2 day |

* Classes meet every day unleas otherwise indicated.


[^0]:    " In consideration of receiving free tuition at a normal school, I hereby obligate myself to teach in the schools of the State of New York.'

[^1]:    * The term "hour" as used in ti.is course means a recitaion perivi of nor less than $4 j$ minutes.

