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STORAGE

CORRESPONDENCE COURSES



CENTRAL

WASHINGTON
COLLEGE OF
EDUCATION

.
ELLENSBURG
WASHINGTON

CONTENTS

	<i>Page</i>
Faculty	2
General Information	3-5
Courses Offered	6-8
Education	6
Psychology	6
Art	6
English	6
Geography	7
History	7
Health Education	7
Mathematics	7-8
Science	8
Public Services Available	9-10
Extension	9
Evening Classes	9
Late Afternoon Classes	9
Consultation Services	10
Lectures and Talks	10
Film Services	10
Application for Correspondence	11

QUARTERLY BULLETIN
OF THE
Central Washington College
of Education
ELLENSBURG, WASHINGTON

CORRESPONDENCE COURSES

This College is Accredited by the
American Association of Colleges for Teacher Education
and the
Northwest Association of Secondary and Higher Schools

Entered as Second Class Matter at the Post Office
in Ellensburg, Washington

FACULTY OF THE CORRESPONDENCE STUDY DIVISION

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REGINALD M. SHAW, Ph. D.....	Geography
MARY I. SIMPSON, M. A.....	Children's Literature
LORON D. SPARKS, Ed. D.....	Education

GENERAL INFORMATION ABOUT CORRESPONDENCE COURSES

Purpose and Plan

Correspondence courses are offered by Central Washington College of Education to meet the needs of five classes of students.

1. Those who need credits in elective subjects to complete a curriculum.
2. Those who need specific courses to meet major and minor requirements.
3. Those who wish to continue their study for its cultural value.
4. Those who, early in their educational careers, wish to take work that will shorten the residence period necessary for the completion of a curriculum.
5. Those who wish to earn college credit required for renewal of a teaching certificate.

Methods of Instruction

The instructional method follows the best practices developed in college classes and is adapted to the special conditions of correspondence study. It varies in individual courses and subjects, but always attempts systematically to present the subject in lessons or projects supplemented by texts, syllabi, and required or optional reading.

The absence of classroom lectures or discussions and personal contact with the instructor are compensated for by special directions and outlines and by comments by the instructor on the papers of the student. Individual needs are met by personal correspondence and special advice on problems presented and questions asked by the students.

GENERAL REGULATIONS

Fees

All fees are payable in advance and remittance must accompany the application for correspondence instruction. Use the application form on page eleven, or write for additional blanks. The fees for correspondence work are \$4.00 per credit hour. Thus, the fee for a three credit course is \$12.00 and for a five credit course, \$20.00. The cost of textbooks is not included in the amount named above.

Refund of Fees

There will be no refund of fees after the college records show that the application has been filed and the first set of lessons has been mailed to the student.

Textbooks and Other Materials

Textbooks to be used are indicated in the general information sent out with the first lessons. Textbooks may be purchased directly from the College Bookstore, C.W.C.E., Ellensburg, Washington.

The college library cooperates with the correspondence study office and will supply reference books unless they happen to be needed by resident students. All applications for the use of such books should be sent directly to the librarian of the college. Books are issued for two weeks and are renewable upon application to the librarian. All books must be properly returned when due, or renewed in advance. Postage both ways is to be paid by the student.

All lessons should be written on good quality 8½ by 11 unruled paper. First-grade typing paper is suitable for this purpose. The left-hand margin should be at least 1½ inches. Write on one side only. The first page of each lesson will be supplied by the college. All information requested on this page should be completed in full.

Study Time Required

Correspondence courses are organized with six or more lessons for each credit. Each lesson will require a minimum of five hours of work. A student should not undertake correspondence work unless it seems possible to spend at least five hours a week in study.

Enrollment

A student may enroll for correspondence study at any time during the calendar year. Students enrolled for residence study at C.W.C.E. and wishing at the same time to enroll for correspondence study must first secure the approval of the Director of Instruction. Correspondence study may not be taken in addition to the maximum credit load allowed for residence study.

Time Limitation

Courses must be completed within twelve months from the date of enrollment.

Procedure for Sending Lessons

The Office of Public Service will send all or a large group of lessons at the beginning of the course. The student should return to this office (not to the instructor) each lesson as soon as it is completed. Lessons when corrected and graded will be returned to the student.

Examinations

Upon completion of the last lesson the student shall submit to the Office of Public Service the name and address of someone who will monitor the final examination. **The final examination will not be sent until all lessons have been completed and graded by the instructor.** It is preferred that some school administrator, either superintendent or principal, be designated as the examination

monitor. The examination questions will be sent to the monitor. It will be the monitor's responsibility to return the questions and the student's answers to the Office of Public Service.

Prerequisites

Students enrolling for credit must meet the prerequisites for each course. The regulation may be waived by written consent of the Chairman of the Division to which the course belongs.

Credit Allowed

College credit will be given for all correspondence work satisfactorily completed. Credit earned by correspondence study may be used toward the bachelor's degree but not toward the master's degree at C.W.C.E. Correspondence credit may not be used in meeting the residence requirement for a degree. Credit earned by correspondence may be transferred to many higher institutions and will be counted toward graduation in so far as the particular course meets graduation requirements of that institution. However, the student should first ascertain whether the credit and the course will be acceptable by writing to the institution to which he proposes to have the credits transferred.

Maximum Correspondence Credit Allowed

In no case will correspondence and/or extension credits be accepted in excess of one-fourth of the total number required for the completion of any curriculum. Forty-eight correspondence and/or extension credits is the maximum allowed toward graduation.

Candidates for the Secondary Certificate in the State of Washington may complete by correspondence and/or extension a maximum of twelve quarter hours of the fifth year of work required for this certificate.

COURSES OFFERED

EDUCATION

Education 107c. School Law. This course is a study of the State Manual, including an analysis of the legal provisions affecting the public schools of the state. Prerequisite, Education 104. Dr. Sparks. 6 assignments, 1 quarter credit. Text: State Manual.

Education 109c. The School Principal. A practical course dealing with the preparation and training of elementary school principals, problems of the organization and administration of a single school, community relations, pupil and teacher problems. Actual and practical problems of the elementary school administrator are studied and discussed. Prerequisite, experience or junior standing. Mr. Crum. 30 assignments, 5 quarter credits.

Texts: Otto, Henry J., Elementary School Organization and Administration, Second Edition, 1944.

Kyte, George C., The Principal at Work, 1941.

Lane, Robert H., The Teacher in the Modern Elementary School. Houghton Mifflin, 1944.

PSYCHOLOGY

Psychology 102c. Educational Psychology and Measurement. A survey of the latest contributions to educational psychology from experimental education and psychology, with special attention to psychology of learning. Prerequisite, junior standing. Dr. Samuelson. 24 assignments, 4 quarter credits.

Text: Jordan, A.M., Educational Psychology, 1942.

ART

Art 51. Lettering. A practical background in various types of lettering. The use of pen and brush with construction and spacing of modern letter forms. The finished plates will be checked and returned with any necessary comments. Mr. Randall. 12 assignments, 2 quarter credits.

ENGLISH

English 104c. Shakespeare. This course is a detailed study of a few Shakespearean plays and a rapid reading of several others. Miss Brain. 18 assignments, 3 quarter credits.

English 119c. Children's Literature. Wide reading and evaluation of desirable stories, poems, and juvenile books for children from the kindergarten through the sixth grade. A study will be made of the literature desirable for use in school and homes. Grade location and

child interests will be considered. Miss Simpson. 12 assignments, 2 quarter credits.

Text: Huber, Miriam Blanton, Story and Verse for Children.

English 128c. Secondary School Literature. A course designed to assist students and teachers in the selection and presentation of material in the secondary school. Dr. Bullard. 12 assignments, 2 quarter credits.

GEOGRAPHY

Geography 50c. Economic Geography. This course is concerned with the geographic factors which underlie the economic activities of man in the several climatic realms of the world. Dr. Shaw. 30 assignments, 5 quarter credits.

Text: Jones and Darkenwald, Economic Geography, 1941 (reprinted 1943).

Geography 111c. Geography of Latin America. A survey of the geographic landscapes and the economic activities of man in the countries of South America. Dr. Shaw. 18 assignments, 3 quarter credits.

Text: Whitbeck, R. H., Economic Geography of South America, 1931.

HISTORY

History 110c. The History and Government of Washington. This course deals with the early phases of exploration and settlement in Washington as well as the more recent political, economic, and social developments. It is designed to meet the requirements of the state law. Prerequisite, junior or senior standing. Dr. Klingbeil. 18 assignments, 3 quarter credits.

HEALTH AND PHYSICAL EDUCATION

Health Education 103c. School Health. This course deals with the problems in the health program of the schools of today for which the teacher is responsible. It includes discussions of building sanitation, physical examinations, health education for parents and students, and a discussion of what the school can offer in an attempt to prevent illness, improve general health, and correct defects. Miss Puckett. 12 assignments, 2 quarter credits.

Text: Turner, School Health and Health Education.

MATHEMATICS

Mathematics 50c. College Algebra. Functions and graphs, quadratic equations, polynomials, determinants, logarithms, and exponential equations. Prerequisite, High School Geometry 1 and 2 and Algebra 1, 2 and preferably 3. Mr. Johnson. 30 assignments, 5 quarter credits.

Text: H. T. Davis, College Algebra, 1946. Prentice Hall, New York, N. Y.

Mathematics 51c. Trigonometry. Trigonometric functions of an acute angle, solution of right and oblique triangles, functions of any

angle, solution of trigonometric equations. Prerequisite, Mathematics 50 or equivalent. Dr. Lind. 30 assignments, 5 quarter credits.

Text: Morgan, Plane and Spherical Trigonometry, 1945. American Book Co.

Mathematics 52c. Analytic Geometry and Calculus. Graphic representation, the straight line, graphs of the circle, ellipse, parabola, hyperbola, a study of rates, differentiation, and integration. Prerequisite, Mathematics 50 and 51. Dr. Lind. 30 assignments, 5 quarter credits.

SCIENCE

Science 1c. Survey of Physical Sciences. A course designed to give the student an understanding of his physical environment and an appreciation of the role of science in our present day world. Effort is made to impart an understanding of the scientific method and to give the student an opportunity to use it; to trace changes and growths in scientific concepts; and to analyze some of the implications of science in a modern society. Mr. Johnson. 30 assignments, 5 quarter credits.

Science 2c. Survey of Biological Sciences. This course has four objectives: (1) a description and interpretation of the machinery of living things and the major concepts in the field of biology; (2) practical information about plants and animals that is necessary for a person in the modern world; (3) an introduction to the various divisions of zoology and botany; (4) a cultivation of scientific thinking and attitudes. Its content deals with a survey of plants and animals to show variety, patterns and relationships, the dynamics of living things with an emphasis on the physiology of man, and organic evolution, heredity and eugenics. Miss Dean. 30 assignments, 5 quarter credits.

Text: Burlingame, Health, Martin and Pierce, General Biology, Second Edition, 1928.

PUBLIC SERVICES AVAILABLE THROUGH C.W.C.E.

The Central Washington College of Education serves the state in many ways in addition to that of conducting classwork on the campus. Providing speakers, conducting and assisting other community groups in the conducting of Public Forums, assisting in conferences, providing professional consultation services, conducting an evening school, and offering extension and correspondence courses are a few of the "extra" services of the college.

Extension Classes

Each year the college offers some off-campus extension classes in various communities of the state. Course offerings in any extension-class center are determined by "the demand." Ordinarily a minimum of twenty students is required to establish an extension class. A greater number is required where distance from the campus and, as a result, travel cost is greater.

Correspondence Courses

Complete information concerning correspondence courses, or courses offered by mail, is given in this publication.

Evening Classes (On Campus)

For the convenience of those living in the immediate vicinity of the college at Ellensburg some adult evening classes are offered each year. These classes meet one, two, or three nights each week of the regular school session.

For information concerning such courses and to enroll in evening classes call or write to the Office of the Registrar, Central Washington College of Education.

Late Afternoon Classes

(For Students Working on Graduate Degrees)

There will be a number of courses offered on the Central Washington College of Education campus during the late afternoon hours for students working on the master's degree. For further information on registration in these classes call or write the Office of the Registrar, Central Washington College of Education.

Consultation Services

Members of the Central Washington College of Education staff are prepared to assist schools as consultants in planning and carrying out short term workshops, conferences, and "clinics" dealing with school problems. The cost for this type of service is usually paid for by the school district making the request. Specialized services are available in corrective speech, remedial education, testing, art, music, reading, science, social studies, language arts, health and physical education, athletics, school building problems, visual education, and many other areas.

Lectures and Talks

Central Washington College of Education maintains a speakers' bureau. Interesting and helpful short talks and lectures have been prepared by well qualified members of the Central Washington College of Education staff. A listing of available lecture topics will be sent on request.

Film Service

The Visual Education Department of Central Washington College of Education has one of the largest film libraries possessed by an educational institution according to a recent survey. This large library of films and other visual aids is available to schools and other organizations. Write to the Office of Visual Education for further information.

For Further Information About
the Services Listed Above

Address

OFFICE OF PUBLIC SERVICE
CENTRAL WASHINGTON COLLEGE OF EDUCATION
ELLENSBURG, WASHINGTON

APPLICATION FOR CORRESPONDENCE COURSES

Date.....

Name
(Last Name) (First Name) (Middle Name)

Address
(Street and Number) (City) (State)

Date of birth..... Place of birth.....

Have you attended C.W.C.E. before?.....

Courses desired?

Do you wish college credit?.....

Do you wish to apply this work toward a degree at C.W.C.E.?.....

If not, for what purpose are you taking the course?.....
.....

What are your library facilities?.....
.....

How much time per week can you devote to study?.....

Check or post-office order enclosed for \$.....

Upon approval of application and receipt of fees the lessons of the course will be sent. Courses are to be completed within twelve months from the date of enrollment.

There will be no refund of fees after the College records show that the application has been filed and the first set of lessons has been mailed to the student.

Address All Applications to

OFFICE OF PUBLIC SERVICE

CENTRAL WASHINGTON COLLEGE OF EDUCATION

ELLENSBURG, WASHINGTON