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Washington State Normal School, General Information

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Washington State Normal School

ELLENSBURG
WASHINGTON

GENERAL INFORMATION

SESSION 1921—1922

OLYMPIA
FRANK M. LAMBORN PUBLIC PRINTER
1921
CALENDAR FOR 1921-1922

First Quarter

Registration.............................................September 24 and 26
Classes Meet..............................................September 27
Thanksgiving Vacation.................................November 23-27
Quarter Closes............................................December 10
Christmas Vacation..........................December 17-January 1

Second Quarter

Registration................................................January 2
Classes Meet.............................................January 3
Quarter Closes............................................March 17

Third Quarter

Registration................................................March 18
Classes Meet.............................................March 20
Field Day..................................................May 23
Commencement.............................................June 2

Summer Quarter

Registration..............................................June 10 and 12
Classes Meet.............................................June 13
First Term Closes.................................July 21
Second Term Opens.................................July 24
Second Term Closes...................................August 25
BOARD OF TRUSTEES

Gideon P. Short, President ................................................. Ellensburg
Mrs. Frank Horsley, Secretary ............................................. Yakima
Ralph B. Williamson ............................................................ Yakima

ADMINISTRATION

George H. Black ............................................................... President
H. C. Fish .......................................................... Director of Summer School
Mary A. Grupe .......................................................... Director of Training
T. W. Bibb .......................................................... Dean for Men
Mabel Lytton .......................................................... Dean for Women
Ralph W. Swetman .......................................................... Director of Extension Service

FACULTY FOR 1921-1922

George H. Black, President, School Administration.
A. B., Toronto University; Graduate Student, University of Chicago.

T. W. Bibb, Head of Department of Physical Sciences.
A. B., William Jewell College; Graduate Student and Teaching Fellow, University of Chicago.

Jean Byers, Supervisor of Rural Training Center, at Enumclaw.
Graduate Cheney State Normal School, Cheney, Washington; Student Monmouth State Normal School, Oregon, and at State Normal School at Ellensburg, Washington.

Margaret Adair Davidson, Assistant in English Department.
Graduate Emerson College of Oratory; Graduate Washington State Normal School at Ellensburg, Washington.

Eda Denimore, Rural Training Teacher and Supervisor of Rural Training Center at McKinley School, Toppenish.
Graduate State Normal School, Superior, Wisconsin; Student University of Minnesota; Student University of Washington.

H. C. Fish, Head of Department of History.
B. L., University of Wisconsin; A. M. and Teaching Fellow University of Washington.

Mary A. Grupe, Director of Training and Head of Department of Psychology and Child Study.
Graduate State Normal School, Oswego, New York; Ph. B., University of Chicago; Graduate Student of Columbia University.

Nicholas B. Hinch, Head of Department of English and Modern Languages.
Graduate Ontario Normal College; A. B., Toronto University; Graduate Student University of Chicago, Harvard University and Columbia University.

Grace M. Leaf, Librarian.
Graduate State Normal School, Emporia, Kansas; Graduate University of Wisconsin Library School.

B. A. Leonard, Head of the Department of Business Education and Director of Athletics for Men.
B. S., Middlebury College.
WASHINGTON STATE NORMAL SCHOOL

MARY LUTZ, Assistant in the Department of Physical Education.
B. S., Columbia University; Student University of Pittsburgh; Graduate Chicago Kindergarten Institute.

MABEL LYTTON, Dean for Women.
B. L., Ohio Wesleyan University; A. M., Teachers' College, Columbia University.

ELSIE MAXWELL, Assistant in Department of Home Economics.
Student University of Illinois; Student Teachers' College, Columbia University.

CLARA MEISNER, Director of Kindergarten Training Department.
Graduate Teachers' Training School, Davenport, Iowa; Graduate Chicago Kindergarten Institute; Student University of Chicago; A. B., Teachers' College, Columbia University.

ZELLA MORRIS, Supervisor of Grammar Grades, Training School.
B. S., Teachers' College, Columbia University.

JOHN P. MUNSON, Head of Department of Biological Sciences.
A. B., A. M., Indiana University; A. M., Harvard; Graduate Student University of Chicago.

FLORENCE M. PEARCE, Head of Department of Fine and Applied Arts.
Graduate Art Institute, Chicago; Student St. Louis School of Art; Student University of California.

MAE E. PICKEN, Supervisor Intermediate Grades, Training School.
Graduate Illinois State Normal University, Normal, Illinois; Student Hamline University; B. S., Teachers' College, Columbia University; Graduate Student University of Chicago.

FLOY A. ROSSMAN, Head of Department of Music.
Ph. B., Hamline University; M. A., University of Minnesota.

FRANCES B. SKINNER, Head of Department of Home Economics.
B. S., Teachers' College, Columbia University; Special Diploma in Supervision of Household Arts.

SELDEN SMYSER, Head of Department of Social Sciences.
Ph. B., De Pauw University; Fellow in Economics; M. A., Ohio State University; Graduate Student Cornell University.

LORON D. SPARKS, Assisting Director of Training and Assistant in Department of Psychology.
Graduate of State Normal School, Stevens Point, Wisconsin; A. B., University of Wisconsin; A. M., University of Wisconsin.

WASHINGTON STATE NORMAL SCHOOL

WILLIAM T. STEPHENS, Head of Department of Education.
A. B., A. M., Indiana University; A. M., Harvard; Graduate Student University of Chicago.

RALPH W. SWETMAN, Head of Department of School Administration and Director of Extension Service.
Ph. B., Hamilton College; A. M., Teachers' College, Columbia University.

ALICE WILMARTH, Head of Department of Physical Education.
Graduate Chicago School of Physical Education and Expression; Student University of Wisconsin and Iowa State University.

HENRY J. WHITNEY, Head of Department of Vocational Education.
B. S., Northwestern University; Graduate Student University of Wisconsin and Teachers' College, Columbia University.
THE WASHINGTON STATE NORMAL SCHOOL
AT ELLensburg

GENERAL INFORMATION

FOREWORD

In its constitution our state accepts as its “paramount duty” the task of making “ample provision for the education of all the children residing within its borders.” To accomplish this great task the state requires year by year in its schools the services of an increasingly large number of its most capable citizens. Such service can be expected only from persons of high character and ability who have qualified themselves by liberal education and specific training for the work of education. It is this type of preparation of teachers that the Washington State Normal School at Ellensburg accepts as its chief responsibility in serving the State of Washington.

Efficient Normal Schools Necessary.

As a part of its “paramount duty” the state recognizes the necessity of maintaining efficient normal schools for the training of its teachers. Men and women of the best type are needed constantly to reinforce the ranks of all vocations, but never has the need been more imperative in the teaching profession than at the present time. All who are willing to undertake this important and much needed service will be welcomed to this school and given every opportunity for thorough preparation for teaching.

LOCATION

Ellensburg is situated in the Kittitas Valley, an extensive basin surrounded by foothills of the Cascade Mountains. The region has an elevation ranging from 1,400 to 3,100 feet. The elevation at the campus of the Normal School is 1,571 feet. The surrounding foothills, as they are called on account of their relation to the Cascade Range, rise to such heights as: Menastash, 3,600 feet, Umtanum, 4,200 feet, towards the south and west, Table Mountain, 6,348 feet, and Mount Baldy, 7,000 feet, toward the north. The summit of Mount Stuart rises above the foothills to the northwest in a rugged crag to the height of 9,470 feet.

The Kittitas Valley is notable as one of the most beautiful in the Pacific Northwest. It is celebrated for its agricultural wealth.
The valley possesses the advantage of a healthful climate, good roads and good schools, excellent transportation facilities and a thriving and progressive people. The region has the highest record in the state for the relative number of days of sunshine during the year.

**HOW TO REACH ELLensburg**

Ellensburg, the business center of the Kittitas Valley, is an attractive residence city and an important point on the Northern Pacific Railroad and is the chief city in the state on the Chicago, Milwaukee & St. Paul Railroad between Seattle and Spokane, about one hundred and twenty miles east of Seattle.

Trains on the Northern Pacific, at the present time, arrive from the east at the following times (train numbers are given):

- 12:50 a.m. on No. 337.
- 2:55 a.m. on No. 1.
- 4:20 a.m. on No. 41.
- 4:10 p.m. on No. 333.
- 4:55 p.m. on No. 3.

and from the west the trains arrive at Ellensburg at the following times:

- 5:30 a.m. on No. 334.
- 12:50 p.m. on No. 338.
- 2:00 p.m. on No. 2.
- 8:45 p.m. on No. 42.
- 11:45 p.m. on No. 4.

Trains on the Chicago, Milwaukee & St. Paul, at the present time, arrive from the east at the following times:

- 6:53 a.m. on No. 17, the Columbian.
- 3:48 p.m. on No. 15, the Olympian.

and from the west the trains arrive at Ellensburg at the following times:

- 12:17 p.m. on No. 18, the Columbian.
- 1:55 p.m. on No. 16, the Olympian.

A regular daily stage line connection is maintained from Wenatchee and the upper Columbia River points direct to Ellensburg, leaving Wenatchee about 7:00 a.m. and arriving at Ellensburg about 11:35 a.m.

**Highways.** Ellensburg is easily accessible by automobile, for it is on the main trunk line of all cross-state highways, including the Sunset Highway, the Inland Empire Highway, the Yellowstone Trail and the Evergreen Highway.

**CAMPUS AND BUILDINGS**

The campus of the Washington State Normal School is located about four blocks from the main business district of Ellensburg. The present group of buildings includes the Administration Building, the Training School, the Science Building, Kamola Hall, Eswin Hall, and the Home Economics Building, built as an addition to Kamola Hall.

**The Administration Building**

The Administration Building contains the offices of the President, the Dean of Women, the Accountant, and the Registrar. These administrative offices are a continuous suite on the main floor. Many of the regular departmental class rooms and offices are in this building, including the laboratories for agriculture, biology, and psychology, the music studio and also the piano practice rooms.

The library also is on the main floor of this building and is a suite of three reading rooms, librarian's office and work room. The library is one of the best professional libraries in the state, complete and up-to-date in all departments. It is open for the free use of students and thus eliminates the need of their buying large numbers of textbooks.

The department of physical education occupies quarters on the ground floor. The gymnasium is equipped for floor work and all gymnastics; in connection with this are shower baths and locker space. A separate room is used for corrective work, equipped with all the necessary apparatus for the correction of physical defects which can be corrected by gymnastic exercises. There is also a separate room and office for physical examinations of the students. The closest care is exercised to give each individual student whatever help is necessary to make for good health.

**Science Building**

The Science Building contains the manual training shops, which include woodworking benches, shops for forge, metal, and cement work and a well-equipped print shop where a large portion of the school printing is done and courses in printing are open to students. The chemistry and physics laboratories are also in this building.

**The Training School**

The Training School contains all elementary grades from the Kindergarten to the Eighth grade, inclusive. A selected library is provided in this building for the pupils of all the grades. A large assembly room on the second floor is provided with a motion picture machine.
RURAL TRAINING CENTERS

In addition to the practice facilities of the training school the Normal School maintains three rural training departments, one at the McKinley School near Toppenish, another at Flensed School near Enumclaw, King county, and a third to be designated. Each rural training department is in charge of a regular supervisor and furnishes facilities for six student-teachers at a time for a period of six weeks. At each center is a furnished cottage where the supervisor and the student-teachers live. These cottages are built by the district and furnished by the Normal School, and they serve not only as residences for the students but offer facilities for the handling of school lunches and the practice teaching of domestic science in connection with the school; they also furnish a home center for community work. In their work at the rural training departments the students are brought into direct contact with conditions which they will meet when they enter upon their actual duties as teachers and as a result have been notably successful in their later teaching experience.

DORMATORIES

The dormitory for women, Kamola Hall, accommodates about 170 students, with the possibility of having this number increased during the year to 194.

Kamola Hall is located on the campus near the main building and is a modern building. It is steam heated and electric lighted throughout, and the rooms are furnished with rugs, tables, chairs, dressers, single beds and bedding. The laundry is equipped with stationary tubs, hot and cold water, and electric connections are provided for ironing. For students who prefer to use a sleeping porch, two excellent sleeping porches have been provided, giving outdoor sleeping accommodations for 60 young women. Students who desire to use sleeping porch accommodations should indicate this desire when making reservation of rooms.

Enswin Hall will be operated during the session of 1921-1922 and thereafter as a dormitory for men. It is situated about two blocks from the campus and has recently been remodeled and refurnished. The addition of a screened porch on the second floor accommodates about a dozen students who particularly desire the advantage of sleeping out of doors. The plan for the coming session is that this hall will be operated by the young men as a boarding club on a co-operative basis, the rate of board being within the control of the occupants of the hall and in all probability amounting to approximately $5.00 a week on the average.

The new Women's Building, an addition to Kamola Hall, is one of the most attractive and complete buildings of its kind in this section of the country. It is designed to give the students every opportunity for home training. It supplies the needs for a school social center, and in its provision for daily life affords unusual facilities for training in home making and social procedure. The large halls, spacious living room and dining room give opportunity for reasonable recreation and high average home life conditions.

This building also provides several well equipped student rooms, and houses the regular Home Economics department with its department kitchens and dining room.

In the same building is maintained a school infirmary with a resident nurse, supported from dormitory funds. The infirmary is under the direction of the Department of Health and Physical Education and assures the best of care for any students who may need special attention. The ordinary contagious diseases have been successfully controlled through the use of the infirmary, and the general health of the students has been carefully supervised and greatly improved.

Administration. Subject to the action of the Board of Trustees, such rules and regulations governing the general policy for the administration of the dormitories are enacted from time to time as will secure proper authoritative supervision over the conduct and private life of students enrolled in the school, whether they live in the dormitory or not. A special bulletin will be issued at the opening of the coming session covering all important points in the policy for the administration of the dormitories for the session 1921-1922. These policies will be administered through the office of the Dean for Women. For the immediate control of student activities within the women's dormitory, the household organization known as Kamola Hall Association will be continued and its work will be directed specifically towards such matters as pertain especially to the social well-being of the young women living in Kamola Hall. The activities of this organization are referred to more specifically under the heading "Student Activities."

Student's Outfit. Students residing in the halls are expected to provide the following outfit:

1. Table napkins, approximately 22 by 22 inches.
2. A napkin ring.
3. Three pairs of sheets, approximately 1½ by 2½ yards.
4. Three pillow slips, 20 by 28 inches.
5. At least 6 towels, 2 dresser covers and 1 study table cover.
6. Material for draperies for the windows. (These will be made under the direction of the Home Economics Department after school opens.)
All articles should be plainly marked with the name of the owner.

A charge of 50 cents a quarter will be made for the use of electric current for ironing. Students are required to furnish their own electric irons, but one iron may be owned by two or more students jointly.

Students are required to care for their own rooms and keep them in order. Assignment of rooms in the dormitories is made upon order of application accompanied by a deposit of one month's room rent. The supply of single rooms is limited. Applications for rooms should be addressed to the President's office, Washington State Normal School, Ellensburg, Washington.

Rooms in Private Homes. Rooms in private homes in the best residence section in the city surrounding the Normal School are obtainable for students and will be reserved by the school on the same plan as reservations are made in Kamola Hall. The prices range from $10.00 to $15.00 a month for a room large enough to accommodate two students and from $8.00 to $12.00 for single rooms. The necessary bedding is supplied by the one from whom the room is rented.

Rooms for Light Housekeeping. A limited number of rooms for light housekeeping are available in the town and the list may be obtained from the Dean for Women upon arrival in Ellensburg.

EXPENSES

Registration Fee. A fee of $10.00 is required to be paid by each student on admission; $5.00 of this fee is remitted directly to the Library Fund. The remaining $5.00 is held as indemnity and is returned at the close of the year less any charges for loss or damage to school property in the hands of the student.

Associated Student Body. The Associated Student Body is directly responsible to the school for the conduct of all student activities, and charges an annual fee of $2.00. This fund is held in trust for use as directed by the Associated Student Body.

Diplomas and Certificate Fees. A fee of $1.00 is required by law for each certificate, diploma and life diploma issued by authority of the State of Washington. This fee must accompany the application for such certificate or diploma. It is remitted by the school to the respective counties in which the students reside.

Board. Board in the hall is $5.00 per week for three meals. Due to the low rate no rebate is made for absence from meals.

Room Rent. Rooms in the dormitory for women vary in price, according to location, from $1.25 to $2.00 a week for each student where two occupy a double room. For a single room the rate is $1.50 to $1.75 a week. In making a reservation, students should indicate approximately the rate they wish to pay. A plan showing the location of rooms will be ready for distribution by August first.

Laundry. Students at the present time use the laundry by assignment for doing their own laundry. A new plan for the operation of the laundry may be instituted during the coming session.

Infirmary. A fee of $2.00 per quarter is charged all students for the privilege of the infirmary.

Laboratory Fees. No laboratory fees will be charged excepting a sufficient amount to meet the cost of materials and replacements. The Board of Trustees reserve the right, during the coming session, to levy a definite laboratory fee if conditions demand the same.

The Estimated Average Cost of three quarters is $276.00, or $92.00 per quarter of 12 weeks.

STUDENT ACTIVITIES.

The Associated Student Body is composed of all the students of the school. They elect their own officers, follow their own constitution, and organize committees to take care of the various phases of social and business life concerning the student body as a whole.

Kamola Hall Association is made up of all the students who live at the dormitory and the young women make their own rules, have their own constitution, pronounce their own judgments, and inflict their own penalties for misdemeanor. In a similar way the students direct all the social activities of the household.

Social Groups. All students are members of one or another of the three social organizations known as Kappa Delta Alpha, Tillicum Wau Wau, or the Klan. These organizations meet every week or every other week for short social meetings soon after dinner, at which they have varied programs and forms of entertainment. Sometimes these meetings are in the parlors of Kamola Hall, sometimes at the Yakima River or beside Craig Hill, in pleasant weather. The groups exist to promote acquaintance, friendly relations and recreation within the school.

Student Postoffice and Book Exchange. These are maintained under the direction of the Associated Student Body. The Postoffice furnishes boxes, free of charge, for each student of the school and is in charge of a Postmistress who is held responsible for the details of its operation.

The students are not asked to buy many textbooks as the library is freely used for most of the professional work. Books may be
bought at cost at the Book Exchange and returned at a reasonable discount.

The Treble Clef Club is made up of those students who are interested in music. They give at least one big musical program during the year and furnish songs for other programs.

The Student Opinion is the weekly school paper, published and edited by the Associated Student Body and expressive of the activities and opinion of the students of the school. It is a medium of exchange between the former students in the field and the present student body.

Athletics. Athletic activities center around tennis tournaments, hikes, field days, campus fetes, and various types of athletic contests.

Y. M. C. A. Ellensburg has a Young Men’s Christian Association, to the privileges of which all men students are invited.

ALUMNI ASSOCIATION

The Alumni Association numbers over a thousand in its membership. Many of these are now in various sections of the country, but the greater part are teachers in the State of Washington.

A card history of the members is being compiled, which will give the present address of all members as far as it is possible to locate them and a brief outline of what has been done and is being accomplished by them.

This year the Normal celebrated its thirtieth commencement and an unusually large number of the alumni celebrated “Home Coming Week End” together. The festivities included the annual banquet, a drive through the valley and a picnic breakfast at the river, besides attendance at the baccalaureate service and the pageant, “The Trail Makers.”

The alumni members are loyal and enthusiastic supporters of the Normal School and the Home Coming of the alumni is one of the big events of the school year.

STUDENT AID

The school desires to aid students in finding opportunities for self-help.

For women the most productive means of self-support is assisting in the care of private homes. The usual compensation for the service is room and board.

Other means of self-support are: Cooking and serving private dinners; kitchen and dining room service; clerical work in offices and stores; serving in private homes on social occasions.

Washington State Normal School

A limited number of women students are needed to assist in Kamola Hall. This work will include service in the dining rooms and kitchen and in the halls. The compensation is based upon the number of hours of service per week.

For men the most productive means of self-support is part-time janitor service. Usually the compensation will be equivalent to room and board.

Other means of self-support are: Clerical work in offices and stores, printing and typesetting, garden and lawn work, tending of furnaces, helping in garages, hotel, kitchen and dining room service, tending stock, assisting in laboratories and odd jobs by the hour.

An employment bureau is operated under the direction of the officers of the school for the purpose of providing students with opportunities for self-help.

RELIGIOUS PRIVILEGES

There are in Ellensburg the following churches: Baptist, Christian, Christian Science, Episcopal, Lutheran, Methodist, Presbyterian and Roman Catholic. These churches are all interested in the students, and the students are made welcome at all regular services and also in all the young people’s societies of the churches.

ASSEMBLIES, LECTURES AND ENTERTAINMENTS

One period a day is set aside for possible assemblies—student affairs, assemblies, special lectures, music assemblies and dramatic events. There are two regular assemblies each week which all students are expected to attend. Besides these there are special lectures by distinguished visitors.

The Lyceum Course and the Ellensburg Chautauqua will be open to students at lower cost than to other persons.

NORMAL SCHOOL LOAN FUNDS

Three permanent loan funds are administered through the school, namely, the Normal Students’ Benefit Fund, which is directly under the control of the Board of Trustees, the Dumas Fund, which is controlled by a special board responsible to the donor of the fund, J. L. Dumas, and a Students’ Loan Fund, available for the coming year. Information and application blanks can be obtained at the President’s office upon request.

PRACTICE TEACHING FACILITIES

The training school represents the distinctive feature of normal school work. It is the maintenance of this department that makes
the normal school the best, and in fact the only logical institution, for the preparation of elementary teachers, and that normal school is in a position to be most effective in its work whose training schools most completely typify actual school conditions and procedure.

A special bulletin will be issued by the first of October, giving detailed information concerning the plan of operation of the training department. Teachers especially interested should send a special request for the Bulletin of the Training Department.

There are three distinct types of training schools maintained by the normal school, namely: (1) Graded, (2) Rural, (3) Kindergarten.

The Graded Training School

The graded training school at Ellensburg is organized with special reference to the needs and conditions of the local city school system, the classroom teachers being under the cooperative oversight of both the Normal School and city boards of trustees. There are eight grades and each classroom is in charge of a teacher whose responsibility it is to maintain, from the standpoint of the child and the public, the normal conditions of the elementary school. This arrangement serves a double purpose, in that it furnishes proper conditions for the education of the children in the grades and at the same time gives the best training to those preparing to teach.

Rural Training

Because of the wide diversity of conditions in graded town schools and in the country school in which from one to three teachers undertake to do all the work of eight grades, some type of work in actual rural schools is necessary to properly prepare Normal students who expect to teach in such schools. To supply this need the work is so planned that during the Junior Year practice work in a rural training center is offered to students registered in this department for an elementary certificate. These training centers are actual rural schools of one or two rooms. A supervising teacher has direct charge of the practice work and professional training of the Normal School students. Each term of six weeks of the year a group of six students is sent from the Normal School to work in each of these training centers. These young people live at the school cottage and spend all of their time observing the activities of the school, teaching in it, assisting with the social activities of it and studying at first hand the problems of organizing and conducting such a school. This training work is all done under the personal supervision and direction of the supervising teacher. In this way the students secure a first-hand, intimate knowledge of a properly conducted rural school, such as they can obtain in no other way.

Credit for this work is given on a basis of eight hours for the term, or a half-quarter's work.

Kindergarten

More and more attention is being given to the Kindergarten as its value is being appreciated in connection with the problem of Americanization.

The Legislature of 1917 enacted a law permitting the establishment of free kindergartens for children over four years of age, with the contingent permission for the districts to receive school money on the basis of the attendance of such children. Since this time many kindergartens are opening in all parts of the state.

The Washington State Normal School at Ellensburg has been officially designated by the State Board of Education to train kindergarten teachers. The department provides for intensive study of the problems of the kindergarten, and opportunity for practice teaching and observation is offered every quarter, including the summer session. The department is a part of the graded training school and is fitted up with all the necessary and most modern equipment.

EXTENSION WORK

In the daily program of every educational worker, whether teacher, principal, or superintendent, there arise problems that tax his resources of training and thought. It is the purpose of the Department of Extension Service to offer to every teacher and school official, direct intensive assistance in the solution of these problems.

Such problems as the following may be taken as the basis of this extension service:
1. Adapting the course of study to meet local conditions.
2. Measuring the progress of pupils through the grades in reading, arithmetic, spelling, writing or other subjects.
3. Preparing to meet the requirements of the new physical education law.
4. Arousing in the community a greater interest in the activities of the school.
5. Regular courses of Instruction on credit basis.
6. Giving mental tests to children of exceptional promise to learn if they deserve double promotion.
7. Use of the new "Project Method" in teaching.
8. Interesting a community in opening a kindergarten.
9. Use of the socialized recitation.
10. How to keep in touch with the best books and magazine articles in education.

The kind of assistance offered by the Normal varies with the type of problem and the accessibility of the school. Personal letters addressed to President George H. Black, or to Ralph W. Swetman, Director of the Extension Department, Washington State Normal School, Ellensburg, will be referred for immediate attention to the specialists best fitted to answer the inquiries. Instructions from the Normal School are available for supervision of progressive educational experiments. Speakers are sent to talk to community gatherings on such subjects as: "Child Welfare;" "Vocational Education;" "Americanization." Entertainments for community center work are furnished by the departments of music and dramatic arts. The regular courses of the Normal School are given to teachers in the field either as correspondence courses or through extension classes in the larger centers.

Packet Libraries. Under the direction of the librarian, extension libraries for rural schools will be sent out by the Normal School into rural communities. Each library consists of a set of books and bulletins and picture collections, mainly professional reading for the teacher. They will be sent out by parcel post to the remote rural districts upon request and the payment of the nominal fee of 25 cents to cover cost of postage and depreciation. The Normal School prepaies the postage on the library sent out, and the person to whom it is sent is expected to prepay postage on the library when he returns it to the Normal School. Each library may be kept four weeks from the date on which it is received.

To secure the use of one of these libraries write to Miss Grace Leaf, Librarian, care of Washington State Normal School, Ellensburg, Washington.

Lyceum Entertainment. Entertaining programs for use in community center work in the form of lectures, musical and dramatic work, will be offered by the Normal School to all schools wishing to avail themselves of such service.

Correspondence Work. For the benefit of the teacher in the remote rural community the Normal School will offer such courses by correspondence as the applicant is prepared to take. Credit will be given on the same basis as for other extension work.

Extension Class Work. Extension classes are conducted in the larger centers by regular members of the Normal School faculty who will attempt to reach the needs of the undergraduate teachers in service, as well as those more progressive teachers who are alert and who wish to keep in touch with the discussion of modern problems in education. Credit will be given for the work done in these classes in compliance with the recent law which provides that "not more than one-fourth of any course leading to graduation shall be taken in extension courses." This construed in credits would mean a maximum of 24 hours out of 96.

Inquiries concerning any extension service should be addressed to George H. Black, President Washington State Normal School, Ellensburg, or to Ralph W. Swetman, Director of Extension Department.

DIVISION OF SCHOOL YEAR AND CREDITS

1. Since October, 1918, the school has been operating on a basis of four quarters of twelve weeks each, with the fourth quarter, or summer school, divided into two terms of six weeks each. Thus it may be seen, if a student wishes for any reason to work steadily he may do the full two years' work in approximately a year and a half by attending two summer sessions. Students may enter at the opening of any quarter and graduate at the close of any quarter.

For dates of opening of quarters see calendar, page 2.

2. Credits under the new system will be reckoned in hours, a minimum of 16 hours a week for each quarter being required and rated as 16 credit hours. Ninety-six credit hours, or six quarters' work, will be required for graduation and will be reckoned equivalent to the former 80 credits in two years required for graduation prior to October, 1918.

3. Those students who are changing from credit units under the old system to hour units under the new system will not be subject to loss of credit, as 80 credits will be rated equivalent to 96 hours pro rata, according to time in attendance.

4. Students asking for advanced standing must furnish credits from institutions formerly attended, together with detailed information as to course and time in attendance.

5. No student may graduate or receive an elementary certificate from the school who has done less than a year (36 weeks) of satisfactory work in residence.

6. Grades will be accepted from approved institutions of higher learning.

7. The Appointment Bureau keeps on file a list of vacancies reported by directors and school superintendents, and endeavors to place students in the positions for which their training fits them. Superintendents are asking more and more frequently for trained, rather than untrained, experienced teachers. More and more schools will employ graduates only.

While straight grade teachers are always in demand, there has been an unusually large number of calls for grade teachers who
are qualified to teach and supervise in some special field like art, music, or manual training.

There has been a large call this year for men principals and for men who can teach seventh or eighth grade or high school subjects in conjunction with manual training or athletics. Women who will teach a grade and supervise art, music, home economics or physical education have been in demand. Women who are trained for principals are also called for. The office has not been able to fill the kindergarten vacancies this year, as many new kindergartens are being established.

ADMISSION

1. The minimum requirement for admission to the regular session of the state normal schools of the State of Washington is graduation from a four-year high school or its equivalent.

2. The above requirement for admission is suspended in the case of special students, in short courses, in extension work and in the summer quarter.

3. A candidate twenty-one years of age or older may be admitted to the elementary course without high school preparation.

4. Students wishing to devote their whole time to study in any special department without becoming candidates for any particular certificate or diploma will be admitted as special students under regulations as may from time to time be approved by the Board of Trustees and the President of the school.

5. A certificate of honorable dismissal from a state normal school or other institution of equal or higher rank will admit a student to corresponding standing in this institution.

6. Holders of second grade certificates or higher who have had five years' successful experience will be admitted and given provisional classification, which will become permanent automatically after one quarter of satisfactory work in any of the regular courses.

7. Advanced Standing: Credit is accepted by this school from all colleges, universities and normal schools accredited by the State Board of Education of Washington. Credit from other institutions may be granted upon special application made to this institution, such application to be accompanied by official transcript of credit from the institution concerned. Upon receipt of credentials and credit from other institutions as referred to above the applicant will be given a statement of advanced standing and required credit to finish the course for graduation from the Normal School. Graduates of approved colleges or universities and undergraduates of at least full sophomore standing will be admitted to the senior year of the two-year elementary courses or to the second year of a specialized advanced course.

8. In accordance with the ruling of the State Board of Education no credit of junior or senior year standing will be allowed in lieu of teaching experience. Exemption from part of the training school work may be allowed in lieu of such experience, but such exemption will not reduce the total credit required for graduation.

9. High school graduates should bring with them or send in advance a certified statement of their high school record showing subjects, hours of work, and standing.

CERTIFICATES AND DIPLOMAS

The State Normal Schools of Washington may grant the following certificates and diplomas:

Normal School Elementary Certificate, upon the completion of a one-year elementary course of 48 credit hours, including a minimum of 45 actual hours of practice teaching. This certificate is not renewable.

Normal School Elementary Diploma, upon the completion of a two-year elementary course of 96 credit hours, including a minimum of 90 actual hours of practice teaching.

Special Normal School Diploma, upon the completion of a three-year advanced course.

Graduate Normal School Diploma, to college and university graduates upon the completion of a one-year advanced course.

Normal School Life Diploma, to the holder of any of the above diplomas upon evidence of 24 months of successful teaching experience.

A fee of $1.00 is required by law for each certificate or diploma and must accompany application for the same.
COURSES OF STUDY

All courses are planned in quarter units of 12 weeks to the quarter, based upon 16-hour assignments, rated at 16 credit hours to the quarter.

Courses are listed under two headings, namely, (1) Academic Courses, (2) Professional Courses Leading to Teachers' Certificates and Diplomas.

I. ACADEMIC COURSES

The purpose of the academic courses is that of supplying the general educational background which forms the basis of a liberal education, functioning generally for those entering any vocation, but especially important for any who desire to enter teaching or the other professions.

The academic courses will be found under the departmental lists commencing page 24.

A full description of these courses is given in a special bulletin entitled “Courses of Study.”

II. PROFESSIONAL COURSES LEADING TO TEACHERS’ CERTIFICATES AND DIPLOMAS

1. Elementary Certificate Course, one year for high school graduates, leading to the granting of an elementary certificate which is good for two years and not renewable.

2. A Two-Year Course, leading to the granting of the Normal School Elementary Diploma in the special field of Kindergarten, Primary, Intermediate, Grammar Grades and in Rural School preparation.


4. One-Year Advanced Course open to graduates of colleges and universities, leading to the Graduate Normal School Diploma.

LIST OF COURSES OF STUDY

Agriculture. General Elementary Agriculture; Handling and Marketing of Crops; Farm Projects.

Art. Architectural Drawing and Perspective; Drawing as a Language; General Design; Art for Primary Grades; Applied Design and Industrial Art; Art for Intermediate Grades; Art for Grammar Grades; Art for Rural Schools; Practice Teaching; Advanced Drawing; Advanced Design; Survey of Art; Kindergarten and

Primary Handwork; Handicraft for Schools; Modeling; Pottery; Color; Design in Pictorial Art; The Art of the Book; Theory of Perspective; Landscape and Out-of-Door Sketching; Figure Drawing; Social Aspects of Art; Field Work in Art; Principles of Education in Art; House Construction and Decoration; Beginning Mechanical Drawing; Advanced Mechanical Drawing; Machine Design; Art Metal Work.

Athletics. Outdoor Athletics, (football, basketball, baseball, field hockey, tennis, volley ball); Coaching; Playground.

Biological Sciences, Bacteriology, Physiology. General Biology; Cell Biology; Organic Evolution and Heredity; Cosmic Evolution; Human Evolution; Bacteriology; Parasitology and Advanced Sanitation; Neurology; Advanced Physiology; Botany; Nature Study; Vertebrate Anatomy and Histology; Invertebrate Zoology; Philosophy of Scientific Education.

Business Education. Elementary Business Education (bookkeeping); Business Correspondence; Business Law and Contracts; Higher Arithmetic; Professional Arithmetic; Business Arithmetic; Penmanship; Typewriting; Stenography; Elementary Accounting.

Chemistry. General Chemistry; Advanced Chemistry; Advanced General Chemistry.

Domestic Science. (See Home Economics.)

Drawing. (See Art.)

Economics. Introduction to Economics; Economics of Industry; Political Science; Economics of Transportation; Social and Economic Standards of Living; Economic Resources of the World.

Education. Principles of Education; School and Class Management; Social Aspects of Education; Problems of Elementary School Administration and Supervision; History of Education; State and County Organization; Newer Concepts in Schoolroom Control; Educational Tests and Measurements; Education of Women.

English. Advanced Composition; Composition and Literature; Introduction to Poetry; Victorian Essayists; Debating; Elementary School Literature; Reading and Voice Culture; Types of Poetry; British Poets of the Nineteenth Century; Types of Prose; The English Drama; Contemporary Literature; Remedial English; Dramatization in the Grades and Special Programs; The Bible as World Literature; Dramatics; Practical Public Speaking; English Composition; Newswriting; Chaucer; Shakespeare; American Literature; Milton; Tennyson; Browning; Grammar and Composition.

French. Elementary French; Reading of Modern French Texts.
Geography. Commercial Geography; Descriptive Geography; Types of Industries and Occupations.

German. First Year German; Second Year German (Reading of German Authors).

Health. (See Physical Education).

History. History of Europe and the Near East; American History; Current History; Pacific Northwest; English History; History of Europe Since 1814; Grecian Civilization; Roman Civilization.

Home Economics and Household Administration. Elementary Cookery (General Course); Advanced Cookery; School Lunch Room Cookery and Management; Invalid Cookery; Food Problems; Elementary Sewing; Dressmaking; Clothing Problems; Textiles; Costume Design; Millinery; Methods and Practice of Teaching Cooking; Methods and Practice of Teaching Sewing; Field Work in Domestic Arts; House Construction and Decoration; Housekeeping; Home Nursing; Laundering; Nutrition; Advanced Nutrition.

Kindergarten. Introductory and Kindergarten Course; Kindergarten Play Materials; History of Kindergarten Education; Kindergarten Curricula; Kindergarten Methods.

Languages. (See French, German, Latin, Spanish).


Manual Training. Beginning Mechanical Drawing; Advanced Mechanical Drawing; Furniture Design and Appreciation; Machine Design; Beginning Bench Work; Advanced Bench Work; Cabinet Making; Wood Turning; Rural Manual Training; Forge Work; Beginning Printing; Administration and Supervision of Manual Training; Teaching Manual Training; Studies in Vocational Education; Methods, History, Development, Present Status, Aims in Manual Arts; Elementary Manual Training; Field Work in Industrial Arts Education; Art Metal Work.

Mathematics. General Arithmetic; Higher Arithmetic; Professional Arithmetic; Advanced Algebra; College Algebra; Solid Geometry; Plane Trigonometry.

Methods. Special Methods and Observation in Rural Schools; Special Methods, Observation and Practice Teaching for Grammar Grades; Special Methods, Observation and Practice Teaching in Intermediate Grades; Special Methods, Observation and Practice Teaching in Primary Grades; Current Problems in Industrial Arts; Current Problems in Domestic Arts; Criticism and Supervision of Instruction; Methods in Elementary School Subjects.

Music. Sight Reading; Public School Music; Chorus Singing; Advanced Notation; Primary and Kindergarten Rhythm Work; Voice and Piano; Piano Class Lessons; Voice Training Class; Community Singing and Conducting; Elementary Harmony; Advanced Harmony; Methods and Practice Teaching; Music Education and Supervision Course.

Philosophy. Introduction to Philosophy; Introduction to Ethics; Introduction to Social Ethics; Elements of Ethics.

Physical Education. Plays and Games for the Elementary School; Athletics; Practice in Coaching; Folk Games and Dances; Corrective Gymnastics; Health Problems and Physical Diagnosis; First Aid; Scouting; Playground; Mechanics of Exercise; Applied Physiology; General Health and Physical Education; School Room Gymnastics.

Physics. General Electricity; General Physics; Household and Schoolroom Physics; Advanced General Physics.

Primary Methods and Teaching. (See Methods).

Psychology. Child Psychology; The Psychology of Learning and Thinking; Advanced Courses; Social Psychology; Mental and Vocational Tests; Psychology of Elementary School Subjects and Educational Measurements; A General Course in Descriptive and Experimental Psychology; Elective Psychology; Psychology Applied in the Classroom.

Science. (See under Biology, Chemistry, Physics).

Sociology. The Family; Social Psychology; Child Welfare; The Church as a Social Agency; Social Origins; Development of Political Institutions; Introduction to Economics; Types of Industries and Occupations; Descriptive Sociology; Social Surveys and Elementary Statistics; Rural Sociology; Scientific Management; Social Agencies for Health; Social Problems and Programs; Introduction to Contemporary Civilization.

Spanish. Elementary Spanish; Reading of Modern Spanish Texts.

Teaching. (See Methods).

Zoology. (See Biological Sciences).

ANNOUNCEMENT
Students who desire detailed information concerning the courses listed in this bulletin, or who desire further information concerning requirements for certificates and diplomas, should send a request for the special bulletin on “Courses of Study.”
Washington State Normal School

SUMMARY OF ATTENDANCE

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<tr>
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DIPLOMAS AND CERTIFICATES, 1920-1921

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DIPLOMAS AND CERTIFICATES

Summer Session 1920

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Total for session 1920-1921, including summer session 1920

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<tr>
<td>Admission</td>
<td>22</td>
</tr>
<tr>
<td>Agriculture</td>
<td>24</td>
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<tr>
<td>Announcement</td>
<td>27</td>
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<td>Art</td>
<td>24</td>
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<td>Chemistry</td>
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<td>24</td>
</tr>
<tr>
<td>Diplomas</td>
<td>33</td>
</tr>
<tr>
<td>Division of School Year and Credits</td>
<td>31</td>
</tr>
<tr>
<td>Domestic Science</td>
<td>25</td>
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<tr>
<td>Dormitories</td>
<td>12</td>
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<tr>
<td>Drawing</td>
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<td>14</td>
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<td>25</td>
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<td>26</td>
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<td>German</td>
<td>26</td>
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<td>26</td>
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<td>Home Economics and Household Administration</td>
<td>36</td>
</tr>
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<td>How to Reach Ellensburg</td>
<td>10</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>19</td>
</tr>
<tr>
<td>Kindergarten Training Courses</td>
<td>36</td>
</tr>
</tbody>
</table>
# Index

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Languages</td>
<td>26</td>
</tr>
<tr>
<td>Latin</td>
<td>26</td>
</tr>
<tr>
<td>Lectures and Entertainments</td>
<td>17</td>
</tr>
<tr>
<td>Library Methods for Teachers</td>
<td>26</td>
</tr>
<tr>
<td>Loan Funds</td>
<td>17</td>
</tr>
<tr>
<td>Manual Training Courses</td>
<td>26</td>
</tr>
<tr>
<td>Mathematics</td>
<td>26</td>
</tr>
<tr>
<td>Methods</td>
<td>26</td>
</tr>
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<td>Music</td>
<td>27</td>
</tr>
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<td>27</td>
</tr>
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<td>27</td>
</tr>
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<td>27</td>
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<tr>
<td>Practice Teaching Facilities</td>
<td>17</td>
</tr>
<tr>
<td>Primary Methods and Teaching</td>
<td>27</td>
</tr>
<tr>
<td>Psychology</td>
<td>27</td>
</tr>
<tr>
<td>Religious Privileges</td>
<td>17</td>
</tr>
<tr>
<td>Rural Training</td>
<td>18</td>
</tr>
<tr>
<td>Rural Training Centers</td>
<td>12</td>
</tr>
<tr>
<td>Science Building</td>
<td>11</td>
</tr>
<tr>
<td>Science</td>
<td>27</td>
</tr>
<tr>
<td>Sociology</td>
<td>27</td>
</tr>
<tr>
<td>Spanish</td>
<td>27</td>
</tr>
<tr>
<td>Student Activities</td>
<td>15</td>
</tr>
<tr>
<td>Student Aid</td>
<td>16</td>
</tr>
<tr>
<td>Student's Outfit</td>
<td>13</td>
</tr>
<tr>
<td>Summary of Attendance</td>
<td>28</td>
</tr>
<tr>
<td>Teaching</td>
<td>27</td>
</tr>
<tr>
<td>Training School</td>
<td>11</td>
</tr>
<tr>
<td>Woman's Building</td>
<td>12</td>
</tr>
<tr>
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<td>16</td>
</tr>
<tr>
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<td>27</td>
</tr>
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