Washington State Normal School, Extension Service

Central Washington University

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HOME STUDY CORRESPONDENCE COURSES

For Teachers who have not completed the requirements for a diploma or for teachers desiring to work upon some special problems in their schools and use the resources of the Normal, Home Study Courses are offered thru correspondence. In order to make these courses of the greatest practical value they are built around the problems arising most often in the actual school room.

To help teachers prepare for the state examinations for second and first grade certificates, both the new and old series, courses are offered in the Washington State Manual, nature study, drawing, juvenile and general literature, agriculture, civics, physical geography, music, psychology, physics, botany, and arithmetic.

For Citizens who wish to study some of the current problems in education and keep in touch with educational trends, special courses are offered. These courses emphasize particularly cooperation between teachers and parents.

Time Required. It is highly desirable that students take a careful survey of the time they can spend on study before enrolling for a course. As a minimum it is suggested that worthwhile results cannot be obtained without spending at least four hours per week.

Texts should be purchased by the students either direct from the publishers or thru the John W. Graham Company, Spokane. Thru a special arrangement with the Graham Company all texts required in the course will be kept on hand in Spokane. This will mean that all mail orders may be taken care of immediately, thus facilitating work on the course quickly after registration.

Books needed for reference work may be borrowed from the Normal School library unless in use by residence students. These books must be returned promptly when the necessary work has been completed.

Registration and Procedure. First fill out the registration sheet on page 11 of this bulletin and then send it with the necessary fee to Extension Secretary, Washington State Normal School, Ellensburg. The first three lessons with the list of materials required for the course will then be sent to the student. When lesson one is finished mail it to the Extension Secretary and work on lesson two while lesson one is being corrected. Full information and directions will be sent the student on receipt of fee and application blank.
Group Study. Whenever it is possible it is urgently advised that students taking home study courses meet in groups perhaps once a week to clear up in discussions, difficulties that may have been encountered in working out the lesson.

Courses and Credits. Each course is divided into 12, 18, or 24 assignments. An assignment includes descriptive material, references to texts and supplementary matter, and a list of questions to be answered. About four hours should be spent in preparing each lesson. With the first assignment will be sent a list of materials necessary for the course and a set of general directions how to study.

Credits are reckoned on the same basis as for residence courses. Twenty-four hours of work are required for one credit. In residence this is interpreted to mean twelve one-hour recitations and twelve hours of preparation. In home study the twenty-four hours will be divided into six lessons of four hours each.

Students wishing to obtain academic credit for work in correspondence courses should note the following rulings of the State Board of Education.

"Voted: That Normal School students shall be required to do one full year of residence study before they shall be granted any certificate or diploma and that not more than one quarter of any course leading to graduation shall be taken in extension courses." June 18, 1917.

"Voted: That students complying with the one year's residence requirement must complete an assignment of not less than thirty-six credit hours of work, no part of which may be earned thru correspondence extension courses." January, 1919.

Fee. A fee of $2.50 per credit hour is charged for all correspondence courses whether or not they are taken for credit.

LIST OF COURSES

Agriculture. Mr. Bibb. Course 1 C. General Agriculture. The aim of this course is, (1) to aid in teaching the subject of Agriculture, (2) to help the teacher to a better understanding of the problems of the farm so she may fit more successfully into the community life. The chemistry of the soil and fertilizers, irrigation, crop production, dairying, poultry raising, bacteria, etc. Special attention will be given to sanitation, and the rural home. 12 assignments, 2 credit hours.

This course is preparatory to the teachers' examination in Agriculture.
Art. Miss Pearce. Course 1 C. Drawing. This is a course to help teachers in the field. No doubt you have often wished to make a point in geography, history, nature study, arithmetic, construction, or literature more clear and realized it could be done just right by an apt illustration. You can learn to do it. Course Art 1 C aims to teach this. It includes drawing from memory, from imagination, and from the object; map drawing; diagrammatical sketches; and the representation of three dimensions in terms of two. No previous training in art is necessary for this course. 18 assignments, 3 credit hours.

Art. Miss Pearce. Course 2 C. General Design. The home and the schoolroom may always be beautiful, however simple, if the homemaker or teacher understands the principles of design and color. Course Art 2 C will show you how you can accomplish this. It deals with the general principles of design and color as applied to furniture, clothing, bulletin boards, booklets, decoration of rooms, and other problems of teacher or housekeeper. This course includes the development of a fair degree of skill in freehand lettering, in the use of simple forms and materials. 12 assignments, 2 credit hours.

Courses Art 1 C and Art 2 C are preparatory to the teachers' examination in Drawing.

Art. Miss Meisner. Course 12 C. Kindergarten and Primary Handwork. This is a course which little children would like their teachers and mothers to take because it shows how paper, clay, sand, cloth, yarn, wood, cardboard and all sorts of odds and ends can be used in making interesting projects in cutting, tearing, weaving, construction, modelling, etc. 18 assignments, 3 credit hours.

Biological Science. Dr. Munson. Course 5 C. Human Evolution. This is a study of man from the biological point of view—heredity and evolution, ethnology, anthropology, mythology, history; origin and distribution of races; the beginnings of science, arts, and culture as shown in the family, tribe, state, and the development of institutions. 12 assignments, 2 credit hours.

Biological Science. Dr. Munson. Course 9 C. Botany. Botany treats of plants. They may be one-celled or many celled. They may be flowering plants or such as have no flowers as ferns, mosses, lichens, algi, and fungi. These are all to be considered from the morphological and physiological points of view. Hence plant morphology, plant embryology, plant histology, plant ecology, and economic botany. 12 assignments, 2 credit hours.

This course is preparatory to the teachers' examination in Botany.
Biological Science. Dr. Munson. Course 10 C. Nature Study. Do your children ever ask you questions about nature that put you to your wit's end to answer? Do they want to know what makes the rain come, what thunder is, why the wind blows, if rocks grow, and what becomes of coal when it burns? Do you want to be able to answer their questions in a scientific yet simple way? This course will enable you to do so. It will give you familiarity with the common things, rocks, soil, streams, hills, rain, sunshine, clouds, fog, condensation, evaporation, thunder and lightning, winds, ice, frost, snow, floating bodies, atmosphere, germs, gas, burning coal, temperature, seasons, plants and animals, landscape architecture, tree planting, etc. 12 assignments, 2 credit hours.

This course is preparatory to the teachers' examination in Nature Study.

Business Education. Mr. Leonard. Course 3 C. Arithmetic Review. This will include a study of the following subjects: Whole numbers, common and decimal fractions, short methods, denominate numbers, mensuration and square root, lateral and graphic representation, percentage and its applications, ratio, proportion, and variations. 12 assignments, 2 credit hours.

This course is preparatory to the teachers' examination in Arithmetic.

Business Education. Mr. Leonard. Course 11 C. Penmanship. The object of this course is to develop legibility, ease, rapidity, and endurance in business writing. It is also for the benefit of teachers who desire helpful instruction in the methods of teaching penmanship. When the desired proficiency has been reached, a certificate in penmanship will be granted by the department. 12 assignments, 2 credit hours.

Education. Mr. Stephens. Course 2 C. School and Classroom Management. There is perhaps nothing so needed today by the teachers in service as scientific information along the lines of school organization and control, course making, methods of study, assignments, recitation, gradation and promotion, order and discipline, incentives and punishment, etc. And there is no line of educational investigation that fits in so well with daily school procedure. 12 assignments, 2 credit hours.

Main text—School Organization and Control, Sears.

Education. Mr. Stephens. Course 5 C. Public Education in the United States. This course is being offered by correspondence, (1) to meet the very wide and growing demands upon the part of the general public for definite information regarding the more important problems of present-day education; (2) to meet the un-
avoidable necessity of the teacher now in service to understand present problems of readjustment of public education in the United States in the light of their historical development. 24 assignments, 4 credit hours.

Main text—Public Education in the United States, Cubberly.

Education. Mr. Swetman. Course 6 C. Reorganization of School Finance. Education has anaemia. It is undernourished. Financial food for its continuing growth is being withheld. And all this is happening in the midst of plenty. Why? Because our technique of school taxation and distribution of school moneys have not kept pace with the demands of the people for efficient schools.

This course attempts to point out some of the weak points in our present machinery for financing education and to suggest improvements. 12 assignments, 2 credit hours.

Text—Public School Administration, Cubberly.

Education. Miss Byers. Course 20 C. Everyday Helps for Rural Teachers. This course is offered primarily to help rural teachers who are desirous of securing assistance in the organization and management of school and community activities, social and educational. Programs, the mechanics of the schoolroom, etc., will be part of the course. 12 assignments, 2 credit hours.

Education. Miss Meisner. Course 36 C. History of Kindergarten and Primary Education. Review of educational principles and practice evolved before Froebel's time. Froebel's special contribution. Historical development of the kindergarten. Present status in America and abroad. Various other experiments of the past and present in pre-school education. 12 assignments, 2 credit hours.

Education. Mr. Lindberg. Course 40 C. Washington State Manual. This course will be based upon the problems of elementary school in general and especially rural schools. The basal outline of the course will be the State Manual of Washington. Included will be a study of the specific provisions of the school laws in Washington in so far as they directly affect teachers. 12 assignments, 2 credit hours.

This course is preparatory to the teachers' examination in the Washington State Manual.

English. Mr. Hinch. Course 1 C. Elementary School Literature. Material and method for teaching literature in all grades of the elementary school from the kindergarten to the eighth grade inclusive. 12 assignments, 2 credit hours.

This course is preparatory to the teachers' examination in Juvenile and General Literature.
English. Mr. Hinch. Course 6 C. Types of Prose. Do you wish to take a reading course that will bring you enjoyment, will give you an acquaintance with a wide range of authors and with a variety of literature, and will lead you to judge and appreciate the best in prose? Then take the course here offered in “Types of Prose.” It deals with the essay, the novel, and the short story. Appreciation of the message rather than the scientific investigation, except as that may help in the appreciation, is the aim. 24 assignments, 4 credit hours.

English. Mr. Hinch. Course 8 C. Contemporary Drama. The present is a wonderfully prolific period for the drama. In spite of the popularity of the silent drama, the spoken drama continues to claim the interest it deserves. This course offers an outlook upon the field of modern drama and purposes to provide the means of estimating the worth of the products of the present-day dramatists. It is a course in the reading of Dickenson’s “Chief Contemporary Dramatists,” which includes the works of English, Irish, American, French, German, Belgian, Norwegian, Swedish, and Russian writers. 18 assignments, 3 credit hours.

English. Miss Davidson. Course 11 C. Dramatization in the Grades and Special Programs. This course covers the problem of school entertainments. The work consists of preparation and presentation of suitable material for all occasions in the primary, intermediate, and grammar grades. 12 assignments, 2 credit hours.

History. Mr. Fish. Course 4 C. Pacific Northwest. This course will include the physical resources and the history of the Pacific Northwest and especially of Washington. It will include the more important stories of the state history and such descriptive facts as should lead to a genuine appreciation of the accomplishment and opportunities of the people of the state. 12 assignments, 2 credit hours.

Home Economics. Miss Skinner. Course 25 C. Teaching Home Economics. This course is planned to meet the needs of the teacher of Home Economics who wishes to broaden her view of the field and to reach a more thorough understanding of the method of presenting the subject to both the Elementary and High Schools. This course is not open to beginners in Home Economics. 18 assignments, 3 credit hours.


Library Methods. Miss Leaf. Course 1 C. Library Methods for Teachers. Did you ever enter a school library where everything was “hit and miss” and long to put it in order but not know how
to go about it? It is possible for you to learn how to do this by correspondence, if you have access to a good public library equipped with a children's department. This course in Library Methods aims, (1) to familiarize the student with the arrangement of libraries and with a key to the intelligent use of them; (2) to prepare him to organize and administer a school library, and to teach pupils how to use it intelligently. 12 assignments, 2 credit hours.

**Manual Training.** Mr. Whitney. Course 1 C. Mechanical Drawing. A series of lessons (24 plates), teaching the use of the instruments and the principles of working drawing. Work will be based on Mechanical Drawing Problems by Berg and Konquist. 12 assignments, 2 credit hours.

**Manual Training.** Mr. Whitney. Course 2 C. Mechanical Drawing. Manual Training 1 C or its equivalent will be a prerequisite. A series of lessons (24 plates), teaching Orthographic Projection and its application. 12 assignments, 2 credit hours.

**Manual Training.** Mr. Whitney. Course 3 C. Mechanical Drawing. Manual Training 1 C and 2 C or their equivalent will be prerequisite. A series of lessons (24 plates), teaching intersections and developments. 12 assignments, 2 credit hours.

**Music.** Miss Rossman. Course 1 C. Notation. This course in Notation is purely technical. It covers the study of the major and minor keys, and the simple chords, sight reading in the treble and bass clef, and the writing of simple melodies. “Primary Elements of Music” by Damon will be furnished as a text book, supplemented by a music writing book in which the lessons will be written and corrected. 12 assignments, 2 credit hours.

This course is preparatory to the teachers’ examination in Music.

**Physical Education.** Miss Wilmarth. Course 7 C. Health Problems and Physical Diagnosis. The health of school children is now realized to be a matter of vital importance. A slight defect detected and treated now may enable a boy or girl to make better progress in school, and cause him to be better fitted for his work in life. But many schools have no facilities for physical examination. In that case, the teachers should be able to discover the ordinary physical defects and to suggest a means for their remedy and maintenance of good health. A course in “Health Problems and Physical Diagnosis” will enable the teacher to do this. The course also deals with the health of the teacher. 18 assignments, 3 credit hours.

**Physical Geography.** Dr. Munson. Course 1 C. Physical Geography. A study of the earth as the abode of man; (1) its history
and its relation to other heavenly bodies; (2) its external condition and its external features, with an explanation of the changes brought about by physical forces and living agents. Hence the following divisions: The land, the waters, the atmosphere, minerals, plant and animal life. 12 assignments, 2 credit hours.

This course is preparatory to the teachers' examination in Physical Geography.

Physics. Mr. Bibb. Course 1 C. General Physics. This course is designed, first, to fill the needs of those desiring to pass the state requirements for certification; second, to help the teacher meet the everyday problems arising from the modern mechanical surroundings into which she is thrown. Mechanics of solids, liquids, and gases, and their application; heat, with special attention to atmospheric conditions, calories, and internal combustion engines; current electricity, Ohm's law, electrical instruments, storage batteries, electric lights, telephones, wireless telegraphy; music tones, light, optical instruments, colors, spectra. 18 assignments, 3 credit hours.

This course is preparatory to the teachers' examination in Physics.

Psychology. Miss Grupe. Course 1 C. Educational Psychology. A survey of the topics of psychology of educational significance with application to teaching. The "functional" or "conduct" point of view is maintained. Analysis of behavior of man and of lower animals, laboratory experiment. Development of the neuromuscular system. Original tendencies and their use in education of the child. Consideration of well-marked periods of child development and their bearing on education. 18 assignments, 3 credit hours.

This course is preparatory to the teachers' examination in Psychology.

Psychology. Mr. Sparks. Course 7 C. Psychology of Elementary School Subjects and Educational Measurements. (a) A study of the results of experimentation in a number of elementary school subjects for the purpose of obtaining a scientific background for the formulation of method of teaching these subjects. Each will be analyzed from the standpoint of mental processes involved. The child mind will be analyzed in regard to when he has the maturity to grasp, and how he can most economically learn the particular subject. Special abilities and disabilities which affect the learning of the specific subject will be considered. (b) A study of the literature and technique of educational measurements will also be made. The students will give tests for various subjects in the school room and learn how to interpret ability, method, etc., in the light of the results, and how to make readjustments in grading and teaching.
Huey, Freeman, Hollingworth, Bronner, Seashore, Ayer, Monroe, Devoss, and Kelley are authors most frequently used. 18 assignments, 3 credit hours.

**Social Sciences.** Miss Morris. Course 1 C. Civics. A course prepared with a purpose—imparting such practical knowledge of American civic life, its ideals, and present conditions, as shall prepare the student for loyal and efficient citizenship. 12 assignments, 2 credit hours.

This course is preparatory to the teachers' examination in Civics.

**Social Sciences.** Mr. Smyser. Course 3 C. Current Social and Political Problems. This course is intended to help the student to discover some of the tendencies of our times, to help him to appreciate the value of and limitations of periodicals and papers as sources of information and to form the habit of studying current problems from interest and inclination. 18 assignments, 3 credit hours.

**Social Sciences.** Miss Picken. Course 19 C. Geography. (1) Geography as a study of human relationships. (2) Resources and industries of the United States. (3) The interdependence of the United States and other nations. (4) The teaching of geography. (a) The value and use of the child's environment as an approach to the subject. (b) The project as a means of making instruction real. 12 assignments, 2 credit hours.

**CALENDAR FOR 1921-1922**

First Quarter .................. September 24-December 16
Second Quarter .................. January 2-March 17
Third Quarter .................. March 18-June 2
Summer Quarter .................. June 10-August 25

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APPLICATION FOR CORRESPONDENCE STUDY

Name ......................................................................................................................... .
Address .......................................................................................................................
Age................ Years. Place of Birth ...................................................................
Occupation ...................... Teaching Experience .......... Years....................... Grades

Present Teaching Position........................................................................................
High School Attended......................... No. Years........... Graduate? ............
Higher Schools Attended......................... No. Years........... Graduate? ............
.......................................................................................................................... No. Years........... Graduate?

Certificates held in the past.
Certificates now held.
Were you ever registered in this school? .. ....................... ...... .. ............ ... .........
What work do you wish to take? ...........................................................

What is your object in taking this work? ...........................................................
Do you wish Normal School credit for this work? ................................................
What books and facilities have you for study of this work? ..........................

Have you ever studied this subject before? ..................... If so, how long?........
How much time per week can you devote to this work? ...........................
Money enclosed................................. Remarks.................................

Names and addresses of persons who might be interested in correspondence work ..................................................

Make checks payable to the Washington State Normal School, Ellensburg.
Date........................................................., 192...........
Send Application to—
Extension Secretary, State Normal School, Ellensburg, Washington.