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CORRESPONDENCE COURSES



CENTRAL
WASHINGTON
COLLEGE OF
EDUCATION
• • • • •
ELLENSBURG
WASHINGTON

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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MARY I. SIMPSON, M.A.....Associate Professor of Education

Address all communications concerning correspondence study to:

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

GENERAL INFORMATION

PURPOSE

Many people find it difficult or impossible to continue their college education by enrolling for full time or even part time resident study. Correspondence courses are offered by Central Washington College of Education as a means by which students may study at home at their own rate of speed, and at a time which is convenient to their own schedule.

The following are some of the students served through correspondence study:

1. Teachers who hold temporary teaching certificates and who are working toward permanent certification.
2. Teachers who wish to earn credits for renewal of a teaching certificate.
3. Teachers from states other than Washington who wish to secure a Washington teaching certificate.
4. Teachers and those returning to teaching who feel the need of a "refresher" course but are unable to return to the campus.
5. Those undergraduates who are temporarily unable to return to the campus but who wish to continue their studies toward the Bachelor's degree.
6. Those who are doing student teaching for a quarter away from the campus.
7. Those who, early in their educational careers, wish to take work that will shorten the residence period necessary for the completion of a curriculum.
8. Those who wish to continue their study chiefly for its cultural value.

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. Papers are read and scored and final examinations are corrected and graded by an instructor who has also taught the course on campus.

GENERAL REGULATIONS

ENROLLMENT

Eligibility

High school graduates and mature students who have not completed a full four-year high school course may enroll for correspondence study. College credit is not allowed for correspondence study until high school graduation requirements have been met.

Any student who has not previously been enrolled as a resident student at C.W.C.E. and desiring college credit for correspondence study shall submit to the Registrar either:

- (a) An official record of high school graduation, or
- (b) An official transcript of credits earned at another college.

Resident Students

Students enrolled for resident study and wishing at the same time to enroll for correspondence study must first secure written approval of the Director of Instruction. Correspondence study may not be taken in addition to the maximum credit allowed for resident study. A form for approval by the Director of Instruction may be secured from his office or from the Office of Public Service and must be filed with the application for correspondence study.

Prerequisites

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

Lower division courses (courses numbered 1 to 99) are designed primarily for first and second year students. Upper division courses (courses numbered 100 to 199) are designed primarily for third and fourth year students.

How and When to Register

A student may enroll for correspondence study at any time during the calendar year. Complete the application form contained on the last page of this catalog or send to the Office of Public Service for an Application Form. Textbooks and references may be requested at the same time (see **Textbooks and Other Materials** for more detailed information).

Upon receipt of the completed application together with a check or money order in payment of the fee, the Office of Public Service will send all or a large group of the lessons.

Time Limitation

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

Fees

All fees are payable in advance and remittance must accompany the application for correspondence courses. The fees for correspondence courses 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

The student is responsible for securing his own textbooks, references, or other materials required for the course. The cost of books and materials is not included as part of the enrollment fee.

Textbooks are stocked by the College Book Store but will be sent only at the student's request. Requests for books may be made through the Office of Public Service when the application for correspondence study is submitted or an order may be sent directly to the College Book Store. A price list of books and materials may be secured from the Office of Public Service. Payment for books must include the price of the book, sales tax and postage. Orders not accompanied by payment will be sent C.O.D.

Reference books may be borrowed from the College Library to the extent that such books are available. All applications for the use of reference 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.

PREPARING AND MAILING LESSONS

The first sheet for each lesson will be provided by the College. All information requested on this sheet must be completed in full. All lessons shall be written on good quality 8½ by 11" unruled paper. First-grade typing paper is suitable for this purpose. The lefthand margin should be at least 1½ inches. Write on one side only. Type-written lessons are preferred but are not required.

To avoid delay in the handling of lessons, be sure that you have added enough postage to the envelope. Many lessons require more than one 3¢ stamp. Do not send lessons to the instructor.

Each lesson should be mailed as soon as completed to:

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

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. It is recommended that a student enroll for and complete one subject at a time. Two courses should be a maximum.

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. Students living in or near Ellensburg may arrange to take the final examination at the Office of Public Service. The final examination will not be sent until all lessons have been satisfactorily completed and have been 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.

CREDIT

Credit For a Degree

College credit will be given for all correspondence work satisfactorily completed by students who are eligible to receive college credit. 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.

Students who plan to use correspondence credit toward graduation must complete all lessons and the final examination at least two weeks before the end of the term when the degree is to be issued.

Credit For a Teaching Certificate

Those who plan to use correspondence credit for renewal of a teaching certificate or for an original certificate issued by the State Superintendent of Public Instruction will need to request that the Registrar of the College send an official transcript of credit to the office of the State Superintendent. Such persons should plan to complete their correspondence study at least three weeks before the date on which they will need the teaching certificate.

TRANSFER OF CREDITS

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 ascertain before enrolling 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 or the General 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 these certificates.

GRADES

Correspondence study is graded under the same system as resident study. A, B, C, and D are passing grades for college credit. E is a failing grade. A grade report will be sent to the student upon completion of the course. This report, however, is not an official transcript of record.

LESSONS IN SUMMER

Although a student may enroll for correspondence study at any time during the calendar year instructors are not always available to receive lessons during the summer months. In some cases there will be considerable delay because lessons may need to be forwarded to an instructor who is away from the campus for the summer. The period from the middle of August until the latter part of September is vacation time for college instructors and most of them are not available to accept correspondence lessons. Students wishing to receive credit for correspondence study during the summer should therefore plan to complete their work by August 1. The Office of Public Service will be glad to inform students concerning courses in which there may be some delay during the summer.

DESCRIPTION OF COURSES OFFERED

ART

Art 51c. Lettering.

Randall

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. (2 cr.; 12 lessons; \$8.)

Text: No text. A list of necessary supplies is furnished with the course.

EDUCATION

Educ. 103c. Teaching Procedures in the Language Arts.

Simpson

This course is designed for elementary and junior high school teachers, principals, and supervisors. It emphasizes curriculum objectives and selection of subject matter content, the materials and methods of instruction, and latest research accomplishments in language and spelling. (3 cr.; 18 lessons; \$12.)

Texts: McKee, "Language in the Elementary School," 1939; Strickland, Ruth, "The Language Arts in the Elementary School," 1951.

Educ. 107c. School Law.

Crum

A study of those laws of the State of Washington which have bearing upon public school education. Meets the requirement in school law for a teaching certificate in Washington. (1 cr.; 6 lessons; \$4.)

Text: State Manual of Washington, 1950, Fifteenth Edition.

Educ. 109c. The Elementary School Principal.

Crum

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. Prerequisite: Experience or graduate standing. (5 cr.; 30 lessons; \$20.)

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," 1944.

Educ. 128c. Teaching of Arithmetic.

Saale

A study of the purposes, principles and methods of arithmetic instruction. Attention is given to the true nature of the fundamental processes, the "discovery" method as one means of putting the "meaning theory" into practice, the use of proof, the building of

GENERAL WASHINGTON COLLEGE OF EDUCATION
Ellensburg, Washington

June 4, 1952

To students enrolling for correspondence study during the summer:

Since some instructors will be away from the campus during the summer only a limited number of correspondence courses are available to the student who wishes to complete a course and receive credit by the end of summer.

Correspondence courses available for summer study have been checked with red pencil.

Since most instructors are on vacation during the later part of August and early September it is necessary to complete all correspondence study by August 1 if you wish to receive credit for use this autumn.

If credit is needed for teacher certification purposes please contact the Registrar's Office upon completion of the course for an official transcript.

E. B. Rogel
Director of Public Service

EBR/em

number concepts, and the purpose of problems. (3 cr.; 18 lessons; \$12.)

Text: Brueckner, "How to Make Arithmetic Meaningful."

Educ. 146c. Introduction to Guidance.

Jacobsen

This course considers the philosophy underlying guidance, i.e., the personnel viewpoint and the major areas of guidance—namely, educational, personal-social and vocational adjustments. Consideration is directed toward the tools of guidance such as cumulative records, case studies, tests, observation, rating scales, and their application at various levels of educational and social development. (3 cr.; 18 lessons; \$12.)

Text: Lefever, Turrell, and Weitzel, "Principles and Techniques of Guidance," 1950.

Educ. 159c. Elementary Education.

Anderson

This course treats the teaching procedures used in the specialized areas not covered in Education 105. Special attention is given to creative experiences, classroom organization and management, techniques of studying and helping children, current trends in elementary curriculum, and problems of the beginning teacher. Prerequisite, Education 104 or 105. (3 cr.; 18 lessons; \$12.)

Text: Several textbooks will be required for this course.

Educ. 160c. Secondary Education.

Crum

This course deals with the history of secondary education in the United States, broad objectives of secondary education, different forms of curriculum organization, appraisal of students, guidance and counsel programs, procedures for class management, objective aids to instruction, extra class and extra school activities of teachers and students, youth problems and preparing youth for their life problems. Prerequisite, Education 104 or 105. (3 cr.; 18 lessons; \$12.)

Text: Several textbooks will be required for this course.

ENGLISH

Engl. 20c. Literary Backgrounds.

Ludtke

In this course literature is approached as a record of ideas. Selections include a variety of literary forms, chiefly from English and American literature. Prerequisite, sophomore standing. (5 cr.; 30 lessons; \$20.)

Text: Campbell, Van Gundy, Shrodes, "Patterns For Living," Third Edition. Additional references are listed with the lessons.

Engl. 104c. Shakespeare.

Mathewson

This course is a detailed study of a few Shakespearean plays and a rapid reading of several others. (3 cr.; 18 lessons; \$12.)

Text: Craig, Hardin, "A Historical and Critical Study with Annotated Texts of Twenty-one Plays," 1931.

Engl. 119c. Children's Literature.

Simpson

A study of the types of literature best suited to children of grades one to six. Includes reading and evaluation of material from early folklore to present-day books for children. Prerequisite, Junior standing. (2 cr.; 12 lessons; \$8.)

Text: Huber, Miriam Blanton, "Story and Verse for Children." Additional references are listed with the lessons.

Engl. 128c. Secondary School Literature.

Bullard

A course designed to assist students in the selection and presentation of literature suitable for secondary school. (2 cr.; 12 lessons; \$8.)

Text: Booklists "Your Reading" and "Books for You," published by the National Council of Teachers of English. Additional references are listed with the lessons.

GEOGRAPHY

Geog. 50c. Economic Geography.

Shaw

This course is concerned with the geographic factors which underlie the economic activities of man in the several climatic realms of the world. (5 cr.; 30 lessons; \$20.)

Text: Jones and Darkenwald, "Economic Geography," 1941 (reprinted 1943). Maps: Trewartha, "Climates of the World."

Geog. 111c. Geography of South America.

Shaw

A survey of the geographic landscapes and the economic activities of man in the countries of South America. (3 cr.; 18 lessons; \$12.)

Text: Whitbeck and Williams, "Economic Geography of South America," 1940.

HEALTH EDUCATION

Health Educ. 103c. School Health.

Puckett

School health problems are studied with emphasis upon the teacher's responsibility for maintenance of good health, prevention of disease, and control of a healthful school environment. (2 cr.; 12 lessons; \$8.)

Text: Turner, "School Health and Health Education."

HISTORY

Hist. 110c. The History and Government of Washington. **Klingbeil**

This course deals with the early phases of exploration and settlement in Washington as well as the more recent political, economic, and social development. The latter part of the course is devoted to a study of the organization and functioning of the state government.

Prerequisite, Junior or senior standing. Meets the requirement for a teaching certificate in Washington. (3 cr.; 18 lessons; \$12.)

Text: Winther, "The Great Northwest."

Reference: Barto and Bullard, "History of the State of Washington."

MATHEMATICS

Math. 50c. College Algebra.

Johnson

Functions and graphs, quadratic equations, polynomials, logarithms, exponentials, progressions. Prerequisite, two, and preferably three semesters of high school algebra. (5 cr.; 30 lessons; \$20.)

Text: Davis, H. T., "College Algebra," 1946.

Math. 51c. Trigonometry.

Robinson

Functions of acute angles, solution of right and oblique triangles, functions of any angle, identities, trigonometric equations. Prerequisites, two semesters of high school algebra and plane geometry. (5 cr.; 30 lessons; \$20.)

Text: Morgan, "Plane and Spherical Trigonometry," 1945.

Math. 52c. Analytic Geometry and Calculus.

Robinson

Graphic representation, the straight line, graphs of the circle, ellipse, parabola, hyperbola, a study of rates, differentiation, and integration. Prerequisites, Mathematics 50 and 51. (5 cr.; 30 lessons; \$20.)

Text: Kells, Lyman M., "Analytical Geometry and Calculus," 1950.

PSYCHOLOGY

Psych. 102c. Educational Psychology and Measurement. **Samuelson**

For this course the student will review educational theories and examine their psychological background. Attention will center on the development of personality and its importance in a democratic society; on educational goals and their valid and comprehensive measurement; and on the new theories and techniques of measurement and evaluation of pupil learning. (4 cr.; 24 lessons; \$16.)

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

SCIENCE

Science 1c. Survey of Physical Sciences.

Johnson

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. (5 cr.; 30 lessons; \$20.)

Text: Jean, F. C. and others, "Man and His Physical Universe," Revised edition, 1949.

Supplementary text: Shapely, H., "Readings in the Physical Sciences," 1948.

Science 2c. Survey of Biological Sciences.

Dean

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. (5 cr.; 30 lessons; \$20.)

Text: Etkin, William, "College Biology," 1950.

SOCIAL SCIENCE

Soc. Sc. 117c. Methods and Materials in the Social Sciences—Elementary

Dickson

The central purpose of this course is the selection and use of methods and materials for effective teaching of the social sciences in the elementary school, from kindergarten through sixth grade. (2 cr.; 12 lessons; \$8.)

Text: Wesley and Adams, "Teaching Social Studies in the Elementary School," 1946.

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. Extension classes are arranged through the Office of Public Service.

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 classes call or write to the Registrar, Central Washington College of Education.

LATE AFTERNOON CLASSES

(For Students Working on Graduate Degrees)

Graduate courses are offered on 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 to the Registrar, Central Washington College of Education.

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. Write to the Office of the President.

FILM SERVICE

The Visual Education Department of Central Washington College of Education has an outstanding collection of 16mm educational films. 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.

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.

For Further Information About
the Services Listed Above

Address

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

CENTRAL WASHINGTON COLLEGE OF EDUCATION

Application for Correspondence Courses

Name of Applicant, Mr., Mrs., Miss: _____ Date _____

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

Maiden name, if married woman _____

Address:

(Street and Number) (City) (State)

Date of Birth _____

Present Occupation _____

Employer or school _____

Have you graduated from High School? _____ When? _____

Where? _____

Have you attended College? _____ Where? _____

Present Collegiate standing:

Freshman _____ Soph. _____ Junior _____ Senior _____ Post Grad. _____

Do you wish college credit? _____ Is credit to be used toward a degree
at C.W.C.E.? _____ If not, for what purpose are you taking this
course? _____

Are you now enrolled or do you plan to be enrolled for resident study
at C.W.C.E. while taking this correspondence course? _____

Do you desire to have us place an order for the required textbook?

(Textbook orders will be sent C.O.D. in cases where payment does not accom-
pany the order.)

Check or postal money order enclosed for \$ _____
(Checks are to be made payable to Central Washington College of Education.)

Course desired: Department _____ Course No. _____

Course Title _____ Credit _____

Upon approval of application and receipt of fees the first lessons 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.