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# Summer School

## 1922

June Nineteenth to August Nineteenth

ARCHIVES

State Normal School  
Indiana, Pa.

1922  
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INDIANA UNIVERSITY OF PENNSYLVANIA  
INDIANA, PENNSYLVANIA



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Indiana, Pa.



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# General Information

## Summer School 1922

### DATES

The Summer School will Open on June 19, and Close with August 19, 1922.

### Who May Come

The 1922 Summer Session at the Indiana, Pa., State Normal School is designed to serve specifically and directly the needs of teachers in service and prospective teachers. The following groupings are indicative of the classes of persons whose interests and needs will be served by the Summer School.

1. Persons who are expecting to enter teaching for the first time in September, 1922. (See pg. 8-9 for details.)

2. Persons now teaching on Provisional, Emergency A, Emergency B, or Professional Certificates that expire with the school year 1921-22. (July 1, 1922.) (See pg. 9-11 for details.)

3. Persons who desire to complete their qualifications for the Permanent State Certificate, or to add subjects to existing Permanent Certificates. (See pg. 12-13 for details.)

4. Persons desiring to begin, continue, or finish a Normal School curriculum, including the special curricula in Music, Art, Home Economics and Commerce. (See pg. 13-21 for details.)

*It should be noted that no secondary, or academic work will be given in the Summer Session of 1922. Every course given will be professional in character.*

### REGISTRATION

All students are expected to present themselves on June 19th. The entire day will be given to programming students, assigning rooms, etc., so that classes may begin promptly at the first scheduled hour on June 20th.

In such a large institution, the new comer feels strange and sometimes lost. The following suggestions will prove helpful to new students:—

1. Take all baggage checks to the school's Book Room. Pay for the delivery. The checks are delivered to the Transfer Company. The baggage is delivered to the basement of the Main Building. Students find their baggage there and mark it with their room number. Porters then deliver it at the rooms.

2. See the Registrar and pay your fees.

3. See the Dean of Women (or Men) and get your room. (Deposit of fifty cents for return of key is required.)

4. Get your program made (in Leonard Hall).

5. Get the needed books at the Book Room.

6. The Principal's office is always at your service.

## INDIANA'S LOCATION

Indiana is located very near the geographical center of Western Pennsylvania, in the foothills of the Alleghenies, at an elevation of approximately 1,500 feet above sea level. The town has about 7,500 population and is growing rapidly. It is reached from the North by the Buffalo, Rochester and Pittsburgh R. R.; students from the Allegheny River region change at Kiskiminetas Junction, and also at Blairsville; students from the south reach the main line of the Pennsylvania at Johnstown, Latrobe and Greensburg; all Pennsylvania R. R. main line passengers for Indiana change at Blairsville Intersection; students on the Cresson Division, Pennsylvania R. R., reach Indiana without change of cars *via* Black Lick.

*Indiana may be reached from any railroad point in Western Pennsylvania in less than twelve hours.*

## THE SCHOOL PLANT

The school owns 27½ acres of land of which 23 acres are in its campus. The Training School, Recitation Hall, the Boys' Dormitory, and the Girls' Dormitory are the principal buildings. The Girls' Dormitory, in addition to providing accommodations for twenty-six women teachers and five hundred twenty girls, houses also the offices, library, recreation hall, parlors, the infirmary, chapel, kitchen and dining room, laundry and conservatory of music. Such a large building is remarkably comfortable in the summer months. The school plant at Indiana is considered by all who know it as one of the very best to be found in the State.

## STUDENT LIVING CONDITIONS

Indiana is characteristically a boarding school in the sense that it provides living conditions for its students. There are a few day students who live at home with their parents. *All students who are not living at home are required to live at the school or at private homes selected by the school. Any deviation from this rule requires the written approval of the Principal of the school.*

Board, room, and laundry (ten flat pieces per week, in addition to towels and napkins) is provided at the rate of \$7.00 per week for the entire term of nine weeks if paid in advance. For a shorter period, the rate is \$7.50 per week, but no reduction is made for absence the first two or last two weeks of the term. No refund is made except in cases of personal illness (at least two weeks) or a family emergency. In such cases the refund is one-half of the paid-in charges for the time actually lost by the student.

Slight illnesses are cared for in the school's infirmary without charge for a period of three days. After three days, a charge of fifty cents per day is made.

In case of contagious disease, the student is removed to the school's isolation hospital, a residence set aside for this purpose only. A practical nurse is in charge and students pay extra for care and service at the rate of ten dollars per week.

The school has "study hours," and the rules and regulations incident to dormitory life. It is assumed that students come to the school with the purpose

of serious study. Recreation is needed and is provided by the school. Students and teachers are responsible for their guests. All who entertain guests over night are required to register them with the Dean of Women or Dean of Men. The building is closed to guests at eleven P.M.

For the Summer School, no bedding will be needed. Students in dormitory rooms will need to supply curtains, towels and napkins. The Dormitories are not open for students until registration day, June 19, 1922.

### EXPENSES

The charges for board, room and laundry have already been explained. The charge for room is the basal charge for two persons using a double bed. If single beds are provided, an additional charge of fifteen cents per week is made to cover the cost of the additional laundry. An extra charge is also made for some of the larger rooms, for rooms in the newer annexes, and for rooms with running water. For rooms with running water, the extra charge is one dollar per week per student. The demand for these rooms is so great that it exceeds the supply.

There is also a Semester Fee of Ten Dollars charged all students who enroll in the school. No portion of this fee is returned under any circumstances.

Students may purchase their own books or rent them at the Book Room. This rental is very reasonable and is usually preferred by the students.

Summary of Expenses:—

Board, Room and Laundry, 9 weeks.	\$63 00
Term Fee	10 00
Total	\$73 00

Plus Book Rent —?

Plus Extra Room Rent —?

\$10.00 must be paid in advance in order to have a room reserved

### HOW TO SECURE A ROOM

It is evident that prospective students wish to know whether rooms can be secured. It is equally evident that the school desires to know who are coming. Out of these two desires there has grown what is called the "Room Reservation Fee."

Students who desire to attend Indiana in the summer of 1922 should fill out the blank page immediately following this section and send it, together with ten dollars in check, draft or money order, to the school. This fee is for the reservation of a room for one student for the Summer School of 1922, and for no other purpose. If the student who has reserved a room finds it impossible to attend, the school should be notified at once. The total fee will be refunded if application for refund is made on or before May 22, 1922. One-half will be refunded if application for refund is made on or before June 4, 1922. After the latter date, no refund will be made.

The "Room Reservation Fee" is credited to the charge for board, room and laundry. Students who have already paid ten dollars for the reservation

of a room pay \$53.00 instead of \$63.00 for board, room and laundry on entering school on June 19, 1922.

Students are not permitted to room alone. Therefore, prospective students are urged to apply in pairs. In this way, each student is assured of a congenial roommate. Single applications are handled to the best possible advantage, but the school prefers that students choose their own roommates whenever possible.

*The school does not guarantee a suitable room except in cases where the room reservation fee has been paid in advance.*

Applications for rooms are filed in the order in which they are received. When the rooms in the buildings of the school are filled, the school rents rooms in private homes near the campus. Students in private homes take their meals at the school and are under the same regulations as students in the dormitory, and have all of the school privileges just as resident students do. This plan has been found more satisfactory than for students to rent rooms for themselves.

### AMOUNT OF WORK

School will be in session six hours a day for six days a week, or 36 clock hours per week. No student will be permitted more than 24 hours per week, and 20 is recommended as best for most students.

*Students should not plan to leave Indiana for more than one week-end visit during the Summer Session.*

### LECTURES AND ENTERTAINMENTS

A number of educational lectures will be given in connection with the daily assembly of students. Additional lectures will be scheduled for a few evenings. The Devereaux Players will present an afternoon and evening performance. A series of artists' recitals will also be offered.

### CHORUS AND ORCHESTRA

A school chorus and orchestra will be formed and give an entertainment the last week of the summer school. All who play orchestral instruments should bring them to Indiana. (See pg. 21 for details.)



**Application for Admission and Reservation of Room  
Summer School, 1922, State Normal School, Indiana, Pa.**

..... Pa.  
(Place)

Principal State Normal School, ..... , 1922.  
Indiana, Pa.

Dear Sir:—

Enclosed find ..... Dollars (check, draft, or money order), for which please reserve room for

..... (Name)	..... (Name)
..... (Address)	..... (Address)

I, or we, prefer a room .....  
(Here describe the type of room you prefer)

After examining the list of courses offered, I have decided to take the following:—

- |         |         |
|---------|---------|
| 1. .... | 1. .... |
| 2. .... | 2. .... |
| 3. .... | 3. .... |
| 4. .... | 4. .... |

I now hold a ..... certificate.	I now hold a ..... certificate.
------------------------------------	------------------------------------

I have taught ..... years, or ..... months in ..... (Here describe	I have taught ..... years, or ..... months in ..... (Here describe
--	--

..... kinds of schools in which you have taught)	..... kinds of schools in which you have taught)
--	--

..... (Signed) The foregoing selection of courses is approved.	..... (Signed) The foregoing selection of courses is approved.
---	---

..... (County or District Superintendent)	..... (County or District Superintendent)
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**COURSES OFFERED AT INDIANA, PA.,  
SUMMER SCHOOL, 1922**

The following pages will give information concerning the courses suitable for different groups of students, as follows:

1. Courses for those who expect to begin teaching in September, 1922, pg. 8 to pg. 9.

2. Courses for persons who have already taught in Pennsylvania public schools and who must qualify for a certificate in accordance with the regulations of the State Council of Education, pg. 9 to pg. 11.

3. Courses for persons who desire to complete certain subjects for the Permanent State Certificate, or to add subjects to existing permanent certificates, pg. 12 to pg. 13.

4. Courses for students who desire to begin, continue, or finish a Normal School curriculum, including differentiated curricula for Primary Grades, Intermediate Grades, Junior High School, Rural School, Art, Music, Home Economics, and Commerce, pg. 13 to pg. 21.

**I. Students who expect to begin teaching in September, 1922.**

The State Council of Education has decided that high school graduates (with at least 15 units) desiring to begin teaching in public schools must secure credit in at least 8 semester hours of professional work. A semester hour is earned in a class reciting one hour a week for a semester, half year, or 18 weeks. To be earned in nine weeks, a semester hour requires two hours of recitation per week. A three semester hour course, therefore, meets for six hours of recitation per week.

The Normal School Principals have agreed that no student will be permitted to earn more than twelve semester hours of credit in nine weeks. This means four hours of class recitation per day for six days each week. Most beginning students will do better work if less than the maximum is attempted.

The State Department of Public Instruction has selected for persons who begin teaching with September, 1922, and thereafter, a list of "preferred courses" to be completed within three years. Each course is a three semester hour course, reciting six days per week. There are seven of such courses. Therefore, the three year requirement can be met in two Summer sessions. The list follows:

	Semester Hours
1. School Efficiency.....	3
2. Music.....	3
3. Art.....	3
4. Health.....	3
5. Introduction to Teaching.....	3
6. Child Psychology.....	3
7. The Teaching of Reading, or Geography, or Social Studies, or English, or Mathematics.....	3

There are two restrictions on a free choice. First, School Efficiency *must* be taken in the first year. Second, Music or Art or Health *must* be taken each

year until all three have been finished. When it is remembered that it is possible for a student to complete 36 semester hours of work in three Summer Schools, the above limitation appears only as a wise safeguarding of the interests of the children to be taught. At most, only 21 out of a possible 36 semester hours in three years' time are required. The other semester hours may be freely chosen from any courses offered by the school.

Beginning teachers should note that penmanship is not required in the foregoing list. They are urged, however, to take it in class regularly as early as possible. It will be on the Summer School program for all who desire to take it. All teachers should seek to secure the Penmanship Teaching Diploma that is awarded by the various companies on the basis of work done in the Indiana Normal School.

The course in School Efficiency will be given by Miss Jennie Ackerman, Director of the Training School, and Miss Lillian McLean, Director of the Primary Group. The Demonstration classes will be taught by Mrs. Riddle, Miss Bush, Mrs. Mathewson, Miss Buchanan, Miss Wagner, and Miss Gray, regular critic teachers.

## II. Persons who have already taught in Pennsylvania and who must qualify for a certificate in accordance with the regulations of the State Council of Education.

In general, all persons whose certificates expire with the present school year have to earn credits in 8 semester hours of professional work in order to secure a certificate for next year. (For definition of *semester hour*, see pg. 8.) This credit may be earned by taking courses offered in the regular teachers' curricula in the State Normal Schools. These curricula are given below in condensed form:

### FIRST SEMESTER—ALL CURRICULA

	Periods per Week	Semester Hours of Credit
Introduction to Teaching	4	3
English Fundamentals	3	3
English Composition	2	2
Nature Study	3	2
Art	3	1½
Music	2	1
Personal and School Hygiene	2	2
Health Education	3	1½
Elective—Arithmetic, Biology, Geography, History	3	3
	25	19

In a nine weeks' Summer School, the number of recitations per week would naturally be doubled. "Introduction to Teaching" will recite only six days per week for full credit. Art and Music will be given six days per week and earn three semester hours of credit each. The same will be true of Nature Study.

**Group I (Kindergarten  
and Grades 1, 2, 3.)****SECOND SEMESTER**

Psychology and Child Study.....	3	3
Kindergarten Theory.....	2	2
English Composition.....	2	2
Oral Expression.....	2	2
The Teaching of Primary Reading.....	3	3
Industrial Arts.....	4	2
Handwriting.....	2	1
Music.....	2	1
Health Education.....	3	1½
	<u>23</u>	<u>17½</u>

**THIRD SEMESTER**

Student Teaching, including School Efficiency and Conferences.....	15	15
The Teaching of Primary Subjects.....	3	3
Health Education.....	3	1½
	<u>21</u>	<u>19½</u>

**FOURTH SEMESTER**

History and Principles of Education.....	3	3
Children's Literature and Story Telling.....	3	3
Educational Sociology.....	3	3
Art Education.....	4	3
Music.....	2	1
Health Education.....	3	1½
Elective.....	3	3
	<u>21</u>	<u>17½</u>

**Group III (Grades 7, 8, 9.)  
Junior High****SECOND SEMESTER**

Psychology and Adolescence.....	3	3
English Composition.....	2	2
Oral Expression.....	2	2
Health Education.....	3	1½
Elective—Major Group...	6	6

**Group II (Grades  
4, 5, 6.)****SECOND SEMESTER**

Psychology and Child Study.....	3	3
Oral Expression.....	2	2
English Composition.....	2	2
The Teaching of Arithmetic.....	3	3
The Teaching of History..	3	3
The Teaching of Geography	3	3
Handwriting.....	2	1
Music.....	2	1
Health Education.....	3	1½
	<u>23</u>	<u>19½</u>

**THIRD SEMESTER**

Student Teaching, including School Efficiency and Conferences.....	15	15
The Teaching of English.....	3	3
Health Education.....	3	1½
	<u>21</u>	<u>19½</u>

**FOURTH SEMESTER**

History and Principles of Education.....	3	3
Juvenile Literature.....	3	3
Educational Sociology.....	3	3
Art Education.....	4	3
Music.....	2	1
Health Education.....	3	1½
Elective.....	3	3
	<u>21</u>	<u>17½</u>

**Group IV  
(Rural)****SECOND SEMESTER**

Psychology and Child Study.....	3	3
English Composition.....	2	2
Oral Expression.....	2	2
The Teaching of Arithmetic.....	3	3

Minor Subjects, 6	6	The Teaching of Geography	3	3
		The Teaching of History	3	3
		Handwriting	2	1
		Music	2	1
		Health Education	3	1½
	22		23	19½

## THIRD SEMESTER

Student Teaching, including School Efficiency and Conferences	15	15
Health Education	3	1½
Elective—Major Group	3	3
	21	19½

## THIRD SEMESTER

Student Teaching, including School Efficiency and Conferences	15	15
The Teaching of Reading	3	3
Health Education	3	1½
	21	19½

## FOURTH SEMESTER

History and Principles of Education	3	3
Educational Sociology	3	3
Health Education	3	1½
Elective	3	3
Elective—Major Group	6	6
Minor Subjects	3	3
	21	19½

## FOURTH SEMESTER

History and Principles of Education	3	3
Children's Literature and Story Telling	3	3
Agriculture	3	3
Rural Sociology	3	3
Art Education	4	3
Music	2	1
Health Education	3	1½
Elective	3	3
	24	20½

Teachers are free to select any courses from the foregoing curricula. They are advised to select year after year from one curriculum, and to select the earlier work first. The Electives offered include Educational Measurements, Geography I and II, Science I and II, Social studies I and II, and Mathematics I and II, and The Teaching of English in Junior High School.

The Indiana State Normal School stands ready to give any of the foregoing courses for which ten or more students apply. All persons who plan on coming to Indiana for the Summer Session of 1922 should fill out the blank found on page 7 and mail it to the school at the earliest possible moment. An effort will be made to make a program that will meet the preferences of teachers for courses.

Every teacher now in service should decide whether he is to work for the Standard Certificate or for the Normal School Certificate. If one seeks the Standard Certificate, he should familiarize himself with the materials found in Appendix A, pg. 22 to pg. 26 of this Bulletin. If one seeks the Normal School Certificate, he should study what is found in Appendix B, pg. 26-27.

### III. Courses for teachers desiring to complete certain subjects for the Permanent State Certificate or to add subjects to existing certificates.

The State Council of Education has discontinued the issuance of the Permanent State Certificate, except for those who have already partially completed the requirements therefor. The subjects that must be taken in a professional school are Music, Art and Health Education. These subjects will be given in each State Normal School in the Summer Session of 1922 in accordance with outlines furnished by the Department of Public Instruction. Each course will require six hours per week, and will give three semester hours of credit. It will also satisfy the requirements of the State Council of Education for the Permanent Certificate.

Any other former permanent certificate subject requirement may be met by earning four semester hours of credit in professional work. For example:— if one has not passed physics, or plane geometry, the deficiency may be made up by completing four semester hours of professional work for each of these deficient subjects. The State Department will accept credits from any State Normal School in lieu of examination. In fact, no more examinations for the Permanent State Certificate will be given. Therefore, any person interested in this phase of Summer School work should arrange for entrance at a State Normal School at the earliest possible date. ( See blank to be filled out on pg. 7 ).

If the holder of a permanent certificate desires to add subjects to an existing certificate so as to be able to teach them in Junior or Senior High School, he should study carefully the following ruling of the State Department.

“Any holder of a permanent certificate, who will complete not less than twelve semester hours in a field of learning, may have such field of learning written upon the certificate and may be entitled to teach any subject in this field in any public school in this Commonwealth.”

A “Field of Learning” is a body of closely related subjects, such as English, Social Studies, Science, Mathematics, Foreign Languages.

While 12 semester hours of credit may be earned in a Summer School of nine weeks, it is inadvisable for any student to take 12 semester hours at any one time in one field of learning. The most that Indiana will allow is 6 semester hours in a given field of learning. If enough students (10 or more) desire work in any of the following courses, the courses will be organized during the Summer School of 1922. All students desiring any of these courses should apply for them specifically, with letter explaining the time they have taught, present teaching position, certificate held, etc.

English I.....	3 Semester Hours
English II.....	3 Semester Hours
General Science I.....	3 Semester Hours
General Science II.....	3 Semester Hours
Mathematics I.....	3 Semester Hours
Mathematics II.....	3 Semester Hours
Social Studies I.....	3 Semester Hours
Social Studies II.....	3 Semester Hours

Students are advised to take English and Social Studies, or Science and Mathematics.

If sufficient students desire advanced courses in any of the above "fields" for the summer of 1923, arrangements therefor will be completed during the summer of 1922.

#### IV. Courses for students desiring to begin, continue, or finish a Normal School curriculum.

Arrangements will be made so that students qualified to enter the regular Normal School curricula to prepare for Primary, Intermediate, Junior High School or Rural School teaching may do so.

Arrangements will be made to accommodate students in school so that they may continue the curriculum already begun.

Former students whose work is irregular should make their wants known early so that their needs may be met.

In the field of special subjects, Indiana regularly gives a three-year curriculum in Art, Music, Home Economics and Commerce. The courses to be offered in the Summer School of 1922 have been chosen with reference to the needs of three classes of students, viz.: those now enrolled in a given curriculum in a Normal School; those who while meeting all existing teaching requirements desire some work in a special curriculum because of their interest in the subject matter; and those who, while legally certificated for teaching their special subject, desire to improve their preparation by taking additional work. This applies particularly to those who are teaching a special subject on the basis of two years of preparation beyond high school graduation.

### HOME ECONOMICS COURSE

The following courses are offered in the Home Economics Department. They have been chosen with reference to the needs of prospective students, and may be modified if necessary.

#### 1. Nutrition . . . . . MISS RANDALL

Two hours of laboratory work and two lectures per week—Two semester hours credit.

A course offered for the purpose of enabling teachers in the public schools to carry on intelligently the health work of the state program, especially with reference to nutrition teaching in schools and the conduct of the school lunch and other types of nutrition work. The information needed by the teacher is given and methods for presenting the subject are suggested.

#### 2. Experimental Cookery . . . . . MISS RANDALL

Six hours laboratory work per week—Three semester hours credit.

An advanced course for students and teachers who have had at least a two-year course in general cookery. The subject is taken up from the investigation or experimental viewpoint, and the course is intended to broaden the teacher's viewpoint and increase her confidence and skill.

3. **Dietetics**.....MISS RANDALL

Both a half and whole semester's work will be offered.

Half Semester—Four laboratory hours, three recitation hours per week—Two and a half Semester hours of credit.

Whole Semester—Eight laboratory hours, six recitation hours per week—Five Semester hours of credit.

A foundation course in human nutrition dealing with the fundamentals of dietetics. The feeding of individuals and groups of people under varying typical social and economic conditions is considered.

4. **Household Management**.....MISS WILLOUGHBY

Eight lecture hours per week—Three semester hours credit.

Designed to give students an insight into the organization and administrative work of the home. Such topics as the heating, lighting, ventilation and furnishing of a home are considered together with the efficient work of the housewife and the best expenditure of the income.

5. **Millinery**.....MISS WILLOUGHBY

Six laboratory hours per week—Three Semester hours credit.

The course consists of the designing, making and trimming of hats with the purpose of developing taste and the ability to make a wise choice in buying. The application to millinery of the general artistic principle which should guide in the selection of all clothing is shown.

6. **Methods of Teaching Home Economics**.....MISS WILLOUGHBY

Six days per week—Three semester hours credit.

This is a professional course dealing with the problems of Home Economics in the Public Schools. The selection, purchase, cost and care of equipment, methods of teaching, presentation of lessons, relation of the special teacher to the community are some of the problems presented.

7. **Cookery I**.....MISS THOMPSON

Six laboratory hours, two lectures per week — Two and a half semester hours credit.

This is a beginning course in cookery intended to acquaint the student with the fundamental processes of cookery. The cost of food is studied in relation to its nutritive value and the total family expenditure.

8. **Clothing I**.....MISS THOMPSON

Six laboratory hours per week—One and one-half semester hours credit.

This course teaches the fundamental principles of sewing through the making of simple garments. Design, construction, hygiene, the economics and ethics of purchase are some of the aspects of the subject which form the basis for class discussions.



9. **Physiology, Hygiene and Sanitation** . . . . . MISS THOMPSON

Ten periods per week --Five semester hours credit.

This course deals with personal hygiene and sanitation, the maintenance of high standards of health for the teacher, proper care and ventilation of school rooms, home and community hygiene.

10. **Chemistry** . . . . . H. C. SKINNER

Opportunity will be given for students to do either one-half or a full year's work. A half year's work requires four lecture hours and eight hours laboratory per week, a year's work will require eight hours of lecture and sixteen hours of laboratory per week.

Other courses of the Home Economics Curriculum that will be found on the Summer School Program are:

English Fundamentals . . . . .	6 hours . . . . .	3	semester hours credit
English Composition I and II each . . . . .	4 hours . . . . .	2	semester hours credit
Introduction to Teaching . . . . .	6 hours . . . . .	3	semester hours credit
Psychology . . . . .	6 hours . . . . .	3	semester hours credit
Health Education . . . . .	6 hours . . . . .	1½	semester hours credit

For specific information in regard to courses in Home Economics, apply to Miss Edna M. Randall, Director Home Economics Department, State Normal School, Indiana, Pa.

See pg. 7 for "Admission and Room Reservation."

### ART COURSES

Certain courses in the Art Curriculum coincide with the regular courses viz.; English Fundamentals, Health Education, Oral Expression, Composition (1) and (2), Psychology and Child Study, and History and Principles of Education.

In addition to the foregoing and the Art Courses of the regular curricula, two most serviceable courses for teachers in service will be given. Twelve hours of work each week will be required in each course, the purpose being to give enough of each subject to enable the teacher to carry back an effective contribution to her school. These two courses are:

1. Pencil Sketching (known as Normal Arts 41.2), which includes accented pencil outline; pencil painting to show color and light and shade; pencil painting with pencil in color; pencil painting with water color wash; copying and making original plates. This work is applied to seasonal nature material such as flowers, plants, vegetables, landscapes, trees, and also to houses, furniture, pottery, etc.

2. Water Color, known as Normal Art 42.1.

The work of this course begins with the flat wash. Twelve copies of landscape are made with special attention to skies, clouds, foregrounds, and trees. The relative merits of different methods of treatment are determined by trial. Flower drawing is taught by the "built up" method. Two certificate sheets of still life are made.

If there is sufficient demand, additional courses will be offered.

In addition to the foregoing courses, the following from the three-year Art Curriculum will be found on the Summer School program:

	Period per week	Semester Hours
English Fundamentals . . .	6 . . . . .	3
Oral Expression . . . . .	4 . . . . .	2
English Composition I and II each . . . . .	4 . . . . .	2
Psychology and Child Study . . . . .	6 . . . . .	3
History and Principles of Education . . . . .	6 . . . . .	3
Health Education . . . . .	6 . . . . .	1½

See pg. 7 for "Admission and Room Reservation Blank." For further information in regard to courses in Art, address

MISS JEAN McELHANEY  
Director Art Department  
Indiana, Pa.

### COMMERCIAL TEACHERS' TRAINING COURSE

The summer courses offered in the Commercial Teachers' Training Department are organized with the needs of three groups in view, as follows:

1. Those who have taught commercial subjects and desire to become better teachers of those subjects.
2. Commercial teachers who wish to secure State certification for teaching commercial subjects.
3. Those who have completed a part of the full Commercial Teachers' Training Curriculum at this Normal School, or the equivalent of any part of it elsewhere and who wish to complete their course and secure the Diploma of the Normal School.

Therefore, candidates for this Department must show satisfactory evidence of the following:

1. The completion of a four-year high school course, or its equivalent, with at least fifteen (15) units of credit, and
2. Completion of a course in commerce in a recognized school and one year's teaching experience, or the completion of two years' work in an approved commercial teacher training school.

### State Certification Requirements

The State Department of Public Instruction has announced new requirements for the certification of commercial teachers. The new "Permanent Standard Certificate" can be secured by those who now hold "temporary" certificates by the completion of certain work. The additional work required can be secured in summer sessions. The Commercial Department at Indiana will offer the necessary courses for the higher grade of certificate. It should be

understood that hereafter certificates of less than "permanent" grade will be renewed only for those who have taught successfully on them and who have completed at least six additional semester hours of preparation toward meeting the requirements for the "Permanent Standard Certificate."

All summer school teacher-training students are required to take the course in Commercial Education. No student will be permitted to elect more than twenty-four (24) hours of work, including the course in Commercial Education. To meet special needs, special arrangements may be made.

The courses offered are divided into three groups, as follows:

1. Those that consist of instruction in subject matter only.
2. Those that include instruction in subject matter and methods combined.
3. Those that include professional training only.

With the limitations imposed in the preceding paragraph, students may make up their programs by selecting courses from these groups, subject, in all cases, to approval by the head of the Department.

### **Group I—Subject Matter Courses:**

**Intermediate Bookkeeping** . . . . . Six hours a week  
Three Semester Hours of Credit.

Applicants must show a thorough knowledge of Elementary Bookkeeping to be eligible for entrance to this course. Such knowledge must include the Balance Sheet and its contents; the Trading and Profit and Loss Statement and its contents; the Ledger, and the true significance of the various Accounts; The Journal and its subdivisions, such as the Purchase Journal, Sales Journal, Cash Journals, General Journals, etc.; Posting, Checking, the Trial Balance, adjusting and closing entries; proper rulings for ledger accounts and original entry books, etc.

**Commercial and Economic Geography** . . . . . Six hours a week  
Three Semester Hours of Credit.

This course will include discussions and problems in commercial and industrial geography. The main emphasis will be placed on the human and economic sides of the subject. Some of the phases to be considered are the following: The relation of man to his environment; Cereals, Animal Industries, Vegetable Industries, Fruit and Canning Industries, Sugar and Tobacco, Fisheries, Fundamentals of Manufacture, Forest Industries, Textile and Clothing, Rubber and Leather, Metal Manufacturing Industries, Chemical Manufactures, Mineral Industries, North American Trade Routes, Foreign Countries, World Commerce, Our New Foreign Trade Prospects and Possible Results.

**Office Practice and Machines** . . . . . Six hours a week  
Three Semester Hours of Credit.

This course will include theory and practice in general office training and the use of the various office machines. Modern business has developed the use of office machines to an extent unthought of a few years ago. A new form of

training is demanded in order to keep pace with these new demands. The high schools must fall in line or fail to produce what the business man needs. Every commercial teacher should have a thorough working knowledge of such office facilities.

### **Group 2—Subject Matter and Methods Courses:**

**Commercial Arithmetic and Rapid Calculations** . . . . .Six hours a week  
Three Semester Hours of Credit.

This course will include a study in the theory and practice of the more important commercial calculations and the development of accuracy and speed in such work, together with the proper methods of presentation. The outline of this work is based on the demands of the new State Syllabus and should appeal strongly to all commercial teachers.

**Business English** . . . . .Six hours a week  
Three Semester Hours of Credit.

The purpose of this course is to train one to connect good, forceful English with business expression in such a manner as to make it effective. Much emphasis will be placed on the proper method of teaching the subject in the high schools in order that practical results will follow. Special training is needed in order to make good English conform to the true needs of the modern business world.

**Business Correspondence** . . . . .Six hours a week  
Three Semester Hours of Credit.

The purpose of this course is to develop the proper technique of business correspondence in such a manner as to make it forceful, terse and productive of results. Special emphasis will be placed on the proper methods of teaching the subject.

**Business Writing** . . . . .Six hours a week  
Three Semester Hours of Credit.

Subject matter, for the purpose of developing skill in the practice of the leading so-called "methods" of writing, together with an outline of the best methods of teaching the subject successfully, will be the content of this course.

**Shorthand Dictation** . . . . .Six hours a week  
Three Semester Hours of Credit.

Applicants must show evidence of a thorough knowledge of the theory of the system (any standard system) before they will be permitted to enter this course. Proper methods of teaching shorthand theory and dictation, together with speed drills, will constitute the work of this course.

**Advanced Typewriting and Related Office Practice** . . . . .Six hours a week  
Three Semester Hours of Credit.

A thorough knowledge of the proper manipulation of the machine (any standard machine) by the touch method is presupposed. Methods and practice in typewriting, transcription and general office practice such as is naturally related to advanced typewriting, such as stencil cutting, etc., will constitute the content of this course. Opportunity will also be given for the mastery of the Dictaphone.

### **Group 3—Professional Courses:**

**Methods in Teaching Bookkeeping** . . . . .Six hours a week for three weeks  
One Semester Hour of Credit.

A thorough knowledge of elementary bookkeeping is presupposed for entrance to this course. Applicants must give satisfactory evidence of such knowledge before electing this course. The methods outlined in this course are the same as those set up in the new State Syllabus. A knowledge of this course should increase one's efficiency in teaching bookkeeping many fold.

**Commercial Education** . . . . .Six hours a week for six weeks  
Two Semester Hours of Credit.

This course is required of all applicants electing a commercial programme. The reason for this is that all commercial teachers should become acquainted with the new commercial education movements going on in the State and thus be able to co-operate more effectively in working out the new State Syllabus, etc. The work of this course will consist of discussions and lectures, together with studies in the history and development of commercial education, the new State Syllabus, organization of commercial curricula for the high schools, the special and general problems of present day commercial education, the new junior high school commercial movement, the new junior business training movement, etc. This should prove to be an extremely valuable course for all who will teach commercial subjects in 1922-1923.

## **ADVANCED STANDING**

Full credit will be given each applicant for all previous teaching experience and commercial training and will be applied for advanced credit on the regular Commercial Teachers' Training Curriculum toward Normal Graduation and the Normal Diploma. All credits earned in the Summer School will be credited as above and also properly certified to the proper certification officers of the State.

For specific information concerning the courses, address:

G. G. HILL, Director  
Commercial Teachers' Training Department  
State Normal School, Indiana, Pa.

## Department of Music

The following courses will, in addition to the music of the regular curricula, be offered in the Summer School:

**Elementary Theory A:** This course provides instruction in the elements of music. The following are taken up for study: clefs—signification and origin; construction of the major scale; three forms of the minor scale and the chromatic scale both with and without key signature; various kinds of measures and their signatures; transposition; the measurement of intervals and triads and their inversions.

Daily

Credit: Three Semester Hours

**Sight Reading A:** This course begins with the most elementary sight reading and covers material equivalent to the first four years in the public schools.

Daily

Credit: Three Semester Hours

**Dictation A:** A course in ear training which begins with the recognition of simple groups of tones from hearing and covers the work of the first five years in the public schools.

Daily

Credit: Three Semester Hours

**Elementary Harmony B:** This course will consist of the study of chords, four-part writing over a given bass; construction of accompaniments; melody writing; parallel fifths and octaves; dominant seventh chords; serial modulations; directly related keys; and the simple harmonization of melodies.

Daily

Credit: Three Semester Hours

**Child Voice and Rote Singing B:** This course deals with the physiology and psychology of the child voice through the adolescent period. It treats of proper methods of training and developing this voice and through the repertoire of rote songs presented, attempts to exemplify proper tone quality. Songs suitable for use in the first four grades in music in the public schools will be presented.

Daily

Credit: Three Semester Hours

**Material and Methods C:** Means and methods of teaching music throughout the first six grades in the public schools will be demonstrated and materials suggested.

Daily

Credit: Three Semester Hours

**Music Appreciation E:** This course will deal with music appreciation as applied to the public schools. Compositions suitable for the grades, beginning with the first grade and through the high school, will be demonstrated with soloists and the talking machine.

Tuesday and Friday

Credit: One Semester Hour

**Chorus:** A chorus of selected voices will be formed to which all members of the summer session who can qualify will be admitted. No fees will be charged and all music will be furnished free. A concert by this organization will be given during the last week of the session.

Tuesday and Thursday at 3:30 P.M. in the Chapel.

Credit: One Semester Hour

**Orchestra:** A Summer Session orchestra will be formed of all students at the Summer Session who play orchestral instruments. No fees are charged and all music is furnished gratis. Students playing these instruments are urged to bring them to the Summer Session. This organization will assist the chorus in giving a concert during the last week of the session.

Monday and Wednesday at 3:30 P.M. in the Junior High School Assembly Room.

Credit: One Semester Hour

**PRIVATE INSTRUCTION** in piano, voice, organ and cello will be given by competent instructors at reasonable rates. Practice rooms will be furnished.

**CONCERTS:** The department of music will present a summer concert course of three concerts. Admission fees will be very low, as it is desired to give the students an opportunity of hearing reputable artists at cost. The artists and dates of performance will be announced later.

For detailed information regarding any of the courses in Music, address

ROBERT A. BARTHOLOMEW  
Director Department of Music  
State Normal School  
Indiana, Pa.

N. B.—See page 7 for "Admission and Room Reservation" blank.

## APPENDIX A.

The following are extracts from the regulations of the State Council of Education:

### A. GENERAL QUALIFICATIONS

Every teacher in the public schools of this Commonwealth must hold a certificate clearly indicating the work which the holder is qualified to perform. Every teacher must be at least eighteen years of age, of good moral character and sound physical and mental health, not in the habit of using narcotic drugs or intoxicants.

All certificates are issued on credentials of approved training. Examinations will be held only when it is impossible to evaluate the credentials.

All valid certificates are equally valid in day or evening schools except where the scope is specifically restricted.

### B. KINDS OF CERTIFICATES

Certificates to be hereafter issued shall be of the following kinds:

- I. Emergency
- II. Partial:
  1. Elementary
  2. Secondary
- III. Standard:
  1. Temporary
  2. Permanent
- IV. Normal:
  1. Certificate
  2. Diploma
- V. College:
  1. Provisional
  2. Permanent

All persons holding Standard, Normal, or College Certificates shall be considered to have the standard qualifications as required by the salary law.

The certificates mentioned above are described briefly as follows:

#### I. EMERGENCY CERTIFICATES

This certificate may be issued by any county or district superintendent of the State for a period of not to exceed three months. It cannot be renewed, but may be extended for the balance of the current school year on the approval of the State Superintendent of Public Instruction. It entitles the holder to teach the subjects prescribed for the elementary school curriculum, or if issued for high school teaching, the subjects written on its face.

The minimum salary guarantee for this certificate is \$75.00 a month.



## II. PARTIAL CERTIFICATES

### 1. Elementary:

This certificate shall be considered as of equivalent value to the professional certificate. It is issued by the State Superintendent of Public Instruction upon the request of the local county or district superintendent under whose authority the applicant is to teach and entitles the holder to teach in the designated county or district for a period of one year the subjects prescribed for the elementary school curriculum.

Applicants for this form of certificate must have had four years of high school education, or the equivalent, and eight semester hours of professional training.

The first renewal of this certificate is dependent upon a rating of low or better, plus six semester hours of further training. Subsequent renewals require a rating of middle or better and six additional semester hours of professional training.

The Partial Elementary Certificate will be converted into the Standard Certificate when the holder has the qualifications required for the Standard Certificate. (See Standard Certificate later.)

The minimum salary guarantee for the Partial Elementary Certificate is \$85.00 a month.

### 2. Secondary:

This certificate shall be considered as of equivalent value to a professional certificate. It is issued by the State Superintendent of Public Instruction upon the request of the local county or district superintendent under whose authority the applicant is to teach and entitles the holder to teach in the designated county or district for a period of one year such subjects of secondary grade as may be written on its face.

Applicants for this form of certificate must have had two years of collegiate education together with six semester hours of professional training. Approved vocational experience may be offered as the equivalent of the education and training required for this certificate.

The first renewal of this certificate is dependent upon a rating of low or better plus six semester hours of additional approved training. Subsequent renewals require a rating of middle or better and six additional hours of approved training.

The minimum salary guarantee for this certificate is \$85.00 a month.

## III. STANDARD CERTIFICATES

### 1. Temporary:

This certificate is issued by the State Superintendent of Public Instruction and entitles the holder to teach for a period of two years the subjects prescribed for the curriculum of the elementary school or such subjects as may be specifically written upon its face in either the elementary or secondary field of education as may be prescribed.

Applicants for this form of certificate must have had a four year high school or equivalent education and two years (seventy semester hours) or the equivalent

of professional training for teaching. Observation, participation and practice teaching of not less than six semester hours or its equivalent must form a part of this requirement.

The first renewal of this certificate is dependent upon a rating of low or better. Subsequent renewals require a rating of middle or better.

## 2. **Permanent:**

This certificate is issued to the holder of a standard temporary certificate or its equivalent at the end of its first period or any subsequent renewal period on a rating of middle or better and evidence of four years of successful teaching experience.

In art education, commercial education, health education, home economics or music, not less than three years of approved training beyond high school grade in the specified field shall be required for a Standard Permanent Certificate.

The Normal and College Certificates are not described in this bulletin because they are not of immediate concern to teachers in the elementary field. Full information regarding them may be secured by writing Dr. Albert Lindsay Rowland, Teacher Bureau, Harrisburg, Pa., care of Department of Public Instruction.

## IV. MISCELLANEOUS REGULATIONS

**Additional Branches:** In order to add a subject or a subject field to a certificate, credentials showing the satisfactory completion of twelve semester hours of approved training must be presented.

**Partial Certificates:** Partial certificates may be made valid in any county or district upon the endorsement of the superintendent of such county or district.

Upon representations made by any county or district superintendent setting forth a shortage of teachers for the said county or district, a partial elementary certificate may be granted to certain specified persons who lack the four year high school graduation qualification required for this certificate, with permission to satisfy this requirement while holding said certificate.

**Permanent Professional Certificates:** Professional certificates made permanent under section 1308 of the School Code will be translated into permanent standard certificates, valid for use throughout the State, upon application to the Department of Public Instruction accompanied by the original certificate. (Professional permanent certificates are those issued by county or district superintendents to persons who have already held a professional certificate for not less than ten years and are good in the school district in which the person was teaching at the time the act was passed, 1913. The foregoing provision will make a few certificates of this type throughout the State.)

**Teachers' Ratings:** All teachers' rating shall be made by a supervisor, principal, superintendent or officer of the Department of Public Instruction, designated by the Superintendent of Public Instruction who has professional knowledge of the candidate. All teachers' ratings shall be evaluated by the Superintendent of Public Instruction.

**Minimum Qualifications for Salary Increments:** The minimum qualifications for the advancement on any salary schedule from the initial sum prescribed therefor to that prescribed for the first increment thereof shall be a rating in teaching on the State teacher's rating score card of low or better, and for each subsequent increment a rating of middle or better.

#### **PARTIALLY COMPLETED PERMANENT STATE CERTIFICATES.**

In evaluating the training and experience of those teachers who have partially completed the requirements for the Permanent State Certificate, the following method will be used:

1. The holding of the professional certificate will be considered as meeting the requirements of the cultural group.
2. Each subject of the professional group will be considered as the equivalent of four semester hours of work of professional training of collegiate (normal school) grade.
3. To meet the requirements where the applicant has failed in music, art or health, it will be necessary to complete satisfactorily such courses in these subjects as may be approved by the Department of Public Instruction. Such courses will be offered by the State Normal Normal Schools during the coming summer session. Before beginning courses in other institutions in any of the above named subjects, the applicant should inquire if the satisfactory completion of such courses will meet the requirements.
4. The requirements for pedagogy may be met by satisfactorily completing an oral examination on such books as may be approved by this Department.
5. The requirements for the other subjects may be met by presenting credentials showing the completion of four semester hours of general professional work of collegiate (normal school) grade. (Semester hour is defined on page 8 of this bulletin.)

**Teachers in Service:** Teachers now in the service of the public school system shall be given special consideration in connection with the regulations herein prescribed as provided below:

1. Two years of successful teaching upon a professional or equivalent certificate for all teachers now in service shall be presumed to be equivalent to a standard high school education.
2. Holders of professional certificates shall, upon the expiration thereof, receive a partial elementary or a partial secondary certificate as herein prescribed.
3. Permanent professional certificates restricted to the district for which they were issued shall be translated into standard certificates.
4. Holders of emergency certificates A, emergency certificates B, and professional certificates, who are four year high school graduates,

shall receive the partial elementary or the partial secondary certificates as herein prescribed.

5. Holders of emergency certificates A (except as noted above), emergency certificates B, and provisional certificates, who have less than four year high school education, shall receive the partial elementary, or partial secondary certificate as herein prescribed, with the condition that they complete the high school work. To this end each year of approved experience shall equal three units of high school work, but this credit for experience shall not be allowed after July 1, 1922.
6. Until July 1, 1927, four semester hours of credit toward the standard certificate shall be allowed for each year of approved experience upon a partial elementary certificate or a professional certificate with a rating of middle or better. If rating is below middle, three semester hours shall be allowed. However, no credit shall be given for experience beyond fifteen years.
7. Four semester hours of credit toward the standard certificate shall be given for each subject written upon a professional certificate additional to those subjects required for the issue or renewal of such certificate.

The foregoing summarizes the action of the State Council of Education concerning the issuance of certificates in which teachers in rural schools and elementary schools throughout the State are interested. Further complete information in bulletin form may be secured by addressing Dr. Albert L. Rowland, Teacher Bureau, Department of Public Instruction, Harrisburg, Pa.

## APPENDIX B.

The Board of Normal School Principals have adopted the following regulations and the same have been approved by the State Council of Education.

### **NORMAL SCHOOL CERTIFICATE FOR TEACHERS IN SERVICE.**

The following conditions apply only to those persons who have taught in Pennsylvania public schools prior to July 1, 1922.

1. The fifteen units of high school work required for entrance to the State Normal Schools may be earned in approved high schools, summer schools, extension classes, correspondence study, and tutoring under approved conditions.

Credits for entrance may also be secured by teaching experience in Pennsylvania public schools at the rate of three standard high school units for each year of successful teaching.

2. Whenever a teacher has earned the credits necessary for entrance to a State Normal School in any of the above ways or by combination of them, four semester hours of credit on a regular State Normal School curriculum may be granted for each year of teaching experience in Pennsylvania with a

rating of "middle or better" (on the State Teacher's Rating Score Card) subsequent to meeting the entrance conditions up to a maximum of thirty-two semester hours, provided, however, that all credits thus given shall be conditional until the teacher shall have proved his ability to do the work of the State Normal School curriculum in a creditable manner.

3. In all cases in which Normal School credit is given for teaching experience, the work remaining to be done shall be selected by the authorities of the Normal School to secure the best development of the student in teaching power.

4. A minimum of one-half year of resident study shall be required of all candidates for graduation who are credited for teaching experience as outlined above.

5. Entrance and Normal School credits based on teaching experience as outlined above will not be granted after September 1, 1927.

6. The evaluation of all credits under the foregoing plan is to be made by the Teacher Bureau, Department of Public Instruction, Harrisburg, Pa.

To facilitate such evaluation, the Indiana State Normal School will collect, with the co-operation of those teachers who seek its certificate, all necessary data and put the same in order for forwarding to the Teacher Bureau. Those who desire to avail themselves should correspond directly with the Principal of the School and should indicate which of the following blanks they need for their particular cases:

- A. High School Credit blank.
- B. Teacher's Rating Score Card.
- C. Successful teaching experience blank.
- D. Personal Data blank.
- E. Other Institutional Credit (Summer Schools, Extension, etc.) blank.

These blanks will be sent out on application to any teacher now in service in the public schools of the Commonwealth. When properly filled out, they should be returned to the Indiana State Normal School. The School will send them to the Teacher Bureau. The Teacher Bureau will return them to the School with a statement of credits allowed for entrance or Normal School credit, or both. These blanks and the statement of the Teacher Bureau will be kept in the office of the School as a part of the student's permanent record, and the student will be informed of his exact status.

**The Indiana, Pa., State Normal School begins the first semester of the school year 1922-23 on September 11, 1922.**















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