

Summer School

1924

JUNE TWENTY-THIRD
To
AUGUST TWENTY-THIRD



State Normal School
Indiana, Pennsylvania

Summer School

1924

June Twenty-third to August Twenty-third

State Normal School
Indiana, Pa.

Digitized by the Internet Archive
in 2009 with funding from
Lyrasis Members and Sloan Foundation

GENERAL INFORMATION

Summer School

1924

**DATES: The Summer School will Open on June 23,
and Close with August 23, 1924**

WHO MAY COME

The 1924 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, 1924. (See pp. 8-9 for details.)

2. Persons now teaching on Partial Elementary, Emergency or Professional Certificates that expire with the school year 1923-24. (August 1, 1924.) (See pp. 9-15 for details.)

3. Persons who desire to add subjects to existing Permanent Certificates. (See pg. 15 for details.)

4. Persons desiring to begin, continue, or finish a Normal School curriculum, including the special curricula in Music, Home Economics, and Commerce. (See pg. 15 for details.)

5. For the Summer of 1924, the Indiana State Normal School will offer a few courses of Secondary (high school) grade for teachers in service who desire to complete the required 15 units. (See pp. 5-26 for details.)

HOW TO SECURE A CERTIFICATE

See Appendix C, pp. 32-34 for details.

REGISTRATION

All students are expected to present themselves on June 23rd. 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 24th.

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 27 $\frac{1}{2}$ 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 23, 1924.*

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, or to be enrolled in the Summer School.

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 1924 should fill out the blank inclosed and send it, together with ten dollars in check, draft or money order, to the school. (*Do not send money in a letter.*) This fee is for the reservation of a room for one student for the Summer School of 1924, or for the semester fee. All students who enroll—Day Students and Boarding Students alike—must pay the \$10.00 fee in advance.

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 23, 1924. Day Students will therefore pay no fee at entrance, and should present to the person who makes their program the receipt for \$10.00 paid in advance.

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 and accepted.

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.

School receipts dated June 1, will be sent to all whose Room Reservation Fees are received prior to June 1. Such a receipt constitutes acceptance of a student for the Summer School of 1924.

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. 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 pp. 25 and 26 for details.)

BRANCH SCHOOL

In 1923, Indiana's Summer School enrollment numbered 1413. Of these, 1166 were accommodated at Indiana, and 247 were taken care of at Altoona, Pa. Many inquiries have already been received as to whether Indiana will in 1924 conduct another Branch School. No decision can be made until Indiana's enrollment for the Summer School of 1924 exceeds its capacity, viz., 1200. For this reason all who desire to attend Indiana in the Summer of 1924 should enroll as early as possible.

No student whose enrollment fee is accepted at Indiana will be asked to transfer if a Branch School is organized under Indiana's direction. If such a school is organized, the Room Reservation fee of any student who desires to enroll in the Branch School will be refunded.

COURSES OFFERED AT INDIANA, PA., SUMMER SCHOOL, 1924

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, 1924, pp. 8-9.
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, pp. 9-15.
3. Courses for persons who desire to add subjects to existing permanent certificates, pp. 15-16.
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, Music, Home Economics, and Commerce, pg. 16.
5. High School subjects for teachers in service, pg. 15.

I.

Students who expect to begin teaching in September, 1924.

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, 1924, 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 such courses. Therefore, the three year requirement can be met in two Summer sessions. The list follows:

	Semester Hours
1. School Efficiency or Rural School Management.....	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 Arithmetic.....	3

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

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 6 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.

Group I (Kindergarten and Grades 1, 2, 3)

FIRST SEMESTER	Periods Per Week	Semester Hours Credit
Introduction to Teaching	3	3
English Fundamentals	3	3
English Composition (1)	2	2
Oral Expression	2	2
Nature Study	2	2
Personal and School Hygiene	2	2
Art (1)	3	3
Music (1)	3	3
Physical Education (1)	3	1
	—	—
	23	21

Group I (Kindergarten and Grades 1, 2, 3)—Continued

SECOND SEMESTER	Periods Per Week	Semester Hours Credit
Psychology and Child Study	3	3
English Composition (2)	2	2
The Teaching of Primary Reading	3	3
Industrial Arts	3	3
Music (2)	3	3
Handwriting	2	1
Nature Study	2	2
Physical Education (2)	3	1
*The Educative Story	2	2
	—	—
	23	20

THIRD SEMESTER

**Student Teaching, including School Efficiency and Conferences	15	15
The Teaching of Primary Subjects	3	3
Physical Education (3)	3	1
	—	—
	21	19

*This elective is provided so that students desiring to emphasize the sub-primary field may have the opportunity of taking Kindergarten Theory, Kindergarten Materials and Methods, and observe in the Kindergarten, as the different schools may arrange.

For those who elect to teach in primary grades, the electives are to be chosen, with reference to the needs of primary teachers, from the list of electives.

**Those who elect to teach in the sub-primary field should have the major portion of their student teaching in this field.

FOURTH SEMESTER

History and Principles of Education	3	3
Children's Literature and Story Telling	3	3
Educational Sociology	3	3
Art (3)	2	2
Music (3)	3	3
Physical Education (4)	3	1
Health and Hygiene in the Elementary School	3	3
Educational Measurements	2	2
	—	—
Total of 80 semester hours	22	20

Group II (Grades 4, 5, 6)

FIRST SEMESTER	Periods Per Week	Semester Hours Credit
Introduction to Teaching.....	3	3
English Fundamentals.....	3	3
English Composition (1).....	2	2
Oral Expression.....	2	2
Nature Study.....	2	2
Personal and School Hygiene.....	2	2
Art (1).....	3	3
Music (1).....	3	3
Physical Education (1).....	3	1
	<hr/>	<hr/>
	23	21
SECOND SEMESTER		
Psychology and Child Study.....	3	3
English Composition (2).....	2	2
The Teaching of Arithmetic.....	3	3
The Teaching of Geography.....	3	3
The Teaching of Social Studies.....	3	3
Music (2).....	2	2
Art (2).....	2	2
Handwriting.....	2	1
Nature Study.....	1	1
Physical Education (2).....	3	1
	<hr/>	<hr/>
	24	21
THIRD SEMESTER		
Student Teaching, including Conferences and School Efficiency.....	15	15
The Teaching of English.....	3	3
Physical Education (3).....	3	1
	<hr/>	<hr/>
	21	19
FOURTH SEMESTER		
History and Principles of Education.....	3	3
Juvenile Literature.....	3	3
Educational Sociology.....	3	3
Art (3).....	2	2
Music (3).....	2	2
Physical Education (4).....	3	1
Health and Hygiene in the Elementary School	3	3
Educational Measurements.....	2	2
	<hr/>	<hr/>
Total of 80 semester hours.....	21	19

Group III (Grades 7, 9, 8)

FIRST SEMESTER

	Periods Per Week	Semester Hours Credit
Introduction to Teaching.....	3	3
English Fundamentals.....	3	3
English Composition (1).....	2	2
Oral Expression (1).....	2	2
Nature Study.....	2	2
Personal and School Hygiene.....	2	2
Art (1).....	3	3
Music (1).....	3	3
Physical Education (1).....	3	1
	23	21

SECOND SEMESTER

Psychology A.....	3	3
English Composition (2).....	2	2
Oral Expression (2).....	2	2
Art (2).....	3	3
Music (2).....	3	3
Social and Industrial History of U. S.....	3	3
Economic Geography of U. S.....	3	3
Physical Education (2).....	3	1
	22	20

THIRD SEMESTER

Psychology B.....	3	3
World Problems in Geography.....	3	3
Physical Education (3).....	3	1
Elective.....	12	12
English..... 3—3 or 6—6		
Science I..... 3—3 or 6—6		
Social Studies I..... 3—3 or 6—6		
*Mathematics I..... 6—6		
**Foreign Language..... 6—6		
	21	19

FOURTH SEMESTER

Purpose, Organization, and Development of Junior High School.....	3	3
Physical Education (4).....	3	1
Elective.....	15	15
†English..... 3—3 or 6—6		
†Science II..... 3—3 or 6—6		
†Social Studies II..... 3—3 or 6—6		
†Mathematics II..... 6—6		
†Foreign Language II..... 6—6		
	21	19

Group III (Grades 7, 9, 8)—Continued

FIFTH SEMESTER	Periods Per Week	Semester Hours Credit
Student Teaching, including School Efficiency and Conferences.....	15	15
Guidance.....	3	3
Physical Education (5).....	3	1
Dramatic English.....	2	2
	—	—
	23	21

SIXTH SEMESTER

Educational Sociology.....	3	3
History and Principles of Education.....	3	3
Educational Measurements.....	3	3
Physical Education (6).....	3	1
Health and Hygiene in the Junior High School.....	3	3
**Free Elective.....	7	7
	—	—
	22	20

*One year of Algebra and one of Plane Geometry are required in order to specialize in Mathematics.

**Three years of Latin, including Cicero, or two years of a modern foreign language, are required in order to specialize in a given foreign language.

†These courses are open only to those who have taken the corresponding courses listed in the third semester.

**Under "Free Elective" not more than 3 semester hours of Art, Music, or Education may be offered by any school.

Total of 120 semester hours.

Group IV (Rural)

FIRST SEMESTER	Periods Per Week	Semester Hours Credit
Introduction to Teaching.....	3	3
English Fundamentals.....	3	3
English Composition.....	2	2
Oral Expression.....	2	2
Nature Study.....	2	2
Personal and School Hygiene.....	2	2
Art (1).....	3	3
Music (1).....	3	3
Physical Education.....	3	1
	—	—
	23	21

Group IV— Rural —Continued

	Periods- Per Week	Semester Hours- Credit
SECOND SEMESTER		
Psychology and Child Study.....	3	3
English Composition.....	2	2
The Teaching of Arithmetic.....	3	3
The Teaching of Geography.....	3	3
The Teaching of Social Studies.....	3	3
Music 2.....	2	2
Art 2.....	2	2
Handwriting.....	2	1
Physical Education.....	3	1
	23	20
THIRD SEMESTER		
Student Teaching, including Conferences and School Efficiency.....	15	15
The Teaching of Reading.....	3	3
Physical Education.....	3	1
	21	19
FOURTH SEMESTER		
History and Principles of Education.....	3	3
Children's Literature and Story Telling..	3	3
Agriculture.....	3	3
Rural Sociology.....	2	2
Art 3.....	2	2
Music 3.....	2	2
Physical Education.....	3	1
Health and Hygiene in the Rural School..	3	3
Elective.....	3	3
	24	22

Total of 82 semester hours—80 required for graduation.

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 II, III and IV, Social Studies I, II, III and IV, and Mathematics I, II, III and IV, 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 1924 should know what courses they desire to take before reaching Indiana and should have conferred with their superintendents regarding this matter.

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, pp. 27-31 of this Bulletin. If one seeks the Normal School Certificate, he should study what is found in Appendix B, pp. 31-32.

In the Summer School, which is nine weeks in length, the number of recitations per week in each subject is doubled, in order to complete the semester's work. A three semester hour subject will meet six days a week during the Summer School.

Secondary Studies

For the benefit of teachers in service who do not have the required 15 units of high school work, the Indiana State Normal School will offer, in the Summer School of 1924, any High School subject if ten or more students desire to take it.

Each subject will recite twice each day, six days a week, so that a *unit* may be completed in nine weeks.

Students desiring any High School subjects are asked to state in their application exactly what subjects they desire to take.

III

Courses for teachers desiring to add subjects to existing certificates.

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 1924. All students desiring any of these courses should apply for them specifically and send a letter explaining the time they have taught, present teaching position, certificate held, etc.

English I.	3 Semester Hours
English II.	3 Semester Hours
English III.	3 Semester Hours
English IV.	3 Semester Hours
General Science I.	3 Semester Hours
General Science II.	3 Semester Hours
General Science III.	3 Semester Hours
General Science IV.	3 Semester Hours
Mathematics I.	3 Semester Hours
Mathematics II.	3 Semester Hours
Mathematics III.	3 Semester Hours
Mathematics IV.	3 Semester Hours
Social Studies I.	3 Semester Hours
Social Studies II.	3 Semester Hours
Social Studies III.	3 Semester Hours
Social Studies IV.	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 1924, arrangements therefor should be completed in advance of the opening on June 23rd.

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 in 1923-24 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.

V. COURSES IN SPECIAL SUBJECTS

In the field of special subjects, Indiana regularly gives three-year curricula in Art, Music, Home Economics and Commerce. The courses to be offered in the Summer School of 1924 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 certified 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.

A HOME ECONOMICS

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. **Food Products** Mrs. Owsley

A course designed to give the student a broad and exact knowledge of the production, manufacture, and distribution of food products together with an elementary knowledge of their nutritive value. Excursions, books of reference, government and state bulletions are freely used.

2. **Dietetics** Mrs. Owsley

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.

3. **Household Management** Mrs. Tuttle

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. Practice House Residence is required.

4. **Methods of Teaching Home Economics** Mrs. Tuttle

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.

5. **Cookery I** Mrs. Tuttle

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.

6. **Cookery III and IV:**.....Mrs. Owsley

This course falls into several rather distinct divisions—a detailed study of canning and preserving; practice in some of the more elaborate forms of cookery; more formal table service with a more extended study of costs and considerable practice in serving larger groups of people; a review of elementary cookery and practice in giving demonstrations.

7. **Chemistry**.....Miss Nehrlich

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.....	1 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.

COMMERCIAL

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

1. Fully certified teachers who have taught commercial subjects and who desire to become better teachers of those subjects, with newer and more up-to-date methods for attaining better results.

2. Commercial teachers who wish to secure higher State certification than they now possess for teaching commercial subjects, and to acquire more up-to-date methods for attaining better results.

3. Those who have completed a part of the full Commercial Teacher Training Curriculum at this Normal School, or the equivalent of any part of it elsewhere in a recognized school, 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. 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 Teacher Training 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 higher certificate.

Almost without exception, those who are working in the summer sessions for the Permanent Standard Certificate, also desire to have their credits applied on the Commercial Teacher Training Curriculum toward the higher Normal Diploma—the goal of every ambitious teacher. Both objects may be worked for at the same time. In this way, present certification is made safe while the higher and complete professional certification is being attained.

Election of Courses

No student will be permitted to elect more than twenty-four (24) hours of work, including the course in Commercial Education. This course is required of all summer school students electing commercial-teacher-training courses.

With the limitations imposed in the preceding paragraph, students may make up their programs by electing any courses they desire, subject, in all cases, to approval by the Director of the Department.

COURSES OFFERED

Commercial Education (Six Weeks) Six hours a week
Two Semester Hours of Credit

This course is required of all applicants electing a commercial program who have not already taken it. 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 and other recent innovations. 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, the 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, part-time and continuation commercial school plans, etc. This should prove to be an extremely valuable course for all who will teach commercial subjects in 1924-1925.

Junior Business Training (Three Weeks) Six hours a week

One Semester Hour of Credit

Up-to-date commercial departments everywhere are writing into their commercial curricula a course in junior business training, as a introduction to the other commercial courses. Just what this course is, how it is organized and operated and other features will constitute the subject matter of this course. This is one of the very newest developments in commercial education and one that should be given a place in every high school commercial program.

Elementary and Intermediate Bookkeeping

Review with Methods Six hours a week

Three Semester Hours of Credit

The purpose of this course is to give a thorough review of the subject matter that should be taught high school students in elementary and intermediate bookkeeping, together with the proper methods of teaching it in the high schools. Every teacher of high school bookkeeping should take this course.

Advanced Bookkeeping I with Methods Six hours a week

Three Semester Hours of Credit

Only those who can show satisfactory evidence of a thorough knowledge of the preceding course in bookkeeping are eligible for this course. This course will include the special accounts used in the formation of the corporation, involved controlling accounts, special journals, advanced columnar books of entry, special reports, and analyses of statements pertaining to the corporation, etc., with methods of teaching these topics.

Advanced Bookkeeping II with MethodsSix hours a week
Three Semester Hours of Credit

Only those who can show satisfactory evidence of a thorough knowledge of the two preceding courses in bookkeeping are eligible for this course. This course is a continuation of the preceding course in bookkeeping.

Elementary AccountingSix hours a week
Three Semester Hours of Credit

Only those who can show satisfactory evidence of a thorough knowledge of the preceding courses in bookkeeping are eligible for this course. This course includes a technical and practical review of all preceding courses in bookkeeping and accounting and a more advanced analysis of accounting reports and statements from the accountant's standpoint.

Accounting and AuditingSix hours a week
Three Semester Hours of Credit

This course is a continuation of the preceding course in Elementary Accounting, the detailed and balance sheet audits together with income tax procedure. These higher courses in accounting and auditing should greatly enrich the high school teacher's knowledge of accounts and their true significance and should produce more productive teaching.

Auditing and Income TaxSix hours a week
Three Semester Hours of Credit

Those who have completed the equivalent of the bookkeeping and accounting and auditing listed in the first five semesters of the Commercial Teacher Training Curriculum, are eligible for this course. This course completes the accounting and auditing offered in this department. It is made up of advanced auditing and income tax complete.

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

The purpose of this course is to review thoroughly the essential elements that should be taught high school classes in this subject, together with the methods of teaching them, and to lay special emphasis on the accurate and rapid calculations that are used frequently in business. Thoroughness is insisted on.

Business Writing and MethodsSix hours a week
Three Semester Hours of Credit

Study and practice in subject matter, for the purpose of developing skill in the practical use of the leading systems of writing, together with an outline of the best psychological methods of teaching the subject successfully, will constitute the content of this

course. No teacher can teach modern bookkeeping and many of the other commercial subjects properly without a thorough mastery of this course. Much of the secret of teaching shorthand successfully lies in the facility in using the pen properly. Every commercial teacher should be skilled with the pen.

Commercial Law with Methods Six hours a week
Three Semester Hours of Credit

A complete course in the subject matter and methods of teaching business and commercial law is offered. The laws of contracts, common carriers, property rights, etc., will be especially emphasized. No attempt will be made to train lawyers, but rather to outline one's rights and what to do when they are infringed upon.

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

This course includes 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, textiles and clothing, rubber and leather, metal, manufacturing industries, chemical manufacturers, mineral industries, North American trade routes, foreign countries, world commerce, our new foreign trade prospects and relations and possible results. Methods of teaching the subject will be outlined.

Office Machines and Practice Six hours a week
One and One-half Semester Hours of Credit

Modern business has developed the use of office machines to an extent unthought of a few years ago. In order to keep pace with these new demands, it is necessary for the high school to include this new training in any well-organized curriculum. If this is not done, the high school, in many communities, will fail to produce what the business man needs. A mastery in the manipulation of the most useful office machines will constitute the material for this course.

Business Office Practice Six hours a week
Three Semester Hours of Credit

A thorough course in office practice and routine cannot be successfully tacked onto some other course. With this idea in view, a complete course in office practice and routine will be offered for those who would teach by up-to-date methods. Mastery of several of the office machines will be included in this course.

Salesmanship, Advertising and Store Practice

.....Six hours a week
 Three Semester Hours of Credit

In this course, the theory of retail selling, advertising and store practice will be discussed, after which the class will be taken into the stores of Indiana in order to study first-hand the actual working of the subject. Methods for teaching the subject in the high school will be outlined.

Business Organization and Office Management

.....Six hours a week
 Three Semester Hours of Credit

In this course, the organization of the various forms of modern business and the management of the well-organized modern business office will be discussed. The project method will be used freely in this course.

Business Economics

.....Six hours a week
 Three Semester Hours of Credit

In this course the following general topics, with their economic subdivisions, will be discussed: The organization of production; value and exchange; money and the mechanism of exchange; the economics of international trade; distribution of wealth; labor problems; problems of economic organization; the economics of taxation, etc. Every effort will be made to make the subject practical and to give it an every-day significance.

Banking and Finance

.....Six hours a week
 Three Semester Hours of Credit

In this course the history and development of banking in the United States will be discussed, the National Banking System will be outlined and the new Federal Reserve System will be discussed at length. The money market, loans and discounts, and the financing of business organizations will receive much attention.

Business English and Business Correspondence

.....Six hours a week
 Three Semester Hours of Credit

Special training is needed in order to make English conform to the true needs of the modern business world. Great distinction should be made between having a sentence grammatically correct and having it produce the desired business effect. 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, and to develop the proper technique of business correspondence. Emphasis will be placed on the proper method of teaching this subject in the high school.

Shorthand Theory Review and Dictation**(Gregg) with Methods** Six hours a week

Three Semester Hours of Credit

No beginners will be admitted to this course. A thorough review will be given for the purpose of outlining the proper approach and method of presentation of subject matter and dictation drill. Shorthand teachers will find this course very helpful for procuring better results in the high school classes. It is primarily a methods course.

Typewriting Theory Review and Speed Drills**with Methods** Six hours a week

Three Semester Hours of Credit

No beginners will be admitted to this course. A thorough review will be given for the purpose of developing the proper approach and outlining the proper development of touch typewriting by our own special method. This is primarily a methods course and should prove very valuable to all teachers of typewriting.

Other subjects that will be offered in this Department are the following:

Typewriting—Elementary Six hours a week

One and one-half Semester Hours of credit.

This course is offered to those who have had very little or no training in typewriting and who wish to begin or continue such training at this time.

Methods in Shorthand—Short Courses—Gregg, Graham, Pitman.

Throughout the summer session, short, intensive courses will be offered by experts, in the methods of teaching the above systems of shorthand. These courses will be given separately throughout the summer session and any student may add one or more of them to his or her elected program without conflict.

The Lecture Course

The lecture course for the summer session will give those in attendance opportunity to hear a number of the foremost commercial educators of the country and to get acquainted with them. This feature should appeal strongly to all who possess a true professional spirit. The lectures will cover as wide a range of commercial topics as possible.

The following advanced professional courses will be offered:

History and Principles of Education Three semester hours**Principles of Secondary Education** Three semester hours**Educational Psychology** Three semester hours

ADVANCED STANDING

It will be noticed in the above outline of courses that no beginners will be admitted in shorthand, typewriting or bookkeeping. The summer sessions are for the convenience of teachers in service. Those who are admitted to these courses are therefore admitted with advanced standing. Those who do not have a thorough knowledge of the elements of these subjects, and who wish to pursue methods work in them during the summer session, should enroll at once for extension study in them with us or elsewhere, in order that sufficient knowledge of the theory may be procured for eligibility for entrance to these classes by the time the summer session begins.

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 Teacher Training Curriculum toward Normal Graduation and the Normal Diploma. It makes no difference whether the required work is done in winter or summer sessions. When the subjects as outlined in the curriculum are completed, all alumni rank alike. 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 Teacher 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: 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: 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: 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: 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

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.

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. (Pro-

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 permanent 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.

Teachers in Service: Teachers now (April, 1922) 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 and to teaching experience gained 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 several State Normal Schools.

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. 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. Approved Training Certificate (for work of college grade at other institutions, etc.)

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.

Appendix C

HOW TO SECURE A CERTIFICATE

So many teachers in service and prospective teachers ask what things they must do in order to secure a certificate that Dr. A. L. Rowland, Director of the Teacher Bureau, Harrisburg, Pa., has been asked for a statement which answers all of these questions directly, simply, and finally. Dr. Rowland's statement follows:

A. High School Graduates Desiring to Begin to Teach.

High school graduates who have satisfactorily completed fifteen (15) high school units must complete not less than eight (8) semester hours of post-high school professional training for teaching, in order to be qualified for a Partial Elementary Certificate.

The necessary blanks may be obtained from a county or district superintendent or from the Teacher Bureau, Department of Public Instruction, Harrisburg, Pennsylvania.

Immediately upon graduation from high school the applicant should send to the Teacher Bureau, Department of Public Instruction, Harrisburg, Pennsylvania, under the same cover:

1. A Certificate Application blank, properly filled out.
2. An Approved Training Certificate blank for high school work, filled out by the principal of the high school.

As soon as the required amount of professional work has been completed, the applicant should secure from the proper official of the institution attended an Approved Training Certificate blank, properly filled out, and send it to the Teacher Bureau, Department of Public Instruction, Harrisburg, Pennsylvania.

The responsibility for submitting these several credentials to the State Department of Public Instruction rests with the teacher concerned.

B. Holders of Professional Certificates.

Applicants for Partial Elementary Certificates who hold Professional Certificates that expire during the year 1924 must have six (6) semester hours of post-high school professional training.

The necessary blanks may be obtained from a county or district superintendent or from the Teacher Bureau, Department of Public Instruction, Harrisburg, Pennsylvania.

At the very earliest opportunity there should be submitted to the Teacher Bureau, Department of Public Instruction, Harrisburg, Pennsylvania—

1. A Certificate Application blank, properly filled out.
2. An Approved Training Certificate filled out by the proper official of each institution attended, indicating all post-high school professional training.
3. A Teacher's Rating Score Card filled out by each superintendent under whose supervision the applicant has taught.

The responsibility for submitting these several credentials to the State Department of Public Instruction rests with the teacher concerned.

C. Holders of Partial Certificates.

Holders of Partial Certificates which expire August 1, 1924, are not required to present further application for certification, but they must have submitted to the Teacher Bureau, Department of Public Instruction, Harrisburg, Pennsylvania—

1. A Teacher's Rating Score Card filled out by the superintendent under whose supervision they have been teaching, indicating a rating of "middle" or better.

2. An Approved Training Certificate indicating the completion of not less than six (6) semester hours of professional training, in addition to that already required for the former issue or renewal of a Partial Certificate or its equivalent.

D. Holders of Partial Elementary Certificates applying for the Standard Certificate.

Holders of Partial Certificates applying for standard certification by or before the beginning of the school term in the fall of 1924 must have submitted to the Teacher Bureau, Department of Public Instruction, Harrisburg, Pennsylvania—

1. A Teacher's Rating Score Card filled out by the superintendent under whose supervision they have been teaching, indicating a rating of "middle" or better.
2. A Certificate of Approved Training showing the completion of the necessary number of semester hours to make up the seventy required for standard certification.

Appendix D

TEACHER PLACEMENT SERVICE

Attention of students is called particularly to the fact that the Appointment Bureau cooperates with the Placement Service, Teacher Bureau of the Department of Public Instruction, Harrisburg, Pennsylvania, thus offering additional facilities for the placement of graduates of this institution.

The Teacher Placement Service has been established by the Department of Public Instruction and its purpose is to assist school officials to secure competently trained teachers and to assist teachers to secure suitable positions in fields of service for which their training best fits them.

No enrollment fee is required and no charge is made for any service rendered by the Bureau. Blank forms for enrollment and a circular containing full particulars with regard to the work of the Bureau may be obtained by addressing Henry Klonower, Assistant Director, Teacher Bureau, Department of Public Instruction, Harrisburg, Pennsylvania.



