

1940

December 14, 1940

Professor W. G. Beattie
Assistant Director
General Extension Division
814 Oregon Building
Portland, Oregon

My dear Professor Beattie:

I have delayed answering your letter of November 30 pending some decisions regarding room arrangements. I find, however, that the room arrangement which you have proposed in your mimeographed schedule is very acceptable. On behalf of the College I am approving the announcement as submitted.

May I congratulate the General Extension Division on this extension into the Corvallis field? I believe it will be a worthwhile enterprise.

Very truly yours,

President.

Mr. Beatty telephoned Mrs. Nelson 12/23/40 re room assignments.

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

OREGON STATE COLLEGE
OREGON COLLEGE OF EDUCATION
EASTERN OREGON COLLEGE OF EDUCATION

UNIVERSITY OF OREGON
UNIVERSITY OF OREGON MEDICAL SCHOOL
SOUTHERN OREGON COLLEGE OF EDUCATION

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RADIO STATION KOAC
VISUAL INSTRUCTION

EUGENE
CORRESPONDENCE STUDY
STATE-WIDE EXTENSION

MONMOUTH
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ELEMENTARY EDUCATION

PORTLAND
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THE SUMMER SESSIONS

OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON

December 13, 1940

Dr. F. A. Gilfillan
Chairman, Administrative Council
Oregon State College
Corvallis, Oregon

Dear Dr. Gilfillan:

In my absence from the campus during the week, an error was made in forwarding to inquiring prospective students a copy of the enclosed announcement of classes. I had not intended that these should be sent out until you or the President's office had fully approved the announcement. I regret that I failed to leave definite instructions not to place these in the mail.

I hope however that you or the President will see fit to approve the announcement. I think I had covered all items in it previously to you, except the definite assignment of a room for Business English. After receiving your suggestion that the business English class room be in Commerce Hall, I conferred with Professor Vance, and he suggested room 209 for that class.

May we have your approval of this program before permitting a copy of it to go to Mr. Burtner, associate in the News Bureau and extension editor, for a news story? Miss Hay of Professor Vance's office tells me that there have been many inquiries by telephone regarding these classes. Also, we have received as high as ten for more than one of the classes, indicating that the signers of the cards will enroll. Judging from past experience, this would insure more than an enrollment of fifteen when the classes are definitely announced.

Three copies of the announcement I should like to make through the papers are enclosed.

Sincerely yours,

W. G. Beattie

W. G. Beattie
Assistant Director

WGB ei
cc President Ballard

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION

Corvallis Extension Classes
Winter Term, January 6 - March 15, 1941

General Information

Classes will meet in Commerce Hall on the campus of Oregon State College and in the Junior High School, 6th and Monroe streets, as indicated in the schedule below. For further information call the Department of Secretarial Science (phone Campus 139, Oregon State College), or address W. G. Beattie, Assistant Director, General Extension Division, Eugene, Oregon.

Courses are planned to serve all who show sufficient maturity and background to carry on the work profitably to themselves. Those not seeking college credit will be excused from examinations if they so desire, but all must pay the regular enrollment fee.

Fee for Each Person (whether working for college credit or not). Undergraduate courses: one course, \$5.00; two, \$9.00; three, \$12.00. Graduate course: \$6.00. Sometimes a course carries an additional special service or laboratory fee. If so, it is indicated with the description of the course. Fees are payable at the time of registration.

Schedule

Monday - SS 121Cv. Typing. 2 hours. Room 211 Commerce. Vietti.

Tuesday - SS 111Cv. Stenography (First Year). 2 hours. Room 208 Commerce. Erickson.

Wednesday - Eng 217Cv. Business English. 2 hours. 209 Commerce. Nelson.

Thursday - Ed 487Cv. Unit Construction. (G) 2 hours. Room 21, Junior High School. Wood.

- SS 211Cv. Applied Stenography. 2 hours. Room 212 Commerce. Yerian.

Friday - SS 121Cv. Typing. 2 hours. Room 211 Commerce. Vietti.

Instructional Faculty

John W. Erickson, M.S., Assistant Professor of Secretarial Science,
Oregon State College
Herbert B. Nelson, M.A., Assistant Professor of English, Oregon
State College
Edward Vietti, M.S., Instructor in Secretarial Science, Oregon
State College
Hugh B. Wood, Ed.D., Professor of Education, University of Oregon
Charles Theodore Yerian, Ph.D., Associate Professor of Secretarial
Science, Oregon State College.

Course Descriptions

EDUCATION

Dr. Wood

Ed 487Cv. Unit Construction. (G) Winter term. Two hours.

Principles of unit construction; survey of materials.
Major consideration to criteria for the selection,
organization, and development of materials; specific
techniques, such as child study, community survey, and
social analysis; application of these special techniques
to unit construction.

Thursdays. Room 21, Junior High School. Wood.

SECRETARIAL SCIENCE

Mr. Erickson, Mr. Nelson, Mr. Vietti, and Dr. Yerian

SS 111Cv. Stenography (First Year). 2 hours credit.

Theory of shorthand; practical applications of theory
principles in sentence dictation. Meets once each week,
7:00 to 9:15 p.m.

Tuesdays, Room 208 Commerce. Erickson.

SS 121Cv. Typing. 2 hours credit. Additional fee, \$1.00.

Theory and practice of touch typing; rhythm drills,
dictation exercises; writing paragraphs; punctuation
and mechanical arrangement of business correspondence,
legal forms, tabulating, manifold, speed practice.
Meets twice each week, 7:00 to 9:05 p.m.

Monday and Friday, Room 211 Commerce. Vietti.

Instructional Faculty

John W. Erickson, M.S., Assistant Professor of Secretarial Science,
Oregon State College
Herbert B. Nelson, M.A., Assistant Professor of English, Oregon
State College
Edward Vietti, M.S., Instructor in Secretarial Science, Oregon
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Monday and Friday, Room 211 Commerce. Vietti.

SS 211Cv. Applied Stenography. 2 hours credit.

Advanced principles and phases of shorthand; dictation and transcripts covering vocabularies of representative business, such as law, banking, insurance, railway, and manufacturing; advanced dictation, legal forms, newspaper and magazine articles. Meets once a week, 7:00 to 9:15 p.m.

Thursday, Room 212 Commerce. Yerian.

Eng 217Cv. Business English. 2 hours credit.

A complete review and study of modern practices in business correspondence, organized primarily for men and women preparing for or participating in business; attention is given to the writing and to the analysis of all types of correspondence. Meets once a week, 7:00 to 9:00 p.m.

Wednesday, Room 209 Commerce. Nelson.

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GENERAL EXTENSION DIVISION

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THE SUMMER SESSIONS

November 30, 1940

Dr. F. A. Gilfillan
Chairman of the Administrative Council
Oregon State College
Corvallis, Oregon

My dear Dr. Gilfillan:

Thank you for your letter of November 28. I am enclosing herewith a letter addressed to President Ballard, asking approval of the setting up of extension classes with such instructors and rooms as are satisfactory to the heads of departments concerned. If President Ballard has returned to the office before this reaches you, I would ask you kindly to pass it on to him.

I think you were in error in saying that the courses should be cleared. It is stated in the State College and University catalogs that the Extension Division renders services in extension classes to the state. While Dr. Kerr was chancellor the General Extension Division was authorized to set up classes in any course published in any catalog of the institutions within the jurisdiction of the State System, so long as the institutions approved instructors through the proper departments. This was continued, I think by board action, after Dr. Hunter became chancellor.

In the University the president no longer requires us to go to him for approval but asks us to clear with the heads of departments. If there is any question in the mind of the head of a department about offering the course, he himself clears with the president's office. Naturally, the departments themselves are most concerned with the instructors and places of meeting.

None of the institutions has made any charge for the use of rooms. In fact, all over the state schools or communities are furnishing meeting places. You will note that in connection with the typing course we are charging a special fee of \$1.00 per student. This fee will be paid by requisition directly to the Department of Secretarial Science to cover wear and tear on the typing machines. I have kept in close touch with Dr. Byrne in all these matters.

I am certainly grateful for your cooperation in this matter.
I do not want to be guilty of any sins of omission, and much less
of any sins of commission.

Sincerely yours,

W. G. Beattie

W. G. Beattie
Assistant Director

WGB ei

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November 30, 1940

President Frank L. Ballard
Oregon State College
Corvallis, Oregon

Dear President Ballard:

A number of requests from Corvallis have been coming to the Extension Division asking for evening extension classes on the Oregon State campus.

On approval of Dr. V. V. Caldwell, Dean-Director of the General Extension Division, I called upon Professor H. T. Vance, Head of the Department of Secretarial Science, and learned from him that his department would be willing to furnish instructors for the classes under his supervision mentioned in the enclosed mimeographed form. He is also willing that room 208 Commerce Hall be used for the stenography classes and room 211 Commerce Hall be used for the typing classes. With regard to the business English course, I called on Dr. M. Ellwood Smith, Dean of the Lower Division, and he told me to consult Dr. Sigurd H. Peterson, Head of the English Department, with reference to instructor and room. Dr. Peterson told me that he would be willing to furnish an instructor for the course and suggested room 302 Home Economics Building for meetings of the class. He has not yet named the instructor.

I made it clear to all of those whom I consulted that I would present to your office a request for approval of the actions of heads of departments in this matter. The General Extension Division was authorized by the Board several years ago to set up in extension classes any courses found in the catalogs of the institutions of the State System of Higher Education, provided the instructors and places of meeting were approved by the proper authorities in each institution.

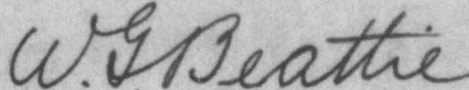
The enclosed mimeographed form listing courses requested is being used merely as a feeler to discover if possible the extent of demand. Dr. Gilfillan, Chairman of the Administrative Council, has

suggested that business English could be taught in some room in the Commerce building more economically. This, of course, would be perfectly satisfactory to us.

We are now respectfully requesting your permission to set up these classes for the winter term, if the demand proves sufficient, with such instructors and in such rooms as are approved by Professor Vance and Dr. Peterson.

I might add that classes are operating on this basis at the Southern Oregon College of Education, the Eastern Oregon College of Education, and on the University campus, without charge to General Extension. The special fee of \$1.00 per student in the typing course is to cover the cost of ribbons and wear on the typing machines, and while collected by the General Extension Division, will be paid to the Secretarial Science Department through requisition.

Sincerely yours,



W. G. Beattie
Assistant Director

WGB ei
Enclosure

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION
Office of Assistant Director
Eugene, Oregon

Requests have been made for the organization of evening extension classes in Corvallis to be held on the campus of Oregon State College with instructors from its faculty. The courses listed below have been mentioned in the requests.

In order to learn whether or not the number desiring classes is sufficient to guarantee their support, the enclosed card has been prepared. Kindly check the course, or courses, in which you will register if the classes are established, and leave the card at the office of the Department of Secretarial Science, Room 202 Commerce Building, Oregon State College, or place a one-cent stamp on the card, and mail it. If you do not care to enroll, please pass this on to some one who may be interested. Be sure to give name and address on the card after checking it, in order that you may receive personal notification of whether or not the classes will be organized. The following information will be applicable if the courses are put into operation:

General Information

Registration. Extension courses are planned to serve all who show sufficient maturity and background to carry on the work profitably to themselves, whether seeking college credit or not.

Class Periods. Classes meet once or twice a week for a period of two hours or longer, as indicated at the close of each course description, for a minimum term of ten weeks. They are being planned for the winter term beginning about January 6, 1941.

Fee for Each Person (whether working for college credit or not). One course, \$5.00; two courses, \$9.00; three courses, \$12.00. Sometimes a course carries an additional special service or laboratory fee. If so, it is indicated with the description of the course.

Course Descriptions

SS 111Cv. Stenography (First Year). 2 hours credit.

Theory of shorthand; practical applications of theory principles in sentence dictation. Meets once each week, 7:00 to 9:15 p.m.

SS 121Cv. Typing. 2 hours credit. Additional fee, \$1.00.

Theory and practice of touch typing; rhythm drills, dictation exercises; writing paragraphs; punctuation and mechanical arrangement of business correspondence, legal forms, tabulating, manifold-ing, speed practice. Meets twice each week, 7:00 to 9:05 p.m.

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Advanced principles and phases of shorthand; dictation and transcripts covering vocabularies of representative business, such as law, banking, insurance, railway, and manufacturing; advanced dictation, legal forms, newspaper and magazine articles. Meets once a week, 7:00 to 9:15 p.m.

Eng 217Cv. Business English. 2 hours credit.

A complete review and study of modern practices in business correspondence, organized primarily for men and women preparing for or participating in business; attention is given to the writing and to the analysis of all types of correspondence. Meets once a week, 7:00 to 9:00 p.m.

I plan to enroll in the courses checked below, if they are given as evening classes in Corvallis in the winter term beginning January 6, 1941.

----- Stenography (First Year)

----- Typing

----- Applied Stenography (Second Year)

----- Business English

Name -----

Address -----

November 28, 1940

Professor W. G. Beattie, Assistant Director
General Extension Division
State System of Higher Education
Oregon Building
Portland, Oregon

My dear Mr. Beattie:

Replying to your letter of November 25, I have the following information and suggestions to offer.

My understanding is that each of these courses will have to be cleared on three counts: authorization for the courses, approval of the instructor to be employed and arrangements for the room to be assigned.

On this basis, authorization for all Secretarial Science courses should be secured by writing to President Ballard, requesting such authorization. Authorization for the English course would have to be secured through President Erb.

The instructor for the Secretarial Science courses would have to be approved by Professor Vance (through President Ballard), while the instructor in English should be approved both by Dean Smith (through President Ballard) and by Dean Boyer (through President Erb).

Regarding the room assignments, it would be more economical if the Business English could be taught in some room in the Commerce Building, especially if the classes should be given simultaneously with one of the Secretarial Science courses. It would then be necessary to leave open in the evening only one building instead of two.

I hope it will be understood that any action we take regarding the use of rooms for these classes will not be interpreted as establishing a precedent. When President Ballard returns, he may wish to follow some other policy. For the present, however, I would suggest that these rooms be used on

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OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON

November 25, 1940

Dr. F. A. Gilfillan
Chairman, Administrative Council
Oregon State College

Dear Dr. Gilfillan:

Enclosed herewith is a form which I think is self-explanatory. Before preparing this I cleared with Dean M. Ellwood Smith, Professor Vance, and Dr. Sigurd H. Peterson regarding the courses and the possibility of getting instructors. I then called at the President's office, and in his absence applied to you for approval of the use of the rooms for typing and stenography. You kindly wrote me under date of November 12 that arrangements could be made for the use of those class rooms. Dr. Peterson has suggested that the Business English course, if set up, be held in Room 302, Home Economics Building. I am wondering if we may have approval of the use of this room also?

As we are now sending out these announcements in order to find whether there is sufficient support for the classes in numbers of those who will enroll, we hope to be able to tell you the results within three or four weeks.

I note you say that you presume a request will be made through the usual channels to President Ballard if it be the final decision of the Extension Division to offer these courses at Corvallis. Ought I make request to him for his approval of the use of the rooms and the offering of the courses?

Let me thank you for your kind cooperation in this matter.

Sincerely yours,

W. G. Beattie
Assistant Director

WGB ei
Enclosure

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION
Office of Assistant Director
Eugene, Oregon

Requests have been made for the organization of evening extension classes in Corvallis to be held on the campus of Oregon State College with instructors from its faculty. The courses listed below have been mentioned in the requests.

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----- Stenography (First Year)

----- Typing

----- Applied Stenography (Second Year)

----- Business English

Name-----

Address-----

CROSS FILE

NAME

E B Beatty

DATE

11/15/40

SUBJECT

*suggested regulations
re use of JSC buildings
for Extension night classes*

FILED

Room assignment

November 12, 1940

Professor W. G. Beattie
Assistant Director
General Extension Division
State System of Higher Education
Eugene, Oregon

Dear Professor Beattie:

I have consulted with the Schedule Committee and find that we can make arrangements for the use of Professor Vance's classrooms for extension courses in stenography and typing.

If it be the final decision of the Extension Division to offer these courses at Corvallis, I presume that a request will be made through the usual channels to President Ballard since the major work in this field is at the State College.

Very truly yours,

F. A. Gilfillan, Chairman,
Administrative Council.

1941

OREGON STATE COLLEGE
SCHOOL OF HOME ECONOMICS
CORVALLIS, OREGON

February 19, 1941

President Frank L. Ballard
Oregon State College

My dear President Ballard:

A request has come from Mr. W. S. Beattie for night classes in Foods and Family Relationships under the General Extension Division. The proposed course in Foods is a non-credit one; the one in Family Relationships would be for credit. These have been approved by our School of Home Economics, and we have been able to arrange for two of our graduates to undertake these courses, if approved by the college. The Foods course, if approved, would be carried by Mrs. Willetta Moore Smith, who was a member of our Home Economics staff for a number of years. Mrs. Karl Peterson, formerly on the staff at the University of Oregon, is interested in teaching the course in Family Relationships. I am enclosing a copy of the write-ups so that if you approve you may forward a copy of each on to Mr. Beattie.

Respectfully yours,

Ava B. Milam
Ava B. Milam, Dean and
Director of Home Economics

AM:d

*Approved & forwarded to Beattie
2/26/41*

COPY

OREGON STATE COLLEGE
SCHOOL OF HOME ECONOMICS
CORVALLIS, OREGON

February 19, 1941

President Frank L. Ballard
Oregon State College

My dear President Ballard:

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Respectfully yours,

Ava B. Milam
Ava B. Milam, Dean and
Director of Home Economics

AM:d

COPY

Foods. No Credit.

Basic principles of food preparation. Emphasis on practical applications in home cookery. No prerequisites. A course of special interest and value to young housewives and other women who want to increase their skill in the preparation of foods and the serving of simple meals. The regular \$5 fee plus a laboratory fee of \$2 for materials covers the cost. Only 18 may enroll because of limited laboratory space. MW 7:30-9:30, Room 102B, Home Economics

HAd 222. Family Relationships. 2 hours

Aims to give a better understanding of present-day family life and some of the problems existing. The course is open to both men and women. There are no prerequisites. Even though home life has been greatly changed as the result of modern inventions, no other social institution has been able to handle effectively the responsibilities that belong to the family. In this course consideration is given not only to relationships of members of the family in the home but of the family's relative place among other social institutions.

While major participation in the course will largely come from adults not interested in college credit, any one who has completed at least one year in college may enroll for credit. The class meets one evening a week for a

period of two hours throughout the term. W 7:30-9:30
R 123, Home Economics Building. Instructor, Mrs. Karl Peterson, Fee \$.50

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OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON

February 27, 1941

Mr. Frank L. Ballard, President
Oregon State College
Corvallis, Oregon

Dear President Ballard:

Enclosed herewith is the description of a course, AA 295, Decorative Design (Metal Craft and Leather Tooling), which we should like to have given in extension during the spring term by Professor J. Leo Fairbanks. Professor Fairbanks has indicated his willingness to teach the course and has sent me the description. I am also enclosing an extra copy of the description. Will you please mail this with indication of your action on it directly to Professor Fairbanks? I would appreciate it if the original, or a letter from you, would come back to me.

*to Fairbanks
3/4/41*

*mailed
3/4/41*

The classes during the winter term have been, on the whole, quite satisfactory. It does not seem wise to continue the course in Business English. However, requests have come that the courses in typing and stenography continue. I am therefore enclosing also three copies of the whole list of courses which we should like to give in the spring term.

If at any time your office has suggestions or criticisms regarding our extension work on your campus, we should be glad to receive them. We want to cooperate with your policies to the fullest extent.

Sincerely yours,

W. G. Beattie

W. G. Beattie
Assistant Director

WGB ei
Enclosures

CORVALLIS EXTENSION CLASSES

Spring Term, 1940-41

AA 295Cv. Decorative Design (Metal Craft and Leather Tooling).
2 hours. Fairbanks.

Hammering, soldering, piercing, and etching metal for useful service. Study of underlying technique, with the added experience in design and construction of practical leather problems to develop the basic principles of the craft. The work covers a two-hour lecture and demonstration period and four laboratory hours to be arranged, through the term of ten weeks.

Kidder Hall. Mondays, 7:15 to 9:15 p.m.

Approved:

[Signature]
President

[Signature]

By Chairman
Administrative Council

CORVALLIS EXTENSION CLASSES

Spring Term, 1940-41

Schedule of Classes

Monday

AA 295Cv. Decorative Design (Metal Craft and Leather Tooling) 2 hours.
Fairbanks. 7:15 to 9:15. Kidder Hall.

SS 122Cv. Typing. 2 hours. Vietti. 7:00 to 9:05. 211 Commerce.

----- Foods. No credit. Smith. 7:30 to 9:30. 102-B Home Economics.

Tuesday

SS 111-112Cv. Stenography (First Year). 2 hours. Fisher. 7:15 to 9:15.
208 Commerce.

SS 211-212Cv. Applied Stenography. 2 hours. Yerian. 7:15 to 9:15.
212 Commerce.

Wednesday

HAd 222Cv. Family Relationships. 2 hours. Peterson. 7:30 to 9:30.
123 Home Economics.

Thursday

Second period of typing class. 7:00 to 9:05. 211 Commerce.

CORVALLIS EXTENSION CLASSES

Spring Term, 1940-41

Schedule of Classes

Monday

- AA 295Cv. Decorative Design (Metal Craft and Leather Tooling) 2 hours.
Fairbanks. 7:15 to 9:15. Kidder Hall.
- SS 122Cv. Typing. 2 hours. Vietti. 7:00 to 9:05. 211 Commerce.
- Foods. No credit. Smith. 7:30 to 9:30. 102-B Home Economics.

Tuesday

- SS 111-112Cv. Stenography (First Year). 2 hours. Fisher. 7:15 to 9:15.
208 Commerce.
- SS 211-212Cv. Applied Stenography. 2 hours. Yerian. 7:15 to 9:15.
212 Commerce.

Wednesday

- HAd 222Cv. Family Relationships. 2 hours. Peterson. 7:30 to 9:30.
123 Home Economics.

Thursday

- Second period of typing class. 7:00 to 9:05. 211 Commerce.

CORVALLIS EXTENSION CLASSES

Spring Term, 1940-41

Schedule of Classes

Monday

AA 295Cv. Decorative Design (Metal Craft and Leather Tooling) 2 hours.
Fairbanks. 7:15 to 9:15. Kidder Hall.

SS 122Cv. Typing. 2 hours. Vietti. 7:00 to 9:05. 211 Commerce.

----- Foods. No credit. Smith. 7:30 to 9:30. 102-B Home Economics.

Tuesday

SS 111-112Cv. Stenography (First Year). 2 hours. Fisher. 7:15 to 9:15.
208 Commerce.

SS 211-212Cv. Applied Stenography. 2 hours. Yerian. 7:15 to 9:15.
212 Commerce.

Wednesday

HAd 222Cv. Family Relationships. 2 hours. Peterson. 7:30 to 9:30.
123 Home Economics.

Thursday

Second period of typing class. 7:00 to 9:05. 211 Commerce.

47-System

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

OREGON STATE COLLEGE
OREGON COLLEGE OF EDUCATION
EASTERN OREGON COLLEGE OF EDUCATION

UNIVERSITY OF OREGON
UNIVERSITY OF OREGON MEDICAL SCHOOL
SOUTHERN OREGON COLLEGE OF EDUCATION

DEPARTMENTAL OFFICES

CORVALLIS
RADIO STATION KOAC
VISUAL INSTRUCTION
EUGENE
CORRESPONDENCE STUDY
STATE-WIDE EXTENSION
MONMOUTH
IN-SERVICE EXTENSION IN
ELEMENTARY EDUCATION
PORTLAND
PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

Address reply to

OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON
April 11, 1941

Dr. F. A. Gilfillan
Chairman Administrative Council
Oregon State College
Corvallis, Oregon

Dear Dr. Gilfillan:

Thank you for your letter of April 5. I am still hoping that you will find it possible next year to give me a little corner near Dr. Weniger, or elsewhere, as a place for my headquarters on your campus. However, during this term my work here and elsewhere in the state makes it impossible for me to be on your campus regularly.

I will surely be seeking your counsel when planning classes for your campus in the extension program for next year.

Gratefully yours,

W. G. Beattie

W. G. Beattie
Assistant Director

WGB bc

Dean Caldwell tells me that he will probably not be on your campus regularly each week until after the middle of May.

WGB

April 5, 1941

Professor E. B. Beattie, Assistant Director
General Extension Division
State System of Higher Education
Eugene, Oregon

Spelman

Dear Professor Beattie:

Permit me to thank you for your letter of April 3, indicating the Extension courses which are to be offered on the Oregon State campus for the spring term. We have notified the schedule committee concerning the rooms which will not be needed.

It is a matter of regret that you will not be with us during this term. However, I shall be pleased to see you when you do come over to make arrangements for next fall.

The College administration is at your service in helping to arrange any Extension classes which you may hold on the College campus.

Very truly yours,

F. A. Gilfillan, Chairman
Administrative Council

cc: Director V. V. Caldwell

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

OREGON STATE COLLEGE
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DEPARTMENTAL OFFICES

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Address reply to OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON

April 3, 1941

President Frank L. Ballard
Oregon State College
Corvallis, Oregon

Dear President Ballard:

With reference to the extension classes approved for the spring term, on the Oregon State campus, permit me to say that only the following classes had sufficient enrolment to warrant their continuance.

Monday -- SS 122Cv. Typing. 211 Commerce. 7:00 to 9:05p.m.,
Instructor, Edward Vietti.
Tuesday -- SS 111-112Cv. Stenography (First Year). 208 Commerce.
7:00 to 9:15 p.m., Instructor, Mrs. Beulah Fisher.
SS 211-212Cv. Applied Stenography. 212 Commerce.
7:00 to 9:15 p.m., Instructor, C. T. Yerian.
Thursday -- Second period of typing class. 7:00 to 9:05. 211
Commerce, Vietti.

The enrolment in the following classes was not sufficient, therefore, there will be no need for the class rooms indicated during the present term.

Monday -- AA 295Cv. Decorative Design. Kidder Hall. 7:15 to
9:15 p.m., Fairbanks.
Foods. (No credit). 7:30 to 9:30. 102-B Home Economics.
Willette Moore Smith.
Wednesday - HAd 222Cv. Family Relationships. 7:30 to 9:30 p.m.,
123 Home Economics., Mrs. Karl Peterson.

Because Dr. V. V. Caldwell, Dean-Director, General Extension Division, plans to be on the Corvallis campus more frequently, with headquarters at KOAC, it will not be necessary for me to be there every Wednesday as has been the arrangement for some weeks. I will, therefore, not need the use of Room 9, Commerce, which you so kindly arranged for me on Wednesdays.

President Frank L. Ballard
April 3, 1941
Page 2

I shall hope to be on the campus on two or three occasions during the spring term to make tentative arrangements for extension classes to be held next fall term.

May I express to you my earnest appreciation of the courtesies tendered to me and of the fine cooperation of all of the members of your faculty with whom I have been in contact. If at any time you have suggestions regarding how extension classes may better serve your institution, I shall be happy to receive your counsel.

Sincerely yours,

W. G. Beattie

W. G. Beattie
Assistant Director

WGB:fr

April 4, 1941

Professor E. B. Beaty
Mathematics Department
Campus

Dear Professor Beaty:

Professor W. G. Beattie, Assistant Director of the General Extension Division, has advised this office that there will be no need for the class rooms indicated during the present term:

Monday -- Kidder Hall. 7:15 to 9:15 p.m.
102-B Home Economics - 7:30 to 9:30 p.m.

Wednesday - 123 Home Economics. 7:30 to 9:30 p.m.

Also, Professor Beattie informs me that it will not be necessary to reserve Room 9, Commerce, for his use on Wednesdays as he does not expect to visit this campus regularly during the spring term.

Very truly yours,

F. A. Gilfillan, Chairman
Administrative Council

July 31, 1941.

Dean V.V. Caldwell,
Portland Extension Center,
Oregon Building,
Portland, Oregon.

47-*General E. Harrison*

Dear Dean Caldwell:

On behalf of President Ballard, I wish to acknowledge receipt of your letter of July 29, together with the attached lists of the proposed offerings of the Portland Extension Center for 1941-42. I understand that the College Committee on Portland Center is giving consideration to the catalogue offerings, and they may have some suggestions which will be of value to you.

I am pleased to observe the closer cooperation which has grown up between the College and the Portland Extension Center during the past few years.

Very truly yours,

F. A. Gilfillan, Chairman
Administrative Council.

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

OREGON STATE COLLEGE
OREGON COLLEGE OF EDUCATION
EASTERN OREGON COLLEGE OF EDUCATION

RECEIVED
UNIVERSITY OF OREGON
UNIVERSITY OF OREGON MEDICAL SCHOOL
SOUTHERN OREGON COLLEGE OF EDUCATION
JUL 30 1941

PRESIDENT'S OFFICE
OREGON STATE COLLEGE

DEPARTMENTAL OFFICES

CORVALLIS
RADIO STATION KOAC
VISUAL INSTRUCTION
EUGENE
CORRESPONDENCE STUDY
STATE-WIDE CLASSES
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IN-SERVICE EXTENSION IN
ELEMENTARY EDUCATION
PORTLAND
PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

July 29, 1941

President F. L. Ballard
Oregon State College
Corvallis, Oregon

Dear President Ballard:

For your information, we enclose catalogue copy of the Portland Extension Center offerings to be given during the year 1941-42. You will note the courses offered by the different departments and schools of Oregon State College which have been approved and cleared by the different deans and department heads.

I believe that this is a much better set of offerings than last year, and we greatly appreciate the fine cooperation given us in making the instructors available.

Sincerely yours,

V. V. Caldwell

MMS J
enc.

Dean-Director
General Extension Division

Portland Extension Center



*Preliminary
Announcement*

~~1940-41~~
1941-42

**OREGON STATE SYSTEM
OF HIGHER EDUCATION**

PORTLAND EXTENSION CENTER

The Portland Extension Center offers night, late afternoon, and Saturday morning courses in Portland for the year 1941-42. These classes may be taken for credit at the University of Oregon, Oregon State College, and the Oregon Colleges of Education.

This leaflet contains only a list of the offerings and faculty. A complete catalogue giving the regulations and the full description of courses may be obtained by telephoning or writing the Portland Center office, 814 Oregon Building, Atwater 2165.

The schedule of fees in the Portland Center is as follows:

Undergraduates - - - - - \$2.50 per credit hour, minimum fee \$5.

Graduates - - - - - 3.00 per credit hour, minimum fee \$6.

Auditors - - - - - 2.00 per credit hour, minimum fee \$5.

Particular attention is called to the non-credit courses. Fees for non-credit courses are the same as for auditors.

For laboratory courses there is a laboratory fee in addition to the registration fee.

Fees are due the first three weeks of each term and may be paid in the evenings from 6:45 to 9:15 at Lincoln High School or daily from 9:00 a.m. to 5:00 p.m. in the Portland Center Office with the exception of Saturday when the office closes at noon.

A student regularly employed is permitted to carry a maximum student load of six hours, or three courses. A student giving full time to study in the Portland Center is limited to ten hours or five courses, in accordance with the schedule of fees listed in the general Portland Center catalogue.

The academic year is divided into three terms of approximately twelve weeks each. In general, classes meet once a week for a two-hour period, and students completing a term's work in a course receive two term hours of credit. Most of the night classes are held from 7:15 to 9:15 p.m. in Lincoln High School, S.W. Park and Market streets. The late afternoon and Saturday morning classes are held in the Portland Central Library.

The first term begins Monday, September 29; the second term Monday, January 5; the third term, Monday, March 30. Students may register for the first term any time after September 15 in the Portland Center office, 814 Oregon Building, S. W. Oak street at Fifth.

ADMINISTRATIVE FACULTY

Frederick Maurice Hunter, Ed.D., LL.D., Chancellor

William Jasper Kerr, D.Sc., LL.D., Chancellor Emeritus.

Donald Milton Erb, H.D., President, University of Oregon.

Frank Llewellyn Ballard, B.S., President, Oregon State College.

Charles Abner Howard, M.A., LL.D., President, Oregon College of Education;
Director, Elementary Teacher Training.

Verne Vincent Caldwell, Ph.D., Dean and Director of General Extension.

Olof Larsell, Ph.D., Sc.D., Dean and Director of Graduate Division.

Earl Manley Pallett, Ph.D., Registrar of the Portland Extension Center.

Margaret Morrison Sharp, Administrative Assistant, Portland Extension Center.

ADULT EDUCATION

Edna C. Culver, B.A., Instructor in English, Portland Center; William K. Ferrier, M.S., Instructor in Science, Portland Center; Calvin B. Foulk, M.A., Instructor in Zoology, Portland Center; John Ryder, B.S., Instructor in Ceramics, Portland Center.

The Portland Extension Center is now offering non-credit courses for adults. These courses are usually of general interest and the work is of nature character. Since the fields covered do not constitute an integral part of degree curricula, the courses do not carry college or university credit.

AA 02. Ceramic Design. Three terms. Tuesday and Thursday, 7:00, Art Museum, Southwest Park avenue at Madison. Ryder. Registration fee, \$12 each term.

Ad 02. U.S. Military Organization and the National Defense. Fall term. (To be repeated if sufficient demand.) Tuesday, 7:15, room 113.

Eng 02. How to Read and How to Study. Fall term. (To be repeated if sufficient demand.) Wednesday, 7:15, room 115. Culver.

GS 02. Science for Modern Living. Fall and winter terms. Wednesday, 7:15, room 315. Ferrier and Foulk.

ART

Bernard Hinshaw, B.A., Associate Professor of Art, Portland Center; Ruth Elise Halvorsen, M.A., Instructor in Art, Portland Center.

AA 290p. Lower-Division Painting. Three terms. Section 1, Monday and Thursday, 12:00; Section 2, Tuesday, 7:00, 6th floor, *Kraemer building. Hinshaw.

AA 291p. Lower-Division Drawing. Three terms. Section 1, Monday, 4:00; Section 2, Wednesday, 7:00, 6th floor, *Kraemer building. Syllabus fee, \$1, fall and winter terms. Hinshaw.

* 206 Southwest Washington street.

- 5
- AA 292p. Lower-Division Composition. Three terms. Time to be arranged.
Hinshaw.
- AA 295p. Lower-Division Decorative Design. Three terms. Thursday, 4:00,
6th floor, *Kraemer building. Hinshaw.
- AA 347p, 348p. History of Painting. Three terms. Wednesday, 4:00, 6th
floor, *Kraemer building. Hinshaw.
- AA 371p, 372p, 373p. Commercial Art. Three terms. Friday, 7:15, room 301.
Hinshaw.
- AA 376p, 377p, 378p. Advanced Art Appreciation. Wednesday, 7:15, room 317.
Halvorsen.
- AA 491p. Upper-Division Drawing. Three terms. Monday and Thursday, 7:00,
6th floor, *Kraemer building. Course fee, \$3 each term. Hinshaw.

BACTERIOLOGY

- Harry J. Sears, Ph.D., Professor of Bacteriology, Hygiene and Public Health
and Head of Department, Medical School; Nicholas P. Sullivan, M.S.,
Graduate Assistant in Bacteriology, Hygiene, and Public Health, Medical
School; Adolph P. Weinzirl, M.D., F.A.P.H.A., City Health Officer, Portland.
- Bac 348p, 349p. Bacteriology and Communicable Diseases. Three terms. Monday,
7:15, room 317. Syllabus fee, 50¢. Sears.
- Bac 350p. Public Health. Fall term. Friday, 7:15, room 108. Weinzirl.
- Bac 351p. General Microbiology Laboratory. Three terms. Friday, 7:15,
bacteriology laboratory, third floor, Medical School. Syllabus fee,
50¢; laboratory fee, \$3 each term. Sullivan.
- Bac 352p. Communicable Diseases Laboratory. Three terms. Thursday, 7:15,
bacteriology laboratory, third floor, Medical School. Laboratory fee,
\$3 each term. Sullivan.

* 206 Southwest Washington street.

BUSINESS ADMINISTRATION

Newel H. Comish, Ph.D., Professor of Business Administration, University of Oregon; Daniel Dudley Gage, Jr., Ph.D., Associate Professor of Business Administration, University of Oregon; Philip Wood Janney, B.A., C.P.A., Associate Professor of Business Administration, Portland Center; Percy M. Collier, B.A., LL.D., Assistant Professor of English, Portland Center; Arthur D. Jones, B.S., LL.D., Instructor in Real Estate, Portland Center; Randolph T. Kuhn, B.A., Instructor in Business Administration, Portland Center; David S. Pattullo, B.A., C.P.A., LL.B., Instructor in Accounting, Portland Center; Edward E. Rubey, B.A., C.P.A., Instructor in Accounting, Portland Center; Ralph M. Snider, B.A., Instructor in Business Administration, Portland Center; Stuart R. Strong, B.A., C.L.U., Instructor in Life Insurance, Portland Center; Eric P. Van, B.B.A., Resident Manager, Peat, Marwick, Mitchell and Company; Russell F. Watson, Vice-President, United States National Bank.

ACCOUNTING

BA 111p, 112p-a. Constructive Accounting I. Three terms. Section 1, Monday, 7:15, room 106. Janney. Section 2, Tuesday, 7:15, room 105. Rubey. Section 3 (fall term only), Friday, 7:15, room 106.

BA 112p-b, 113p. Constructive Accounting II. Three terms. Section 1, Wednesday, 7:15, room 106. Janney. Section 2, Thursday, 7:15, room 105. Van.

BA 483p, 484p, 485p. Accounting Theory and Practice. Three terms. Thursday, 7:15, room 106. Janney.

BA 490p, 491p, 492p. Advanced Accounting Theory and Practice. Three terms. Tuesday, 7:15, room 106. Janney.

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BA 493p. Income-Tax Procedure. Fall and winter terms. Monday, 7:15, room 105. Pattullo.

GENERAL BUSINESS COURSES

Eng 217p. Business English. Fall and winter terms. Wednesday, 7:15, room 103. Collier.

Eng 325p, 326p. Public Speaking for Business and Professional Men and Women. Fall and winter terms. Thursday, 7:15, room 103. Collier.

BA 407p. Business Problems: Problems of Credit Management. Fall term. Tuesday, 7:15, room 104. Watson.

BA 416p, 417p, 418p. Business Law. Three terms. Friday, 7:15, room 103 Collier.

BA 425p. Real-Estate Fundamentals. Fall term. Wednesday, 7:15, room 107. Gage.

BA 436p. Retail Merchandising. (G) Fall and winter terms. Tuesday, 7:15, room 203. Comish.

BA 437p. Credit Management: Credits and Collections. Fall and winter terms. Tuesday, 7:15, room 107. Snider.

BA 439p, 440p, 441p. Advertising. Three terms. Thursday, 7:15, room 114. Kuhn.

BA 442p. Principles of Salesmanship. Spring term. Tuesday, 7:15, room 203. Comish.

BA 478p. Problems of Life Insurance. Fall term. Monday, 7:15, room 113. Strong.

BA 480p. Life Insurance. Winter and spring terms. Monday, 7:15, room 113. Strong.

BA 482p. Real Estate: Appraisals. Fall term. Monday, 7:15, room 107. Jones.

BA 501. Advanced Commercial Research. Three terms. Time to be arranged. Comish.

DRAMA

Donald Marye, B.A., Director, Portland Civic Theatre; Marie Churchill, B.A., Instructor in Drama, Portland Center; Dean Collins, M.A., Instructor in Drama, Portland Center; Cecil E. Watson, M.A., Instructor in Drama, Portland Center; Doris Smith, Instructor in Drama, Portland Center.

Eng 141p, 142p, 143p. Voice and Diction. Three terms. Section 1, Monday, 7:15, room 203; Section 2 (fall term only), Wednesday, 7:15, room 203. Watson.

Eng 144p, 145p, 146p. Choral Reading. Three terms. Monday, 7:30, *Portland Civic Theatre. Smith.

Eng 241p, 242p. Interpretation. Fall and winter terms. Friday, 7:30, *Portland Civic Theatre. Smith.

Eng 337p, 338p. Radio Program Production. Fall and winter terms. Wednesday, 7:15, room 104. Collins.

Eng 341p, 342p-a. Technique of Acting (Beginning). Three terms. Thursday, 7:30, *Portland Civic Theatre. Watson.

Eng 342p-b, 343p. Technique of Acting (Advanced). Three terms. Wednesday, 7:30, *Portland Civic Theatre. Smith.

Eng 347p, 348p, 349p. Blue Room Players. Three terms. Tuesday, 7:30, *Portland Civic Theatre. Marye and Smith.

ECONOMICS

Spencer Albright, Ph.D., Lecturer in Political Science, Reed College.

Ec 201p, 202p, 203p. Principles of Economics. Three terms. Thursday, 7:15, room 113.

* 4 Northwest 23rd avenue.

EDUCATION

James Ralph Jewell, Ph.D., LL.D., Dean of the School of Education, Professor of Education, University of Oregon; Carl Walter Salser, Ed.M., Professor of Education and Head of Placement, Assistant Dean of School of Education, Oregon State College; Hugh B. Wood, Ed.d., Professor of Education, University of Oregon; Elizabeth Briggs Montgomery, Ph.D., Assistant Professor of Education, University of Oregon; Amo DeBernardis, M.S., Supervisor of Visual Education, Portland Public Schools; John W. Edwards, M.A., First Assistant Superintendent, Portland Public Schools; Hazel Kenyon, A.B., Director of Radio, Portland Public Schools; Lewis C. Martin, Ph.D., Psychologist, Director of Child Study and Special Education, Portland Public Schools; Charles E. Perry, M.S., Second Assistant Superintendent, Portland Public Schools.

Ed 311p. Secondary Education. Fall and winter terms. Monday, 7:15, room 108. Edwards

Ed 431p. Construction and Use of Visual Aids. Fall term. Thursday, 7:15, rooms B and C. DeBernardis.

Ed 450p, 451p. Radio Education. Fall and winter terms. Friday, 7:15, rooms B and C. Kenyon.

Ed 459p. Advanced Intermediate and Upper-Grade Education. Fall term. Monday, 7:15, room 111. Perry.

Ed 462p, 463p. Psychology of Exceptional Children. (G) Fall and winter terms. Thursday, 7:15, room 104. Martin.

Ed 464. The Reading Process. (G) Fall term. Monday, 7:15, room 104. Montgomery.

Ed 465, 466. Diagnostic and Remedial Techniques. (G) Winter and spring terms. Monday, 7:15, room 104. Montgomery.

- 10
- Ed 469p. Advanced Mental Hygiene. (G) Spring term. Thursday, 7:15, room 104. Martin.
- Ed 476p. Course-of-Study Construction. (G) Fall term (for administrators and chairmen of course-of-study committees). Wednesday, 7:15, room 114. Winter term (for teachers and members of committees). Wednesday, 4:15, room B, Central library. Wood.
- Ed 477p. Unit Construction. (G) Fall term. Wednesday, 4:15, room B, Central library. Wood.
- Ed 478p. Curriculum Laboratory. (G) Spring term. Wednesday, 4:15, room B, Central library. Wood.
- Ed 485p. Guidance and Personnel Practices. (G) Fall term. Tuesday, 7:15, room 114. Salser.
- Ed 487p. Counseling. (G) Winter and spring terms. Tuesday, 7:15, room 114. Salser.
- Ed 501. Research in Curriculum and Instruction in the Social Studies. Winter term. Wednesday, 7:15, room 114. Wood.
- Ed 501. Research in Curriculum and Instruction in the Language Arts. Spring term. Wednesday, 7:15, room 114. Wood.
- Ed 503. Thesis. Three terms. Time to be arranged. Jewell and staff.
- Ed 505. Reading and Conference. Three terms. Saturday, 11:15, room G, Central library. Jewell.
- Ed 507. Education Seminar. Three terms. Saturday, 9:15, room G, Central library. Jewell.
- Ed 543p. History of American Education. Fall and winter terms. Friday, 7:15, room 104. Jewell.
- Ed 587p. Problems in Philosophy of Education. Spring term. Friday, 7:15, room 104. Jewell.

ENGINEERING

Glenn Willis Holcomb, M.S., Professor of Civil Engineering and Chairman of General Engineering, Oregon State College; Charles Edwin Thomas, M.M.E., Professor of Engineering Materials, Oregon State College; Earl Clark Willey, M.S., Assistant Professor of Mechanical Engineering, Oregon State College.

GE 111p, 112p. Engineering Drawing. Fall and winter terms. Friday, 7:15, room 315. Willey.

ME 381p. Engineering Physical Metallurgy. Fall term. Tuesday, 7:15, room 205. Thomas.

ME 382p. Applied Physical Metallurgy. Winter term. Tuesday, 7:15, room 205. Thomas.

CE 382. Structural Analysis. Fall and winter terms. Friday, 7:15, room 111. Holcomb.

CE 383p. Reinforced Concrete. Spring term. Friday, 7:15, room 111. Holcomb.

ENGLISH

Mable Holmes Parsons, M.A., Professor of English, Portland Center; Alfred Powers, B.A., Dean and Director of Division of Creative Writing and Publishing, Professor of Journalism, Portland Center; Louis Berelson, Ph.D., Assistant Professor of English and Adviser in General Studies, Portland Center; Frank Gess Black, Ph.D., Assistant Professor of English, University of Oregon; Percy M. Collier, B.A., LL.D., Assistant Professor of English, Portland Center.

Courses in Literature

Eng 101p, 102p, 103p. Survey of English Literature. Three terms. Wednesday, 7:15, room 107. Parsons.

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Eng 201p, 202p, 203p. Shakespeare. Three terms. Friday, 7:15, room 202.

Parsons.

Eng 367p, 368p, 369p. The English Novel. Three terms. Friday, 7:15, room

114. Black.

Eng 394p, 395p, 396p. Nineteenth-Century Poets. Three terms. Thursday, 7:15,

room 202. Parsons.

Eng 431p, 432p, 433p. Eighteenth-Century Literature. (G) Three terms. Monday,

7:15, room 202. Parsons.

Eng 457p, 458p, 459p. Literature of the Renaissance. (G) Three terms. Tuesday,

7:15, room 202. Parsons.

Eng 503. Thesis. Three terms. Time to be arranged. Parsons and Black.

Eng 505. Reading and Conference. Three terms. Saturday, 11:15, room E,

Central library. Black.

Eng 507. Seminar in Special Authors. Three terms. Saturday, 9:15, room

E, Central library. Black.

Courses in Written English

Eng 111p, 112p, 113p. English Composition. Three terms. Section 1, Wednesday,

7:15, room 105. Berelson. Section 2, Friday, 7:15, room 115. Culver.

Section 3 (for beginning students in winter and spring terms), Thursday,

7:15, room 115. Culver.

Eng 114p, 115p, 116p. Vocabulary Building. Three terms. Tuesday, 7:15,

room 103. Collier.

Eng 117p, 118p, 119p. Good Usage in Speech and Writing. Three terms. Section

1, Monday, 7:15, room 115; Section 2 (fall term only), Thursday, 7:15, room

115. Culver.

Eng 217p. Business English. Fall and winter terms. Wednesday, 7:15, room

103. Collier.

Eng 220p, 221p, 222p. Creative Writing. Three terms. Tuesday, 7:15, room 115. Culver.

Eng 311p, 312p, 313p. Advanced Short-Story Writing. Three terms. Thursday, 7:15, room 111. Course fee, \$2 each term. Powers.

Eng 317p, 318p, 319p. Versification. Three terms. Thursday, 4:00, room D, Central library. Parsons.

Eng 331p, 332p, 333p. Advanced Creative Writing. Three terms. Tuesday, 7:15, room 111. Powers.

ENTOMOLOGY

Herman Austin Scullen,, Ph.D., Associate Professor of Entomology, Oregon State College.

Ent 235p. The Habits and Management of Honey Bees. Spring term. Thursday, 7:15, room 108.

FORESTRY

In cooperation with the U. S. Forest Service, Region 6, Oregon State College, and the University of Oregon, the Portland Extension Center has sponsored a Forestry Institute particularly for forest officers, of two or three-week duration, during the winter term for the past two years. It is hoped a similar institute may be conducted during the winter term of 1941-42. Definite information may be obtained after November 15, from the Division of Personnel Management of the U. S. Forest Service Regional Office, and from the Portland Extension Center Office.

FRENCH

Suzanne M. Beattie, M.A., Instructor in French, Portland Center.

RL 1, 2a. First Course in French. Three terms. Monday, 7:15, room 116.

RL 2b, 3. Second Course in French. Three terms. Tuesday, 7:15, room 116.

- RL 4, 5a. Third Course in French. Three terms. Thursday, 7:15, room 116.
 RL 5b, 6. Fourth Course in French. Three terms. Friday, 7:15, room 116.
 RL 314p, 315p, 316p. French Composition and Conversation. Three terms.
 Wednesday, 7:15, room 116.

GENERAL STUDIES

Louis Berelson, Ph.D., Adviser in General Studies and Assistant Professor
 of English, Portland Center.

- GSt 501. Research in General Studies. Terms and hours to be arranged.
 GSt 503. Graduate Thesis. Terms and hours to be arranged.
 GSt 505. Reading and Conference. Terms and hours to be arranged.

GEOGRAPHY

John B. Appleton, Ph.D., Assistant Director, Northwest Regional Council of
 Education Planning and Public Administration.

- Geo 320p. Political Geography. Spring term. Wednesday, 7:15, room 108.
 Geo 324p. Economic Geography of the Pacific Northwest. Fall and winter
 terms. Wednesday, 7:15, room 108.

GEOLOGY

Edwin T. Hodge, Professor of Economic Geology, Oregon State College.

- G 352p. Geology of Oregon. Spring term. Thursday, 7:15, room 203.
 G 432p. Geologic History of the Pacific Coast. (G) Fall and winter terms.
 Thursday, 7:15, room 203.
 G 505. Reading and Conference. Three terms. Thursday, 7:15, room 203.

HISTORY

Edward M. Hulme, M.A., Professor of History, Portland Center, and Emeritus Professor of Medieval History, Stanford University; John T. Gano, Ph.D., Associate Professor of History, University of Oregon.

Hst 343p-a,b. Modern Europe Since 1914. Fall and winter terms. Monday, 7:15, room 112. Hulme.

Hst 373p-a,b. History of the United States. Fall and winter terms. Friday, 7:15, room 112. Gano.

Hst 377p. Oregon History. Spring term. Friday, 7:15, room 112. Gano.

Hst 414p, 415p. European Thought and Culture. (G) Fall and winter terms. Tuesday, 7:15, room 112. Hulme.

Hst 421p, 422p, 423p. The Middle Ages. (G) Three terms. Wednesday, 7:15, room 112. Hulme.

Hst 431p-a,b. The Renaissance. (G) Fall and winter terms. Thursday, 7:15, room 112. Hulme.

Hst 432p. The Reformation. (G) Spring term. Thursday, 7:15, room 112. Hulme.

Hst 441p. French Revolution and Napoleon. (G) Spring term. Monday, 7:15, room 112. Hulme.

Hst 448p. Recent France. (G) Spring term. Tuesday, 7:15, room 112. Hulme.

Hst 486p, 487p. American Economic History. (G) Three terms. Saturday, 9:15, room F, Central library. Gano.

Hst 501. History Research. Three terms. Saturday, 11:15, room F, Central library. Gano.

Hst 503. History Thesis. Three terms. Time to be arranged. Gano.

Hst 505. Reading and Conference. Three terms. Saturday, 11:15, room F, Central library. Gano.

16

HOME ECONOMICS

Elsie Maxwell, M.S., Instructor in Home Economics, Portland Center;
Margaret C. Morehouse, M.A., Instructor in Home Economics, Portland
Center; Emma Jean Peterson, B.S., Instructor in Home Economics, Portland
Center.

GT 231p. House Furnishing. Fall term. Monday, 7:15, room 301. Morehouse.

GT 250p. Textiles. Winter term. Monday, 7:15, room 301. Morehouse.

HAd 340p. Household Management. Fall and winter terms. Thursday, 7:15,
room 315. Maxwell.

GT 350p. Consumer Buying in Clothing and Textiles. Spring term. Monday,
7:15, room 301. Morehouse.

HAd 422. Family Relationships. Fall term. Tuesday, 7:15, room 301.
Peterson.

HAd 442p Problems of the Consumer-Buyer. Spring term. Thursday, 7:15,
room 301. Maxwell.

JOURNALISM

Alfred Powers, A.B., Dean and Director of Division of Creative Writing and
Publishing, and Professor of Journalism, Portland Center.

J 210p, 211p, 212p. Journalistic Writing. Three terms. Wednesday, 7:15,
room 111.

LANDSCAPE ARCHITECTURE

Arthur Lee Peck, B.S., B.A., Professor of Landscape Architecture and Head
of Department, Oregon State College.

LA 179p. Landscape Architecture. Fall and winter terms. Friday, 7:15,
room 317.

LATIN

Louis Berelson, Ph.D., Assistant Professor of English, and Adviser in General Studies, Portland Center.

Lat 1, 2a. First Course in Latin. Three terms. Thursday, 7:15, room 205.

*Lat 4, 5a. Cicero. Three terms. Monday, 7:15, room 205.

*Lat 311p, 312p, 313p. Latin Literature: Silver Age. Three terms. Monday, 7:15, room 205.

LIBRARY

Anne M. Mulheron, A.B., Instructor in Library, Portland Center.

Eng 388p. Children's Literature. Fall and winter terms. Tuesday, 7:15, room 108.

MATHEMATICS

Henry F. Price, Ph.D., Professor of Mathematics, Pacific University.

Mth 111p, 112p, 113p. Introduction to Analysis. Three terms. Tuesday, 7:15, room 204.

Mth 421p, 422p. Differential Equations. Three terms. Thursday, 7:15, room 204.

MUSIC

Theodore Kratt, Mus.M., Mus.D., Dean of the School of Music, and Professor of Music, University of Oregon; David Beasley Campbell, B.M., Instructor in Music, Portland Center; Chester R. Duncan, M.M., Director of Music, Portland Public Schools.

Mus 111p, 112p, 113p. Theory I. Three terms. Monday, 7:15, room 110. Campbell.

Mus 127p, 128p, 129p. Appreciation of Music. Three terms. Tuesday, 7:15, room 110. Kratt.

Mus 323p, 324p, 325p. Choral Conducting. Three terms. Thursday, 7:15, room 110. Duncan.

*Either Lat 4, 5a or Lat 311p, 312p, 313p will be given but not both.

NUTRITION

Ira A. Manville, M.D., Ph.D., Associate Clinical Professor of Medicine,
and Director of Nutritional Research Laboratory, Medical School.

Nur 327p. Human Nutrition. Three terms. Thursday, 7:15, room 107

PHOTOGRAPHY

William Curtis Reid, Instructor in Physics, Oregon State College.

Ph 361p, 362p. Photography. Fall and winter terms. Monday, 7:15, room B.

PHYSICAL EDUCATION

Ralph Waldo Leighton, Ph.D., Dean of the School of Physical Education, and
Professor of Physical Education, University of Oregon; Ralph O. Coleman, M.A.,
Professor of Physical Education, Director of Intramural Sports, and
Head Coach of Baseball, Oregon State College; Lucille F. Hill, M.S.,
Director of Physical Education for Girls, Grant High School;
Dorothea M. Lensch, M.A., Director of Recreation, Portland Bureau
of Parks and Public Recreation.

PE 331p. Physical-Education Laboratory. Fall term. Tuesday, 7:15,
Gymnasium. Lensch.

PE 350. Organization and Administration of Intramural Sports. Fall term.
Wednesday, 7:15, Gymnasium. Coleman.

PE 433p. Physical-Education Laboratory. Fall term. Monday, 7:15,
Gymnasium. Hill.

PE 515p. History and Theories of Physical Education. Winter term.
Friday, 7:15, room 107. Leighton.

PHYSIOLOGY

Hance F. Haney, Ph.D., M.D., Professor of Physiology, and Head of Department of Physiology, Medical School; William B. Youmans, Ph.D., Associate Professor of Physiology, Medical School.

Phy 411p, 412p, 413p. Human Physiology and Hygiene. Three terms. Wednesday, 7:15, room 205.

POLITICAL SCIENCE

Spencer Albright, Ph.D., Lecturer in Political Science, Reed College.

PS 420. Democracy. (G) Fall and winter terms. Monday, 7:15, room 204.

PSYCHOLOGY

Lester F. Beck, Ph.D., Associate Professor of Psychology, University of Oregon; Elias Hull Porter, Ph.D., Instructor in Psychology, Portland Center.

Psy 201p, 202p, 2-3p. General Psychology. Three terms. Section 1, Wednesday, 7:15, room 309. Beck. Section 2, Wednesday, 7:15, room 204. Porter.

Psy 411p. Genetic Psychology. (G) Fall and winter terms. Wednesday, 4:15, room H, Central library. Beck.

Psy 412p. Adolescence, Maturity, and Senescence. (G) Spring term. Wednesday, 4:15, room H, Central library. Beck.

PUBLIC SPEAKING

Percy M. Collier, B.A., LL.D., Assistant Professor of English, Portland Center; Cecil E. Matson, M.A., Instructor in Drama, Portland Center.

Eng 130p. Extempore Speaking. Spring term. Wednesday, 7:15, room 103. Collier.

Eng 133p, 134p, 135p. Fundamentals of Public Speaking. Three terms. Monday, 7:15, room 103. Collier.

Eng 141p, 142p, 143p. Voice and Diction. Three terms. Section 1, Monday, 7:15, room 203; Section 2 (fall term only), Wednesday, 7:15, room 203.

Matson.

Eng 325p, 326p. Public Speaking for Business and Professional Men and Women.

Fall and winter terms. Thursday, 7:15, room 103. Collier.

Eng 333p. Conduct of Group Discussion. Spring term. Thursday, 7:15, room 103. Collier.

SOCIOLOGY

Cyril K. Gloyn, Ph.D., Professor of Philosophy, Pacific University; Edward M.

Hulme, Professor of History, Portland Center, and Emeritus Professor of

Medieval History, Stanford University; Reginald I. Lovell, Ph.D.,

Professor of History, and Head of Department, Willamette University;

Elizabeth McKinley, M.A., Associate Professor of Nursing Education,

Medical School; Charles N. Holman, M.D., Assistant Medical Director,

Multnomah County Hospital.

Soc 204p, 205p. General Sociology. Three terms. Tuesday, 7:15, room 309.

Gloyn.

Soc 370p, 371p. Medical Problems in Social Work. Fall and winter terms.

Monday, 7:15, room 114. Holman and McKinley.

Soc 422p, 423p. War and Society. (G) Fall and winter terms. Wednesday,

7:15, room 113. Lovell.

Soc 451p, 452p. History of Social Thought. (G) Three terms. Friday, 7:15,

room 113. Hulme.

SPANISH

Beatrice Young, Ph.D., Professor of Romance Languages, Pacific University;
Anibal Vargas-Barón, M.A., Instructor in Romance Languages, University
of Oregon.

RL 11, 12a. First Course in Spanish. Three terms. Section 1, Friday, 7:14,
room 203. Young. Section 2, Friday, 4:15, room H, Central library.
Vargas-Barón.

RL 12b, 13. Second Course in Spanish. Three terms. Friday, 7:15, room
105. Vargas-Barón.

RL 347, 348, 349. Spanish Composition and Conversation. Three terms.
Saturday, 9:15, room H, Central library. Vargas-Barón.

ZOOLOGY

Kenneth Llewellyn Gordon, Ph.D., Associate Professor of Zoology, Oregon State
College; Calvin B. Foulk, M.A., Instructor in Zoology, Portland Center.

Z 201, 202, 203. General Zoology. Three terms. Lecture, Tuesday, 7:15,
room 317. Gordon. Laboratory, Thursday, 7:15, room 316. Foulk.
Laboratory fee, \$3 each term.

Portland Extension Center
814 Oregon Building
Portland, Oregon

Please send complete catalog of the Portland Center
courses for 1940-41. **1941-42**

Name

Address

Requests may be telephoned: AT 2165.

revised

Oregon State System of Higher Education
LEAFLET SERIES

No. 189 ISSUED SEMI-MONTHLY AUGUST 1, 1940
Entered as second-class matter Dec. 24, 1932, at the post-
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La Grande, Monmouth, and Portland.

Published by
STATE BOARD OF HIGHER EDUCATION

September 29, 1941

47, September

Mr. W. G. Beattie, Assistant Director
General Extension Division
State System of Higher Education
Eugene, Oregon

Dear Professor Beattie:

I wish to acknowledge receipt of the Corvallis Extension Classes program which you sent me on September 26. I trust that there may be sufficient demand for all of these courses to be offered.

Thanking you for your interest in developing this work at Corvallis, I am

Very truly yours,

F. A. Gilfillan
Acting President

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

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PORTLAND, OREGON

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ELEMENTARY EDUCATION

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RECEIVED
SEP 29 1941

PRESIDENT'S OFFICE
OREGON STATE COLLEGE

ADDRESS REPLY TO:

OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON

September 26, 1941

Dr. F. A. Gilfillan
Acting President
Oregon State College
Corvallis, Oregon

Dear Dr. Gilfillan:

Enclosed herewith is the program of Corvallis
Extension Classes that you approved over the tele-
phone.

Sincerely yours,

W. G. Beattie
W. G. Beattie (e.i.)
Assistant Director

WGB ei

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION
Office of Assistant Director
Eugene, Oregon

Corvallis Extension Classes
Fall Term, 1941-42

TERM OPENS Monday, October 6, and continues for eleven weeks. Classes meet in Commerce Hall and the Home Economics Building, in rooms indicated in the course descriptions.

REGISTRATION FEE: For credit, per term, \$5.00 for each course. Non-credit, each term, \$5.00 for one course, \$8.00 for two, \$12.00 for three, etc. Register at the first meeting. Fees are to be paid not later than the second meeting.

EVERY PERSON interested in a course should make special effort to be present at the first meeting. The General Extension Division reserves the right to discontinue any class if the enrollment is inadequate or for other sufficient reason.

Schedule of Classes

Monday (beginning October 6):

FN 01. Foods. (Non-credit). Laboratory fee, \$2.00
7:30 - 9:30, Room 102-B, Home Economics Building.

SS 121c, 122c, 123c. Typing. 2 hours. Callarman.
Monday and Thursday, 7:00 - 9:05, Room 211
Commerce.

SS 311c. Office Procedure. 2 hours. Larse. 7:15 -
9:15, Room 212 Commerce.

Tuesday (beginning October 7):

SS 111c. Stenography (First Year). 2 hours. Vietti.
7:00 - 9:15, Room 208 Commerce.

SS 211c. Applied Stenography. 2 hours. Yerian.
7:00 - 9:15, Room 212 Commerce.

Wednesday (beginning October 8):

Eng 114c. Vocabulary Building. 2 hours. Reichart.
7:15 - 9:15, Room 209 Commerce.

Thursday (beginning October 9):

SS 121c, 122c, 123c. Typing. (second meeting; first
meeting on Monday).

Instructional Faculty

C. C. Callarman, M.S., Assistant Professor of Secretarial Science, Oregon State College
Lloyd Quenderbilt Larse, Ed.M., Assistant Professor of Secretarial Science, Oregon State College
R. R. Reichart, M.S., Assistant Professor of English, Oregon State College
Willetta Moore Smith, Home Economics, General Extension Division
Edward Vietti, M.S., Instructor in Secretarial Science, Oregon State College
C. T. Yerian, Ph.D., Associate Professor of Secretarial Science, Oregon State College.

ENGLISH

R. R. Reichart

Eng 114c. Vocabulary Building. 2 hours.

Designed to expand and sharpen vocabularies and otherwise to improve the use of English. A study of words; new words, foreign words, word families, the right word; diction, pronunciation, and modern trends in vocabularies, combined with effective programs for acquiring and using the forms and mechanics of writing. Regular practice in writing.

Wednesday, 7:15 - 9:15 p.m.

Room 209 Commerce, Oregon State College.

HOME ECONOMICS

Mrs. Willetta Moore Smith

FN 01. Foods. (Non-credit)

Basic principles of food preparation. Emphasis on practical applications in home cookery. No prerequisites. A course of special interest and value to young housewives and other women who want to increase their skill in the preparation of foods and the serving of simple meals. Only 18 may enroll because of limited laboratory space. Laboratory fee, \$2.00.

Monday, 7:30 - 9:30 p.m.

Room 102-B, Home Economics Building, Oregon State College.

SECRETARIAL SCIENCE

C. C. Callarman, Lloyd Q. Larse, Edward Vietti,
C. T. Yerian

SS 111c. Stenography (First Year). 2 hours. Vietti.

Theory of shorthand; practical applications of theory; principles in sentence dictation. Meets once each week.

Tuesday, 7:00 - 9:15 p.m.

Room 208 Commerce, Oregon State College

SS 211c. Applied Stenography. 2 hours. Yerian.

Advanced principles and phases of shorthand; dictation and transcripts covering vocabularies of representative business, such as law, banking, insurance, railway, and manufacturing; advanced dictation, legal forms, newspaper and magazine articles. Meets once a week.

Tuesday, 7:00 - 9:15 p.m.

Room 212 Commerce, Oregon State College.

SS 121c, 122c, 123c. Typing. 2 hours. Callarman.

Theory and practice of touch typing; rhythm drills, dictation exercises; writing paragraphs; punctuation and mechanical arrangement of business correspondence, legal forms, tabulating, manifold, speed practice. Arrangements may be made to enter any of the three terms of this course. Meets twice each week. Laboratory fee, \$1.00.

Monday and Thursday, 7:00 - 9:05 p.m.

Room 211 Commerce, Oregon State College.

SS 311c. Office Procedure. 2 hours. Larse.

Training in the most efficient stenographic methods and office practice, filing, advanced dictation, transcripts, reports, and practical use of modern office appliances. Prerequisite: SS 213 or equivalent.

Monday, 7:15 - 9:15 p.m.

Room 212 Commerce, Oregon State College.

FOR FURTHER INFORMATION call the Home Economics or the Secretarial Science Department, Oregon State College, or write the General Extension Division, Eugene, Oregon.

SS 311c. Office Procedure. 2 hours. Larse.

Will meet for two periods each week, instead of one as announced on the attached sheet, as follows:

Monday, 7:15 - 9:15

Thursday, 7:15 - 9:15

Some requests have come for an extension course or courses in Spanish. Such may yet be arranged. Any one interested in either a credit or a non-credit class in Spanish should communicate at once with Miss Melissa M. Martin, Chairman of the Department of Modern Languages, Oregon State College, or with W. G. Beattie, Assistant Director, General Extension Division, Eugene.

September 22, 1941

Professor W. G. Beattie, Assistant Director of General Extension, telephoned Dr. Gilfillan and submitted the following information:

Professor Vance approved extension courses, one additional course to those given 1940-41 in secretarial science

Professor Peterson and Dean Salser approved course to be given by Dr. Reichart (English)

Dean Milam approved non-credit Home Economics course to be taught by Mrs. Smith - HEc 102C

On the basis that all courses had received approval as indicated above, Dr. Gilfillan authorized Professor Beattie to proceed with his plans.

October 23, 1941

49- Mr. W. G. Beattie, Assistant Director
General Extension Division
State System of Higher Education
Eugene, Oregon

Dear Mr. Beattie:

I am returning herewith the personnel folder for Miss Ruth E. Hopson. From her preparation at Eugene and at Cornell I would judge that Miss Hopson is eminently qualified as an instructor in the fields of Nature Study and the teaching of Elementary School Science and Geography. I concur with you in the opinion that you should also secure the approval of President Howard.

With reference to the teaching of certain of these courses, so long as her extension program is restricted to the fields indicated, it is not necessary that she submit to me the outline of the courses which she contemplates giving. If the subject matter were specialized science, I would wish that this be done.

Very truly yours,

F. A. Gilfillan
Acting President

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

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ADDRESS REPLY TO:

OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON

October 20, 1941

Dr. F. A. Gilfillan
Dean-Director of Science
Oregon State System of Higher Education
Corvallis, Oregon

Dear Dr. Gilfillan:

You may recall that some weeks ago I conferred with you briefly regarding the possibility of using Miss Ruth E. Hopson as an instructor in extension classes in the fields of Nature Study and Teaching of Elementary School Science and Geography. At that time you asked that she submit her credentials which I now enclose herewith. Please let me know whether or not you approve her as an instructor for such courses.

If approved, I do not anticipate using her before next term and probably not before the spring term. While I have in mind a non-credit course for her, I would like to be able to have her teach a credit course should there be a demand for it. If you wish, I will ask her to submit to you a general outline of any course she would like to give. With reference to Ed 408, Teaching of Elementary School Science, is President C.A. Howard's approval also necessary?

Sincerely yours,

W. G. Beattie

W. G. Beattie
Assistant Director

WGB ei

CROSS FILE

NAME

General Ed Revision

DATE

10/20/41

SUBJECT

appt. of Ose Rader 2 Hour Committee

FILED

79. Administration

Ose Rader 2 Hour Committee

November 14, 1941

47 Dr. V. V. Caldwell, Director
General Extension Division
State System of Higher Education
Portland, Oregon

Dear Dean Caldwell:

I regret that I was out of town when you were on the campus yesterday. I received your letter of November 12, regarding the work in adult education on military organization and national defense. As you have intimated, it is probable that this work will ultimately have to be put on a free basis. I have been dubious right along as to the enrollment which it would be possible for you to obtain, either in Portland or Eugene, when a fee was charged. I think the same situation would hold true in Corvallis.

If the national situation comes to the point where courses in civilian defense are to be given on an extended scale, the State College will be delighted to take part in such a program to the extent that we are able to do so.

Very truly yours,

F. A. Gilfillan
Acting President

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

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November 12, 1941

RECEIVED
NOV 13 1941
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

Dr. F. A. Gilfillan, Acting President
Oregon State College
Corvallis, Oregon

Dear President Gilfillan:

Your letter of October 21, requesting information on the adult education course in Military Organization and National Defense, which we attempted in the Eugene State-Wide classes, came just before I left for Ashland for the State Board meeting, immediately following which I have been in eastern Oregon.

I am enclosing herewith a mimeographed list of the speakers in the Portland class, and the Eugene class was an abbreviated course of the same nature. The Eugene class did not materialize sufficiently to pay its expenses, and hence was discontinued. We have continued the Portland class, but have not had the interest in it which we anticipated. We encounter the attitude that such information should be presented free of charge, and I believe we will continue this type of information for the lay public on the basis of public forums, probably reducing the number to six.

In case you wish further information, I will be on the Corvallis campus at radio station KOAC, Thursday, November 13, and would be happy to discuss the matter further with you.

Very truly yours,

V. V. Caldwell

VVC J
enc.

Dean-Director
General Extension Division

The Portland Extension Center of the Oregon State System of Higher Education announces a course in U. S. Military Organization and National Defense to be held Tuesday evenings from 7:15 to 9:15 in room 113, Lincoln High School. Captain Benjamin F. Davis, assistant professor of Military Science and Tactics, University of Oregon, will be the Coordinator. The course is designed to acquaint the lay person with the organization of each branch of the U. S. Military and to indicate the functions of the different units of the armed forces of the United States; the principles of military strategy and tactics; the economics of warfare; and the modernization effected by transportation and communication. This course has the strong endorsement of Col. J. J. Fulmer, Executive, 2nd Military Area.

Schedule of Lectures

- September 30. Introduction: General discussion of the course; registration.
- October 7. "The Hitting Forces."
 Infantry - Maj. L. L. Cutshall, Inf., Oregon State College.
 Cavalry - Maj. Merle Hotchkiss, Cav., Executive, Eugene Military Sub-District.
 Engineers - Col. W. D. Luplow, Engr., Commanding Officer, 29th U.S. Engrs.
- October 14. Field Artillery - ~~speaker to be announced.~~ *Col. F. M. Sheets, Director Field Artillery Unit, Ore. State College*
 Coast Artillery & Anti-Aircraft - ~~speaker to be announced.~~ *Capt. H. W. Morgan, C.A.C., Harbor Defenses of the Columbia, Ft. Stevens*
 Chemical Warfare - Maj. Paul F. Nolan, C. W.
- October 21. U. S. Medical Corps - Col. Ray W. Bryan, M. C.
 Quartermaster Corps & Finance - Lt. Col. Theo. A. Baumeister, Q.M.C.
- October 28. U. S. Navy - Lieut. Glenn F. DeGrave, U. S. N.
 U. S. Marine Corps - Maj. James B. Hardie, U. S. M. C.
- November 4. Aviation, Now and Then - Col. J. L. Stromme, A.C., Commandant, Air Base.
- November 11. No meeting. Armistice Day.
- November 18. ~~The Blitzkrieg Revealed - Maj. Henry W. Hall, Inf., Univ. of Oregon~~ *Selective Service and National Defense, Lt. Col. E. K. Nooton, State Director, Selective Service*
~~Civilian Defense, Joseph K. Carson, Jr., Inspector-General, U.S. Civilian Defense~~
- November 25. Ordnance - Maj. Sol Rickanback, Ord., Salem.
 Chaplain's Corps - Lt. Col., John W. Beard, Ch., Camp Murray, Wash.
 Inspector General's Department and
 Adjutant General's Department - Capt. Frank I. Agule, A.G.D., University of Oregon
 Judge Advocate General's Department - Maj. James West, A. G. D.
~~Army Intelligence - speaker to be announced.~~
~~Navy Intelligence - speaker to be announced.~~
- December 2. Military Education - Col. R. M. Lyon, P.M.S. & T., University of Oregon.
- December 9. Staff and Operations - Col. J. J. Fulmer, Executive, 2nd Military Area.
- December 16. Summary and Conclusions - Capt. Benjamin F. Davis, Inf., Univ. of Ore.

* * * *

The first meeting of the class will be on Tuesday evening, September 30th.
 Registration fee is \$5.00 for the course.

October 21, 1941

47
Dean V. V. Caldwell
General Extension Division
State System of Higher Education
Portland, Oregon

Dear Dean Caldwell:

I would be interested in knowing how you come out financially on the special short course in "Military Organization and National Defense" which is being put on at the University of Oregon. For some time I have had in mind something of this kind at Corvallis but putting more emphasis upon the civilian defense than upon military tactics. I should be glad to talk this over with you after you have determined the success of the course in Eugene.

Very truly yours,

F. A. Gilfillan
Acting President

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION
Office of Assistant Director
Eugene, Oregon

Today, every one is acutely conscious of the term "National Defense". Sons, brothers, and friends are being called into military service. Do we really want to know about the different branches of the Service? Here is an excellent opportunity for every man and woman in the Eugene area to gain accurate information about the organization and functions of the various branches of our nation's present-day military service.

The General Extension Division of the State System of Higher Education announces a series of lectures on Military Organization and National Defense, by officers skilled in the tactics and techniques of their respective military fields and national civilian defense.

No prerequisites - No quizzes - No examinations. Those enrolled may ask questions.

Enroll now at the General Extension Division, University Street north of 13th, next to the University Post Office, or at the first meeting.

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION

Special Short Course

in

**MILITARY ORGANIZATION
AND
NATIONAL DEFENSE**

(An informative course for men and women)

Program Chairman: Captain Benjamin F. Davis, Infantry; Assistant Professor
of Military Science and Tactics, University of Oregon

-0-

Oct. 16 Military Education. Colonel R.M.Lyon, Infantry; Professor of
Military Science and Tactics; Head of Department, University
of Oregon

Oct. 23 Military Organization and Operations. Captain Benjamin F.Davis,
Infantry; Assistant Professor of Military Science and
Tactics, University of Oregon

Organization and Operation of Eugene Filter Center, Lieutenant
Ray F. Siegenthaler, Air Corps; Commanding Officer,
Eugene Filter Center

Oct. 30 Aviation: Then and Now: Colonel J.L.Stromme, Air Corps;
Commandant, Portland Air Base

Nov. 6 Field Artillery. Lieutenant Colonel A.M.Sheets, Field Artillery;
Associate Professor of Military Science and Tactics;
Director Field Artillery, Oregon State College

The Engineer Corps. Major H.J.Hoeffer, Corps of Engineers;
Associate Professor of Military Science and Tactics;
Director of Engineer Unit, Oregon State College

Nov. 13 Cavalry and the Armored Forces. Major Merle Hotchkiss, Cavalry;
Executive, Eugene Military District

Nov. 20 Characteristics of Infantry Weapons and Fundamentals of Rifle
Marksmanship. Captain Harvey Blythe, Infantry; Assistant
Professor of Military Science and Tactics, University of
Oregon

Date to be arranged: Additional Laboratory Meeting (Optional). Rifle
Marksmanship, including practice firing. Captains
Blythe and Davis

-0-

ADMISSION: Full course, \$3.00. Single admission, \$.75

TIME: 7:15 to 9:15 p.m. on dates listed above

PLACE: Room 101, Physical Education Building, University of Oregon
Campus (Corner 15th and University streets -- on University
Loop route)

December 18, 1941

47-System
Professor W. G. Beattie, Assistant Director
General Extension Division
State System of Higher Education
Eugene, Oregon

Dear Professor Beattie:

I am returning with my approval the schedule of extension classes for the winter term, submitted with your letter of December 4, 1941.

Very truly yours,

F. A. Gilfillan
Acting President

one copy of schedule to Mrs. Dixon - 12/18/41

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

OREGON STATE COLLEGE
OREGON COLLEGE OF EDUCATION
EASTERN OREGON COLLEGE OF EDUCATION

UNIVERSITY OF OREGON
UNIVERSITY OF OREGON MEDICAL SCHOOL
SOUTHERN OREGON COLLEGE OF EDUCATION

DEPARTMENTAL OFFICES

CORVALLIS
RADIO STATION KOAC
VISUAL INSTRUCTION
EUGENE
CORRESPONDENCE STUDY
STATE-WIDE EXTENSION
MONMOUTH
IN-SERVICE EXTENSION IN
ELEMENTARY EDUCATION
PORTLAND
PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

ADDRESS REPLY TO:

OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON

RECEIVED
DEC 5 - 1941

December 4, 1941

Dr. F.A. Gilfillan, ~~Acting President~~
PRESIDENT'S OFFICE
OREGON STATE COLLEGE
Corvallis, Oregon

Dear President Gilfillan:

Enclosed is a list of extension classes we hope to offer on your campus in the winter. I have cleared these courses with heads of the respective departments concerned, as listed below:

- Eng 115 - Dr. Peterson and Professor Salser.
- Eng 217 - Dr. Peterson
- IA 01 and IA 357 - Professor Cox
- Psy 01 - Professor Salser
- RL 11 - Professor Martin
- SS 121, 122, 123 - Professor Vance

If this schedule is satisfactory to you, please return one of the enclosed copies to me with your signature of approval.

Sincerely yours,

W.G. Beattie

W.G. Beattie
Assistant Director

WGB ei
Enclosures

*Approved verbally by Dean Smith
12/10/41 -*

*Approved verbally by Dean Healdorn
12/11/41 -*

*Approved verbally by Professor Vance
12/12/41*

*Approved verbally by Dean Salser
12/13/41*

check

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION
Office of Assistant Director

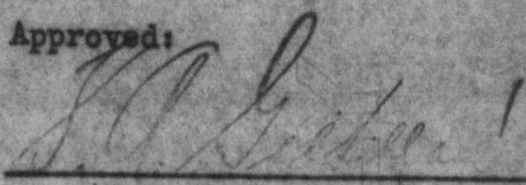
CORVALLIS EXTENSION CLASSES

Tentative Schedule

(Winter Term, 1941-42: January 5 to March 20, 1942)

- Eng 115. Vocabulary Building. 2 hrs. R.R.Reichert.
Wednesday, 7:15 to 9:15 p.m., Room 109 Commerce.
- Eng 217. Business English. 2 hrs. H.B.Nelson.
Thursday, 7:15 to 9:15 p.m., Room 109 Commerce.
- IA 01. Lapidary. Non-credit. D.L.Mason
Wednesday, 7:00 to 10:00, Room 111, Industrial Arts
Fee, \$9.00 (\$7.00 plus \$2.00 laboratory fee.)
Class limited to 10.
- IA 357. Metal Crafts. 2 hrs. A.A.Robley.
Tuesday, 7:00 to 10:00, Room 112 Industrial Arts.
Fee, \$7.00 (\$5.00 plus \$2.00 laboratory fee.)
- Psy 01. Personal Efficiency. Non-credit. O.R.Chambers.
Monday, 7:15 to 9:15 p.m. Six meetings, beginning
January 12. Room 109 Commerce
Fee, \$3.00
- RL 11. First Course in Spanish. 2 hrs. Letha M. Baker.
Tuesday, 7:15 to 9:15 p.m., Room 109 Commerce.
- SS 121, 122, 123. Typing. 2 hours. C.C.Callarman
Monday and Thursday, 7:00 to 9:15 p.m., Room 211 Commerce.
Fee, \$6.00 (\$5.00 plus \$1.00 laboratory fee.)

Approved:



(Acting President, O.S.C.)

12/12/41

(Date)

1942

January 6, 1942

47
Dean V. V. Caldwell
General Extension Division
State System of Higher Education
Portland, Oregon

Dear Dean Caldwell:

af 49-2578
Pursuant to your letter of December 26, I have taken up with Professor Vance and Dean Morris the question of Mr. Vietti collecting the fees in the Extension classes held in Corvallis. I am pleased to inform you that the arrangement outlined in your letter has the approval of Professor Vance, Dean Morris, and myself.

Very truly yours,

F. A. Gilfillan
Acting President

cc: Dean Morris
Professor Vance
Mr. Vietti
Professor Beattie

December 31, 1941.

Professor H.T.Vance, Secretarial Science,
Dr.Victor P. Morris, Dean in Charge of Secretarial Science,
Oregon State College.

Gentlemen:

I have received from Dean Caldwell a request that Mr. Vietti, of the Department of Secretarial Science, be permitted to collect the fees for the Extension work to be offered in Corvallis. Mr. Caldwell tells me that this would be a much more economical method of collection than the one used at present. Mr. Vietti would receive not to exceed \$20.00 per term and in no case more than \$5.00 per class for the work conducted in Corvallis.

According to the Administrative Code, K-3b, page 70, this arrangement must have the approval of Professor Vance and Dean Morris. I would appreciate it if you would let me know your wish in this matter.

Very truly yours,

F. A. Gilfillan,
Acting President.

C.C.
Dean V.V. Caldwell

OREGON STATE COLLEGE

OFFICE OF THE PRESIDENT
CORVALLIS, OREGON

FRANK L. BALLARD
PRESIDENT

December 31, 1941.

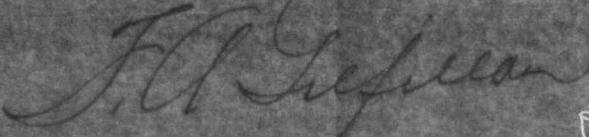
Professor H.T.Vance, Secretarial Science,
Dr.Victor P. Morris, Dean in Charge of Secretarial Science,
Oregon State College.

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According to the Administrative Code, K-3b, page 70, this arrangement must have the approval of Professor Vance and Dean Morris. I would appreciate it if you would let me know your wish in this matter.

Very truly yours,



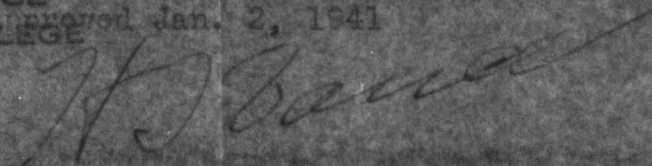
F. A. Gilfillan,
Acting President.

RECEIVED
JAN 1 1942

cc. S.
Dean V.V. Caldwell

PRESIDENT'S OFFICE
OREGON STATE COLLEGE

Approved Jan. 2, 1942



UNIVERSITY OF OREGON
SCHOOL OF BUSINESS ADMINISTRATION
EUGENE, OREGON

OFFICE OF THE DEAN

Wm. Caldwell
RECEIVED
JAN 5 1942
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

January 2, 1942

President F. A. Gilfillan
Oregon State College
Corvallis, Oregon

Dear President Gilfillan:

The arrangement which Dean Caldwell wishes to make for collection of the extension work fees by Professor Vietti, of the Department of Secretarial Science, looks entirely reasonable to me.

Unless there is some phase of it with which I am not familiar, which Professor Vance might raise, the proposal has my entire approval.

Sincerely yours,

Victor P. Morris
Victor P. Morris, Dean

VPM rmt

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

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CORVALLIS
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STATE-WIDE CLASSES
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IN-SERVICE EXTENSION IN
ELEMENTARY EDUCATION
PORTLAND
PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

December 26, 1941

RECEIVED
DEC 27 1941
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

Dr. F. A. Gilfillan, Acting President
Oregon State College
Corvallis, Oregon

Dear President Gilfillan:

The problem of collecting fees for the Extension classes held in Corvallis as a part of the General Extension Division program, has reached the stage where it is desirable to have some one person responsible for such fee collection, and it will be more economical if we could make arrangements to pay a person connected with these classes rather than incur the expense of having Mr. Beattie do it.

Professor Vance, head of the department of secretarial science, appointed Edward Vietti, instructor in that department, as chairman of an extension committee to cooperate with us in setting up extension courses in secretarial science. He taught a course for us last year, and has given generously of his time this year to aid in making extension classes a success. It would be more convenient and less costly to us if Mr. Vietti could collect the fees, and we pay him a small amount each term. This amount would not exceed \$20.00 per term, and in no case more than \$5.00 per class conducted in Corvallis. Mr. Vietti is willing to collect these fees if you approve.

Since he is on the salary payroll as a member of an institutional staff in the System, it is my understanding that the approval of the head of the institution is sufficient. If I am in error on this point, would you please correct me?

May we therefore have your approval to my recommendation that we pay by requisition Mr. Edward Vietti a sum not to exceed \$20.00 per term, for collection of fees in extension classes at Corvallis, the amount in no case to exceed a rate of \$5.00 per class?

Very truly yours,

V. V. Caswell

Dean-Director
General Extension Division

VVC J

cc Mr. Beattie

February 26, 1942

47 Syote
Professor W. G. Beattie, Assistant Director
General Extension Division
State System of Higher Education
Eugene, Oregon

Dear Professor Beattie:

In reply to your letter of February 20, I have consulted with the College staff members concerned and as result am giving approval to the request of the General Extension Division that the following courses be offered for the spring term:

SS 01. Stenography (Thomas Natural Shorthand).
No credit.
SS 111. Stenography (Thomas) 3 hours.
Fee, \$7.50

I understand that Dean Morris has already approved the request.

Very truly yours,

F. A. Gilfillan
Acting President

cc: Dean V. P. Morris
Professor C. T. Yerian

February 23, 1942

Professor C. T. Yerian
Secretarial Science
Campus

Dear Professor Yerian:

I have received from Mr. Beattie of the General Extension Division a request for approval of a course in Thomas shorthand for the spring term. This would be offered under two numbers - SS 01 for no credit, and SS 111 Stenography (Thomas) 3 hours, fee \$7.50.

I should like your recommendation on this before replying to Professor Beattie.

Very truly yours,

F. A. Gilfillan
Acting President

OREGON STATE SYSTEM OF HIGHER EDUCATION
GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR
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RECEIVED
FEB 21 1942

ADDRESS REPLY TO:
OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON

PRESIDENT'S OFFICE
OREGON STATE COLLEGE February 20, 1942

Dr. F. A. Gilfillan, Acting President
Oregon State College
Corvallis, Oregon

Dear Dr. Gilfillan:

Pursuant to your request when I talked with you Wednesday, I am giving you a statement, below, regarding the course in Thomas Shorthand we wish to give in general extension for the spring term on your campus. I had planned, first, to make it purely a no credit course; however, we have had several letters and cards, both from Corvallis and Albany, asking that a course in Thomas Shorthand be given for credit. In checking on the matter, I find on page 27 of your summer session catalog for 1941 that the course was given for credit. If satisfactory to you and your institution, I would like to publicize the course as follows:

SS 01. Stenography (Thomas Natural Shorthand). No credit.
Vietti.

This course is designed not only to prepare students to meet demands of modern business for stenographic service, but to supply practical shorthand for personal use. The entire theory of the Thomas system will be covered. Much dictation and transcription practice will be given. The class will meet two hours each for two evenings a week. The first meeting will be Tuesday evening, March 24, 7:15 to 9:15, Room __, Commerce. The second meeting will then be arranged to avoid as far as possible any conflicts with other classes. Fee, non-credit, \$6.

If students desire credit, the course may be given as SS 111. Stenography (Thomas). 3 hours. Fee, \$7.50.

You will note that I have not indicated the room. If the course is approved by you, it will be listed with the schedule of

Dr. F. A. Gilfillan
February 2, 1942
Page 2

extension classes for Corvallis for the spring term. This schedule will be submitted for your approval just as soon as we can complete it. Permit me to add that I have submitted this matter to Dean Victor P. Morris, and he has approved the course for credit.

Sincerely yours,

W.G. Beattie

W.G. Beattie
Assistant Director

WGB ei

March 6, 1942

Professor W. G. Beattie
General Extension Division
State System of Higher Education
Eugene, Oregon

Dear Professor Beattie:

47-System
I have checked over the courses which you have proposed for the General Extension Division in Corvallis. It is my understanding that these courses have been cleared with instructors and department heads concerned and that arrangements have been made for classrooms. On behalf of the College I am approving these courses for the spring term.

Very truly yours,

F. A. Gilfillan
Acting President

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

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PORTLAND, OREGON

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THE SUMMER SESSIONS

ADDRESS REPLY TO:

OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON

March 5 1942

RECEIVED
MAR 5 1942
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

Dr. F. A. Gilfillan, Acting President
Oregon State College
Corvallis, Oregon

Dear Dr. Gilfillan:

Herewith you will find a copy of the list of courses we are recommending to be given in extension on the Corvallis campus during the spring term. I have cleared with all instructors and heads of departments concerned. I trust that we may have your approval of this schedule of extension courses.

Sincerely yours,

W.G. Beattie

W.G. Beattie
Assistant Director

WGB ei
Enclosure

State-Wide Extension Classes
Spring Term, 1941-42

Corvallis

Monday - Ph 361 Photography. 2 hrs. J. C. Garman
7:15 to 9:15 p.m. Room 317 Physics
Begins March 23

SS 121, 122, 123. Typing. 2 hrs. C. C. Callarman
Meets twice a week; second period on Thursday
7:00 to 9:05 p.m. Room 211 Commerce.
Begins March 23
Laboratory fee, \$1.00

Tuesday - SS 111 Stenography (Thomas Shorthand). 3 hrs. E. Vietti
Meets twice a week. 7:15 to 8:45 p.m.,
Room 208 Commerce. Begins March 24.
Second meeting will then be arranged to
avoid, as far as possible, conflict with
other classes.

SS 213. Applied Stenography (Gregg). 2 hrs. C. T. Yerian
7:15 to 9:15 p.m.
Room 310 Commerce
Begins March 24.

RL 12a First Course in Spanish. 2 hrs. Melissa Martin
7:15 to 9:15 p.m.
Room 109 Commerce.
Begins March 24

Wednesday - Eng 217 Business English 2 hrs. H. B. Nelson
7:15 to 9:15 p.m.
Room 109 Commerce
Begins March 25

Thursday - PE 358 First Aid. 2 hrs. D. I. Allman
7:00 to 9:00 p.m. Men's Gymnasium.
Begins March 19. Enroll before that date at
physical education office, Men's Gymnasium,
Room 214, 222.

SS 121, 122, 123. Typing. Second period.

Rooms required:

109 Commerce - - - - - Tuesday and Wednesday
7:15 - 9:15 p.m.

208 Commerce - - - - - Tuesday and one other
evening, 7:15 - 8:45 p.m.

211 Commerce - - - - - Monday and Thursday
7:00 - 9:05 p.m.

310 Commerce - - - - - Tuesday
7:15 - 9:15 p.m.

Room 222 Men's Gymnasium - - - - - Thursday
7:00 to 9:00 p.m.

317 Physics - - - - - Monday
7:15 - 9:15 p.m.

- 0 -

Monday - - - - - 211 Commerce
317 Physics

Tuesday - - - - - 208 Commerce
109 Commerce
310 Commerce

Wednesday - - - - - 109 Commerce

Thursday - - - - - 211 Commerce
222 men's Gym.

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION
Office of Assistant Director

Corvallis Extension Classes

(Spring Term, 1941-42: March 19 to May 28, 1942)

- Monday - Ph 361 Photography. 2 hrs. J. C. Garman
7:15 to 9:15 p.m. Room 317 Physics. Begins March 23.
- SS 121, 122, 123. Typing. 2 hrs. C. C. Callarman
Meets twice a week; second period on Thursday.
7:00 to 9:05 p.m. Room 211 Commerce. Begins March 23.
Laboratory fee, \$1.00.
- Tuesday - SS 111 Stenography (Thomas Shorthand). 3 hrs. E. Vietti
Meets twice a week. 7:15 to 8:45 p.m., Room 208
Commerce. Begins March 24. Second meeting will
then be arranged to avoid, as far as possible,
conflict with other classes.
- SS 213 Applied Stenography (Gregg). 2 hrs. C. T. Yerian
7:15 to 9:15 p.m. Room 310 Commerce. Begins March 24.
- RL 12a First Course in Spanish. 2 hrs. Melissa Martin
7:15 to 9:15 p.m. Room 109 Commerce. Begins March 24.
- Wednesday - Eng 217 Business English. 2 hrs. H. B. Nelson
7:15 to 9:15 p.m. Room 109 Commerce. Begins March 25
- Thursday - PE 358 First Aid. 2 hrs. D. I. Allman
7:00 to 9:00 p.m. Men's Gymnasium. Begins March 19
Enroll before that date at physical education office,
Men's Gymnasium, Room 214. 222
- SS 121, 122, 123. Typing. 2 hrs. C. C. Callarman
Second period. 7:00 to 9:05 p.m. (First period Monday.)

CLASSES MEET on the Oregon State College campus, as indicated in the schedule above. REGISTRATION takes place at the first meeting of each class. Fees may be paid at the first or second meeting of the classes, when a representative of the extension division will be present to receipt for them.

Fee Schedule: Undergraduate credit - \$2.50 per hour; minimum fee, \$5.00
Non-Credit - \$2.00 per hour, minimum, \$5.00
Laboratory fees are in addition to the above, and are
indicated after the course title in the schedule.

INSTRUCTIONAL FACULTY

D. I. Allman, Associate Professor of Hygiene, Oregon State College
C. C. Callarman, Assistant Professor of Secretarial Science, Oregon State College
J. C. Garman, Assistant Professor of Physics, Oregon State College
H. B. Nelson, Assistant Professor of English, Oregon State College
Melissa M. Martin, Professor of Modern Languages, Oregon State College;
Chairman of Department
Edward Vietti, Instructor in Secretarial Science, Oregon State College
C. T. Yerian, Associate Professor of Secretarial Science, Oregon State College

Course Descriptions

ENGLISH
Nelson

Eng 217. Business English. 2 hours.

Study of modern practices in business correspondence. The course emphasizes principles and techniques of everyday business writing and attempts to develop ease and accuracy in this field. While it is primarily for those preparing for or engaged in business, it is open to all who wish to acquire correct standards in writing in the common affairs of life.

Wednesday, 7:15 to 9:15 p.m.
Room 109 Commerce. Begins March 25.

PHYSICAL EDUCATION
Allman

PE 358. First Aid. 2 hours.

Emergency treatment of all classes of injuries (until the doctor comes). All completing the course satisfactorily, whether for credit or not, will be entitled to the standard First Aid certificate of the American Red Cross.

Thursday, 7:00 to 9:00 p.m. Men's Gymnasium
Begins March 19. Enroll in advance at physical education office, Men's Gymnasium, Room 214. 222.

PHYSICS
Garman

Ph 361. Photography. 2 hours.

Theoretical and practical phases of the subject, with particular reference to hand cameras and miniature cameras. Lectures and demonstrations on negative making, developing, printing, enlarging; exposure problems.

Monday, 7:15 to 9:15 p.m.
Room 317 Physics. Begins March 23.

ROMANCE LANGUAGE
Martin

RL 12a. First Course in Spanish. 2 hours.

The rudiments of the Spanish language. Pronunciation and the fundamental rules of syntax taught by means of oral drill and written exercises. The reading of a simple text will furnish the basis of conversation. Third term.

Tuesday, 7:15 to 9:15 p.m.
Room 109 Commerce. Begins March 24.

SECRETARIAL SCIENCE
Callarman, Vietti, Yerian

SS 111. Stenography (Thomas Shorthand). 3 hours.

The course is designed not only to prepare students to meet demands of modern business for stenographic service, but to supply practical shorthand for personal use. The entire theory of the Thomas system will be covered. Much dictation and transcription practice will be given. The class will meet $1\frac{1}{2}$ hours each for two evenings a week. The first meeting will be Tuesday evening, March 24, 7:15 to 8:45, Room 208 Commerce. The second meeting will then be arranged to avoid as far as possible any conflicts with other classes. Vietti.

Fee, Non-credit, \$6; credit, \$7.50.
Tuesday, 7:15 to 8:45. Second period to be arranged.
Room 208 Commerce. Begins March 24.

SS 121, 122, 123. Typing. 2 hours.

Theory and practice of touch typing; rhythm drills, dictation exercises; writing paragraphs; punctuation and mechanical arrangement of business correspondence, legal forms, tabulating, manifolded, speed practice. Arrangements may be made to enter any of the three terms of this course. Meets twice each week. Laboratory fee, \$1.00. Callarman.

Monday and Thursday, 7:00 to 9:05 p.m.
Room 211 Commerce. Begins March 23.

SS 213. Applied Stenography (Gregg). 2 hours.

Regular third term course in advanced principles of Gregg Shorthand. Dictation and transcripts covering vocabularies or representative business, such as law, banking, insurance, railway, and manufacturing; advanced dictation, legal forms, newspaper and magazine articles. Prerequisite, SS 113 or 123 or equivalent.

Tuesday, 7:15 to 9:15 p.m.
Room 310 Commerce. Begins March 24.

May 14, 1942

47-System
Dean V. V. Caldwell, Director
General Extension Division
State System of Higher Education
Eugene, Oregon

Dear Dean Caldwell:

Professor W. G. Beattie of the General Extension service delivered to me yesterday the enclosed list of correspondence courses which have been prepared by instructors at Oregon State College for the General Extension Division. While the College is gratified that it has been able to render this service to General Extension, as Dean of Science I would be interested in knowing what opportunity may be offered for the preparation of correspondence courses by members of the staff of the School of Science. I have the impression that very little opportunity has been given the State College to aid the General Extension Division in this field even during the ten years when all major work in Science was concentrated on this campus.

In view of the fact that the State Board of Higher Education has announced a policy of retaining primacy in Science, both pure and applied, in the School of Science on this campus, I trust that we may look forward to more effective service in the state through the Correspondence Division.

Very truly yours,

F. A. Gilfillan
Acting President

Sub

The following correspondence courses have been prepared by instructors at Oregon State College for the General Extension Division:

Agricultural Economics:

Farm Accounting 3 hrs.

General Engineering:

Engineering Drawing (3 sections) 6 hrs.

Health Education (2 sections) 4 hrs.

Home Economics:

Child Development 3 hrs.

Clothing Selection 3 hrs.

Food Purchasing 3 hrs.

House Furnishing 3 hrs.

Household Management 4 hrs.

Principles of Dietetics 2 hrs.

Secretarial Science:

Office Organization and Management 3 hrs.

Stenography (Gregg) (3 sections) 9 hrs.

Typing (3 sections) 6 hrs.

The following correspondence courses have been prepared by
instructors at Oregon State College for the General Extension
Division:

Agricultural Economics:

Farm Accounting 3 hrs.

General Engineering:

Engineering Drawing (3 sections) 6 hrs.

Health Education (2 sections) 4 hrs.

Home Economics:

Child Development 3 hrs.

Clothing Selection 3 hrs.

Food Purchasing 3 hrs.

House Furnishing 3 hrs.

Household Management 4 hrs.

Principles of Dietetics 2 hrs.

Secretarial Science:

Office Organization and Management 3 hrs.

Stenography (Gregg) (3 sections) 9 hrs.

Typing (3 sections) 6 hrs.

May 11, 1942

Mr. E. B. Lemon, Chairman
Dean Ava B. Milan
Mr. D. M. Goode

47-System
Managerial
Extension

I am referring to you a letter just received from Professor Beattie, Assistant Director of the General Extension Division, with reference to the possibilities of additional extension courses in connection with the cantonment. Will you give consideration to this letter, either as a committee or individually, and let me have your suggestions for a reply to Professor Beattie.

Very truly yours,

F. A. Gilfillan
Acting President

cc: Dean V. V. Caldwell
Professor W. G. Beattie

Mr. Lemon discussed with Beattie
must have further development
M. L. Beattie

Lemon

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

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OREGON STATE COLLEGE
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EASTERN OREGON COLLEGE OF EDUCATION

UNIVERSITY OF OREGON
UNIVERSITY OF OREGON MEDICAL SCHOOL
SOUTHERN OREGON COLLEGE OF EDUCATION

DEPARTMENTAL OFFICES

CORVALLIS
RADIO STATION KOAC
VISUAL INSTRUCTION
EUGENE
CORRESPONDENCE STUDY
STATE-WIDE CLASSES
MONMOUTH
IN-SERVICE EXTENSION IN
ELEMENTARY EDUCATION
PORTLAND
PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

ADDRESS REPLY TO:

OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON

May 7, 1942

RECEIVED
MAY 8 - 1942

PRESIDENT'S OFFICE
OREGON STATE COLLEGE

Dr. F. A. Gilfillan, Acting President
Oregon State College
Corvallis, Oregon

Dear Dr. Gilfillan:

Dean Caldwell told me yesterday that he had discussed briefly with you my suggestion to him that a faculty committee at Oregon State College be appointed to cooperate with General Extension in considering the possibilities of demands for extension classes on the part of soldiers at Camp Adair when it is occupied. He asked me to see you, if possible. Not being able to see you yesterday, I am sending this letter.

I have already read of demands that are being made in other places on educational institutions near cantonments. The other day I heard Mayor Hand speak and tell of his visit in company with three other men to cantonments in California. Later, I had a conference with Mr. Hand and he too is of the opinion that we should be thinking in advance of demands that may be made upon us. He told me that Mr. J. F. Schenk, city superintendent of schools in Corvallis, has already given consideration to the need that may arise because of the cantonment in the fields of elementary and secondary education. I talked with Mr. Schenk. He believes that it would be wise to consider the possibilities on the college level as well as on the lower levels of education.

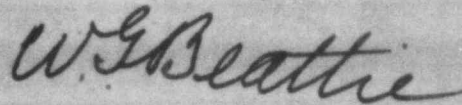
From my reading and observation it would seem to me that the greatest demand, if any, will come in the fields of secretarial science, English, and mathematics. It was my thought that these fields, at least, should be represented on a committee, if appointed, and it would seem also that Dean Salser, since he is head of the School of Education, and probably Mr. Lemon, because he is Registrar, would be in position to give counsel in this matter. Please do not think that I am endeavoring to name the committee. I am merely suggesting these as possibilities.

Dr. F. A. Gilfillan, Acting President, page 2
May 7, 1942

Since we have no funds, we shall be dependent wholly upon fees. However, I find that soldiers themselves have paid fees in some instances where they thought they would be located in one place for a period of three months. Under the regulations of the Board of Higher Education, soldiers may enter any extension classes set up on the campus, after establishment of such, upon payment of a fee of \$1 per hour. If, however, a group of those connected with military service wish instruction in some particular field, such as a course in mathematics or in typing, they would have to pro rate the costs of the course.

I plan to be on your campus from 10:30 to 3:30 next Wednesday, May 13. Would it be possible for me to see you a few minutes at some time during that day? While the whole matter is somewhat ethereal, I am convinced that with as large a group of soldiers as will be located at Camp Adair next fall there will be a number of pressing demands made upon us and I think we should give consideration in advance to questions we shall be called upon to answer. I shall need counsel from people on the campus.

Sincerely yours,



W.G. Beattie,
Assistant Director.

WGB:K

C.c. to Dean Caldwell

May 22, 1942

47. B. J. [unclear]
Dean V. V. Caldwell
General Extension Division
State System of Higher Education
Portland, Oregon

Dear Dean Caldwell:

I was greatly interested in your report of May 20, showing the number of Oregon State graduates who have taken work in the Portland Center. I would judge that this number would be increased during the present emergency since many of our students will be engaged in defense industries in the Portland area. I wish to thank you for supplying me with this information.

Very truly yours,

F. A. Gilfillan
Acting President

OREGON STATE SYSTEM OF HIGHER EDUCATION
GENERAL EXTENSION DIVISION
OFFICE OF THE DEAN-DIRECTOR
514 OREGON BUILDING
PORTLAND, OREGON

May 20, 1942

RECEIVED
MAY 21 1942
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

Dr. F. M. Hunter, Chancellor
Dr. Donald M. Erb
Dr. F. A. Gilfillan
Dr. C. A. Howard
Dr. Roben J. Maaske
Dr. Walter Redford

Gentlemen:

From my experience as an instructor in General Extension and more recent work with all phases of General Extension I have had a feeling that it would be interesting to learn the way in which certain aspects of the General Extension Division contribute as feeders to the campus institutions. I have just completed a survey of the graduates of the state system institutions for 1939-40 and 1940-41 with special reference to the Portland Extension Center. Their records were analyzed in terms of number of credit hours earned and grades received. These extended back over many years as will be shown by the grade distribution. You will note that the grading system indicated shows that some of the courses were taken prior to the use of the uniform grading system now in operation in the State System of Higher Education.

I am sending this to you for your information that you may see the extent to which the Portland Center has contributed to the two graduating classes analyzed.

Very truly yours,

V. V. Caldwell

Dean-Director
General Extension Division

VVC m
Inclosure

Hours Earned in
PORTLAND EXTENSION CENTER
by
Students Graduated in Classes of 1939-40 and 1940-41

Number of graduates who had taken work in Portland Center:	1939-1940	1940-41
University of Oregon	183	144
Oregon State College	60	49
E.O. College of Education	1	5
Oregon College of Education	13	5
S.O. College of Education	0	0
	<hr/>	<hr/>
Total graduates who had at some time been enrolled for work at Port- land Center	257	203
	<hr/>	<hr/>
Number of hours earned through Portland Center work:		
Grade A	1,266	786
B	2,379 $\frac{1}{2}$	1,568
C	1,523	1,007
D	267	136
Inc.	169	74
F	26	13
I	100 $\frac{1}{2}$	50
II	239	171
III	261	194 $\frac{1}{2}$
IV	50	57
V	27	21
M	4	-
S	2	-
	<hr/>	<hr/>
Total number of hours earned toward graduation by these students	8,314	4,077 $\frac{1}{2}$

June 30, 1942

47
Sylvia
Dean V. V. Caldwell, Director
General Extension Division
State System of Higher Education
Portland, Oregon

Dear Dean Caldwell:

Your letter of June 16 has awaited a reply until I should return from a recent trip to Salt Lake City.

With reference to the purchase of a sound projector by any department of the College at this time, I would say that although I have not had opportunity to check with individual departments I feel fairly certain that none of them will have any available funds from which such a purchase could be made, either from the present budget or the budget of the next school year. I shall make a few inquiries, but meanwhile I wish to advise you of what I expect to find so that you may feel free to proceed to secure a machine if you can still do so.

Very truly yours,

F. A. Gilfillan
Acting President

June 17, 1942

Dean V. V. Caldwell, Director
General Extension Division
State System of Higher Education
Portland, Oregon

Dear Dean Caldwell:

In the absence of Dr. Gilfillan, I am acknowledging your letter of June 16 with reference to the possible purchase of a sound projector. Your communication will be brought to Dr. Gilfillan's attention immediately upon his return to the office the latter part of the month.

Very truly yours,

Secretary to the President.

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

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June 16, 1942

RECEIVED
JUN 17 1942
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

Dr. F. A. Gilfillan, President
Oregon State College
Corvallis, Oregon

Dear President Gilfillan:

I understand that several schools and departments of Oregon State College have been renting the sound projector which was the personal property of Mr. U. S. Burt. The rental fee which has been charged has been \$3.00 per half-day or less. The Department of Visual Instruction of the General Extension Division does not own a 16 MM sound projector, and this service is no longer available to your departments. Some of the departments which have made use of this equipment are the Chemistry Department, School of Physical Education, Art Department, Physics Department, and School of Home Economics. I understand the School of Industrial Arts, the Department of Psychology, and the Department of Agricultural Engineering own sound projectors. I believe this rental charge is just due to the cost of the sound equipment which is from \$350 to \$435. However, I believe it is a deterring factor in the use of the visual aid sound films which we have available.

If Oregon State College would purchase a satisfactory projector for 16 MM sound films, the Department of Visual Instruction would be glad to serve as the scheduling office for this equipment if we might use the projector when not in use, for previewing films. I believe this would stimulate not only use by the various departments but by such clubs as the Engineering Club and other school sponsored activities.

In case this plan does not seem feasible to you or there are insufficient funds for the purchase of a projector at this time, the Department of Visual Instruction will purchase a projector and make it available on a rental system as in the past. However, I sincerely believe the faculty of Oregon State College would be encouraged to use visual aids materials more if the rental charge for the projector could be eliminated.

May I hear from you at your early convenience so that if necessary we may take the necessary steps to secure a machine while they are still available?

Very truly yours,

J. V. Casdwell

Dean-Director
General Extension Division

VVC:cr

July 30, 1942

47. System
Dean V. V. Caldwell, Director
General Extension Division
State System of Higher Education
Portland, Oregon

Dear Dean Caldwell:

I have gone over the catalog copy of the courses to be offered in the Portland Extension Center for the year 1942-43 in the field of Oregon State College. I understand that these courses have already been cleared with deans and department heads.

I find them entirely satisfactory except in one point. It is regrettable that the budgetary situation makes it impossible for Oregon State College to make a greater contribution to the Extension program. However, I realize that the cost of travel will compel you for the duration to secure instructors wherever possible in the vicinity of Portland. I am looking forward to the time when we will be able to enter more fully into the Portland Extension work.

Very truly yours,

F. A. Gilfillan
Acting President

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

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PORTLAND, OREGON

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THE SUMMER SESSIONS

RECEIVED
JUL 29 1942
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

July 27, 1942

Dr. F. A. Gilfillan
Acting President
Oregon State College
Corvallis, Oregon

Dear Dr. Gilfillan:

We inclose the catalogue copy of the courses to be offered in the Portland Extension Center for the year 1942-43, in the College field. The courses have been cleared with the deans and department heads. Will you kindly check the offerings and let us know if they are satisfactory?

We regret that we are unable to bring more instructors from Corvallis this year, but due to our restricted budget it is not possible. We shall appreciate hearing from you.

Sincerely yours,

J. V. Cardwell

Dean-Director
General Extension Division

VVC M

BACTERIOLOGY

Professors: Sears, Weinsirl. Instructors: Sullivan

Bac 348p, 349p. Bacteriology and Communicable Diseases. 2 hours each term.

The general characteristics of bacteria and their relation to disease; public health control of the chief communicable diseases. Syllabus fee, 50¢. Sears. Monday, 7:15-9:15, room 317.

Bac 350p. Public Health. 2 hours winter term.

A general survey of personal and community hygiene. Some of the topics to be considered will be: vaccines, bacterins, toxins, serums, desensitization, specific medicine, surgery, and food factors; carriers of disease, cleanliness, isolation, disinfection, epidemiology; temperature, humidity, ventilation, lighting, clothing, exercise; public health organization and legislation, eugenics; maternity, infant, pre-school, occupational, and old-age hygiene. Weinsirl. Thursday, 7:15-9:15, room 108.

Bac 351p. General Microbiology Laboratory. 1 hour each term.

An introductory laboratory study of the morphological and the cultural characteristics of bacteria, yeasts, molds, and protozoa with special emphasis on the microorganisms causing human disease. Bac 348p, 349p must be taken in conjunction with this course. Syllabus fee, 50¢; laboratory fee, \$1 each term.

Sullivan. Wednesday, 7:15-9:15, bacteriology laboratory, third floor, Medical School.

Bac 352p. Communicable Diseases Laboratory. 1 hour each term.

A laboratory study of disease microorganisms and animal parasites with special reference to the procedures used in the isolation and identification of species. Prerequisite: Bac 351p, or equivalent. Laboratory fee, \$1 each term. Sullivan. Thursday, 7:15-9:15, bacteriology laboratory, third floor, Medical School.

CHEMISTRY

Assistant Professor: Todd

Lower-Division Course

Ch 101, 102, 103. Elementary General Chemistry. 3 hours each term.

A year sequence for students desiring an introduction to the general

Laboratory fee, \$3 each term.
field. /Lecture, Wednesday, 7:15-9:15, room 1, Medical School.

Laboratory, Friday, 7:15-9:15, bio-chemistry laboratory, first
floor, Medical School.

DRAMA

See course descriptions under English (Speech and Dramatic Arts).

BA 478p and BA 480p cover the entire subject matter required for part
one of the examination for Chartered Life Underwriters.

Ed 431p. Construction and Use of Visual Aids. (G) 2 hours each term, fall and winter terms.

Survey of the development and use of classroom films, slides and other visual aids. Attention given to (1) the relationship between visual aids and psychological topics of motivation, concept formation and retention, and (2) sources and evaluation of visual aids. Opportunity will be provided for each member of the class to learn to operate the various types of audio-visual equipment. Class work includes individual projects, lectures, evaluation of audio-visual aids, discussion, and previews. Insofar as possible, the class will allow the students to work on individual problems. DeBernardis.

Tuesday
Thursday, 7:15-9:15, room 327.

Ed 493p. Guidance and Personnel Practices. (G) 2 hours fall term.

Development and status of personnel work in industry as well as in schools. Means and methods of assisting students and others with their personal and vocational problems including the policies necessary on the part of the school. Salser. Monday, 7:15-9:15, room 114.

Ed 494p. Counseling. (G) 2 hours winter term.

This course is planned for prospective counselors, advisers, teachers, personnel workers, and administrators who wish to become better acquainted with organized advisory work and the techniques and devices used to carry it on more effectively. Basic principles are emphasized. Salser. Monday, 7:15-9:15, room 114.

Ed 495p. Counseling and Case Studies. (0) 2 hours spring term.

Study and use of tests and other materials for facilitating the work of counseling and advising. Description, analysis, and application of principles to actual case studies in industry and in schools. Salser.
Monday, 7:15-9:15, room 114.

Graduate Courses

Ed 501. Educational Research. 2 or 3 hours each term.

Bernard or Salser. Time to be arranged with instructor.

Ed 503. Thesis. Hours to be arranged.

Ed 505. Reading and Conference. 2 or 3 hours each term.

Bernard or Salser. Time to be arranged with instructor.

ENTOMOLOGY

Associate Professor: Scullen

Lower-Division Course

Ent 235p. The Habits and Management of Honey Bees. 2 hours spring term.

An elementary discussion of the life history of the honey bee; fundamental principles in their care as a hobby and for honey production; their utilization in biology classes and nature-study groups, Boy Scouts, Girl Scouts, Campfire Girls, and others. The course will include a discussion of the habits of other social insects. Thursday, 7:15-9:15, room 205.

GEOLOGY

Professor: Hodge

Lower-Division Course

G 201p, 202p. Geology. 2 hours each term, winter and spring terms.

An introductory course dealing with the processes at work changing the face of the earth; the internal structure, composition, and activities of the earth;

the economic geologic deposits; a survey of the main events in the history of the earth; and a study of prehistoric life, including geological backgrounds of man and current events. Thursday, 7:15-9:15, room 114.

HOME ECONOMICS

Assistant Professor: Jonasson

Lower-Division Course

HAD 222p. Family Relationships. 2 hours spring term.

Designed to help individuals understand problems of courtship and marriage, including mate choice, engagement, and the relationships between husband and wife, parent and child, and between children. Discussion will also include the family's contribution to personality development, the role of the family in a democratic society and factors that make for success in family life. Wednesday, 7:15-9:15, room 114.

Upper-Division Course

HAD 340p. Household Management. 2 hours each term, fall and winter terms.

Problems that arise in the management of the home, with emphasis on management of money, time, and energy in relation to family living. Wednesday, 7:15-9:15, room 114.

MATHEMATICS

Professor: Price, Instructor: Lien

Lower-Division Courses

*Mth 10. Elements of Algebra. 4 hours fall term.

For students entering with less than one year of high-school algebra.

Open to others only on consent of instructor. May not be taken for credit after completion of other courses in college mathematics. Price.

Tuesday and Thursday, 7:15-9:15, room 104.

*Mth 100. Intermediate Algebra. 4 hours fall term.

Price.

Prerequisite: one year of high-school algebra. / Tuesday and Thursday,

7:15-9:15, room 104.

Mth 105. College Algebra. 4 hours winter term.

Prerequisite: one and one-half years of high-school algebra or Intermediate Algebra. Price.

/ Tuesday and Thursday, 7:15-9:15, room 104.

*Mth 106. Plane Trigonometry. 4 hours spring term.

Prerequisite: College Algebra, or first term of Elementary Analysis. Price.

Tuesday and Thursday, 7:15-9:15, room 104.

*Mth 205. Calculus. 4 hours spring term.

Price.

A brief course in calculus. / Tuesday and Thursday, 7:15-9:15, room 104.

Mth 230. Spherical Trigonometry. 2 hours fall term.

Solution of right and oblique spherical triangles and applications.

Lien.

Prerequisite: Plane Trigonometry and consent of instructor. / Wednesday,

7:15-9:15, room 104.

* Either Mth 10 or Mth 100 will be given, but not both.

** Either Mth 106 or Mth 205 will be given, but not both.

PHYSICS

Instructors: DeBernardis, Heller, Reid

Lower-Division Course

Ph 201p, 202p, 203p. General Physics. 3 hours each term.

Mechanics, sound, heat, light, electricity and magnetism. Laboratory fee, \$2 each term. Reid, lecture, Monday, 7:15-9:15. Heller, laboratory, Wednesday, 7:15-9:15, rooms B and C.

Upper-Division Course

Ph 361p. Photography. 2 hours spring term.

This course deals with the practical aspects of photography with special emphasis on negative making, developing, printing, enlarging, indoor lighting and color photography. Particular attention will be given to making photographic slides for classroom instruction. Class work will include lectures, demonstrations, taking of pictures, making of slides, and field trips. DeBernardis. ^{Tuesday} Thursday, 7:15-9:15, room B.

PHYSIOLOGY

Professors: Hancy, Ioumans

Upper-Division Course

Z 306p, 307p, 308p. Human Physiology. 2 hours each term.

The course will include as its objective a knowledge of the function in health of the various organs and systems of the body and a consideration of the aspects of personal hygiene which may contribute to health. In order to achieve this objective, sufficient anatomy and biochemistry will be included to enable the student without previous knowledge of the subject to gain a concept of normal body function. Demonstrations will be given when practical. For students in biology, home economics, nursing education, physical education, and others who desire a course in the functions of the various systems of the human body. Prerequisite: General Zoology, or

consent of instructor.

Fall term: Foods, digestion, absorption, metabolism, excretion including kidney and skin, nutrition, glands of internal secretion.

Winter term: Blood, heart, circulation, respiration.

Spring term: Muscle, nerve, physiology of exercise, central nervous system, vision, hearing, postural mechanisms.

Wednesday, 7:15-9:15, room 204.

ZOOLOGY

Associate Professor: Larsell. Instructor: Foulk

Lower-Division Course

Z 201, 202, 203. General Zoology. 3 hours each term.

An introductory course dealing with the principles of animal biology.

Fall term: The fundamental concepts of structure and function of the animal body in terms of metabolism, growth, reproduction, and response to stimuli. Protoplasm, the cell as the basis of animal organization, and comparison of the organ systems in some of the lower animals from the functional point of view, are the chief topics considered. In the laboratory the amoeba and other protozoa are studied, followed by the hydra and various coelenterates. The flat worm and the earthworm are studied with especial reference to specialization of body parts. Laboratory fee, \$1.

Winter term: Continuation of the work of the first term, in which the higher types of invertebrates are considered and the vertebrates are studied. Germ cells, embryology, and tissues are considered. In the laboratory the salamander and several higher invertebrates are dissected, and especial emphasis is placed on vertebrate structure. The early stages of development of the frog are studied. Laboratory fee, \$1.

Spring term: The topics of heredity, eugenics, the principles of Mendelism, and the chief theories of organic evolution, together with the main lines of evidence for the latter are presented. In the laboratory the later stages of development of the frog and the most instructive stages in the development of the chick are studied. Laboratory fee, \$1.

Larsell, lecture, Tuesday, 7:15-9:15, room 317. Foulk, laboratory, Thursday, 7:15-9:15, room 316.

Upper-Division Course

Z 306p, 307p, 308p. Human Physiology. 2 hours each term.

See description under Physiology.

September 21, 1942

47-*System*
Dean V. V. Caldwell, Director
General Extension Division
State System of Higher Education
Portland, Oregon

Dear Dean Caldwell:

I was pleased to receive the letter from Miss Sharp, outlining the qualifications of Miss Natalie Lvova. I should think that she might do an excellent job in teaching Russian in the Portland Extension Center.

Very truly yours,

F. A. Gilfillan
Acting President

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

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SEP 18 1942

PRESIDENT'S OFFICE September 18, 1942
OREGON STATE COLLEGE

Dean F. A. Gilfillan
Oregon State College
Corvallis, Oregon

Dear Dean Gilfillan:

For your information, Dean Caldwell has asked me to send you a copy of the letter which we received from Miss Natalie Lvova.

We are planning to give the Russian course in the Portland Extension Center this year on Wednesday evenings, for two hours each term.

Sincerely yours,

W. A. H. H. H. H.

Administrative Assistant
Portland Extension Center

MMS MC

inclosure

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Y

September 12, 1942.

Dr. Verne Vincent Caldwell,
Portland Extension Center,
Portland, Oregon

Dear Dr. Caldwell,

As you requested I am sending you my biography.

I was born in Russia on May 19, 1918, and in 1920 my parents and I moved to Harbin, Manchuria.

I entered a Russian School in 1929, and until that time I had instruction under private teachers. Besides the regular school program I was taught to speak, read, and write in English, French and German.

In 1934 I graduated from a Russian High-School with a magna cum laude. The program of our high-schools seems to be somewhat different from American ones. Every course given by our school is compulsory, and that includes a very thorough study of Russian language, Russian literature, Russian history, English, Latin, and Chinese languages; ancient history, world's history, geography, economics; botany, zoology; arithmetic, algebra, geometry, trigonometry; cosmography; physics, chemistry; psychology, logic.

While I went to school, I still took private lessons of foreign languages, studying their literature and history.

In 1935 I graduated from a 1-year-pharmaceutical school with honor.

From 1936 to 1937 I worked as an apprentice in a bacteriological laboratory. As during that time I happened to learn typing and shorthand, I got a job in an office, where I worked until I left for United States, - June, 1938.

I came here to study medicine. My father is a physician, and occasionally I had a chance to help him in his work. Long ago I have decided to chose medicine for my life work.

My mother seems to be a born linguist, as she knows Russian, English, French, German and Japanese languages, and recently started to study Chinese.

Shortly after my arrival to the United States I entered Univ. of Washington in Seattle, Wash., where I stayed for 3 years taking a pre-medic course.

In 1941 I entered Univ. of Oregon Medical School.

I have been often asked what language did we speak in Harbin, and people seem usually surprised when I answer that we spoke only Russian, and even all the Chinese people living in the city spoke our language the best way they could.

Harbin used to be a Russian city, as it was built by the Russian Government during the construction of the Chinese Eastern Rail-Road. The city had a large Russian population; there were over 30 Russian Schools, 4 Russian Universities.

The situation has changed when Japanese occupied Manchuria in 1931, taking the "half" that belonged to China. The other "half" was sold by the Russian Government in 1935. Russian Schools and Universities as such were closed. Japanese became the dominating language.

Respectfully yours,

(Signed) NATALIE LVOVA

September 25, 1942

Professor W. G. Beattie, Asst. Director
General Extension Division
State System of Higher Education
Eugene, Oregon

Dear Professor Beattie:

I am enclosing herewith list of Extension Classes
which have been approved by Acting President Gilfillan.
If I may be of further assistance in this connection,
please let me know.

Very truly yours,

Secretary to the President.

CORVALLIS EXTENSION CLASSES
(Fall Term: October 5 - December 18, 1942)

Monday

SS 111 Stenography. 3 hours. C.C. Callarman

Gregg shorthand for beginners. Meets twice a week, Monday and Wednesday. 7:15 to 8:55 p.m.

Room 310 Commerce

SS 111. Stenography. 3 hours. E. Vietti

Thomas shorthand for beginners. Meets twice a week, Monday and Wednesday. 7:15 to 8:55 p.m.

Room 208 Commerce.

Tuesday

SS 121 Typing. 2 hours. C.C. Callarman

Theory and practice of touch typing; rhythm drills; dictation exercises; writing paragraphs; punctuation and mechanical arrangement of business correspondence; legal forms; tabulating; manifolding; speed practice. Meets twice each week, Tuesday and Thursday, 7:15 to 9:05 p.m. Laboratory fee, \$1.00

Room 211 Commerce.

Wednesday

SS 211 Applied Stenography. 2 hours. C.T. Yerian

Advanced principles and phases of shorthand; dictation and transcripts covering vocabularies of representative business, such as law, banking, insurance, railway, and manufacturing; advanced dictation, legal forms, newspaper and magazine articles. 7:15 to 9:15 p.m.

Room 212 Commerce.

SS 111 Stenography (Second meeting, both sections)

RL 01 Conversational Spanish. Non-credit. Melissa Martin.

Arrangements may be made to do additional work for credit.

Room 210 Physics. 7:15 to 9:15 p.m.

Thursday

SS 311 Office Machines. 2 hours. L.Q. Larse

A course in the practical use of modern office machines. Laboratory fee, \$1.00. 7:15 to 9:15 p.m.

Room 212 Commerce.

SS 121 Typing (second meeting)

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SEP 24 1942
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

AA 296 Applied Design: Pottery. Miss Gallagher

Fee \$6.00. Class limited to 12. 7:15 to 9:15 p.m.
103 Kidder Hall.

Eng. 231 Directed Recreational Reading. 2 hours. H. E. Childs
Tuesday evening. Room 210 Physics Bldg.

Approved:

J. A. Giffell
Acting President

Respective courses approved by Dean Smith and Professor Terian.

Room scheduling cleared through Mrs. Dixon who says arrangements are OK.

Fidelity Onion Skin

ESLACK MFG. CO.

MADE IN U.S.A.

CROSS FILE

NAME *Dr. Lytle*
General Stenson

DATE *10/13/42*

SUBJECT *evening closed in Treach*
staff member contributing time
no credit, registration, etc.

FILED *75. National Alliance*
Comp Admin

From Mr. Beattie
47-Sept

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION
Office of Assistant Director
Eugene, Oregon

A number of men in Camp Adair have written this office and many have made personal inquiries in the registrar's office at Oregon State College regarding extension courses in which they might enroll.

Since a course in typing and one in office machines have been repeatedly requested, this announcement is made to discover whether a sufficient number will enroll to warrant the organization of classes for the winter term. Attached hereto is a card on which any one in military service may check one or both of these courses if he will enroll, and add titles of other courses in which he is interested. The card should then be mailed so that this office may have a basis for definite plans regarding classes. Because of the use of machines, these evening courses are scheduled on the Oregon State College campus, thus requiring travel to Corvallis for those who enroll.

No state authorization is available to cover costs of classes. The Oregon state board of higher education has authorized the organization of extension classes for those in military service on a pro-rata basis (aside from laboratory fees). For example, if the cost of a class is \$90 and 18 enroll, the fee would be \$5.00 per individual; while if 30 enroll it would be \$3 per individual. The fee is the same whether or not college credit is desired.

Corvallis Extension Courses
For Men in Military Service
(Winter Term: January 4 - March 12, 1942)

SS 121. Typing. 2 hours. (Two meetings a week). Mr. Vietti.

Mondays and Wednesdays, 7:15 p.m. Room 310, Commerce,
Oregon State College Campus.

Laboratory fee, \$1.00

Minimum to organize class, 18; fee, \$5.00

Possible maximum, 36, at fee of \$2.50

SS 311. Office Machines. 2 hours. (One meeting a week). Mr. Larsen.

Thursdays, 7:15 p.m., Room 212, Commerce, Oregon State
College Campus.

Laboratory fee, \$1.00

Minimum to organize class, 10 at fee of \$7.00

Possible maximum, 15 at fee of \$4.50

Other courses not requiring laboratory work (such as stenography, education, sociology, English, etc.) may be organized at Camp Adair, if satisfactory to the Camp Commander, provided a desirable meeting place for classes will be furnished by Camp Adair, and a satisfactory time can be found for each class meeting. In such case, the instructor would travel to the Camp.

Those in military service may enroll, as some have during the term just closing, in evening extension courses organized on Oregon State College campus for the general public, but the registration fee for each of these courses will be as follows:

Undergraduate credit -- \$2.50 per credit hour, \$5.00 minimum.
Non-credit -- \$2.00 per class hour, \$5.00 minimum.

Laboratory fees are in addition to the above and must be met by each individual enrolling in the class.

Classes for the general public which begin their second term in January are indicated below. New classes may be announced later.

Winter Term
January 4 - March 12, 1943

- SS 112. Stenography (Gregg). 3 hours. C.C.Callarman. Monday and Wednesday, 7:15 to 8:45 p.m. Room 310, Commerce.
- SS 122. Typing. 2 hours. C.C.Callarman. Tuesday and Thursday, 7:00 to 9:05 p.m. Room 211 Commerce.
- EL 11b. First-Year Spanish. 2 hours. Melissa Martin. Wednesday, 7:15 to 9:15 p.m. Room 210 Physics.
- SS 211. Applied Stenography (Gregg). 2 hours. C.T.Yerian. Wednesday, 7:15 to 9:15 p.m. Room 212 Commerce.

From

Postage
here

General Extension Division
Eugene
Oregon

OREGON STATE SYSTEM OF HIGHER EDUCATION
GENERAL EXTENSION DIVISION
OFFICE OF THE DEAN-DIRECTOR
514 OREGON BUILDING
PORTLAND, OREGON

RECEIVED
DEC 15 1942

PRESIDENT'S OFFICE
OREGON STATE COLLEGE

December 14, 1942

Chancellor F.M. Hunter
President Donald M. Erb
✓ President A.L. Strand

President C.A. Howard
Acting Dean D.W.E. Baird
Dr. O. Larsell

Gentlemen:

I am just in receipt of a letter from Major Dubois, General Hospital No. 46, Fort Riley, Kansas, a copy of which I enclose. His letter confirms our decision at the last executive council meeting that the present organization of the General Extension Division can serve their needs.

Sincerely yours,

V.V. Caldwell

V.V. Caldwell
Dean-Director

vvc:ab

COPY

HEADQUARTERS
46TH GENERAL HOSPITAL
FORT RILEY, KANSAS

EDD/ded
December 10, 1942

Mr. V.V. Caldwell
Dean-Director
Oregon State System of Higher Education
814 Oregon Building
Portland, Oregon

Dear Mr. Caldwell:

Your letter of December 1 received and I wish to apologize for not having written to you directly. At that time I wrote to Dr. John Fitzgibbon telling him I had not thought it practical to arrange for college courses except through the Correspondence Study Department, and that it had better wait until we were at a permanent address. At that time I will write you in regard to using your correspondence study courses in conjunction with the U.S. Army.

We have initiated courses in grade school, high school, typing and shorthand; we have a University French, Spanish, and English course and also are giving some agricultural work. These are being given with a knowledge that the student will receive no credit.

We wish to thank you for your very fine cooperation, and hope that we may be able to use your services later.

Sincerely yours,

(signed)

EARL D. DUBOIS,
Major, MC

December 14, 1942

Major Earl D. Dubois, M.C.
Headquarters 16th General Hospital
Fort Riley, Kansas

Dear Major Dubois:

Thank you for your letter of December 10th, indicating the course you feel most practical in meeting the educational needs of General Hospital No. 16. We stand ready to assist you at any time.

I have recently received a copy of the Army Institute catalog, showing the correspondence study courses available from the cooperating colleges and universities, for which the military will pay one half the cost. If you wish a supply of our own correspondence study catalogs, we will be happy to send them upon receipt of the number of copies you wish. We list many college credit courses in our catalog for which credit may be earned in the Oregon state system of higher education, in addition to those selected for the Army Institute catalog. I believe supplies of these latter are being distributed widely to units within the military forces.

Sincerely yours,

V. V. Caldwell

V.V. Caldwell
Dean-Director

vvc:ab

OREGON STATE SYSTEM OF HIGHER EDUCATION

FREDERICK M. HUNTER, CHANCELLOR

DIVISION OF INFORMATION

OREGON STATE COLLEGE
OREGON COLLEGE OF EDUCATION
EASTERN OREGON COLLEGE OF EDUCATION

OFFICE OF PUBLICATIONS
CORVALLIS, OREGON

4 December 1942

RECEIVED
DEC 5 1942
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

President A. L. Strand
Campus

47. System
Extension study by Ft. Riley soldiers

Dear President Strand:

According to your letter of November 12, 1942, the Administrative Council referred to the Curriculum Committee the task of formulating a recommendation regarding the accrediting of extension courses pursued by men in the 46th General Hospital University of Oregon Unit at Fort Riley, Kansas. Accompanying this letter are: (1) the original correspondence which you entrusted to me, and (2) copies of the correspondence of the Curriculum Committee (November 20-30) with Dean Caldwell, including a copy of Dean Caldwell's letter (October 27) to Major DuBois.

The Curriculum Committee recommends as follows:

That students who pursue at Fort Riley courses under the supervision of the General Extension Division of the Oregon State System of Higher Education be allowed credit at Oregon State College under either of two plans:

- a) A student may, at the time he applies for credit, take an examination in the field of a particular course, such examination to be given by the department of the College in whose field the course falls. This plan conforms to the procedure already established by the Board for extending credit to service men for study pursued while in the armed forces.
- b) Provided the instructor in the course is approved by the department of the College in which the course falls, and the instructor certifies that the work accomplished was satisfactory and is worthy of college credit, credit will be given by the College on a basis similar to that followed in transferring credits from other institutions.

Under either plan, if the course is one carrying graduate credit, the approval of the Graduate Council as well as of the department shall be necessary.

Considered at Board meeting
December 9. No action necessary;
no replies received from Major
DuBois.

Respectfully submitted,
COMMITTEE ON CURRICULUM

Florence Blazier
E. B. Lemon
J. W. Sherburne (on leave)
F. E. Price
Delmer Goode
Delmer Goode, Chairman

Encl.

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

OREGON STATE COLLEGE
OREGON COLLEGE OF EDUCATION
EASTERN OREGON COLLEGE OF EDUCATION

UNIVERSITY OF OREGON
UNIVERSITY OF OREGON MEDICAL SCHOOL
SOUTHERN OREGON COLLEGE OF EDUCATION

DEPARTMENTAL OFFICES

CORVALLIS
RADIO STATION KOAC
VISUAL INSTRUCTION
EUGENE
CORRESPONDENCE STUDY
STATE-WIDE CLASSES
MONMOUTH
IN-SERVICE EXTENSION IN
ELEMENTARY EDUCATION
PORTLAND
PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

RECEIVED
DEC 5 1942
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

November 30, 1942

Mr. Delmer M. Goode
Editor of Publications
Oregon State College
Corvallis, Oregon

Dear Mr. Goode:

In reply to your letter of November 20 requesting suggestions for recommendation to President Strand relative to credit for work done in Base Hospital # 46, I am enclosing a copy of my letter to Major Du Bois, under date of October 27. He is in charge of the educational program of the unit. To date, I have had no reply to the enclosed letter.

I believe that they can be served under (b) as outlined in my letter which would require that the instructors be approved by the major department. Course outlines might be submitted by the department and even final examinations made by the department given. You will note I have asked for the list of proposed courses, the names and training of the instructors which would in turn be submitted to the major departments offering the courses proposed.

I have asked them to evaluate these methods of meeting their needs and if they are not satisfactory to make suggestions. Lacking any additional information, I would suggest the present operation of the General Extension Division as outlined in this letter be the suggested plan to serve them until such time as we learn from them it will not meet their needs.

Sincerely yours,

J. V. Caldwell

Dean-Director
General Extension Division

VVC mj

COPY

October 27, 1942

RECEIVED
OCT 30 1942
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

Major Earl DuBois, M. C.
General Hospital No. 46
Fort Riley, Kansas

Dear Major DuBois,

I have talked with Dr. John H. Fitzgibbon relative to your educational program at General Hospital No. 46. He stated you had qualified instructors for teaching college courses and were inquiring regarding the possibility of collegiate credit with the Oregon State System of Higher Education for this work. Fortunately we had a meeting of the Executive Council of the State System of Higher Education last evening and I discussed the matter with the Registrars and Presidents who were present. All seemed very desirous of working out plans to enable your men to secure college credit.

May I describe briefly what the Oregon State System of Higher Education has done up to the present and you may see if our existing facilities are sufficient.

(a) More than a year ago the Executive Council placed in operation a plan by which men returning to the institutions from military service could get college credit by examination for training and education received in the services which parallels courses given in the State System of Higher Education. Credits in this case would not be on the individual's collegiate record until he enrolled in one of the institutions and was granted credits following an examination.

(b) In the General Extension Division we can offer courses to men in the military service at \$1.00 per credit hour. This plan pre-supposes the instructional cost will be very little, if anything, to the State System of Higher Education. In those credits, and they may be selected from any department in the State System of Higher Education, the department heads approve the instructor for the courses. I believe by following the course outline of the department and possibly taking a final examination prepared by the department any courses might be given under this plan. Very rarely do we have classes carrying graduate credit under this plan. due to lack of adequate library facilities. However, in discussing it briefly with Dean Larsell of the Graduate Division he said he was sympathetic and perhaps a plan could be worked out to make available certain courses carrying graduate credit. Instructors for courses for graduate credit need the approval of the department and Graduate Council.

COPY

Major Earl DuBois, M. C.
October, 27, 1942

-2-

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PRESIDENT'S OFFICE
OREGON STATE COLLEGE
1942

Dean Larsell will discuss this matter with the General Graduate Council November 12th and since I am a member of that Council also I will explain the desirability of offering such work.

If you would send me the names of proposed instructors, their training and experience and the courses for which you wish the instructors approved, I will work with the departments for such approval. Under separate cover I am sending you a copy of the University of Oregon, Oregon State College, Colleges of Education and University of Oregon Medical School catalogues. You may select courses from any of these catalogues which will best fit your needs.

(c) The Correspondence Study Department of the General Extension Division has a contract with the U. S. Army through the War Institute covering the majority of our correspondence study courses. When application is made through the Army Officers and the War Institute one-half of the cost of the correspondence study course is paid by the army. I do not have a list of these courses available but you may secure one from Miss Mozelle Hair, Head of the Correspondence Study Department, General Extension Division, Eugene, Oregon.

In case none of these plans seem to meet your needs please indicate how we might better serve your unit.

Sincerely yours,

V.V. Caldwell
Dean-Director

VVC vr

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OREGON STATE COLLEGE
1942

OREGON STATE SYSTEM OF HIGHER EDUCATION

FREDERICK M. HUNTER, CHANCELLOR

DIVISION OF INFORMATION

OREGON STATE COLLEGE
OREGON COLLEGE OF EDUCATION
EASTERN OREGON COLLEGE OF EDUCATION

OFFICE OF PUBLICATIONS
CONVALLIS, OREGON

20 November 1942

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PRESIDENT'S OFFICE
OREGON STATE COLLEGE
NOV 21 1942

Dean V. V. Caldwell
General Extension Division
814 Oregon Building
Portland, Oregon

Dear Dean Caldwell:

Your letter to President Strand (October 27, 1942) and Chancellor Hunter's letter of November 4 to President Strand have been referred to the State College Curriculum Committee. In our meeting yesterday we could not determine clearly just what action or commitment is desired from the State College in regard to studies pursued by students in a hospital unit at Fort Riley. From your letter we gathered that no special action or statement is necessary. From the Chancellor's letter, however, some sort of statement or commitment by the State College appears to be desired. Doubtless you can instruct us as to just what you believe our committee should recommend to President Strand.

Yours sincerely,

Delmer Goode
Editor of Publications

DG/RB

COPY

November 12, 1942

Professor D. M. Goode, Chairman
Committee on Curriculum
Campus

Dear Professor Goode:

The attached correspondence concerns the offering of extension courses to men in the 46th General Hospital University of Oregon Unit at Fort Riley. The Administrative Council thought the Curriculum Committee should consider this matter in so far as Oregon State College may be concerned.

Sincerely yours,

A. L. Strand
President

Dean V. V. Caldwell's letter 10/27/42 addressed to presidents of System institutions, Chancellor Hunter's letter of 11/4/42 enclosing Colonel Strohm's letter of 10/30/42

OREGON STATE SYSTEM OF HIGHER EDUCATION
OFFICE OF THE CHANCELLOR
EUGENE, OREGON

OREGON STATE COLLEGE, CORVALLIS
OREGON COLLEGE OF EDUCATION, MONMOUTH
EASTERN OREGON COLLEGE OF EDUCATION, LA GRANDE

November 4, 1942

UNIVERSITY OF OREGON, EUGENE
UNIVERSITY OF OREGON MEDICAL SCHOOL, PORTLAND
SOUTHERN OREGON COLLEGE OF EDUCATION, ASHLAND

RECEIVED
NOV 5 1942
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

Dr. Donald M. Erb
✓ Dr. August L. Strand

Dr. D.W.E. Baird
Dr. V. V. Caldwell

Gentlemen:

The enclosed letter from Colonel Stroh is a follow-up of the discussion of the proposals for extension instruction under the auspices of our base hospital unit as discussed at the last meeting of the Executive Council.

If our Extension Division were to recognize a unit under its official auspices for instruction at Fort Riley, would the teaching institutions represented above be willing to approve courses, credits, etc., in the regular manner?

Sincerely yours,

F. M. Hunter

Frederick M. Hunter
Chancellor

FMH:LN

Enclosure

To Mr. Hoover for admin.

HEADQUARTERS
46TH GENERAL HOSPITAL
FORT RILEY, KANSAS

JGS/krs
October 30, 1942

Chancellor Hunter
University of Oregon
Eugene, Oregon

My dear Chancellor:

The 46th General Hospital, University of Oregon Unit, now comprises, (which the War Department does not allow to be published), 56 officers, 100 nurses and approximately 500 enlisted men. On account of poor housing, bathing facilities and constant shifting of quarters, the morale of the enlisted men is a great worry to me.

Aside from the 100 special technicians that I brought from Portland, as volunteers, the remaining 400 are comprised of many farmer boys from the middle and southern states. These men were forced to write letters home, sitting on their canvas cots, until I had my carpenter build tables and benches, which were placed in the kitchen of the barracks, to be used as recreation rooms.

Aside from the school of the soldier, the morale of the Army ranks first. To keep up the morale, especially among these farmer boys, I am starting extension courses and I am wondering whether you, or any of your faculty, either at Eugene or Corvallis, are acquainted with the officials of the very fine Agricultural School at Manhattan, Kansas, 16 miles distant from this camp, so that we might make contact with them for assistance in certain courses which I am attempting to outline. Lectures could be given here at the barracks, or I could take the men in trucks to Manhattan for special demonstrations, such as stock judging, and feeding, or even Veterinary medicine.

For the nurses I hope to give some courses in foreign languages, and others that they may select.

For your convenience, permit me to inclose copies of this letter which you may choose to send to the President of the University and of Oregon State College.

As far as this unit is concerned, you are aware that I have had the officers, nurses and 100 key enlisted men in training for a period of over two years, and they are far ahead of such University Units as Johns Hopkins, Harvard, Michigan, etc. The inspector told me that it was the only Unit he had seen in the nine states he covers from which he was going away feeling satisfied as to their training.

I can not get over my training of two years in the World War, and for that reason this unit is doing things not ordinarily done by general hospitals, such as over-night bivouacs, long forced marches, formal reviews, and to keep the interest up among the doctors I have them out riding in tanks, pistol practice, actually firing machine guns, driving trucks and thus becoming acquainted with the other arms of the service. This sort of training will undoubtedly stand them in good stead, for I doubt if we will find beautifully appointed hospitals completed at our final destination where we will work.

As this is your official unit, I would greatly appreciate it if, should one of your faculty members be traveling east or west, he be our guest so that he might report to you, in person, the military efficiency of this fine organization.

With our motto, "For God and Country", I am sure we will succeed in the task assigned to us.

Very sincerely yours,

J. G. STROHM
Colonel, MC
Commanding.

OREGON STATE SYSTEM OF HIGHER EDUCATION
GENERAL EXTENSION DIVISION
OFFICE OF THE DEAN-DIRECTOR
814 OREGON BUILDING
PORTLAND, OREGON

October 27, 1942

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OCT 28 1942
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

O
P
Y

President Donald M. Erb
President August L. Strand
President C. A. Howard
President Roben J. Maaske

President Walter Redford
Dean Olof Larsell
Acting Dean D. W. E. Baird

Gentlemen,

Dr. John B. Fitzgibbon has recently returned from Fort Riley, Kansas and General Hospital No. 46. This hospital unit is composed very largely of Oregon men and women. Major Earl DuBois, M. C. is organizing an educational program for this unit covering courses of collegiate grade not only in subjects related to the work of the hospital unit but in many other collegiate fields. Some of the departments in which they feel they have qualified instructors are Latin, English, Chemistry, Biology, Physics and Anatomy. Many of the personnel of these classes want to continue their college work, the majority of whom are working with institutions in the Oregon State System of Higher Education. Major DuBois feels the purposefulness engendered by the men and women carrying on their college programs whenever their military duties permit it is of great importance to the morale of the unit.

I have written Major DuBois indicating the action of the Executive Council last year in providing for credits by examination upon return to the institutions for collegiate courses which have been paralleled by training while in military services. I have also explained the opportunity through the General Extension Division for departments offering their work off campus upon the approval of the major department.

At the Executive Council last evening we discussed the problem briefly and the consensus of opinion seemed to be sympathetic to permitting the hospital unit to secure college credit if they wish it under the General Extension plan indicated above. Will you please discuss with your department heads the desirability for accomodating this Oregon unit in this manner should the requested courses come within their departments. This unit is expecting to leave Fort Riley very soon and the plans for some courses can be facilitated by an early consideration of the problem.

Sincerely yours,

V. V. Caldwell
V. V. Caldwell
Dean-Director

VVC vr
cc Dr. Hunter

OREGON STATE COLLEGE

OFFICE OF THE REGISTRAR

CORVALLIS, OREGON

December 16, 1942

RECEIVED
DEC 17 1942

PRESIDENT'S OFFICE
OREGON STATE COLLEGE

47. Septem

President A. L. Strand
Oregon State College
Corvallis, Oregon

Dear President Strand:

Attached is a copy of a letter addressed to Dean Caldwell of the General Extension Division by our Portland Center Committee. This letter is in reply to a request for our recommendation relative to certain courses to be given at the Portland Center.

This copy is sent you for your information and files.

Very truly yours,

E. B. Lemon
Registrar

EBL:JO

OREGON STATE SYSTEM OF HIGHER EDUCATION

FREDERICK M. HUNTER, CHANCELLOR

DIVISION OF INFORMATION

OREGON STATE COLLEGE
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SOUTHERN OREGON COLLEGE OF EDUCATION

OFFICE OF PUBLICATIONS
CORVALLIS, OREGON

5 December 1942

Dean V. V. Caldwell
General Extension Division
514 Oregon Building
Portland, Oregon

Dear Dean Caldwell:

In your letter of November 13, 1942, you asked for our attention to certain courses proposed for the Portland Center. The State College interests in general extension work are properly cleared through the Portland Center Committee of which Mr. Lemon is chairman, Dean Hilam and I being the other members. At Mr. Lemon's request I am replying on behalf of the committee.

The proposed course in Curriculum Work Shop will probably be recommended as a regular course in the School of Education. If this is done, it may be offered in the Portland summer session on the same basis as any other regular course. Please note that if this course is allowed as requested, it will carry the 503 number with the title Curriculum Work Shop and will not use the word "seminar."

Regarding the two courses in bacteriology, these two courses are satisfactory to the college as proposed:

Bac 370p, Refresher Course for Laboratory Technicians,
3 hours.

Bac 332p, Medical Bacteriology and Parasitology Laboratory,
1 hour each term. (Change in title. Formerly
Communicable Diseases Laboratory.)

Yours sincerely,

Portland Center Committee
By

Delmer Goode
Editor of Publications

DG/RB



COPY

December 24, 1942

Mr. W. C. Beattie, Assistant Director
General Extension Division
State System of Higher Education
Eugene, Oregon

Dear Mr. Beattie:

In accordance with our telephone conversation earlier this week, I am hereby approving the winter term courses as outlined in your letter of December 17.

Very truly yours,

A. L. Strand
President

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

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DEPARTMENTAL OFFICES

CORVALLIS
RADIO STATION KOAC
VISUAL INSTRUCTION
EUGENE
CORRESPONDENCE STUDY
STATE-WIDE CLASSES
MONMOUTH
IN-SERVICE EXTENSION IN
ELEMENTARY EDUCATION
PORTLAND
PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

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PRESIDENT'S OFFICE
OREGON STATE COLLEGE

ADDRESS REPLY TO:

OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON

December 17, 1942

Dr. A.L.Strand, President
Oregon State College
Corvallis, Oregon

Dear Dr. Strand:

Enclosed herewith are two copies of the winter term announcement which is now complete for Corvallis Extension classes. Courses and instructors have been cleared with the heads of the proper departments and room numbers have been cleared with Mrs. Dixon in the Registrar's Office as well as with those concerned in the respective departments.

We would greatly appreciate your early approval of this schedule. We would like to mimeograph it and get out news stories as soon as possible. You will note that we have added a non-credit course in Industrial Arts and one in Psychology since we submitted the first list to you.

Sincerely yours,

W.G. Beattie

W.G. Beattie
Assistant Director

WGB ei
2 enclosures

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION
Office of Assistant Director

CORVALLIS EXTENSION CLASSES

(Winter Term: January 4 - March 12, 1943)

- Monday - SS 112 Stenography (Gregg). 3 credit hours. Callarman.
Monday and Wednesday, 7:15 p.m. Room 310 Commerce.
- SS 121 Typing (for men in military service). 2 credit hours.
Vietti. Monday and Wednesday, 7:15 p.m. Room 211
Commerce. Laboratory fee, \$1.00.
- Tuesday - Psy 02 Mental Hygiene for Periods of Crisis. Non-credit, six-
weeks course, beginning January 12. Chambers. 7:15 p.m.
Room 210 Physics. Fee, \$3.00.
- SS 122 Typing. 2 credit hours. Callarman. Tuesday and Thursday,
7:15 p.m. Room 211 Commerce. Laboratory fee, \$1.00.
- Wednesday - IA 01 Wood Working for Recreation. Non-credit. Meyer.
7:15 p.m. Room 104 Industrial Arts. Laboratory fee, \$1.00.
- RL 11b First-Year Spanish. 2 credit hours. Miss Martin.
7:15 p.m. Room 210 Physics.
- SS 112 Stenography. Callarman. Second meeting.
- SS 121 Typing (for men in military service). Vietti. Second meeting.
- SS 212 Applied Stenography. 2 credit hours. Yerian.
- Thursday - SS 122 Typing. Callarman. Second meeting.
- SS 311 Office Machines (for men in military service). 2 credit
hours. Larse. 7:15 p.m. Room 212 Commerce. Laboratory
fee, \$1.00.

CLASSES MEET on the Oregon State College campus, as indicated in the
schedule above. REGISTRATION takes place at the first meeting of each
class. FEES may be paid at the first or second meeting of the class, when
a representative of the General Extension Division will be present to
receipt for them. The public is invited to attend the first meeting of
any class.

Fee Schedule

Undergraduate credit - \$2.50 per credit hour; minimum fee, \$5.00

Non-credit or Audit - \$2.00 per hour; minimum fee, \$5.00 *

Laboratory fees are in addition to the above and must be met by
each student. Where laboratory fees are charged they are
indicated in the course description.

Military service classes - pro rata, plus laboratory fees.

*Except for short course, for which the minimum is \$3.00

EVERY PERSON of sufficient intellectual maturity to profit from a course is invited to enroll, and should make special effort to be present at the first meeting. The General Extension Division reserves the right to discontinue any course if the enrollment is inadequate or for other sufficient reason.

INSTRUCTIONAL FACULTY
From Oregon State College

C.C. Callarman, M.S., Assistant Professor of Secretarial Science
O.R. Chambers, Ph.D., Professor of Psychology; in Charge of Department
L.Q. Larse, Ed.M., Assistant Professor of Secretarial Science
Melissa M. Martin, A.M., Professor of Modern Languages; Chairman of Department
Edwin D. Meyer, M.S., Assistant Professor of Industrial Arts
Edward Vietti, M.S., Instructor in Secretarial Science
C.T. Yerian, Ph.D., Associate Professor of Secretarial Science; Chairman of Department

Course Descriptions

INDUSTRIAL ARTS

IA 01 Woodworking for Recreation. Non-credit. Meyer

The various woodworking crafts, including the principles of wood-working applied to furniture construction, bric-a-brac, and utilitarian objects useful in the home. A non-credit course catering to individual interests and to recreational expression in wood rather than to academic requirements for college credit. Open to any one over eighteen years. Laboratory fee, \$1.00

Wednesday, 7:15 p.m.
Room 104 Industrial Arts

MODERN LANGUAGE

RL 11b First-Year Spanish. 2 credit hours. Martin

Grammar, composition, conversation, translation of easy prose. Emphasis is placed upon conversation. Individuals who wish to learn to speak Spanish, but have no thought of college credit, are welcome in the class.

Wednesday, 7:15 p.m.
Room 210 Physics

PSYCHOLOGY

Psy 02 Mental Hygiene for Periods of Crisis. Non-credit. Chambers

A course in personal mental hygiene for periods of crisis both in private life and in the present world turmoil, and insight into our own and other people's behavior during periods of strain; a look at the motives resulting in personal and social conflicts; an attempt to enable us to control our own behavior and adjust, or aid in the control of the behavior of others. Six meetings. First meeting January 12.

Tuesday, 7:15 p.m.
Room 210 Physics

SECRETARIAL SCIENCE

SS 112 Stenography (Gregg). 3 credit hours. Callarman

Second term, elementary Gregg shorthand. An excellent refresher course for those who wish to brush up, as well as for those who have had one term of shorthand. Meets twice a week.

Monday and Wednesday, 7:15 p.m.
Room 310 Commerce

SS 121, 122. Typing. 2 credit hours. Callarman.

Theory and practice of touch typing; rhythm drills; dictation exercises; writing paragraphs; punctuation and mechanical arrangement of business correspondence; legal forms; tabulating; manifold-ing; speed practice. Meets twice a week. Laboratory fee, \$1.00.

Tuesday and Thursday, 7:15 p.m.
Room 211 Commerce

SS 121 Typing (for men in military service). 2 credit hours. Vietti

First term of course described above. Meets twice a week. Fee on pro-rata basis for men in service. Laboratory fee, \$1.00.

Monday and Wednesday, 7:15 p.m.
Room 211 Commerce

SS 212 Applied Stenography. 2 credit hours. Yerian.

Advanced principles and phases of shorthand; dictation and transcripts covering vocabularies of representative business, such as law, banking, insurance, railway, and manufacturing; advanced dictation, legal forms, newspaper and magazine articles. This is the second term of the second year course in Gregg shorthand.

Wednesday, 7:15 p.m.
Room 212 Commerce

SS 311 Office Machines (for men in military service). 2 credit hours. Larse

A course in the practical use of modern office machines. Fee on pro rata basis for men in service. Laboratory fee, \$1.00.

Thursday, 7:15 p.m.
Room 212 Commerce

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION
Office of Assistant Director

CORVALLIS EXTENSION CLASSES

(Winter Term: January 4 - March 12, 1943)

- Monday - SS 112 Stenography (Gregg). 3 credit hours. Callarman.
Monday and Wednesday, 7:15 p.m. Room 310 Commerce.
- SS 121 Typing (for men in military service). 2 credit hours.
Vietti. Monday and Wednesday, 7:15 p.m. Room 211
Commerce. Laboratory fee, \$1.00.
- Tuesday - Psy 02 Mental Hygiene for Periods of Crisis. Non-credit, six-
weeks course, beginning January 12. Chambers. 7:15 p.m.
Room 210 Physics. Fee, \$3.00.
- SS 122 Typing. 2 credit hours. Callarman. Tuesday and Thursday,
7:15 p.m. Room 211 Commerce. Laboratory fee, \$1.00.
- Wednesday - IA 01 Wood Working for Recreation. Non-credit. Meyer.
7:15 p.m. Room 104 Industrial Arts. Laboratory fee, \$1.00/.
- RL 11b First-Year Spanish. 2 credit hours. Miss Martin.
7:15 p.m. Room 210 Physics.
- SS 112 Stenography. Callarman. Second meeting.
- SS 121 Typing (for men in military service). Vietti. Second meeting.
- SS 212 Applied Stenography. 2 credit hours. Yarian.
- Thursday - SS 122 Typing. Callarman. Second meeting.
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Undergraduate credit - \$2.50 per credit hour; minimum fee, \$5.00

Non-credit or Audit - \$2.00 per hour; minimum fee, \$5.00*

Laboratory fees are in addition to the above and must be met by each student. Where laboratory fees are charged they are indicated in the course description.

Military service classes - pro rata, plus laboratory fees.

*Except for short course, for which the minimum is \$3.00

EVERY PERSON of sufficient intellectual maturity to profit from a course is invited to enroll, and should make special effort to be present at the first meeting. The General Extension Division reserves the right to discontinue any course if the enrollment is inadequate or for other sufficient reason.

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O.R. Chambers, Ph.D., Professor of Psychology; in Charge of Department
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Edwin D. Meyer, M.S., Assistant Professor of Industrial Arts
Edward Vietti, M.S., Instructor in Secretarial Science
C.T. Yerian, Ph.D., Associate Professor of Secretarial Science; Chairman of Department

Course Descriptions

INDUSTRIAL ARTS

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The various woodworking crafts, including the principles of wood-working applied to furniture construction, bric-a-brac, and utilitarian objects useful in the home. A non-credit course catering to individual interests and to recreational expression in wood rather than to academic requirements for college credit. Open to any one over eighteen years. Laboratory fee, \$1.00

Wednesday, 7:15 p.m.
Room 104 Industrial Arts

MODERN LANGUAGE

RL 11b First-Year Spanish. 2 credit hours. Martin

Grammar, composition, conversation, translation of easy prose. Emphasis is placed upon conversation. Individuals who wish to learn to speak Spanish, but have no thought of college credit, are welcome in the class.

Wednesday, 7:15 p.m.
Room 210 Physics

PSYCHOLOGY

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Tuesday and Thursday, 7:15 p.m.
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SS 121 Typing (for men in military service). 2 credit hours. Vietti

First term of course described above. Meets twice a week. Fee on pro-rata basis for men in service. Laboratory fee, \$1.00.

Monday and Wednesday, 7:15 p.m.
Room 211 Commerce

SS 212 Applied Stenography. 2 credit hours. Yerian.

Advanced principles and phases of shorthand; dictation and transcripts covering vocabularies of representative business, such as law, banking, insurance, railway, and manufacturing; advanced dictation, legal forms, newspaper and magazine articles. This is the second term of the second year course in Gregg shorthand.

Wednesday, 7:15 p.m.
Room 212 Commerce

4
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1943

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

OREGON STATE COLLEGE
OREGON COLLEGE OF EDUCATION
EASTERN OREGON COLLEGE OF EDUCATION

UNIVERSITY OF OREGON
UNIVERSITY OF OREGON MEDICAL SCHOOL
SOUTHERN OREGON COLLEGE OF EDUCATION

DEPARTMENTAL OFFICES

CORVALLIS
RADIO STATION KOAC
VISUAL INSTRUCTION

EUGENE
CORRESPONDENCE STUDY
STATE-WIDE CLASSES

MONMOUTH
IN-SERVICE EXTENSION IN
ELEMENTARY EDUCATION

PORTLAND
PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

47-*Lester*
ADDRESS REPLY TO:

OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON

February 8, 1943

RECEIVED
FEB 9 1943
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

Dr. A.L.Strand, President
Oregon State College
Corvallis, Oregon

Dear Dr. Strand:

Thank you for your letter of February 1. Since it has developed that the State Board of Vocational Education has plenty of funds to operate courses in Victory Gardening work free of charge to the public, we will not endeavor to set up an extension fee class in that subject.

May I add here that when I wrote you regarding the Corvallis extension classes I indicated that the course in office machines was cancelled. Later, Professor Larse decided to go on with that course. Also Dr. Chambers decided to cancel his course. I am therefore enclosing a corrected list of extension classes as they are now operating in Corvallis.

Sincerely yours,

W.G. Beattie

W.G. Beattie
Assistant Director

WGB ei
Enclosure

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION
Office of Assistant Director

CORVALLIS EXTENSION CLASSES
(Winter Term: January 4 - March 12, 1943)

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- Tuesday - ~~Psy 02 Mental Hygiene for Periods of Crisis. Non-credit, six-~~
~~weeks course, beginning January 12. Chambers. 7:15 p.m.~~
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7:15 p.m. Room 211 Commerce. Laboratory fee, \$1.00.
- Wednesday - IA 02 Wood Working for Recreation. Non-credit. Meyer. 7:15 p.m.
Room 104 Industrial Arts. Laboratory fee, \$1.00.
~~RL 11b First Year Spanish. 2 credit hours. Miss Martin.~~
~~7:15 p.m. Room 210 Physics.~~
SS 112 Stenography. Callarman. Second meeting.
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EVERY PERSON of sufficient intellectual maturity to profit from a course is invited to enroll, and should make special effort to be present at the first meeting. The General Extension Division reserves the right to discontinue any course if the enrollment is inadequate or for other sufficient reason.

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From Oregon State College

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O.R. Chambers, Ph.D., Professor of Psychology; in Charge of Department
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The various woodworking crafts, including the principles of woodworking applied to furniture construction, bric-a-brac, and utilitarian objects useful in the home. A non-credit course catering to individual interests and to recreational expression in wood rather than to academic requirements for college credit. Open to any one over eighteen years. Laboratory fee, \$1.00.

Wednesday, 7:15 p.m. Room 104 Industrial Arts.

MODERN LANGUAGE

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Grammar, composition, conversation, translation of easy prose. Emphasis is placed upon conversation. Individuals who wish to learn to speak Spanish, but have no thought of college credit, are welcome in the class.

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Monday and Wednesday, 7:15 p.m. Room 211 Commerce.

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Advanced principles and phases of shorthand; dictation and transcripts covering vocabularies of representative business, such as law, banking, insurance, railway, and manufacturing; advanced dictation, legal forms, newspaper and magazine articles. This is the second term of the second year course in Gregg shorthand.

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A course in the practical use of modern office machines. Fee on pro rata basis for men in service. Laboratory fee, \$1.00.

Thursday, 7:15 p.m. Room 212 Commerce.

February 1, 1943

49 System
Professor W. G. Beattie, Assistant Director
General Extension Division
State System of Higher Education
Eugene, Oregon

Dear Professor Beattie:

Relative to your letter of January 19, I am glad to be kept informed regarding the status of Extension courses at Corvallis. But the matter of Professor Bouquet taking another course here is directly up to him. He is very busy I know and although the course would doubtless be very popular, I don't believe we should take too much advantage of him.

Very truly yours,

A. L. Strand
President

January 21, 1943

Professor W. G. Beattie
Assistant Director
General Extension Division
State System of Higher Education
Eugene, Oregon

Dear Professor Beattie:

Your letter of January 19 was received in the absence of President Strand, who is not expected to return to the campus until the middle of next week. At that time you may be assured this matter will be brought to his attention.

Very truly yours,

Secretary to the President

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

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PORTLAND, OREGON

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DEPARTMENTAL OFFICES

CORVALLIS
RADIO STATION KOAC
VISUAL INSTRUCTION
EUGENE
CORRESPONDENCE STUDY
STATE-WIDE CLASSES
MONMOUTH
IN-SERVICE EXTENSION IN
ELEMENTARY EDUCATION
PORTLAND
PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

RECEIVED
JAN 20 1943

PRESIDENT'S OFFICE
OREGON STATE COLLEGE

ADDRESS REPLY TO:

OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON

January 19, 1943

Dr. A.L.Strand, President
Oregon State College
Corvallis, Oregon

Dear Dr. Strand:

Enclosed herewith is a copy of the announcement of the Corvallis extension classes with those classes stricken out in which the enrollment was too small to guarantee continuance. We have received a request that Professor Bouquet give a non-credit Victory Garden course in Corvallis. I have written him asking if he would be willing to give that course, beginning either sometime this term and extending over into the spring term or having it begin the first of the spring term. You may be aware of the fact that he is giving this course in Portland now to a class of more than two hundred members. We hope that you will approve giving such a course if Professor Bouquet finds it possible to give it on the campus as an evening class for adults in Corvallis.

Sincerely yours,

W.G. Beattie

W.G. Beattie
Assistant Director

WGB ei

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION
Office of Assistant Director

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Thursday, 7:15 p.m. Room 212 Commerce.

March 17, 1943

477 *Sept*
Mr. W. G. Beattie
Assistant Director
General Extension Division
Eugene, Oregon

Dear Mr. Beattie:

I have received your letter of March 13 and the list of the Corvallis Extension classes. I know that these are under way and satisfactory to the different departments and am pleased to approve them.

Sincerely yours,

A. L. Strand
President

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
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ELEMENTARY EDUCATION
PORTLAND
PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

RECEIVED
MAR 15 1943

PRESIDENT'S OFFICE
OREGON STATE COLLEGE

ADDRESS REPLY TO:

OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON

March 13, 1943

Dr. A. L. Strand, President
Oregon State College
Corvallis, Oregon

Dear President Strand:

Until Thursday we were not sure that any classes in extension could be announced for Corvallis for the spring term. I was able to get approval from department heads for courses and instructors as listed in the enclosed schedule and for rooms both by department heads and Mrs. Dixon of the Registrar's office. Also cleared with Dr. Weniger regarding the use of Room 210 in Physics Building.

Because the term of these evening extension classes begins Wednesday, March 17, and because you had previously approved all these courses scheduled except Constructive Accounting, I am taking the liberty of forwarding a copy of the schedule (due to the lateness of the time) to Mr. John C. Burtner, in charge of the College News Bureau with the request that he get a story of the classes into the papers Monday or Tuesday evening. I trust that you will have no reason to disapprove my action, but, if you should, please have your secretary call Mr. Burtner to delay the news announcement.

There was so much uncertainty regarding what classes might be given when I was on the campus March 4, that I could not then be sure even of a tentative schedule. We had hoped to repeat the class in wood-working, and Professor Cox then thought it might be possible but told me Thursday that it must be cancelled. My work took me out in the state from March 5 to 10, thus preventing me from being on your campus in the meantime. I trust that you will pardon the announcement of the schedule before getting it into your hands. The emergency has almost eliminated our state-wide classes since we are compelled to charge fees for all of them.

Sincerely yours,

W. G. Beattie

W. G. Beattie
Assistant Director

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION
Office of Assistant Director

CORVALLIS EXTENSION CLASSES

Spring Term: March 17 - May 25, 1943

Monday

SS 112, 113. Stenography (Gregg). 3 credit hours. C.C. Callarman
Monday and Wednesday, 7:15 p.m. Room 310 Commerce.
Meets twice a week. Fee for either SS 112 or SS 113,
\$7.50. First meeting, Wednesday, March 17.

Note: A beginning class (SS 111) will be taught by
Edward Vietti if there is a sufficient number to
warrant it. Please telephone Mr. Vietti if you are
interested.

BA 111. Constructive Accounting. 4 credit hours. Two meet-
ings per week, Monday and probably Thursday, 7:15 p.m.
Room 306 Commerce. Fee, \$10.00. First meeting,
Monday, March 22.

Those interested should telephone directly to
Dr. M. N. Nelson, College 114.

Tuesday

SS 121, 122, 123. Typing. 2 credit hours. C.C. Callarman
Tuesday and Thursday, 7:15 p.m. Room 211 Commerce.
Meets twice a week. Fee for any section, \$5.00 plus
laboratory fee of \$1.00, or a total of \$6.00. First
meeting, Thursday, March 18.

Wednesday

RL 01. Beginning Conversational Spanish. Melissa Martin
Wednesday, 7:15 p.m. Room 210 Physics. Meets once
a week. First meeting, Wednesday, March 17. Fee, \$5.00.
This is planned as a non-credit class, but students
may arrange with the instructor to work for credit.

SS 112, 113. Stenography. Second meeting. Room 310 Commerce.

Thursday

SS 311. Office Machines. 2 credit hours. L.Q. Larse
Meets once a week, 7:15 p.m. Room 212 Commerce. First
meeting, Thursday, March 18. Fee, \$5.00 plus \$1.00
laboratory fee, or a total of \$6.00

SS 121, 122, 123. Typing. Second meeting. Room 211 Commerce.

-0-

Fee rate for non-credit or audit: \$2.00 per hour, minimum fee, \$5.00.
For further information about any class, telephone the instructor.

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION
Office of Assistant Director

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Spring Term: March 17 - May 25, 1943

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Dr. M. N. Nelson, College 114.

Tuesday

SS 121,122,123. Typing. 2 credit hours. C.C.Callarman
Tuesday and Thursday, 7:15 p.m. Room 211 Commerce.
Meets twice a week. Fee for any section, \$5.00 plus
laboratory fee of \$1.00, or a total of \$6.00. First
meeting, Thursday, March 18.

Wednesday

RL 01. Beginning Conversational Spanish. Melissa Martin
Wednesday, 7:15 p.m. Room 210 Physics. Meets once
a week. First meeting, Wednesday, March 17. Fee, \$5.00.
This is planned as a non-credit class, but students
may arrange with the instructor to work for credit.

SS 112, 113. Stenography. Second meeting. Room 310 Commerce.

Thursday

SS 311. Office Machines. 2 credit hours. L.Q.Larse
Meets once a week, 7:15 p.m. Room 212 Commerce. First
meeting, Thursday, March 18. Fee, \$5.00 plus \$1.00
laboratory fee, or a total of \$6.00

SS 121,122,123. Typing. Second meeting. Room 211 Commerce.

-0-

Fee rate for non-credit or audit: \$2.00 per hour, minimum fee, \$5.00.
For further information about any class, telephone the instructor.

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION
Office of Assistant Director

CORVALLIS EXTENSION CLASSES

Spring Term: March 17 - May 25, 1943

Monday

SS 112, 113. Stenography (Gregg). 3 credit hours. C.C. Callarman
Monday and Wednesday, 7:15 p.m. Room 310 Commerce.
Meets twice a week. Fee for either SS 112 or SS 113,
\$7.50. First meeting, Wednesday, March 17.

Note: A beginning class (SS 111) will be taught by
Edward Vietti if there is a sufficient number to
warrant it. Please telephone Mr. Vietti if you are
interested.

BA 111. Constructive Accounting. 4 credit hours. Two meet-
ings per week, Monday and probably Thursday, 7:15 p.m.
Room 306 Commerce. Fee, \$10.00. First meeting,
Monday, March 22.

Those interested should telephone directly to
Dr. M. N. Nelson, College 114.

Tuesday

SS 121, 122, 123. Typing. 2 credit hours. C.C. Callarman
Tuesday and Thursday, 7:15 p.m. Room 211 Commerce.
Meets twice a week. Fee for any section, \$5.00 plus
laboratory fee of \$1.00, or a total of \$6.00. First
meeting, Thursday, March 18.

Wednesday

RL 01. Beginning Conversational Spanish. Melissa Martin
Wednesday, 7:15 p.m. Room 210 Physics. Meets once
a week. First meeting, Wednesday, March 17. Fee, \$5.00.
This is planned as a non-credit class, but students
may arrange with the instructor to work for credit.

SS 112, 113. Stenography. Second meeting. Room 310 Commerce.

Thursday

SS 311. Office Machines. 2 credit hours. L.Q. Larse
Meets once a week, 7:15 p.m. Room 212 Commerce. First
meeting, Thursday, March 18. Fee, \$5.00 plus \$1.00
laboratory fee, or a total of \$6.00

SS 121, 122, 123. Typing. Second meeting. Room 211 Commerce.

-0-

Fee rate for non-credit or audit: \$2.00 per hour, minimum fee, \$5.00.
For further information about any class, telephone the instructor.

May 1, 1943

47
System
Dean V. V. Caldwell, Director
General Extension Division
State System of Higher Education
Oregon Building
Portland, Oregon

Dear Dean Caldwell:

I regret that it will not be possible for me to confer with you next Tuesday, May 4, since I will be out of town that day. However, I shall be in Portland on Friday, May 7, and will telephone your office for an appointment in the forenoon.

Sincerely yours,

A. L. Strand
President

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

OREGON STATE COLLEGE
OREGON COLLEGE OF EDUCATION
EASTERN OREGON COLLEGE OF EDUCATION

UNIVERSITY OF OREGON
UNIVERSITY OF OREGON MEDICAL SCHOOL
SOUTHERN OREGON COLLEGE OF EDUCATION

DEPARTMENTAL OFFICES

CORVALLIS
RADIO STATION KOAC
VISUAL INSTRUCTION
EUGENE
CORRESPONDENCE STUDY
STATE-WIDE CLASSES
MONMOUTH
IN-SERVICE EXTENSION IN
ELEMENTARY EDUCATION
PORTLAND
PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

RECEIVED
MAY 1 1943

PRESIDENT'S OFFICE
OREGON STATE COLLEGE

April 30, 1943.

Dr. A. L. Strand
President Oregon State College
Corvallis, Oregon.

Dear President Strand:

I am just in receipt of the State fund allotment for the various departments in the general extension division. If it is convenient with you I would like to discuss the general problem of the visual instruction and radio budgets with you as well as some other common problems. I can be in Corvallis as early as 10:30 or 11:00 A.M. on Tuesday, May 4th, if that is convenient with you. Will you please let me know by return mail if such a conference is possible.

Sincerely yours,

V. V. Caldwell

V. V. Caldwell
Dean-Director

VVD:K

yes

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

OREGON STATE COLLEGE
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DEPARTMENTAL OFFICES

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CORRESPONDENCE STUDY
STATE-WIDE CLASSES

MONMOUTH
IN-SERVICE EXTENSION IN
ELEMENTARY EDUCATION

PORTLAND
PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

RECEIVED
AUG 3 1943
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

July 30, 1943

47 Systems
Dr. A. L. Strand, President
Oregon State College
Corvallis, Oregon

Dear Dr. Strand:

For your information we inclose catalog copy of the Portland Extension Center offerings to be given during the coming year. You will note we have sent you the courses to be given by the different schools and departments of Oregon State College. They have in every instance been cleared by the deans and department heads.

Again this year we regret that we are unable to bring more instructors from the campus. But due to our restricted budget, as well as the difficulties of wartime travel, it is not possible.

Sincerely yours,

V. V. Caldwell
Dean-Director

General Extension Division

VVC:H

BACTERIOLOGY

Professors: Sears, Weinzirl. Instructor: Veazie

Upper-Division Courses

Bac 348p, 349p. Bacteriology and Communicable Diseases. 2 hours each term.

The general characteristics of bacteria and their relation to disease; public health control of the chief communicable diseases. Sears.

Tuesday, 7:15-9:15, room 105. Fee, \$5.50 each term.

Bac 350p. Public Health. 2 hours winter term.

A general survey of personal and community hygiene. Topics to be considered will be immunization, medicine, surgery, food, carriers, cleanliness, isolation, disinfection, temperature, humidity, ventilization, lighting, clothing, exercise, public health organization. Weinzirl. Thursday, 7:15-9:15, room 116. Fee, \$5.00.

*Bac 351p. General Microbiology Laboratory. 1 hour each term.

An introductory laboratory study of the morphological and the cultural characteristics of bacteria, yeasts, molds, and protozoa with special emphasis on the microorganisms causing human disease. Bac 348p, 349p must be taken in conjunction with this course. Veazie. Wednesday, 7:15-9:15, bacteriology laboratory, third floor, Medical School.

Fee, \$5.50 each term.

*Bac 352p. Medical Bacteriology and Parasitology Laboratory. 1 hour each term.

A laboratory study of disease microorganisms and animal parasites with special reference to the procedures used in the isolation and identification of species. One term will be devoted entirely to the study of animal parasites. Prerequisite: Bac 351p, or equivalent. Veazie. Thursday, 7:15-9:15, bacteriology laboratory, third floor, Medical School. Fee,

\$8.00 each term.

BOTANY

Professor: Stevenson

Upper-Division Course

*Bot 407. Seminar: West Coast Plants. 2 hours spring term.

See description Bot 507.

Graduate Course

*Bot 507. Seminar: West Coast Plants. 2 hours spring term.

The purpose of this course is to acquaint the general student with the identity, life history, and interesting data concerning the common native and cultivated plants of Oregon and adjacent areas, and to provide the student with collecting, hobby, and teaching techniques. Emphasis on local field work. Monday, 7:15-9:15, room 115. See fee schedule, page .

ENTOMOLOGY

Associate Professor: Scullen

Lower-Division Course

*Ent 235p. The Habits and Management of Honey Bees. 2 hours spring term.

An elementary discussion of the life history of the honey bee; fundamental principles in their care as a hobby and for honey production; their utilization in biology classes and nature-study groups, Boy Scouts, Girl Scouts, Campfire Girls, and others. The course will include a discussion of the habits of other social insects. Friday, 7:00-8:50, room B, Central library. Fee, \$5.00.

Upper-Division Course

*Ent 325p. Advanced Beekeeping. 2 hours fall term.

A discussion course offered for those who have completed Ent 235p and have had some practical experience in beekeeping. The course will be adapted to the needs of the students enrolled and will be in the nature of a roundtable discussion. Friday, 7:00-8:50, room B, Central library. Fee, \$5.00.

Ed 432. Teaching of Modern Science. 2 hours each term, fall and winter terms.

The purpose of this course is to acquaint the student with the common observable natural phenomena about him, with the various modes of observation, with the methods of collecting and preserving specimens and with the approved principles and techniques of instruction therein. This is a two-quarter course with emphasis on the elementary science in the first, and secondary science the second quarter. Stevenson. Monday, 7:15-9:15, room 115.

Fee, \$5.00 each term.

Ed 493p. Guidance and Personnel Practices. (G) 2 hours fall term.

Development and status of personnel work in industry as well as in schools. Means and methods of assisting students and others with their personal and vocational problems including the policies necessary on the part of the school. Prerequisite: Ed 313, or consent of instructor. Salser. Monday, 7:15-9:15, room 105. See fee schedule, page .

Ed 494p. Counseling. (G) 2 hours winter term.

This course is planned for prospective counselors, advisers, teachers, personnel workers, and administrators who wish to become better acquainted with organized advisory work and the techniques and devices used to carry it on more effectively. Basic principles are emphasized. Prerequisite: Ed 493p, or consent of instructor. Salser. Monday, 7:15-9:15, room 105. See fee schedule, page .

Ed 495p. Counseling and Case Studies. (G) 2 hours spring term.

Study and use of tests and other materials for facilitating the work of counseling and advising. Description, analysis, and application of principles to actual case studies in industry and in schools. Prerequisite: Ed 494p, or consent of instructor. Salser. Monday, 7:15-9:15, room 105. See fee schedule, page .

Graduate Courses

Ed 501. Educational Research. Terms and hours to be arranged. Salser or Stevens.

Ed 503. Thesis. Terms and hours to be arranged. Salser or Stevens.

Ed 505. Reading and Conference. Terms and hours to be arranged. Salser or Stevens.

Bot 507. Seminar: West Coast Plants. 2 hours spring term.

See description under Botany.

GENERAL STUDIES

Resident Adviser: Dr. V.V. Caldwell

University Committee: Dr. E. H. Moore, Chairman

College Committee: Dr. W. H. Dreesen, Chairman

Graduate Courses

GSt 501. Research in General Studies. Terms and hours to be arranged.

GSt 503. Graduate Thesis. Terms and hours to be arranged.

GSt 505. Reading and Conference. Terms and hours to be arranged.

HOME ECONOMICS

Instructors: Bender, Marshall, Packer, Stormes

Upper-Division Courses

HAd 311, 312. Child Development. 6 hours any term.

Growth and development of the normal preschool child; observation in the nursery school. Marshall or Bender. Tuesday and Thursday, 6:45-9:25, room 113. Fee, \$15.00.

HEd 405. Reading and Conference. 3-6 hours any term.

Supervised teaching in nursery (ages 2-4) schools. Discussion of problems confronted by the student while teaching. Packer or Stormes. Time and place to be arranged with instructor. See fee schedule, page .

Ed 415. Supervised Teaching. 3-6 hours any term.

(Kindergarten, ages 4-6) See description under Education.

Ed 424. Art, Music, and Literature for Preschool Training. 2 hours winter term.

See description under Education.

HAd 425, 426. Nursery School Procedures. (G) 6 hours any term.

Nursery school observation with practice in meeting the developmental needs of preschool children. Discussion of the nursery school experience with emphasis on developing insight into child behavior, skill in guiding it, and in promoting growth for the child through enrichment of the environment. Stormes. Monday and Wednesday, 6:45-9:25, room 205. Fee, \$15.00.

Note: For emergency certification for teaching in nursery schools the following courses are required:

HAd 311, 312. Child Development. 6 hr.

HAd 425, 426. Nursery School Procedures. 6 hours.

HEd 405. Reading and Conference or Ed 415. Supervised Teaching. 3-6 hours.

HORTICULTURE

Professor: Bouquet

Lower-Division Course

- Hrt 111p. Elements of Horticulture: Home Gardening. 2 hours winter term. Lectures, discussion and demonstration dealing with vegetable crops and small fruits. Emphasis placed on fundamentals of gardening and crop growing, including soil improvement and management, garden planning and planting, economic use of fertilizing materials, crop pest control, application of water, special problems concerned with important crops. Greenhouse and frame management in plant growing. Demonstrations during each class meeting. Monday, 7:15-9:15, room 212. Fee, \$5.00.

INDUSTRIAL ARTS

Instructor: to be announced

- IA 419p. Time and Motion Study and Production Training. 2 hours spring term. Principles and practice of work simplification. Technique of job analysis, principles of motion economy applied to work place and layouts. Motion studies to eliminate unnecessary work, methods of writing standard practice instruction sheets, time study, and incentive systems. Particularly designed for the production man in industry who wants to understand and apply work simplification principles to his job, and for those with general engineering or production knowledge who need a specialized field of training. Prerequisite: Personnel or production management experience, or consent of instructor. Thursday, 7:15-9:15, room 107. Fee, \$5.00.

MATHEMATICS

Professor: Price

Lower-Division Courses

Mth 105. College Algebra. 2 hours each term, winter and spring terms.

Prerequisite: One and one-half years of high-school algebra or

Intermediate Algebra. Monday, 7:15-9:15, room 104. Fee, \$5.00
each term.

Mth 106. Plane Trigonometry. 2 hours each term, fall and winter terms.

Prerequisite: College Algebra or first term of Elementary Analysis.

Wednesday, 7:15-9:15, room 104. Fee, \$5.00 each term.

Mth 230. Spherical Trigonometry and Rudiments of Navigation. 2 hours

fall term. For students in the naval reserve and others preparing

for service in the armed forces. Prerequisite: Plane Trigonometry

or Elementary Analysis. Monday, 7:15-9:15, room 104. Fee, \$5.00.

Upper-Division Course

Mth 337. Elements of Statistics. 2 hours each term, winter and spring terms.

Collection, tabulation, and graphical presentation of statistical data;

frequency distributions; measure of central tendencies (averages);

dispersion, skewness; time series; linear correlation and regression.

Necessary topics from algebra taught along with statistical material.

A working knowledge of algebra is assumed. Prerequisite: College

Algebra or consent of instructor. Thursday, 7:15-9:15, room 104.

Fee, \$5.00 each term.

ZOOLOGY

Professor: Larsell. Instructor: Foulk

Lower-Division Course

Z 201, 202, 203. General Zoology. 3 hours each term.

An introductory course dealing with the principles of animal biology.

Fall term: Protoplasm and its properties; the cell; organ systems and

the lower groups of animals. Winter term: Continuation of the work of the

first term; study of higher types of invertebrates and vertebrates.

Spring term: Embryology, heredity, eugenics and the principal theories

of organic evolution. Lecture, Larsell, Monday, 7:15-9:15, room 317.

Laboratory, Foulk, Wednesday, 7:15-9:15, room 316. Fee, \$10.50 each

term.

CHEMISTRY

Assistant Professor: Todd. Instructor: Thompson

Lower-Division Course

*Ch 101, 102, 103. Elementary General Chemistry. 3 hours each term.

A year-sequence for students desiring an introduction to the general

field. Lecture, Todd, Wednesday, 7:15-9:15, room 1, Medical School.

Laboratory, Thompson, Friday, 7:15-9:15, biochemistry laboratory,

first floor, Medical School. Fee, \$10.50 each term.

Russian

Lower-Division Courses

*SL 1p. Beginning Russian. 2 hours each term.

An introduction to the Russian language. Simple translation, grammar,

conversation, composition. Lvova. Monday, 7:15-9:15, room 204, Fee \$5.00 each t

*SL 1p. Beginning Russian. 2 hours each term, fall and winter terms.

(Continuation of the course begun in the 1943 summer quarter.) Open to students who have had one term of Beginning Russian, or equivalent.

Lvova. Wednesday, 7:15-9:15, room 317. Fee, \$5.00 each term.

PHYSICS

Instructor: Heller

Lower-Division Course

Ph 201p, 202p, 203p. General Physics. 3 hours each term.

Mechanics, sound, heat, light, electricity and magnetism. Lecture,

Monday, 7:15-9:15, room B. Laboratory, Wednesday, 7:15-9:15, room

C. Fee, \$10.00 each term.

CROSS FILE

NAME

47-System

DATE

8/7/42

General Extension Act

SUBJECT

employing teachers in engineering -
must be O.S. by school of engineering

FILED

79-Engineering

Industrialists

August 31, 1943

47.2
Mr. W. G. Beattie, Assistant Director
Oregon State System of Higher Education
General Extension Division
814 Oregon Building
Portland, Oregon

Dear Mr. Beattie:

Your suggestion for a general extension card for the Registrar's Office is a good one, and the card you have devised is entirely satisfactory to us. We are sure this device will be helpful.

Very truly yours,

Dean of Administration

EBL:aal

Oregon State System of Higher Education
GENERAL EXTENSION DIVISION

I am interested in the courses checked below, and shall enroll if they are offered as evening Extension classes fall term, October 4 - December 17, 1943, on the Oregon State College campus:

___Accounting ___Stenography ___Typing ___Spanish

___Mechanical Drawing. Other subjects: _____

Signed: _____

Address: _____

2

OREGON STATE SYSTEM OF HIGHER EDUCATION

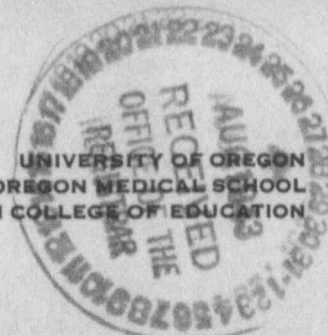
GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

OREGON STATE COLLEGE
OREGON COLLEGE OF EDUCATION
EASTERN OREGON COLLEGE OF EDUCATION

UNIVERSITY OF OREGON
UNIVERSITY OF OREGON MEDICAL SCHOOL
SOUTHERN OREGON COLLEGE OF EDUCATION



DEPARTMENTAL OFFICES

CORVALLIS
RADIO STATION KOAC
VISUAL INSTRUCTION
EUGENE
CORRESPONDENCE STUDY
STATE-WIDE CLASSES
MONMOUTH
IN-SERVICE EXTENSION IN
ELEMENTARY EDUCATION
PORTLAND
PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

ADDRESS REPLY TO:

OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON

August 27, 1943

Mr. E. B. Lemon
Dean of Administration
Commerce Building
Oregon State College
Corvallis, Oregon

Dear Dean Lemon:

After your conversation with me yesterday I talked with Mrs. McCoy. She said that she had already had a number of inquiries there regarding the possibility of extension classes. I asked her if she would be willing to have us prepare a card which people could fill out indicating the courses they would like to have. She said she would be willing to do so.

Enclosed is a sample card which I would like to have mimeographed and placed in the Registrar's Office so that applicants could indicate their choice of courses. You will note that I have addressed the card to myself in care of the Registrar's Office there. Would you approve of this? I believe this would be desirable since inquiries seem naturally to go to the Registrar's Office and since, also, Dr. Weniger's office is so rushed with other things that the secretary there could scarcely take care of the inquiries. I would arrange with Mrs. McCoy to mail cards to us every few days.

I did not get to see Dr. Maser, but will be back there next Thursday and shall hope to see him then. I failed also to make contact with Miss Martin, but am writing her today asking whether or not her load is too heavy for her to carry an extension class. I shall appreciate a word from you at your earliest convenience regarding the card.

Sincerely yours,

W.G. Beattie

W.G. Beattie
Assistant Director

WGB:ei
Enclosure

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

OREGON STATE COLLEGE
OREGON COLLEGE OF EDUCATION
EASTERN OREGON COLLEGE OF EDUCATION

UNIVERSITY OF OREGON
UNIVERSITY OF OREGON MEDICAL SCHOOL
SOUTHERN OREGON COLLEGE OF EDUCATION

DEPARTMENTAL OFFICES

CORVALLIS
RADIO STATION KOAC
VISUAL INSTRUCTION

EUGENE
CORRESPONDENCE STUDY
STATE-WIDE CLASSES

MONMOUTH
IN-SERVICE EXTENSION IN
ELEMENTARY EDUCATION

PORTLAND
PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

RECEIVED
SEP 30 1943

PRESIDENT'S OFFICE
OREGON STATE COLLEGE

ADDRESS REPLY TO:

OFFICE OF ASSISTANT DIRECTOR
GENERAL EXTENSION DIVISION
EUGENE, OREGON

September 29, 1943

47 System

Mr. E. B. Lemon
Dean of Administration
Oregon State College
Corvallis, Oregon

Dear Dean Lemon:

Knowing that President Strand is out of the city, I am enclosing herewith to you three copies of an announcement we wish to make of extension classes on the Corvallis campus. We would like to have administrative approval of all these courses as soon as possible. It was deemed best, when I conferred day before yesterday with Dr. Yerian and Miss Martin, to open the classes the week beginning October 11. The heads of departments concerned have approved these courses, and I have cleared the use of rooms with Mrs. Dixon as well as with department heads.

We surely appreciate the fact that you and Dr. Ordeman are making provision for headquarters for Dr. Stevens for a few hours each Thursday on your campus. Dr. Stevens is a well qualified and energetic young man, and seems to be very cooperative in his attitude toward the work in general extension. I think you will find him a pleasant fellow.

It was good to see you for a moment again Monday. I shall miss saying hello to the people on your campus, but know that Dr. Stevens will find them all as friendly as I found them.

Sincerely yours,

W.G. Beattie

W.G. Beattie
Assistant Director

WGB ei
enclosures

October 7, 1943

Chancellor Frederick M. Hunter
State System of Higher Education
Eugene, Oregon

47-System
Mineral St.

Dear Chancellor Hunter:

I shall be pleased to attend the conference you have called in Monmouth on the afternoon of October 15 to consider the policy and plan in General Extension.

Enclosed herewith is a copy of the letter I have written Dean Caldwell relative to his budget proposals.

Very truly yours,

A. L. Strand
President

OREGON STATE SYSTEM OF HIGHER EDUCATION
OFFICE OF THE CHANCELLOR
EUGENE, OREGON

OREGON STATE COLLEGE, CORVALLIS
OREGON COLLEGE OF EDUCATION, MONMOUTH
EASTERN OREGON COLLEGE OF EDUCATION, LA GRANDE

UNIVERSITY OF OREGON, EUGENE
UNIVERSITY OF OREGON MEDICAL SCHOOL, PORTLAND
SOUTHERN OREGON COLLEGE OF EDUCATION, ASHLAND

October 1, 1943

RECEIVED
OCT 2 1943
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

President Donald M. Erb
President A. L. Strand

Gentlemen:

Following the adjournment of the Executive Council meeting at Monmouth on October 15, and probably about mid-afternoon, I should like to study with the presidents of the major institutions the general budget-making policy and plan in General Extension.

I am asking the Budget Department to assemble the necessary data and am inviting Dean Caldwell, Dr. Byrne, and Mr. Bork to be in attendance also.

Please let me have a reply as to your attendance at this conference.

Sincerely yours,

F. M. Hunter

Frederick M. Hunter
Chancellor

FMH:FD

OREGON STATE COLLEGE
SCHOOL OF SCIENCE
CORVALLIS, OREGON

OFFICE OF THE DEAN

December 13, 1943

RECEIVED
DEC 14 1943

PRESIDENT'S OFFICE
OREGON STATE COLLEGE

47. *System*
Mr. H. E. Stevens
Administrative Assistant
General Extension Division
Eugene, Oregon

Dear Mr. Stevens:

With reference to the work in Russian which it is proposed to give in extension beginning in January, Mrs. Kozoolin has suggested that this be given either Tuesday, Wednesday or Friday. It would be my judgment that Tuesday would be the most satisfactory of these and Wednesday the least convenient.

In reply to Mr. Beatty's question we would say that the instructor's full name is Maria Pavlovna Kozoolin.

Very truly yours,

F. A. Gilfillan

FAG:GS

cc Dean Smith
Mr. Lemon

COPY

OREGON STATE COLLEGE
SCHOOL OF SCIENCE
CORVALLIS, OREGON

OFFICE OF THE DEAN

December 1, 1943

Perkins

Mrs. Maria P. Kozoolin
Russian Department
Agrie 224
Campus

Dear Mrs. Kozoolin:

Some time ago you expressed your willingness to give without compensation an evening course in civilian Russian open to anyone and probably not carrying college credit. I took this up with the administration but since this would involve a form of extension teaching Mr. Lemon referred the matter to the General Extension Division of the State System of Higher Education.

Monday Mr. Stevenson of the Extension Division came to my office and has suggested the following tentative arrangement. Since the Extension Division does not in general approve of giving courses without either fee or credit, it is suggested that this be organized as a two-credit course, meeting from 7:15 to 9:15 one evening per week. The fee for each one taking the course would be \$5.00, this to be paid into the General Extension Service. Your salary for this would be at the rate of \$3.00 per teaching hour or \$6.00 per week during the course. In case there were not sufficient registration to meet this amount you would be entitled only to the actual fees collected.

It is suggested that the course begin with the regular college work in the week of January 10 and continue for 11 weeks.

I would be interested in knowing whether this arrangement would be satisfactory with you and also whether or not you have any preference regarding the evening on which the class would be given.

Very truly yours,

F. A. Gilfillan

F. A. Gilfillan

FAG:DS
cc Mr. Lemon
cc Mrs. Rusanovsky

Esleek

Gleadow Onion Skin

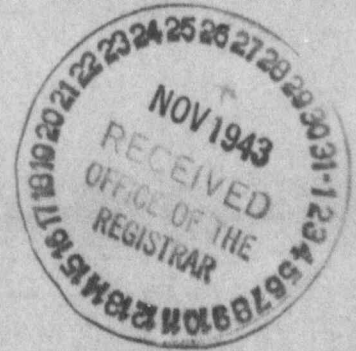
COPY

RECEIVED
DEC 1 1943
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

OREGON STATE SYSTEM OF HIGHER EDUCATION
PORTLAND EXTENSION CENTER
PORTLAND, OREGON

814 OREGON BUILDING
Telephone Atwater 2165

November 26, 1943.



Encl.

Mr. E. B. Lemon
Dean of Administration
Oregon State College
Corvallis, Oregon.

Dear Dean Lemon:

I am referring your letter of November 24 to Mr. W. C. Beattie, Assistant Director of the General Extension Division and I am sure you will hear from him shortly regarding the class in Russian. We have found in Portland there is a great deal of interest among the townspeople in Russian and we have enrolled at the present time ninety-two students.

Sincerely yours,

Margaret M. Shays
Administrative Assistant
Portland Extension Center.

MMS:k
cc:WGB

November 24, 1943

Mrs. Margaret Sharp, Secretary
General Extension Division
State System of Higher Education
Oregon Building
Portland, Oregon

Dear Mrs. Sharp:

A member of our staff who is teaching Russian has requested the privilege of giving an evening class in that language for students and townspeople or others who may be interested. She has offered to volunteer her services since she would like to obtain the additional experience. She is assisting in the Russian classes in the military program, and we understand she is doing very good work. She desires to take advantage of any opportunity to improve her English and sees this as one means of doing so.

The head of the department expresses the opinion that she would handle the class successfully. Just how many would be interested, we do not know, but we do not want to take any steps in the direction of organizing such a class without getting the reaction of the Extension Division. I have been waiting to speak to Dr. Stevens about this matter, but haven't seen him recently.

Very truly yours,

Dean of Administration

EBL:aal

the present setup in physical education for women, whereby staff and townspeople are permitted to take physical education sidelines, and here a fee is charged. This is not set up as a System General Extension course.

HKW

If permitted to do this, it might provide a nucleus for a second year Russian class when ASTP folds up.

2. 11

If there is sufficient demand a class in Beginning Russian will be organized, meeting from 7:30 to 9:00 one evening per week. This would carry no college credit and would require no fee. Instruction would be offered by a member of the Russian staff who is willing to give her time so that staff members or others who are unable to enter existing Russian classes may have an opportunity to learn the language.

Telephone or write Dr. F. A. Gilfillan, physics 202 (telephone campus 185) indicating what evenings during the week you would be able to attend such a class.

1944

March 25, 1944

Major E. C. Allworth
Memorial Union
Campus

Dear Major Allworth:

The following paragraph is taken from a letter received from Acting Director Beattie concerning Dr. Hubert Herring. I hope that the Rotary Club can arrange to hear him.

"Dr. Hubert Herring, Director of Committee on Cultural Relations with Latin America, Inc., working in cooperation with the Office of the Coordinator of Inter-American Affairs (Washington, D.C.) is to be the visiting lecturer. He will be in Klamath Falls the evening of May 2, in Eugene, May 3, and in your city, May 4. He is said to be a dynamic speaker and to have a very broad background in knowledge of the Americas. He is author of the book, GOOD NEIGHBORS. I believe that his present home is in Claremont, Calif."

Very truly yours,

A. L. Strand
President

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

OREGON STATE COLLEGE
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UNIVERSITY OF OREGON
UNIVERSITY OF OREGON MEDICAL SCHOOL
SOUTHERN OREGON COLLEGE OF EDUCATION

DEPARTMENTAL OFFICES

CORVALLIS
RADIO STATION KOAC
VISUAL INSTRUCTION
EUGENE
CORRESPONDENCE STUDY
STATE-WIDE CLASSES
MONMOUTH
IN-SERVICE EXTENSION IN
ELEMENTARY EDUCATION
PORTLAND
PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

RECEIVED
MAR 23 1944
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

March 22, 1944.

Dr. A. L. Strand, President
Oregon State College
Corvallis, Oregon

Dear Dr. Strand:

Enclosed herewith is a copy of a letter which I have written Mr. Allen Miller, program manager of K O A C, and which concerns the program for May 4 regarding Inter-American Relations. I have asked Mr. Miller to act for the General Extension Division in setting up the program.

I trust that you and Dr. Dubach will counsel Mr. Miller in this matter. If I can render further service toward making the conference effective, please let me know your wishes.

Sincerely yours,

W. G. Beattie

W. G. Beattie
Acting Dean and Director

March 22, 1944

RECEIVED
MAR 23 1944
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

Mr. Allen Miller
Program Manager KOAC
Corvallis, Oregon

Dear Mr. Miller:

The program for a conference on Inter-American Affairs has been definitely scheduled for Corvallis and Oregon State College on Thursday, May 4. I am asking you to be responsible for the schedule of speakers and conferences and to furnish me with a detailed program for the day as soon as you have worked this out in full cooperation with President Strand and Dean Dubach.

Dr. Hubert Herring, Director of Committee on Cultural Relations with Latin America, Inc., working in cooperation with the Office of the Coordinator of Inter-American Affairs (Washington, D. C.) is to be the visiting lecturer. He will be in Klamath Falls the evening of May 2, in Eugene, May 3, and in your city, May 4. He is said to be a dynamic speaker and to have a very broad background in knowledge of the Americas. He is author of the book, GOOD NEIGHBORS. I believe that his present home is in Claremont, Calif.

I believe that President Strand has already arranged for Dr. Herring to give a lecture, or address, at the Rotary Luncheon meeting May 4. I am sure that President Strand and Dr. Dubach will counsel you fully regarding the program.

At Eugene, I have turned the matter of the program over to the faculty Committee on International Affairs of which Dr. V. P. Morris is chairman.

As I previously told Dr. Dubach, I shall be glad to cover the expenses of some man from Portland (e.g., Phillip Thurmond, Mgr. Maritime Commerce Department, Portland Chamber of Commerce, or Paul B. McKee, President Pacific Light & Power Co., who lived in Brazil for six years and speaks on matters pertaining to that country), if he is wanted. I have not contacted either of these men as yet.

Please get a summary of the address of any participant. If necessary, I can cover the cost of having it typed. If a forum or roundtable is a part of the program, arrange, if possible, for a stenographer to take that and type it. We are expected to furnish the Coordinator of Inter-American Affairs with summary or copy of all addresses and a report on any forum.

Mr. Allen Miller
March 22, 1944
Page 2.

Dr. Herring should come on into Portland late afternoon or evening of May 4. We will have a car ready to bring him to Portland as soon as he is free at Corvallis. He will be brought to Corvallis from Eugene by car either the evening of May 3 or the morning of May 4. He will give one lecture or address (presumably at Rotary) and will be glad to confer with any group or (I presume) participate in discussion in the afternoon.

Please follow the wishes of President Strand and Dr. Dubach in setting up the program and keep me informed of the plan. You may have a printed program for the day, if you desire. If so, it should have a heading like this:

Conference (or Institute, or Program)
on Inter-American Relations under the Auspices of the Oregon State System
of Higher Education, through the General Extension Division and Oregon
State College, in Cooperation with the Office of the Coordinator of
Inter-American Affairs, Washington, D. C.

I can issue a requisition in favor of the College Press to cover cost of printing. If you have any questions regarding this whole matter, send them along.

Sincerely yours,

W. G. Beattie
Acting Dean and Director

cc to
Dr. A. L. Strand
Dr. U. G. Dubach

COPY

RECEIVED
APR 1 1944

PRESIDENT'S OFFICE
OREGON STATE COLLEGE

March 31, 1944

Mr. Allen Miller
Program Manager
Radio Station KOAC
Corvallis, Oregon

Dear Mr. Miller:

A letter from Chancellor Hunter under date of March 22 indicates that the designation regarding institutes of Inter-American Affairs, when it appears on leaflets or advertising literature, should read as follows:

"Institute of Inter-American Affairs Under the Auspices of the Federal Office of Coordinator of Inter-American Affairs and the General Extension Division of the Oregon State System of Higher Education."

I would suggest that there be added to that on your program "In cooperation with Oregon State College."

Sincerely yours,

WGB
W. G. Beattie
Acting Dean-Director

WGB:vp
cc: U. G. Dubach
Pres. A. L. Strand

OREGON STATE SYSTEM OF HIGHER EDUCATION
OFFICE OF THE CHANCELLOR
EUGENE, OREGON

OREGON STATE COLLEGE, CORVALLIS
OREGON COLLEGE OF EDUCATION, MONMOUTH
EASTERN OREGON COLLEGE OF EDUCATION, LA GRANDE

April 8, 1944

UNIVERSITY OF OREGON, EUGENE
UNIVERSITY OF OREGON MEDICAL SCHOOL, PORTLAND
SOUTHERN OREGON COLLEGE OF EDUCATION, ASHLAND

Acting President Hollis
President Strand
President Howard
President Redford
President Maaske
Professor Beattie

Gentlemen:

In order that the institutional executive heads will have full information concerning the Institute of Inter-American Affairs about to be undertaken jointly by our General Extension Division under the auspices of the Federal Office of Coordinator of Inter-American Affairs, I am enclosing herewith a copy of my letter to Mr. Churchill Murray of December 11 last, upon which the small budgetary grant was based. There is provided for this purpose for the several forum events, and for other services which may be attendant thereon, a total of \$2,000.

Professor Beattie as Acting Director of General Extension is proceeding with the management of the Institute.

Sincerely yours,

F. M. Hunter

Frederick M. Hunter
Chancellor

FMH:FD

Enclosure

47-*Signature*
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APR 10 1944
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

RECEIVED
APR 10 1944

December 11, 1943

PRESIDENT'S OFFICE
OREGON STATE COLLEGE

Mr. Churchill Murray
Office of Coordinator
Inter-American Affairs
1031 South Broadway
Los Angeles, California

Dear Mr. Murray:

Since our conference in Portland, I have thought much of the possibilities inferred in our discussion. Until now I have had no opportunity to write you.

An Institute of Inter-American Affairs administered under the auspices of the Oregon State System of Higher Education would, in my opinion, render highly important service to the people of Oregon. Beneficial outcomes would, I believe, be both far-reaching and immediate. Some of the activities possible to such an agency could begin at once. Others would require the careful laying of foundations and preliminary organization with a view to development through a number of years. If your office were to assist us in the establishment of such an instrumentality under the authority of the State Board of Higher Education, we would follow four principal lines of service.

1. Collegiate Instruction

Already great interest is manifested in the institutions of the System in the study of the languages and cultures of other nations. The Latin American countries particularly have an appeal to the imagination of the colleges and universities of the Pacific area. General emphasis is also added by the "Area and Language" assignments under the A.S.T.P. In the past Spanish has been quite fully developed as an instructional field, both on the collegiate and secondary levels, and sometimes, judging by past outcomes and in terms of earlier aims, somewhat over-emphasized.

I believe the general program of the State Board of Higher Education would include the employment of able staff members for the teaching of language, literature, and economic problems of South and Central American states. Allied fields also would be inferentially included. If some such office as your own were to act as a sort of placement agency for professors in this field, the assignment of some of them could probably be handled as a regular part of the program of the Board. You may be sure suggestions to this office and

December 11, 1943

to the offices of the several presidents and departmental heads of the institutions would be very welcome. The gentleman from Brazil who recently made several addresses here in Eugene represents the type we have in mind. I have for the moment forgotten his name. At the University, as you probably know, we have at present an able professorial representative in Professor Vargas-Baron, originally from Colombia.

I believe both the State College and University will have considerable demand to expand these fields as soon as the post-war flow of students reaches anticipated proportions. When this occurs, exchange professors, as well as professors upon a permanent basis would be within our proposed approved policy.

Exchange of students through some authoritative agency for financing the cost to the students themselves might be a potent arm of such an Institute.

2. Teacher Education

Within the State System of Higher Education the state operates its principal program for the preparation of teachers both for the secondary and elementary schools. A single school of education with a Director-Dean at the head serves the secondary field in the University of Oregon and Oregon State College. The three colleges of education at Monmouth, Ashland and La Grande furnish most of the trained elementary teachers for the schools of the state.

In the courses and classes of both the secondary and elementary departments, materials such as your pamphlets "Brazil," "Chile," "Guatemala," etc., could be very effectively used. The academic mechanism within the System for the modification and construction of teacher education curricula could easily be pointed strongly in the direction of Inter-American relations and understandings. The principal factor here would be an abundance of authentic, well-digested textbook and reference materials and teacher aids. The office of the State Superintendent of Schools cooperates closely with our teacher education establishments. Accordingly, the shaping of courses through the curricula-making department of the State Superintendent's Office could easily be a problem of mutual interest of the State Superintendent and my own office. If such an Institute were established, secondary and elementary curricula could easily be shaped in the direction of a background of excellent and accurate foundational information concerning our American neighbors.

3. Adult Education

The Extension Division of the Oregon State System of Higher Education represents all institutions in its program of adult education.

December 11, 1943

This program includes instructional classes for university and college credit, professional training classes in a number of the most important fields, vocational "refresher" courses, the operation of a Correspondence Division throughout the state, a radio program conducted over a state-owned station with a well-established "School of the Air," and a visual instruction department which reaches large numbers of school groups in the state, as well as the 4-H Club organization in all the counties.

This unit of our organization is admirably adapted to serve the adult education needs of the people of this state for the post-war period. It would be difficult to find more adaptable and practical organizational facilities for the purpose of bringing information concerning the complicated problems which must be met by the leaders of a democratic society in these complex and confusing times.

An Institute of Inter-American relations might operate officially as a part of this general extension structure. It could easily furnish the authentic information necessary for mutual understanding between peoples of the western hemisphere if an abundance of usable materials could be readily available for the use of our organization, staff, and libraries, and if experts and speakers were also easily available.

4. General Information and Public Relations

If our post-war problems are to be understood well by the American public, present-day leaders must be reached in a manner not possible through any of the above listed media. In addition to the general spread of information through such potent agencies as the press and the radio, specific efforts should be undertaken in each of our American commonwealths to bring before business and professional leaders, such as those assembling regularly in service clubs, chambers of commerce, and similar groups, a clear and analytical conception of the relationship of the American people, first to the peoples of this hemisphere and then to the democratic peoples of the entire world.

Members of these groups are pressed heavily with their own personal affairs and in most instances do not attack problems of great national scope or international bearing with a process of reasoning based on full and accurate information. Such an Institute as we have in mind might conduct in strategic centers, especially the metropolitan area of Oregon, annual series of organized forums with expert speakers appearing before groups of this kind. It might be possible to organize in Portland a luncheon group series, combining possibly such organizations as the City Club, the Rotary Club, and Chamber of Commerce for possibly three and even six meetings during a fall and winter season. The first essential for the success of such a proposal

Mr. Churchill Murray
Page 4

December 11, 1943

would be able and entertaining speakers. I have in mind a series where George Sokolsky and T. Z. Koo were participants that drew large audiences. The other factor is, of course, an efficiently organized central management.

If financial aid for the phases of this program which could not be managed as a regular part of the budget of the State System of Higher Education were assured, and the personnel and materials were provided, the Oregon State System of Higher Education would, I believe without question, enthusiastically rally behind such a proposition.

If you feel these suggestions offer a background for further discussions, I shall be glad to hear from you.

With kind regards, I am,

Sincerely yours,

Frederick M. Hunter
Chancellor

FHM:FD

P.S. Probably I should have included as an equally important area of service the development of adequate library holdings in the several institutions. I consider this very important, although from an administrative viewpoint it is somewhat auxiliary to the phases of the program listed above.

C
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OREGON STATE SYSTEM OF HIGHER EDUCATION
General Extension Division
Eugene, Oregon

47-System

May 11, 1944

Chancellor Frederick M. Hunter
Oregon State System of Higher Education
Eugene, Oregon

Dear Chancellor Hunter:

In response to your request over the telephone, I am submitting below a tabulation of estimated attendance at the different meetings of the Inter-American Institutes. Corvallis had no evening meeting. The evening meeting in La Grande, which was addressed by both Dr. Herring and Dr. Dubach, was held in connection with the Grange. The day meetings at La Grande were on the College campus.

Attendance at Institutes

	<u>Luncheon</u>	<u>Forum</u>	<u>Evening</u>	<u>Total</u>
Klamath Falls	100	125	175	400
Eugene	50	100	120	270
Corvallis	120	90		210
Portland	162	70	125	357
La Grande	44	50	75	169
Total	<u>476</u>	<u>435</u>	<u>495</u>	<u>1,406</u>

Not all bills have yet been received, but I am quite sure the expenses will be \$25 or more below my estimate. We paid Dr. Herring \$350. I shall submit full report as soon as I receive all items.

Sincerely yours,

/s/ W. G. Beattie

W. G. Beattie
Acting Dean-Director

WGB:K

OREGON STATE SYSTEM OF HIGHER EDUCATION
GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

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DEPARTMENTAL OFFICES

CORVALLIS
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PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

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UNIVERSITY OF OREGON MEDICAL SCHOOL
SOUTHERN OREGON COLLEGE OF EDUCATION

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AUG 1 1944
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

July 31, 1944

47. Sept

Dr. A.L. Strand, President
Oregon State College
Corvallis, Oregon

Dear Dr. Strand:

For your information we inclose the list of courses to be given in the Portland Extension Center during the coming year. These courses have been cleared by the department heads and by the Deans of the different schools.

We regret that more instructors cannot come from Corvallis, but realize the restrictions due to wartime conditions make it difficult to travel each week. We hope that another year the offerings may be increased. I enjoyed my conference with you and hope to have many opportunities of working with you in the years that lie ahead.

Sincerely yours,

J. F. Cramer
J.F. Cramer, Dean-Director
General Extension Division

MMS J
inc.

RECEIVED
JUN 1 1944
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

ART

Instructor: Halvorsen

Upper-Division Course

AA 414, 415. Art Education. 2 hours each term.

Art Education at the elementary and secondary levels. Subject matter, materials, method of presentation, in relation to a modern curriculum. Choice and use of pictures in relation to units of work, art concepts, and activities in the social sciences and social studies; conversational material for the language arts, music, et cetera. Demonstrations and lantern slides. Monday, 7:15 - 9:15, room 301.

In cooperation with the Portland Art Association, the Portland Extension Center will offer credit for the courses given at the Museum Art School in drawing, painting, sculpture, ceramics, weaving, and general art.

BACTERIOLOGY

Professors: Sears, Weinsirl. Instructor: Veazie

Upper-Division Courses

Bac 348p, 349p. Bacteriology and Communicable Diseases. 2 hours each term.

The general characteristics of bacteria and their relation to disease; public health control of the chief communicable diseases. Sears.

Tuesday, 7:15 - 9:15, room 105. Syllabus fee, 50¢.

Bac 350p. Public Health. 2 hours fall term.

A general survey of personal and community hygiene. Topics to be considered will be immunization, medicine, surgery, food, carriers, cleanliness, isolation, disinfection, temperature, humidity, ventilation, lighting, clothing, exercise, public health organization. Weinsirl. Thursday, 7:15 - 9:15, room 215.

*Bac 351p. General Microbiology Laboratory. 1 hour each term.

An introductory laboratory study of the morphological and the cultural characteristics of bacteria, yeasts, molds, and protozoa with special emphasis on the microorganisms causing human disease. Bac 348p, 349p

must be taken in conjunction with this course. Veazie. Thursday,

7:15 - 9:15, bacteriology laboratory, third floor Medical School,

Syllabus fee, 50¢; laboratory fee, \$3 each term.

*Bac 352p. Medical Bacteriology and Parasitology Laboratory. 1 hour each term.

A laboratory study of disease microorganisms and animal parasites with special reference to the procedures used in the isolation and identification of species. One term will be devoted entirely to the study of animal parasites. Prerequisite: Bac 351p, or equivalent. Veazie.

Tuesday, 7:15 - 9:15, bacteriology laboratory, third floor Medical School. Laboratory fee, \$3 each term.

BUSINESS ADMINISTRATION**Professors: Conish, Loman****Associate Professors: Collier, Janney****Instructors: Pattullo, Williams, Wilson****Lower-Division Courses****BA 111p, 112p-a. Constructive Accounting I. 2 hours each term.**

An introductory course to the field of accounting. No prior experience or training in bookkeeping or accounting is expected of students who enroll. Functions of accounts, relations of accounts to each other, and the purpose of accounting records in modern business procedure. Attention devoted to problems illustrating the theory of double entry both as to single transactions and as to the operation of a complete set of accounts. A limited amount of practice-set work required. Wilson. Monday, 7:15 - 9:15, room 107.

BA 112p-b, 113p. Constructive Accounting II. 2 hours each term.

Continuation of BA 111p, 112p-a. Details of accounting in the various forms of business organization; amplification of business records and accounts, leading to a knowledge of all that is required in the preparation of comprehensive operating and financial statements. Problems and practice-set work required, giving a thorough training in the technique of opening and closing a set of books. Students with some practical or theoretical training in accounting, but not prepared for advanced accounting, may enroll in this course. Janney. Tuesday, 7:15 - 9:15, room 106.

4

Upper-Division Courses

BA 414p. Personnel Management. 2 hours each term, fall and winter terms. Principles and policies involved in obtaining and maintaining a competent cooperative working force. Reconciliation of the wants of the worker and the employer; labor problems; recruiting selection, placement, training, remuneration, health, safety, risks, grievances, turnover, transfer, classification, supervision, promotion, and personal development. Williams. Tuesday, 7:15 - 9:15, room 115.

BA 416p, 417p, 418p. Business Law. 2 hours each term.

Study of fundamental law applying in business situations, made concrete by actual cases and illustrative problems. Fall term. Contracts, their formation, performance, and discharge. Bankruptcy, insurance, and suretyship. Winter term: Agency. Negotiable instruments: checks, notes, and drafts, their negotiation, banking, and discharge. Real estate mortgages, landlord and tenant. Spring term: Personal property, sales, bailments, and chattel mortgages. Business organizations, partnerships and corporations; the rights and liabilities of carrying on business in these forms. Collier. Wednesday, 7:15 - 9:15, room 203.

BA 420p. C. P. A. Problems. 2 hours each term, fall and winter terms.

Intensive study of problems and questions asked by examining boards and in the American Institute of Accountants' examinations. Training in correct analysis and correct form, and speed in solving problems. Prerequisite: Adequate preparation, to be determined by the instructor. Wilson. Thursday, 7:15-9:15, room 105. Special fee, \$5 each term (in addition to registration fee).

BA 436. Retail Merchandising. (G) 2 hours each term, fall and winter terms.

Retail policies and problems. Stock-control systems, buying, methods of sales promotion, plant operation, personnel, credit, turnovers, pricing, expense classification and distribution. Comish. Friday, 7:00 - 8:50, room H, Central library.

4

11051117 01103 2814

Upper-Division Courses

BA 411p. Personnel Management. 2 hours each term, fall and winter terms.

Principles and policies involved in obtaining and maintaining a competent cooperative working force. Reconciliation of the wants of the worker and the employer; labor problems; recruiting selection, placement, training, remuneration, health, safety, risks, grievances, turnover, transfer, classification, supervision, promotion, and personal development. Williams. Tuesday, 7:15 - 9:15, room 115.

BA 416p, 417p, 418p. Business Law. 2 hours each term.

Study of fundamental law applying in business situations, made concrete by actual cases and illustrative problems. Fall term. Contracts, their formation, performance, and discharge. Bankruptcy, insurance, and suretyship. Winter term: Agency. Negotiable instruments: checks, notes, and drafts, their negotiation, banking, and discharge. Real estate mortgages, landlord and tenant. Spring term: Personal property, sales, bailments, and chattel mortgages. Business organizations, partnerships and corporations; the rights and liabilities of carrying on business in these forms. Collier. Wednesday, 7:15 - 9:15, room 203.

*BA 420p. C. P. A. Problems. 2 hours each term, fall and winter terms.

Intensive study of problems and questions asked by examining boards and in the American Institute of Accountants' examinations. Training in correct analysis and correct form, and speed in solving problems. Prerequisite: Adequate preparation, to be determined by the instructor. Wilson. Thursday, 7:15-9:15, room 105. Special fee, \$5 each term (in addition to registration fee).

BA 436. Retail Merchandising. (6) 2 hours each term, fall and winter terms.

Retail policies and problems. Stock-control systems, buying, methods of sales promotion, plant operation, personnel, credit, turnovers, pricing, expense classification and distribution. Comish. Friday, 7:00 - 8:50, room H, Central library.

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BA 442p. Principles of Salesmanship. (6) 2 hours spring term.

Principles and techniques of personal salesmanship; selling reactions.

From the standpoints of seller and buyer. Comish. Friday, 7:00 - 8:50, room H, Central library.

BA 471, 472, 473. Foreign-Trade Technique. 3 hours each term.

Fall term: Ship classification, construction terminology, buoyancy, ship tonnage, trade routes; economics of fuels, power and their part in ship operation and management. Winter term: The relationship of the carrier to the port and to cargo, geography of ports, port administration, cargo handling and stowage, including modern methods of cargo protection, bills of lading, charter parties and other necessary documents in ocean traffic. Spring term: Financing foreign trade, marine insurance principles, and standard selling terms. Lomax. Wednesday, 6:45 - 9:25, room 105.

BA 483p, 484p, 485p. Accounting Theory and Practice. 2 hours each term.

Presupposes a thorough knowledge of accounting from the constructive standpoint. An exposition of advanced accounting principles, functions and preparation of special statements, and ratio analysis of financial statements. Considerable attention given to problems and legal aspects of accounting in partnership and corporate forms of business organization. Prerequisite:

BA 111p, 112p, 113p, or equivalent. Janney. Thursday, 7:15 - 9:15, room 106.

BA 490p, 491p, 492p. Advanced Accounting Theory and Practice. 2 hours each term.

The principal aim is to give a thorough professional training in practical accounting theory and practice in preparation for the Certified Public Accountant examination, and for position of auditor, comptroller, or executive. The different classes of audits--balance sheet, detailed, continuous, cash--and special investigations are treated in detail. Prerequisite: BA 483p, 484p, 485p, or equivalent in professional training. Janney. Monday, 7:15 - 9:15, room 106.

6
BA 493p. Income Tax Procedure. 2 hours each term, fall and winter terms.

Study of the income tax laws of the United States and the State of Oregon, including regulations, treasury decisions, and other pertinent administrative rulings. The preparation of individual, partnership and corporate returns, and the settlement of tax disputes will be explained. How developments in income tax law will be emphasized. Pattullo. Tuesday, 7:15 - 9:15, room 107.

CHEMISTRY

Assistant Professor: Todd. Instructor: Thompson

Lower-Division Course

*Ch 101, 102, 103. Elementary General Chemistry. 4 hours each term.

A year-sequence for students desiring an introduction to the general field. Lecture, Todd, Wednesday, 6:30 - 8:30, room 1 Medical School. Laboratory, Thompson, Thursday, 6:30 - 10:30, biochemistry laboratory, first floor Medical School. Laboratory fee, \$4 each term.

DRAMA

See courses under English (Speech and Dramatic Arts).

ECONOMICS

Professor: Morris. Instructor: Akerman

Lower-Division Course

Ec 201, 202, 203. Principles of Economics. 3 hours each term.

The principles that underlie production, exchange, and distribution. Practical problems, such as monetary and banking reform, regulation of international trade, the taxation of land values, labor movement, regulation of railways, and the control of trusts are considered. Akerman, Tuesday, 6:45 - 9:25, room 204.

Upper-Division Course

Es. 445, 446. Economic Problems of the Pacific. (G) 2 hours each term.
Resources, trade, economic policies and interdependence in the Pacific area, with special emphasis on the Far East. Morris. Thursday, 7:15 - 9:15, room 115.

EDUCATION

Professors: Jewell, Almaack, Killgallon, Salser, Stevenson

Associate Professor: Stevens. Assistant Professor: Henkle

Instructor: Campbell

Upper-Division Courses

Ed 316. Oregon School Law and System of Education. 2 hours fall term.
Analysis of the Oregon school system and the laws on which the system is based. Problems of Oregon schools, plans proposed for their solution, and trends in educational development in the state. Prerequisite: Junior standing. Campbell. Wednesday, 7:15 - 9:15, room 204.

Ed 408p. Methods and Materials. 2 hours each term.
Problems and methods in selecting and organizing materials for instruction; comparison and evaluation of methods, laboratory techniques, supplies, equipment; economy of time and materials. Fall term: Biological science. Winter term: Physical science. Spring term: Mathematics. Stevenson. Monday, 7:15 - 9:15, room 115.

Ed 440. History of Education. (G) 3 hours winter term.
A general review of the growth and development of education and its relation to the civilization of the times; emphasis on development of educational philosophies. Jewell. Friday, 6:45 - 9:00, room C Central library.

Ed 441p. Comparative Education. (G) 2 hours fall term.
The school systems of the chief countries of the modern world, in relation to certain vital problems of adjustment--economic, moral and political.

8

Special attention to developments since World War I. Almaack. Thursday
7:15 - 9:15, room 205.

Ed 460. Psychology of Childhood. (G) 3 hours spring term.

Psychological factors in the growth and development of the child. Development of physical activities, speech, mental processes, emotional behavior, and socialized activities. Prerequisite: Educational Psychology or General Psychology. Killgallon. Friday, 6:45 - 9:00, room C Central library.

Ed 479p. Recent Trends in Language Arts. 2 hours fall term.

Designed to provide guidance and assistance to in-service teachers and to other qualified students in making a survey and in organizing materials related to this field and in developing procedures and techniques of evaluation in terms of the integrated program. Henkle. Friday, 7:00 - 8:50, room A Central library.

Ed 485p. Foundations of Curriculum. (G) 2 hours spring term.

The implications of basic social, philosophical, and psychological factors in curriculum planning and development; appraisal of the present curriculum and significant proposals for its improvement. Stevens. Friday, 7:00 - 8:50, Room G Central library.

Ed 490p. Character Education. (G) 2 hours fall term.

Character in social purposes of education; dynamic function of feelings; conditioning of interests; ideals; habit formation; integration of habits and attitudes. Almaack. Tuesday, 7:15 - 9:15, room 205.

Ed 492. Social Education. (G) 3 hours fall term.

The structure and functioning of society, as a background for the study and evaluation of education in its varied forms; the contribution of sociological principles and findings to the improvement of educational practices. Stevens. Friday, 6:45 - 9:00, room G Central library.

Ed 493p. Guidance and Personnel Practices. (G) 2 hours fall term.

Development and status of personnel work in industry as well as in schools.

Means and methods of assisting students and others with their personal vocational problems, including the policies necessary on the part of the school. Prerequisite: Consent of instructor. Salser. Monday, 7:15 - 9:15, room 105.

Ed 494p. Counseling. (3) 2 hours winter term.

Planned for prospective counselors, advisers, teachers, personnel workers, and administrators who wish to become better acquainted with organized advisory work and the techniques and devices used to carry it on more effectively. Basic principles are emphasized. Prerequisite, Ed 493p or consent of instructor. Salser. Monday, 7:15 - 9:15, room 105.

Ed 495p. Counseling and Case Studies. (0) 2 hours spring term.

Study and use of texts and other materials for facilitating the work of counseling and advising. Description, analysis, and application of principles to actual case studies in industry and in schools. Prerequisite: Ed 494p or consent of instructor. Salser. Monday, 7:15 - 9:15, room 105.

Graduate Courses

Ed 501. Educational Research. Terms and hours to be arranged.

Ed 505. Reading and Conference. Terms and hours to be arranged.

Ed 512. Research Procedures in Education. 3 hours winter term.

Consideration of the nature and methods of research in the field of education; formulation of an individual educational problem; application of research techniques to the solution of the chosen problem. Stevens. Friday, 6:45 - 9:00, room G Central library.

Ed 561p. Advanced Educational Psychology. 3 hours spring term.

Review of some modern viewpoints in educational psychology; discussion of useful experimental material. Prerequisite: Graduate standing in education. Killgallon. Saturday, 9:15 - 11:45 a.m., room G Central library.

ENGLISH

Professors: Parsons, Powers. Associate Professor: Collier

Assistant Professor Henkle

Instructors: Churchill, Culver, Kantner, Marye, Mears, Reynolds, Roberts, Smith

Literature

Lower-Division Courses

Eng 104, 105, 106. Appreciation of Literature. 3 hours each term.

To stimulate enjoyment and understanding of literature in its several types of prose and poetry, over a wide range of reading, special studies and class consideration. Emphasis will be placed upon aesthetical as well as formal and historical features of literature with the purpose of clarifying approaches and points of view that may lead to actual discrimination. Parsons. Monday and Wednesday, 6:45 - 8:00, room 114.

Eng 201, 202, 203. Shakespeare. 3 hours each term.

Study of important comedies, tragedies, histories in the light of Shakespeare's steady and notable growth toward an assured art of dramatic interpretation, stage effectiveness and lasting audience-appeal. Consideration of editions of plays in connection with their variations. Parsons. Monday and Wednesday, 8:10 - 9:25, room 114.

Upper-Division Courses

Eng 361p, 362p, 363p. Twentieth-Century Literature. 2 hours each term.

Representative British and American literature from 1900 to the present. Reading, reviews, discussions, Parsons. Thursday, 7:15 - 9:15, room 114.

Eng 388p. Children's Literature. 2 hours winter term.

Investigations in the field of children's interests in reading, and in grade placement of types and pieces of literature. Opportunity is given for acquaintance with, and appreciation of, the great body of literature belonging to the elementary-school program. Henkle. Friday, 7:00 - 8:50, room A Central library.

Eng 407. Seminar: American Literature. 2 or 3 hours each term.

See description Eng 507.

Eng 444p or 444. Chaucer. (0) 2 or 3 hours fall term.

As much of Chaucer's work read and studied as time permits, with careful attention to verse-forms, pronunciation and grammar. Required course for graduate students in English. Parsons. Tuesday, 7:15 - 9:15, room 114.

Eng 440p. Advanced Shakespeare. (0) 2 hours winter term.

Close reading and study of several plays with express emphasis on sources and textual variations. Students must have completed a one-year sequence in Shakespeare. Parsons. Tuesday, 7:15 - 9:15, room 114.

Eng 480p. Shelley. (0) 2 hours spring term.

Assigned reading of the poetry of Shelley; discussions, with consideration of his ideas and their comparative sources. Parsons. Tuesday, 7:15 - 9:15, room 114.

Graduate Courses

Eng 503. Thesis. Terms and hours to be arranged. Parsons.

Eng 505. Reading and Conference. Terms and hours to be arranged.

Special course for thesis students. Parsons.

Eng 507. Seminar: American Literature. 2 or 3 hours each term.

Furnishing study of the American Renaissance, its diverging ideas, its new and significant forms of expression, its peculiar relevance and character in respect to channels of thought moving with the expansion of American life and enterprise. Parsons. Saturday, 9:15 - 11:15 a.m., room F Central library.

Rhetoric

Lower-Division Courses

Rht 111, 112, 113. English Composition. 3 hours each term.

The fundamentals of English composition and rhetoric, with frequent themes in the various forms of discourse: exposition, argument, description and narration. Special attention to correctness in fundamentals, to the organization of papers, and to the essentials of good writing.

Section 1, Collier, Tuesday and Thursday, 6:45 - 8:00, room 203.

Section 2, Culver, Tuesday and Thursday, 8:10 - 9:25, room 203.

Rht 114p, 115p, 116p. Vocabulary Building. 2 hours each term.

Designed to expand and sharpen vocabularies and otherwise to improve the use of English. A study of words: new words, the right word; diction, pronunciation, combined with effective programs for acquiring and using the forms and mechanics of writing. Collier. Monday, 7:15 - 9:15, room 203.

Rht 117p, 118p, 119p. Good Usage in Speech and Writing. 2 hours each term.

A practical course in everyday English. Essentials of grammar, diction, and mechanics; principles of sentence structure; continuous emphasis on correctness, definiteness, and other prime qualities of speech and writing. Exercises in writing will be adjusted to the vocational needs of the students. Culver. Wednesday, 7:15 - 9:15, room 115.

Rht. 217p. Business English. 2 hours each term, fall and winter terms.

Study of modern practices in business correspondence. The principles and technique of writing common types of business letters, with analysis of examples; also brief review of grammar. English presented as an essential tool in business. Culver. Wednesday, 7:15 - 9:15, room 304.

Upper-Division Courses

*Rht 311, 312, 313. Advanced Short-Story Writing. 2 hours each term.

A professional course in writing the short story to satisfy contemporary reading interests and publishing necessities. The short story as a literary form; mastery of narration as a cultural and practical skill. Constant attention to style and subject matter. Sustained practice in plot, characterization, dialogue, mood, and other essentials of the short story, and in the total story. Constructive criticism; conferences, marketing assistance, special lectures by established authors, mutual stimulus of a group of creative writers. Prerequisite: Consent of instructor. Powers. Wednesday, 7:15 - 9:15, room 112. Special fee, \$2 each term (in addition to registration fee).

Rht 317, 318, 319. Versification. 2 hours each term.

Study of various forms as found in especially selected examples. Close attention given to rhythm-patterns, types and importance of images, various verse-forms and distinction in verse-style. Class discussion of verse written by members of the class. Parsons. Thursday, 4:15 - 6:00, room F Central library.

*Rht 354p, 355p. Advanced Creative Writing. 2 hours each term, fall and winter terms.

Writing in the various forms to provide increased ease, certainty, and force in written expression or in preparation for courses in professional writing. A continuation, with emphasis on effectiveness and craftsmanship, for those who have taken lower-division courses in Rhetoric. Prerequisite: Consent of instructor. Powers. Tuesday, 7:15 - 9:15, room 112.

See also SD 337p. Radio Script Writing.

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Speech and Dramatic Arts

Lower-Division Courses

SD 01. Make-up. No credit, fall and winter terms.

Theory and practice in the art of theatrical make-up. Reynolds. Monday, 7:30 - 9:30, Portland Civic Theatre.

SD 141, 142, 143. Voice and Diction. 2 hours each term.

The principles and practice of voice development, correct breathing, tone quality, resonance, flexibility, and support. Study and practice of phonetic principles and the development of ease and clarity in enunciation. Churchill. Tuesday, 7:15 - 9:15, room 110.

*SD 220. Fundamentals of Broadcasting. 2 hours fall term.

Study of the general field of broadcasting; auditioning, radio equipment, radio speaking, types of programs and their arrangement, radio laws, radio terminology. Roberts. Monday, 7:15 - 9:15, room 110.

Upper-Division Courses

SD 325p, 326p. Public Speaking for Business and Professional Men and Women.

2 hours each term, fall and winter terms.

A practical course in actual speaking. Poise on the floor; improvement of diction and voice; organization of speech material and presentation in direct conversational style. Persuasion in speaking. Sales talks.

Study of motives that impel men to action and ways of reaching these motives. Collier. Friday, 7:00 - 8:50, room B Central library.

SD 333. Conduct of Group Discussion. 2 hours spring term.

(Continuation of SD 326p.) A course in conducting various types of group discussions. The board meeting, the business conference, the round table, the open forum, and the panel discussion will be used in classroom projects. Chairmanship will be emphasized. The class will analyze and discuss current and practical questions. Collier. Friday, 7:00 - 8:50, room B Central library.

*Sp 334p, 335p. Radio Speaking. 2 hours each term, winter and spring terms.

Radio acting technique; microphone technique; voice and diction for radio; radio characterization; radio announcing; study of various types of radio script. Mears. Monday, 7:15 - 9:15, room 110.

*SD 337p. Radio Script Writing. 2 hours spring term.

Study of the technique and devices used in writing radio plays, talks, special features, adaptations, continuity forms, and public service programs. Critical study of scripts. Prerequisite: Consent of instructor. Powers. Tuesday 7:15 - 9:15, room 112.

*SD 341p, 342p, 343p. Technique of Acting. 2 hours each term.

Introduction to the principles of acting technique. Advanced problems in the analysis and presentation of character. Participation in one-act and full-length plays. Prerequisite: Consent of instructor. Smith. Tuesday, 7:15 - 9:15, room 301.

*SD 347p, 348p, 349p. Blue Room Players. 2 hours each term.

A producing group of advanced players, whose work consists of actual theatre practice in rehearsal and performance. The technique of the intimate and conventional theatre. Principles of direction with direct application to acting problems. Prerequisite: SD 341p, 342p, 343p or equivalent experience and consent of instructors. Smith and Marye. Wednesday, 7:15-9:15, room 301.

SD 486, 487, 488. Speech Pathology. 2 hours each term.

Fall term: Speech defects and voice science. Winter term: Neurological speech disorders. Spring term: Diagnostic and therapeutic techniques. Prerequisite: Psy 201, 202, 204 or consent of instructor. This course must be taken in sequence. Kantner. Wednesday, 7:15 - 9:15, room 304.

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*SD 489, 490, 491. Speech Clinical Practice. 1 hour each term.

Application of theories and methods of speech therapy. Prerequisite:
SD 486, 487, 488 or consent of instructor. Kantner. Time and place
to be announced.

ENTOMOLOGY

Associate Professor: Scullen

Lower-Division Course

Ent 235p. The Habits and Management of Honey Bees. 2 hours spring term.

An elementary discussion of the life history of the honey bee; fundamental principles in their care as a hobby and for honey production; their utilization in biology classes and nature-study groups, Boy Scouts, Girl Scouts, Campfire Girls, and others. The course will include a discussion of the habits of other social insects. Monday, 7:15 - 9:15, room 113.

MADE IN U.S.A.

FOREIGN LANGUAGES

Professor: Young

Instructors: Apsler, Herman, Krivoshein, Kuan, Pouteau, Silva

Chinese

Lower-Division Courses

*OL 1, 2a. First Course in Modern Chinese. 2 hours each term.

An introduction to the standard written and spoken language of China.

Kuan, Tuesday, 7:15-9:15, room 116.

*OL 2b, 3. Second Course in Modern Chinese. 2 hours each term.

A rapid review, Emphasis is on conversation and easy reading. Kuan,

Thursday, 7:15-9:15, room 107.

French

Lower-Division Course

*RL 1, 2a. First Course in French. 2 hours each term.

Grammar, pronunciation, composition, conversation. Translation of easy

French prose and poetry. Herman, Tuesday, 7:15-9:15, room 104.

Upper-Division Course

*RL 314, 315, 316. French Composition and Conversation. 2 hours each term.

Presupposes knowledge of French grammar. Conducted as far as possible

in French. The difficulty of the conversation will increase as the

course progresses. Herman, Wednesday, 7:15-9:15, room 108.

German

Lower-Division Course

*GL 1, 2a. First Course in German. 2 hours each term.

Grammar, pronunciation, composition, conversation. Reading and transla-

tion of easy German prose and poetry. Apsler, Tuesday, 7:15-9:15,

room 317.

Upper-Division Course

*GL 334, 335, 336. German Conversation and Composition. 2 hours each term.

Presupposes knowledge of German grammar. Conducted as far as possible in German. The difficulty of the conversation will increase as the course progresses. Apsler. Thursday, 7:15-9:15, room 317.

Portuguese

Upper-Division Course

*RL 391, 392, 393. Elementary Portuguese. 2 hours each term.

Study of the principal elements of Portuguese grammar together with drill in pronunciation and in rapid reading. Conversation in Portuguese is introduced from the beginning. The vocabulary acquired is that of everyday life. Silva. Thursday, 7:15-9:15, room 104.

Russian

Lower-Division Courses

*AL 11a, b, 12a. First Course in Russian. 2 hours each term.

An introduction to the Russian language. Simple translation, grammar, conversation, composition. Krivoshein. Thursday, 7:15-9:15, room 108.

*AL 11b, 12a. First Course in Russian. 2 hours each term, fall and winter terms.

(Continuation of course begun in the 1944 summer quarter.) Open to students who have had one term of Beginning Russian, or equivalent.

Krivoshein. Monday, 7:15-9:15, room 108.

*AL 13a, b. Second Course in Russian. 2 hours each term, fall and winter terms.

(Continuation of course given in the 1944 summer quarter.) Open to students having eight term-hours credit in Beginning Russian, or equivalent.

Krivoshein. Wednesday, 7:15-9:15, room 106.

Spanish

Lower-Division Courses

*RL 11a, b, 12a. First Course in Spanish. 2 hours each term.

Translation of common prose; conversation, composition, grammar. Section 1, Herman, Monday, 7:15-9:15, room 104. Section 2, Pouteau, Monday, 7:15-9:15, room 204.

*RL 11b, 12a. First Course in Spanish. 2 hours each term, fall and winter terms.

(Continuation of course begun in the 1944 summer quarter.) Open to students having two term-hours credit in beginning Spanish, or equivalent. Pouteau. Thursday, 7:15-9:15, room 204.

*RL 12b, 13a, b. Second Course in Spanish. 2 hours each term.

A rapid review of grammar, advanced work in syntax, writing of short essays, and reading of typical works by modern authors. Conversational exercises will be based upon easy Spanish narrative prose. Conducted as far as possible in Spanish. Pouteau or Young. Tuesday, 7:15-9:15, room 106.

*RL 13b. Second Course in Spanish (third term).

Open to students having ten term-hours credit in Spanish, or equivalent. Young. Tuesday, 7:15-9:15, room 304.

Upper-Division Courses

*RL 347, 348, 349. Spanish Composition and Conversation. 2 hours each term.

Presupposes knowledge of Spanish grammar. Conducted as far as possible in Spanish. The difficulty of the conversation will increase as the course progresses. Young. Wednesday, 7:15-9:15, room 116.

*RL 350, 351, 352. Advanced Spanish Composition. 2 hours each term.

Involves discussion of assigned topics; dialogue; questions and answers. Conducted in Spanish. Young. Thursday, 7:15-9:15, room 116.

GENERAL STUDIES

Portland Center Adviser: Dr. Henry E. Stevens
 University Committee: Dr. E. H. Moore, Chairman
 College Committee: Dr. W. H. Dreesen, Chairman

Graduate Courses

- GSt 501. Research in General Studies. Terms and hours to be arranged.
- GSt 503. Graduate Thesis. Terms and hours to be arranged.
- GSt 505. Reading and Conference. Terms and hours to be arranged.

GEOGRAPHY

Instructor: Newhouse

Lower-Division Course

- Geo 105, 106, 107. Introductory Geography. 3 hours each term.

A general introduction to the field of geography. Fall term: Principles of geography, including physical geography. Winter term: Human geography, including a brief summary of world geography. Spring term: Economic geography. Monday, 6:45-9:25, room 205.

Upper-Division Courses

- Geo 428. Geography of the Pacific. 3 hours winter term.

Physical geography and natural resources of the Pacific region; social, economic, and political problems related to the geography of the region. Wednesday, 6:45-9:25, room 205.

- Geo 429. Geography of North America. 3 hours spring term.

Physiography and resources of the continent; outstanding economic, social, and political trends, as influenced by these facts. Wednesday, 6:45-9:25, room 205.

Geo 431. Geography of Asia. 3 hours fall term.

Physical geography of the continent; the main economic, social, and political problems viewed in relation to geography. Wednesday, 6:45-9:25, room 205.

HISTORY

Instructors: Overmeyer, Pollard

Lower-Division Courses

Hst 201, 202. History of the United States. 3 hours each term, winter and spring terms.

From colonial times to the 1890's; the constitutional period, westward expansion, war between the states, reconstruction and rise of modern industry. Pollard. Tuesday and Thursday, 6:45-8:00, room 113.

Hst 203. History of the United States (third term). 3 hours fall term.

From the 1890's to date; social and economic changes, their relationships with governmental problems. Pollard. Tuesday and Thursday, 6:45-8:00, room 113.

Upper-Division Courses

Hst 341, 342, 343. Europe Since 1815. 3 hours each term.

Fall term: History of Europe from 1815 to the Franco-Prussian War. Winter term: from 1870 to the outbreak of the first World War. Spring term: From the beginning of World War I to the present. Overmeyer. Monday and Wednesday, 6:45-8:00, room 113.

Hst 473, 474. American Foreign Relations. (G) 3 hours each term, winter and spring terms.

The relations of the United States with other powers; the development of American foreign policies. Prerequisite: Course in European history, or consent of instructor. Monday and Wednesday, 8:10-9:25, room 113.

Hst 474. American Foreign Relations. (G) 3 hours fall term.

Continuation and conclusion of the course begun in the 1944 summer quarter.

Overmeyer. Monday and Wednesday, 8:10-9:25, room 113.

Hst 477. History of the Pacific Northwest. (G) 3 hours winter term.

From the first explorers to date; native society, fur-trade era, pioneer period, modern economic and social development. The course may be taken for teachers' certification in Oregon History. Prerequisite: Hst 201,

202 or consent of instructor. Pollard. Tuesday and Thursday, 8:10-9:25, room 113.

Hst 478. History of Political Parties in the United States. (G) 3 hours fall term.

Origin and history of political parties; issues, policies; changes in methods of nomination; presidential campaigns; minor parties. Prerequisite: Hst 201,

202, 203 or consent of instructor. Pollard. Tuesday and Thursday, 8:10-9:25, room 113.

Hst 479. Forces and Influences in American History. (G) 3 hours spring term.

Geographic influences; influence of the frontier; inheritance and tradition; economic forces; nationalism; sectionalism; manifest destiny; democracy.

Prerequisite: Hst 201, 202, 203 or consent of instructor. Pollard. Tuesday and Thursday, 8:10-9:25, room 113.

Graduate Courses

Hst 501. Research. Terms and hours to be arranged.

Hst 505. Reading and Conference. Terms and hours to be arranged.

HOME ECONOMICS

Instructor: Morehouse

Lower-Division Course

CT 231p. Home Furnishing. 2 hours fall term.

Furnishing a small home from the standpoint of comfort, beauty, and economy; influence of historic design. Wednesday, 7:00-9:00, room 317.

JOURNALISM

Professor: Powers

Lower-Division Course

*J 111, 112, 113. Elementary Journalism. 2 hours each term.

A practical course in journalistic writing combined with an elementary treatment of the established principles of journalism. Previous training not required, but students should be able to write good standard English. Laboratory practice will be afforded by the General Extension Journal and other papers, and magazines. Thursday, 7:15-9:15, room 112.

Upper-Division Courses

*J 311p. Backgrounds of Publishing. 2 hours fall term.

Printing: history, traditions, techniques. Graphic art processes: art mediums, etching, halftones, lithography, offset, gravure. Values to the writer in producing manuscripts for publication. Portland plants will be available as laboratories. Open only to advanced students by consent of instructor. Monday, 7:15-9:15, room 112. Special fee, \$2 (in addition to registration fee).

*J 459, 460. Principles of Journalism. 2 hours each term, winter and spring terms.

An advanced study of the press, intended for adult, nonmajor students in the Portland Center who are qualified by experience or previous courses to carry on comprehensive programs of analysis and investigation. Monday, 7:15-9:15, room 112. Special fee, \$2 each term (in addition to registration fee).

LANDSCAPE ARCHITECTURE

Instructor: Gerke

Lower-Division Course

LA 179. Landscape Architecture (Descriptive). 2 hours fall term.

Home-ground layouts, city parks, national parks, wilderness area, city planning, and modern garden cities; good taste and general information. Monday, 7:15-9:15, room 215.

MATHEMATICS

Professor: Price

Note: Either Mth 105 or Mth 337 will be given; also, either Mth 106 or Mth 200. The courses given will depend upon the number of students requesting each course the opening nights of the fall term.

Lower-Division Courses

Mth 105. College Algebra. 2 hours each term, fall and winter terms.

Prerequisite: One and one-half years of high-school algebra, or equivalent. Monday, 7:15-9:15, room 116.

Mth 106. Plane Trigonometry. 2 hours each term, fall and winter terms.

Definitions and properties of the trigonometric functions; a study of the unit circle, identities and equations; radian measure; inverse functions; addition formulas; double angle and half angle formulas; solution of right and oblique triangles; logarithms; applications. Prerequisite: College Algebra, or equivalent. Wednesday, 7:15-9:15, room 104.

Mth 200. Analytical Geometry. 2 hours each term, fall and winter terms.

Prerequisite: College Algebra and Plane Trigonometry, or equivalent. Fall term: Study of rectangular co-ordinates; representation of points and lines; use of formulas for distance between points, slopes of lines and mid-points and other points of division; linear functions and straight lines. Practical application in graphs. Winter term: Study of the circle and the other conics; intersections of loci. Determinants will be used to find areas and solve simultaneous equations. Some of the higher plane curves will be considered. Wednesday, 7:15-9:15, room 104.

Upper-Division Course

Mth 337. Elements of Statistics. 2 hours each term, fall and winter terms. Collection, tabulation, and presentation of statistical data; frequency distributions; averages; dispersion; time series; linear correlation and regression; needed topics from algebra. Prerequisite: College Algebra, or consent of instructor. Monday, 7:15-9:15, room 116.

MUSIC

Instructors: Cory, Duncan

Lower-Division Courses

Mus 111p, 112p-a. Theory I. 2 hours each term.

Thorough groundwork in the elements of musical science--melodic, harmonic, and rhythmic. Major and minor chords, keys, scales, intervals, and cadences studied in singing, writing, playing and dictation. Cory. Wednesday, 7:15-9:15, room 110.

Mus 127, 128, 129. Appreciation of Music. 2 hours each term.

A non-technical study of the development of music, stressing the elements of musical understanding; study of representative compositions, with emphasis on their musical and historical significance. Cory. Thursday, 7:15-9:15, room 110.

Upper-Division Course

Mus 323, 324. Choral Conducting. 2 hours each term, winter and spring terms.

The principles of conducting and training choral organizations. Practical experience in conducting, using the class as a laboratory chorus. Emphasis on conducting technique and problems of choral groups, including selection of materials, voice classification, balance of parts, choral blend, tone quality, and interpretation. Duncan. Wednesday, 7:15-9:15, room 110.

NURSERY SCHOOL TRAINING

War emergency courses in Nursery School Training will be offered by the Portland Extension Center. Information regarding the courses may be obtained at the Portland Center office, 814 Oregon Building.

NUTRITION

Associate Professor: Todd

Upper-Division Course

Nur 327. Nutrition. 2 hours each term.

The subject material provides an understanding of the basis of nutrition and the principles involved in maintaining good nutrition. The course includes a discussion of sources, nutritive values, and utilization of fats, carbohydrates and proteins. Functions of vitamins and minerals in the body are stressed. Diet calculations and appraisal are also considered. Tuesday, 7:15-9:15, room 215.

PHYSICAL EDUCATION

Instructors: Brunskill, Hicks, Lensch, Marco, Singleton

Lower-Division Courses

PE 126. Physical-Education Activities. 2 hours fall term.

Rhythmics for teachers. Especially designed for beginners and persons who expect to teach dancing. Presents a type of dancing based on natural and free movements, musical interpretation, and creative expression. Singleton. Tuesday, 7:15-9:15, Gymnasium.

PE 225. Physical-Education Activities. 2 hours winter term.

Continuation of PE 126. Singleton. Tuesday, 7:15-9:15, Gymnasium.

MADE IN U.S.A.
Upper-Division Courses

PE 342. Class Techniques in Physical Education. 2 hours each term, fall and winter terms.

Organizing and conducting physical-education classes; attendance, roll call, pupil assistance in large classes, checking out and in of equipment, records, use of bulletin boards. Fall term: Intermediate grades. Winter term: Upper grades and junior high school. Brunskill. Thursday, 7:15-9:15, Gymnasium.

PE 370. Red Cross Home Nursing. 2 hours any term.

The course will follow the outline and meet all requirements for the standard Red Cross home nursing course. To receive credit the student must pass the examination for the Red Cross home-nursing certificate. Marco. Wednesday, 7:15-9:15, room 107.

PE 424. Physical-Education Activities. 2 hours fall term.

Modern dance methods analysed and studied to give a background for participation, enjoyment, and understanding of the newer phases of dance art. A brief survey of the evolution of the dance; how this has affected the present mode of dancing. Instruction in fundamental techniques of movement, accompaniment, and principles of dance composition. Lensch. Wednesday, 7:15-9:15, Gymnasium.

PE 460. Instructor's First Aid. 3 hours fall term.

Lectures, demonstrations, and practice of American Red Cross first aid, leading to the instructor's first-aid certificate. Open to those who have received American Red Cross first-aid certificates, both standard and advanced within the past four years. Hicks. Thursday, 6:45-9:25, room 301.

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PE 499. Community Recreation. 3 hours winter term.

Theories of play; basic individual and social needs for group recreation; nature and functions of recreation; principles of program and personnel organization. Lensch. Wednesday, 7:15-8:15, Gymnasium.

PHYSICS

Instructor: Heller

Lower-Division Course

Ph 201p, 202p, 203p. General Physics. 3 hours each term.

Mechanics, sound, heat, light, electricity, and magnetism. Lecture,

Monday, 7:15-9:15, room B. Laboratory, Wednesday, 7:15-9:15, room C.

Laboratory fee, \$3 each term.

PSYCHOLOGY

Instructors: Haskins, Wilcox

Lower-Division Courses

Psy 201, 202. General Psychology. 3 hours each term, fall and winter terms.

and winter and spring terms.

Introductory study of behavior and conscious processes. Survey of experimental studies of motivation, learning, thinking, perceiving and individual differences. Scientific approach to problems of personal and social adjustment. Wilcox. Fall and Winter terms: Tuesday and Thursday, 8:10-9:25, room 111. Winter and spring terms: Tuesday and Thursday, 6:45-8:00, room 111.

Psy 202. General Psychology. 3 hours fall term.

(Continuation of course begun in the 1944 summer quarter.) Open to students who have completed Psy 201. Wilcox. Tuesday and Thursday, 6:45-8:00, room 111.

Psy 204. Psychology of Adjustment. 3 hours winter term.

The nature and origins of differences in personality; means of making desired changes. Prerequisite: General Psychology. Haskins. Tuesday and Thursday, 8:10-9:25, room 309.

Upper-Division Course

Psy 413. Abnormal Psychology. (G) 3 hours fall term.

Survey of various forms of unusual behavior, including anxiety states, hysteria, hypnotic and spiritualistic phenomena, and the major psychoses. Special attention to normal motives and adjustment mechanisms as they are exaggerated in the behavior of the so-called neurotic person. Prerequisite: General Psychology, or consent of instructor. Haskins. Tuesday and Thursday, 8:10-9:25, room 309.

PUBLIC SPEAKING

See courses under English (Speech and Dramatic Arts).

SOCIOLOGY

Professor: Gloyn. Assistant Professor: Bee. Instructor: Dunbar

Lower-Division Course

See 204, 205, 206. General Sociology. 3 hours each term.

Analysis of social organization and culture; social changes and movements as affected by culture and by biological and physical environmental factors. Prerequisite to advanced courses in sociology. Gloyn. Monday and Wednesday, 8:10-9:25, room 111.

Upper-Division Courses

Soc 538p. Marriage and the Family. 2 hours spring term.

The role of the family in the development of personality. Mate selection and courtship; marital adjustment and discord. Prerequisite: General Sociology, or consent of instructor. Bee. Friday, 7:00-8:50, room D Central Library.

See 451p. Community Organization. 2 hours winter term.

Fundamentals of community organization; social factors affecting urban and rural communities; methods of analyzing community needs; the problem of interrelating the work of public and private agencies and methods of mobilizing community resources to meet these needs; social agencies in relation to the local community; urban and rural communities and their types of organization and change. Dunbar. Monday, 7:15-9:15, room 215.

Graduate Courses

See 501. Research. 2 or 3 hours spring term.

See. Saturday, 9:15-11:15 a.m., room D Central library.

See 507. Seminar. 2 or 3 hours spring term.

See. Saturday, 9:15-11:15 a.m., room D Central library.

ZOOLOGY

Professor: Macy. Instructor: Foulk

*2 201, 202, 203. General Zoology. 3 hours each term.

An introductory course dealing with the principles of animal biology. Fall term: Protoplasm and its properties; the cell; organ systems and the lower groups of animals. Winter term: Continuation of the work of the first term; study of higher types of invertebrates and vertebrates. Spring term: Embryology, heredity, eugenics and the principal theories of organic evolution. Lecture, Macy, Monday, 7:15-9:15, room 317. Laboratory, Foulk, Wednesday, 7:15-9:15, room 316. Laboratory fee, \$5 each term.

August 4, 1944

Dr. J. F. Cramer, Dean-Director
General Extension Division
State System of Higher Education
Portland, Oregon

Dear Dr. Cramer:

47 *Lipton*
The courses in the College fields which you propose to print in the new General Extension Division catalog, as submitted with your letter of July 28, are quite satisfactory to this institution.

Very truly yours,

E. B. Lemon
Dean of Administration

OREGON STATE SYSTEM OF HIGHER EDUCATION

GENERAL EXTENSION DIVISION

OFFICE OF THE DEAN-DIRECTOR

814 OREGON BUILDING
PORTLAND, OREGON

OREGON STATE COLLEGE
OREGON COLLEGE OF EDUCATION
EASTERN OREGON COLLEGE OF EDUCATION

UNIVERSITY OF OREGON
UNIVERSITY OF OREGON MEDICAL SCHOOL
SOUTHERN OREGON COLLEGE OF EDUCATION

DEPARTMENTAL OFFICES

CORVALLIS
RADIO STATION KOAC
VISUAL INSTRUCTION

EUGENE
CORRESPONDENCE STUDY
STATE-WIDE CLASSES

MONMOUTH
IN-SERVICE EXTENSION IN
ELEMENTARY EDUCATION

PORTLAND
PORTLAND EXTENSION CENTER
THE SUMMER SESSIONS

July 28, 1944

RECEIVED
AUG 1 1944
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

Mr. E.B. Lemon, Chairman
Portland Center Committee
Oregon State College
Corvallis, Oregon

Dear Mr. Lemon:

We inclose the catalogue copy of the courses to be given in the College field for the Portland Extension Center this coming year. All of the courses have been cleared with the deans and department heads. We hope the schedule meets with your approval.

We regret that there are not more instructors from the College campus coming to Portland this year, but we realize that wartime travel restrictions make it difficult. We hope that another year more of the Oregon State faculty may find it possible to offer courses in the Portland Center.

Sincerely yours,

J.F. Cramer
J.F. Cramer, Dean-Director
General Extension Division

MMS J
inc.

BACTERIOLOGY

Professors: Sears, Weinzirl. Instructor: Veazie

Upper-Division Courses

Bac 348p, 349p. Bacteriology and Communicable Diseases. 2 hours each term.

The general characteristics of bacteria and their relation to disease; public health control of the chief communicable diseases. Sears.

Tuesday, 7:15-9:15, room 105. Syllabus fee, 50¢.

Bac 350p. Public Health. 2 hours fall term.

A general survey of personal and community hygiene. Topics to be considered will be immunization, medicine, surgery, food, carriers, cleanliness, isolation, disinfection, temperature, humidity, ventilation, lighting, clothing, exercise, public health organization.

Weinzirl. Thursday, 7:15-9:15, room 215.

*Bac 351p. General Microbiology Laboratory. 1 hour each term.

An introductory laboratory study of the morphological and the cultural characteristics of bacteria, yeasts, molds, and protozoa with special emphasis on the microorganisms causing human disease. Bac 348p, 349p must be taken in conjunction with this course. Veazie, Thursday, 7:15-9:15, bacteriology laboratory, third floor Medical School.

Syllabus fee, 50¢; laboratory fee, \$3 each term.

*Bac 352p. Medical Bacteriology and Parasitology Laboratory. 1 hour each term.

A laboratory study of disease microorganisms and animal parasites with special reference to the procedures used in the isolation and identification of species. One term will be devoted entirely to the study of animal parasites. Prerequisite: Bac 351p, or equivalent.

Veazie. Tuesday 7:15-9:15, bacteriology laboratory, third floor

Medical School. Laboratory fee, \$3 each term.

CHEMISTRY

Assistant Professor: Todd. Instructor: Thompson

Lower-Division Course

*Ch 101, 102, 103. Elementary General Chemistry. 4 hours each term.

A year-sequence for students desiring an introduction to the general field. Lecture, Todd, Wednesday, 6:30-8:30, room 1 Medical School. Laboratory, Thompson, Thursday, 6:30-10:30, biochemistry laboratory, first floor Medical School. Laboratory fee, \$4 each term.

ENTOMOLOGY

Associate Professor: Scullen

Lower-Division Course

Ent 235p. The Habits and Management of Honey Bees. 2 hours spring term.

An elementary discussion of the life history of the honey bee; fundamental principles in their care as a hobby and for honey production; their utilization in biology classes and nature-study groups, Boy Scouts, Girl Scouts, Campfire Girls, and others. The course will include a discussion of the habits of other social insects. Monday, 7:15-9:15, room 113.

Who teaches?

FOREIGN LANGUAGES

Professor: Young

Instructors: Apsler, Herman, Krivoshein, Kuan, Pouteau, Silva

Chinese

Lower-Division Courses

*OL 1, 2a. First Course in Modern Chinese. 2 hours each term.

An introduction to the standard written and spoken language of China.

Kuan. Tuesday, 7:15-9:15, room 116.

*OL 2b, 3. Second Course in Modern Chinese. 2 hours each term.

A rapid review. Emphasis is on conversation and easy reading. Kuan.

Thursday, 7:15-9:15, room 107.

RUSSIAN

Lower-Division Courses

*AL 11a, b, 12a. First Course in Russian. 2 hours each term.

An introduction to the Russian language. Simple translation, grammar, conversation, composition. Krivoshein. Thursday, 7:15-9:15, room 108.

*AL 11b, 12a. First Course in Russian. 2 hours each term, fall and winter terms.

(Continuation of course begun in the 1944 summer quarter.) Open to students who have had one term of Beginning Russian, or equivalent.

Krivoshein, Monday, 7:15-9:15, room 108.

*AL 13a, b. Second Course in Russian. 2 hours each term, fall and winter terms.

(Continuation of course given in the 1944 summer quarter.) Open to students having eight term-hours credit in Beginning Russian, or equivalent.

Krivoshein. Wednesday, 7:15-9:15, room 106.

HOME ECONOMICS

Instructor: Morehouse

Lower-Division Course

CT 231p. Home Furnishing. 2 hours fall term.

Furnishing a small home from the standpoint of comfort, beauty, and economy; influence of historic design. Wednesday, 7:00-9:00. room 317.

LANDSCAPE ARCHITECTURE

Instructor: Gerke

Lower-Division Course

LA 179. Landscape Architecture (Descriptive). 2 hours fall term.

Home-ground layouts, city parks, national parks, wilderness area, city planning, and modern garden titles; good taste and general information. Monday, 7:15-9:15, room 215.

MATHEMATICS

Professor: Price

Note: Either Mth 105 or Mth 337 will be given; also, either Mth 106 or Mth 200. The courses given will depend upon the number of students requesting each course the opening nights or the fall term.

Lower-Division Courses

Mth 105. College Algebra. 2 hours each term, fall and winter terms.

Prerequisite: One and one-half years of high-school algebra, or equivalent. Monday, 7:15-9:15, room 116.

Mth 106. Plane Trigonometry. 2 hours each term, fall and winter terms.

Definitions and properties of the trigonometric functions; a study of the unit circle, identities and equations; radian measure; inverse functions; addition formulas; double angle and half angle formulas; solution of right and oblique triangles; logarithms; applications. Prerequisite: College Algebra, or equivalent. Wednesday, 7:15-9:15, room 104.

Mth 200. Analytical Geometry. 2 hours each term, fall and winter terms.

Prerequisite: College Algebra and Plane Trigonometry, or equivalent. Fall term: Study of rectangular co-ordinates; representation of points and lines; use of formulas for distance between points, slopes of lines and mid-points and other points of division; linear functions and straight lines. Practical application in graphs. Winter term: Study of the circle and the other conics; intersections of loci. Determinants will be used to find areas and solve simultaneous equations. Some of the higher plane curves will be considered. Wednesday, 7:15-9:15, room 104.

Upper-Division Course

Mth 337. Elements of Statistics. 2 hours each term, fall and winter terms.

Collection, tabulation, and presentation of statistical data; frequency distributions; averages; dispersion; time series; linear correlation and regression; needed topics from algebra. Prerequisite: College Algebra, or consent of instructor. Monday, 7:15-9:15, room 116.

NURSERY SCHOOL TRAINING

War emergency courses in Nursery School Training will be offered by the Portland Extension Center. Information regarding the courses may be obtained at the Portland Center office, 814 Oregon Building.

PHYSICS

Instructor: Heller

Lower-Division Course

*Ph 201p, 202p, 203p. General Physics. 3 hours each term.

Mechanics, sound, heat, light, electricity, and magnetism. Lecture, Monday, 7:15-9:15, room B. Laboratory, Wednesday, 7:15-9:15, room C. Laboratory fee, \$3 each term.

ZOOLOGY

Professor: Macy. Instructor: Foulk

*Z 201, 202, 203. General Zoology. 3 hours each term.

An introductory course dealing with the principles of animal biology. Fall term. Protoplasm and its properties; the cell; organsystems and the lower groups of animals. Winter term: Continuation of the work of the first term; study of higher types of invertebrates and vertebrates. Spring term: Embryology, heredity, eugenics and the principal theories of organic evolution. Lecture, Macy, Monday, 7:15-9:15, room 317. Laboratory, Foulk, Wednesday, 7:15-9:15, room 316. Laboratory fee, \$3 each term.

OREGON STATE SYSTEM OF HIGHER EDUCATION
GENERAL EXTENSION DIVISION

CORRESPONDENCE STUDY DEPARTMENT
EUGENE, OREGON

OFFICE OF THE DEAN, PORTLAND
PORTLAND EXTENSION CENTER, PORTLAND
STATE-WIDE EXTENSION CLASSES, EUGENE
SOCIAL WELFARE, EUGENE

RADIO STATION KOAC, CORVALLIS
VISUAL INSTRUCTION, CORVALLIS
IN-SERVICE TEACHER TRAINING, MONMOUTH
THE SUMMER SESSIONS, PORTLAND

October 28, 1944

47. Lyall

Mr. E. B. Lemon
Dean of Administration
Oregon State College
Office of the President
Corvallis, Oregon

RECEIVED
OCT 30 1944
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

Dear Mr. Lemon:

Thank you very much for the digest of G. I. Bill of Rights,
which you have sent me. This information is much more
complete than anything I have been able to secure, and
will be very helpful in answering questions.

Sincerely yours,

Mozele Hair

(Miss) Mozele Hair
Head of Correspondence Study

MH:blr

October 26, 1944

Miss Mozelle Hair
Head of Correspondence Division
Oregon State System of Higher Education
Eugene, Oregon

Dear Miss Hair:

Enclosed is a copy of the digest of the G. I. Bill of Rights, which Mr. Beck has mentioned to you. This was prepared in order that we might have a brief statement to use in answering inquiries from veterans. Some days ago I submitted it to Mr. Beck to be sure that it was in conformity with his interpretation of the Bill. He indicated that he thought that the statements are in usable form. I shall be glad if this proves to be helpful to you.

Very truly yours,

E. B. Lemon
Dean of Administration

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OREGON STATE SYSTEM OF HIGHER EDUCATION
GENERAL EXTENSION DIVISION

CORRESPONDENCE STUDY DEPARTMENT
EUGENE, OREGON

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RADIO STATION KOAC, CORVALLIS
VISUAL INSTRUCTION, CORVALLIS
IN-SERVICE TEACHER TRAINING, MONMOUTH
THE SUMMER SESSIONS, PORTLAND

October 19, 1944

RECEIVED
OCT 21 1944
PRESIDENT'S OFFICE
OREGON STATE COLLEGE

Dean E. B. Lemon
Oregon State College
Corvallis, Oregon

Dear Dean Lemon:

Because of a good many inquiries concerning the "G.I. Bill of Rights" and other provisions for the education of veterans, we wrote to the Veterans Administration in Portland for information on provisions that refer to education, and in reply we were referred to you by Mr. George V. Beck, Acting Chief, Vocational Rehabilitation and Education Division. He says that you have prepared a paper giving this information, and I am wondering if you have a copy that you can send me for reference. I shall appreciate very much any information you can give me so that I may be able to answer questions of soldiers who are trying to make provision for continuing their education. Many of them want to do correspondence work while they are in service, but they are asking about opportunities that will be available to them after their period of service is over.

Sincerely yours,

Mozele Hair

(Miss) Mozele Hair
Head of Correspondence Study

MH:H