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Moorhead State College

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GRADUATE BULLETIN

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1964

THE GRADUATE DIVISION

Moorhead State College was authorized by the Minnesota Legislature in 1953 to offer graduate courses for the purpose of strengthening and broadening the academic and professional preparation of teachers beyond the four-year level. The College was accredited in April and May of 1960 by the North Central Association of Colleges and Secondary Schools, and by the National Council for Accreditation of Teacher Education, for granting of M.S. in Ed. degrees.

Graduate work at the College is intended to serve two groups: (1) those who wish certain courses but do not expect to take an advanced degree; and (2) those who will fulfill the requirements for the M.S. in Ed. degree.

Up to the present time the College has offered only the master of science in education (M.S. in Ed.) degree, but it is expected that programs leading to other master's degrees may also be offered in a limited number of areas. It is also expected that the M.S. in Ed. programs may be expanded to include one in <u>Counseling-Guidance</u>.

A supplemental brochure describing these new programs will be issued when they are approved. If interested, ask for a copy.

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GRADUATE PROGRAMS

Moorhead State College offers a number of M.S. in Ed. degrees and fifth-year programs* for the preparation of teachers, supervising teachers and coordinators of instruction, principals, and administrators. Some of these programs are terminal. Some are preparatory, in that upon successful completion of the M.S. in Ed. degree here and acceptance into a Specialist or Doctoral program at another institution, the courses taken here may be fitted, in whole or in large part, into the advanced program.

Secondary School Teaching

Bachelor degree graduates of recognized institutions may be admitted to graduate study on the fifth-year level. If they are certified or certifiable for secondary teaching in the State of Minnesota and can satisfy candidacy requirements, they may be admitted to candidacy for the degree, Master of Science in Education, with a major in any one of the following fields:

Art; Biological Science; Business Education; Chemistry; English; French; Health, Physical Education, and Recreation; History; Industrial Arts; Mathematics; Music; Physics; Social Studies; and Speech.

Such candidates must complete the core minimum** of nine quarter hours in graduate education courses, a minimum of nine hours in fields related to their academic major, and fulfill

*See the first page of this Handbook for a statement about other programs which may be offered in the future. **The core minimum of education courses required in all M.S. in Ed. programs includes Ed. 500, <u>Introduction to Research</u>; Ed. 501, <u>Psychological Foundations of Education</u>; and an elective in education. An introduction to research course in the student's major field may be substituted for the Ed. 500 requirement, and in this case, the student chooses two elective courses in education. other stated degree requirements, including an independent study paper and a cumulative "B" average in all graduate courses with no grade below "C".

Elementary School Teaching

Bachelor degree graduates of recognized institutions may be admitted to graduate study on the fifth-year level. If they are certified or certifiable for elementary teaching in the State of Minnesota and can satisfy candidacy requirements, they may be admitted to candidacy for the degree, Master of Science in Education.

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Such candidates must complete a major (not less than 24 hours) in graduate elementary education courses (chiefly curriculum and instruction): the core minimum* of nine quarter hours in graduate education courses; and a minimum of nine hours in academic area courses or in some special area of instruction. They must fulfill other stated degree requirements, including a cumulative "B" average in all graduate courses with no grade below "C".

Elementary School Administration

Bachelor degree graduates of recognized institutions who are certified for elementary teaching in the State of Minnesota, if they can satisfy candidacy requirements, may be admitted to candidacy for the degree, Master of Science in Education, with a major in elementary administration.

Such candidates must complete a graduate major of 24 quarter hours in the area of Administration, Supervision, and Curriculum, with at least one course in each of the following: elementary

*The core minimum of education courses required in all master's programs includes Ed. 500, Introduction to Research; Ed. 501, Psychological Foundations of Education; and an elective in education. An introduction to research course in the student's major field may be substituted for the Ed. 500 requirement, and in this case, the student chooses two elective courses in education.

school administration, elementary school supervision, and elementary school curriculum. They must complete the core minimum* of nine hours in graduate education courses; and a minimum of nine hours in any of the subject fields included in the elementary curriculum. They must fulfill the stated requirements, including a cumulative "B" average in all graduate courses with no grade below "C".

Such candidates must also have completed three years of experience in an elementary school.

Secondary School Administration: The Principal

Moorhead State College does not have a program for secondary school administration. The person who has taken the master's degree in <u>secondary school teaching</u>, however, and who can qualify for acceptance into the <u>Specialist Program in Secondary School</u> <u>Administration</u> as, for example, at the University of Minnesota, will find useful graduate courses such as they have taken at Moorhead in the following fields:

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Psychology of Learning Introduction to Research Introduction to Statistics School Law Elementary School Curriculum High School Curriculum Methods of Instruction (Our 540 "Problems" courses)

Those who are interested in the possibility of moving eventually from high school teaching to high school administration should, as they pursue their M.S. in Ed. program, consult closely

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*The core minimum of education courses required in all master's programs includes Ed. 500, <u>Introduction to Research</u>; Ed. 501, <u>Psychological Foundations of Education</u>; and an elective in education. An introduction to research course in the student's major field may be substituted for the Ed. 500 requirement, and in this case, the student chooses two elective courses in education. with the requirements of the Specialist Program in the school to which they intend to go.

General School Administration: The Superintendent

Moorhead State College does not have a program for the school superintendent or assistant superintendent. The M.S. in Ed. degree in elementary administration at Moorhead, however, provides an excellent foundation for general school administration. Those who have completed this program here, if they are able to qualify for acceptance into the <u>Specialist Program in General School Administration</u> as, for example, at the University of Minnesota, will be able to apply a very substantial part if not all of their credits toward the specialist program. Such students should, as they pursue their M.S. in Ed. program, consult with the requirements of the Specialist Program in the school to which they intent to go.

Audio-Visual Education: Coordinator and Director

Bachelor degree graduates who hold a regular teaching certificate on either elementary or secondary level and have two years of teaching experience may qualify for certification as audiovisual director by taking twenty-two and a half hours of prescribed courses in audio-visual education; in curriculum, supervision, and administration. This core of courses may be taken as part of a 45-hour fifth-year program; or the student working on any of the M.S. in Ed. degree programs may petition to have nine hours of audio-visual courses taken on the graduate level counted as his "related field" requirement.

Certification as audio-visual coordinator has fewer requirements in the way of courses and experience, but otherwise is similar to certification as director.

Remedial Reading Certification

Bachelor degree graduates who hold a regular teaching certificate on the elementary or secondary level and have two years of teaching experience may qualify for certification as teachers of remedial reading by taking a program of 18-21 hours of prescribed courses including reading, measurement of intelligence, diagnosis, and correction. To qualify as a supervisor or consultant of reading one must have a master's degree, three years of teaching experience, and from 12 to 15 hours of additional courses.

This core of courses may be taken as part of a 45-hour fifthyear program; or the courses taken on the graduate level may be fitted into the M.S. in Ed. degree program.

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Special Education

Bachelor degree graduates who hold a regular teaching certificate on either elementary or secondary level may qualify for certification in special education (teaching of the mentally retarded) by taking a program of 24 hours, partly prescribed, and partly elective, in special education; measurement of intelligence; reading problems; abnormal psychology; industrial arts for special education; and speech pathology.

This core of courses may be taken as part of a 45-hour fifthyear program; or courses taken on the graduate level may be fitted into the M.S. in Ed. degree program in either elementary or secondary teaching.

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A person who dealyes admittance to a progress leading to the Master of Solence in Education degrees will indicate this intention

ADMISSION TO GRADUATE STUDY

A person holding a bachelor's degree from a college or university accredited by the appropriate regional association, upon making application at the Office of Graduate Studies and furnishing official transcripts (from the college to the College) of all undergraduate credits, and graduate credits if any, may be granted permission to enroll for graduate courses at Moorhead State College in those areas for which he has had adequate undergraduate background, as judged by the head of the appropriate department at this college. The applicant whose scholastic record and qualifications are questionable from the point of view of preparation for and probable success in graduate work may be given conditional admission. In such cases the Graduate Committee reserves the right to cancel the registration at any time the scholastic record falls substantially below the standard for successful graduate work.

If a person wishes to take certain graduate courses at this college for transfer to another institution, he may, in lieu of transcripts, supply a "waiver of transcript" form from the institution showing that he is an accepted graduate student there. He will then be enrolled here as a "transient graduate student."

If a person, upon being granted permission to enroll for graduate courses, wishes to be admitted to a "Fifth-Year Program," upon satisfactory completion of which he will be given an appropriate transcript (but no degree), he should make application to the Committee on Fifth-Year Programs.

ADMISSION TO GRADUATE STUDY (permission to take graduate courses) DOES NOT CONSTITUTE ADMISSION TO A PROGRAM LEADING TO THE MASTER OF SCIENCE IN EDUCATION DEGREE.

ADMISSION TO M.S. IN ED. PROGRAMS

A person who desires admittance to a program leading to the Master of Science in Education degree will indicate this intention on his application for graduate study or request it during his first term in residence. If he has an acceptable undergraduate preparation in his major field as judged by that department on this campus, and an over-all grade point average of 3.0 in his undergraduate work, he may, with the approval of his department and submission of a program in keeping with the M.S. in Ed. design, be admitted by the Graduate Committee to candidacy for the degree during his first term in residence.

A person with an acceptable undergraduate preparation in his major field as judged by that department on this campus, but not having an over-all grade point average of 3.0 in his undergraduate work, may elect to take an appropriate recognized graduate examination or examinations (as prescribed by the Graduate Committee). Upon successfully passing this examination or examinations at the appropriate level, and achieving a grade point average of 3.2 or better for the first 15 graduate hours, not less than 6 of which are in his major field, he may, with the approval of his major department and submission of a program in keeping with the M.S. in Ed. design, be admitted by the Graduate Committee to candidacy for the degree.

If a person is admitted to any M.S. in Ed. program without the necessary background for certification on the secondary level or on the elementary level, he must complete such requirements before enrolling for the required nine hours of graduate courses in education.

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THE TWO PLANS FOR THE M.S. IN ED. DECREE

Two plans for the Master of Science in Education degrees are available. Which plan to choose is a matter to be determined by the student with the approval of his adviser and of the major department.

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Flacs A: Ifpon the sympletion of Mc Morsie, the candidate through his advised shall petition the Director of Drefests Studies(for an orgl countration. The Flace

The candidate must complete as a minimum 45 quarter credit hours of graduate credit. The candidate will write a thesis which will count for 6 quarter hours of credit, and this credit will be included in the 24 hours minimum required for the major field. Total credits required, then are 39 quarter hours minimum plus the thesis for which 6 quarter hours credit will be given.

Plan B:

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Plan A:

A candidate must complete as a minimum 45 quarter credit hours of graduate credit and shall write 3 starred papers in 3 courses, two of which must be in the major field and one may be in a related field. The choice will be indicated in the planned program or at the time of registration for the course. The professional education courses which are required of all Master of Science in Education degree candidates may not be chosen for these papers. Satisfactory starred papers are those considered to have the quality but not the range of the master's thesis, and no credit is given to them beyond the credit for the course in connection with which they were written.

WRITTEN COMPREHENSIVE

At the conclusion of his course work and before either the thesis in Plan A is formally accepted or the oral examination on the 3 starred papers in Plan B is undertaken, a written comprehensive in the major field, administered by the department, must be passed at an acceptable level of competence as judged by the department, to demonstrate knowledge required of a graduate student.

ORAL EXAMINATION

Upon successful completion of the written comprehensive examination the candidate shall complete his program in one of the following ways:

Plan A: Upon the completion of his thesis, the candidate through his adviser shall petition the Director of Graduate Studies for an oral examination. The Director

shall then, in consultation with the adviser, form an appropriate examination committee which will include the adviser as chairman, at least one other member from the major field, and one from the department of education, and schedule the examination. The oral examination will be conducted principally on the material in his thesis. inter the terror and the student fulls to pees the

Plan B: The oral examination will be conducted principally on the three starred papers and said examination will be scheduled upon the receipt of the petition, signed by the candidate and his adviser, to the Director of Graduate Studies. The Director will then establish the committee in a manner similar to that in Plan A and schedule the examination. Program and may ad though president comelant and the real floor requirt or one

as untablianted by the faculty of this College.

MAINTENANCE OF GRADE POINT AVERAGE

Once a candidate has been admitted to candidacy formally, but not on probation, he must maintain an over-all grade point average of 3.0 in his graduate studies to retain his graduate status. The candidate shall be placed on probation at the conclusion of his first 15 quarter hours or first 30 hours should his overall grade point average fall below 3.0. His probational status will be lifted when at the end of '45 quarter hours he has achie ved 3.0 overall grade point average. Otherwise he will lose his graduate status. If his grade point average is below 3.0 for the first time at the conclusion of 45 quarter hours he can be placed on probation and he may register for an additional 7-15 quarter hours of graduate study to obtain a minimum of a grade point average of 3.0 for 45 quarter hours. Failure to obtain 45 quarter hours at this minimum grade point average causes the student to lose his graduate status.

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REPEATING OF EXAMINATIONS

Any student in either Plan A or Plan B who fails to pass the comprehensive examination at the requisite level of competency may elect to repeat his examination at a subsequent quarter. Failure to pass it the second time will constitute termination as a student of graduate study and make him ineligible to continue in the Master of Science in Education degree program. If a student fails to pass the oral examination, his examining committee has the choice of extending him another opportunity or of denying it.

Any student who for any reason is unable to complete requirements as heretofore described may request the Director and the requisite committee of the Fifth Year Program to transfer all allowable credits obtained in the graduate program to the requirements of the Fifth Year Program and may without prejudice complete the Fifth Year requirements as established by the faculty of this College.

GENERAL REQUIREMENTS FOR GRADUATION, M.S. IN ED. DECREE

- 1. The student must have been approved for candidacy not later than the term preceding the term during which he expects to graduate.
- 2. He must have filed his application for graduation at least 30 days before the date of graduation.
- 3. He must have completed a minimum of 45 quarter hours of graduate courses, of which not less than 15 hours are numbered at the 500 level (courses open to graduate students only).
- 4. He must have had a minimum of 36 quarter hours in residence at Moorhead State College.
- 5. He must have maintained a 3.0 average. No grade below C may be accepted for graduate credit.
- 6. He must have earned all credits used in meeting degree requirements within seven years prior to the awarding of the degree.
- 7. Three typed copies of his thesis (Plan A) or of his three starred papers (Plan B), bound in heavy paper covers, must have been sent to the Graduate Office not later than fifteen class days before the date of graduation and not later than ten class days before the date set for the oral examination.

- 8. He must have passed the written comprehensive examination and the oral examination.
- 9. He must have been enrolled for graduate credit during the quarter in which he completes his requirements for graduation.
- 10. If a major in elementary administration, he must present evidence of at least one year of satisfactory elementary teaching experience.
- 11. He must have been enrolled for full-time work on the campus for a minimum of (a) two regular quarters, or (b) one quarter and two summer sessions, or (c) four summer sessions.
- 12. During the periods of full-time residency he must have completed a minimum of 18 quarter hours of work.

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A CALENDAR OF PROCEDURES

A. For All Students (Fifth-Year and M.S. in Ed. Degree)

Procedure	Under Direction of	Date
1. Application for admission to graduate study, together with official transcripts of undergraduate work, and of graduate work, if any.	Director of Graduate Studies	Prior to first re- gistration; at earliest convenience
2. Appointment of adviser.	Director of Graduate Studies	Prior to first re- gistration or during first term.
3. Registration	Adviser	See class schedules.
4. Taking of graduate (guid- ance) examinations.	Chairman, Dept. of Psychology	During first term of graduate study.
B. For M.S. in Ed. Degree	Candidates (Cont'd Se	ee above steps)
5. Application for candidacy for master's degree, on which are indicated (a) record of all graduate courses taken at MSC; (b) record of all graduate courses taken elsewhere; (c) courses proposed for completion of program; (d) date of taking graduate tests.	Adviser, and Director of Graduate Studies	After completion of 15 hours of work at MSC.
6. Acceptance as a candidate for the master's degree.	Graduate Council	Prior to registration for the last 25 hours A delay beyond this point may result in the candidate's being required to take more than the 45-hour min.
7. Selection of topic for the thesis. This is to be done with the student's adviser and listed on a form in his office after the student has checked titles	Adviser and Advisory Committee - 16 -	After acceptance as a candidate for master's degree.

of other studies in the Graduate Office to be sure he is not duplicating a study already made. Candidate must satisfy his committee with preliminary development of his study before proceeding.

8. Development of the thesis. Adviser and

be recoived to take more than

transfer credit wint be from

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Advisory Committee

9. Written Comprehensive

Major Department

total program at Macrimed State Colle Adviser 10. Application for graduation.

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11. Submission of the thesis. (Plan A) or starred papers (Plan B) in final form (3 copies) as had as

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12. Oral examination

Director of Graduate Studies

Director of Graduate Studies and Advisory Committee

13. Commencement President

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To be done in close cooperation with adviser and advisory committee. The candidate is responsible for all arrangements of typing and binding.

After completion of course work or during term that it is being completed.

At the beginning of last quarter or session. GPA must be 3.0 or better at the time of application.

Not later than fifteen class days before graduation, and not later than ten class days before the date set for the oral exam.

After completion of course work and written comprehensive, and after submission of the thesis or starred papers. It may not be less than five class days before graduation.

End of Spring Quarter or end of Second Summer Session. All candidates are required to attend unless otherwise excused.

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ADMISSION TO CANDIDACY FOR THE M.S. IN ED. DECREE

By the time a student has completed 15 quarter hours of graduate credit (including transfer graduate credit if any) he should obtain the application form for admission to candidacy for the master's degree from his adviser and fill it out in cooperation with his adviser, after which it is to be presented to the graduate office.

Students who intend to take the degree who delay applying beyond the time of completion of 15 hours may be required to take more than the minimum of 45 hours.

ACCEPTANCE OF TRANSFER AND OFF-CAMPUS GRADUATE CREDIT

A total of nine hours of off-campus graduate credit or transfer graduate credit may be accepted. Such transfer credit must be from institutions of recognized rank, of B grade or better, and must be appropriate to the student's total program at Moorhead State College as judged by the Graduate Council. Transcripts of such graduate credits should accompany the initial application for admission to graduate study.

DESIGN OF PLANNED FIFTH-YEAR PROGRAMS

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Programs for those who do not intend to work for the master's degree, but do wish to be certified as having completed a planned fifth-year program of study, are worked out by the student and his assigned adviser. The design of such a fifth-year necessarily must be adapted to the student's needs, and to the requirements of the school position in which he is employed. Such programs involve not less than 45 quarter hours of work, of which 15 hours must be in 500numbered courses, and emphasize his teaching field. Courses are on the graduate level (300g, 400g or 500 courses) or may include undergraduate courses which have been approved as a part of the program. "D" grades may not be counted toward the 45 hour requirement, and the cumulative grade-point average must be not less than 2.5. The writing of a thesis or starred papers is not required.

DESIGN OF THE M.S. IN EDUCATION PROGRAM

The basic design of program leading toward the M.S. in Ed. degree includes a minimum of 45 quarter hours of credit with consideration of the following:

- The major field of concentration ... 24-27 quarter hours. 1.
- Professional education courses..9 quarter hours minimum. 2.
- 3. Related area courses

(Other than (1) and (2)....9 guarter hours minimum.

Ed. 501, Psychological Foundations, and Ed. 500, Introduction to Research make up six of the nine hours specified in Professional Education.

If a student is interested in secondary teaching in a given field, he must have completed satisfactory undergraduate courses in that field as judged by the department head before he proceeds in this as his declared major field for graduate study. If his interest is in elementary work, he must have completed a satisfactory undergraduate elementary education program as judged by the Dean of Education before he undertakes graduate courses in elementary education.

Before taking graduate courses in professional education, students must have completed at least 24 quarter hours of satisfactory undergraduate courses in professional education as judged by the Dean of Education.

MAJORS AVAILABLE IN THE M.S. IN ED. PROGRAMS

Students who intend to complete requirements for the M.S. in Ed. degree, if they meet the undergraduate requirements described above, may select for their major field from the following:

- 1. Elementary Education (See section on Requirements for)
- Elementary Administration (See section on Requirements for) 2. 3. Art
- 4. Biological Science

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- Business Education 5.
- Chemistry
- English 7.
- French 8.
- French Health, Physical Education, and Recreation 9.
- History 10.
- Industrial Arts 11. 12. Mathematics
- Music 13.
- 14. Physics
 - 15. Social Studies
- 16. Speech to Received make up six of the sime hours specified in Professional

ELEMENTARY ADMINISTRATION REQUIREMENTS

The State College requirements for the M.S. in Ed. degree with a major in Elementary Administration are as follows:

Area I Administration, Supervision, Curriculum

Required:	Twenty-four quarter hours from the following:
*Educ. 43	
*Educ. 49	
Educ. 54	
*Educ. 54	
Educ. 54	
Educ. 54	6 Clin. Prac. in Diag. and Rem. Reading2
Educ. 55	School Law
Educ. 59) Sem. in Elem. School Adm. & Supervision3
Art 54	Current Practices in Art Education
L.Art 39	Dg Spec. Methods in Lang. Arts in Elem. Sch3
Geog. 54	Problems in Geography Education
Hith. 46	5g Organ. and Admin. of Sch. Health Educ
Hlth. 54	Problems in Health Education
I.A. 54	2 Curr. Planning in I.A. Education
Math. 39	Og Spec. Meth. in Math. in Elem. School
Mus. 54	
P.E. 54) Problems in Physical Education
Rec. 54	D Problems in Recreation
Sci. 39	Dg Spec. Methods in Elem. School Science
Soc.St.	
Educ. 59	
	- 20 -

Professional Education Area II

Educ.	405g	Philosophy of Education	hours
*Educ.	500	Introduction to Research	
*Educ.		Psychological Foundations of Education	·
Educ.	502	Introduction to Statistics	the second
Educ.	504	The School and Society	Per dala
Educ.	511	Principles of Counseling	
Educ.	512	Study of the Individual	
Educ.	574	Measurement of Intelligence	
*Requi	red	to flow where the professions sourcelly and th	

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Area III General Course Requirements

All students are required to complete nine quarter hours minimum in fields other than professional education and the teaching field or other major. the notification, two years of their districtions and a combination of

ELEMENTARY TEACHING REQUIREMENTS

Area I	Professional Education (minimum 9 hours)
Educ. 495g *Educ. 500	Comparative Education
*Educ. 501 Educ. 502	Psychological Foundations of Education3 Introduction to Statistics
Educ. 504	The School and Society
Phil. 405g	Philosophy of Education
Area II	Elementary School Teaching Major (min. 24 hours)
AVEd. 340g AVEd. 445g	AV Methods in Instruction4 hours Preparation of AV Materials I
Educ. 511 Educ. 512	Principles of Counseling
*Educ. 540	Studies Affecting Elementary Education
*Educ. 542	Seminar Elementary School Tchg. Problems3 Elementary School Curriculum
	Diag. and Rem. Proc. in Reading
	Measurement of Intelligence3

Area III Cognate Areas (minimum 9 hours)

All students are required to complete a minimum of nine quarter hours in fields other than professional education and the major area.

AUDIO VISUAL EDUCATION

Certification as an Audio-Visual Education Director in the State of Minnesota requires a bachelor's degree, a regular teacher's certificate, two years of teaching experience, and a combination of required and elective courses. Certification as an Audio-Visual Education Coordinator requires a valid teaching certificate, prescribed experience, and a combination of courses. A student who meets the other requirements for either certificate, and who completes the Audio-Visual Education Minor, the courses for which are listed below, may be recommended for certification. The Director of the Audio-Visual Center should be consulted for complete details.

AVEd.	210 Ba	sic Photography
AVEd.	340,340g	AV Methods in Instruction
		Admin. of AV Materials
AVEd.	445,4458	Prep. of AV Materials I
		Sup. in the Elen. School4
		Curriculum and Instruction
		Admin. of the Elem. School4
	Sector.	Total 23 hours

NOTE: Teachers in service who meet the other qualifications may complete credit requirements to be recommended for certification as Audio-Visual Coordinator by taking two graduate courses, A-V Ed. 420 and 445. Similarly, they may complete credit requirements to be recommended for certification as Audio-Visual Director by taking three graduate courses, AVEd. 420g, 445g, and 500. The Director of the Audio-Visual Center should be consulted for complete details.

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REMEDIAL READING PROGRAM

One may take courses for certification in remedial reading at three levels at Moorhead. For elementary certification one must have a bachelor's degree, two years of teaching experience and a regular teaching certificate. He must have completed the following courses:

Engl.	343 Reading in the Elem. School	urs
	446,446g Reading Clinic2	
	545 Diagnostic and Remedial Reading3	
	546 Clinical Practice in Reading2	
Educ.	574 Measurement of Intelligence3	

In secondary certification one must have the same qualifications as those required for elementary certification plus the following additional courses:

For certification as a supervisor or consultant one must have a master's degree, three years of experience and a regular certificate. In addition to the requirements for elementary certification he must have completed the following additional courses:

He must also complete courses in three of these areas: research, learning difficulties, mental hygiene, individual psychological testing, guidance, other special education courses, children's or adolescent literature.

SPECIAL EDUCATION

The following program is designed for students who wish to qualify for certification to teach special classes for the retarded child. A student who graduates from a four year college course of an accredited teacher training institution and who earns a certificate to teach in regular elementary or secondary school classes may be certified to teach in a special class upon completion of a minor of 24 hours in the field.

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to be recommended for certaines

Provisional certification may be obtained by earning a minimum of 9 hours to include the following courses: Sp.Ed. 420, Sp.Ed. 416, and Sp.Ed. 440. For provisional certification the applicant must have had at least 2 years of teaching experience in the regular classroom and hold a valid teaching certificate. Provisional certification is valid for two years.

Candidates must meet regular student teaching requirements in order to do student teaching in a special class. Sp.Ed. 416 and Sp.Ed. 440 are prerequisites to student teaching in special education.

For provisional certification at least 6 hours of special education courses must be earned at MSC. For permanent certification at least 15 hours of Sp.Ed. courses must be earned at MSC.

Admittance to student teaching and certification must be approved by the Department of Education through the Coordinator of Special Education.

Required Courses:

Sp.Ed. 420,420g	Education of the Handicapped	8
Sp.Ed. 416,416g	Mental Retardation3	
Sp.Ed. 440,440g	Meth. in Tchg. the Ment. Ret	
Sp.Ed. 450,450g	Student Tchg. of Ment. Retarded	

Elective Courses:

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SCHEDULING OF GRADUATE COURSES

Graduate courses in the different fields are offered at various times of the year, with a particularly large offering in the two summer sessions. During the regular year many graduate courses are offered on campus during evenings, and a number in the daytime. Those who are well along in their graduate program may enroll for credit in connection with their thesis in any term, and this credit is carried along from term to term as WP ("Work in Progress"), with no additional fee to be paid.

Courses bearing the 300g or 400g designation are ordinarily offered also as 300 or 400 for undergraduates. Additional assignments or projects may be required of graduate students taking these courses. Graduate credit will not be allowed for any of these courses which a student has taken on the undergraduate level. 500 courses are open only to graduate students.

TUITION AND FEES IN THE GRADUATE PROGRAM

All who are enrolled for graduate credit, whether or not they intend to qualify for the master's degree, pay the following tuition fees:

A.	In each quarter of the regular year:
17. 8	Minnesota residents - per credit hour\$6.00
Edd	Non-residents - per credit hour 8.50

Student Activity Fee (full-time student):	
Fall, Winter, or Spring Quarter	\$10.00
Summer, per session	. 5.00
Student Union Fee (full-time student):	EL 103.9
Fall, Winter, or Spring Quarter	
Summer, per session	2.50

GRADING IN THE GRADUATE PROGRAM

All work carried for credit is assigned grades. Grades and grade points are as follows:

Grade	Description	Grade pts. per hr.
A	Excellent	4
B	Above average	to tol 13 the test
C	Average	2
D	(Not acceptable in master's program)	Colore Lu Program
F	Failing	0
W	Withdrawal	0
I	Incomplete	er colle berello
	and a superface to have been been been and and and and and and and and and an	a Rout Y rotar work in Print

An incomplete, given when illness or other comparable circumstances beyond the control of the student prevents completion of the course at the term end, must be made up by the end of the next quarter in which a student is registered, or a failure is recorded. The one exception to this rule is that any 599 course (Thesis) may be carried over as "Work in Progress" from term to term until it is completed.

Any course may be repeated once but credit is granted only once. Both grades for the course are used in computing the grade point average.

The grade point average required in the master's degree program is 3.0. Credits with a grade below C are not acceptable in this program, but grade points for D and F grades are counted in determining the grade point average.

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GRADUATE PAPERS

Graduate papers in all classes, as well as the thesis, are to be prepared in accordance with instructions given in Campbell's Form and Style in Thesis Writing. This handbook is on sale in the College Bookstore, and it is expected that every graduate student will provide himself with a copy.

Papers other than the thesis should be prepared in two finished copies so that the instructor may return one copy to the student and retain the other for the central file of graduate papers.

Although Campbell is the general authority in graduate papers, certain departments of the College may specify another style to be followed in theses. Students should consult with the head of the department on this point.

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GRADUATE COURSE TITLES

AMERICAN STUDIES Graduate papers in all classes, as well as the thouts, are

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Papers other than the tissis anould be prepared in two finished

Note: Prerequisite to 500 courses in art is 24 quarter hours of recognized courses in art (See Department Head), except that Art 540 may be taken by elementary education majors.

Art 411g	Jewelry Design
Art 416g	Ceramics III
Art 419g	Sculpture III
Art 424g	Printmaking II
Art 532	Studies in Art History
Art 540	Current Practices in Art Education
Art 542	Studies in Art Education
Art 552	Studies in Painting
Art 554	Studies in Sculpture
Art 556	Studies in Crafts and Ceramics
Art 572	Studies in Art Appreciation
Art 574	Studies in Printmaking
Art 580	Seminar in Art
Art 599	Thesis

BIOLOGICAL SCIENCE

Biol. 301g	Vertebrate Embryology
Biol. 302g	Histology4
Biol. 303g	Zool. Microtechniques
Biol. 323g	Plant Microtechniques
Biol. 325	Plant Taxonomy4
Biol. 350g	Microbiology4

Biol. 401g	Endocrinology
Biol. 410g	Parasitology
Biol. 414g	Protozoology
Biol. 423g	Plant Anatomy
Biol. 424g	Plant Physiology I4
Biol. 425g	Plant Physiology II
Biol. 433g	Plant Morphology: Lower Forms,
Biol. 434g	Plant Morphology: Vascular Plants4
Biol. 445g	Advanced Ecology
Bio]. 448g	Organic Evolution
Biol. 599	Thesis

BUSINESS EDUCATION

Acctg. 330g	,331g,332g Intermediate Accounting I,II,III3	hrs.ea.
Acctg. 355g	Government Accounting	CIVI &
Acctg. 430g	Advanced Accounting I	AND A
Acctg. 431g	Advanced Accounting II	
Acctg. 450g	Federal and State Tax I	
Acctg. 451g	Federal and State Tax II	
	Accounting Systems	DIT A
Econ. 419g		224
Econ. 416g		
Econ. 420g	The second state of the second state and the se	
Econ. 425g		
Bus.M. 358g	The second s	
Bus.M. 360g	Personnel Management	100
Bus.M. 400g		
Bus.M. 401g	Case Studies in Business Management	
Mktg. 430g	Problems in Credit and Collection	
Pol.S. 425g	Public Administration	arthold .
Bus.Ed. 599		mind.
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man with S a furt.	a. 505-510 human College Concernator College Devic	
L. E. E. Lawrence	CHEMISTRY	

Chem.	430g Organic	Preparationsl-3	
Chem.	431g Organic	c Qualitative Analysis	
Chem.	4328,4338 Ad	ivanced Organic Chemistry I, II	s.ea.
Chem.	436g High Po	olymers	

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Chem.	450g Inorganic Preparations
Chem.	461g,462g Biochemistry I, II
	599 Thesis
	ALARST AND AL

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ECONOMICS

	5g Government and Business	urs
Econ. 416	bg Labor Problems4	
Econ. 420	Dg Comparative Economic Systems4	
Econ. 425	5g International Economic Relations	

EDUCATION

AVEd.	340g	Audio-Visual Methods in Instruction4 hours
AVEd.	420g	
AVEd.	445g	
AVEd.	446g	Preparation of Audio-Visual Materials II4
AVEd.	450g	Basic Cinematography4
AVEd.	451g	
AVEd.	500	Utilization of Audio-Visual Materials3
AVEd.	580	Problems in Audio-Visual Education
	405g	
Educ.	411g	
Educ.	430g	Supervision in the Elementary School
Educ.	456g	Seminar in Supervision of Student Teaching3
Educ.	490g	Foundations of Education
Educ.	492g	Administration of the Elementary School4
Educ.	485g	
Educ.	500	Introduction to Research
Educ.	501	Psychological Foundations of Education3
Educ.	502	Statistics in Research
Educ.	504	The School and Society
Educ.	505-51	
Educ.	512	Study of the Individual
Educ.	525	Occupational and Education Information
Educ.	526	Principles and Techniques of Counseling3
Educ.	540	Studies Affecting Elementary Education3
Educ.	541	Seminar in Elem. School Teaching Problems3
Educ.	542	Elementary School Curriculum

Educ. 545 Educ. 546	Diagnosis and Correction of Reading Difficulties3 hours Clinical Practice in Diagnosis of Rdg. Problems2
Educ. 550	School Law
Educ. 574	Appraisal Techniques
Educ. 575	Clin. Pract. in Admin. Wechsler-Bellevue Tests3
Educ. 576	Clin. Pract. in Admin. Stanford-Binet Tests
Educ. 579	Organ. and Admin. of Guidance Services
Educ. 590	Seminar in Admin. and Superv. in the Elem. School3
Educ. 591	Practicum in Guidance6
Educ. 592	Admin. and Superv. of Remedial Reading
Educ. 599	Thesis
Sp.Ed. 416g	
Sp.Ed. 420g	
Sp.Ed. 421g	The Gifted Child
Sp.Ed. 430g	Industrial Arts for Special Educ. Teachers
Sp.Ed. 435g	
Sp.Ed. 440g	
Sp.Ed. 450g	

ENGLISH

Engl.	301g,302g,303g	Early English Literature	hrs.ea.
Engl.	311g, 312g, 313g	English Literature of the 16th Century3	hrs.ea.
Engl.	321g,322g,323g	English Literature of the 17th Century 3	hrs.aa.
Engl.	331g,332g,333g	English Lit. of 18th Cent. & Rest3	hrs.ea.
Engl.	341g, 342g, 343g	English Lit. of Romantic Movement3	hrs.ea.
Engl.	351g,352g,353g	English Lit. of Victorian Period3	hrs.ea.
Engl.	361g, 362g, 363g	English & Amer. Lit. of 20th Cent3	hrs.ea.
Engl.	376g.377g,378g	Development of the Drama	hrs.ea.
Engl.	381g World Lit.	. I: Greece and Rome	
Engl.	382g World Lit.	. II: The Hebraic-Christian Trad3	
Engl.	383g World Lit.	. III: Middle Ages and Renaissance3	
Engl.	384g World Lit.	. IV: Rationalism and Romanticism3	
Engl.	385g World Lit.	. V: The Modern Age	
Engl.	390g History of	f the English Language3	
Engl.	391g Tchg. Engl	Lish in Secondary School	
Engl.	392g Adolescent	Literature	
Engl.		Comp. in the Secondary School	12. 123
Engl.	400g Linguistic	3	10/1 2.2.8

Engl.	402g	Literary Criticism
Engl.	404g	Advanced Shakespeare
Engl.	406g	Dryden and Pope3
Engl.	408g	The 18th Century Novel
Engl.	410g	Arnold and His Milieu3
Engl.	412g	The 19th Century Novel
Engl.	414g	Modern Symbolist Poets
Engl.	416g	English Literature of the 1920's
Engl.	430g	Significant Books in American Culture
Engl.	432g	Hawthorne, Melville, and Poe
Engl.	434g	Emerson, Thoreau, and Whitman
Engl.	436g	Twain, Howells, and James
Engl.	438g	American Literature of the 1920's
Engl.	440g	The Southern Literary Renaissance
Engl.	442g	Contemporary Fiction
Engl.	444g	Contemporary Poetry
Engl.	500	Literary Scholarship3
Engl.	502	Studies in Shakespeare
Engl.	504	Studies in 16th Century Literature
Engl.	506	Studies in 17th Century Literature
Engl.	508	Studies in 18th Century Literature
Engl.	510	Studies in 19th Century Literature
Engl.	512	Studies in 20th Century Literature
Engl.	514	Studies in American Literature
Engl.	540	Problems in Secondary School English
Engl.	598	Directed Readings in English
Engl.	599	Thesis
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FOREIGN LANGUAGE

441g Methods and Materials in Tchg. Foreign Languages...... hours

Lit. IV: Batloualing and Propultion

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FRENCH

Fr.	401g	Nineteenth Century French Novel h	ours
Fr.	402g	Nineteenth Century French Poetry	
Fr.	403g	Contemporary French Drama	
Fr.	404g.	405g Modern French Novel I, II	irs.ea.

Fr.	406g	Modern French Poetry	hours
Fr.	416g,1	417g Seventeenth Century French Drama I, II 3	hrs.ea.
		Seventeenth Century French Rrose	
Fr.	420g	Syntax and Composition	10
		Thesis	

CERMAN

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GEOGRAPHY

Geog.	502	Climatology
Geog.	520	Historical Geography of the United States
		Problems in Geography Education

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HEALTH, PHYSICAL EDUCATION, AND RECREATION

recreation is 24 quarter hours of recognized undergraduate courses in these areas (See Department Head), except that the 540 courses may be taken by elementary education majors.

Н.	540	Problems in Health Education
Η.	565	Coordination of School Health Education
Η.	599	Thesis

7	P.E.	380g	Superv. of Phy. Ed. in the Elem. School 4 hour	s
	P.E.	452g	Adapted Physical Education	
	P.E.	475g	Administration of Athletics	
	P.E.	495g	Administration of Physical Education	
	P.E.	505	History and Philosophy of Physical Education3	
	P.E.	540	Problems in Physical Education	
	P.E.	560	Studies in Athletic Training	
	P.E.	574	Tests and Measurements in Physical Education3	
	P.E.		Thesis6	
	Rec.	465g	Organ. and Admin. of Recreation	
	Rec.	540	Problems in Recreation	
	Rec.	599	Thesis6	

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HISTORY

George 110g Regional Church

		A REAL PROPERTY AND A REAL	
	Hist.	301g,302g,303g East Asian History I,II,III	hrs.ea.
	Hist.	328g History of the Reformation	11.5.04.
	Hist.	330g History of Germany	
		331g, 332g, 333g Hist. of Latin America I, II, III	
	Hist.	351g, 352g, 353g Russian History I, II, III	
		354g National Histories4	
1		355g,356g,357g Hist. of England I,II,III	
		360g The American West4	
		401g Advanced Studies in Asian History4	
		402g Advanced Studies in African History4	
	Hist.	403g Advanced Studies in Latin Amer. History4	
		404g Advanced Studies in European History4	
		405g Advanced Studies in North Amer. History4	
		406g,407g,408g Dipl. Hist. of U.S. I,II,III	
	Hist.	411g,412g Economic Hist. of United States I,II4	nrs.ea.
ŝ'n	Hist.	415g,416g Const. Hist. of United States I,II4	hrs.ea.
	Hiet.	421g,422g Social & Intell, Hist. of U.S. I,II4 425g Comparative History	nrs.ea.
	Hist.	427g Intellectual History of West. Civilization4	
	Hist.	429g,430g Colonial America I,II	hra ea
	Hist.	461g Canadian History	111.0.00.
	Hist.	560 Tutorial in History: Graduate1-3	
	Hist.	599 Thesis	

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INDUSTRIAL ARTS

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Note: Prerequisite to graduate courses in industrial arts is a recognized undergraduate major in industrial arts (See Department Head), excapt that I.A. 542 may be taken by elementary education majors.

I.A. 42	20g 1	Wood Technology
I.A. 44	41g	Tests and Evaluation in I.A. Subjects
I.A. 4	50g	Graphic Arts Technology4
I.A. 46	60g	The General Shop4
I.A. 50	01	History & Philosophy of I.A. Education
I.A. 50		Trends and Developments in I.A. Education3
I.A. 50		Literature of I.A. Education
I.A. 50		School Shop Equipment Care and Maintenance1
I.A. 54		Curriculum Planning in I.A. Education
I.A. 59		Admin., Organ., & Superv. of I.A. Program
I.A. 59	99	Thesis

LANCUAGE ARTS

L.Arts 345g Problems in the Teaching of Reading......3 hours L.Arts 390g Special Methods in L. Arts in the Elem.Sch....3 L.Arts 446g Reading Clinic......2

MA THEMA TICS

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Note: Prerequisite to all graduate courses in mathematics is 24 hours of recognized undergraduate courses in mathematics (See Department Head).

Math. 303g	Contemp. Math. for Elem. Teachers
Math. 320g	Solid Analytic Geometry3
Math. 390g	Spec. Methods in Math. in Elem. School
Math. 400g	History of Mathematics
Math. 401g	Foundations of Mathematics
	Foundations of Algebra
Math. 410g	Modern Mathematics3
Math. 4128	Advanced Calculus
Math. 4136	Vector Analysis and Complex Variables4

Math.	414g	Theory of Numbers	hours
Math.	419g	Modern Geometry4	
Math.	420g	Foundations of Geometry4	
Math.	421g	Modern Algebra4	
Math.	422g	Linear Algebra4	
Math.	430g	Computer Programming	(ppip) r
Math.	431g	Numerical Analysis4	
Math.	441g	Seminar in Secondary School Mathematics3	John .
Math.	453g	Real Variables	. A.I.
Math.	474g	Probability and Statistics4	-A.I
Math.	475g,	476g Mathematical Statistics I, II	hrs.ea.
Math.		Problems of Secondary School Mathematics3	
Math.	599	Thesis	
		105 Literature of LA. Schooling	A.L.

MUSIC

Note: Prerequisite to graduate courses in music is 24 hours of recognized undergraduate courses in music (See Department Head), except that Music 540 may be taken by elementary education majors.

Mus.	311g,312g Counterpoint I,II	hrs.ea.
Mus.	313g, 314g Form and Analysis I, II	hrs.ea.
Mus.	315g Harmonic Analysis	Jane J. T
Mus.	343g Instrumental Conducting II2	and a
Mus.	347g Choral Conducting II2	
	369g, 370g Music History and Appreciation I, II4	hrs.ea.
	372g Survey of Contemporary Music4	
Mus.	373g American Music	
	382g Solo and Ensemble Lit. for Brass1	
Mus.	383g Solo and Ensemble Lit. for Woodwinds1	
Mus.	442g String Methods and Materials2	
Mus.	450g-467g Private Instruction, Level IV1	hr.ea.
	(450g, Piano; 455g, Organ; 460g, Voice;	
	465g, Brass; 466g, Woodwind; 467g, Strings)	Nath.
Mus.	505 Graduate Recital1-2	
Mus.	510 Design and Style in Music	
Mus.	520 Advanced Sight Singing & Ear Training	Matthe
Mus.	540 Problems in Tchg. and Superv. Music	vitalt
	550-567 Private Inst. for Graduate Student1	
	(550, Piano; 555, Organ; 560, Voice, 565, Brass; 566, Woodwind; 567, Strings) - 36 -	, filmer

Mus.	-569	The Technique of Musical Interpretation
Mus.	570	Introduction to Musicology
Mus.	571	Music in Middle Ages
Mus.	572	Music in the Renaissance
Mus.	573	Music in the Baroque
Mus.	574	Music in the Classic Era
Mus.	575	Music in the Romantic Era
Mus.	576	Music in the Twentieth Century
Mus.	599	Thesis

PHILOSOPHY

Parch. 6816.1828 Parch. 1912, 6922

PHYSICS

Physics	321g	Electricity and Magnetism4 hours
Physics	323g	Modern Physics4
Physics	401g	Atomic and Nuclear Physics4
		Advanced Electronics4
Physics	599	Thesis

Froblets in Secondary probal POLITICAL SCIENCE

Pol.S.	321g,	322g International Law I, II	rs.ea.
Pol.S.	357g	Communist Bloc Government Institutions4	
Pol.S.	390g	Political Behavior	
Pol.S.	405g	The Legal Process	
Pol.S.	406g	The Politics of the Developing Nations3	
Pol.S.	408g	Politics and Governmental Institutions in Asia.3	
Pol.S.	409g	Politics & Gov. Institutions in Latin Amer3	
Pol.S.	410g	Constitutional Law: The Federal System	
Pol.S.	411g	Constitutional Law: Civil Rights	
Pol.S.	425g	Public Administration4	
Pol.S.	426g	Problems in Public Administration	

Pol.S. 430g	Ancient & Medieval Political Thought 4 hours
Pol.S. 431g	Political Thought of the Modern Age4
Pol.S. 455g	American Public Policy
Pol.S. 510	Theoretical Foundations of Political Science4
Pol.S. 520	Seminar in International Politics
Pol.S. 530	Seminar in Constitutional Law & Politics3
Pol.S. 560	Studies in Political Science3

PSYCHOLOGY

Psych.	416g Mental Retardation
Psych.	460g Abnormal Psychology
Psych.	465g Clinical Psychology4
Psych.	470g History & Systems of Psychology4
Psych.	476g Theories of Personality4
Psych.	481g,482g Seminar in Psychology2-6
Psych.	491g,492g Problems in Psychology2-6
Psych.	495g,496g Field Work in Psychology2-3
Psych.	566 Psychological Effects of Physical Disability4

SCIENCE

SOCIAL STUDIES

(See also sections on Economics, History, Political Science)

Note: Prerequisite to graduate courses in Social Studies is 24 hours of recognized undergraduate courses in Social Studies (See Department Head), except that Soc.St. 540 may be taken by elementary education majors.

Soc.St. 390g	Spec. Methods in Soc. Studies in Elem.School3 hours
Soc.St. 540	Problems in Social Studies
Soc.St. 550	The Scope, Method, & Validity of Soc. Sci3
Soc.St. 599	Thesis6

SOCIOLOGY

	409g	Statistical Methods & Social Measurement
Soc.	415g	Social Organization
Soc.	417g	Social Change
Soc.	418g	Sociology of Education
Soc.	420g	Analytical Sociological Theory
Soc.	421g	Development of Modern Social Thought
Soc.	424g	Comparative Social Organization
	461g	Readings in Sociology2-4
Soc.	500-5	Ol Sociological Theory I, II
Soc.		Individual Research
Soc.	512	Topical Seminar in Sociology
Soc.	513	Topical Seminar in Sociology
Soc.	560	Studies in Sociology

SPANISH

SPEECH

Note: Prerequisite to graduate courses in speech is 24 hours of recognized undergraduate courses in speech (See Department Head), except that Sp. 540 may be taken by elementary education majors.

Sp.	326g	Development if the Drama III	hours
Sp.	328g	The American Theatre	
Sp.	330g	Theatre Workshop	hrs.
Sp.	332g	Advanced Acting4	
Sp.	336g	Advanced Scene Design	
Sp.	358g	Organic Speech Disorders4	
Sp.	430g	Period Play Production4	
Sp.	432g	Advanced Play Production	
Sp.	460g	Stuttering2	
Sp.	466g	Clinical Practicum	
Sp.	468g	Speech Correction for Classroom Teachers	
Sp.	470g	Spec. Probs. in Speech Pathology and Audiology 2	
Sp.	520	Seminar in Persuasion	
Sp.	540	Problems in Speech Education	
Sp.	599	Thesis	



Moorhead, Minnesota 56560