Newcastle Teachers College
NEW SOUTH WALES

HANDBOOK

1969
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OUTLINES OF COURSES 1969

All Courses are under Review and will be issued in duplicated form to students during the year.

PART III—COLLEGE ACTIVITIES

Under Review
CALENDAR 1969

TERM DATES—1969

Newcastle Teachers' College:
1. 24th February to 16th May.
2. 2nd June to 15th August.
3. 8th September to 12th December.

Newcastle Technical College:
1. 17th February to 9th May.
2. 26th May to 15th August.
3. 1st September to 21st November.

Newcastle University:
1. 3rd March to 16th May.
2. 9th June to 15th August.
3. 8th September to 7th November.

N.S.W. Schools, Eastern Division:
1. 28th January to 8th May.
2. 20th May to 21st August.
3. 9th September to 11th December.

Conservatorium of Music:
1. 31st January to 2nd May.
2. 19th May to 4th August.
3. 1st September to 1st December.
Newcastle
Teachers College
(Established 1949.)

Principal:

Vice-Principal:
RAYMOND G. BASS, B.A., B.Ed.

Warden of Women Students:
NORAH A. DOYLE, B.A.

Warden of Men Students:
JOHN J. GRADY, B.A.

Registrar:
FRANK B. BRADY.

Librarian:
LYN FIRKIN, B.A., Dip.Lib.

Caretaker-Attendant:
KENNETH MADOCKS.
LECTURING STAFF, 1967

Art and Craft
William L. Cook, B.A., A.S.T.C.
David Corney, A.S.T.C.
Eric A. Fintness, A.S.T.C.
Donald A. Mackay, A.S.T.C.
Geoffrey T. Nicholls, B.A., A.S.T.C.
Camille I. Smith, A.T.D.
Walter E. Wilcox.
Donald L. Yorke, A.R.C.A., N.D.D.

Biology
Gordon S. Grace, B.Sc.
Kevin McDonald, B.A.
John W. Moore, B.A. (N.S.W.), B.Sc.Agr. (Syd.), B.Ed.
Dip.Ed. (Melb.) both.
Joyce E. Winney, B.Sc., Dip.Ed.

Classics

Education
Joseph A. Burke, B.A.
Dennis C. Chaston, B.A.
Nora A. Doyle, B.A.
L. Michael Koder, B.Sc.
Harold B. Lindsay, B.A., M.Ed.
Ralph R. Milne, B.A.
Paul A. Newling, M.A.
Ada Renwick, B.A.
Frederick G. Taylor, B.A., Dip.Ed.

English
Marc Brennan, B.A., M.Ed.
Des Davis, B.A.
Philip A. Marquet, B.A., A.A.S.A., A.L.C.M.
A. Paul Mitchell, B.A.
Frances Nugent, M.A.
Dan O'Donnell, B.A.
Joan E. Poole, B.A. (on leave).
Agnes E. Smith, B.A.
Barry R. Smith, B.A., Dip.Ed. (Syd.), Litt.B. (N.E.),
M.A. (Graduand).
Bertram L. Wood, M.A.

Geography
Edward A. Crago, B.Sc.
Warren E. James, B.Sc. (Econs.).
Kenneth C. Short, B.A. (on leave).
Denis Saunders, B.A. (N.E.), M.A. (Newc.).

Health Education
Frank Grivas, M.B., B.S.

History
John J. Grady, B.A.
J. Morris Graham, B.A., Litt.B.
Frank J. Meaney, B.A.
Jack R. Nyman, B.A. (Syd.), M.A., B.Litt. (both Oxon.),
Dip.Ed. (New Eng.).
Noel D. Pryde, B.A.

Home Science and Needlework
Mabel F. Grady, B.A.

Mathematics
Colin C. Doyle, B.Sc., Dip.Ed.
John W. Hill, B.A., A.S.T.C.
Brian Joyce.
John E. M. Munro, B.Sc., Dip.Ed.

Music
Joyce M. Cannon, L.R.A.M. (on exchange).
Jess E. Ferguson, L.Mus. (on leave).
Roger Heading, Mus. (Syd. Con.).
Marjorie G. Snedden, B.A., D.S.C.M.

Physical Education
Harold W. Gillard.
Kevin Laffey, Dip.Phys.Ed.

Physical Sciences
John P. Doherty, M.Sc.
Raymond L. Hodgins, B.Sc., A.S.T.C.
Leslie W. J. Pennington, B.Sc., Dip.Ed. (Liv.), M.Ed.
(M.A. (Syd.).
Terence Sheedy, B.Sc., Dip.Ed. (N.E.), M.Sc. (Newc.).
PART-TIME LECTURERS

Industrial Arts
George Davies.
Alfred J. Moroney.
Eric Roach, A.S.T.C.

Modern Languages
Gay Reeves, B.A.

Staff changes for this year will be announced to students at the first College Assembly.
PART I

GENERAL INFORMATION
A. ACADEMIC BOARD OF STUDIES

An Academic Board of Studies has been established and to it the Principal has delegated the responsibility for recommendations concerning examinations, overall balance in the course of studies, certificates, and conditional certificate attainments. The details of the constitution and functions of the Academic Board of Studies are displayed on the College Notice Board and will be printed in the next issue of this Handbook.

B. GENERAL

1. Staff Advisers.—A staff member is appointed as Adviser to each College Section. He/she is available to consult students desiring information or help concerning any general aspect of their College activities.

2. Wardens.—Students needing help concerning board, lodging or similar matters should consult their Warden. Miss N. Doyle is Warden of Women Students; Mr W. James is Warden of Men Students.

3. Section Representatives.—Each College Section elects a Representative and a Deputy Representative (of different sex where applicable) to act in details of College administration on behalf of the section. Section Representatives are requested to inform the College Registrar of their election not later than the third week of first term.

The Section Representatives duties include: attendance as a member of the College Students’ Council; keeping the Section which he represents advised of Council decisions and raising matters relating to his Section at Council meetings; collecting mail and demonstration lesson notes for his Section from the College Office; informing the Lecturer in charge of the distribution of *The Education Gazette* and *School Magazines* each month regarding the adequacy of supplies; the collection and distribution of allowance cheques to students in his section.

4. Students’ Union and Fees—Membership of the Students’ Union is compulsory for all students. Membership fee is ten dollars per annum except that students enrolled for Diploma in Education, Special Music and Special Art courses pay a half fee ($5.00 per annum). Fees must be paid by all students by the 31st March each year.

5. The Students’ Representative Council.—This is the governing body of the Students’ Union. It consists of a President, two Vice-Presidents, the Section Representatives and three representatives from each of the Sports Union and the Recreation Union.

The President and one Vice-President are elected in third term each year, but do not take up office fully until the following year. The remainder of the Council is elected at the beginning of each College year.

6. Notice Boards.—Information on matters of importance and interest to students will be displayed on the College Notice Boards. It is the individual student’s responsibility to be aware of this information, which includes a copy of the College Timetable, and rates of students’ allowances.

7. Attendance at lectures.—It is a student’s individual responsibility to be present at every lecture, demonstration, and laboratory period. If a student is absent through sickness or any other reasonable cause, a written application for leave of absence should be made and forwarded to the Principal.

If a student’s attendance in any course is unsatisfactory he risks failure.

The Department of Education is responsible for payment of students’ allowances and lays down its own rules for attendance as a condition of continuation of scholarship benefits. These rules are displayed on the College Notice Board and students are advised to read them.

8. Behaviour.—A student’s behaviour must be reasonable and responsible at all times.

9. Dress.—At College great freedom in dress is allowed as it is felt that “working dress” for students should not be costly, but students are expected to be neat and tidy in appearance.
At teaching practice or on other visits to schools, e.g., for demonstrations, students must be professionally dressed. Men students’ dress must include coat, collar, and tie. Women students’ dress must conform to the standards expected of women teachers.

In every school that a student visits a standard and tone of dress will be set by the staff, and students would be wise to fit in with that standard. School principals and college staff are asked to ensure that students’ dress and appearance meet appropriate standards.

10. Other Employment and External Activities.—Students in receipt of scholarship allowance may undertake other employment during term, or indeed employment at any other time, provided this does not interfere with the completion of any course of study.

In this matter, as in many others, the student must use his individual judgment. The test of permissibility and/or advisability of any outside activity is simply this, that it must not hinder success in the course of training nor be likely to prevent appointment as a teacher.

11. Students’ Correspondence.—Students wishing to communicate in writing with the Department of Education are reminded that they must send their letters through the College Registrar. If letters are sent direct to the Department or to the Teachers College Scholarship Section, they will be returned to the College Principal for his comment and advice.

12. Change of Address.—Students who change their home or Newcastle address are required to notify the Registrar without delay. This applies also in cases where the student’s parents or bondsmen change their address. Failure to do so may result in delay of payment of College Allowance, or in delay of official or private mail.

C. TEACHERS COLLEGE SCHOLARSHIPS AND RATES OF ALLOWANCES

(i) Scholarships and the conditions under which they are held

Teachers College Scholarships are awarded by the Department under conditions laid down by that Department. The College as part of the Department is required to implement its policy. The College does not make decisions concerning bonds, allowances, attendance qualifying for payment of allowances, or similar related matters but as an academic institution it is properly interested in the standards of its work. College decisions are made on the quality of the student’s work and the best estimate that can be made of the student’s suitability for teaching as a career. All decisions concerning bonds, progression on scholarship, repetition without allowance are matters for the Director of Teacher Education and are referred to him.

(ii) Rates of Allowance

The amounts of allowance in various categories are published every year on the College Notice Board. It is the student’s personal responsibility to check that he is being paid at the correct rate.

D. EXAMINATIONS AND CERTIFICATION

A student to be successful in the course and obtain a recommendation for a teacher’s certificate is required to pass all qualifying tests and annual examinations. In some cases a student who has failed any annual examination(s) may be granted appropriate deferred examination(s) and, if successful, will be regarded as having completed the course satisfactorily.

Cases of failure (i.e., with no deferred examination allowed or after unsuccessful attempt at deferred examination) in any qualifying test or examination, or of unsatisfactory practice teaching record, are referred to the Academic Board of Studies for appropriate recommendation to the Principal and submission to the Director of Teacher Education. According to the judgment of the Board and the stage of the course any of the following recommendations may be deemed appropriate:

(i) Repetition of part or all of a year with or without allowances.
(ii) Progression to the next stage of the course but with the requirement that teachers' examinations be completed after appointed to the service.

(iii) Discontinuation, in which case the Department of Education may assess bond liability and require payment.

(iv) Appointment as a conditionally certificated teacher required to complete teachers' examinations satisfactorily in order to qualify academically for a teachers' certificate.

(v) Completion of additional practice teaching to reach the required standard of skill.

E. PRACTICE TEACHING

(i) General

Periods of teaching practice are organized at suitable stages in the course. All students allocated to a school for practice teaching must carry out instructions issued for that practice. These will be issued before each practice period.

(ii) Home Practice Teaching

1. (a) Two-Year Course Students.—Students are required to undertake practice teaching during the summer vacation unsupervised by the College Staff. This will normally be for a period covering the second and third weeks of the school year.

   (b) Three Year Course Students.—These students undertake practice teaching during the Summer Vacation, unsupervised by College Staff. Their practice teaching period is at the beginning of the third or final year of their course for a period of two weeks in February.

   (c) University Students.—Students attending University courses on Teachers' College Scholarships may be required to undertake Home Practice for two weeks during their summer vacation. Normally this period of practice will be required of all University Students during the summer vacation at the beginning of their fourth or Professional Year.

   (d) Four-Year Music and Art Specialists will be required to undertake two weeks Home Practice during their summer vacation at the beginning of the final year of their training.

2. Students select their own schools for this practice, subject to College approval, and are fully responsible to the principal of the school during their practice.

3. No travelling or other expenses incurred by students for this practice will be refunded.

4. Students should prepare lesson notes as at the usual supervised practice.

5. Students will be asked in September of each year to nominate their schools for the following February.

6. No mark is awarded, but a report is requested from the school principal that each student's attendance and conduct have been satisfactory.

7. The object of this period of practice is to enable students to gain increased facility in teaching, and increased familiarity with school problems, without having the feeling that their progress is being judged.

F. THE COMPOSITE BOOK

The Education Department looks to the teachers to keep records clearly and efficiently. In order that junior teachers may be acquainted with the usual forms and procedure, each student in his final year of training is provided with a composite book containing copies of all forms which schools are required to complete.

G. DEMONSTRATION LESSONS

Demonstration lessons are planned over each student's full course to ensure that he obtains a comprehensive picture of the methods, techniques, activities and devices he can use in his teaching.
Students are provided with duplicated copies of lesson notes for all demonstration lessons observed. Each Method Lecturer will instruct students how to make use of and preserve demonstration lessons notes for the particular subject concerned.

Lesson Note Books should be indexed for ease of reference, and every student should aim to make these books his manuals of teaching method to assist him during the early years of his teaching experience.

The Junction Demonstration School is used specifically to supplement College Primary and Infant School courses.

The School at Minmi is used for demonstrations in Small School Method.

For Junior Secondary and Professional Year courses demonstrations are arranged in the local High and Junior High Schools.

THE LIBRARY

Librarian: LYN FIRKIN, B.A., Dip.Lib.

Assistant Librarians: ROBYN ENAMUEL, B.A.; KAY SUTERS, A.L.A.A.; ELAINE BAGNALL

The college library is an organized collection of material selected to serve the college students and lecturing staff in the completion and preparation of courses provided by the college.

There are about 28,000 books, 380 periodical titles, and large numbers of pamphlets, filmstrips and teaching pictures in the collection. Students who use the library frequently while at college will find that this will benefit them in their studies here, and the experience gained will prove valuable to them in teaching.

Hours

8.30 a.m.-5 p.m. Monday to Friday during term and vacation.

8.30 a.m.-7 p.m. Monday to Friday during practice teaching.

Borrowing

All students may become borrowing members of the library by filling in an application form in the library at the beginning of the college year. A loan card must be filled out for every item borrowed from the library. Students may not have more than four items on loan at the one time. Each student is responsible for library material he has borrowed, and anything lost must be replaced or paid for. The normal period of loan is one week, but this may be reduced if a book is particularly in demand so that the maximum possible number of students may use it. The date due is stamped at the back of each book as it is issued. Students must co-operate in returning books on time, in order that they may be used by other students. Books not in demand may be renewed. Reservations may be made for the use of books which are currently on loan to other students or members of staff. Fines are levied for failure to return books when due. Repeated carelessness in this regard may bring about loss of all library privileges.

Arrangement of the Books

The books in the library are arranged according to the Dewey Decimal System of Classification. This system, which is the one used in most Australian libraries, places material on related subjects close together on the shelves, so that they may be easily referred to. The general grouping of this system is as follows:—

<table>
<thead>
<tr>
<th>Subject fields</th>
<th>Dewey numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Works, e.g., encyclopaedias and dictionaries</td>
<td>000-099</td>
</tr>
<tr>
<td>Philosophy and Psychology</td>
<td>100-199</td>
</tr>
<tr>
<td>Religion</td>
<td>200-299</td>
</tr>
<tr>
<td>Social sciences</td>
<td>300-399</td>
</tr>
</tbody>
</table>
Language ..... 400-499
Science ..... 500-599
Technology ..... 600-699
The Arts ..... 700-799
Literature ..... 800-899
Geography, Biography, History ..... 900-999

Students who use the library frequently will soon become familiar with the Dewey numbers for more specific subjects, e.g., EDUCATIONAL PSYCHOLOGY 370.15 and CHILD STUDY 155.4. An outline of the arrangement of the books on the shelves is posted in the library.

Sample Dewey reference numbers relating to the courses outlined are given separately in this calendar following the reading lists for various subjects. The numbers given are intended as a preliminary guide only, and are not intended to be exhaustive.

The catalogue is an alphabetical index on cards to material held by the library and indicates by a shelf number the location of such material. There are author, subject and title entries arranged in one alphabetical order. However, title entries are made only for books which have distinctive titles, such as "From Zero to Infinity".

Other books must be approached by looking under the author's name, if known, or through reference to a subject entry such as ECONOMICS. Students who are unfamiliar with library catalogues, or are experiencing difficulty in locating particular books or information should ask the library staff for assistance.

After having made use of books in the library, students should place them on the sorting shelves, so that they can be returned to the shelves in the correct order by the library staff.

Other Materials

Periodicals as well as books are a valuable source of information. Some periodical articles are indexed under their subject in the main catalogue. The library also holds published periodical indexes such as the Australian Education Index, which index large numbers of periodicals. Students should ask the library staff for aid in locating periodical information, if they are not familiar with this type of index.

Pamphlets are kept in alphabetical order by subject in a pamphlet file which students may peruse. Filmstrips are kept in a filmstrip cabinet with a separate alphabetical subject index. Teaching pictures, of which the library has a large collection, may also be borrowed.

Use of the Library

Students should remember that the library staff are available to give them assistance in locating particular books or information, if they are in difficulties. While in the library, students must respect the needs of other students by not disturbing them with undue noise. Bags should be left outside the library, and books brought in for use there, must be listed on a clearance slip which is handed in at the loan desk.

External Borrowers

Certain categories of persons not associated with the College may become external borrowers of the library. There is a $2 per annum service fee for external membership, which is extended at the discretion of the Principal and the Librarian. It should be noted however, that in a case where material is in demand, first preference must be given to college users.
PRIZES, TROPHIES, AND AWARDS
PRIZES AND TROPHIES

At the Graduation ceremony each year students who have shown excellence in various fields are recognized by the awarding of a prize. The main prizes are listed below, but in addition there is a number of College Prizes which are awarded in fields not otherwise recognized.

<table>
<thead>
<tr>
<th>Award</th>
<th>For Excellence In</th>
<th>Recipient 1967</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Department</td>
<td>Academic Achievement</td>
<td>Margaret L. Larkin, Kerry M. Piper, Dorothy G. Bennett, Ester E. Scriven, Lorraine J. Weatherby, Pamela Boyd, Beverly G. Pettle, Angela M. Ryan, J. L. Bennett, Gail Radimay, Carol D. Walters, Helen M. Annan, B. J. Hicks, Loris M. Cupples, Maralyn D. Felton, Christine M. Wamsley, Lynette D. Chilcott, H. P. Adcock, Nancye I. Ireland, Lynette D. Chilcott, Joy L. Sanderman, Sheelah F. Smith</td>
</tr>
<tr>
<td>Infants' Mistresses' Association</td>
<td>Infant School Course</td>
<td>Margaret L. Larkin, Kerry M. Piper, Dorothy G. Bennett, Ester E. Scriven, Lorraine J. Weatherby, Pamela Boyd, Beverly G. Pettle, Angela M. Ryan, J. L. Bennett, Gail Radimay, Carol D. Walters, Helen M. Annan, B. J. Hicks, Loris M. Cupples, Maralyn D. Felton, Christine M. Wamsley, Lynette D. Chilcott, H. P. Adcock, Nancye I. Ireland, Lynette D. Chilcott, Joy L. Sanderman, Sheelah F. Smith</td>
</tr>
<tr>
<td>Margaret Jane</td>
<td>Home Economics</td>
<td>Margaret L. Larkin, Kerry M. Piper, Dorothy G. Bennett, Ester E. Scriven, Lorraine J. Weatherby, Pamela Boyd, Beverly G. Pettle, Angela M. Ryan, J. L. Bennett, Gail Radimay, Carol D. Walters, Helen M. Annan, B. J. Hicks, Loris M. Cupples, Maralyn D. Felton, Christine M. Wamsley, Lynette D. Chilcott, H. P. Adcock, Nancye I. Ireland, Lynette D. Chilcott, Joy L. Sanderman, Sheelah F. Smith</td>
</tr>
</tbody>
</table>

The following awards are made at the Sports Assembly during third term:

<table>
<thead>
<tr>
<th>Award</th>
<th>For Excellence In</th>
<th>Recipient 1967</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armstrong</td>
<td>Athletics</td>
<td>Section 208.</td>
</tr>
<tr>
<td>Reg. A. Baker</td>
<td>Sportsmanship (second year)</td>
<td>H. Archer, D. Allen, P. Wells</td>
</tr>
<tr>
<td>Brown-Graeme</td>
<td>Sportsmanship (first year)</td>
<td>T. G. Shaw, P. Wright, G. Pierce, P. Wright</td>
</tr>
<tr>
<td>Charles Davis</td>
<td>Athletics</td>
<td>Section 208.</td>
</tr>
<tr>
<td>John Gustard</td>
<td>Tennis</td>
<td>J. McDonald</td>
</tr>
<tr>
<td>Henderson</td>
<td>Swimming</td>
<td>B. Gee</td>
</tr>
<tr>
<td>Scots</td>
<td>Inter-Section Sports Competition</td>
<td>Section 208.</td>
</tr>
<tr>
<td>Mick Simmons</td>
<td>Inter-Section Swimming Competition</td>
<td>Section 203.</td>
</tr>
</tbody>
</table>
### Allocation of Subject Lecture Hours 1969/70

**General Primary and Infants Sections**

<table>
<thead>
<tr>
<th>G.P. Year and Hours per week</th>
<th>Infant—Year and Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1st</td>
</tr>
<tr>
<td>Art</td>
<td>1</td>
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<tr>
<td>Crafts, etc.</td>
<td>2</td>
</tr>
<tr>
<td>Education</td>
<td>4</td>
</tr>
<tr>
<td>English and Speech</td>
<td>4</td>
</tr>
<tr>
<td>Health</td>
<td>0</td>
</tr>
<tr>
<td>Mathematics</td>
<td>0</td>
</tr>
<tr>
<td>Music</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Science</td>
<td>1</td>
</tr>
<tr>
<td>Social Studies (includes Geography and History)</td>
<td>2</td>
</tr>
<tr>
<td>Demonstrations</td>
<td>2</td>
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<tr>
<td>Electives</td>
<td>2</td>
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<td></td>
<td>24</td>
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</table>

1st Year Electives—English, Drama, Education, History, Geography.

2nd Year Electives—As notified at beginning of each year.
### Junior Secondary Mathematics, Science, Geography/Commerce Sections

**Hours per Week and Section**

<table>
<thead>
<tr>
<th>Subject</th>
<th>106</th>
<th>107A</th>
<th>107B</th>
<th>110B</th>
<th>206</th>
<th>207A</th>
<th>207B</th>
<th>210B</th>
<th>210A</th>
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<tr>
<td>Education</td>
<td>4</td>
<td>4</td>
<td>4</td>
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<td>4</td>
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<td>English and Speech</td>
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<td>2</td>
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<td>Commerce</td>
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<tr>
<td>Social Studies</td>
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<tr>
<td>History</td>
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<tr>
<td>Geography</td>
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<td>Biology</td>
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<td>5</td>
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<td>Geology</td>
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<tr>
<td>Science Method</td>
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<tr>
<td>Chemistry</td>
<td></td>
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<td>5</td>
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<td>4</td>
<td>5</td>
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</tr>
<tr>
<td>Physics</td>
<td></td>
<td>4</td>
<td>5</td>
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### Diploma in Art Education

**Hours per Week and Section**

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### Diploma in Music Education

*Hours per Week and Section*

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Other lectures are given at the Conservatorium.

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### Industrial Arts and Home Science/Needlework Sections

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|                                                   | 25   | 25   | 23   | 24   | 24   | 22   | 26   | 26   | 21  |

*Note:* Some lecture hours may be conducted as seminars, demonstrations, or tutorials.
PART III

COLLEGE ACTIVITIES

THE STUDENTS UNION
COLLEGE SPORTS
COLLEGE CLUBS

This section is under review.