

Colorado State Teachers College  
BULLETIN



SPECIAL COURSES  
IN  
ADMINISTRATION AND SUPERVISION

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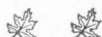
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# Special Courses

## IN

### Administration and Supervision



During the Summer School of 1923 the Department of Education will give a special group of courses of interest to Superintendents, Principals, and Supervisors. The courses listed below were selected for their practical value to the administrator and supervisor who wishes to approach his problem from a scientific standpoint. The regular faculty of the department will be augmented by the addition of several educators of national reputation.

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#### SOME SPECIAL ADMINISTRATIVE COURSES

**THE PLATOON SCHOOL** (Ed. 145) No new movement in modern education has had as great popularity as the Platoon School. Over fifty American city school systems have adopted this organization in the last few years. As a plan of organization every administrator should be familiar with it. This course will deal with the details of organization, and administration of such a school. It will also take up the plans for the special rooms in such an organization. If you are interested in organizing a platoon school bring a rough sketch of your building and your enrollment figures by grades with you. The course is taught by Dr. Frasier, who organized the first platoon school in Denver and who has recently spent two weeks on a trip in which he studied the platoon schools in several cities. It will be given the first half quarter at 12 o'clock, four days per week, and carries two hours credit.

**CITY SCHOOL ADMINISTRATION** (Ed. 142) This course will be taught by Superintendent Beveridge of Omaha, Assistant Superintendent Melcher of Kansas City, Superintendent Risley of Pueblo, Superintendent Newlon of Denver, Superintendent Bruner of Okmulgee, Dean Withers of New York University, and Dean Frasier of the regular faculty. All practical phases of the superintendent's job will be dealt with. This class meets at 10 o'clock four days of the week. The course may be taken either half or the full quarter. Two or four hours credit.

**NATIONAL, STATE, AND COUNTY EDUCATIONAL ADMINISTRATION** (Ed. 143) This course is to be given by the group of men who give Ed. 142. It will deal with the practical phases of national, state, and county administration. The hour is 11 o'clock, four days per week. The credit is two or four hours for one-half or the full quarter.

**SCHOOL PUBLICITY** (Ed. 144) This course is to be taught jointly by Rodney Puffer, who has charge of the publicity in the Denver Schools, and J. H. Shaw, the Director of Publications and Instructor in Journalism in the College. It will be given the second half quarter at 11 o'clock, four days per week, and carries two hours credit.

**EDUCATIONAL SURVEYS** (Ed. 147) In this course a study will be made of the technique of conducting surveys. A large number of late surveys will be studied. The course will be taught by Dr. Frasier, who was a member of the group that made the Baltimore survey. It will be given the second half quarter at 9 o'clock, four days per week, and carry two hours credit.

**EDUCATIONAL FINANCE** (Ed. 220) This course will be entirely practical. If you will bring your budget problem with you it will be possible to construct a standard budget in the class. This course will also deal with taxation, the control of school finances, and the problem of finance bookkeeping. If you wish to install a modern school accounting system, this is a good course in which to get your information. The course will be given by Dr. Frasier the first half quarter at 9 o'clock, four days per week, and will carry two hours credit.

**SCHOOL HOUSE CONSTRUCTION** (Ed. 112) If you plan to build a school building, this course will make your problem much easier. It will deal with all practical problems from the selection of the architect to the completion of the building. If you have some blue prints of proposed buildings, bring them for inspection and study. The course will be taught by Dean Frasier at eleven o'clock, the second half quarter, four days a week, and will carry two hours credit.

**ORGANIZATION AND ADMINISTRATION OF A SENIOR HIGH SCHOOL** (Ed. 116) This course will be taught by Dr. Hall-Quest, Professor of Secondary Education in the University of Cincinnati, and Mr. Foster who was recently elected Associate Superintendent of the Pittsburg Schools. It will deal with the practical problems of the high school. The hour is 9 o'clock, and the course may be taken either half or full quarter for two or four hours credit.

**ORGANIZATION AND ADMINISTRATION OF A JUNIOR HIGH SCHOOL** (Ed. 113) The teachers will be the same as for Ed. 116. The hour is 8 o'clock and the course may be taken either half or full quarter for two or four hours credit.

### SOME SPECIAL COURSES IN SUPERVISION

**THE SUPERVISION OF THE THREE R'S** (Ed. 108A) This course will be taught by Professor Horn of the University of Iowa. It will be practical throughout. The hour is 11 o'clock, second half quarter, four days per week, and will carry two hours credit.

- PRIMARY SUPERVISION (Ed. 114) This course will be taught by Miss Alice Kilgore, primary supervisor Minneapolis public schools, and Miss Alma B. Caldwell, primary supervisor of Cleveland public schools. The hour is 10 o'clock, either half or full quarter, for two or four hours credit.
- SUPERVISED STUDY (Ed. 110) This course will be taught by Professor Hall-Quest of the University of Cincinnati, who is the recognized authority on supervised study. First half quarter, 10 o'clock, four days per week, two hours credit.
- ELEMENTARY SCHOOL CURRICULUM (Ed. 10) This course will be taught by Professor Wright of the College faculty the first half quarter, and Professor Horn of the University of Iowa the second half quarter. It will be given at 10 o'clock, and will carry four hours credit.
- TEACHING OF SPELLING AND SILENT READING (Ed. 13) Professor Horn of the University of Iowa, who gives this course, is a recognized authority in the field of spelling and silent reading. The hour is 9 o'clock the second half quarter, four days per week, two hours credit.
- PROJECT METHOD OF TEACHING (Ed. 104) Dr. Reisner of Teachers College, Columbia University, will give the first two weeks of this course, dealing with the historical background of the project method. The remainder of the course will be given by Director Armentrout of the College Training Schools. It will be given the first half quarter at 11 o'clock, four days per week, and carry two hours credit.
- EDUCATIONAL THEORY AND ITS INFLUENCE ON METHOD AND PRACTICE (Ed. 111A) In this course Professor Armentrout will make a practical application of the philosophy of education to the field of method. It will be given the second half quarter at 11 o'clock, four days per week, and carry two hours credit.
- PRACTICAL PROJECTS IN PRIMARY GRADES (Ed. 7) This course will be given by Miss Caldwell, Primary Supervisor of the Cleveland Public Schools, and Miss Alice Kilgore, Primary Supervisor Minneapolis Public Schools. It will be practical for any supervisor or teacher of the primary grades. The hour will be 12 o'clock, and the course may be taken either half or full quarter for two or four hours.

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In addition to the courses listed above the Department offers courses in the philosophy of education, the history of education, visual education, current educational thought, the training of Camp Fire guardians, the training of Scout masters, vocational guidance, occupations, and many other courses of general and special nature. Attention should be specially called to the courses in vocational guidance and occupations to be given by R. A. Puffer, Director of Vocational Guidance for the Denver Schools.