

**CORRESPONDENCE
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WEST TEXAS STATE UNIVERSITY

Canyon, Texas 79016

Member of

The Association of Texas Colleges
and Universities

The American Association of
Colleges for Teacher Education

The Southern Association of Colleges and Schools

The American Council on Education

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The Council of Graduate Schools in the United States

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ADDITIONAL ACCREDITATION BY

National Council for Accreditation
of Teacher Education

(FOR THE PREPARATION OF ELEMENTARY
TEACHERS, SECONDARY TEACHERS, AND SCHOOL
SERVICE PERSONNEL)

DIVISION OF CORRESPONDENCE

INSTRUCTION

Instruction by the correspondence method has been a part of the program of West Texas State University for many years. The University offers correspondence instruction in limited amounts, depending on availability of faculty members who are limited by the regulations of the Association of Texas Colleges and Universities in the amount of correspondence courses they can supervise. This service is rendered without cost to the State. All correspondence instruction conforms to the standards of the Association of Texas Colleges and Universities, and the Southern Association of Colleges and Schools, to which accrediting agencies West Texas State University reports.

STATEMENT ON EQUAL OPPORTUNITY

West Texas State University offers all of its educational opportunities and extracurricular advantages and activities to students without regard to race, creed, color, national origin, sex or age; except where sex or age is a bona fide occupational qualification. Qualified prospective students are admitted to full participation in the University's academic and extracurricular programs, regardless of race, creed, color, national origin, sex or age; except where sex or age is a bona fide occupational qualification.

REGULATIONS

1. A student is expected to complete (completion includes taking the final examination) all courses for which he pays at any one time within one year from the date of his enrollment. No extensions are allowed.

2. During the absence of an instructor a substitute is provided to carry on his courses.

3. The student should send in at least one lesson each week, but not more than two or three should ever be sent at the same mailing. Ordinarily a three-hour course should be completed within three months. It may not be completed in less than forty-five days. The minimum time for courses carrying more or less than three semester hours credit is calculated on the same basis.

All lessons must be completed before the instructor can authorize the final examination.

4. Registration is not transferable. Each student must register for himself independently of any other person.

5. Fees may be transferred from one correspondence course to another only when the instructor is unavoidably prevented from continuing the course or when for some reason it is advisable for the student to take some other course. When such problems arise, the adjustment is made in the light of the needs of the individual student. A charge of one dollar will be made for a transfer from one course to another if such transfer is requested by the student.

6. A student who failed or made a grade of D in a course in residence at West Texas State University will not be given credit for an equivalent course by correspondence.

7. It is imperative that each correspondence student do his own work. Evidence of unfairness on the part of a student will be sufficient reason for withholding a passing grade. Ordinarily, a student will be requested to come to the campus for his final examination.

8. Students who are in residence at West Texas State University may take correspondence courses only with permission of the appropriate dean; they must pay the usual fees.

9. Students who are in residence elsewhere may take correspondence courses from West Texas State University only with the permission of the dean of the institution which they are attending.

10. Students who expect to earn their degrees at West Texas State University should keep in mind the following regulations:

(a) Twenty-four of the last thirty semester hours toward a bachelor's degree must be done in residence in the University.

(b) Of the twenty-four semester hours advanced work which must be done from West Texas State University, not more than six semester hours may be done in correspondence.

(c) Six semester hours of advanced work in a student's major field must be done in residence in the University.

(d) Three semester hours of advanced work in the first minor must be done in residence in the University.

11. Candidates for graduation who wish to use credit earned by correspondence courses must have completed their lessons in time to have had their examinations in the Department of Public Services at least ten days before the date of graduation.

12. All work offered by correspondence by West Texas State University conforms to the regulations formulated by the Committee on Standards for Correspondence Work of the Association of Texas Colleges and Universities.

(a) A three-semester-hour correspondence course may not be completed in less than forty-five days.

It is recommended that correspondence students enroll in one course at a time. Students may not be enrolled in more than two courses. When the student enrolls in two courses, the minimum time for completing both courses will be 90 days.

(b) No student who is engaged in full-time employment, e.g., teaching in the public schools, shall be allowed to earn more than twelve semester hours during any one academic year.

(c) The requirement of an examination under approved supervision must be unvarying.

(d) Admission to a correspondence course shall be the same as required of students for the equivalent course as conducted in residence.

13. Instructors are not asked to grade correspondence papers during any period when the University is not in session. Special attention is called to the fact that instructors are not asked to grade correspondence papers during the period between semesters or summer terms.

14. Every effort will be made by agencies of the University to process enrollments, secure books, grade lessons, and give final examinations without delay and inconvenience to the student. Circumstances, however, sometimes make delays inevitable, and the University cannot accept responsibility.

FURTHER ESSENTIAL INFORMATION

1. Fees. The fee for each correspondence course is fifty dollars. The registration fee should be sent in the form of a money order or draft and should be made payable to West Texas State University; it should be sent to the Department of Public Services. After an enrollment is accepted by the UNIVERSITY, there will be no refund of fees.

For information regarding fees for examinations see Paragraph 8, Examinations.

Students who request transfer from one course to another will pay a fee of one dollar for such transfer if it is granted.

If a student loses the lessons of a course, a fee of twenty-five cents will be charged for a second copy.

2. How to Register. To register for a correspondence course, the student will fill out the registration form found in the back of this bulletin, giving accurately the information asked for. Be sure social security number and zip code number are included. Information should show that the student has had the prerequisites for the course for which he is enrolled. The enrollment form, together with bank draft or postal money order, should be sent to the Department of Public Services, West Texas State University, Canyon, Texas 79016.

3. Admission to Correspondence Courses. No formal examinations are required of applicants for correspondence work, but each applicant will be required to furnish the University such information as is called for upon the blank prepared for this purpose. In case this information does not indicate that the applicant is able to do the work in a manner satisfactory to himself and to the institution, the University reserves the right to reject the application. In all cases students must have had the prerequisites for a course to be eligible to take it. Mature students may register for freshman courses even though they are not graduates of accredited high schools. Application for correspondence courses may be made at any time of the year. Should interruption of the course be necessary, the details of procedure will be determined by the appropriate dean. Detailed information concerning entrance requirements and prerequisites of courses is

found in the regular catalog of the University, which will be furnished free upon request.

4. Refunds. After a student registers for a course and is accepted by the University, no part of the fee will be returned.

5. Postage. The student must pay full postage both ways on all lessons he sends in. A self-addressed, stamped envelope with sufficient postage must be enclosed for return of the lessons. Correspondence lessons, notebooks, examination papers, etc., are first-class mail. This is true whether lessons are typewritten or written in longhand and whether they are sent sealed or unsealed. Lessons received at Canyon with postage due will be refused. Lessons which are sent without postage for their return will not be returned.

6. Books and Materials. Textbooks, reference books, and other materials necessary for any correspondence course may be secured from any store handling such supplies, including the University Book Store, Canyon, Texas. Orders for books and supplies should be sent to the store from which the student wishes to buy, and not to the Department of Public Services. If desired, books will be sent by the University Book Store, Canyon, Texas, to the student, C.O.D. In any case, the student pays carriage charges on books, and C.O.D. charges on books sent C.O.D.

The University Book Store, Canyon, Texas, will make the lowest possible price to correspondence students. If the University Book Store has secondhand books, they will be sold at very reasonable rates. In ordering books, state whether new or second-hand books are wanted. Books for a three-semester-hour course will ordinarily cost from \$5 to \$15.

Correspondence students are invited to make use of the library of West Texas State University. Such students are invited to visit the library and to write the librarian regarding materials they need. The Package Library Service can be especially valuable to correspondence students.

7. Lesson Form. A good quality of light weight ruled or unruled theme paper should be used for the work, because this will reduce the cost of postage. All papers must be written in ink or typewritten; if written in ink both sides of the paper may be used, provided the work on one side does not interfere with that on the other; if typewritten, only one side of the paper should be used. In case typewritten work is submitted, it must be the student's own work. Ordinary margins should be made so that the instructor's comments and corrections can be written there. Each paper must contain the student's name and address, name and number of the course, the number of the lesson or lessons, and the date of mailing. Pages of the paper should be numbered in consecutive order, and the pages should be properly arranged. If more than one lesson is enclosed in one envelope, each lesson should be folded individually. Carelessly prepared papers will not be accepted. The sheets should be folded as com-

mercial letters are folded so that they will fit the ordinary large commercial envelope, $9\frac{1}{2} \times 4\frac{1}{4}$. Full postage should be attached. Notes or letters concerning the work in progress may be written to the instructor and included with the lesson.

All business matters not directly connected with the work in progress should be taken up in other correspondence, and all questions concerning general matters of correspondence should be sent to the Department of Public Services, Correspondence Division. **LESSONS SHOULD BE MAILED TO THE DEPARTMENT OF PUBLIC SERVICES, CORRESPONDENCE DIVISION, West Texas State University, Canyon, Texas 79016.** Do not address lessons to the instructor.

8. Examination. No student shall be granted credit for the completion of a correspondence course unless he satisfactorily passes a thorough examination. The examination must be taken under the approved supervision at some designated place.

The examination shall be conducted under the supervision of the correspondence office on the campus of West Texas State University, if practicable, in which case no examination fee will be charged. If not practicable, the examination may be taken in one of the regular examination centers provided in all approved junior and senior colleges of Texas to accommodate those students unable to come to the campus (cannot be sent to public school officials). If the examination is taken at a Texas institution which offers correspondence work, the fee will be \$2, and if taken at an institution not offering correspondence work, the fee will be \$5.

Students who live outside the state of Texas will submit to the office of Public Services the names of college officials in the area in which the student lives, and from these names an examination supervisor will be selected and arrangements will be made for the examination to be held.

In all cases the examiner must sign an agreement to conduct the examination in person, and must file with each examination paper a certificate stating that the examination has been conducted according to the instruction furnished. (Standard 8, "Standards Governing Correspondence Courses," Association of Texas Colleges and Universities, March 23, 1953.)

The student will be expected to furnish sufficient postage to the examiner so that the examiner can mail the examination at once to the Department of Public Services. Upon receipt of the examination paper, it will be graded and the grade reported to the Registrar who will notify the student of his final grade and from whose office transcripts may be secured.

If a student is entering West Texas State University and wishes to take his examination in the Department of Public Services at the time he comes to the campus to enroll, he must make his arrangements in advance and take the examination on the first day of registration.

9. Correspondence work is figured in the load of the student as a course on the date on which the student registers for the course, continues it, or completes it (takes final examination) provided that the minimum number of days have passed.

- (a) A student must have the approval of the appropriate dean to register in a course if he is a resident student.
- (b) All seniors of WTSU must have the approval of the appropriate dean on his application for correspondence work.
- (c) A student in residence must have the approval of the appropriate dean before he can take the final examination.

10. University Credit. Each correspondence course which carries university credit includes the amount of work required for similar credit received through residence work. Credit hours received by correspondence will count toward a bachelor's degree or toward a certificate in the same manner as work done in residence with the following restrictions:

Not more than thirty (30) semester hours of correspondence and extension class credit may be applied toward a bachelor's degree, of which not more than eighteen (18) semester hours may be done by correspondence. No degree will be conferred without residence of one year at the University. Not more than one-fourth of the courses required for any certificate may be done by correspondence, and no certificate will be granted without twenty-four semester hours with this University.

Please read again the statements under Number 10, Page 4.

Credit hours earned by correspondence are not applicable toward a master's degree.

11. General Catalog. Each person who is enrolled as a correspondence student should have a general catalog. This may be secured by requesting it when asking for the correspondence bulletin, or it may be secured from the Registrar. Information found in it will make it possible for the student to correlate his work properly to meet the various requirements for the degrees and certificates offered by the University. The appropriate dean will act as adviser for correspondence students in regard to various requirements of the University.

UNIVERSITY COURSES

NOTE: Prerequisites for a correspondence course are the same as for the course in residence.

ACCOUNTING

- 231C. INTRODUCTION TO FINANCIAL ACCOUNTING. 3 sem. hrs. Analyzing and recording of business transactions; original and final books of entry; controlling accounts; adjusting and closing entries; sole proprietorship accounting; partnership and corporation equities.
- 232C. INTRODUCTION TO MANAGERIAL ACCOUNTING. 3 sem. hrs. Corporate annual reports; concepts of income measurement; budget planning; concepts of cost behavior; volume-profit relationships; flexible budgets, control of fixed costs; responsibility accounting; relevant cost analysis; long-range planning; direct and standard costing.

BUSINESS ADMINISTRATION

- 110C. SURVEY OF BUSINESS. 3 sem. hrs. Forms of business ownership: individually owned firms, partnerships, corporations. Business functions: management, marketing, finance, accounting. Sources of business information. Applications to personal and business problems: Taxation, insurance, credit, investments. (Formerly 101C)
- 210C. SURVEY OF INSURANCE. 3 sem. hrs. Economic and social background, risk and insurance, legal principles, the insurance contract, life insurance and annuities, types of insurance carriers, fire and casualty insurance. Open to all freshmen, (Formerly 254C)
- 214C. REAL ESTATE FUNDAMENTALS AND PRACTICES. 3 sem. hrs. Economic and social impact of real estate, real estate market, titles to property, contracts, deeds and conveyances, mortgages and deeds of trust, leases, liens, home ownership, tax factors in real estate, sources of funds, and title closing. (Formerly 315C)
- 312C. BUSINESS LAW. 3 sem. hrs. Prerequisite: Junior standing. Legal rights and social forces, contracts, commercial paper, real property and estates, government and business. (Formerly 341C)
- 313C. BUSINESS LAW. 3 sem. hrs. Prerequisite: Junior standing. Personal property and bailments, sales, security devices, agency and employment, corporations, and partnerships. (Formerly 342C)
- 320C. BUSINESS FINANCE. 3 sem. hrs. Prerequisite: Accounting 232 or 234 and junior standing. The organization, financing, and management of a business organization. Topics covering financial instruments, optimum capitalization mixes, leverage, present value, and cost of capital are developed. (Formerly 421C)
- 340C. PRINCIPLES OF MARKETING. 3 sem. hrs. Prerequisite: Economics 202 or concurrent en-

rollment and junior standing. Marketing fundamentals, the ultimate consumer, retailing system, wholesaling system, marketing policies, distribution costs, market information and problems. (Formerly 422C)

ECONOMICS

- 201C. INTRODUCTION TO ECONOMICS. 3 sem. hrs. Survey of fundamental economic principles and their application to current problems and policies.
- 202C. INTRODUCTION TO ECONOMICS. 3 sem. hrs. Prerequisite: 201. Continuation of 201. Survey of fundamental economic principles and their application to current policies and problems.

EDUCATION

SCHOOL SERVICES

- 302C. MEASUREMENT AND EVALUATION. 3 sem. hrs. Prerequisite or co-requisite: 360. Basic statistics, standardized, and teacher-made tests.
- 401C. PRINCIPLES OF GUIDANCE. 3 sem. hrs. Prerequisite or co-requisite: 360. Basic philosophy of guidance and counseling. Identification and implementation of guidance services in the school.

SECONDARY AND HIGHER EDUCATION

- 422C. THE TEACHING OF SCIENCE. 3 sem. hrs. Prerequisite: 361 and permission of instructor. This teaching methods course involves problems, techniques, materials, and procedures involved in teaching science on the secondary level.
- 475C. SECONDARY CLASSROOM PROCEDURES AND TECHNIQUES. 3 sem. hrs. Prerequisite: 361. This course should be taken during the semester of student teaching. Problems of beginning secondary school teachers, teacher behavior, classroom interaction and teaching skills, and media proficiency.

ENGLISH

- 102C. COMPOSITION AND READING. 3 sem. hrs. Prerequisite: 101. Adequate expression, good form, logical thinking, literature for writing.
- 201C. MASTERPIECES IN LITERATURE. 3 sem. hrs. Prerequisite: 102. World literature before 1850.
- 202C. MASTERPIECES IN LITERATURE. 3 sem. hrs. Prerequisite: 102. World literature after 1850.
- 401C. SHAKESPEARE—EARLY PLAYS. 3 sem. hrs. Prerequisite: 201, 202. Plays written before 1600.
- 402C. SHAKESPEARE—LATER PLAYS. 3 sem. hrs. Prerequisite: 201, 202. Plays written after 1600.

GEOGRAPHY

- 101C. PHYSICAL GEOGRAPHY. 3 sem. hrs. An introduction to the study of the physical world. Emphasis is on such environmental factors as landforms, climate, soils and vegetation.

HEALTH AND PHYSICAL EDUCATION

- 209C. HEALTH FOR THE INDIVIDUAL. 3 sem. hrs. Designed to meet the health needs of college students.
- 303C. SAFETY EDUCATION. 3 sem. hrs. Prerequisite: 204. The principal classes and causes of accidents.
- 307C. THE ORGANIZATION AND ADMINISTRATION OF INTRAMURAL SPORTS. 3 sem. hrs. Prerequisite: 204. The organization and administration of intramural sports at the elementary, secondary, and college levels. Emphasis on the various intramural sports publicity techniques.
- 430C. ORGANIZATION AND ADMINISTRATION OF HEALTH AND PHYSICAL EDUCATION. 3 sem. hrs. Prerequisite 204. The philosophy of administration and the development of sound organizational techniques in Health and Physical Education.
- 433C. INTERSCHOLASTIC ATHLETICS. 3 sem. hrs. Prerequisite: 204. The organization, rules, regulations, and administration of the Interscholastic League in Texas.

HISTORY

- 101C. WESTERN CIVILIZATION TO 1660. 3 sem. hrs. The chief political, social and intellectual developments of occidental civilization from the earliest human cultures to 1660. The origins of languages, literature, governments, and economic and social practices.
- 102C. WESTERN CIVILIZATION SINCE 1660. 3 sem. hrs. Continuation of 101.
- 201C. AMERICA, 1492-1865. 3 sem. hrs. A survey course in American History; discovery, exploration, colonization; establishment of independence and the new nation, problems of the new government in securing respect at home and abroad; expansion; economic and social development; nationalism versus sectionalism.
- 202C. AMERICA SINCE 1865. 3 sem. hrs. The occupation of the last West; industrial revolution; inventions; big business; reform movements; financial adjustments; and emergence of the United States as a world power.
- 407C. EUROPE SINCE 1919. 3 sem. hrs. Prerequisite: 6 semester hours of History. International organizations and international problems following the First World War as they relate to the outbreak of the Second World War and the change made since 1945. Emphasis, however, is placed upon the development within the major countries such as Germany, Italy, Spain, France, and Great Britain.

MATHEMATICS

- 105C. INTERMEDIATE ALGEBRA. 3 sem. hrs. Fundamental operations, equations and inequalities, functions and graphs, and systems of equations. Not open to a student who has credit for 110.

- 110C. COLLEGE ALGEBRA. 3 sem. hrs. Prerequisite: 2 years of high school algebra or 105. Relations, functions, equations and inequalities, exponents and radicals, mathematical induction, progressions, binomial theorem, and probability.
- 115C. MATHEMATICS FOR BUSINESS AND ECONOMICS I. 3 sem. hrs. Prerequisite: 2 years of high school algebra or Math 105. Applications of linear equations and inequalities, compound interest and annuities, compact notation and matrices.
- 116C. MATHEMATICS FOR BUSINESS AND ECONOMICS II. 3 sem. hrs. Prerequisite 110 or 115. Applications of finite probability and elementary calculus.
- 360C. STATISTICAL METHODS. 3 sem. hrs. Prerequisite: Junior Standing. Descriptive statistics, regression and correlation, analysis of variance and nonparametric tests. This is a basic course for students from all fields in which statistical methods are applied.

POLITICAL SCIENCE

- 201C. AMERICAN NATIONAL GOVERNMENT. 3 sem. hrs. A survey of the origins, structure, and functions of the National government of the United States and the principles which underlie the American democracy.
- 212C. AMERICAN STATE AND LOCAL GOVERNMENT. 3 sem. hrs. A survey of the principal aspects of state and local government in the United States, with special reference to Texas.
- 241C. AMERICAN NATIONAL AND STATE GOVERNMENT. 3 sem. hrs. Designed to meet certain teacher certification requirements in Texas.
- 312C. MUNICIPAL GOVERNMENT. 3 sem. hrs. Prerequisite: 6 semester hours of Government. The organization, legal aspects, functions, and administration of the American municipality; relationship of the city to other units of government, current problems of city governments.

PSYCHOLOGY

- 201C. GENERAL PSYCHOLOGY. 3 sem. hrs. An introduction to psychology as a science.
- 204C. CHILD PSYCHOLOGY. 3 sem. hrs. Prerequisite or corequisite: 201. Psychological analysis of human growth and development with emphasis on childhood.
- 210C. MENTAL HEALTH AND PERSONAL ADJUSTMENT. 3 sem. hrs. A study of the individual and social factors which influence behavior processes in the human being, with emphasis on the prevention of maladjustment.
- 390C. PSYCHOLOGY OF ADOLESCENCE AND YOUTH. 3 sem. hrs. Prerequisite: Psy. 204. The study of psychological growth and development from adolescence through early maturity.

SOCIOLOGY

- 201C. INTRODUCTION TO SOCIOLOGY. 3 sem. hrs. The fundamental concepts of Sociology and an introduction to the analysis of social problems in both their collective and individual aspects.
- 212C. SOCIAL PROBLEMS. 3 sem. hrs. No prerequisite; 201 is recommended. A general survey of major social trends and contemporary social problems in American society.
- 302C. SOCIAL PSYCHOLOGY. 3 sem. hrs. Prerequisite: 201. The origin and development of personal behavior in interpersonal situations.
- 342C. JUVENILE DELINQUENCY. 3 sem. hrs. Prerequisite: 201. The causes and manifestations of delinquency and the particular problem of the juvenile offender; agencies for delinquency adjustment; evaluation of penal methods.
- 441C. THE COMMUNITY. 3 sem. hrs. Prerequisite: 201. Community organizations and problems. The development of the community, its population and occupational structure, its institutions and social values, and trends in American community development.
- 481C. SOCIAL WELFARE AS AN INSTITUTION. 3 sem. hrs. Prerequisite: 201. The institutional nature of social welfare and its relationship to other institutions in society.

SPANISH

- 206C. COMPOSITION AND READING. 3 sem. hrs. Prerequisite: 107, Spanish grammar; reading of Spanish prose; oral and written composition.
- 207C. COMPOSITION AND READING. 3 sem. hrs. Prerequisite: 206. Continuation of 206.
- 321C. LITERATURE TO 1700. 3 sem. hrs. Prerequisite: 207.
- 421C. ADVANCED COMPOSITION AND GRAMMAR. 3 sem. hrs. Prerequisite: 207. Required of all Spanish majors.

SPEECH AND THEATRE

- 231C. RADIO-TV SURVEY. 3 sem. hrs. Prerequisite: 6 semester hours of Speech or permission of Head of Department. American broadcasting and telecasting. The history, control, network organizations, and social implications of the media. Recordings made and radio and television stations visited.
- 392C. SPEECH PATHOLOGY I. 3 sem. hrs. Prerequisite: 12 semester hours in Speech, Education, or Biology. Speech and language disorders due to environmental and psychological causes. Defective articulation, delayed development of language, stuttering, and voice problems.
- 393C. SPEECH PATHOLOGY II. 3 sem. hrs. Prerequisite: 12 semester hours in Speech, Education, or Biology. Speech and language disorders resulting from deviations in the central nervous system, the speech mechanism and the organ of hearing. Aphasia, cerebral palsy, cleft palate, and language disorders due to hearing defects.

- 462C. MODERN THEATRE. 3 sem. hrs. Prerequisite: 12 semester hours of Speech or English. Contemporary theatre, both professional and educational. The current theatre season, important personages of the theatre, study of current plays, study of current dramatic literature.
- 479C. EDUCATIONAL TELEVISION. 3 sem. hrs. Prerequisite or co-requisite: Education 360 or permission of Head of Department. The ways teachers can use radio and television to aid regular classroom instruction. Visits to radio and television stations.

ADDENDUM FOR SOCIOLOGY

- 411C. THE FAMILY. 3 sem. hrs. Prerequisite: 201. The family as a social institution and as a unity of interactive personalities; family organization and disorganization; parent-child relationship in personality development; the future of the family and home.







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