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## 1971 - 1972 Bulletin

Loma Linda University

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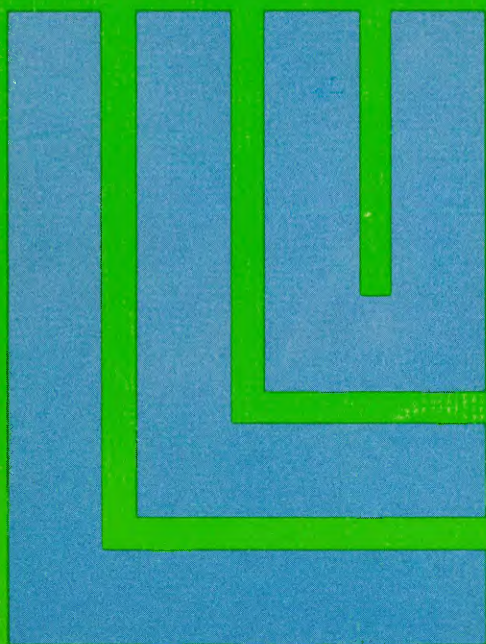
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☐ 1971-72 ☐

BULLETIN

**SCHOOL of  
EDUCATION**

LOMA LINDA  
UNIVERSITY



SCHOOL OF  
EDUCATION

**Loma Linda University 1971-72**

The information in this BULLETIN  
is made as accurate as possible  
at the time of publication. The  
University reserves the right to make  
such changes as circumstances  
require. The student is  
responsible for informing himself  
concerning all requirements pertinent  
to his relationship  
with the University.

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# The Calendar 1971-1972

## 1971

September								FALL QUARTER 1971	
S	M	T	W	T	F	S			
			1	2	3	4	ARR		Preregistration
5	6	7	8	9	10	11	26-28	SN-TS	Registration Orientation
12	13	14	15	16	17	18			Testing
19	20	21	22	23	24	25	29	WD	Instruction begins
26	27	28	29	30					
October									
S	M	T	W	T	F	S			
					1	2	7	TH	Last day to enter a class
3	4	5	6	7	8	9	25-30	MN-SA	Fall Week of Devotion
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			
31									
November									
S	M	T	W	T	F	S			
	1	2	3	4	5	6	3	WD	College Day Midterm
7	8	9	10	11	12	13	11	TH	Education Day
14	15	16	17	18	19	20	24-28	WD-SN	Thanksgiving recess
21	22	23	24	25	26	27	29	MN	Instruction resumes
28	29	30							
December									
S	M	T	W	T	F	S			
		1	2	3	4		10	FR	Independent study day
5	6	7	8	9	10	11	13-16	MN-TH	Final examinations
12	13	14	15	16	17	18	16	TH	Fall quarter ends
19	20	21	22	23	24	25	17	FR	Christmas recess begins (17 days); ends January 2
26	27	28	29	30	31				

# 1972

**January**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**February**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

**March**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**April**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## WINTER QUARTER 1972

ARR		Preregistration
3	MN	Registration; waiver examinations
4	TS	Instruction begins
12	WD	Last day to enter a class

8	TS	Midterm
24-26	TH-SA	Mission Emphasis

2-5	TH-SN	Alumni Homecoming
4-5	SA-SN	Adventist Higher Education Days
10	FR	Independent Study Day
13-16	MN-TH	Final Examinations
16	TH	Winter quarter ends
17-26	FR-SN	Spring recess

## SPRING QUARTER 1972

ARR		Preregistration
27	MN	Registration; waiver examinations
28	TS	Instruction begins
29	WD	Last day to file for master's candidacy for spring graduation

5	WD	Last day to enter a class
6	TH	Last day to submit preliminary copy of master's project or thesis for spring graduation
17-22	MN-SA	Spring Week of Devotion
23	SN	Master's Comprehensive examinations for spring graduation



# 1972

## May

S	M	T	W	T	F	S			
	1	2	3	4	5	6	1	MN	Midterm
7	8	9	10	11	12	13	10	WD	Last day to submit master's project or thesis in final form for spring graduation
14	15	16	17	18	19	20	14	SN	Faculty-Senior banquet
21	22	23	24	25	26	27	17	WD	Last day for final oral examination and filing of approved master's project or thesis for spring graduation
28	29	30	31				29	MN	Memorial Day holiday

## June

S	M	T	W	T	F	S			
				1	2	3	1	TH	Awards Assembly
4	5	6	7	8	9	10	2	FR	Independent Study Day
11	12	13	14	15	16	17	5-8	MN-TH	Final examinations
18	19	20	21	22	23	24	8	TH	Spring quarter ends
25	26	27	28	29	30		9-11	FR-SN	Commencement events

## SUMMER SESSION 1972

18	SN	Registration
19	MN	Instruction begins

## July

S	M	T	W	T	F	S			
						1	4	TS	Independence Day recess
2	3	4	5	6	7	8	9	SN	Master's comprehensive examinations for summer completion
9	10	11	12	13	14	15	14	FR	Last day to submit master's project or thesis in proposed final form
16	17	18	19	20	21	22	21	FR	Last day for final oral examination for summer completion
23	24	25	26	27	28	29	28	FR	Last day for filing of approved master's project or thesis for summer completion
30	31								

## August

S	M	T	W	T	F	S			
			1	2	3	4	5		
6	7	8	9	10	11	12	10	TH	Summer session ends
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					



# The University

LOMA LINDA UNIVERSITY is a Seventh-day Adventist coeducational institution in inland southern California, sixty miles east of Los Angeles (in the San Bernardino, Redlands, Riverside area) and has been in existence since 1905.

Having sprung from medical origins, the University continues the strong emphasis that results from development of education in the health arts and sciences during more than sixty years. Professional curriculums are offered by the Schools of Allied Health Professions, Dentistry, Health, Medicine, and Nursing on the Loma Linda campus. The College of Arts and Sciences and the School of Education are located on the La Sierra campus at the west edge of Riverside. The resources of this division (accredited as a senior college since 1944 and united with the University in 1967) contribute curriculums in applied and liberal arts and sciences and programs in professional education in fulfillment of requirements for teaching credentials in California public schools and in church elementary and secondary schools. Graduate programs of the departments of the Schools are offered from both campuses through the Graduate School.

The core of the combined faculties consists of approximately 300 full-time teachers. Part-time and voluntary teachers, especially clinicians in the professional curriculums, bring the total past 1,200. Many nations of the world are represented in the annual enrollment of 3,000 students.

Curriculums are offered for the Associate in Science, Associate in Arts, Bachelor of Science, Bachelor of Arts, Doctor of Dental Surgery, Doctor of Medicine, Master of Public Health, Master of Science in Public Health, Master of Science, Master of Arts, and Doctor of Philosophy.

The University is accredited by the Western Association of Schools and Colleges and is a member of the American Council on Education, the Association of American Colleges, and the Association of Seventh-day Adventist Colleges and Secondary Schools. The professional curriculums are approved by the respective national and/or state organizations.

The University is served by two main libraries. The Fulton Memorial Library on the La Sierra campus has a general liberal arts collection, with concentrations in education, history, and religion. Acquisitions of the Vernier Radcliffe Memorial Library on the Loma Linda campus supports the medical, paramedical, and graduate programs and include a strong liberal arts collection in support of certain graduate programs. The holdings of both libraries total 290,000 books and bound journals and approximately 2,500 periodical titles in English and foreign languages. Within driving distance are accessible collections of the University of California (Los Angeles, Riverside, Irvine), the University of Redlands, the Riverside and the Los Angeles public libraries, and the unique holdings of the Henry E. Huntington Library and Art Gallery.

A medium-scale, general-purpose computer system serves the students and faculty of the University in instructional and research functions. A microwave channel that links the Loma Linda facility with a large-scale system, physically located in Los Angeles, provides almost unlimited computing power for the man-machine dialogue and to assist in applying the computer to the solution of problems in a variety of disciplines. An extensive program library, including the BMD statistical programs, serves many routine needs; but researchers are encouraged to write their own specialized programs for their own particular needs. Programming instruction and assistance is provided for this purpose.

### PHILOSOPHY OF EDUCATION

The University is dedicated to providing a setting in which the responsible student can develop fully and harmoniously according to his personal endowments and his will to make use of them. To this end he is encouraged to develop enduring intellectual curiosity; values that are moral, ethical, and Christian; a mode of life characterized by competence and purpose; and a sense of responsibility for the intellectual, physical, and spiritual welfare of fellow men. The University takes pride in being a church-related institution, holding that a sound religious faith invigorates the intellect of the enlightened person.

### STUDENT WELFARE

The welfare of the student is regarded of primary importance. Church worship services, chapels, and residence hall religious appointments provide opportuni-

ties for spiritual enrichment. Student organizations provide opportunities for professional and cultural development.

**HEALTH INSURANCE.** Accident and sickness insurance is carried by the University for all students registered for 7 or more units. Other part-time students may arrange for such coverage.

**HEALTH SERVICE.** Living so as to maintain optimum health in the midst of college pressures is an important part of student growth. The University Student-Employee Health Service maintains a campus center where students may go for advice, prescription, or treatment. The Health Service at the La Sierra campus is directed by a part-time physician and staffed by a registered nurse.

**PHYSICAL EDUCATION.** Physical fitness is promoted by various recreational interests and by courses in gymnastics, field exercises, swimming, body building, lifesaving, and health instruction. An effort is made to interest each student in some recreational and health-building activity that will enhance life.

## STUDENT RESPONSIBILITY

Application to and enrollment in the University constitute the student's commitment to honor and abide by the practices and regulations stated in the announcements, bulletins, handbooks, and other published materials and to maintain a manner that is mature and compatible with the University's function as an institution of higher learning.

## IDENTIFICATION NUMBER

The student's Social Security number becomes his permanent identification number on his University record. The applicant who does not already have a Social Security number should consult his local post office about securing one well in advance of enrollment. Identification cards are issued at the initial enrollment and are renewed as necessary. The student should present his identification card when applying for library service, health service, or other services that require identification. Also, the identification (Social Security) number should be noted on all checks payable to the University to ensure crediting to the proper account.

## PUBLICATIONS

*The Bulletin of Loma Linda University* is the title under which appear announcements of the curriculums of the University.

The *Handbook* is a series of manuals defining functions, policies, and regulations and providing general information for students, staff, and faculty.

*Medical Arts and Sciences* is a quarterly journal of the School of Medicine.

*Scope* is the University newspaper circulated without charge to students, parents, faculty, staff, and alumni.

*Criterion* is the student-edited newspaper for the La Sierra campus.



# School of Education

The first teacher education courses on the Riverside campus of Loma Linda University were offered in 1923. The school was then called La Sierra Academy and Normal School.

In 1925, when the Department of Education was organized, the emphasis was on elementary teacher education. Two years later the school became Southern California Junior College, and a two-year professional curriculum was offered to meet the credential needs of church school teachers. At that time an education building was completed to serve as a parochial school for the community and as a demonstration school for the Department of Education. The building burned and was replaced by a laboratory school located northeast of the main campus in 1947.

The Northwest Association of Secondary and Higher Schools accredited Southern California Junior College for fifteen grades in 1939. A few months later the junior college became the sixteen-grade institution known as La Sierra College, which was accredited as a senior college in 1944.

When La Sierra College was united with Loma Linda University in 1967, the Department of Education continued to operate for another year as a department of the College of Arts and Sciences. In 1968, the School of Education was organized with four departments:

Department of Administration and Supervision

Department of Counselor Education

Department of Curriculum and Instruction

Department of Foundations of Education

On June 12, 1969, the School of Education was accredited by the California State Board of Education for the Standard Teaching Credential with a Specialization in Elementary Teaching; for the Standard Teaching Credential with a Specialization in Secondary Teaching; for the Standard Supervision Credential with Specialization in Elementary Supervision, Secondary Supervision, Elementary Principalship, Secondary Principalship; and for the Standard Designated Services Credential with a Specialization in Health for service as a school nurse.

## OBJECTIVES

The objectives of the School of Education are:

1. To provide the student opportunities to equip himself with the knowledge, skills, and attitudes required for success in his chosen area of studies in education.
2. To help inservice and prospective educational personnel to build a sound philosophy of education in Christian, historical, and sociological context.
3. To enable the student to implement the basic principles of education through the use of tested psychological theory and practice in the educative process.
4. To motivate investigative curiosity and a desire to participate in the advancement of knowledge, particularly in the art and the science of education.
5. To help the student develop knowledge and skill in educational research, so that he may contribute to the advancement of education.
6. To engender and nurture in the student the desire to use his professional skills in selfless service to mankind, regardless of race or creed or geographical location.
7. To provide qualified and dedicated educational personnel for the Seventh-day Adventist schools.

## ADMINISTRATION

The Dean is the chief administrative officer of the School. He is responsible to the University Vice President for Academic Affairs. Four department chairmen, who are directly responsible to the Dean, collaborate with the Dean and the faculty to develop the instructional programs in their respective departments. The directors of the various services of the School of Education – audiovisual and media center, credentials advisement and teacher placement, and testing services – are also responsible to the Dean. The Dean presides at meetings of committees on admissions, curriculum, academic standards, field work, and graduate programs and at general meetings of the faculty.



## LOCATION AND FACILITIES

The School of Education is located at the Riverside campus of the University in the southwest section of the city. It is fifty miles east of Los Angeles and twenty miles southwest of Loma Linda; is one mile from the Riverside Freeway leading to Los Angeles and coast towns; is easily accessible by bus, train, and plane.

Administrative offices of the School of Education are housed in La Sierra Hall at the center of the campus. Other offices, classrooms, and laboratories of the School are also located in La Sierra Hall and on the ground floor of Hole Memorial Auditorium.

A curriculum laboratory and media center, a music education laboratory, a reading clinic, a psychometry laboratory, and an administration laboratory are maintained by the School to provide instruction and services to the students of the School of Education, to other schools of the University, and to the professional community.

La Sierra Academy and Elementary School provide laboratory and demonstration opportunities within easy walking distance. Field work facilities are provided in the public schools of the surrounding area, primarily in the Alvord Unified School District, in the Corona Unified School District, in the Riverside Unified School District, and in the Jurupa Unified School District. Early childhood education laboratories are available on both campuses of the University.

## ADMISSION PRACTICES

### ADMISSION TO TEACHER EDUCATION PROGRAMS

The School of Education offers elementary teacher education and secondary teacher education programs. (See programs of Instruction section.) Application for these programs should be made through the School of Education at the beginning of the freshman year or as soon as the student decides to enter one of the programs.

The student who wishes to complete a single-subject major in the College of Arts and Sciences for the bachelor's degree, and to obtain teaching credentials concurrently, should apply to the School of Education before the beginning of the junior year. Junior and senior students planning to be teachers should arrange their programs in consultation with their major advisers and with the teaching credentials advisers in the School of Education.

The Admissions Committee examines evidence of scholastic competence, moral and ethical standards, and significant qualities of character and personality. For admission to the teacher education programs, the student must present a minimum grade point average of 2.0 (C); however, the student is expected to maintain a grade point average of 2.3 or better in order to continue in any of the teacher education programs, and to be admitted to directed teaching. Satisfactory completion of EDCI 201, Orientation to Teaching, is required for continuation in any of the teacher education programs.

#### ADMISSION TO DIRECTED TEACHING AND OTHER FIELD WORK

Admission to any division of the University does not automatically entitle a student to become a candidate for field work and to qualify for a credential. Admission to directed teaching and other field work is by special application to the Field Work Committee. The applicant is expected to present a minimum grade point average of 2.3 (C+) for admission to directed teaching, and an average of 3.0 (B) for field work in administration and supervision and in guidance. If the student fails in his field work to meet any requirement imposed by the School of Education or by the school in which he is working, he may be asked to withdraw from the program. (See the requirements for respective programs.)

#### ADMISSION TO GRADUATE PROGRAMS

To be eligible for admission to an advanced degree program, the applicant must have a bachelor's degree, or the equivalent, from an accredited college or university. A college senior who otherwise meets all requirements for graduate standing may be granted approval to take graduate courses concurrently with courses that complete the bachelor's degree requirements if this does not con-

stitute an overload; this approval does not constitute admission to a graduate degree program.

Applicants are expected to present an undergraduate grade average of B (3.0) or better in the overall program and in the major field. Some students with an overall grade average between 2.5 and 3.0 may be admitted to graduate standing, provided the grades of the junior and senior years are superior. The applicant may be admitted on one of the following bases: (a) REGULAR, if he meets all requirements for admission; (b) PROVISIONAL, if he lacks in undergraduate scholarship or course work; (c) SPECIAL, if he takes graduate courses for personal or professional purposes without application toward a degree.

Each graduate student is provided with a Graduate Sequence Identification Card which identifies registration classification and indicates the progression of steps toward the Master of Arts degree.

Inquiry about admission should be addressed to the Dean of the School of Education, Loma Linda University, Riverside, California 92505.

## APPLICATION

Application forms are available from the Admissions Office, Loma Linda University, Riverside, California 92505.

1. Application and all supporting information should be in the Admissions Office at least a month before the beginning of the term for which admission is sought.

2. A complete official transcript of all work previously taken in colleges, universities, or professional schools should be sent to the University. It is the applicant's responsibility to arrange to have his transcripts sent directly to the Admissions Office by the registrars of the schools he has attended.

3. A personal interview is desirable and should be arranged, if it is possible, with the Dean or the faculty adviser appointed by the Dean.

4. The Admissions Committee takes official action and notifies the applicant. The formal notice of admission is to be presented at registration time as evidence of eligibility to register in the School of Education.

# ACADEMIC PRACTICES

## REGISTRATION AND ATTENDANCE

The student must register on the dates designated in the University Calendar that appears in this BULLETIN. Registration procedure includes recording information on forms furnished by the Registrar and clearing financial arrangements with the Office of Student Aid and Finance.

Late registration is permissible only when there is an exceptional reason; a charge is made if registration is not completed on the designated dates. The student may not attend class without being registered, and in no case may registration take place later than the second week of a term.

Attendance is required beginning with the first day of each session. Regular attendance at all appointments is expected. Absence in excess of twenty percent of the appointments in a course is sufficient cause for failure.

## SCHOLASTIC STANDING

### *Basic Assumptions*

1. Acceptable standards of performance should be specified for each course given for credit within the University.
2. Expected performance criteria (objectives) for each course should be validated in terms of (a) the student's past levels of achievement and ability; (b) the worth of the objectives as perceived by the student; (c) the value of the objectives as perceived by experts in the given fields of study; (d) the value of the objectives as perceived by our culture and sub-culture (e.g., the relevance to the mission of the Church).
3. It is the work of the teacher to provide opportunities for the student to practice the kinds of performance called for in the objectives (e.g., practice in problem solving, in carrying on inquiry, in analyzing, in synthesizing, in evaluating, etc., in addition to simply recalling and stating facts).
4. Unachieved objectives typically reflect inadequate opportunities for the student to practice the type of performance called for in the objectives.

5. A teacher's effectiveness is reflected in his ability to help a student achieve valid objectives.
6. "Letter grades" should be based upon achievement of valid objectives.
7. Credit for completing a course should be given only when a student has achieved an acceptable standard of performance, consistent with stated valid objectives. Learning rather than time is the prime variable.

### *Grading System*

Grades and grade point scales per unit of enrollment are defined as follows:

A	4.0	Outstanding performance
A-	3.7	
B+	3.3	
B	3.0	Very good performance
B-	2.7	
C+	2.3	
C	2.0	Satisfactory performance
C-	1.7	
D+	1.3	
D	1.0	Minimum acceptable performance to receive credit. (Any grade lower than C is not acceptable on a major).
S		Satisfactory performance (equivalent to a grade of C or better; credit toward graduation, but not calculated in grade point average).
I		Incomplete
NC		No credit
IP		In progress
AU		Audit

The student is allowed to request a grade of S at any time before final grades are assigned, in up to 25 per cent of course work not applying to the major or professional education requirements.

Up to the end of the term, and before final grades are assigned, a student may request a grade of NC in any course.

The grade of I may be assigned at the end of the term at the discretion of the teacher.

Grade point averages are rounded off to the nearest tenth.

## UNIT OF CREDIT

The unit of credit is the quarter unit, which represents one hour of the student's time each week of a quarter (12 weeks) in class attendance, or the equivalent, together with requisite study and preparation.

## COURSE LOAD

A course load of 16 units is the standard load for undergraduate students. However, a student carrying a load of 12 units is considered to be a full-time student. For student teachers and graduate students, a load of 12-14 units is the recommended maximum.

## TIME LIMIT

Any credit transferred to the School or taken in residence and submitted toward a master's degree is nullified seven years from the date when the course was completed. In exceptional cases, credit may be given for nullified courses after such refresher provisions as reading, reports, or conferences, and generally, re-examination, to bring the student up to date.

Candidacy for the master's degree lapses after three years from the date of admission to candidacy. The time lapse from first enrollment in a graduate curriculum to the conferring of the master's degree may not exceed five years. An extension of time may be granted to a student who is prevented by military or mission service from continuing his studies.

## TRANSFER CREDITS

A transfer student who has done acceptable graduate study in an approved institution may transfer credit up to 9 quarter units toward the master's degree without petition, but he may not transfer excess grade points to offset less than a B average at the University. The transfer student may petition to have additional transfer credit accepted at the discretion of the Graduate Committee.

## CONCURRENT ENROLLMENT

Concurrent enrollment in courses at another institution (including correspondence courses) is permitted only in extraordinary circumstances, and no credit is given for such courses unless the approval of the Dean has been obtained by petition *prior to enrollment*.

## PROFICIENCY AND WAIVER EXAMINATIONS

A student may meet an academic requirement, within the limits specified by the Academic Affairs Committee, by passing a proficiency examination or a waiver examination at least equal in scope to a final examination in the course.

### *Proficiency Examination*

To seek credit by proficiency examination, the student should petition the Dean of the School. If permission is granted, the student should take the examination before enrolling for further study in the field of the examination. If the student is successful in passing the proficiency examination, S is recorded on his permanent record, and his grade point average is not affected. A fee of \$25 per course is charged for a proficiency examination.

### *Waiver Examination*

Certain course requirements may be waived if the student successfully passes a waiver examination, but no credit results. To take a waiver examination, the student should petition the Dean of the School for permission and take the examination on the scheduled date. A senior seeking waiver of course requirements must take the waiver examination before the final quarter of registration. A fee of \$10 is charged for a waiver examination.

## RESIDENCE REQUIREMENTS

The student who expects to complete a baccalaureate degree in this School of Education must earn a minimum of 36 units of credit at Loma Linda University.

The graduate student who expects to complete a Master of Arts degree in this School must earn a minimum of 18 units of credit at Loma Linda University.

The residence requirement for student teaching and other field work is a minimum of one quarter's work (12 units) on the La Sierra Campus. For student teaching, this usually includes at least one course in Curriculum and Instruction.

## WITHDRAWAL OR PROGRAM CHANGE

The student wishing to add or withdraw from a course or a program must complete appropriate forms supplied by the Office of the Registrar. He should do this in consultation with his adviser and/or the Dean.

A course dropped before midterm is not included on grade reports or transcripts. If a student withdraws after midterm, a notation of NC is recorded.

A student who wishes to add a course should do so before the expiration of the first seven days of the quarter.

## READMISSION

A student who wishes to return to the School of Education after an absence of more than three quarters must file an application for readmission. Unless the Academic Standards Committee of the School approves other arrangements, the student is expected to fulfill the requirements that are in effect during the year in which the work is completed.

## GRADUATION

Graduation requirements for students seeking baccalaureate degrees in the School of Education are basically the same as the requirements published in the BULLETIN of the College of Arts and Sciences. A total of 188 quarter units with a grade point average of 2.3 or better is required for graduation. Specific requirements are given in the section of this BULLETIN dealing with Baccalaureate Programs.



In general, the degree Master of Arts is conferred on a student who has qualified for degree candidacy, completed an approved program of studies consisting of at least 45 quarter units of course work (including at least 18 units in courses numbered 500 or 600), submitted a satisfactory project or thesis, and passed all required examinations. A cumulative grade point average of B (3.0) or better is required in courses applied to the degree. Detailed expectations are given in the section of this BULLETIN dealing with Master of Arts degree programs.

Unless excused by the President of the University, on the recommendation of the Dean of the School, a candidate for a degree must attend all public exercises that constitute the graduation events.

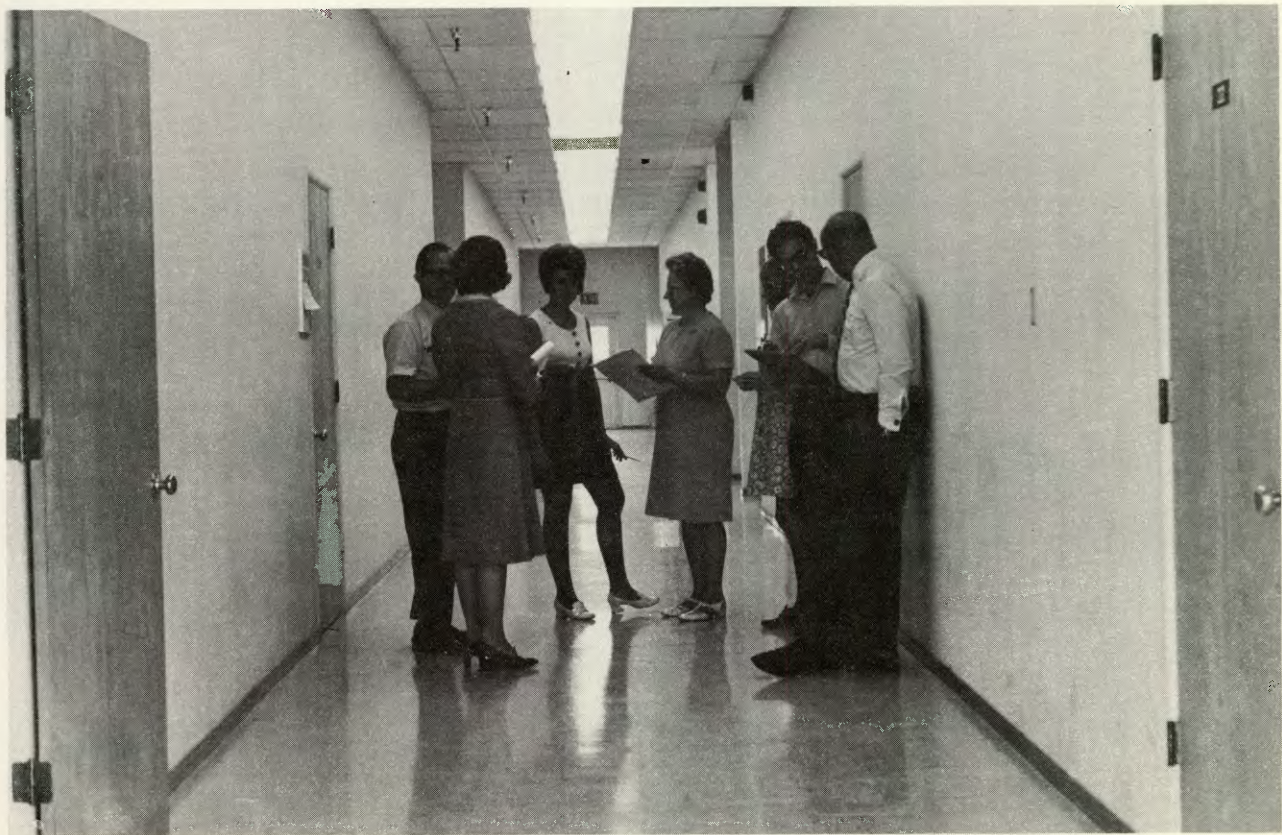
## ORGANIZATIONS

### PROFESSIONAL EDUCATION ASSOCIATION

Among the purposes of the Professional Education Association are the following: (a) to provide oncampus opportunity for free exchange of ideas relating to the education profession; (b) to provide a social situation in which preprofessional educators and inservice educators can meet on common ground to enjoy a unique fellowship; and (c) to promote the effectiveness of professional education programs at the University and to facilitate professional growth among students of education on campus. Membership is open to students who are working toward professional credentials and/or one of the degrees offered by the School of Education.

### ALUMNI ASSOCIATION

The School of Education Alumni Association is a member association of the University Alumni Federation, which (a) seeks to foster alumni unity and loyalty; (b) assists the University and its schools in their duty to provide for the continuing general welfare of all students, faculty, and alumni; and (c) encourages alumni to assist in providing support both for the University and for alumni activities.



# Financial Information

## GENERAL PRACTICES

The following statements outline general financial information on which the student and his parents or financial sponsor should inform themselves.

1. An ADVANCE DEPOSIT is required (as outlined in the Schedule of Charges and the Deposits sections) of all residence hall students.

2. The student is expected to have arranged for FINANCIAL RESOURCES essential for his college expenses in advance of the beginning of each school year. Accounts with other schools or with this University must have been settled.

3. The major expenses of a term (as itemized in the Schedule of Charges section) are totaled in FLAT CHARGES applicable (a) for the residence hall student and (b) for the offcampus student. (See also Flat Charge section.)

4. Miscellaneous charges (as itemized in the Schedule of Charges section) not covered by the flat charges must be paid for in cash when the expense is incurred.

5. Tuition charge for AUDIT is the same as for CREDIT. Fractions of units are counted as full units in any case.

6. The residence hall student who wishes to register for fewer than 12 units must present the Office of Student Aid and Finance written approval for a reduced course load in order to be eligible for tuition charge for only the units taken.

7. Registration includes the cost of individual or group instruction in APPLIED MUSIC if the student is accepted by the department for such instruction.

8. The regular charges do not include the cost of TRANSPORTATION for such offcampus assignments as practice teaching in public schools, clinical appointments for nursing, or intercampus travel.

9. In order to avoid long lines and to complete registration early, students are urged to make their financial arrangements *prior* to registration days. The Student Finance Office will assist in determining the exact amount to be paid for any quarter. Procedures for registration will be announced before each quarter by the Office of the Registrar.

10. The student is given a copy of his billing form when financial arrangements are completed and the payment is made as required under the plan chosen. Since books, supplies, nurses uniforms, vehicle registration fees, and all other incidental expenses must be paid for in cash, funds for this purpose should be deposited in the STUDENT BANK. If the parent or the sponsor wishes to write only one check to include money for these expenses in addition to the flat semester charge, he should indicate that the surplus may be deposited in the STUDENT BANK.

11. The student is expected to keep his FINANCIAL STATUS clear at all times in accordance with the payment plan selected. He must obtain financial clearance: (a) at the initial registration, (b) at the beginning of any new term, (c) before taking final examinations at the close of the academic term, (d) before receiving a certificate or diploma or before requesting a transcript, statement of completion, or other certification to be issued to any person, organization, or professional board.

12. Checks should be made payable to Loma Linda University when the student pays the University directly in payment plans 1 and 2. *The student's name and Social Security number should be written on all checks to ensure crediting to the proper account.* A charge of \$5 may be made by the University when a check is not honored by a bank.

13. A service fee of one per cent per month is charged on a past due account. This is an annual interest rate of 12 percent.

14. The financial information in the BULLETIN supersedes that appearing in the application form.

## BUSINESS HOURS

To avoid being inconvenienced, parents, sponsors, and others who come to the campus from a distance for business purposes should telephone\* for appointment, especially if they are unable to arrive during the business hours:

9:00-12:00 Monday through Friday

1:00- 3:00 Monday through Thursday

Closed Sundays and legal holidays. Open Sunday preceding registration.

Ext 445 for student aid and finance

Ext 278 for student employment

Ext 371 for admissions

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\* Area code 714 689-4321

## SCHEDULE OF CHARGES

Application fee (non-refundable) .....	\$ 10
Application fee, late (non-refundable) .....	25
After August 15, December 1, March 1, May 1 for the first, second, third, summer terms	
Application fee for readmission after nonresidence 3 quarters .....	10
Advance deposit, residence hall students (see Deposits section) .....	100
Advance deposit, overseas students (see Deposits section) .....	1,000
Flat charge, residence hall students, per quarter .....	876
Flat charge, offcampus students, per quarter, 12 units or more .....	550
Tuition charge, credit or audit, per unit (or fraction) below 12 units .....	47
Tuition charge, credit or audit, applied music	
For registration below 12 units, charge per unit as above	
Offcampus college-level registration for applied music <i>only</i>	
For 1 half-hour period per week, 10 per quarter .....	50
For 2 half-hour periods per week, 20 per quarter .....	100
No refund on special music charges after one month from registration date	
Accepted secondary or elementary school registrant, applied music <i>only</i>	
For 1 half-hour period per week, 10 per quarter .....	36
Vehicle registration, temporary .....	1
Vehicle registration and parking permit, per quarter	
A and D stickers \$7, V sticker \$2, O sticker \$3	

### SPECIAL CHARGES PAYABLE IN CASH

Late registration, first day after published date .....	10
Late registration per additional day after published date .....	1
Payment plan change .....	10
Chapel absence .....	3
Examination other than regularly scheduled .....	10
Reexamination .....	10
Waiver examination .....	10
Credit by examination .....	25
Transcript of credit, after the first one .....	2
Nurses uniforms (approximately) .....	100

Some fines and other charges are assessed by and payable in departments. These include such items as parking fines, library fines and lost book charges, chemistry breakage, fees for special physical education activities, etc.

If these are not paid to the department when due, the department may turn them over to the Business Office at the end of the term for collection, in which case a five dollar (\$5) fee will be added to cover costs of bookkeeping and collection.

#### MISCELLANEOUS EXPENSES PAYABLE IN CASH

Supplies: books, school supplies, sheet music, etc. (estimated \$50-\$75 per quarter).

Health charges: for care other than covered by health insurance.

Nonroutine psychological tests.

Material tickets and special charges for certain physical education and industrial courses.

Campus club dues.

Fines and laboratory breakage.

Food other than cafeteria meals included in the flat charge: cafeteria meals during holiday and interquarter recesses; snack shop or market charges.

Laundry.

Entertainment other than lyceum charge.

#### FLAT CHARGE

The flat charge offers the advantages of enabling the student to know and arrange for in advance the cost of his education. The flat charge per quarter includes:

##### RESIDENCE HALL STUDENT

\$876

- tuition
- health insurance
- routine care and medicine
- applied music instruction with approval
- lyceum ticket
- academic costume
- conferring of degrees
- diploma, certificate
- board & room charge
- residence hall club

##### OFFCAMPUS STUDENT

12 UNITS AND OVER, \$550

- tuition
- health insurance
- routine care and medicine
- applied music instruction with approval
- lyceum ticket
- academic costume
- conferring of degrees
- diploma, certificate

Included in the flat rate for the residence hall students are all meals (as much as the student wishes to eat at mealtime, within limits) for the term, from registration to the close of examinations, except during the following scheduled times:

##### Thanksgiving recess

##### Interquarter recess

Meals for freshman students required to arrive early for orientation, student teachers on assignment, and degree candidates required to remain beyond final examinations to participate in the commencement events are included in the flat rate for residence hall students.

## DEPOSITS

### ADVANCE AND ROOM DEPOSIT, RESIDENCE HALL STUDENTS

All residence hall students are required to make an advance payment of \$100 by August 15 for the academic year (December 1 for second and February 15 for third quarters if being first admitted then) before a room assignment can be made. If it becomes necessary to cancel a reservation, the advance payment will be returned provided notification is given by August 15 (December 1 or February 15 for second and third quarters). No refund will be made after these dates unless illness or other valid reasons make it impossible to attend the University. **LOAN CONTRACTS OR SCHOLARSHIPS ARE NOT ACCEPTED IN LIEU OF THIS ADVANCE DEPOSIT.**

The following policies apply to the Advance Deposit:

1. For the new student, \$25 becomes a room deposit and \$75 will be applied to the quarter charges.
2. For returning students, if charges have accrued at the residence halls the previous quarter due to living quarter damages; uncleanliness, etc., the deposit will first be brought to the required \$25 and the balance will be applied to the student's account.
3. Any unused portion of the room deposit will be refunded by the Cashiers when the student withdraws permanently upon presentation of a signed check-out slip from the residence hall deans.

### OVERSEAS STUDENTS

Applicants from outside North America who will be entering the United States on a student visa are required to make an advance deposit of \$1,000 and furnish evidence of additional resources to finance the expenses of the education planned.

A foreign student does not qualify for loans and grants as listed in the financial section. However, campus employment is available to the industrious student. Parents or sponsors are responsible for making payments in accordance with the financial policies of the University.

Under the Bursary plan, students may apply for financial aid through the treasurer of their local Division. Those accepted under this plan will receive college funds matching the Division funds up to 50% of the cost of tuition.

### STUDENT BANK

In addition to (a) paying an advance deposit, (b) making arrangements for the financing of the flat charge required for the quarter or the year, and (c) having at least \$50-100 in cash for books, vehicle registration, and other incidental expenses at the time of registration, the student should plan to deposit some cash in the STUDENT BANK to have on hand for personal expenses and unforeseen needs. Money earned by part-time employment can be deposited in the Student Bank for withdrawal at the student's discretion. The minimum transaction is \$1.

### REFUNDS

When a student withdraws from enrollment, the following conditions pertain to the refunding of money he has paid:

1. In any case, residence hall students forfeit \$25 and offcampus students forfeit \$15.
2. After November 15 of the first quarter, February 15 of the second quarter, or May 15 of the third quarter, no tuition is refunded.
3. The date effective for the calculation of a refund (because of withdrawal) is the date the completed drop voucher is received at the Student Aid and Finance Office.
4. For the RESIDENCE HALL STUDENT, the amount to be refunded, for the portion of the quarter remaining after the withdrawal date, is determined on the basis of (a) a tuition charge of \$16 per school day after the published date for registration; (b) a room charge of \$22 per week or portion of week (including recesses and holidays); (c) a board charge of \$2.85 per day.
5. For the OFFCAMPUS STUDENT, the amount to be refunded, for the portion of the quarter remaining after the withdrawal date, is determined as follows: (a) for the full-time student, on the basis of a tuition charge of \$16 per school day after the published date for registration; (b) refunds on tuition charges for less than a full load will be prorated over 6 weeks; (c) for only individual or group instruction in applied music, on the basis of prorated charges for 6 weeks.
6. Special consideration may be given in the case of prolonged illness or military draft.
7. In the case of complete withdrawal, the student must return his ID card to the Student Aid and Finance Office. The balance of the account is refunded



approximately one month from the date the card is returned. The refund is made to the person named as responsible for the account. If the student does not have funds for return fare home, an emergency partial refund may be granted provided there is sufficient credit in the account.

8. In the case of overpayment of the account, the patron should allow time for all records (such as cashier receipts, registration records, etc.) to clear through the data processing facility. A refund may be expected approximately two months from the date of registration.

## DISCOUNTS

A cash discount (figured to the nearest dollar) is given on the flat charge (including the applicable portion of the advance deposit, but excluding such extras as books and supplies, uniforms, special fees, overload charges, and individual music instruction not part of the flat fee). The discount is 3 percent when the account is paid in full on or before the day of registration. The discount due is canceled if the check is not honored by the bank.

Scholarships, loans, grants, and awards are not subject to discount unless these have been received in a form to permit payment in cash at the time of registration. Colporteur scholarships are not subject to discount, since the University contributes 12 percent of the total of such scholarships. Educational scholarships and other assistance from denominational sources are not subject to cash discount

The discount is not given, further, in the following circumstances: (*a*) when the Two Payment Plan is selected; (*b*) when the Contract Payment Plan selected is not sufficient to pay the total quarter charges; (*c*) when the Contract Payment Plan is signed too late for the cash to be paid by or before registration.

The family discount on college tuition (figured to the nearest whole dollar) will be 5% when two or 10% when three or more full-time students within the immediate family (excluding married students) attend any school of the La Sierra cluster (elementary, academy, La Sierra campus of L.L.U.). This discount will be allowed only to the extent it does not result in a cash refund to the family if the account is paid by scholarships or grants.

## PAYMENT PLANS

Three methods of payment are open for the student and/or his parents to select from:

1. Cash in Advance Plan.
2. Two Payment Plan.
3. Contract Payment Plan.

The details of these methods are explained in the following sections. Once a payment plan is determined and programed for the quarter, the student may not change to another plan without a penalty fee.

### CASH IN ADVANCE PLAN (discountable)

Before or on the day of registration, the student pays the entire amount due for the quarter (see Schedule of Charges). To determine the amount of cash needed for this plan, the student should calculate as follows:

1. Ascertain the yearly total, if any, to be granted to him in scholarships, grants, or loans.

2. Subtract one-third of that total (the amount granted for one quarter) from the flat charge due for the quarter; the remainder is the amount of cash needed for the quarter.

3. Deduct the discount applicable on this amount.

The estimated amount to be earned by part-time or work-study employment should not be included in these calculations.

### TWO PAYMENT PLAN (nondiscountable)

Of the flat charge, the following proportions are paid in two payments, without discounts, as follows:

FALL QUARTER	WINTER QUARTER
50% on or before registration	50% on or before registration
50% on or before November 1	50% on or before February 1
SPRING QUARTER	
50% on or before registration	
50% on or before May 1	

To determine the amount of cash needed for this plan, the student should calculate as follows:

1. Ascertain the yearly total, if any, to be granted to him in scholarships, grants, or loans.

2. Subtract one-third of that total (the amount granted for quarter) from the flat charge due for the quarter; the remainder is the amount of cash needed for the quarter.

3. Divide this amount into two parts; 50 and 50 percent, as noted above.

#### **CONTRACT PAYMENT PLAN (discountable)**

The student or parents may contract with a loaning agency for the expenses of the quarter or school year or entire college curriculum, keeping in mind that processing of a loan contract takes approximately 4 or 5 weeks. The contract may be negotiated for one academic year with 8 or 12 monthly payments; or the contract may be negotiated for periods up to four academic years, with monthly payments extended over 48, 60, or 72 months.

The discount of 3 percent is made on the amount paid by registration. This amount is calculated on that portion of the flat charge remaining after the applicable portion of scholarships, grants, or loans has been deducted from the total charges.

If the Contract Payment Plan is selected, the monthly payment check is made to the loaning agency rather than to the University.

The benefits of the Contract Payment Plan are as follows:

1. The payments are predetermined, so that financial plans can be made in advance.
2. The payments are reduced to a minimum by being spread over a period of time.
3. If the account is insured, the contract becomes paid in full on the total disability or death of the person responsible for payments. Some contracts also insure the student.
4. There is no cancellation fee by the loan agency in case of withdrawal from the college.

#### **EMPLOYMENT**

A student who needs to work part time in order to assist with his expenses must first obtain a work permit from the Personnel Office.

Campus employment opportunities exist primarily in certain services (bakery, cafeteria, dairy, farm, grounds service, housekeeping services, maintenance service, market, telephone service). Opportunities for clerical and office work, for library work, and for assisting as readers are open in the residence halls, the general administrative offices, the library, and the academic departments.

A few local businesses adjacent to the campus provide a limited number of employment opportunities at which the student may earn an average of approximately \$800 a year.

Cash payment for part-time employment by the University is made on a bi-weekly basis for use for personal needs, loan payments, or as arranged by the student. The student's check may be mailed to his parents when special arrangement has been made (except in the case of a student on the Federal Work-Study Program), or the student may elect to deposit it in the Student Bank.

### INSURANCE

Students who register for 7 or more units are covered by illness and accident insurance. Those taking fewer units may arrange with the Student Aid and Finance Office to purchase insurance coverage. Married students may have family coverage on payment of additional premiums. The student identification card should be presented as evidence of eligibility for the provisions of health care. The details of coverage provided may be obtained from the Health Service office.

## STUDENT AID

Financial assistance for education is available to the student through Federal Government sources, state scholarships, private lending agencies, certain University resources, and the resources available in established awards, grants, scholarships, revolving loan funds, and the like.

Before applying for a loan or entering on a contract payment plan, the student should (a) acquaint himself with the information in the Financial Aid Budget section; (b) keep in mind that processing a loan contract takes considerable time, and (c) begin his planning long enough in advance so that funds will be available in time for the cash discount, where it is applicable (see Discounts section), and to obtain an advantage at registration time.

Inquiries about the financial aid plans, programs, funds, loans, scholarships, and special aid should be directed to the Office of Student Aid and Finance. This office provides information and various forms to applicants who indicate their desire to participate in particular programs.

Application for financial aid should be filed by June 1. To establish need, the student should submit a CONFIDENTIAL STATEMENT form to College Scholarship Service by April 15 in order for the results to be available in the Student Aid and Finance Office by June 1. New students may apply later, but currently enrolled students must have forms ready by June 1.

The CONFIDENTIAL STATEMENT *form may be obtained from the Student Aid and Finance Office.*

### FEDERAL PROGRAMS

Financial aid programs sponsored by the United States Department of Health, Education, and Welfare are available to students of the College of Arts and Sciences and the School of Education as follows:

Programs ONE to FIVE require that a CONFIDENTIAL STATEMENT on the income of the parents be submitted to College Scholarship Services for evaluation to establish the student's eligibility for aid. Independent students should submit student CONFIDENTIAL STATEMENT forms.

To qualify for programs ONE to SEVEN, a student must be a United States CITIZEN or a person who is in the United States for other than temporary purposes and intends to become a permanent resident thereof.

1. NATIONAL DEFENSE STUDENT LOAN (to a maximum of \$1,000 per year for needy students). After college attendance, the student repays the loan with 3 percent interest. Or, for those who enter full-time teaching, up to 50 percent of the total loan may be canceled. Or, up to 100 percent of the total loan may be canceled for those who enter full-time teaching in specified poverty area schools.

2. FEDERAL WORK-STUDY PROGRAM. A student from a low-income family is offered on-campus work during the school year up to an average of 15 hours a week during the time school is in session or up to a maximum of 40 hours a week during holiday periods. Certain offcampus jobs at recreation or camping centers are available during the summer, as well as during the academic year.

3. EDUCATIONAL OPPORTUNITY GRANT. The student may be awarded a nonobligating grant to a maximum of \$1,000 on the evidence of academic or creative promise and on the basis of exceptional financial need.

4. NURSING STUDENT LOAN. A maximum loan of \$1,500 per academic year may be made to a student in a nursing program. Up to 50 percent of this total loan may be canceled for up to five years of nursing service in a nonprofit hospital or health agency, or 100 percent cancellation for working seven years in a hospital declared to have a shortage of nurses. Or, repayment begins 12 months after graduation and extends over a ten-year period with interest at 3 percent. No interest is charged while the student continues in nursing education.

5. NURSING SCHOLARSHIPS. The student in a nursing program may be awarded a nonobligating grant to a maximum of \$1,500 on the evidence of academic or creative promise and on the basis of exceptional financial need.

6. FEDERALLY INSURED STUDENT LOAN. A loan insured by the Federal Government (in the event of the student's loss of life, total disability, or inability to repay) is available from certain participating lending institutions in many states and if the parents' adjusted income is under \$15,000, the Federal Government pays the interest while the student is in school. The loan repayment may extend up to ten years at 7 percent interest, with a minimum payment of \$360 per year on smaller loans. (Most participating banks require a family depositor relationship for at least six months before they consider accepting an application from a student.) Application forms may be obtained from the lender or from the Office of Student Aid and Finance.

7. LAW ENFORCEMENT EDUCATIONAL PROGRAM. Current or prospective law enforcement personnel may obtain assistance as follows: (a) Grants up to \$600 and loans up to \$1,800 a year to cover direct educational expenses of in-

service personnel and loans up to \$1,800 a year for those who plan to enter law enforcement; (b) cancellation of 25 percent of total loans per year of employment in a federal, state, or local law enforcement program; (c) a needs test determines eligibility.

## OTHER PROGRAMS

Assistance in obtaining information on and forms to apply for aid through the following programs is also available on request at the Office of Student Aid and Finance.

8. **UNITED STUDENT AID FUND LOAN.** Loan funds available through this plan are subject to repayment terms similar to those for Program 6 above. Interest accrues at 7 percent unless the adjusted income of the parents is under \$15,000. Loans and repayment are negotiated directly with the local bank. Application forms are available at specified banks or at the Office of Student Aid and Finance.

9. **GRANT-IN AID.** A limited fund is made available by the University for special grants to assist students with exceptional financial need and to supplement other aids. Needy students who may not be eligible for assistance under government-sponsored programs or who, because of special circumstances, cannot receive parental support, may be assisted with a grant-in-aid. These awards, usually ranging from \$50 to \$300 per year, depend on individual circumstances.

10. **CALIFORNIA STATE SCHOLARSHIP.** Scholarships are available to California residents who show satisfactory results on the Scholastic Aptitude Test of the College Entrance Examination Board and who have a satisfactory grade point average. California residents may apply for such scholarships if they meet the requirements and establish need. These scholarships provide tuition grants of up to \$2,000 at a college of the student's choice. Secondary school counselors provide full information and application forms for senior students. Returning college students can get information and forms from the Office of the Academic Dean.

11. **MONTHLY CONTRACT LOAN PLANS.** Students not eligible for low-interest federally sponsored loans may elect a contract plan (some plans with interest, and two prepayment plans with a service charge but no interest). Under these plans a student may contract for one year (with 8 or 12 monthly payments) or up to four years (with monthly payments extended up to 60 months). Contracts are signed with and payments made directly to the agencies selected. Information is available at the Student Aid and Finance Office.

12. REVOLVING LOAN FUNDS. A number of low-interest revolving loan funds, from which limited loans are granted to qualifying students, have been set up as listed below.

Erwin E. Cossentine Loan Fund  
Dartley Revolving Student Loan Fund  
William B. Greene Loan Fund  
Milton and Ethel Griese Loan Fund  
Richard Guy Memorial Fund  
Robert A. Hanson Loan Fund  
Miracle Loan Fund  
F. Oliphant Memorial Fund  
Fadelma Ragon Sargeant Loan Fund  
Ellen Rickard Memorial Fund

13. COLPORTEUR SCHOLARSHIP. The student may earn a scholarship by selling Seventh-day Adventist publications. The conference, the publishers, and the University join in arrangements for this provision. (No cash discount is given on credit for this scholarship.)

## FINANCIAL AID BUDGET

Budgeting for financial aid necessitates consideration of more than flat fees for tuition, board, and room. Such items as books and supplies, travel, laundry, personal expense, commuting costs, etc., are included in the financial aid budget to establish need. Simply defined, need is the sum of the costs less the student's *and* family's contribution toward the cost of education.

*For financial aid purposes only*, the following cost budgets are used:

Residence hall student	\$3,200
Offcampus student	\$2,700

Applications for financial aid for each academic year (with required supporting documents) should be received at the Student Aid and Finance Office June 1. Aid commitments are made for the year, with one-third of the amount committed applicable to each quarter.

Some funds may be available for students planning to enter the second or third quarters. Applications should be submitted two months in advance.



# Programs of Instruction

## BACCALAUREATE PROGRAMS

In collaboration with the College of Arts and Sciences, the School of Education offers programs on the undergraduate level leading to teaching credentials. Students interested in obtaining credentials should see the credentials adviser for programing.

### ELEMENTARY EDUCATION

The following programs of study in elementary education lead to a Bachelor of Science or a Bachelor of Arts degree. These programs meet the General Conference of Seventh-day Adventists Department of Education requirements for a Standard Certificate in Elementary Education. The Diversified Major Program also meets the requirements for a preliminary teaching credential in the State of California.

### DIVERSIFIED MAJOR PROGRAM

The Diversified Major Program is designed as a Bachelor of Arts degree program for students planning a career in multiple subject matter instruction as commonly practiced in California elementary schools and in early childhood education. The major requires 126 units, 36 of which must be upper division, distributed among the following four areas:

1. English, including grammar, literature, composition, and speech.
2. Humanities, including the fine arts and foreign languages.
3. Mathematics and the physical and life sciences.
4. Social sciences, other than education and education methodology.

The Diversified Major Program includes the following requirements, totaling 188 units (80 upper division) :

#### DIVERSIFIED MAJOR, 126 UNITS (36 UPPER DIVISION)

English and speech, 28-36 units

Humanities and fine arts, 28-36 units

Mathematics and physical and life sciences, 28-36 units

Social sciences, 28-36 units

## OTHER REQUIREMENTS, 62 UNITS

Health sciences, 4 units

Physical education, 7 quarters – no credit

Professional education, 36 units (32 upper division) :

EDCI	201	Orientation to Teaching	4 units
EDCI	411	Elementary School Curriculum and Instruction: Language Arts	2 units
EDCI	412	Elementary School Curriculum and Instruction: Religion and Social Studies	4 units
EDCI	414	Elementary School Curriculum and Instruction: Reading	6 units
EDCI	415	Elementary School Curriculum and Instruction: Mathematics	4 units
EDCI	425	Directed Teaching in the Public Elementary School	12 units
	<i>or</i>		<i>or</i>
EDCI	426	Directed Teaching in the Private Elementary School	12 units
EDFO	302	Psychological Foundations of Education	4 units
	<i>or</i>		<i>or</i>
EDCE	321	Psychology of Human Growth and Development	4 units

Religion, 16 units (4 upper division) plus EDFO 404

Free elective, 2 units

## ELEMENTARY EDUCATION MAJOR PROGRAM

The Elementary Education Major Program, which leads to a Bachelor of Science degree, meets requirements for the General Conference of Seventh-day Adventists Department of Education Standard Certificate in Elementary Education. The Elementary Education Major is NOT accepted by California as a basis for any credential.

This program includes the following:

1. Completion of general studies requirements in the College of Arts and Sciences.
2. Completion of a major in elementary education, 54 units from the following, or equivalents approved by the School of Education:

*EDCE	321	Psychology of Human Growth and Development	4 units
EDCE	401	Educational Tests and Measurements	4 units
EDCE	451	Principles of Guidance	3 units
*EDCI	201	Orientation to Teaching	4 units
*EDCI	411	Elementary School Curriculum and Instruction: Language Arts	2 units
*EDCI	412	Elementary School Curriculum and Instruction: Social Studies	4 units
*EDCI	413	Elementary School Curriculum and Instruction: Science and Health	2 units
*EDCE	414	Elementary School Curriculum and Instruction: Reading	6 units
*EDCI	415	Elementary School Curriculum and Instruction: Mathematics	4 units
*EDCI	426	Directed Teaching in the Private Elementary School	12 units
EDFO	302	Psychological Foundations of Education	4 units
EDFO	303	Social Foundations of Education	4 units
*EDFO	404	Philosophy of Seventh-day Adventist Education	4 units

3. Completion of the following cognates: ARTS 201; MATH 321 and 322; MUSC 305; PSED 481.

4. Electives to bring the total number of units to 188.

## SECONDARY EDUCATION

The program in secondary education is based on a single-subject major as offered in the College of Arts and Sciences. In order to meet the requirements of the General Conference of Seventh-day Adventists Department of Education for a Standard Certificate in Secondary Education, a total of 30 units of professional education must be included. This program also meets the requirements for a California preliminary teaching credential in a single subject matter area.

Application for admission to this credential program should be made to the School of Education as early as possible, preferably before the beginning of the junior year. Included in the program are:

1. Completion of the general studies requirements in the College of Arts and Sciences.
2. Completion of a single-subject major in the College of Arts and Sciences.
3. Possible completion of a minor in the College of Arts and Sciences is strongly recommended, although this is not required for a baccalaureate degree.
4. Completion of the following professional education courses:

EDCI	201	Orientation to Teaching	4 units
EDFO	302	Psychological Foundations of Education	4 units
EDFO	303	Social Foundations of Education	4 units
EDCI	432	Secondary School Curriculum and Instruction	6 units
EDCI	447	Directed Teaching in the Public Secondary School, <i>or</i>	12 units
EDCI	448	Directed Teaching in the Private Secondary School	12 units

\* Required courses

## FIFTH YEAR CREDENTIAL PROGRAMS

Post-baccalaureate or "fifth year" credential programs are available. These programs are structured to fulfill requirements for teaching credentials issued by the General Conference of Seventh-day Adventists Department of Education and/or the State of California Department of Education. In general, the professional education requirements are the same as those listed under the Diversified Major and Secondary Education in the Baccalaureate Programs section of this bulletin.

"Fifth year" programs will be tailored to fit the needs of the individual student. Since professional education requirements do not occupy the entire "fifth year," the student also will have opportunity to strengthen his major or complete a minor or second teaching area. (See also Graduate Programs.)

## GRADUATE PROGRAMS

Graduate programs are offered in the following areas: elementary education, secondary education, administration and supervision, and counselor education. Each graduate student is provided with a Graduate Sequence Identification Card which identifies registration classification and indicates the progression of steps toward the Master of Arts degree. Three major stages of the graduate program are:

### STAGE I (regular standing) 15 units

1. Basic course sequence with grade average of B (3.0) or better; 9 units of approved work may be transferred. The basic course sequence is as follows:

EDAD	521	School Administration
EDCE	451	Principles of Guidance
EDCI	501	Methods and Materials of Research
EDCI	512	Curriculum Planning
EDFO	502	Psychological Theories of Instruction

2. Graduate Record Examination (aptitude). Students whose combined standard scores on the two components of the Aptitude Test fall below 850 will be asked to take supplementary tests to facilitate guidance in their graduate study.

3. Residence requirements of at least 12 units.

## STAGE II (advancement to candidacy) 15 units

1. Concentrated area study.
2. Written application for candidacy (after completion of approximately 30 units of the program).
3. Assignment of master's project or thesis guidance committee.
4. Approval of research proposal by project or thesis guidance committee.

## STAGE III (completion) 15 units

1. Filing of application for graduation.
2. Completion of course work, including field work as needed.
3. Graduate Record Examination (advanced).
4. Writing of project or thesis (final draft due three weeks before graduation).
5. Written comprehensive examination (four weeks before graduation).
6. Oral comprehensive examination (two weeks before graduation).

## MASTER OF ARTS PROGRAM IN ELEMENTARY EDUCATION

The program in ELEMENTARY EDUCATION leading to the Master of Arts degree builds on the *diversified major* or the *elementary education major* and consists of a minimum of 45 units of postbaccalaureate study as outlined. Requirements for an *elementary teaching credential* (either California State Board of Education or General Conference Department of Education) must be fulfilled before the degree is conferred.

### PROFESSIONAL EDUCATION (22 units)

EDCI	501	Methods and Materials of Research	3 units
EDCI	512	Curriculum Planning	4 units
EDCI	696	Project	3 units
<i>Electives</i>		(at least one course from each of two of the following areas: Administration and Supervision, Counselor Education, Foundations of Education)	
EDAD	521	School Administration	3 units
EDCE	401	Educational Measurements	3 units
EDCE	451	Principles of Guidance	3 units

EDCE	667	Seminar in Analysis and Treatment of Learning Difficulties	3 units
EDCI	418	Early Childhood Education Curriculum and Instruction	6 units
EDCI	425/426	Directed Teaching in the Elementary School	6 units
EDCI	471	Early Childhood Education	4 units
EDCI	477	Planning and Supervising Child Development Centers	4 units
EDCI	499	Projects and Topics in Curriculum and Instruction	1-4 units
EDCI	612	Seminar in Continuous Progress Programs	4-10 units
EDCI	613-621	Seminars in Elementary Education	3 units
EDFO	502	Psychological Theories of Instruction	3 units
EDFO	503	Social Issues in Education	3 units
EDFO	505	History of Educational Thought	3 units
EDFO	641	Seminar in Christian Education	3 units

**ARTS AND SCIENCES (23 units)**

RLGN	Religion (upper division or graduate)	4 units
<i>Electives</i>	To be selected in consultation with adviser	19 units

**MASTER OF ARTS PROGRAM IN SECONDARY TEACHING**

The program in SECONDARY TEACHING leading to the Master of Arts degree builds on the *single subject major* and consists of a minimum of 45 units of postbaccalaureate study as outlined.

Requirements for a *secondary teaching credential* (either California State Board of Education or General Conference Department of Education) must be fulfilled before the degree is conferred. Teaching majors are offered in:

art	history	music
biology	home economics	physics
business education	mathematics	religion
chemistry	modern languages	sociology
English	French, German, Spanish	

**PROFESSIONAL EDUCATION (22 units)**

EDCE	451	Principles of Guidance	3 units
EDCI	501	Methods and Materials of Research	3 units
EDAD	521	School Administration	3 units
EDFO	502	Psychological Theories of Instruction	3 units
EDCI	512	Curriculum Planning	4 units
EDCI	696	Project, <i>or</i>	3 units
EDCI	698	Thesis, <i>or</i>	6 units
		Elective	3 units

**ARTS AND SCIENCES (23 units)**

Religion	4 units
Graduate Courses in Major Area	10 units
Electives in major, minor, or cognate area (to be selected in consultation with adviser)	9 units

**MASTER OF ARTS PROGRAM IN ADMINISTRATION AND SUPERVISION**

The program in ADMINISTRATION AND SUPERVISION for the Master of Arts degree includes the following:

1. A current and valid standard teaching credential of the California State Board of Education or the General Conference Department of Education.
2. Successful full-time classroom teaching experience certified by chief school administrators, and approval of department chairman.
3. Personal characteristics desirable for administration and supervision (verification by two or more persons who have been associated with the student in an administrative or supervisory relationship).

**BASIC GRADUATE SEQUENCE, 15 units**

EDCE	451	Principles of Guidance	3 units
EDCI	501	Methods and Materials of Research	3 units
EDFO	502	Psychological Theories of Instruction	3 units
*EDCI	512	Curriculum Planning	3 units
*EDAD	521	School Administration	3 units

**AREA OF SPECIALIZATION, 21-24 units**

EDAD	499	Projects and Topics in Administration and Supervision	2-6 units
EDFO	503	Social Issues in Education	3 units
EDFO	505	History of Educational Thought	4 units
EDCE	551	Student Personnel Services	3 units
EDCE	553	Education and Career Planning	3 units
EDCE	563	Group Process Theory and Procedures	3-4 units
EDAD	569	Current Problems in School Administration	3 units

\* Required courses

*EDAD	571	Personnel Administration in Education	3 units
*EDAD	572	School Finance	3 units
*EDAD	573	Supervision in Elementary and Secondary Schools	3 units
*EDAD	574	Laws Relating to Children	4 units
*EDAD	575	Elementary School Administration, <i>or</i>	3 units
*EDAD	576	Secondary School Administration	3 units
*EDAD	577	Field Work in Supervision, <i>or</i>	3 units
*EDAD	578	Field Work in Administration	3 units

OTHER REQUIREMENTS, 6-9 units

RLGN		Religion (upper division or graduate)	3 units
EDAD	696	Master's Project, <i>or</i>	3 units
EDAD	698	Master's Thesis	6 units

MASTER OF ARTS PROGRAM IN COUNSELOR EDUCATION

The program in COUNSELOR EDUCATION for the Master of Arts degree includes the following:

1. Three years of successful experience as a teacher or a student personnel worker in the public or private schools, or equivalent experience. Otherwise, the program is a 90 unit sequence.
2. Verification of desirable personal characteristics for pupil personnel work by two or more persons who have been associated with the candidate in an administrative or supervisory relationship.
3. Completion of the following courses:

BASIC GRADUATE SEQUENCE (12-13 units)

*EDCE	451	Principles of Guidance	3 units
*EDAD	521	School Administration	3 units
*EDCI	501	Methods and Materials of Research	3 units
EDFO	502	Psychological Theories of Instruction	3 units
		<i>or</i>	
EDCI	512	Curriculum Planning	4 units

\* Required courses



AREA OF SPECIALIZATION (28 units)

* EDCE	321	Psychology of Human Growth and Development	3 units
* EDCE	401	Educational Tests and Measurements	4 units
* EDCE	405	The Dynamics of Individual Behavior	3 units
* EDCE	461	The Exceptional Child	3 units
EDCE	463	The Mentally Retarded Child	3 units
EDCE	465	The Gifted Child	3 units
EDCE	499	Projects and Topics in Counselor Education	2-6 units
* EDCE	551	Student Personnel Services	3 units
* EDCE	553	Education and Career Planning	3 units
†* EDCE	555	Educational Statistics	3 units
* EDCE	561	Counseling Theory and Techniques	3 units
* EDCE	563	Group Process Theory and Procedures	3 units
* EDCE	565	Field Work in Guidance (Minimum, 6 quarter hours)	3-12 units
EDCE	599	Research Topics in Counselor Education	2-6 units
EDCE	651-661	Seminars in Guidance	each, 3 units
† EDCE	663	Intelligence Testing Practicum	6 units
† EDCE	665	Appraisal Techniques	3 units
† EDCE	667	Analysis and Treatment of Learning Difficulties	3 units
† EDCE	668	Seminar in Projective Techniques	3-4 units

ELECTIVES (4-5 units)

OTHER REQUIREMENTS 4-6 units

RLGN	Religion (upper division or graduate)	2 units
EDCE 696	Master's Project	2 units
or		or
EDCE 698	Master's Thesis	4 units

\* Required for Pupil Personnel Services credential

† Required for Psychometry credential



# Departments

The departments of instruction are listed alphabetically in the following pages.

- EDAD Administration and Supervision
- EDCE Counselor Education
- EDCI Curriculum and Instruction
- EDFO Foundations of Education

## NUMBERING OF COURSES

The first digit of the course number indicates the year level of the course:

- 101-199 first undergraduate year, lower division
- 201-299 second undergraduate year, lower division
- 301-399 third undergraduate year, upper division (graduate credit for graduate students)
- 401-499 fourth undergraduate year, upper division (graduate credit for graduate students)
- 501-599 graduate courses (fifth year)
- 601-699 graduate seminar and research courses

DEPARTMENT OF  
ADMINISTRATION and SUPERVISION

C. GRANT MACAULAY, JR., *Chairman*

WALTER COMM, 1962. *Associate Professor of Administration and Supervision* 1967

B.A. Pacific Union College 1950

M.A. Andrews University 1951

ED.D. University of Southern California 1967

VERNON H. KOENIG, 1965. *Associate Professor of Administration and Curriculum* 1967

B.A. Union College 1945

M.A. Pacific Union College 1952

ED.D. Stanford University 1962

C. GRANT MACAULAY, JR., 1968. *Associate Professor of Administration and Curriculum* 1971

B.S. University of Southern California 1950

M.A. Fresno State College 1958

ED.D. University of Southern California 1967

GEORGE T. SIMPSON, 1947. *Professor of Administration and Guidance* 1957

B.A. Walla Walla College 1934

M.A. University of Denver 1947

ED.D. Columbia University 1956

UPPER DIVISION COURSES

EDAD 499 **Projects and Topics in Administration and Supervision** 2-6 units

Directed and independent study in current problems of administration and supervision.

*Prerequisite:* Approval of the department chairman.

Fall, winter, spring

GRADUATE COURSES

EDAD 521 **School Administration** 3 units

Development and principles of organization and administration of private and public education at the local, state, and federal levels.

Fall, winter, spring

EDAD 569 **Current Problems in Administration** 3 units

A critical examination and analysis of current problems facing today's school administrators.

Spring

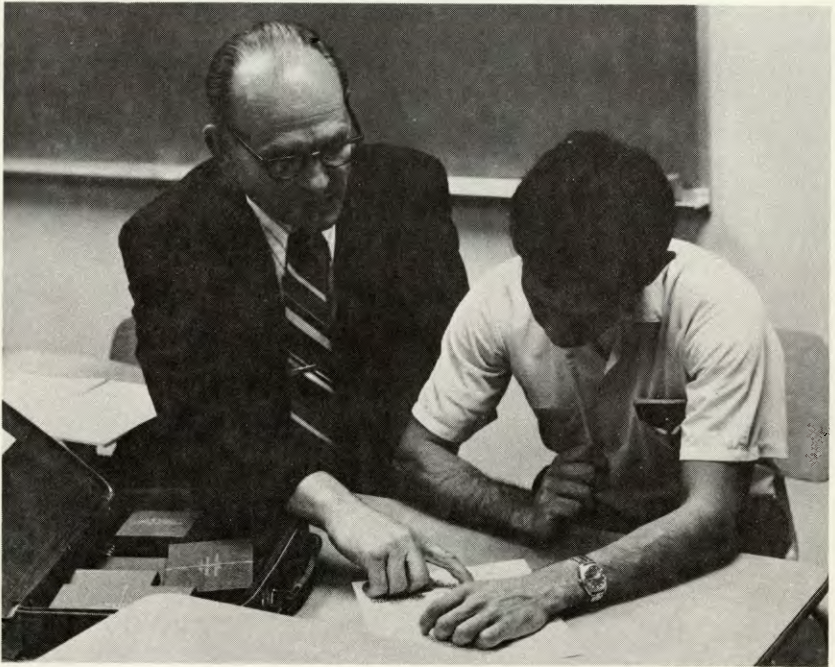
EDAD 571 **Personnel Administration in Education** 3 units

A survey of personnel policies and practices of private and public school systems.

Fall

- EDAD 572 School Finance** 3 units  
 Financing schools; practical solutions to problems.  
*Prerequisite:* Approval of the instructor.  
 Fall
- EDAD 573 Supervision in Elementary and Secondary Schools** 3 units  
 Principles and practices of supervision, curriculum, and teaching; evaluation in elementary and secondary schools.  
*Prerequisite:* Approval of the instructor.  
 Winter
- EDAD 574 Laws Relating to Children** 4 units  
 Relationships and responsibilities of school districts to children as provided for in education codes, statutes, and court decisions.  
*Prerequisite:* EDAD 521 or teaching experience.  
 Fall
- EDAD 575 Elementary School Administration** 3 units  
 Organization, development, and administration of the elementary school program.  
 Winter
- EDAD 576 Secondary School Administration** 3 units  
 Organization, development, and administration of the school program from the junior high school through the junior college.  
 Spring
- EDAD 577 Field Work in Supervision** 3 units  
 Supervised field experience in supervision in the schools. Application to Field Work Committee required at least 8 weeks before enrollment in this course and after completion of approximately 36 units of the credential program in residence.  
 Fall, winter, spring
- EDAD 578 Field Work in Administration** 3 units  
 Supervised field experience in administration in the schools. Application to Field Work Committee required at least 8 weeks before enrollment in this course and after completion of approximately 36 units of the credential program in residence.  
 Fall, winter, spring
- ADMINISTRATION AND SUPERVISION SEMINARS EDAD 671-682 provide opportunity for group and individual study of the major trends in administration and supervision. *Prerequisite:* Administrative experience; approval of the instructor.
- EDAD 671 Instructional Supervision** 3 units
- EDAD 672 Finances and Accounting** 3 units
- EDAD 673 Faculty and Staff Personnel** 3 units
- EDAD 674 Registration and Admissions** 3 units
- EDAD 675 Supply and Maintenance** 3 units
- EDAD 676 School-Community Relations** 3 units
- EDAD 677 Residence Hall Supervision** 3 units

EDAD 678	Food Service Supervision	3 units
EDAD 679	Supervision of Industries	3 units
EDAD 680	Administration of Curriculum	3 units
EDAD 681	School Boardsmanship	3 units
EDAD 682	School Plant Planning	3 units
EDAD 696	Master's Project	3 units
EDAD 698	Master's Thesis	6 units



DEPARTMENT OF  
COUNSELOR EDUCATION

GEORGE T. SIMPSON, *Chairman*

- GERALD F. COLVIN, 1970. *Assistant Professor of Counselor Education* 1970  
B.A. Union College 1961  
M.ED. University of Arkansas 1967  
ED.D. University of Arkansas 1968
- JANET M. JACOBS, 1959. *Assistant Professor of School Psychology* 1966  
B.A. Union College 1934  
M.A. Claremont Graduate School 1964
- KAY H. KUZMA, 1969. *Assistant Professor of Curriculum and Instruction* 1969  
B.S. Loma Linda University 1962  
M.A. Michigan State University 1963  
ED.D. University of California at Los Angeles 1970
- GAINES R. PARTRIDGE, 1971. *Professor of Counselor Education* 1971  
B.A. Union College 1947  
M.A. University of Nebraska 1957  
ED.D. University of Nebraska 1961
- GEORGE T. SIMPSON, 1947. *Professor of Administration and Guidance* 1957  
B.A. Walla Walla College 1934  
M.A. University of Denver 1947  
ED.D. Columbia University 1956
- PETER G. STRUTZ, 1965. *Associate Professor of Psychology* 1969  
B.S. Walla Walla College 1962  
M.A. Walla Walla College 1963  
PH.D. University of Alberta 1966
- TRACY R. TEELE, 1970. *Assistant Professor of Counselor Education* 1970  
B.A. Atlantic Union College 1951  
M.ED. Boston University 1959  
Study University of Colorado
- FLOYD G. WOOD, 1967. *Assistant Professor of Educational Psychology and Guidance*  
1967  
B.A. Loma Linda University 1946  
M.A. Andrews University 1956  
Study University of Southern California

UPPER DIVISION COURSES

Note: It is assumed that anyone enrolling for coursework in counselor education will have completed a minimum of nine (9) quarter units of introductory study in the areas of psychology, sociology, or anthropology.\*

EDCE 321 Psychology of Human Growth and Development 4 units  
Steps in development, from conception to maturity, with emphasis on language learning and social behavior.  
Spring

\* Deficits may be made up within the program but will not count toward the degree.

**EDCE 343 The Residence Hall Counseling Program** 1, 1, 1 units  
A problem centered approach featuring source personnel, literature review, and discussion practicum.  
Fall, winter, spring

**EDCE 401 Educational Measurements** 4 units  
The role of measurement, principles of evaluation, simple statistics, criteria for reliability and validity, test construction, school uses of tests.  
*Prerequisite:* Math 281 or approval of the instructor.  
Fall, spring, summer

**EDCE 405 Dynamics of Individual Behavior** 3 units  
Inquiry into the basic forces shaping man's intellectual, emotional, and social behavior; implications for effective personal adjustment.  
Fall, spring, summer

**EDCE 451 Principles of Guidance** 3 units  
Concepts, methods, and organizations in the educational, vocational, health, and civic-ethical-social guidance of students. Includes pupil personnel activities and services.  
Fall, winter, spring, summer

**EDCE 461 The Exceptional Child** 3 units  
A study of the determinants, characteristics, problems, and adjustments of children who deviate markedly from the norm in their mental, physical, emotional, and social aptitudes, traits, and tendencies. Educational methods to be used with deviant children investigated and analyzed.  
*Prerequisite:* EDCE 321 or 405.  
Fall, spring

**EDCE 463 The Mentally Retarded Child** 3 units  
A course dealing with the etiology of mental retardation; diagnosis, characteristics, and classification of mental defectives. Study (based on available psychological evidences) of degrees of impairment and the resultant personality, school, family, and institutional problems.  
Fall

**EDCE 465 The Gifted Child** 3 units  
A developmental study of the peculiar qualities that make up intellectual giftedness, special capacities, and special aptitudes. The psychological, philosophical, social, educational, and personal issues analyzed and studied.  
Spring

**EDCE 499 Projects and Topics in Counselor Education** 2-6 units  
On approval of department chairman.  
Fall, winter, spring, summer



GRADUATE COURSES

EDCE 551 Student Personnel Services 3 units

A critical examination of the organization and procedures in student (pupil) personnel services in American Schools; laws relating to children.

*Prerequisite:* EDCE 451

Fall, spring

EDCE 553 Education and Career Planning 3 units

Occupational and educational information; collection and dissemination of such in regard to vocational and educational placement; also a practical approach to career choice theory, occupational trends, and work experience programs.

*Prerequisite:* EDCE 451

Winter, summer

EDCE 555 Educational Statistics 3 units

Application of statistical techniques to the problems of education.

Winter, summer

EDCE 561 Counseling Theory and Techniques 3 units

A study of the theory, ethics, and practice of counseling, interviewing, and relating in various school guidance situations.

*Prerequisite:* EDCE 401 and EDCE 451

Winter, summer

EDCE 563 Group Process Theory and Procedures 3 units

Group guidance: theories of group-individual interaction; the communication process. Designed to give the prospective counselor insight into the development and structure of organized groups through personal participation and reporting.

*Prerequisite:* EDCE 451

Fall, spring

EDCE 565 Field Work in Guidance 3-12 units

Supervised field experience in schools and other guidance related agencies. Application to Field Work Committee required at least six weeks before enrollment in the course. (One unit of credit for approximately 40 clock hours of field work.)

*Prerequisite:* Completion of area of specialization and department recommendation.

EDCE 575 Family Life and Child Guidance 3 units

An emphasis on habit formation and mental hygiene within the home milieu of positive family relations; an exploration of the cooperative home-school-community approach to guidance problem prevention or solution.

*Prerequisite:* EDCE 321

Winter

EDCE 599 Research Topics in Counselor Education 2-6 units

On approval of department chairman.

Fall, winter, spring, summer

COUNSELOR EDUCATION SEMINARS EDCE 651-661 provide opportunity for both individual and group study of the major trends and developments in student personnel activities and services. *Prerequisite:* Personal experience and approval of the instructor.

EDCE 651 Youth Leadership 3 units

EDCE 652 Counseling and Referral 3 units

EDCE 653	Measurement and Evaluation	3 units
EDCE 654	Pupil Personnel Services	3 units
EDCE 655	Education and Career Planning	3 units
EDCE 656	Activities Sponsorship	3 units
EDCE 657	Family Guidance	3 units
EDCE 658	Group Processes	3 units
EDCE 659	Elementary School Guidance	3 units
EDCE 660	Secondary School Guidance	3 units
EDCE 661	Civic-Ethical-Social Guidance	3 units
EDCE 663	Intelligence Testing Practicum	6 units
	Administration and uses of individual intelligence tests and tests of special ability; emphasis on the WISC, WAIS, Stanford-Binet, Arthur Point Scale. Study of tests that determine a minimum variation from the norm in mental or emotional characteristics.	
	<i>Prerequisite:</i> EDCE 401 and EDCE 451	
	Winter, summer	
EDCE 665	Appraisal Techniques in Guidance	3 units
	Accumulation, organization, and interpretation of personal data; evaluation methods; case studies of children who deviate from the norm in mental or emotional characteristics. Laboratory.	
	<i>Prerequisite:</i> EDCE 451 and EDCE 663	
	Winter	
EDCE 667	Analysis and Treatment of Learning Difficulties	3 units
	Study of diagnostic tests and learning problems; a practicum in diagnosis and the application of remedial techniques.	
	<i>Prerequisite:</i> EDCE 451 and EDCE 663	
	Spring	
EDCE 668	Projective Techniques (PSCH)	3-6 units
	Theory, administration, and interpretation of individual and group tests of personality, with emphasis in projective techniques.	
	<i>Prerequisite:</i> EDCE 561 and EDCE 663	
	On sufficient demand	
EDCE 696	Master's Project	3 units
EDCE 698	Master's Thesis	6 units

DEPARTMENT OF  
CURRICULUM AND INSTRUCTION

VIKTOR A. CHRISTENSEN, *Chairman and Credentials Adviser*

VIKTOR A. CHRISTENSEN, 1962. *Associate Professor of Curriculum and Instruction* 1967

B.A. Loma Linda University 1959  
M.A. Fresno State College 1961  
PH.D. University of Southern California 1969

AGNES R. EROH, 1969. *Professor of Elementary Education* 1969

B.A. Columbia Union College 1945  
M.ED. Pennsylvania State University 1959  
ED.D. Boston University 1964

MARY W. GROOME, 1938. *Professor of Elementary Education* 1967

B.A. University of Redlands 1943  
M.A. Claremont Graduate School 1950  
Study University of Southern California

REUBEN L. HILDE, SR., 1970. *Assistant Professor of Curriculum and Instruction* 1970

B.A. Loma Linda University 1950  
M.A. Andrews University 1953  
PH.D. University of Southern California 1970

VERNON H. KOENIG, 1965. *Associate Professor of Administration and Curriculum* 1967

B.A. Union College 1945  
M.A. Pacific Union College 1952  
ED.D. Stanford University 1962

KAY H. KUZMA, 1969. *Assistant Professor of Curriculum and Instruction* 1969

B.S. Loma Linda University 1962  
M.A. Michigan State University 1963  
ED.D. University of California at Los Angeles 1970

C. GRANT MACAULAY, JR., 1968. *Associate Professor of Administration and Curriculum* 1971

B.S. University of Southern California 1950  
M.A. Fresno State College 1958  
ED.D. University of Southern California 1967

WILLARD H. MEIER, 1963. *Professor of Educational Foundations and Curriculum* 1969

B.A. Walla Walla College 1940  
M.A. University of Washington 1949  
ED.D. University of California at Los Angeles 1966

DIRECTED TEACHING

The student should apply to the Field Work Committee at least eight weeks before the term in which directed teaching is anticipated. Senior or graduate standing, one quarter in residence, a grade point average of 2.3 or better, and

professional education to include Psychological Foundations of Education and the prescribed courses in curriculum and instruction are prerequisites.

For the student teacher at the secondary level, a course load of 13 units is considered maximum during the quarter of directed teaching, and he should arrange his schedule so that a block of at least four hours per day is available for directed teaching. For the student teacher at the elementary level, directed teaching is on the semester basis and the entire school day should be reserved for that purpose. Each student is expected to provide his own transportation.

#### LOWER DIVISION COURSE

**EDCI 201 Orientation to Teaching** 4 units  
Reading and discussion about the role of the teacher and the purpose of the school. Observation of, participation in, and evaluation of classroom activities required.  
Fall, spring

#### UPPER DIVISION COURSES

**EDCI 411 Elementary School Curriculum and Instruction: Language Arts** 2 units  
Development of instructional objectives, relating activities to objectives, evaluation of instruction, instructional resources.  
Fall

**EDCI 412 Elementary School Curriculum and Instruction: Religion and Social Studies** 4 units  
Development of instructional objectives, relating activities to objectives, evaluation of instruction, instructional resources.  
Winter

**EDCI 413 Elementary School Curriculum and Instruction: Science and Health** 2 units  
Scope, sequence, methods, materials, and equipment. Coordination among home, school, and community.  
Spring

**EDCI 414 Elementary School Curriculum and Instruction: Reading** 6 units  
Development of instructional objectives, relating activities to objectives, evaluation of instruction, instructional resources, observation and participation in the classroom. Includes instruction in phonics.  
Fall

**EDCI 415 Elementary School Curriculum and Instruction: Mathematics** 4 units  
Curriculum organization, methods, materials, and instructional aids. Observation and participation in the classroom.  
Winter

**EDCI 418 Early Childhood Education Curriculum and Instruction (K-3)** 6 units  
Curriculum organization, methods, materials, and instructional aids for kindergarten through grade three. Observation and participation in the classroom. Science, mathematics, social studies, health.  
Winter

**EDCI 425 Directed Teaching in the Public Elementary School** 4-12 units  
Supervised teaching experience. Also included is a weekly seminar on the organization and management of the classroom.

*Prerequisites:* Admission to teacher preparation program; senior or graduate standing; satisfactory completion of the following courses: EDCI 201, EDFO 302, EDCI 414, and EDCI 415; approval of the Field Work Committee. (See section on Directed Teaching.)  
Fall, winter, spring, summer

**EDCI 426 Directed Teaching in the Private Elementary School** 4-12 units  
Supervised teaching experience. Also included is a weekly seminar on the organization and management of the classroom.

*Prerequisites:* Admission to teacher preparation program; senior or graduate standing; satisfactory completion of the following courses: EDCI 201, EDFO 302, EDCI 414, and EDCI 415; approval of the Field Work Committee. (See section on Directed Teaching.)  
Fall, winter, spring, summer

**EDCI 432 Secondary School Curriculum and Instruction** 6 units  
Selecting and organizing learning opportunities; concepts of curriculum and instruction; practices, procedures, materials, and evaluation in the secondary school. Laboratory in audiovisual methods and materials.

*Prerequisite:* EDCI 201 and EDFO 302  
Fall, winter, spring, summer

SPECIAL METHODS COURSES EDCI 433-446 are intended for prospective secondary school teachers. Objectives, methods, materials, and problems involved in teaching a particular field are studied. EDCI 432 should be completed before enrollment in any of these courses; however, it is permissible to do any of these concurrently with EDCI 432.

**EDCI 433 Methods in Art** 3 units  
On demand

**EDCI 434 Methods in Business Education** 3, 3 units  
Shorthand and typewriting, one quarter; general business and bookkeeping, one quarter. Both quarters of EDCI 434 (6 units) are recommended but not required.

*Prerequisite:* BSED 431  
Fall, winter

**EDCI 435 Methods in English and Reading** 4 units  
Fall or winter

**EDCI 436 Methods in Home Economics** 4 units  
Fall

**EDCI 437 Methods in Industrial Arts** 4 units  
Winter

**EDCI 438 Methods in Foreign Languages** 4 units  
Fall

**EDCI 439 Methods in Mathematics** 3 units  
On demand

- 3
- EDCI 440 **Methods in Music** 3 units  
Fall
- EDCI 441 **Methods in Physical Sciences** 3 units  
On demand
- EDCI 442 **Methods in Speech Arts** 3 units  
On demand
- EDCI 443 **Methods in Social Studies** 3 units  
On demand
- EDCI 444 **Methods in Life Sciences** 3 units  
On demand
- EDCI 445 **Methods in Health Education** 3 units  
On demand
- EDCI 446 **Methods in Religion** 3 units  
Fall
- EDCI 447 **Directed Teaching in the Public Secondary School** 4-12 units  
Supervised Teaching Experience. Also included is a weekly seminar on the organization and management of the classroom.  
*Prerequisite:* Admission to the teacher preparation program; senior or graduate standing; satisfactory completion of the following courses: EDCI 201, EDFO 302, and EDCI 432; approval of the Field Work Committee. (See section on Directed Teaching.)  
Fall, winter, spring, summer
- EDCI 448 **Directed Teaching in the Private Secondary School** 4-12 units  
Supervised Teaching Experience. Also included is a weekly seminar on the organization and management of the classroom.  
*Prerequisite:* Admission to the teacher preparation program; senior or graduate standing; satisfactory completion of the following courses: EDCI 201, EDFO 302, and EDCI 432; approval of the Field Work Committee. (See section on Directed Teaching.)  
Fall, winter, spring, summer
- EDCI 471 **Early Childhood Education** 4 units  
Intensive study and observation of the preschool child, with emphasis on learning opportunities in the home and on readiness for school.  
Winter
- EDCI 499 **Projects and Topics in Curriculum and Instruction** 2-6 units  
Fall, winter, spring, summer

GRADUATE COURSES

EDCI 501 **Methods and Materials of Research** 3 units  
*Prerequisite:* Approval of the instructor.  
 Fall, winter, spring, summer

EDCI 512 **Curriculum Planning** 4 units  
 The curriculum in elementary and secondary schools: selection and organization of materials; evaluation; supervision and curriculum improvement; articulation of elementary and secondary curriculums with higher education.  
 Fall

EDCI 515 **Curriculum Development in Higher Education** 3 units  
 Principles of curriculum development: selection, organization, and evaluation of learning experiences; nature, place and interrelationship of general and specialized education in college.  
 Spring

EDCI 518 **Educational Goals and Objectives** 3 units  
 Comprehensive consideration of meaningful goals and practice in writing behavioral objectives in the cognitive, the affective and the psycho-motor domains of learning. Students will select examples of facts, concepts, attitudes and skills to be learned from their present course guides and convert them into objectives that specify observable and/or measurable performance.  
 On sufficient demand

EDCI 525 **Elementary Teaching Internship** 4-12 units  
 A district internship program offered through collaboration of local school districts, University Extension, and the School of Education.

EDCI 547 **Secondary Teaching Internship** 4-12 units  
 A district internship program offered through collaboration of local school districts, University Extension, and the School of Education.

EDCI 611 **Seminar in Early Childhood Education** 3 units  
 A study of early childhood, with implications for the curriculum for the preschool child.  
 On demand

EDCI 612 **Seminar in Continuous Progress Programs** 4-10 units  
 On demand

ELEMENTARY EDUCATION SEMINARS EDCI 613-621 provide opportunity for study of curriculum and instruction practices in elementary schools.  
*Prerequisite:* Teaching experience; approval of the instructor.

EDCI 613 **Reading** 3 units

EDCI 614 **Language Arts** 3 units

EDCI 615 **Social Studies** 3 units

EDCI 616 **Mathematics** 3 units

EDCI 617 **Science** 3 units

EDCI 618 **Health and Physical Education** 3 units

EDCI 619	Religion	3 units
EDCI 620	Art	3 units
EDCI 621	Music	3 units

NOTE: Of special interest to prospective elementary teachers are the following courses listed in the BULLETIN of the College of Arts and Sciences:

ARTS 201	Elementary School Art	4 units
ENGL 455	Children's Literature	4 units
MUSC 305	Music in the Elementary School	4 units
PSED 381, 382	Movement Education in the Elementary School	2, 2 units

SECONDARY EDUCATION SEMINARS EDCI 631-642 provide opportunity for group and individual study of the major trends in secondary education methodology and curriculum.

*Prerequisite:* Teaching experience; approval of the instructor.

EDCI 631	Religion	3 units
EDCI 632	English	3 units
EDCI 633	Social Sciences	3 units
EDCI 634	Mathematics	3 units
EDCI 635	Physical Sciences	3 units
EDCI 636	Life Sciences	3 units
EDCI 637	Health and Physical Education	3 units
EDCI 638	Modern Languages	3 units
EDCI 639	Fine Arts	3 units
EDCI 640	Home Economics	3 units
EDCI 641	Industrial Arts	3 units
EDCI 642	Business Education	3 units
EDCI 696	Master's Project	3 units
EDCI 698	Master's Thesis	6 units



DEPARTMENT OF  
FOUNDATIONS OF EDUCATION

MAURICE D. HODGEN, *Chairman*

- MAURICE D. HODGEN, 1958. *Associate Professor of Educational Foundations* 1961  
B.S. Pacific Union College 1952  
M.A. Columbia University 1956  
ED.D. Columbia University 1958
- VERNON H. KOENIG, 1965. *Associate Professor of Administration and Curriculum*  
1967  
B.A. Union College 1945  
M.A. Pacific Union College 1952  
ED.D. Stanford University 1962
- WILLARD H. MEIER, 1963. *Professor of Educational Foundations and Curriculum* 1969  
B.A. Walla Walla College 1940  
M.A. University of Washington 1949  
ED.D. University of California at Los Angeles 1966
- ANDREW N. NELSON, 1961. *Professor of Educational Foundations* 1961  
B.A. Walla Walla College 1914  
PH.D. University of Washington 1938

UPPER DIVISION COURSES

- EDFO ~~402~~ Psychological Foundations of Education 4 units  
This course precedes Directed Teaching and provides opportunities for the student to study human growth and development, the learning process, and evaluation techniques as they relate to learners in elementary and secondary schools. Directed observation and participation in the schools are required.  
*Prerequisite:* PSCH 101  
Fall, winter, spring, summer
- EDFO 303 Social Foundations of Education 4 units  
This course provides opportunities for studying the relationships that exist between schools and other social institutions, between schools and their communities, and within the subculture of the school. The emphasis in the first and third quarters is on philosophic concerns and historical backgrounds; the emphasis during the second quarter is on sociological and anthropological considerations. Fieldwork is required.  
Fall, winter, spring
- EDFO 404 Philosophy of Seventh-day Adventist Education 4 units  
This course examines the basic ideas about education held by the Seventh-day Adventist Church and the application of these ideas in the denomination's schools and other education programs. Its planning and presentation will be shared by the Department of Religion, College of Arts and Sciences. Meets the religion requirement for the senior year and the denominational credentials requirement in Principles of Seventh-day Adventist Education.  
Fall, winter, spring, summer

**EDFO 499 Projects and Topics in Foundations of Education** 2-6 units  
This course provides opportunity for guided, independent study of historical, philosophical, sociological or comparative aspects of education. Registrants may participate in continuing research being conducted within the Department.

*Prerequisite:* Approval of the Department Chairman  
Fall, winter, spring, summer

#### GRADUATE COURSES

**EDFO 502 Psychological Theories of Instruction** 3 units  
The course focuses on teaching-learning relationships and provides a variety of activities useful to systematic investigation of these relationships.

Fall, spring, summer

**EDFO 503 Contemporary Problems in Education** 3 units  
This course provides an opportunity for students to study contemporary education problems by viewing them in the light of sociological and historical research and philosophical analysis, and the particular concerns of education. Typical of the problems are literacy, racial integration of the schools, teacher and student militancy, federal aid to parochial schools.

Winter, summer

**EDFO 505 History of Educational Thought** 4 units  
This course organizes around a number of books which have come to be considered educational classics. Students will have opportunities to read, discuss and write about ideas the authors have on reality, knowledge, moral rightness and beauty, to measure the present importance of the ideas to the practice of education and to begin to formulate systematic statements of their own on similar topics.

Fall

**EDFO 631 History of Religious Education** 4 units  
This course provides a context for the discussion of the documents and school practices of the religious groups that have undertaken programs of formal education. The relationship of schools and Christian missions is included.

Spring

**EDFO 641 Seminar in Seventh-day Adventist Education** 3 units  
An opportunity for study of selected essays by Ellen G. White; analytic and systematic approaches. This course is intended to allow for an intensive investigation, oral and written reports.

Spring

**EDFO 651 Models for Education** 4 units  
A course in which students will have the opportunity to construct a written description of education for ideal conditions. Classic utopian plans will provide models of form but not of substance.

Winter

**EDFO 698 Master's Thesis** 6 units  
Students seeking the M.A. degree and who have undergraduate or graduate preparation in the social or behavioral sciences are encouraged to consider a thesis related to the Foundations of Education.

# The Directory

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## ALUMNI AFFAIRS COMMITTEE

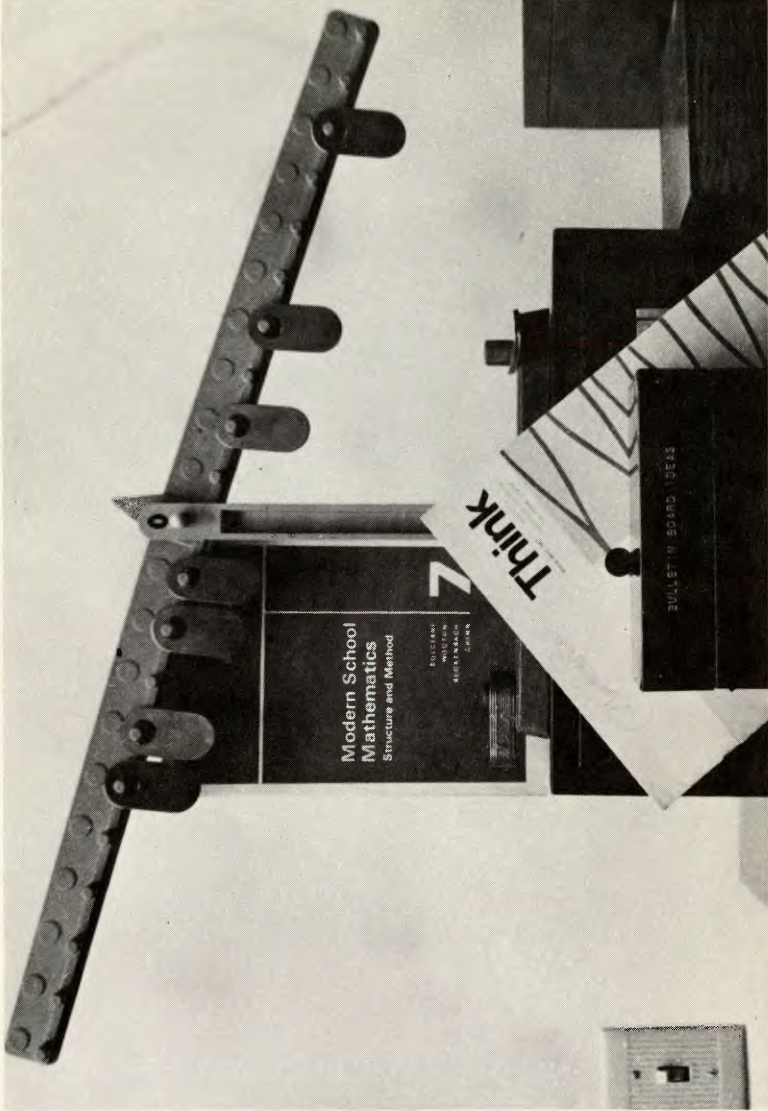
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Maurice D. Hodgen,  
*Chairman*  
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The object of education is not altogether to present a balance; one purpose is to tip the scales, to change the course of lives.

# FOR INFORMATION

## MAIL ADDRESS

School of Education  
Loma Linda University  
La Sierra Campus  
Riverside, California 92505

## TELEPHONE

La Sierra Campus	(Area 714)	689-4321
School of Education, general interests .....		Ext. 455
Dean, School of Education .....		Ext. 457
Graduate Adviser .....		Ext. 456
Graduate Records .....		Ext. 266
Credentials Adviser .....		Ext. 417
Admissions, School of Education .....		Ext. 457
Department of Administration and Supervision .....		Ext. 418
Department of Counselor Education .....		Ext. 458
Department of Curriculum and Instruction .....		Ext. 417
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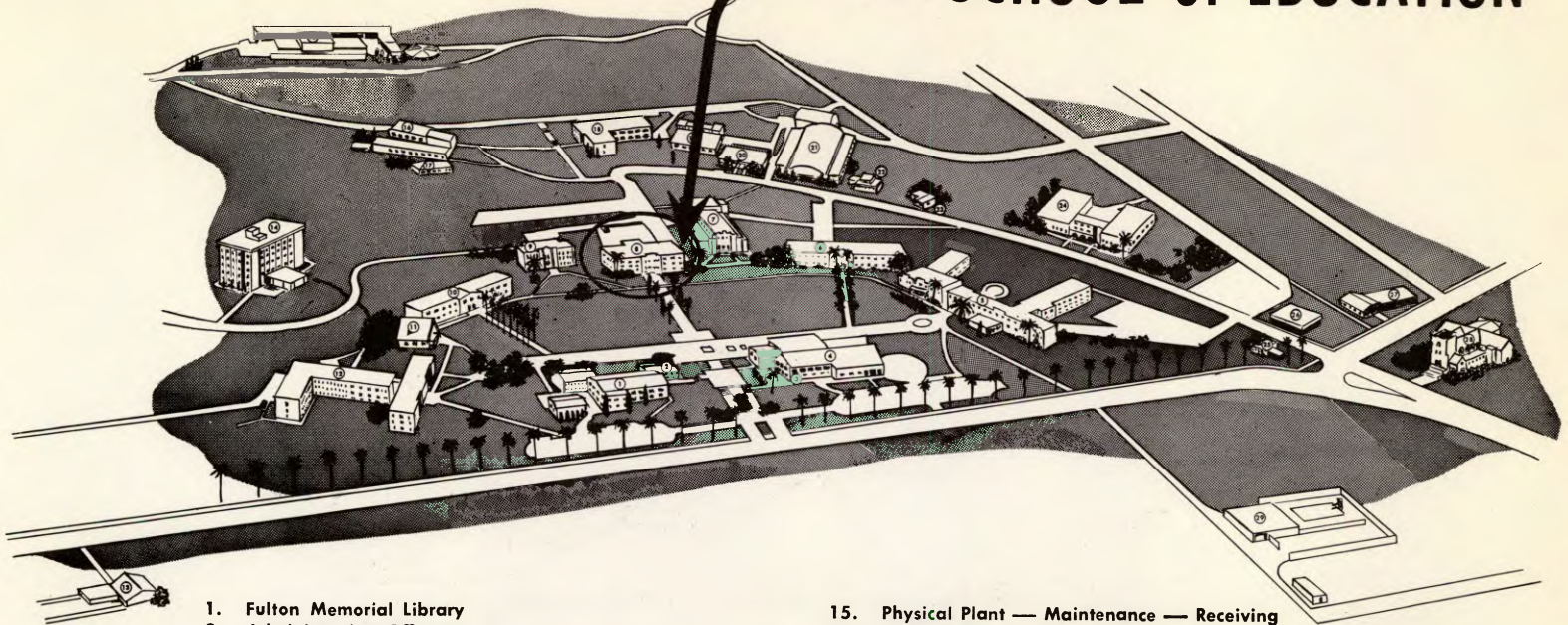
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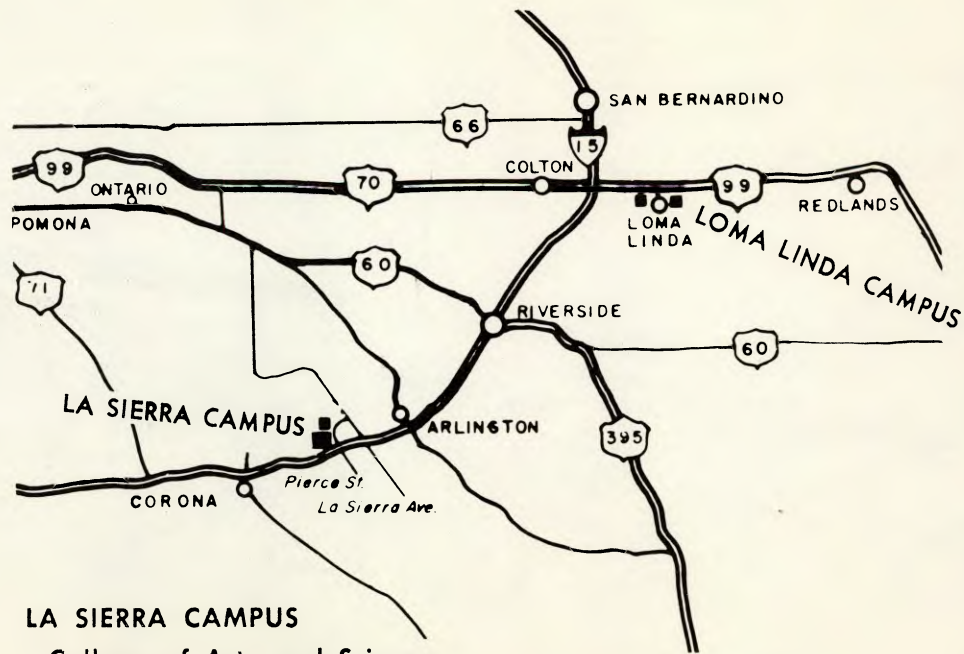
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# SCHOOL of EDUCATION



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13. Agriculture Building
14. Sierra Towers — Men's Residence
15. Physical Plant — Maintenance — Receiving
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20. Art Education
21. College Hall Gymnasium
22. Laundry
23. Student Health Service
24. Palmer Hall — Biology and Chemistry
25. College Service Station
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27. Church Welfare Center and Sierra Vista Chapel
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