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EDUCATION DEPARTMENT

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With years when terms expire

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# Education Department Bulletin

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This pamphlet is prepared for the purpose of bringing together in one publication the law, regulations, courses of study and all other matters relating to the management of the State normal schools.

## STATE NORMAL SCHOOLS

### Brockport

**Local board.** John D. Burns, chairman; Daniel Holmes, secretary and treasurer; Thomas H. Dobson; Edward Harrison; Henry Harrison; Henry S. Madden; Alfred M. White.

**Faculty.** Alfred C. Thompson B. A., principal; Charles D. Seely M.A., Latin and Greek; William L. Vosburgh B.A., mathematics; Fred A. Beland, physical culture and manual training; Charles O. Beaman B.S., science; Charles D. Cooper M.S., superintendent training department; Flora C. Willsea, German and history; Alletta C. Edwards B.A., English; Ruth K. Todd B.A., assistant in Latin and Greek; Caroline E. Blodgett B.S., music; Nina M. Gage B.A., assistant in science; Adelaide Lewis B.A., French and German; Elizabeth Briggs B.A., history and German; Ida C. Wadsworth B.S., domestic science; Jean Corser, drawing; Mildred A. Smith B.A., elocution and physical culture; M. Claire Williams B.A., assistant in English; Laura T. Cooper B.A., critic, grade 8; Mabel W. Vanderhoof B.S., critic, grade 7; Mary C. Thomas, critic, grade 6; Mabel Wombaugh, Ph.B., critic, grade 5; Grace H. Strowger B.A., critic, grade 4; Amelia M. Wensel B.A., critic, grade 3; May A. Williams B.A., critic, grade 2; Lucy N. Tompkins B.A., critic, grade 1; S. Jeanette Reynolds, librarian; Sarah A. Wygant, secretary.

### Buffalo

**Local board.** Edward H. Butler, chairman; Henry W. Hill, secretary and treasurer; Henry Lapp; Hobart Weed; Robert L. Fryer; George A. Davis; A. Conger Goodyear.

**Faculty.** Daniel Upton B.S. M.E., principal; Mark M. Maycock Pd.M., drawing; Marcus A. G. Meads B.S., mathematics and logic; Irving P. Bishop M.S., nature study and science; Cora M. Sager, vocal music; Gertrude M. Bacon, supervisor of teaching; Harrison C.

Givens M.E., vocational education; Helen L. Dunston, civics, school law and American history; Grace Viele B.L., history and librarian; Georgina E. Chamot, methods in manual training and sewing; Susan F. Chase M.A. Pd.D., psychology and English literature; Bessie L. Bishop, assistant in science; Ida L. Kempke Pd.B., grammar and English; Louise M. Cassey, principal kindergarten department; Elizabeth C. Lange, principal department of household arts; Helena M. Simonds, assistant in department of household arts; Amelia B. Sprague, drawing; Jane M. Keeler, calisthenics and methods in reading; Ermina S. Smith, assistant in kindergarten department; Helen G. Englebreck B.A., history of education and records; Edith L. Huson, principal school of practice and critic, grade 9; Mary H. Fowler, critic, grade 8; Annie E. Davies, critic, grade 7; Lillian W. Walker, critic, grade 6; Elizabeth B. Small, critic, grade 5; Carrie Benson, critic, grade 4; Ella M. Smith, critic, grade 3; Theresa A. Roehsler, critic, grade 2; Dean R. Hill B.A., secretary.

#### Cortland

**Local board.** William H. Clark, chairman; Theodore H. Wickwire, secretary; Lawrence J. Fitzgerald, treasurer; Hugh Duffey; Orris U. Kellogg; Israel T. Deyo; James M. Gilbert; John W. Suggett.

**Faculty.** Francis J. Cheney M.A. Ph.D., principal; William A. Cornish B.A., mathematics and arithmetic methods; Layton S. Hawkins M.A., science and science methods; R. Elliott Owens B.A., methods and superintendent of the school of practice; Ulysses F. Axtell B.A., logic, elocution and literature methods; Myron J. Walter B.S., assistant in science; Edward D. Curtis, Latin, Greek, and Latin methods; A. Kendall Getman B.S.A., assistant in agriculture; Helen M. Goodhue, drawing; Caroline M. C. Hawkins B.A., Latin, English and grammar methods; Minnie M. Alger, music; Mary W. Butler, physical training; Agnes Orr-Carson, French and German; Gertrude E. Bussard B.A., high school English; M. Elizabeth Mason B.A., history, civics and methods of American history; Mary A. Lattimer, manual training; Emma J. Davies, assistant in physical training; Lynn E. Brown, principal and critic, intermediate department; Ella Gale, critic, intermediate department; Katherine E. Moran, critic, intermediate department; Jenny L. Robinson, critic, intermediate department; Ella M. Van Hoesen, principal and critic, primary department; Katherine H. Walsh, critic, primary department; Jean Y. Ayer, critic, primary department; M. Agnes

Mix, critic, primary department; Bertha L. Hill, principal, kindergarten department; Edith E. Armitage, assistant kindergartner; Edith F. Rainey, secretary.

#### Fredonia

**Local board.** Samuel H. Albro, chairman; Howard M. Clarke, secretary and treasurer; Samuel C. Crandall; W. A. Holcomb; William S. Stearns.

**Faculty.** Myron T. Dana Pd.D., principal; Andrew Y. Freeman, superintendent of practice; H. L. Holcomb B.A., Latin and Greek; Franklin N. Jewett M.A., science; George G. McEwen A.M. Pd.B., mathematics; John L. Dahl B.A., assistant in sciences; Elizabeth R. Mertz Ph.B., modern languages; Anna McLaury B.S. Ph.M., English; Rachael M. Jarrold M.A., history and civics; Julia J. Shepard, drawing and manual training; Edna Fuller, director of physical training; Mrs Carrie L. Record, principal, junior department; Jessie E. Hillman, instrumental music; Edith N. Curtis, assistant in drawing and manual training; Mrs Margaret H. Start, vocal music; Julia D. Sherman, principal, senior department; Jennie M. Merrill, critic, senior department; Clara M. Dailey, critic, senior department; Lillian V. Stewart, critic, senior department; Laura E. Treadway, critic, junior department; Frances H. Killen, critic, junior department; Ethel L. Kilts, critic, junior department; Jessamine Ellison, critic, junior department; Edith Graves, supervisor of Kindergarten; Ama L. Lester, director of kindergarten; Helen W. Traver B.A., assistant in vocal music; Mrs Clara A. Ross, secretary.

#### Geneseo

**Local board.** William A. Brodie, chairman; Lockwood R. Doty, secretary; Lloyd W. Crossett, treasurer; James W. Wadsworth; William A. Wadsworth; Frank K. Cook; George B. Adams; Walter E. Lauderdale; Otto Kelsey.

**Faculty.** James V. Sturges M.A. Pd.D., principal; Frank E. Welles Ph.D., vice principal, Latin; W. Fowler Bucke Ph.D., principal of training school, pedagogy, history of education; Reuben L. Countryman M.A., logic, mathematics; Guy A. Bailey B.S., science; Frank L. De Beukelaer B.A., assistant in science; E. S. Barnes, principal of academic department, history, mathematics; Lydia I. Jones Ph.B., literature; Ida M. Hemans B.A., librarian; Hazel E. Kilian, assistant in library methods; Christabel Abbott Ph.B., English and expression; M. Louise Russell, principal primary depart-

ment; Georgia H. Reeve, methods; Helen Jenkins, physical training; Mary E. Day, drawing; Laura Halliday, assistant in drawing; Julia F. Seligman B.S., French and German; Mary A. Phillips B.A., high school English; Anna J. Gannett B.S., critic; Alta E. Thompson Pd.B., critic; Grace S. Balding, critic; Edna B. Cook Ph.B., critic; Grace V. Frechette, critic; Ida S. Mead, critic; Katherine B. Rose, critic; Elizabeth J. Burlingame, critic; Mary B. Pratt, kindergarten; Laura M. Deichman, assistant in kindergarten; Carol M. Holland, music; Zoe E. Parker, secretary.

#### New Paltz

**Local board.** A. K. Smiley, chairman; J. J. Hasbrouck, treasurer; John Schmid, secretary; Alton B. Parker; Jacob D. Wurts; Charles M. Harcourt; G. D. B. Hasbrouck; Daniel Smiley; Frank J. Le Fevre.

**Faculty.** John C. Bliss Pd.D., principal; Elmer E. Arnold B.A., mathematics, history of education; Angie E. Badger, art; Arthur B. Bennett Ph.B., English; Grace V. Brown Pd.B., grade supervisor, reading; Amy E. Clark, music; William G. Fuller, Ph.G., science; Kitty A. Gage M.A., French; William C. Greenawalt B.A., German and history; Anna B. Herrig, pedagogy, supervisor of practice work; James F. Johnson, manual training; Maud Keator, penmanship; Cora M. Littlefield, grade supervisor, history; Cecil C. MacDonald M.A., principal high school department; Faye McFerran, assistant in training school and librarian; Mary E. Pennell, kindergarten; May L. Phillips, advanced reading and expression; Charlotte E. Reeve, grade supervisor, arithmetic; Addie D. Scott, B.S., grade supervisor, art; Anne E. Scott, grade supervisor, geography; Annie L. D. Swan, physical director; Harriet L. Van Tassell, household arts; Grace M. Drake, secretary.

#### Oneonta

**Local board.** George I. Wilber, chairman; Henry Bull, secretary and treasurer; Walter L. Brown; James Stewart; Eugene Raymond; Willard E. Yager; George Kirkland; Frederick A. Mead; Hobart Krum; Harry W. Lee.

**Faculty.** Percy I. Bugbee M.A. D.Sc., principal; Arthur M. Curtis B.S., mathematics; Frank D. Blodgett M.A., logic, history, science of education; Charles A. Schumacher Ph.D., psychology and methods of literature; Ada K. Smith B.A., science; Edna L. Hotaling, Latin and algebra; Elizabeth Gleason B.A., music; Caroline Jenkins, drawing; Florence M. Matteson B.S. history; Frank G. Sanford,

manual training; Eliza E. Gee, principal intermediate department; Cora H. Pettit, principal primary department; Sarah M. Walker, critic; Helen C. Fritts Pd.B., critic; Frances Alice Terrill, critic; Caroline D. Hurlbutt, critic; Katharine H. Tobey M.A., critic; Mabel Parsons, critic; Kate B. Cristman, critic; Evelyn E. Tilton, critic; Vesta N. Scoby, domestic art and science; Louise H. Livermore, physical training; Jessie Scott Himes, kindergarten; Alice H. Morrison, kindergarten assistant; Claire A. Hurlburt, special assistant; E. May Hurlbutt, secretary.

At the Center street school: Addie E. Hatfield, principal; Estella Matteson, critic, grade 7; Anna B. Seaver, critic, grade 6; Mabelle M. Boynton, critic, grade 5; Aurore Mae Henault, critic, grade 4; Blanche C. Fuller, critic, grade 3; Jennie M. Greene, critic, grade 2; Ellen E. Hitchcock, critic, grade 1.

#### Oswego

**Local board.** Gilbert Mollison, chairman; Robert A. Downey, secretary and treasurer; Cadwell B. Benson; Laurence Clancy; Frederick O. Clarke; S. Mortimer Coon; Francis E. Cullen; P. W. Cullinan; Thomas D. Lewis; Merrick Stowell.

**Faculty.** Isaac B. Poucher M.A. Pd.D., principal; Walker G. Rappeleye B.S., mathematics; Charles S. Sheldon, sciences; Amos W. Farnham M.A., geography, school law; Richard K. Piez Pd.D., psychology, history of education, drawing; James G. Riggs M.A., superintendent of training school; Joseph C. Park, manual training; Chester Higbee Tether Ph.B., science; Herbert J. Smith M.A., Greek, Latin, logic; Frederick P. Kern, assistant in manual training, physical culture; Caroline L. G. Scales Ph.B., English, history; Lydia E. Phoenix M.A. M.O., reading, physical culture, vocal music; Mary H. MacElroy, history, English; Charlotte M. Waterman, music; Leslie Savage B.A., physical culture, history; Madame Jeannette Grossen, French, German, Spanish; Laura A. Harden B.A., English, assistant librarian; Caroline V. Sinnamon, principal grammar department; Mary L. O'Geran, principal intermediate department; Harriet E. Stevens, principal primary department; Katherine A. Hayes, critic; Elizabeth G. Holmes, first assistant in kindergarten; Ida M. Isdell, second assistant in kindergarten; Allen W. Poucher, secretary.

#### Plattsburg

**Local board.** John B. Riley, chairman; Everett C. Baker, secretary and treasurer; John H. Moffitt; John F. O'Brien; James Rogers; George S. Weed; John M. Wever; William B. Mooers.

**Faculty.** George K. Hawkins M.A. D.Sc., principal; George H. Hudson, sciences; A. N. Henshaw Ph.D., ancient languages and pedagogy; O. W. Kitchell Ph.D. D.Sc., mathematics and logic; Guy W. Shallies B.A., English; Henry F. Feuring M.A., modern languages; Benjamin G. Sinclair M.A., history; Genevieve Andrews, drawing; Alice L. O'Brien, reading and physical culture; Margaret M. Garrity, music; Anna L. Carroll, assistant in science; H. M. Cook M.A. Ph.D., principal of model school; Anna M. Powers, critic, grade 7; Kate E. Hull, critic, grade 6; C. Gertrude Phelps, critic, grade 5; Jennie M. Whitmore, critic, grade 4; Mabel L. Chase, critic, grade 3; Louise A. Perry, critic, grade 2; Harriette A. Ingalls, critic, grade 1; Charlotte E. Chase, kindergarten; Edwin L. Taylor, manual training; F. M. Miller, assistant in manual training; William G. Thompson, commercial branches; Mabel C. McDowell, domestic science and household arts; Anne J. O'Brien, librarian; Ollie H. Amsden, secretary.

#### Potsdam

**Local board.** E. A. Merritt, chairman; George H. Sweet, secretary; George W. F. Smith, treasurer; W. R. Weed; Thomas Spratt; Frederick L. Dewey; Charles H. Leete.

**Faculty.** J. M. Thompson M.A. Pd.D., principal; Katherine M. Kellas Ph.D., preceptress, English; L. D. Taggart B.S., principal of high school department; Edward W. Flagg M.A., history, history of education; Julia E. Crane, vocal music; Willis E. Bond B.A., mathematics, logic; Adelaide Norris, principal intermediate department; Wilhelmina Caldwell, principal kindergarten department; Lois A. Riedel Pd.B., assistant in drawing and English; W. L. Hartman M.A., Latin; N. V. Taylor B.A., science; Luella Sexmith Ph.B., model teacher; Jennie C. Johnson, model teacher; Ruth E. Lewis, model teacher; Mary E. McCarter, model teacher; Arline Denison B.S., principal primary department; Marion B. Forsythe, model teacher; Anna P. Draime Ph.B., English; Ernest A. Blood, physical director; Harry W. Jacobs, director of industrial work; Hattie M. Smith, domestic science, manual training; Julia T. Walling, English, librarian; Alice M. Grandey Ph.B., German; J. F. Hummer B.S., physical geography, biology; Mabel B. Hall B.A. Pd.B., Latin, French; W. B. Chriswell Ph.B., methods; Susan A. Rose B.A., oral expression; F. E. Hawthorne, piano, organ, harmony; Minnie E. Plank, secretary

## THE LAW

The State normal schools are regulated by article 32 of the Education Law which is as follows:

### ARTICLE 32

#### Normal Schools

- Section 810 Normal schools continued.  
 811 Local boards.  
 812 Powers of local boards.  
 813 Bond of treasurer.  
 814 Salary of secretary and treasurer.  
 815 Local boards shall have management of buildings and property.  
 816 Courses of study.  
 817 Teachers' salaries, et cetera.  
 818 Commissioner may perform duties of defaulting local board.  
 819 Diplomas.  
 820 Requisites for admission; privileges and duties of pupils.  
 821 Practice departments in Fredonia school.  
 822 Special policemen.  
 823 Village or city may insure normal school property.  
 824 Expense of insurance a village or city charge.  
 825 Deposit of insurance moneys in bank.  
 826 Acceptance of grants and bequests authorized.  
 827 Education of Indian youth.  
 828 Selection of Indian youth.  
 829 Age of youth and limit of time for support.  
 830 Guardians of youth.  
 831 Indian pupils on equality with others.

§ 810 Normal schools continued. The State normal schools heretofore established at Brockport, Buffalo, Cortland, Fredonia, Geneseo, New Paltz, Oneonta, Oswego, Plattsburg and Potsdam, are continued.

§ 811 Local boards. There shall continue to be a local board of each of said State normal schools, consisting of not less than three nor more than thirteen persons and the members thereof shall hold their offices until removed by the concurrent action of the Chancellor of the University and the Commissioner of Education. A vacancy

in any of said boards shall be filled by appointment by the Commissioner of Education.

**§ 812 Powers of local boards.** 1 Local boards shall have the immediate supervision and management of said schools, subject, however, to the general supervision of the Commissioner of Education and to his direction in all things pertaining to the school. Said local boards shall have power to appoint one of their number chairman, one secretary and another treasurer of the board. The secretary may also be treasurer.

2 A majority of each of said boards shall form a quorum for the transaction of business, and in the absence of any officer of the board, another member may be appointed pro tempore to fill his place and perform his duties.

3 It shall be the duty of such board to make and establish, and from time to time to alter and amend, such rules and regulations for the government of such schools under their charge, respectively, as they shall deem best, which shall be subject to the approval of the Commissioner of Education.

4 They shall also severally transmit through the Commissioner of Education, and subject to his approval and in the form which he directs, a report to the Legislature on the first day of January in each year, showing the condition of the school under their charge during the year next preceding, including, especially, an account in detail of their receipts and expenditures, which shall be duly verified by the oath or affirmation of their chairman and secretary.

**§ 813 Bond of treasurer.** The treasurer shall give an undertaking to the people of the State for the faithful performance of his trust in an amount fixed by the Commissioner of Education. The undertaking shall be approved by said Commissioner and filed in the office of the Comptroller.

**§ 814 Salary of secretary and treasurer.** The secretary and the treasurer shall each be paid an annual salary to be fixed by the local board with the approval of the Commissioner of Education, but the aggregate amount of such salaries shall not exceed four hundred dollars.

**§ 815 Local boards shall have management of buildings and property.** The local boards of managers of the respective normal schools in this State shall have the custody, keeping and management of the grounds and buildings provided or used for the purposes of such schools, respectively, and other property of the State pertaining thereto, with power to protect, preserve and improve the same.

**§ 816 Courses of study.** It shall be the duty of the Commissioner of Education to prescribe the courses of study to be pursued in each of said schools.

**§ 817 Teachers, salaries, et cetera.** The Commissioner of Education shall determine the number of teachers to be employed in each normal school and the salary of such teachers. The employment of such teachers shall also be subject to his approval.

**§ 818 Commissioner may perform duties of defaulting local board.** During such time as any local board shall fail or refuse to discharge any duty the Commissioner of Education is hereby authorized to discharge such duty of such local boards or any of their officers; and the acts of said Commissioner of Education in the premises shall be as valid and binding as if done by a competent local board or its officers, or with their cooperation.

**§ 819 Diplomas.** The Commissioner of Education shall prepare suitable diplomas to be granted to the students of such school, who shall have completed one or more of the courses of study and discipline prescribed, and a diploma signed by him, the chairman and secretary of the local board and the principal of the school, shall be of itself a certificate of qualification to teach common schools.

**§ 820 Requisites for admission; privileges and duties of pupils.**

1 All applicants for admission to a normal school shall be residents of this State, or, if not, they shall be admitted only upon the payment of such tuition fees as shall be, from time to time, prescribed by the Commissioner of Education. Applicants shall present such evidences of proficiency or be subject to such examination as shall be prescribed by said Commissioner.

2 A normal school shall not receive into its academic department any pupil not a resident of the territory, for the benefit or advantage of whose residents the State has pledged itself to maintain such academic department unless such pupil declares it to be her intention to remain in such school to complete the regular normal course.

3 All students duly admitted to the normal department shall be entitled to all the privileges of the school, free from all charges for tuition or for the use of books or apparatus, but every pupil shall pay for books lost by him, and for any damage to books in his possession. Any pupil may be dismissed from the school by the local board for immoral or disorderly conduct, or for neglect or inability to perform his duties.

**§ 821 Practice departments in Fredonia school.** The local board of control of the State normal school at Fredonia shall have the same powers and privileges in respect to practice departments as boards of

education, under subdivision 3 of section 310 and section 317 of this chapter.

**§ 822 Special policemen.** For the purpose of protecting and preserving such buildings, grounds and other property, and preventing injuries thereto, and preserving order, preventing disturbances, and preserving the peace in such buildings and upon such grounds, the local boards of managers of each of said normal schools shall have power, by resolution or otherwise, to appoint, from time to time, one or more special policemen, and to remove the same at pleasure, who shall be police officers, with the same powers as constables of the town or city where such school is located, whose duty it shall be to preserve order, and prevent disturbances and breaches of the peace in and about the buildings, and on and about the grounds used for said school, or pertaining thereto, and protect and preserve the same from injury, and to arrest any and all persons making any loud or unusual noise, causing any disturbance, committing any breach of the peace, or misdemeanor or any wilful trespass upon such grounds, or in or upon said buildings, or any part thereof and convey such person or persons so arrested, with a statement of the cause of the arrest, before a proper magistrate to be dealt with according to law.

**§ 823 Village or city may insure normal school property.** Each village and city in this State, wherein is located a State normal and training school, may insure and keep insured the real and personal property of such school against loss or damage by fire, when the State refuses to insure, or keep adequately insured, such property. The insurance is to be in the name of the State, and in case of loss, any moneys obtained from such insurance are to be used and disposed of the same as if the State had effected such insurance. The amount of insurance to be carried shall be determined by the municipal authorities of such village or city.

**§ 824 Expense of insurance a village or city charge.** The amount of money necessary to effect and continue such insurance shall be raised annually by such village or city at the same time, and in the same manner, as the ordinary expenses of the village or city are raised.

**§ 825 Deposit of insurance moneys in bank.** Where any loss or damage, against which insurance exists, occurs to the real or personal property of any of the normal and training schools of the State, the moneys realized from such insurance shall be deposited by each company in which such property is insured in a bank to be designated by the State Comptroller, subject to the check of the local board of

managers of such school, countersigned by the State Comptroller. Such moneys shall be kept as a separate fund to the credit of the local board of managers of such school, and shall be immediately available to be expended under the direction of such local board of managers, subject to the approval of the Commissioner of Education, to repair or replace, wholly or partially, the real or personal property so damaged or destroyed.

**§ 826 Acceptance of grants and bequests authorized.** The local board of managers of any State normal and training school of this State, may accept, for the State, by and with the consent of the Commissioner of Education the gift, grant, devise or bequest of money or other property, and to apply the same to any purpose, not inconsistent with the general purposes of such school, which shall be prescribed in the instrument by which such gift, grant, devise or bequest shall be made.

**§ 827 Education of Indian youth.** The State Treasurer shall pay, on the warrant of the Comptroller, on bills approved by the Commissioner of Education, from the general fund, such sum as may be appropriated for the support and education of Indian youth in the State normal schools.

**§ 828 Selection of Indian youth.** The selection of such youth shall be made by the Commissioner of Education, from the several Indian tribes located within this State; and in making such selection due regard shall be had to a just participation in the privileges of this article by each of the said several tribes, and, if practicable, reference shall also be had to the population of each of said tribes in determining such selection.

**§ 829 Age of youth and limit of time for support.** Such youth shall not be under sixteen years of age, nor shall any of such youth be supported or educated at said normal schools for a period exceeding three years.

**§ 830 Guardians of youth.** The local board of each normal school shall be the guardians of such Indian youth, during the period of their connection with the school; and shall pay their necessary expenses, as provided in section 827 of this article.

**§ 831 Indian pupils on equality with others.** The Indian pupils selected in pursuance of this article, and attending said normal schools, shall enjoy the same privileges, of every kind, as the other pupils attending said schools, including the payment of traveling expenses, not exceeding ten dollars to each pupil.

CERTAIN PROVISIONS OF LAW RELATING TO THE  
QUALIFICATIONS OF TEACHERS AND AFFECTING  
STATE NORMAL SCHOOLS

Article 20 of the Education Law defines the legal qualifications of teachers. The provisions of such law which affect the State normal schools are sections 550 and 551, and are as follows:

§ 550 **Qualification of teachers.** No person shall be employed or authorized to teach in the public schools of this State who is:

- 1 Under the age of eighteen years; and
- 2 Not in possession of a teachers certificate issued under the authority of this chapter or a diploma issued on the completion of a course in a State normal school of this State or in the State Normal College.

§ 551 **Minimum qualifications of teachers in primary and grammar schools.** No person shall hereafter be employed or licensed to teach in the primary and grammar schools of any city or school district authorized by law to employ a superintendent of schools who has not had successful experience in teaching for at least three years, or in lieu thereof has not completed:

- 1 A course in one of the State normal schools of this State prescribed by the Commissioner of Education.
- 2 An examination for and received a life State certificate issued in this State by a Superintendent of Public Instruction or the Commissioner of Education.
- 3 A course of study in a high school or academy of not less than three years approved by the Commissioner of Education or from some institution of learning of equal or higher rank approved by the same authority, and who subsequently to the completion of such course has not graduated from a school for the professional training of teachers having a course of not less than two years approved by the Commissioner of Education or its equivalent.

RETIREMENT OF NORMAL SCHOOL TEACHERS

The teachers employed in the State normal schools may be retired under the provisions of article 43-A of the Education Law, which is as follows:

ARTICLE 43-A

**Retirement Fund for Teachers in State Institutions**

[Article inserted by L. 1910, chap. 441, in effect June 8, 1910]

- Section 1095 Retirement of certain teachers in State institutions.  
1096 Certificate of retirement upon application.  
1097 Retirement upon recommendation of governing body of institution where teacher is employed.  
1098 Amount to be paid to such retired teachers.  
1099 Time and manner of payments.

§ 1095 **Retirement of certain teachers in State institutions.** Every person who, for a period of ten years immediately preceding, has been employed by the State as a teacher in any college, school or institution maintained and supported by the State and who shall have been engaged in teaching in some college, university, school, academy or institution or in the public schools of this State or elsewhere during a period aggregating thirty years and has reached the age of seventy years must, at his request, or may on the order of the Commissioner of Education, be retired from such employment.

§ 1096 **Certificate of retirement upon application.** Every such person desiring to be retired under the provisions of section 1095 of this chapter shall present to and file with the Commissioner of Education an affidavit signed by himself, or, in case he is mentally or physically incapable of making such affidavit, the affidavit of some person or persons acquainted with the facts, setting forth the number of years of such employment, the place or places where employed, the salary received by the applicant at the last place of employment, and upon the filing of such affidavits, the Commissioner of Education, if he shall be satisfied of the truth of the affidavit, shall issue to such applicant a certificate that such applicant has been retired from active service as a teacher.

§ 1097 **Retirement upon recommendation of governing body of institution where teacher is employed.** Upon the recommendation of a majority of the members of the board or governing body having in charge any such college, school or institution, that a member of



the teaching force be retired on account of mental or physical incapacity for the performance of duty, the Commissioner of Education may retire such person and issue to such person the certificate set forth in section 1096 of this chapter, provided such person has been employed by the State for ten years immediately preceding as a teacher in any college, school or institution maintained and supported by the State and has been engaged in teaching in some college, university, school, academy or institution or in the public schools of this State or elsewhere during a period aggregating thirty years, or, having reached the age of sixty-five years, during a period aggregating twenty years.

§ 1098 **Amount to be paid to such retired teacher.** Every person who shall be retired under the provisions of this article shall be entitled to receive from the State one-half the salary which such person was receiving at the date of such retirement, not to exceed, however, in the case of a supervising official, or principal, one thousand dollars, and in the case of a teacher, seven hundred and fifty dollars. In no case shall the payment to any person retired hereunder be less than the sum of three hundred dollars.

§ 1099 **Time and manner of payments.** The payments of the amounts provided in this article to be paid shall be made by the State Treasurer on the warrant of the Comptroller on the audit of the Commissioner of Education. Payments shall be made quarterly commencing with the first quarter after the date of issue of the certificate of such retirement. The Commissioner of Education shall make and enforce such rules and regulations, not inconsistent with the provisions of this article, as he shall deem necessary for properly safeguarding all payments thereunder, including vouchers to be signed by the person to whom such payment is made.

Under the provisions of this law there are four different conditions by which teachers in the State normal schools may be retired. These are:

1 A teacher who has had in the aggregate thirty years' experience in teaching, which may have been in this State or elsewhere, and who ten years immediately preceding application for retirement, was a teacher in one of the State normal schools and who has reached the age of seventy years, *must, on her request*, be retired.

2 A teacher of the age and experience required under conditions named in paragraph 1, who does not make application for retirement, *may on the order* of the Commissioner of Education be retired.

3 A teacher who has had the experience specified under the conditions named in paragraph 1, without qualification as to age, who

has been employed in a State normal school or other State institution, and who has become physically or mentally incapacitated for the performance of her duty and such facts are certified to the Commissioner of Education by a majority of the local board in charge of such school, *may be retired by the order* of the Commissioner of Education.

4 A teacher who has been employed in a State normal school or other State institution as a teacher for ten years and who has had an aggregate period of twenty years' experience in teaching and who is physically or mentally incapacitated and such facts are certified to the Commissioner of Education by a majority of the local board in charge of such school, *may be retired on the order* of such Commissioner.

It should be observed that it is mandatory upon the State to retire those teachers only who come within the conditions named in paragraph 1. The Commissioner of Education may use his discretion in making an order to retire teachers who come within the conditions named in paragraphs 2, 3 and 4.

Upon request the Education Department will furnish local boards or teachers with the proper blanks to present to the Commissioner of Education an application for retirement.

#### INDORSEMENT OF NORMAL SCHOOL DIPLOMAS ISSUED BY NORMAL SCHOOLS OF OTHER STATES

Section 554 of the Education Law authorizes the Commissioner of Education to indorse normal school diplomas issued by the normal schools of other states. The law is as follows:

§ 554 **Indorsement of foreign certificates and diplomas.** The Commissioner of Education may in his discretion indorse

1 A diploma issued by a normal school of another state.

2 A certificate issued by the chief educational officer or state board of another state.

Such indorsement confers on the holder of such diploma or certificate the privileges conferred by law on the holder of a normal school diploma or state certificate issued in this State.

The Commissioner of Education will consider an application for the indorsement of a diploma issued by a normal school of another state under the following conditions:

1 The holder of such diploma must show two years' successful teaching since receiving the diploma. She must also furnish satisfactory testimonials as to character and reputation.

2 The requirements for admission to a normal school must be the equivalent of the requirements for admission to normal schools in this State. (See page 18)

3 The normal course completed must be the equivalent of the courses maintained in the State normal schools of this State. (See page 23)

4 The diploma must be a life license to teach in the schools of the state in which the normal school issuing such diploma is located.

5 The state in which the school issuing such diploma is located must agree to indorse the diplomas issued by the normal schools of this State.

REVOCATION OF NORMAL DIPLOMA

Under authority of section 556 of the Education Law a school commissioner [after January 1, 1912, a district superintendent] may revoke a normal school diploma for immoral conduct only. The Commissioner of Education may under subdivision seven of section 94 of the Education Law revoke a normal school diploma for cause. Before a normal school diploma may be revoked by either authority above mentioned the holder of such diploma must have reasonable notice of the charges against him and an opportunity to appear and defend himself.

SCHOOL YEAR

The State normal schools open on the second Wednesday of September and continue in session 39 weeks. The year is divided as follows: two terms of 19 weeks each; one week at the close of the year for examinations and graduation. Students will be graduated at the end of each term, but commencement exercises will be held only at the close of the year in June.

PRIVILEGES

Tuition and the use of textbooks are free to students in the professional courses.

ENTRANCE REQUIREMENTS

The special function of the State normal schools is to prepare teachers for the elementary schools of the State. The graduates of these schools to be legally qualified to contract to teach in the elementary schools of the cities and the villages having a population of 5000 or more and employing a superintendent of schools, must

satisfy the requirements of section 551 of the Education Law as given on page 14 of this pamphlet, both as to academic education and the professional training. Students desiring to be admitted to the course for elementary teachers must therefore be graduates from a four-year academic course which must include the minimum work prescribed by the Commissioner of Education. The same requirements have been prescribed for admission to the kindergarten-primary and to the kindergarten course.

In addition to the completion of such course, applicants must satisfy the following conditions:

- 1 Applicants must be at least 16 years of age.
- 2 Applicants must receive a formal appointment from the school commissioner [after January 1, 1912, district superintendent] of the district or the superintendent of the city in which they reside.

Minimum requirements for an approved course

A course of study in a high school or academy to receive the approval of the Commissioner of Education, as required by section 551 of the Education Law, must include 2880 recitation periods, of which the following subjects must be a part:

*English.* The course in English must be continuous throughout the four years, and must provide adequate instruction in grammar, composition, rhetoric and literature. 494 periods<sup>1</sup>

*History.* The course in history must include the three following courses, each of which should be continuous throughout the year.  
Ancient history.....114 periods  
History of Great Britain and Ireland.....114 periods  
American history with the development of civic institutions.....152 periods

*Mathematics.* The course in mathematics must include  
Algebra (through quadratics) .....190 periods  
Plane geometry.....190 periods

*Science.* The course in science must embrace biology (including human physiology) and physics. The laboratory method of teaching these subjects is prescribed.  
Biology (or physiology with botany or zoology).....190 periods  
Physics.....190 periods

*Foreign languages.* The course in foreign languages must include

<sup>1</sup> The term "period" as used in this course means a recitation period of not less than 45 minutes.

- Latin.....380 periods  
or
- French.....380 periods  
or
- German.....380 periods

*Drawing.* The course in drawing must provide adequate instruction for 228 periods.

*Vocal music.* The course in vocal music must provide adequate instruction in sight singing from the staff and the use of common technical terms for 152 periods.

The number of periods required in each subject is based on a school year of 38 weeks as a minimum.

**Entrance on special consideration**

Candidates, 21 years of age, who have had two years of high school work or its equivalent and in addition thereto have taught two years will be admitted to the normal school with the understanding that they must complete the minimum high school course in addition to the professional course before they shall be graduated.

Graduates of training classes who entered the class upon a high school diploma covering the minimum approved high school course and who have taught one year since graduation from the training class may complete the professional course in the normal school in one year if they possess the required aptitude for training.

Those who hold first grade certificates may be graduated in one and one-half years provided (1) they are high school graduates; (2) they have studied the subjects of the approved course; (3) they possess the necessary aptitude for study and training.

Those holding the life State certificate or those who have completed one year's work in an approved college may be graduated in one year.

**APPOINTMENT OF STUDENTS**

A person desiring to enter one of the State normal schools should write to the principal of the school she desires to enter or to the Education Department for an application blank. This blank should be filled in and mailed as directed. The following is a copy of a blank used:

APPLICATION OF.....  
FOR APPOINTMENT TO  
THE STATE NORMAL SCHOOL AT.....  
**New York State Education Department**

*Albany, August 1, 1911*

A person desiring admission to a State normal school should execute this blank in duplicate, obtaining the required statement from the principal of the high school where she received her academic training and the recommendation of the proper school commissioner or city superintendent, and forward both copies to the principal of the normal school which such person desires to enter.

THOS. E. FINEGAN

*Third Assistant Commissioner of Education*

**STATEMENT OF CANDIDATE**

*In candidate's handwriting*

Residence..... age..... years  
I have had..... terms experience in teaching.

I intend to enter the normal school at..... on..... 19.....  
In consideration of receiving free tuition at a State normal school, I hereby obligate myself to teach in the schools of the State of New York.

I was graduated in 19..... from..... and was in attendance upon located at..... such institution..... years. The statement below contains a true record of the subjects pursued by me in the course completed therein and the time devoted to each:

SUBJECT OF STUDY	Number of weeks pursued	Number of recitations each week	Total number of recitations
1 English			
First year English			
Second year English			
Third year English			
Fourth year English			
2 History			
a American history with the development of civic institutions			
b English history			
c Greek and Roman history			
d Civics			
3 Mathematics			
a Algebra			
b Plane geometry			
4 Science			
a Physics			
b Biology			
c Botany and zoology			
d Physiology			
5 Foreign languages			
a Latin			
b French			
c German			
6 Drawing			
7 Vocal music			

[Name in full].....

STATEMENT OF PRINCIPAL

The student making the foregoing statement was graduated at.....[date]..... having been in regular attendance thereat.....years. The statement respecting the studies pursued and the time devoted to each is correct. [Remarks].....

[Principal].....

[School].....

RECOMMENDATION

To the Third Assistant Commissioner of Education:

I hereby recommend.....of....., county of..... as possessing the health, mental ability and moral character requisite for an appointment to the State normal and training school at..... and.....

I further certify that the above named person possesses the following certificates of proficiency:

Diploma from..... { college } dated..... { university }

State certificate, dated..... Training class certificate, dated.....

Regents academic diploma..... school..... dated.....

Approved school diploma..... { high school } dated..... { academy }

..... { District Superintendent, .....district, county of..... { Superintendent, city of.....

[Dated].....19.....

The applicant executing this blank has been advised that..... will be admitted to the..... State Normal School on the..... day of....., 191.....

[If an applicant is admitted on condition, such condition should be fully stated here].....

Principal State Normal School

[Remarks].....

Approved.....191.....

Third Assistant Commissioner of Education

APPOINTMENT OF NONRESIDENTS

Residents of other states are admitted by special appointment of the Commissioner of Education but are required to pay in advance to the treasurer of the local board a tuition fee of \$20 a term of 19 weeks.

TRANSFER OF STUDENTS

Students may be transferred from one normal school to another by the Commissioner of Education, for cause, on the concurrence of the principals of the two schools affected thereby.

GENERAL PROFESSIONAL COURSES

There are three general professional courses of study prescribed by the Commissioner of Education for the State normal schools. Each of these courses covers a period of two years. These courses are:

- 1 Elementary teachers course
2 Kindergarten-primary course
3 Kindergarten course

The elementary teachers course prepares teachers for the grades of the elementary schools of the State. The diploma issued to a graduate of this course is a life license to teach in any public school of the State without further examination. This course is given in each of the State normal schools.

The kindergarten-primary course prepares teachers for the kindergarten and the first six years of the elementary schools. Graduates of this course receive a diploma which is a license to teach for life in any kindergarten in the State or in the first six grades in any public school in the State without further examination. This course is given in all the normal schools except Brockport and Plattsburg.

The kindergarten course prepares teachers for the kindergarten and a graduate of such a course receives a diploma which is a license to teach for life in any kindergarten in the State without further examination. This course is given in the following normal schools: Buffalo, Cortland, Fredonia, Geneseo and Oswego.

These courses include the following subjects and the figures following each subject indicate the number of recitations required in such subject:

Elementary teachers course

Table with 2 columns: Subject and PERIODS. Rows include Psychology (100), Principles and history of education (100), Methods of language, grammar and composition (100), Methods of literature (optional) (40), School economy (120), Methods of vocal music (120), Methods of arithmetic and algebra (80), Methods of American history (160), Methods of drawing and elementary handwork (160).

	PERIODS
Logic.....	80
Methods of Latin (optional).....	100
Methods of geography.....	100
Methods of primary reading, spelling and phonics.....	100
Methods of nature study and methods of elementary science.....	100
Methods of manual training or household arts.....	160
Penmanship.....	40
Methods of physical training.....	120
Observation and practice.....	600

**Kindergarten-primary course**

	PERIODS
Psychology.....	100
Principles and history of education.....	100
Methods of vocal music.....	60
Methods of arithmetic.....	80
Methods of United States history.....	40
Methods of drawing and handwork.....	160
Logic.....	80
Methods of geography.....	100
Methods of reading, spelling, phonics, language.....	100
Methods of nature study and elementary science.....	100
Methods of penmanship.....	40
Methods of physical training.....	120
English voice training, children's literature, story-telling.....	100
Songs and games.....	100
Mother play, gifts, occupations.....	160
Program of kindergarten procedure.....	40
Observation and practice.....	580

**Kindergarten course**

	PERIODS
Logic.....	80
English — reading, spelling, phonics and voice training.....	80
Elementary science and nature study.....	200
Drawing.....	140
Penmanship.....	40
Physical training.....	120
Music.....	40
Psychology.....	100
History of education.....	100
English — voice training, children's literature, story-telling.....	120
Songs and games.....	120
Mother play, gifts and occupations.....	180
Principles of education with special reference to kindergarten.....	60
Program — kindergarten procedure.....	60
Observation and practice.....	560

*Kindergarten-primary diploma.* Students who shall complete the kindergarten course and who shall then complete the methods of

grammar and composition, arithmetic, American history, geography, with training and teaching of the regular normal course, will receive diplomas licensing them to teach in both kindergarten and elementary schools.

**SPECIAL NORMAL TRAINING COURSES**

To provide normal training for teachers of special courses in the public schools, special professional courses have been authorized in the State normal schools. It is not the policy of the State to give all special courses in each of the State normal schools, but to assign to each school the special work for which it is best adapted by reason of its location, organization and equipment. Such special courses have been authorized as follows:

**Buffalo**

**Courses**

- |                         |                            |
|-------------------------|----------------------------|
| 1 Mechanical drawing    | 5 Joinery and cabinet work |
| 2 Machine shop practice | 6 Cookery                  |
| 3 Printing              | 7 Sewing and millinery     |
| 4 Patternmaking         |                            |

**Requirements for admission to normal classes in vocational training**

Candidates for these courses may be admitted under one of the following qualifications:

1 Candidates must be at least 17 years old and must present a diploma of graduation from a high school approved by the Education Department.

The applicant must present credits as follows:

*English*

Literature	} The equivalent of that required in a four-year high school course	. 494 periods
Rhetoric and composition		
Grammar		

*History*

Ancient history	} A three-hour course for one year	120 periods
or English history		
American history and civics		152 periods

*Mathematics*

Algebra . . . . .	190 periods
Plane geometry . . . . .	190 periods

*Science*

Physics . . . . .	190 periods
Chemistry . . . . .	190 periods

*Foreign language*

Latin	} The equivalent of two years' work	380 periods
or		
French		
or German		

*Drawing*

Applicants must offer credits for one year's work in free-hand drawing and one year's work in either mechanical or architectural drawing.

*Shop practice*

Applicants for the shop branches must have had a total shop experience, under an instructor, in woodwork, patternmaking, forging, foundry work or machine shopwork, equal to 480 periods.

*Mechanical drawing*

Applicants for the course in mechanical drawing must have had a total experience, under an instructor, in mechanical drawing and any one of the shop branches mentioned above, of 480 periods.

2 Candidates who have not graduated from a high school but who are of mature age and who have had four years of successful experience in one trade may be admitted to the normal course for that trade upon satisfying the principal that they have attained conspicuous excellence in their work and are mentally equipped to pursue the course of study.

Students admitted under this rule may be excused from the shopwork or drawing required in connection with the course.

*Courses of study*

Each course is planned to cover two years of regular day school work but students who cover the courses in evening classes will be given credit as they finish each subject, and on the completion of the course will be granted a diploma.

No student will be graduated from these courses until he proves to the satisfaction of the faculty that he has become expert in the line of work he expects to teach.

*1 Mechanical drawing*

PERIODS

History and principles of education . . . . .	100
Psychology . . . . .	100
Methods in arithmetic . . . . .	40
Methods in science . . . . .	120
Methods in shop and draughting room . . . . .	300
Drawing and design . . . . .	240
Draughting room work . . . . .	1200
Teaching . . . . .	400

*2 Machine shop practice*

History and principles of education . . . . .	100
Psychology . . . . .	100
Methods in arithmetic . . . . .	40
Methods in science . . . . .	120
Methods in shop instruction . . . . .	300
Drawing and design . . . . .	240
Shopwork . . . . .	1200
Teaching . . . . .	400

*3 Printing*

History and principles of education . . . . .	100
Psychology . . . . .	100
Methods in arithmetic . . . . .	40
Methods in science . . . . .	120
Methods in shop instruction . . . . .	300
Drawing and design . . . . .	240
Shopwork . . . . .	1200
Teaching . . . . .	400

*4 Patternmaking*

History and principles of education . . . . .	100
Psychology . . . . .	100
Methods in arithmetic . . . . .	40
Methods in science . . . . .	120
Methods in shop instruction . . . . .	300
Drawing and design . . . . .	240
Shopwork . . . . .	1200
Teaching . . . . .	400

*5 Joinery and cabinetmaking*

History and principles of education . . . . .	100
Psychology . . . . .	100
Methods in arithmetic . . . . .	40
Methods in science . . . . .	120

	PERIODS
Methods in shop instruction.....	300
Drawing and design.....	240
Shopwork.....	1200
Teaching.....	400

The graduates of these courses will receive a diploma which will be a license to teach in the public schools of the State the subject completed.

**Requirement for admission to normal course in cookery, sewing and millinery**

When additional accommodations are available there will be offered in this school courses in domestic science and domestic art, each covering a term of two years. At present it will be possible to offer only the combination course which includes cooking, sewing and millinery, and which extends over a term of three years.

Candidates for this course must be at least 18 years of age, must have been graduated from a high school or school of equal rank approved by the Commissioner of Education, and must have received school credits for the following subjects:

*English*

Literature	}	The equivalent of that required in a four-year high school course	494 periods
Rhetoric and composition			
Grammar			

*History*

Ancient history	}	A three-hour course for one year	114 periods
English history			
American history and civics, a four-hour course for one year			152 periods

*Mathematics*

Algebra	190 periods
Plane geometry	190 periods

*Science*

Physics	190 periods
Chemistry	190 periods

*Foreign language*

Latin	}	The equivalent of two years' work	380 periods
or			
French			
or German			

*Drawing*

The equivalent of one year of representation and one year of design as indicated in the 1910 Syllabus for Secondary Schools. Physics and chemistry must be presented for entrance to these courses.

*Course of study*

This course, covering three years, is designed to prepare the student to teach cookery, sewing or millinery in the elementary schools.

*First year*

Psychology	Biology — physiology
Foods — elementary cooking	Drawing
Handwork — elementary sewing	English composition
Machine work	Physical training
Household chemistry	

*Second year*

History of education	Laundry
Advanced cookery	Arithmetic
Household accounts	Principles of education
Serving	English composition
Dressmaking	Physical training
Drawing (costume and design)	

*Third year*

Dietetics — invalid cookery — emergencies	Textiles
Household construction and furnishing	Theory and practice of teaching domestic science and art
Sanitation and appliances	English composition
Drawing	Physical training
Millinery	

A graduate of this course will receive a diploma which will be a license to teach cooking, sewing or millinery in any elementary school in the State.

**Cortland**

**Course**

*Agriculture course*

This school gives a teacher's course in agriculture. The object of this course is to train teachers to teach agricultural courses in the small high schools which are distributed throughout the State. To meet present conditions, two courses have been prescribed.

**Requirements for admission to the two-year course**

This course is open to men at least 16 years of age, who have had farm experience, and who have a diploma of graduation from a course (or the equivalent) prescribed by the Commissioner of Education for admission to normal schools (see page 18).

**Requirements for admission to the one-year course**

This course is open to young men who are high school graduates, or have had equivalent education, have had farm experience, hold a life certificate, valid in this State, and have had at least one year's successful experience in teaching.

*Courses of study*

*Two-year agricultural training course*

First year		Second term	
First term			
Physics (agricultural).....	5	Farm mechanics.....	5
Psychology.....	5	Manual training.....	5
Botany.....	5	Entomology.....	5
History of education.....	5	Bacteriology and plant pathology..	5
Chemistry.....	5	Chemistry.....	5
Second year			
Horticulture.....	5	Grammar methods.....	5
School economy.....	2	Farm crops.....	5
Animal husbandry.....	5	Dairying.....	5
Advanced science methods.....	5	Farm management and farm practice.....	5
Observation.....	10	Teaching.....	10

*One-year agricultural training course*

First term		Second term	
Physics (agricultural).....	5	Farm mechanics.....	5
Horticulture.....	5	Farm crops.....	5
Botany.....	5	Entomology.....	5
Animal husbandry.....	5	Bacteriology and plant pathology..	5
Advanced science methods.....	5	Dairying.....	5
Chemistry.....	5	Farm management and farm practice	5
		Chemistry.....	5

The figures denote the number of hours each week throughout the term.

Those completing either of these courses will receive a diploma, which will be a license to teach agricultural courses in the schools of the State.

**Fredonia**

**Courses**

- 1 Music
- 2 Drawing

**Requirements for admission**

To be admitted to these courses candidates must show the completion of a four-year high school course.

**Course of study**

These courses cover a period of two years.

The graduates of these courses will receive diplomas which will be licenses to teach the special subject of such course in any public school in the State.

**Geneseo**

**Courses**

*Teacher-librarian's course*

This school gives a special course covering a period of two years for training teachers who are to have general charge of public school libraries. All school libraries should be under the general direction of a trained librarian. The great majority of schools having large libraries do not need the constant services of a librarian. This special course is a combination of the work given in the elementary teacher's course and of work related to a technical library course. To provide economical administration, school authorities may employ the graduates of this course, allowing them to give part of their time to the care of the library and to teach the remainder of the time. It is called a course for teacher-librarians.



**Requirements for admission**

Admission to this course shall be on the completion of an approved minimum high school course which shall also include four years of high school English. (See page 19.)

*Course of study*

	PERIODS
Psychology.....	100
History and principles of education.....	100
Methods of grammar and composition.....	100
Methods of reading, spelling and language.....	100
Methods of literature.....	300
Methods of United States history.....	80
Methods of geography.....	60
Methods of drawing.....	140
Methods of vocal music.....	120
Methods of arithmetic.....	80
Methods of manual training.....	40
Observation and teaching.....	450
Administration of small school library:	
Cataloging, classification, book-selection, reference work, mechanical processes, etc.....	150
Children's literature:	
Study of different classes of books for children, story-telling, etc.....	100
Practice work:	
Teaching of library lessons in grades and high school; practice in all library processes.....	150

Graduates from this course will receive a diploma, which is a life license to teach in any public school in the State.

**Oswego**

**Course**

Manual arts

**Requirements for admission**

The entrance requirements to this course are the same as the entrance requirements to the general professional courses. (See page 18.)

Candidates who are not graduates of a high school, but who are of mature age and have had several years' experience in one or more trades or occupations, may be admitted to this course on approval of the Commissioner of Education.

*Course of study*

	PERIODS
Psychology.....	100
History and principles of education.....	100
English.....	50
Methods in science.....	100
Shop mathematics.....	100
Shop administration	
History and theory of industrial education, a study of equipments, organization of work, materials, and local industries.....	200
Drawing	
Design, representation, mechanical.....	400
Shopwork	
Joinery.....	100
Cabinetmaking.....	150
Wood turning, patternmaking.....	150
Art metal work.....	100
Machine shop practice.....	200
Printing and bookbinding.....	100
Foundry practice and forging.....	200
Teaching.....	400

A graduate of this course will receive a diploma which will be a license to teach the manual arts in the public schools of the State.

**Plattsburg**

**Course**

Commercial course

**Requirements for admission**

1 Graduation from any four-year course in an approved high school or its equivalent.

2 Graduation from a general normal school course approved by the Education Department. Candidates who present this credential will be permitted to graduate in one year if they show the required aptitude.

3 Graduation from a college course approved by the Commissioner of Education. Candidates who present this credential will be permitted to graduate in one year if they show the required aptitude.

4 Special cases.

a Candidates 21 years of age who have completed two years of academic work in a high school may be admitted with the understanding that they must complete the minimum approved high school course before graduation.

b Candidates who have completed three years of academic work plus an approved commercial course may be admitted with the understanding that they must complete the minimum approved high school course before graduation. Credit will be given for the commercial course so that the diploma may be earned in two years.

*Course of study*

	PERIODS
Elementary bookkeeping, business practice, business writing and methods	200
Advanced bookkeeping, office practice, business writing and methods....	200
Commercial arithmetic and methods.....	100
Commercial geography and methods.....	100
Commercial English, correspondence and methods.....	60
Commercial law and methods.....	100
History of commerce and methods.....	100
Economics.....	100
Elementary shorthand and methods.....	200
Advanced shorthand and methods.....	200
Typewriting and methods.....	200
Principles of accounting.....	100
Accounting practice.....	100
Logic.....	80
Psychology.....	100
Principles and history of education.....	100
School economy.....	40
Observation and practice.....	400

Graduates from this course, upon recommendation of the principal of the school, will receive a diploma, which will license its holder to teach in any commercial school or commercial department in any public school in the State.

**Potsdam**

**Courses**

1 Music

2 Drawing

**Requirements for admission**

To be admitted to these courses, candidates must show the completion of a four-year high school course.

**Courses of study**

These courses cover a period of two years.

The graduates of these courses will receive a diploma which will be a license to teach the subject of such course in any public school in the State.

**HIGH SCHOOL COURSES**

The following courses are prescribed for the high school department of the training school. Admission to these courses shall be as follows:

- 1 By a Regents preliminary certificate.
- 2 By presenting other credentials satisfactory to the principal of the school, which must be submitted for approval to the Education Department.
  - a No nonresident pupil living in a district that maintains an academic school registered under the free tuition act is eligible for admission to the high school department.
  - b Resident pupils can be admitted only at the beginning of a term. Should a larger number of resident pupils apply for admission than can well be accommodated in the high school, they shall be admitted from an eligible list in the order of their application.

The figures following each subject denote the number of required hours each week throughout the year.

**Course for admission to normal schools**

\* Pupils pursuing this course must complete the subjects prescribed in the minimum course as given on pages 19 and 20. Pupils may substitute for any of the remaining subjects such other subjects as individual necessities may require.

*First year*

English.....	5	Latin, French or German.....	5
Biology (including human physiology).....	5	Drawing.....	2
Algebra.....	5	Physical training.....	2
		Music.....	1

*Second year*

English.....	3	Physical geography.....	5
Ancient history.....	3	Drawing.....	2
Geometry.....	4	Physical training.....	2
Latin, French or German.....	5	Music.....	1

*Third year*

English.....	3	A foreign language.....	5
Voice training.....	1	Drawing.....	2
Physics.....	5	Physical training.....	2
History of Great Britain and Ireland.....	3	Music.....	1

*Fourth year*

English.....	3	Chemistry.....	5
<i>American history with the develop- ment of civic institutions.....</i>	5	Drawing.....	2
Same foreign language as of third year.....	5	Physical training.....	2
		<i>Music.....</i>	1

Subjects in italics are required.

**Course for admission to college**

Pupils pursuing this course must complete the subjects prescribed in the minimum course as given on pages 19 and 20. They must also complete such additional subjects as are required by the Education Department for the college entrance diploma. They may substitute for any of the remaining subjects such other subjects as individual necessities may require. An excess of study in the time required in foreign language may be substituted for a slight deficiency in ancient or English history for normal entrance requirements.

*First year*

English.....	200	Latin.....	200
Algebra.....	200	Drawing.....	80
Biology (including human physi- ology).....	200	Physical training.....	80
		Music.....	40

*Second year*

English.....	120	Second foreign language.....	200
Plane geometry.....	160	Drawing.....	80
History.....	120	Physical training.....	80
Latin.....	200	Music.....	40

*Third year*

English.....	120	Latin.....	200
Intermediate algebra.....	80	Drawing.....	40
Physics.....	200	Physical training.....	80
Second foreign language.....	200	Music.....	40

*Fourth year*

English.....	120	Second foreign language.....	200
Review of plane geometry.....	80	Drawing.....	40
American history with civics.....	200	Physical training.....	80
Latin.....	200	Music.....	40

**Course for admission to technical schools**

*First year*

English.....	200	German.....	200
Algebra.....	200	Drawing.....	80
Biology (including human physi- ology).....	200	Physical training.....	80
		Music.....	40

*Second year*

English.....	120	French.....	200
Plane geometry.....	160	Drawing.....	80
History.....	120	Physical training.....	80
German.....	200	Music.....	40

*Third year*

English.....	120	French.....	200
Review of algebra.....	80	Drawing.....	80
Physics.....	200	Physical training.....	80
German.....	200	Music.....	40

*Fourth year*

English.....	120	Chemistry.....	200
Review of plane geometry.....	80	Drawing.....	80
American history with civics.....	200	Physical training.....	80
Advanced mathematics.....	200	Music.....	40

*Ho S. Finegan*

Third Assistant Commissioner of Education

Approved Oct. 12, 1911

*A. S. Onofre*

Commissioner of Education