

1964

1964-1965 Course Catalog

Columbia College Chicago

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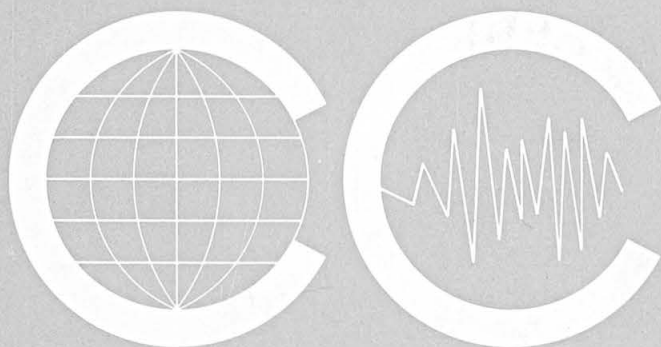
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COLUMBIA COLLEGE



FOUNDED 1890 • THE SEVENTY-FIFTH YEAR

CATALOG ISSUE: 1964-65

COLUMBIA COLLEGE

CATALOG ISSUE: 1964-65

COLUMBIA COLLEGE
SERVES TOMORROW . . .
TODAY, IN THE GOLDEN
AGE OF COMMUNICATIONS

The dynamic growth of the media and arts of mass communication represent the one development of the 20th Century likely to leave the sharpest impression on modern society.

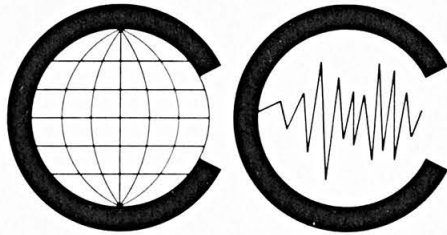
COLUMBIA COLLEGE provides a full college education to meet the challenge of Communication — the vital learning necessary to understand and employ this compelling social and cultural force.

As educators, television, radio, motion pictures, journalism, the theater and the literary arts possess a potential of incalculable benefit for all mankind.

WE MEAN COLUMBIA
COLLEGE IN THIS SPIRIT
OF HUMANITY'S CAUSE.

COLUMBIA COLLEGE

FOUNDED 1890



THE COMMUNICATION ARTS

TELEVISION

RADIO BROADCASTING

ADVERTISING

DRAMATIC ARTS

MOTION PICTURES • PHOTOGRAPHY

VISUAL COMMUNICATION

SPEECH • EDUCATION

JOURNALISM • THE MASS MEDIA

LITERARY ARTS

and the liberal arts and sciences



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COLUMBIA COLLEGE

COLUMBIA COLLEGE was founded in 1890.

For three quarters of a Century, COLUMBIA COLLEGE has served a special purpose with singular distinction in the community of American colleges.

COLUMBIA COLLEGE has concentrated on providing a full college education centered on the creative arts, application and social benefit of the media and methods of *communication* and the literary, theater and speech arts.

Such special educational attention joins a program of study uniquely focused on contemporary issue and event in the social sciences, humanities, sciences and literature.

COLUMBIA COLLEGE is a small, specialized, "downtown" college. It has achieved excellence, not by educating only the endowed few, but by encouraging the many to use their abilities to the fullest. The College is organized to educate and attend to students as individuals and to provide them with a challenging intellectual experience and a practical beginning to their way of professional life.

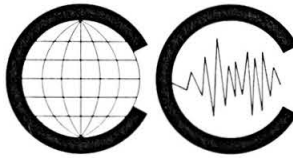
It is the College's aim to educate, to stimulate and to give its students possession of the knowledge, arts and skills which permit them to live fulfilling and rewarding lives in dignity and active benefit to their fellowmen everywhere.

COLUMBIA COLLEGE provides a stimulating, practical study environment designed and equipped for the most up-to-date learning-by-doing. This occurs under a celebrated Faculty engaged on their record of humanity—and prominence, experience and important achievement in the fields represented by the subjects they teach.

Within a college program of liberal-arts education leading to the Bachelors Degree, COLUMBIA COLLEGE provides the student with a preparation to work successfully as creator, performer or educator in fields which employ the creative arts as communicative process.

COLUMBIA COLLEGE • 1890-1965

a continuing pioneer in communication-arts education



Faculty and Administration

Members of the Columbia College faculty are leaders in the fields of communication and the academic professions of the arts and sciences. They are selected on the basis of their ability to provide effective instruction through stimulating presentation. The faculty members are teaching specialists in courses which correspond to the areas of professional and academic specialization in which they have achieved particular prominence.

SOCIAL SCIENCE	HANS ADLER M.A., University of Vienna, Austria
VISUAL COMMUNICATION	AUBREY AMEY B.F.A., Carnegie Institute of Technology Design Consultant
MOTION PICTURES	JACK BEHREND B.S., Illinois Institute of Technology President, Behrend's Inc.
ART • EDUCATION	FLORENCE BAKER M.A., Northwestern University
SPEECH • THEATER ARTS	LAKE BOBBITT M.A., George Washington University
HUMANITIES	HARRY BOURAS Artist, Writer, Lecturer
JOURNALISM	WILLIAM BRADEN M.S., Northwestern University Chicago Sun-Times
POETRY	GWENDOLYN BROOKS Pulitzer Prize for Poetry
THEATER ARTS	LUCILLE COLBERT Actress, Director, Producer

WRITING	JACK CONROY Author, Critic
VISUAL COMMUNICATIONS	LACEY CRAWFORD B.S., Illinois Institute of Technology Director of Photography, "Ebony" Magazine
MASS COMMUNICATION	GENE DEKOVIC President, Communication Research/Planning Inc.
MUSIC • JOURNALISM	DON DE MICHEAL Editor, "Downbeat" Magazine
SOCIAL SCIENCE	EDMOND I. EGER B.S., University of Chicago Executive Director, Chicago Council on Foreign Relations
SPEECH • RADIO	HERMAN FELL M.F.A., Goodman Memorial Theater Radio Producer-Director, WBBM, C.B.S.
JOURNALISM	SAMUEL GADD Writer & Literary Editor
MOTION PICTURES	HANS GRAFF B.A., University of Vienna, Austria President, Cinegraph Co.
PSYCHOLOGY	KEITH HOOVER Ph.D., Northwestern University
TELEVISION	JACK JACOBSON Producer, Director, WGN-TV
SOCIAL SCIENCE	THE REVEREND JAMES G. JONES B.A., Canterbury College, Ind. B.D., Nashotah Seminary, Wis. Executive Secretary, Episcopal Charities, Diocese of Chicago
SOCIAL SCIENCE	JULIAN KANNER M.A., University of Chicago

COLUMBIA COLLEGE

SOCIAL SCIENCE	ABBAS KESSEL Ph.D., University of Chicago
SOCIAL SCIENCE	IRA A. KIPNIS Ph.D. & J.D., University of Chicago
MOTION PICTURES	FRED LASSE Producer, Visual Educational Films, Inc.
ADVERTISING	DOROTHY LE FOLD Vice Pres., Amer. Merch. M'gmt. Corp.
ADVERTISING	JAY LEVINSON B.S., University of Colorado Senior Copy Writer, B.B.D.O. Advertising Agency (Chicago)
ENGLISH	PIERRE LONG B.A., M.A., Northwestern University
TELEVISION	THAINE LYMAN Technical Director, WGN-TV
JOURNALISM	ROBERT M. MARKUS B.J., University of Missouri Sports Writer, "Chicago Tribune"
TELEVISION	CHALMERS MARQUIS B.S., University of Illinois Program Director, WTTW-TV
VISUAL COMMUNICATIONS	LYLE MAYER B.A., Institute of Design President, Rose & Mayer Inc.
JOURNALISM	EDWARD L. MORRIS B.S., University of Louisville Director of Development, WTTW-TV
SPEECH	SUE ANN PARK M.F.A., School of Drama, Yale University Supervisor, Voice & Speech, Goodman Memorial Theater

COLUMBIA COLLEGE

LITERATURE	HARRY MARK PETRAKIS Author, Lecturer
RADIO • TELEVISION	AL PARKER Columbia College Featured Radio-TV Performer
FENCING	ROBERT K. PARMACEK B.S., Wharton School of Commerce, University of Pennsylvania National Collegiate Fencing Champion, 1953
THEATER ARTS	ALAN PETERS Actor, Director, Producer
ADVERTISING	KENNETH C. PODALSKY M.B.A., Northwestern University Account Executive, Earle Ludgin & Co.
SCENIC ARTS	KEN PONTE B.A., Columbia College Art Director, WBBM-TV, C.B.S.
VISUAL COMMUNICATIONS	WILLIAM S. ROSE Institute of Design Vice-President, Rose & Mayer Inc.
SCIENCE	ALLEN ROVICK Ph.D., University of Illinois
TELEVISION	DONALD SANDERS B.S., Columbia College Operations Director, WNBQ-TV, N.B.C.
EDUCATION	ANTOINETTE SINARD M.A., Northwestern University
SCIENCE	ERNEST SUKOWSKI Ph.D., University of Illinois
VISUAL COMMUNICATIONS	IRVING TITEL B.A., Brooklyn College Director of Design, Grant-Jacoby Inc.

BUSINESS	CHARLES WALSH Northwestern University Walsh Broadcast Mgmt. Consultants
ENGLISH	GEORGE WATSON M.S., University of Illinois Director, Watson Guidance Service
TELEVISION	DUANE WEISE B.S.E.E., University of Cincinnati M.B.A., University of Chicago Director of Engineering, WTTW-TV, Chicago
MOTION PICTURES	GORDON WEISENBORN Motion Picture Director
SOCIAL SCIENCE	EUGENE S. ZEMANS M.A., University of Chicago Executive Director, John Howard Association

Officers and Administration

MIRRON ALEXANDROFF	President
WOLFRAM J. DOCHTERMANN	Vice President — Dean
JANE ANN LEGNARD	Registrar
BETTY BELAND	Director, Administrative Services
CAROLE FINDER	Bursar

The Student Guidance Program

The guidance program provides a long-range service to students. It is initiated when students enter the College and continues to operate for their benefit long after they have graduated and have taken their places in the professional world.

Careful evaluation of the entering student's interests, aptitudes and abilities provides guidance counselors with a factual basis for assisting the student in selecting the program of study for which he has the greatest potentiality for success.

Classroom instruction is planned to meet the needs of the individual student, so that the greatest opportunity is provided for the development of his special abilities. In regular faculty conferences his progress is discussed and his program of study is arranged to provide special assistance where necessary.

When the student has completed his studies, the Graduate Placement Service aids him in obtaining a position for which he is best qualified.

The Graduate Placement Service is available to the alumnus for advice and assistance in securing or changing positions. It provides information on job opportunities. It is available to him for the technical advice and information he may need in his work. It maintains an interest in and follows his growth and development through his professional career.

Admission Requirements

Before being accepted by the College, each applicant must provide evidence, through individual conference, correspondence or examination when indicated, that he has the qualifications and aptitudes to prepare successfully in any of the fields for which Columbia College offers a preparation. The applicant must furnish satisfactory character references and must be a high school graduate. Under special circumstances, successful passing of the "General Educational Development Tests" may be accepted in lieu of high school graduation.

A transcript of the prospective student's high school record and transcripts of study from any colleges attended are required. Persons from foreign countries desiring admission must include character references and all records of their previous education with their application.

Credits and Advanced Standing

The unit of credit used by the College is the *Semester Hour*, which is equal to 17-18 class hours of instruction.

Advanced standing is given to all students who present satisfactory evidence of previous study from an institution of higher learning. Students may obtain an evaluation of their previous collegiate work by submitting a transcript of their credits to the Registrar.

Students at Large

Students who do not initially elect a specific degree program may register as "students at large" and may elect, with the approval of the Registrar, subjects

to meet their particular interests and needs. Such students must select a specific degree program at the completion of *16 Semester Hours* of study.

Academic Regulations

CONDUCT

Mature, ethical conduct, consistent with the high purpose of the College and the serious educational objectives for which the student was accepted for admission, is expected at all times. Any problem involving the deportment of a student will be referred to the Dean of the College for action.

The College emphasizes the student's responsibility for conscientious preparation of assignments and the frequent interdependence of students upon one another in regards class projects that require an individual contribution to the group effort. Where a student's lack of interest, inadequate preparation or absence detracts from the achievement of the group objectives, he will, upon the recommendation of the instructor, be dropped from the class.

ATTENDANCE

Students are expected to attend all class sessions of the courses in which they are registered. It is the responsibility of the student to obtain an excuse for any excess absence and to arrange with the instructor to make up the work missed.

GRADING

The grading system used by the College is as follows: A—Excellent; B—Good; C—Satisfactory; D—Passing; F—Failure; I—Incomplete. A grade of Incomplete (I) may be given a student who has not handed in certain assignments, but was otherwise doing passing work. An "I" grade not removed by the end of the term immediately following automatically becomes an "F" grade.

The College requires that a student maintain a minimum grade average of "C," for each term in which he is enrolled. No student who falls below this standard may re-register for another term unless he has obtained special permission of the Dean of the College. Students placed on "Probation" for reasons of scholarship must satisfy the conditions of probation during their next term. Otherwise, they will be subject to dismissal from the College.

The attention of all students is called to the requirements for the Degree as shown on the following pages. At the time of registration, the Registrar will make every effort to guide the student in the selection of specific subjects that meet Degree requirements. It is the responsibility of the student, however, to take these requirements into consideration when selecting his program of study.

Diplomas and Degrees

Columbia College offers the following:

ASSOCIATE IN ARTS

In Speech and Communication Arts

BACHELOR OF ARTS

BACHELOR OF SPEECH

In Speech and Communication Arts

Requirements for the Associate Degree

Students who are interested in concentrated professional education may elect to work for the Associate Degree.

The requirements for this degree are the satisfactory completion of 66 Semester Hours of study, of which 42 should be selected from Section I of the catalog, and the balance selected from the curriculum at large.

Students who obtain the Associate Degree may continue their studies for a higher degree. All work completed in satisfaction of requirements for the Associate Degree will be recognized towards satisfaction of requirements for higher degrees.

Requirements for the Bachelor's Degree

The Bachelor's Degree is awarded students who complete 132 Semester Hours of acceptable study. Students transferring credits from other colleges must complete a minimum of 36 Semester Hours in residence at Columbia College. Subject requirements for transfer students will be adjusted on basis of equivalent or related courses taken at other institutions. Curriculum requirements for the Bachelor's Degree are given on pages 12, 13, 14 and 15 following.

AREAS OF STUDY AND SUBJECTS

NUMBER OF SEMESTER
HOURS REQUIRED

MASS COMMUNICATION	8
Mass Communication 1	
Mass Communication 2	
Communication Projects 1	
VISUAL COMMUNICATIONS	6
Visual Communications 1	
Visual Communications 2	
Photography 1	
BASIC AREA PROGRAM	18
Fundamentals of Television	
Television Studio Facilities 1	
Fundamentals of Motion Pictures	
Radio Broadcasting 1	
Journalism 1	
Theater 1	
Audio-Video Principles 1	
MEDIA OR AREA CONCENTRATION	38

This is the student's major field of study. It is selected by the student with Faculty counsel in accord with the student's interests, abilities and goals. Programs outlined below are designed to

guide students to a thorough and practical experience in their main field of interest. Subjects may be varied as appropriate to individual student needs. (Numbers in parentheses show number of credit hours to be earned in subject.)

Production-Arts Program

TV Studio Facilities 2 (2)

Photography 2 (2)

Stagecraft 1 (2)

Color & Video Tape (2)

TV Production Workshop 1 (4)

Visual Communication 3 (2)

Lighting 1 (2)

Film Production 1 (2)

Photography 3 (2)



Television

TV Production Workshop (8)

TV in Education (2)

Broadcast Writing 1 (2)

Broadcast News (2)

TV Programming & Mgmt. (2)

News Film (2)

OR

Motion Pictures

Film Studio Production (4)

Documentary Film (4)

Editing and Effects (2)

Introduction to Animation (2)

Sound on Film (4)

Motion Picture Writing 1 (2)

Literary Arts • Journalism

News Writing 1-2 (4)

News Workshop (4)

Broadcast News 1 (2)

Poetry 1 (2)

Fiction Writing (4)

Feature Writing (2)

Interviewing (2)

Public Relations 1 (2)

Electives (10)

(6) selected from { Playwriting
Broadcast Writing
Advertising Copy Writing
Comedy Writing
Motion Picture Writing

Performance • Acting

Speech 3 (2)

Acting Workshop 1 (4)

Advanced Acting Workshop (16/24)

Electives (8)

Body Technique 1, 2 (4)

Stagecraft (2)

Makeup (2)

Performance • Broadcast Media

Effective Speech 1 (2)

Interviewing (2)

Radio Broadcasting 2, 3, (8)

News Writing 1 (2)

Broadcast News 1 (2)

Advertising 1 (2)

Electives (8)

News Film (2)

TV-Radio Sports (2)

TV Announcing (2)

TV Studio Facilities 2 (2)

Broadcast Management (2)

Broadcast Writing 1 (2)

SPECIAL AREA CONCENTRATION

Sequence may be taken in combination with major area concentration, in which "special area" would substitute for required subjects in the major area.

Visual Communication

Visual Communication 3, (4)
 Photography 2 (2)
 Photography 3 (4)
 Audio-Visual Materials (2)
 Lighting 1, 2 (4)
 Scene Design 1 (2)
 Special Effects (2)

Advertising

General Advertising (2)
 Advertising Copy Writing 1 (2)
 Marketing 1 (2)
 Market Research 1 (2)
 Advertising Media (2)
 Advertising Production (2)
 Retail Advertising (2)
 Advertising Workshop (6)

Speech and Public Discussion

Speech 3 (2)
 Effective Speech 1, 2 (4)
 Conference & Discussion Leadership (2)
 Phonetics (2)
 Debate (2)

SPEECH 4

ENGLISH • LITERATURE 22

English Composition 1, 2, 3, (6)
 Literature Subjects (10)
 English, Journalism & Literature Electives (6)

SOCIAL SCIENCE 20

United States History (6)
 Subjects selected from "Contemporary Social Studies" (10)
 Social Science Electives (4)

SCIENCE 6

Science Today 1, 2 (4)
 Science, Health and Social Policy (2)
 /or science electives may be substituted

HUMANITIES 10

Contemporary Culture 1 (2)
 Music (selected from) (2)
 History of Art 1 (2)
 History of the Theater 1 (2)
 Philosophy 1 (2)
 /or literature subjects may be substituted

TOTAL REQUIREMENTS 132

REQUIREMENTS FOR TEACHER EDUCATION

Students who expect to qualify as public school teachers in Speech and Communication-Arts must meet State requirements in terms of educational courses and student teaching. The following sequence of subjects conforms to the requirements of the Examining Board of the State of Illinois.

Speech and Communication Arts	42
English Language Arts	22
Social Science	20
Humanities	10
Science/Mathematics	6
Health & Physical Education	3
Educational Psychology	2
Methods of Teaching Speech	2
History/Philosophy of Education	2
Student Teaching	5
Electives in Education	6
General Electives	12
Total Requirements for Teacher Education	132

SECTION I

*TELEVISION • RADIO BROADCASTING
MOTION PICTURES • DRAMATIC ARTS
SPEECH • VISUAL COMMUNICATION
PHOTOGRAPHY*

Television

Television has given a new dimension to American life. As an entertainment medium it provides an incredible quantity and variety of entertainment. As an educational vehicle its applications are almost limitless. It has given a front seat to scenes and events that millions could otherwise only imagine. It has made the viewing of the most unusual commonplace.

In its development, Television has given rise to an amazing array of allied fields and has multiplied the activities of many others. This has created unprecedented, almost world-wide, career opportunities in this new field whose development has only just begun.

FUNDAMENTALS OF TELEVISION (1)*, (2)*

A general introduction to the basic practices and terminology of Television. Class surveys television studio equipment, personnel, programming and production, film, music and TV advertising.

TELEVISION STUDIO FACILITIES (1-2-3), (2)

Practical experience in operating the various types of studio equipment, TV cameras, "switcher," audio, film facilities. Control room, "telecine," TV studio operation.

TELEVISION PRODUCTION (1), (2)

The Television Production course is an intermediate workshop in TV production. It integrates the use of all TV studio facilities—cameras, lights, scenery, props, control-room operation, audio equipment, music, film, etc. The student obtains experience in analyzing the TV script, plotting camera shots, and in producing and directing the various types of Television shows.

TELEVISION PRODUCTION COMMERCIALS (1), (2)

Workshop concentrating on the special problems of producing and "airing" television "commercials"; films, slides, "balop," cards and artwork, special devices and "live" commercials. Control room procedures for handling "commercial" inserts. Creation and production of "commercials."

* The numbers in the first parenthesis, following each course, indicate how many semesters of study are available in the course; the numbers in the second parenthesis indicate semester hours of credit for each course.

TELEVISION WORKSHOP (1-2-3-4), (4)

The Television production Workshop is an advanced project in TV program production. Various program formats are developed from ad agency or station origination to "on-the-air" production in back-to-back program schedules. Concentrated experience in TV directing. Consideration of remote telecasts. (Prerequisite: TV Production and all basic TV courses.)

TELEVISION PROGRAMMING AND PRODUCTION SUPERVISION (1), (2)

The TV show budget and cost considerations, procurement of talent and the administration of production personnel and technical crews. The supervision of a station's production schedule. The scheduling of programs.

PROBLEMS IN COLOR TV AND VIDEO TAPE PRODUCTION (1), (2)

An examination of the special production problems involved in color TV and video tape production. (Prerequisite: Advanced standing in TV Production sequence.)

TELEVISION ANNOUNCING (1-2), (2)

In practical, "before-the-camera" situations, the student obtains directed experience in TV commercial announcing and in "emceeing" TV features, demonstration, interview, quiz, children, homemaker and audience participation programs.

TELEVISION-RADIO SPORTS PROGRAMS (1), (2)

This class provides specialized study in all phases of sports programs. It includes training in play-by-play, studio sports shows, recapitulation from wire copy, sports interviews, sports research, statistics for the announcer and writer, and production problems in the "on the scene" telecasting and broadcasting of sports events.

BROADCAST NEWS (1-2), (2) & (4)

The production and presentation of television-radio news programs. Practice in news announcing, analysis and the broadcast editorial. Journalism for the broadcast media. News gathering, editing, writing and use of news services and sources. Creating the current events documentary and special events program.

BROADCAST WRITING (1-2), (2)

Course description Section III

TELEVISION ACTING (1), (2)

Course description, Dramatic Arts Sec.

TELEVISION DRAMA (1), (2)

Course description, Sec. III

TELEVISION IN EDUCATION (1-2), (2)

Course description, Sec. VII

Radio Broadcasting

The remarkable increase in the number of radio stations, the growth of the "special audience" station, particularly in FM radio, and the standardization of the "music, news and weather" program formats have made for a still growing radio broadcasting industry.

The radio subject sequences are designed for the practical preparation of the prospective broadcaster or other assignments in radio stations and related organizations.

RADIO BROADCASTING I (1), (4)

A primary course in radio broadcasting and radio station procedure. Provides practical experience in the main broadcasting functions: announcing, record music, "control board," broadcast news, radio writing, commercial procedures. Radio as a medium of public service and for education.

RADIO BROADCASTING II (1-2-3-4), (4)

Station operation within the "broadcast day." Class offers integrated practice in the various broadcasting functions: announcing, writing, program building, acting, station management and program directing, advertising, sales and promotion and record programs.

SPECIAL INTEREST PROGRAMS (1), (2)

Program material and broadcast projects for the special interest radio-television audience. Farm and rural, "country-western," "R and B" music specialties. Foreign language programming. FM cultural. Special audience station organization.

INTERVIEWING (1), (2)

Concentrated experience in interviewing for the press and broadcast media. Interview planning. Techniques to create informative or provocative interviews. Methods of questioning and commentary. Prohibitions. Organizing and moderating the broadcast discussion show.

Motion Pictures

The objectives of the Columbia College program of study in motion pictures are the development of a sound film sense in the student and a working skill in professional motion picture production. The sequence covers the creative functions and "mechanics" of motion picture photography, film editing, writing, techniques of film production and utilization of film.

In addition to the many careers available in motion pictures, opportunity and achievement in other fields is much enhanced by a knowledge of film production, basic film skills and the overall ability to use film effectively.

FUNDAMENTALS OF MOTION PICTURES (1), (2)

A general survey of the motion picture field. Terminology. Introduction to basic equipment, techniques and processes. Types of motion pictures. Commercial procedures. History of the motion picture.

FILM PRODUCTION I (1-2), (2)

Elementary camera techniques, picture composition, use of light sources and light meter. Introductory optics. Film types. Developing the "script." Planning a production. Basic film editing and cutting. Individual student projects in planning, filming and editing a film. Use of projection equipment.

PROBLEMS IN FILM STUDIO PRODUCTION (1-2), (2) & (4)

Basic studio techniques of cinematography. Studio lighting. Special problems of composition, texture, sound and editing. The dramatic sequence on film. Product photography. Producing the "TV Commercial." Professional studio procedures.

DOCUMENTARY FILM PRODUCTION (1-2-3-4), (2) & (4)

The course will include projects in the creation and production of documentary films for educational, commercial and entertainment purposes and as social commentary.

NEWS FILM (1), (2)

The planning and production of newsreel film and news film shorts for use in television news programs.

MOTION PICTURE WRITING (1-2), (2)

Course description Section III

FILM EDITING AND SPECIAL EFFECTS (1), (2)

A practical study of editing systems, optical and laboratory effects, "A" and "B" roll preparation, splicing techniques, sound and music conforming, etc.

INTRODUCTION TO ANIMATION (1), (2)

Understanding and practical work in art and cel preparation, stop motion, cartooning, registration methods, camera and stand selection and use.

FILM SOUND (1), (4)

Double and single system recording methods, optical and magnetic instrumentation. A study of current mixing, transfer and re-recording techniques.

SEMINAR IN FEATURE FILM (1), (4)

A special study of the techniques and procedures involved in producing the feature film. Includes critical study of examples of significant motion pictures.

Dramatic Arts

The Dramatic Arts Program is designed primarily for students who are seriously interested in preparing for professional acting or directing objectives in television, in the theater, and in motion pictures.

It provides intensive training in acting and accompanying study in speech and related theater arts subjects under the direction of the most qualified instructional staff.

Through regular stage presentations of significant plays and the productions of the television and motion picture departments of the College, the acting "major" has exceptional opportunities for obtaining performance experience in all of the acting mediums.

With faculty approval, students may select the Dramatic-Arts Program as their area of professional concentration. The student's program in acting will be determined on an individual basis to provide a maximum opportunity for professional development. Admission to advanced acting subjects will depend on the student's progress and potential.

Students who are interested only in acting objectives may enroll as "special students" providing their programs will, in the judgment of the College, permit them to achieve their objectives.

THEATER I (1-2), (4)

Basic training in acting technique, staging and theater arts. Introductory problems in characterization and interpretation. Exercises in dramatic improvisation, justification, sense memory, observation and concentration.

ACTING WORKSHOP I (1-2), (4)

Rehearsal and performance of scenes from representative plays. Continuing concentration on "workshop exercises."

ADVANCED ACTING WORKSHOP (1-6), (8)

An advanced workshop in acting problems. This professional level experience includes participation in productions staged for public performance and intensive studio work. (Participation by Faculty selection)

BODY TECHNIQUE (1-2), (2)

Exercises and techniques to achieve effective body response and control as a process of characterization. Second term, fencing.

TELEVISION ACTING (1), (2)

Acting techniques as they are adapted to the medium of Television. The class develops a "camera consciousness" in the student and provides training in movement for TV.

* In all acting subjects additional practice and rehearsal may be assigned.

PRINCIPLES OF DIRECTING (1-2), (4) & (8)

Basic theory of directing. Play analysis. Preparation of "Director's book." The director's relationship to the actor and other creative production assignments. Special direction projects in stage and television. (Prerequisite, Faculty selection)

FUNDAMENTALS OF SPEECH (1-2-3), (2)

Course description, Speech Section

HISTORY OF THE THEATER (1-2), (2)

Course description, Sec. VI.

Visual Communications

The course sequence in visual communication provides an essential esthetic and practical dimension to study of the arts and media of communication and can importantly contribute to all creative work.

Based on a contemporary application of the Bauhaus concepts, students investigate the phenomena of form, space, color, motion and texture and seek an understanding of the visual environment.

VISUAL COMMUNICATION I (1), (2)

A basic course defining the elements which form our visual language. Elementary workshop and foundation for Visual Composition II.

VISUAL COMMUNICATION II (1), (2)

Application of course I concepts to advanced problems. Use of our visual language in a professional world.

VISUAL COMMUNICATION III (1-2), (4)

Advanced workshop.

PHOTOGRAPHY I (1), (2)

An introduction to the visual, communication and technical aspects of photography. Camera, darkroom and preparation methods are studied. Assignments are approached individually by each student.

PHOTOGRAPHY II (1), (2)

Further investigation of the photographic medium.

PHOTOGRAPHY III (1-2), (4)

Advanced workshop assignments.

LIGHTING (1-2-3), (2)

A comprehensive study of lighting with application to television, stage and motion pictures. A consideration of scenery, costumes and dramatic objectives in relation to lighting. Lighting control, arrangement and lights and lighting equipment. Interior and exterior lighting and the creation of mood and special effects.

SCENE DESIGN (1-2), (2)

Training in scene design and drafting, architecture and ornament research. Scenery and staging techniques.

Mass Communication and Social Process

These required subjects aim at a heightened understanding of the role and effect of communication methods and media in the nature and development of societies.

MASS-COMMUNICATION (1), (2)

The processes and media of mass-communication: development, social effect and influence, current issues and perspectives.

MASS-COMMUNICATION II (1), (2)

A continuation of Mass Communication I.

COMMUNICATION PROJECTS (1-2), (4)

Individual student projects under Faculty guidance in the creative application of communication methods or media to: illuminate or produce an "in depth" study of a social problem or current issue; focus attention or organize opinion; disseminate information; or, as a means of effective education. (Sr. year standing or consent of Dean) Students from foreign countries will concentrate on a practical study of the application of communication facilities or techniques to educational, informational or cultural projects in underdeveloped regions.

COMMUNICATION, PROPAGANDA AND PUBLIC OPINION (1), (2)

A broad study of major propaganda campaigns and the communication of the policies of nations. Survey of propaganda techniques and strategy, with special emphasis on the use of radio, television and motion pictures. Problems of measurement and effectiveness of propaganda will be discussed from the standpoint of organization, planning and programming, and control.

WORLD BROADCASTING AND COMMUNICATIONS (1), (2)

Study of the broadcasting standards and practices of various countries of the world. Role of broadcasting in intercultural exchange and international relations.

General Communication Subjects

The subjects shown in this section have broadened application to a number of the communication-arts. They are part of the requirements for some objectives and/or they may be taken as electives.

AUDIO-VIDEO PRINCIPLES (1), (2)

Practical study of fundamental electronics and the principals and operation of audio-video equipment and broadcasting and related technical facilities.

SPECIAL EFFECTS (1), (2)

The student will learn to build model and diorama units and study the integration of models and "live" sets. This class will give special attention to the production of visual effects (rain, snow, etc.), and to the problems of prop procurement and the methods used to provide unusual effects.

AUDIO-VISUAL MATERIALS (1-2), (2)

The production and use of audio-visual materials as communication techniques. Slide and strip film. Photographic and art displays. Sound and recording techniques. Art materials and the production of "visuals" for television and motion pictures.

STAGECRAFT (1), (2)

Practical work in scenery and set painting. Set decoration. Studio and stage problems in "set up" and "strike" of scenery and settings. Scene storage and set transportation.

MAKEUP (1), (2)

Character delineation through the application of make-up and characterization techniques developed for the stage, television and motion pictures.

ENTERTAINMENT BUSINESS (1-2), (2)

The range of activities that make up the entertainment business: creator to performer to audience. Artist management, "booking," "show business" promotion, "talent," royalties, the music business, motion picture distribution, etc.

PUBLICITY AND PUBLIC RELATIONS (1-2), (2)

Experience in creating and exploiting publicity. Writing publicity copy and news releases; developing publicity sources. The mechanics of conducting publicity. The publicity requirements of the entertainment industry. Principles of public relations. Creation of good will in employee, stockholder and community relations.

**RADIO-TELEVISION TIME SALES AND STATION
BUSINESS MANAGEMENT (1-2), (2)**

Techniques in selling radio-television "time" and programs. Functions of the "time buyer." Station-advertising agency relationships. Listenership promotion. Audience measurement practices. Sales contracts. Labor relations. Payroll problems. Overhead and program costs. Inventory controls of program elements, film libraries, etc.

Speech

Speech is the primary element in the Columbia College curriculum. The Speech program is directed to the objectives of: (1) providing students with a thorough preparation in the speech arts as a necessary preface to professional competence in the areas of communication (2) affording prospective teachers of speech and allied subjects at the elementary, secondary school and college levels an opportunity for comprehensive study in speech production, speech training methods, the various applications of the speech arts, and elementary speech therapy.

FUNDAMENTALS OF SPEECH (1-2-3), (2)

To enable the individual to develop more effective speech habits, the class provides the student with directed practice in phonetics, voice projection, tone production, voice placement, breathing, articulation and enunciation.

EFFECTIVE SPEECH (1-2), (2)

This class is designed to provide the student with speech confidence. Instruction is directed towards the business and social background of the individual so that class experience may be utilized directly in everyday living. The class stresses the preparation, organization and delivery of speeches for varied occasions and lays the basis for more forceful and attention-winning extemporaneous speaking.

PHONETICS (1), (2)

A study of the phonetic structures of the English language. Use of the International Phonetic Symbols. The utilization of phonetics in corrective speech and speech education.

INTERPRETIVE SPEECH (1-2-3), (2)

Oral interpretation of prose literature, poetry and dramatic material. Story telling and documentary narration. The selection and programming of material for public presentation and platform reading.

DEBATE AND PUBLIC DISCUSSION (1), (2)

Consideration of the techniques of argumentation and persuasive speech. Study of the form of the debate and practice in debating on issues of public interest.

CONFERENCE AND DISCUSSION TECHNIQUES—GROUP LEADERSHIP (1), (2)

Speaking for group and discussion leadership; designed to stimulate the thinking and response of others and to encourage more democratic participation in group processes. The conduct of the panel, symposium, and public form. Techniques of leading discussions in business, educational, social or organizational situations.

SECTION II

Advertising

The Advertising Program is designed as a practical preparation for objectives in advertising. A knowledge of the advertising organization and its techniques is essential to any realistic undertaking in the communication fields.

GENERAL ADVERTISING (1), (2)

Survey of the basic principles and practices of advertising: the planning of an advertising campaign, layout and copy plan, media, market analysis, mechanics and production, schedules and appropriations; the role of the advertising agency and related topics.

ADVERTISING COPY WRITING (1-2), (2)

Practical experience in copywriting for a variety of media, products and services. Special attention is given to producing effective copy for retail sales, direct mail, small ads, circulars, trade papers, contests, slogans and institutional advertising projects.

MARKETING (1-2), (2)

The nature of marketing; marketing functions and institutions; retailing and wholesale practices; manufacturer and middleman relations; the consumer and marketing; and marketing legislation.

MARKET RESEARCH AND ANALYSIS METHODS (1), (2)

The practical application of scientific methods in the analysis of advertising and marketing problems. Student projects in market analysis involving planning, interpretation and presentation of results.

ADVERTISING MEDIA SELECTION (1), (2)

Selection of effective advertising media through analysis of circulation, "audience" and market information.

ADVERTISING PRODUCTION (1), (2)

A practical study in the key problems of advertising production: printing, reproduction and duplicating processes, using art work and photography, paper, ink, typography, proof reading, bindery and gravure.

RETAIL ADVERTISING (1-2), (2)

A practical "workshop" in retail advertising and "point of sale" merchandising, covering projects for small businesses, circular and pamphlet preparation, window and counter displays, direct mail, market measurement, publicity, trade associations, cooperative advertising and the use of TV and radio.

ADVERTISING WORKSHOP (1-2-3), (2) & (4)

Advertising agency and department procedures. Practical experience in agency operations, creative functions, account executive procedures and advertising campaigns. Specialized advertising methods, direct mail, etc.

SALESMANSHIP (1), (2)

The psychology of salesmanship; techniques of influencing people. Types of salesmanship and their respective merits.

Basic Communication

The ability to communicate effectively is essential to success in any career or field. Effective communication is based on an ability to read well and to write and speak fluently. In general, well developed skills in reading, writing and speaking are critical requirements for productive college study.

All entering students must include the "Basic Communication" sequence in their programs or have earned equivalent credit for such study at another college. Remedial study in "Basic Communication" subjects may also be required of students, where instructors feel a student's progress is impeded by a reading, writing or speaking deficiency. The "Basic Communication" sequence includes: "Effective Reading"; "English Composition" (1-2), (3); "Fundamentals of Speech" (1-2), (2); "Effective Speech" (1-2), (2).

English Language Program

Students with English language handicaps in reading, writing or speaking, and particularly those students who have come to Columbia College from foreign countries whose academic performance would be diminished by language handicaps, must enroll in "The English Language Program" either as a prerequisite to other study or concurrently as is appropriate. Subjects provide intensive experience in comprehension, reading, writing and speech skills.

ENGLISH LANGUAGE I (1), (7).

ENGLISH LANGUAGE II (1), (5).

SECTION III

English • Journalism • Literature

The English-Journalism Program is concerned with developing the student's ability to write effectively. It is organized to permit the student to achieve: (1) a thorough mastery of the mechanics of writing, (2) a varied experience in the special forms of writing required by separate fields, (3) an opportunity for the prospective writer to find the forms which allow him most creative expression, and (4) a broader professional application of the creative writer's skill.

The accompanying literature studies are an important background to study in all fields of specialization.

In addition to the Basic Communications requirement, particular writing subjects are required of all students consistent with their areas of concentration. Other writing subjects may be taken as electives.

ENGLISH COMPOSITION (1-2), (3)

Fundamentals of writing. Necessary review of grammar. Principles of expository writing.

ADVANCED WRITING PRACTICE (1-2), (2)

EFFECTIVE READING

(Remedial subject; no college credit.) For students who need special work to improve their reading speed and comprehension.

GENERAL SEMANTICS (1), (2)

A study of the impact of language on human behavior and social questions. The role of language in the development of group conflict and prejudice. Psychological implications of language.

FICTION WRITING (1-6), (2)

Techniques of writing fiction. Guidance is provided for students desiring facility in writing short stories and book length fiction.

PLAYWRITING (1-2), (2)

A practical workshop in playwriting to provide the student with experience in writing dialogue, plotting, and constructing the various types of plays. Critique of individual student playwriting projects.

BROADCASTING WRITING (1-2), (2)

Writing for radio and television. Commercial, dramatic and program features.

MOTION PICTURE WRITING (1-2), (2)

"Treatments" and scripts for industrial, commercial, training and documentary films. Writing for the dramatic feature. Creating and writing of strip and slide films.

COMEDY WRITING (1), (2)

Designed for the writer, the prospective producer or performer of comedy material. Analysis of outstanding examples of comedy in stage, television, and entertainment features. Individual comedy styles and routines. Wit and humor in literature. Practice in writing comedy for performers and "show" situations, comedy-drama, and humorous fiction or article writing.

POETRY WORKSHOP (1-2), (2)

For the writer of poetry or the serious student who seeks an understanding and appreciation of poetic literature.

CRITICISM AND REVIEWING (1), (2)

Theory and techniques of critical and interpretive writing with particular emphasis on the entertainment media.

FUNDAMENTALS OF JOURNALISM (1), (2)

A broad survey of the field of journalism, including a study of newspapers, magazines and house organs. The student gains an understanding of the responsibilities and requirements of journalistic work, and the importance of journalism as a system of communication. Lectures, discussions, movies, visits to local newspaper plants, and interviews with journalists.

NEWS WRITING (1-2-3), (2)

Intensive practice in gathering and writing of news. The factors that go into getting a good story. Development of a sound news sense.

FEATURE WRITING (1), (2)

Research and writing for newspaper and magazine features and special assignments.

NEWS WORKSHOP (1-2-3), (2) & (4)

An advanced project in news reporting requiring mature writing and research skills. Regular and varied news assignments and feature reporting.

BROADCAST NEWS (1-2), (2) & (4)

Course description Television section.

ADVERTISING COPYWRITING (1-2), (2)

Course description, Sec. II.

PUBLICITY (1-2), (2)

Course description, General Communications Subjects.

WORLD LITERATURE (1-2), (2)

The reading and discussion of books which have had a profound influence on modern thought. Selections from various fields: Literature, Journalism, Social Science, etc.

EUROPEAN LITERATURE (1-2-3-4), (2)

A study of the major works of European writers.

AMERICAN LITERATURE (1-2-3-4), (2)

A study of the major works of American writers.

ENGLISH LITERATURE (1-2), (2)

A study of outstanding examples of English literature.

SHAKESPEAREAN AND ELIZABETHAN DRAMA (1-2), (2)

A study of the representative plays of Shakespeare and the dramatists of the Elizabethan period.

DRAMATIC LITERATURE (1-2-3), (2)

A survey of outstanding examples of the drama from the classical to the contemporary.

THE SHORT STORY (1-2), (2)

A consideration of the techniques of the short story with a particular emphasis on modern and contemporary writing.

RADIO DRAMA (1), (2)

A study of the special variety of dramatic presentation which reached its zenith in the ten years of radio, before TV.

THE LITERATURE OF THE MOTION PICTURE (1), (2)

A study of the motion picture as dramatic literature and critical, historical and interpretive writing about motion pictures.

TELEVISION DRAMA (1), (2)

Outstanding examples of television drama. The specialized styles and techniques shaped by the technology of the medium and the mass audience will be studied.

SECTION IV

Social Science

UNITED STATES HISTORY (1-2-3), (2)

The development of American political, social and cultural institutions from the period of exploration to the present.

HISTORY OF LATIN AMERICA (1), (2)

The political, social and cultural development of countries in Central and South America from the period of colonization to the present.

EUROPEAN HISTORY (1-2-3), (2)

The History of Europe from the 16th century to the present.

HISTORY OF THE FAR EAST (1), (2)

A study of the history of eastern Asia.

HISTORY OF THE NEAR EAST (1), (2)

A history of the development of the Near East, the origins and development of Moslem religion and culture, the political history of the area and its relations with the world.

CULTURES OF THE WORLD (1-2), (2)

An inclusive survey of the social organization, religious practices, arts and economics of various primitive and contemporary societies.

THE GOVERNMENT OF THE UNITED STATES (1-2), (2)

Federal, State and Local government and the role of the Judiciary in the United States.

THE AMERICAN EXPERIENCE (1), (2)

An understanding and appreciation of the American society and the democratic process. The class will present leaders of American life in a discussion of major current issues and their background in the development of the American democracy. (Required study for students from foreign countries.)

ECONOMICS (1-2), (2)

Basic principles of the economic system; problems of production, distribution and consumption, monopoly, competition, money and banking.

GENERAL PSYCHOLOGY (1), (3)

An introduction to the basic problems of human behavior with emphasis on the dynamics of adjustment; the nature of human motivation; the varieties of human emotion; problems of mental conflict; the development of personality; mental hygiene.

ABNORMAL PSYCHOLOGY (1), (3)

Behavior problems and abnormalities. Hereditary and environmental factors in mental disorders, their symptoms and treatments. Prerequisite: General Psychology.

ADOLESCENT PSYCHOLOGY (1), (3)

The physical, social, emotional and mental development of the adolescent. The basic problems of adjustment that confront the adolescent in a changing society. The impact of adolescence on personality development; problems of maladjustment and their treatment.

Contemporary Social Studies Program

ISSUES IN INTERNATIONAL RELATIONS (1), (2)

The diplomatic process. Negotiation. Movements for regional and world organization. The United Nations. Peace and disarmament. Alliances and non-alignment.

WORLD POLITICAL ISSUES AND IDEOLOGIES (1), (2)

The Cold War and the ideological basis of conflict between the West and the Communist worlds. The political process in the New Nations. Nationalism and independence.

CURRENT WORLD HISTORY (1-2-3-4), (2)

An examination and discussion of current issues, personalities and events on the domestic and world scene.

AMERICAN POLITICS (1), (2)

History and current event. Parties, process and personalities in American politics. The party machinery and method. The political party and government. Minority parties and issue movements.

RACE IN MODERN SOCIETY (1), (2)

The critical issues of race in America and on the world scene. The myths of racial superiority. Cultural and religious conflict.

THE AMERICAN CITY (1), (2)

A study of contemporary urban America. The social process, the problems, the progress and the future of the big city.

CONTEMPORARY SOCIAL AND ECONOMIC QUESTIONS (1), (2)

An examination of the paramount social and economic questions in America: unemployment, automation, leisure time occupation, old age, housing, marriage and the family, etc.

CRIME AND DELINQUENCY (1), (2)

A study of the problems of adult crime, juvenile delinquency, the police, laws and the courts and the prison system in the United States.

RELIGIOUS MOVEMENTS IN CONTEMPORARY SOCIETY (1), (2)

Religion's impact on modern society. Religion and political and social action. Current issues and events in religion. Ecumenism. Contemporary religious thought and morality.

SECTION V

Science

SURVEY OF BIOLOGICAL SCIENCES (1-2), (3)

The elementary facts and principles of such biological sciences as Anatomy, Physiology and Genetics.

SURVEY OF PHYSICAL SCIENCES (1-2), (3)

The elementary facts and principles of the sciences of chemistry and physics.

SURVEY OF THE EARTH SCIENCES (1-2), (3)

A survey of earth sciences, including physical geography, study of weather and climate, geology, mineral and fuel resources and oceanography.

MATHEMATICS FOR TEACHERS (1-2), (2)

A systematic review of basic arithmetical and mathematical operations. The development, importance and influence of number ideas. The course is designed to provide background in these areas for teachers.

SCIENCE TODAY (1-2), (2)

Appreciation of the remarkable advances of modern science. Understanding the scientific principles involved in major scientific events and discoveries. The social and economic implications of science today.

SCIENCE, HEALTH AND SOCIETY (1), (2)

The function of medical science in public health and social policy. Issues, events and opportunities in public health.

SECTION VI

Humanities

HISTORY OF THE THEATER

The history of the theater from its beginning to the present. Emphasis on theater architecture, styles and methods of staging and performance.

MUSIC RESOURCES (1-2-3), (2)

Provides students with a background in *classical, jazz, American and world folk music*. Resources for using music in their future functions within the entertainment media. Classes will listen to representative music and hear special guest lecturers and performers.

ART HISTORY (1-2), (2)

A survey of the major periods and areas of accomplishment in Art: painting, sculpture, architecture and design.

INTRODUCTION TO PHILOSOPHY (1-2), (2)

A general survey of the field of philosophy in which significant currents of thoughts are discussed. The works of leading philosophers.

CONTEMPORARY CULTURE (1-2), (2)

The state of the Arts today: Music, Art, Literature, the Theater and other entertainment forms. An assessment of current society and its motive and shaping effect on the cultural forms.

SECTION VII

Education

We live in an age of spectacular scientific advance and quickened climax of social issues. If Education is to meet the challenge of these changes, there is an immediacy about communicating ideas effectively.

The Columbia College Program in Education responds to this need in a number of ways. (1) It is a preparation for teachers of speech, dramatic and communication arts. (2) It develops a teacher, whose knowledge of communication techniques and facilities can be utilized by educators in other subject areas. (3) It provides specialized study to improve classroom presentation skills. (4) It prepares teachers to present education in a "dramatic" form, which often achieves the most successful and rapid learning.

AMERICAN EDUCATION (1) (3)

The nature and function of the American educational system. Basic issues confronting American schools in a changing society. Traditional and progressive approaches to educational problems.

HISTORY OF EDUCATION (1), (2)

This course serves to give students a deeper understanding of current practices and problems in education by tracing their historical development.

PHILOSOPHY OF EDUCATION (1), (2)

A study of the significant currents of thought and their influence on modern education. The meaning of education, educational aims and values, democracy and education, ideals.

HEALTH AND PHYSICAL EDUCATION (1-2), (2)

The structure and functions of the human mechanism. Development and appreciation of health principles and of physical training methods. Safety education and recreation programs.

STUDENT TEACHING (1), (5)

Observation and participation in one of the cooperating schools, where the student receives his first experience in teaching under the guidance of a carefully selected director.

TELEVISION IN EDUCATION (1-2), (2)

Subject stresses the special requirements of educational TV programs and classroom teaching by television. It includes study of and student projects in developing educational TV features, adult education, presentation of historical, scientific and public service material via television.

METHODS OF TEACHING ENGLISH (1), (2)

Study in the teaching of composition, literature and language. Methods and facilities in teaching poetry, fiction and non-fiction. Diagnosis of student difficulties and evaluation of progress in the Language Arts.

TEACHING OF READING (1-2), (2)

A survey course on teaching of reading. The nature of the reading process. Historical development of teaching methods and instruction material. The development and guidance of a sound reading program. Diagnosing and correcting reading difficulties.

EDUCATIONAL PSYCHOLOGY (1), (3)

A study of the problems of learning as they apply in the classroom situation. Recent research and theories of learning, laws of learning, conditions affecting learning.

PRINCIPLES OF EDUCATIONAL AND PSYCHOLOGICAL GUIDANCE (1-2), (2)

An orientation in psychological tests, materials and techniques used in vocational and educational guidance and in personnel selection. Methods of measuring skills and abilities and personality factors and methods of evaluating individual performance are studied.

METHODS OF TEACHING RADIO AND TELEVISION (1), (2)

SCHOOL AND COMMUNITY THEATER (1), (2)

**METHODS OF TEACHING SPEECH IN ELEMENTARY AND
SECONDARY SCHOOLS (1-2), (2)**

**METHODS OF TEACHING SPEECH FOR COLLEGE CLASSROOM
AND ADULT EDUCATION (1), (2)**

INTRODUCTION TO SPEECH THERAPY (1-2), (2)

The course is designed to provide a general survey of the subject of speech therapy, a review of literature and methodology, and an examination of current practices.

**The Program in Mass-Communications
for Foreign Students**

This comprehensive program of study for students returning to foreign countries is designed to provide intensive, practical education in the methods and facilities of television, radio broadcasting, motion pictures, journalism and audio-visual materials.

Study is organized to provide learning in the "ways and means" to employ the enormous potentials of modern mass-communication in the urgent growth, development and educational tasks of developing nations and regions.

The program requires study covering two Semesters and a Summer Term (approximately eleven months). It is open to any student of a foreign country who meets the College's regular entrance requirements and has appropriate English Language facility.

Credits earned can be used to meet requirements for the Bachelors Degree if the student elects to continue in a regular Degree program. Full credit for the "Mass-Communication Program" may be used as a completed major field of study, fulfilling the requirement for the Bachelors Degree if the student has previously completed 96 Semester Hours of transferable study at another institution.

Where the College determines that a student's English Language skills are insufficient, such students will be required to enroll in "English Language" courses either as a preface to or concurrently with study in the "Mass-Communication Program".

PROGRAM

FIRST SEMESTER

Audio-Video Principles (2) *
Fundamentals of Television (2)
Introduction to Photography (2)
Fundamentals of Journalism (2)
Mass-Communication (2)
The American Experience (2)
Audio-Visual Materials (2)
Television Facilities (2)

SECOND SEMESTER

Television Facilities II (2)
Radio Broadcasting (4)
Fundamentals of Motion Pict. (2)
Staging Facilities (2)
News Workshop (4)
Radio-Television Education (2)
Contemporary World History (2)

SUMMER TERM

Television Production Workshop (4)
Film Production (4)
Communication Projects (4)

Course substitution will be arranged where a student has competency in an area of study. ()* Semester Hours of Credit. Subject descriptions included in appropriate sections of the catalogue.

Tuition and Fees

Tuition is determined by the number of credit hours of instruction. Tuition is \$28.00 per credit hour for students enrolled for twelve (12) credit hours or more of instruction. Tuition for programs of less than twelve credit hours is \$30.00 per credit hour. Normal "full time study" consists of fourteen fifteen or sixteen credit hours (Semester Hours) per Semester (Term).

Tuition for the "English Language Program" is \$30.00 per Semester Hour (credit hour). Total tuition for the "Mass-Communication Program for Foreign Students" is \$1,400, which includes all necessary textbooks, laboratory fees, instructional and required individual materials and equipment.

A registration fee of \$5.00 is required of all students enrolling for the first time in the College. The fee for diplomas is \$10.00. Tuition is payable in advance. Students who pay their tuition for a term in full, before the end of the first week of the Semester, will obtain a tuition refund of 5% of their tuition for the term.

Activity fees may be charged for some subjects where texts are supplied or special materials furnished the individual student.

Where necessary, students may, with the permission of the Registrar, arrange to pay their tuition in installments. A 5% charge will be added to the tuition of students electing a payment program extending beyond the 12th week of a term.

Columbia College is approved for the training of veterans.

Columbia College is an approved institution of higher learning for recipients of Illinois State Scholarship Awards.

Columbia College participates in the NATIONAL DEFENSE STUDENT LOAN PROGRAM. Any full-time student at Columbia College, or any applicant who has been accepted for admission to Columbia College may be eligible.

Application forms for National Defense Student Loans, or information about the Loan Program or Columbia College's Deferred Tuition Plan, may be obtained by writing to the Registrar.

Where a student interrupts enrollment during a term, the following "Schedule of Refund" shall apply. Any amounts owed by the student are due and payable at the time of withdrawal. The effective date of withdrawal will be the date written notice of such withdrawal is received by the College. Otherwise full tuition for the term will be charged.

Refunding Policy

WHERE ATTENDED DURING PERIOD INCLUDING	PERCENTAGE OF SEMESTER'S TUITION CHARGED
1ST Week of Term	10%
2ND Week of Term	20%
3RD Week of Term	40%
4TH Week of Term	60%
5TH Week of Term	80%
6TH Week or More	100%

No refund will be made where withdrawal is ordered by the College.

School Calendar 1964-1965

FALL TERM—1964

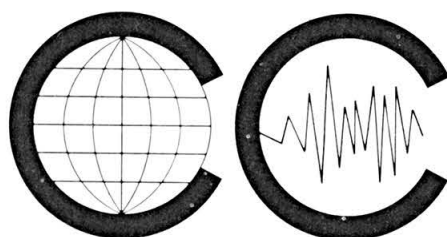
Monday, September 21 *Classes Begin*
Thursday, November 26 *Holiday — Thanksgiving Day*
Monday, December 21 *Christmas Vacation Begins*
Monday, January 4, 1965 *Classes Resume*
Saturday, January 30 *End of First Semester*

SPRING SEMESTER—1965

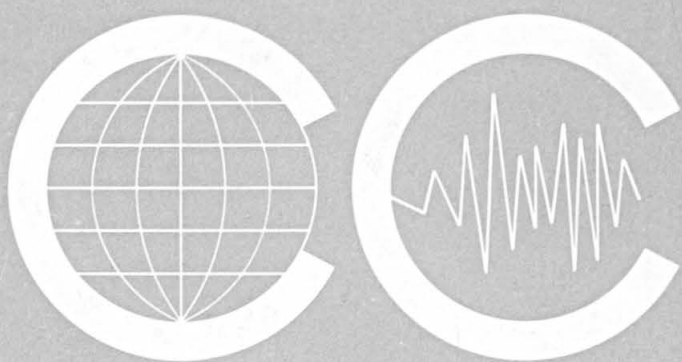
Monday, February 8 *Classes Begin*
Monday, April 19 *Spring Recess Begins*
Monday, April 26 *Classes Resume*
Saturday, June 12 *End of Second Semester*

SUMMER TERM—1965

Monday, June 21 *Classes Begin*
Saturday, August 28 *End of Summer Term*



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COLUMBIA COLLEGE

CATALOG ISSUE: 1964-65