

**210a, b INDEPENDENT WORK IN SCHOOL ADMINISTRATION.**  
**(3, 3) I, II**

Staff

For students who have completed at least one semester of graduate work in education and who present an acceptable plan for the study of a practical problem or a particular phase of school administration. Approval of the instructor must be secured prior to registration.

**213 STATE SCHOOL ADMINISTRATION. (2) S**

Meece

The administration of American education from the standpoint of the federal and state governments. The course deals with federal relations to education, the state as an educational agency, local units for the administration of education, the scope of the school system, state school support, state control of the material environment and equipment, the training and certification of teachers, and teachers' contracts, tenure, and retirement.

**221a, b SEMINAR IN ADMINISTRATION. (4, 4) II, S** Cherry and Meece

A critical study of selected problems in school administration. The course is designed primarily for students who have had some administrative experience. Prerequisite: Education 202 and 225 or equivalent.

**231 BUSINESS ADMINISTRATION AND FINANCE OF  
 PUBLIC EDUCATION. (3) II, S**

Meece

A specialized course for prospective superintendents. The course emphasizes the following aspects of school administration: the organization for business management; principles and procedures in the management of and accounting for school funds and school property; payroll procedure; purchasing, management, and accounting for supplies, textbooks, and equipment; school support, including state, local, and federal revenues; budgetary policy and procedure; school costs; indebtedness; and records and reports in the field of business management and finance.

**233 THE ADMINISTRATION OF THE TEACHING  
 PERSONNEL. (3)**

Cherry

A specialized course in school administration, primarily for prospective superintendents. The course emphasizes principles and practices in teacher preparation, teacher selection and placement, measurement of teaching efficiency, salaries, tenure, retirement, teaching loads, sick leave and related problems, and personnel records.

**238 TRENDS IN HIGHER EDUCATION. (3)**

Chamberlain

A survey of modern tendencies in American higher education in the following areas: scope and development, objectives, organization, administration, curricula, finance, faculty and student personnel. The course is designed to serve the needs of present and prospective college administrators and teachers and others interested in developments in higher education. For those desiring special instruction in the work of the registrar a program of laboratory work will be arranged.

**276 ADMINISTRATIVE PROBLEMS IN TODAY'S  
 EDUCATION. (3)**

Cherry

Present-day problems of persons in administrative positions in public education. The course is designed to be of assistance particularly to superintendents of schools.