

March 9, 1940.

Dean E. B. Stouffer,
The Graduate School,
University of Kansas.

Dear Dean Stouffer:

I am sorry that we overlooked replying to the letter of Mr. Don Cash Seaton last summer regarding the College Curriculum of Health and Physical Education.

After conferring with Dr. Elbel, we feel that the standards as set up in the enclosed outline are satisfactory. However, we feel that the requirements suggested for "Health, First Aid and Safety" are somewhat low to adequately prepare teachers for service in the field of health, physical education and safety.

Very sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

FCA:AH

Mr. Allen -

Is there any
reply to this letter?

E.B.S.

Phys. Educ.

January 12, 1940

Miss Anne M. Raymond
217 Dietrich Building
Pocatello, Idaho

My dear Miss Raymond:

An announcement of the scholarships and fellowships to be offered here for the year 1940-41 is enclosed as requested in your letter of January 8. An application blank is also being sent to you, and your attention is called to the fact that all applications are due at this office by March 1.

We do not offer a master's degree in physical education alone, but we do have quite a satisfactory program combining education and physical education as offered through the Department of Education. For this combined program the student is permitted to carry fifteen hours of work in physical education, write a thesis on some problem in teaching physical education, and complete the thirty hours for the degree with about ten hours of work in education proper. This program is planned especially for students expecting to teach in the secondary schools, and, up to date, it has worked out quite satisfactorily. Whether you are interested in a program of this sort, I do not know, but I thought it well to mention it. In applying for a scholarship with the expectation of beginning work on this program, you should indicate your major as education and physical education.

Since you make inquiry about assistantships, I am referring your letter today to Dr. F. C. Allen, Head of the Department of Physical Education, for further reply. Perhaps you will wish also to apply for an assistantship in education. If so, please write directly to Dean R. A. Schwegler of the School of Education.

If you have further questions to be answered, write to us again.

Sincerely yours,

Secretary to Dean E. B. Stouffer

EC
Enc.

217 Dietrich Building
Pocatello, Idaho
January 8, 1940

Mr. E.B. Stouffer, Dean
Graduate School
University of Kansas
Lawrence, Kansas

Dear Mr. Stouffer:

I would like to be considered for one of your graduate assistantships or fellowships in the field of Physical Education for -Fall, 1940.

I understand these are awarded during the Spring of this year so will you please send me the proper applications for such at your earliest convenience?

Thank you,

Very sincerely,

Anne M. Raymond
Anne M. Raymond
Local Director

UNIVERSITY OF KANSAS

LAWRENCE

THE GRADUATE SCHOOL

Office of the Dean

November 17, 1939

Professor Forrest C. Allen
Department of Physical Education
University of Kansas

My dear Professor Allen:

I am writing to inform you that at a recent meeting the Administrative Committee of the Graduate School approved your request of November 11 for certain changes in prerequisites for graduate courses in your Department and for beginning study toward the combined program in Education and Physical Education.

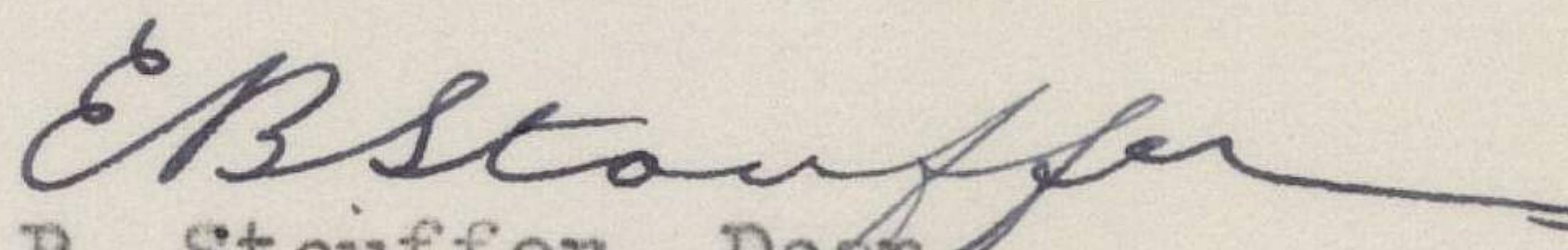
For beginning work on the combined program, the following prerequisites have been approved:

Human or Comparative Anatomy, 3 hours
Physiology, 3 hours
Education, 15 hours
Physical Education, 10 hours

The required 10 hours in physical education may be replaced by two years of practical experience in coaching or in conducting physical education work in schools or other formal organizations. It is understood that two seasons of intercollegiate athletic competition may count as one year of the work in applied physical education.

The prerequisites for all courses in physical education numbered 100 or 200 shall be 10 hours of physical education. For 300 courses, the prerequisites shall be an additional 5 hours of work in physical education.

Very sincerely yours,


E. B. Stouffer, Dean

EBS:EC

cc - Schwegler
Bayles

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UNIVERSITY OF KANSAS
Graduate School

To Members of the Faculty of the University of Kansas:

The Graduate Research Committee compiles annually a list of the scholarly publications of members of the University Faculty. You are, therefore, requested to transmit to the Graduate Office a list of all your publications actually appearing in print during the past year, i.e., between ~~January~~ January 1, 1939, and January 1, 1940. Any article omitted in the list submitted to the Graduate Office previously may be listed now in order that your bibliography record may be complete. The list should include books, book reviews, editorial work, articles published in proceedings of learned societies. Articles of only local interest or of passing significance need not be included.

IN ORDER THAT THE LIST MAY BE UNIFORM, YOU ARE URGENTLY REQUESTED TO USE THE FORMS SUGGESTED BELOW:

For articles:

Baker, Zula. Periodicity in Solar Heat. Amer. Jour. Astron., 1935, vol. 18, pp.132-61.

For books:

Doe, John. The Mathematics of Relativity. New York: Macmillan, 1936, 251 pp.

For book reviews:

Review: Smith and Jones, "Geology of Kansas." Proceed. Geol. Soc. Amer. 1937, vol. 22, pp.48-50.

For editorial work:

Editor (or Assoc. Editor): The Jour. of A.B.C.

PLEASE SUBMIT LISTS PROMPTLY.

E.B. STOUFFER, Chairman
Graduate Research Committee

January 2, 1940

Articles:

ALLEN, FORREST C.

Versatile Offense Against Changing Defenses. Athletic Journal,
Jan. 1939, Vol. 19, No. 5, pp. 7-8, 42-43.

Team Work Shows Best in Defense. The Southern Coach & Athlete,
June, 1939, Vol. 1, No. 8, pp. 5, 8.

Why Not Cash In? The Georgia Coach & Athlete, Jan. 1939, Vol. 1,
No. 4, pp. 3, 14.

Preliminary Training and Drills. The Southern Coach & Athlete,
Dec. 1939, Vol. 2, No. 2, pp. 10, 17.

Training for High School Football. The Weekly Kansas City Star,
Nov. 8, 1939, Vol. 50, No. 38, pp. 1-2.

Goal-Hi, New Game Developed by Noted Basketball Authority.
The Athletic Journal, Dec. 1939, Vol. 20, No. 4, pp. 36, 38, 40.

THE UNIVERSITY OF KANSAS GRADUATE SCHOOL

FELLOWSHIPS AND SCHOLARSHIPS FOR 1940-1941

UNIVERSITY FELLOWSHIPS are open to graduate students who have completed at least one year of study in a recognized graduate school. The stipend is \$400 for the academic year. A University Fellow is expected to give full time to graduate study and research.

UNIVERSITY SCHOLARSHIPS are open to graduates of colleges and universities of recognized standing. The stipend is \$250 for the academic year. A University Scholar is expected to give full time to graduate study and research.

KANSAS INDUSTRIAL FELLOWSHIPS are open to graduate students qualified for the investigation of approved projects concerned with industrial development in Kansas. The stipend is approximately \$60 per month for half-time service. An Industrial Fellow is expected to devote the remainder of his time to graduate study.

THE EDWIN EMERY SLOSSON SCHOLARSHIP IN SCIENCE is open to students of outstanding ability in some field of science. The stipend is \$500 for the academic year.

THE SELDEN LINCOLN WHITCOMB FELLOWSHIP IN COMPARATIVE LITERATURE is open to graduate students interested in advanced study in the field of comparative literature. The stipend is \$400 for the academic year.

THE GEORGE A. SPANG MEMORIAL FELLOWSHIP is open to graduate students qualified for study and research under the direction of the Department of Petroleum Engineering. The candidate must have had experience in drilling operations with standard tools. The stipend is \$600 for the academic year.

THE IDA M. HYDE SCHOLARSHIP is open to young women doing advanced work in one of the sciences, preferably in a biological science. The stipend is \$100 for the academic year.

All fellowships and scholarships are awarded on a competitive basis. Fellows and scholars must pay the regular University fees. Applications and all supporting testimonials must reach the office of the Dean of the Graduate School on or before **March 1, 1940**. Announcement of awards will be made on **April 1, 1940**. For application blanks and for further information address: **The Dean of the Graduate School, University of Kansas, Lawrence, Kansas.**

GRADUATE ASSISTANTSHIPS

A number of departments, particularly science departments, employ college graduates for service on a part-time basis. It is expected that the remainder of the time shall be given to graduate study. The stipend varies from \$200 to \$750 for the academic year, depending upon the amount of service.

Information in regard to positions as graduate assistants may be obtained directly from the head of the department concerned.

UNIVERSITY OF KANSAS
THE GRADUATE SCHOOL

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To Members of the Faculty of the University of Kansas:

The Graduate Research Committee has set aside \$50.00 for use by staff members in the purchase of photographic work from our own Photographic Bureau or for the purchase of microfilm prepared elsewhere. Mr. Oren Bingham is in charge of the Photographic Bureau, which is located in the sub-basement of Watson Library. Application for a grant from the Photographic Fund should be made to the Chairman of the Committee.

The Research Committee has purchased a reader for microfilm which has been installed in Room 404 of Watson Library. This reader is for the free use of any member of the staff upon application to Mr. C. M. Baker, Director of Libraries.

E.B.STOUFFER, Chairman
Graduate Research Committee

October 11, 1939

UNIVERSITY OF KANSAS
The Graduate Office

TO MEMBERS OF THE FACULTY:

For the academic year 1939-40 the sum of \$1250 is available to help defray the traveling expenses of members of the faculty who attend meetings of national societies. The Graduate Research Committee has established the following regulations for the distribution of the fund:

- A. A member of the faculty who attends a meeting of a national society and presents, in person, either a research paper which will probably be published or a paper especially requested by the program committee shall be eligible to apply for a grant.
- B. A member of the faculty who is president or other official presiding officer of a national society, or who is secretary of a national society, or who is editor-in-chief of the official journal of a national society, shall be eligible to apply for a grant to attend one meeting of the society during the year.
- C. The maximum of each grant shall be two cents per mile each way with a maximum total of \$50.00 per grant. In no case shall a grant exceed the necessary cost of transportation by railroad (not including pullman). In case several persons travel by private automobile, the total amount granted to all persons traveling in a single car shall not exceed four cents per mile each way.

Members of the faculty desiring grants from this fund must present written requests at the Graduate Office at least one month in advance of the trip. The application so far in advance is made necessary by a law enacted by the Legislature requiring that approval by the Board of Regents of each out-of-state trip be in the office of the State Auditor before the trip is taken.

Applications for grants must be approved by a sub-committee of the Graduate Research Committee. Each application should include a statement giving the following information:

1. Name of organization.
2. Place and date of meeting.
3. Title, brief abstract of contents, and probable place of publication of papers to be presented.
4. Official title if applying for a grant as an officer.

Before payment of an approved grant can be made, the receipts for railroad fare both ways, or other evidence of the cost of transportation, must be presented at the Graduate Office and the proper voucher signed there.

E.B. STOUFFER, Chairman
Graduate Research Committee

October 11, 1939

UNIVERSITY OF KANSAS
Graduate School

TO MEMBERS OF THE FACULTY:

There remains a fund of about \$350.00 which may be used for assistance to research projects of members of the Faculty during the present academic year. The Graduate Research Committee plans to give early consideration to the distribution of the fund and is, therefore, asking that any requests be submitted not later than Friday, October 20.

The fund available is entirely from the maintenance fund of the University. Consequently, grants cannot be made involving direct salaries or wages.

It is very important that each request be considered carefully before being submitted. The amount still available is small, and already quite a number of requests have been filed. It would be helpful to the Committee if each person submitting a request would obtain the endorsement of the head or chairman of his department.

With each application there should be furnished as complete and as accurate information as possible on the following points:

1. Nature of the project and probable results to be obtained
2. Its present state of completion
3. Total amount necessary during 1939-1940 from the Research Fund and specific purposes for which each portion of the sum is to be used
4. Probable amount necessary from the Research Fund in future years in order to complete the project.

E.B. STOUFFER, Chairman
Graduate Research Committee

October 14, 1939

Class Schedule for Graduate School, Spring '40.

100	Prin. of Community Recreation	10 hrs.P.E.	3	8:30	MWF	202	R	Elbel
202	Org. & Admin. of P. E.	20 hrs.P.E.	3	11:30	MWF	206	R	Elbel
300	Special Problems in P.E.	20 hrs.P.E.	2-4	Appt.	Appt.	107	R	Elbel

October 4, 1939.

Dean E. B. Stouffer,
The Graduate School,
University of Kansas.

Dear Dean Stouffer:

I desire to send you a little information on the qualifications of Mr. James Raport, an instructor in the Department of Physical Education, who is teaching this semester our course in Tests and Measurements.

Mr. Raport has taken both the psychological and educational courses in tests and measurements, and also a graduate course in statistics in the Department of Psychology. He has also had courses in physiology and anatomy.

He is getting along splendidly with the teaching of Tests and Measurements in Physical Education. I thought it would be well to let you know something of his background.

Very sincerely yours,

FCA:AH

Director of Physical Education and Recreation,
Varsity Basketball Coach.

June 1939

Students who expect to receive the master's degree at the coming commencement should observe the following rules:

1. Application for the degree should be signed at the Registrar's Office and the diploma fee of \$7.50 (\$5.00 for students who already hold a degree from the University of Kansas) paid at the Business Office as soon as convenient and in any case before June 3.
2. A tentative draft of the complete thesis should be presented to the major department by May 12, and the thesis should be presented to the department for final approval by May 27.
3. As soon as the thesis is accepted by the department, a typewritten copy and a first carbon (black) copy must be prepared for filing in the University Library. It is required that both copies of the thesis should be on a medium weight bond paper $8\frac{1}{2}$ by 11 inches, with at least one and one-half inch margin on the left-hand side and at least a one inch margin at top, bottom, and right-hand side. The form for the title page may be obtained at the Graduate Office.
4. The thesis must ordinarily contain a table of contents and a bibliography. References may be made by footnotes at the bottom of the page or by notes and references collected at the end of the thesis.
5. The original and the first carbon copy of the thesis, each bound in cloth, must be deposited in the Graduate Office not later than June 6. The binding can be done satisfactorily by the Journal-World or the Ochse Printing Shop.
6. The general examination over the major field must be held not later than May 29. Arrangements for this examination should be made with the major department.
7. In order to secure the degree, candidates who are in residence during the second semester must be present in academic costume at the commencement exercises. Candidates will be excused from attendance only in case satisfactory reasons are presented in advance.

E.B. STOUFFER
Dean of the Graduate School

(This is a sample of the title page to be used
for the master's degree thesis.)

Health Knowledge Tests
~~THE GEOLOGY OF MOUNT OREAD~~

by

Raymond W. Swanson
~~John E. Doe~~

A.B., University of Kansas, 1934

B.S. " " 1938

Submitted to the Department of *P. E.*
Geology and the Faculty of the *Sch. of Ed.*
Graduate School of the University
of Kansas in partial fulfillment
of the requirements for the de-
gree of Master of ~~Arts.~~ *Sci. in Ed.*

Instructor in charge

May, 1938⁹

For the department

To Whom It May Concern:

With the thought that it might be of use to you in advising graduate students, I am sending you a copy of the mimeographed sheet prepared for the instruction of graduate students planning to finish for the master's degree this year. Copies are available to students at the Graduate Office.

E. B. STOFFER, Dean
Graduate School

11-9-39

September 15, 1939.

Dean E. B. Stouffer,
The Graduate School,
University of Kansas.

Dear Dean Stouffer:

The Department of Physical Education respectfully asks your approval on the substitution of course No. 176-Tests and Measurements in Physical Education, three hours credit, for course No. 74-Tests and Measurements in Physical Education, to be effective this fall.

We are asking that this change be made in order that we may accommodate students who desire to do graduate work in this department. As you know, we are somewhat limited in our offerings for these students.

I am sending a similar recommendation to Dean Schwegler, of the School of Education.

Very sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.