

November 4, 1938.

Miss Jane Byrn,  
Department of Physical Education,  
University of Kansas.

Dear Miss Byrn:

Two tough breaks at one time are too much. The suspected fracture of the bone, together with the break of hard luck which kept you from your work that you are so well doing, together with the financial break, makes a triple fracture.

We trust that these enclosed splints will heal all the trouble and put you back well on the road to recovery. And we hope, further, that no other bad breaks will come your way.

I might add that these splints came from sweets masticated by the student body.

Very cordially yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH  
Enc.



UNIVERSITY OF KANSAS  
LAWRENCE

DIVISION OF PHYSICAL EDUCATION AND  
INTERCOLLEGIATE ATHLETICS

November 2, 1938.

Dr. F. C. Allen,  
105 Robinsen,  
Campus.

Dear Sir:

I wish to call your attention to one of the benches in the locker room. It should have three of these iron stools to hold it up and has only two. This makes it very easy for it to fall over and might injure some of the boys. ✓

Miss Hoover and I have agreed to fill the swimming pool on Monday November 7th., so will you please notify Mr. Wiebe? ✓

We will start on the second half classes for the fall semester on November 14 and 15th. Will it be convenient for you to have grades made out for your first half elementary basketball class by that time? )

---

Very truly yours,

Herbert G. Cephin.



UNIVERSITY OF KANSAS  
HEALTH SERVICE

Recommends that Wm Hall be excused  
from physical activities this  
semester

Reason knee injury

To Mr. Alphin

Signed R. J. Cantrown

Date 11/14/38

(Duplicate copy on file.)



UNIVERSITY OF KANSAS  
LAWRENCE

DIVISION OF PHYSICAL EDUCATION AND  
INTERCOLLEGIATE ATHLETICS

November, 14, 1938.

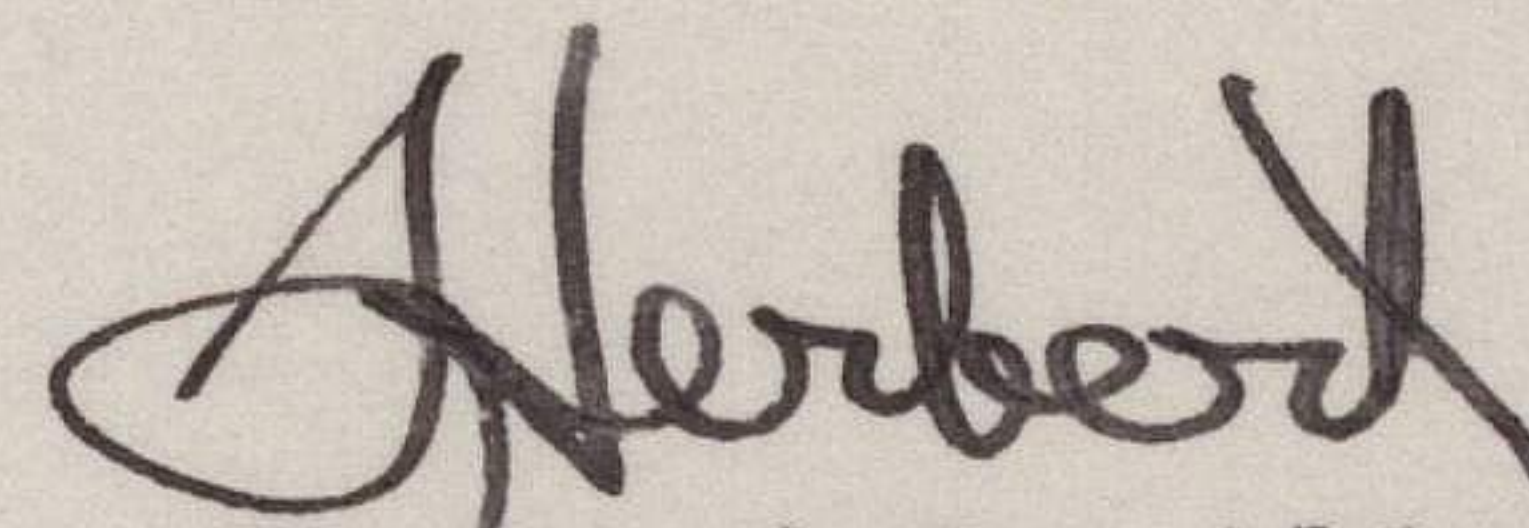
Dr. F. C. Allen,  
105 Robinson,  
Campus.

Dear Dr. Allen:

The Student Hospital has recommended that Wm., Hall does not take any physical activity for the balance of the semester. Bill is enrolled in 16 hours and desires to complete his work next year.

He is now taking 33m. under me and is unable to do any of the work. I would like for you to make suggestions what to do in Bill's case.

Very truly yours,

  
Herbert G. Allphin.



UNIVERSITY OF KANSAS  
LAWRENCE

DIVISION OF PHYSICAL EDUCATION AND  
INTERCOLLEGIATE ATHLETICS

Oct. 18, 1938

Memorandum; suggestion:

A rack similiar to the fencing foil rack is  
needed in the towel room to speed up and facilitate the service, for  
Tennis rackets. We have about 50 tennis rackets down there now.

Jim R.



UNIVERSITY OF KANSAS  
LAWRENCE

DIVISION OF PHYSICAL EDUCATION AND  
INTERCOLLEGIATE ATHLETICS

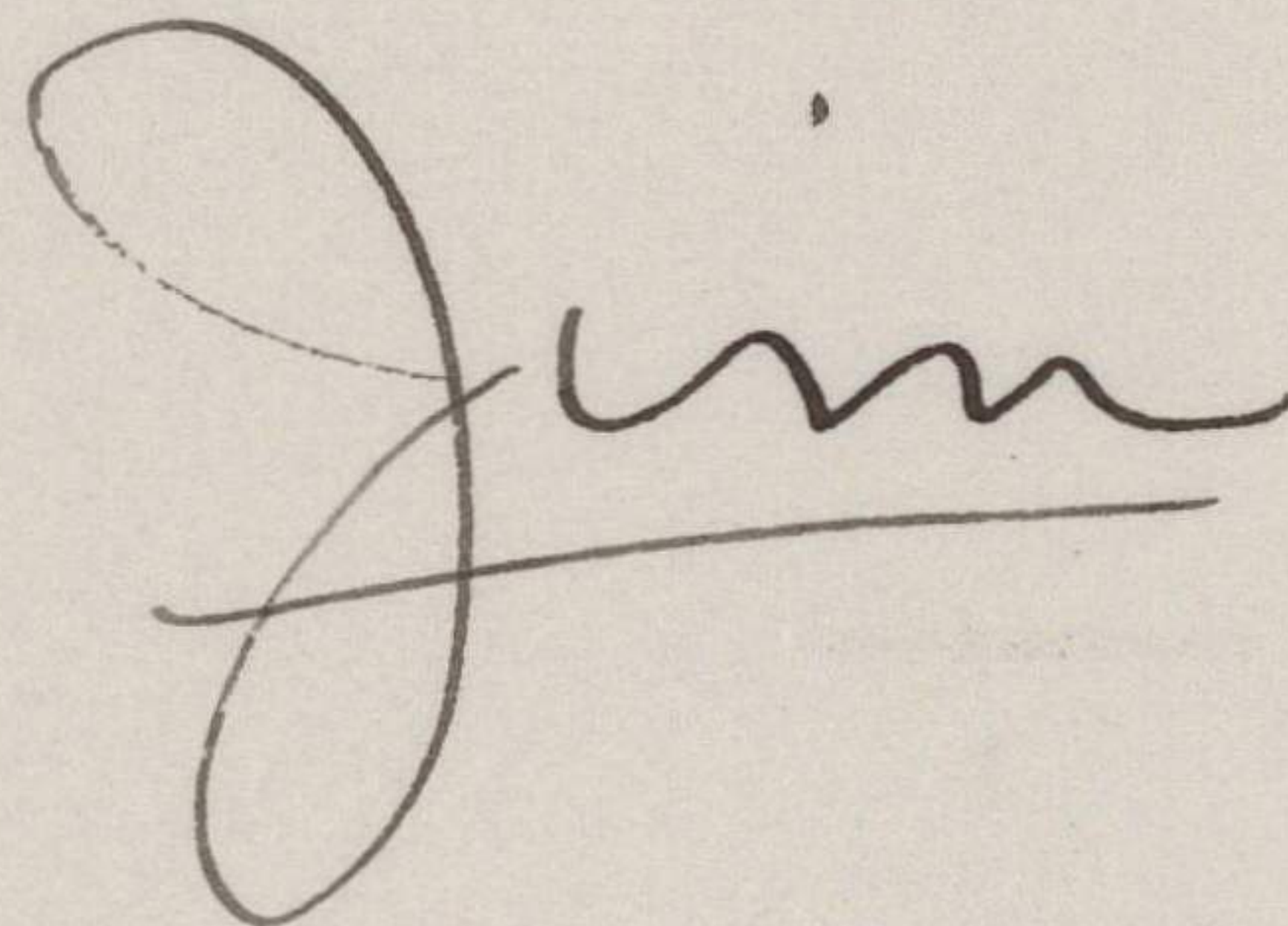
Oct. 18, 1938.

Dear Dr. Allen,

May I thank you very much for the 18 new  
Fencing masks which the department purchased for the classes.

Both the students and the department will benefit greatly  
since we are safeguarding the student against possible injury and also  
giving more students a chance to learn to fence.

Yours for a bigger and better department,

A handwritten signature in cursive script, appearing to read "Jim", with a horizontal line underneath the name.



# REQUISITION FOR PRINTING

No. \_\_\_\_\_

(Leave blank)

Date October 5, 1938

To the Business Office:

Please procure for the use of the Physical Education Department the job  
(Department, Committee or Administration Office)

listed below, the number called for being the estimated requirements for the fiscal year ending June 30, 1939/40.

Copy is attached. Date wanted At once

**5,000**

(Number of copies)

**Equipment Slip**

(Designation of job)

**See copy attached**

(DESCRIPTION—Ink, stock, make-up, binding, numbering, etc.)

Last order \_\_\_\_\_

(Signature)

Ordered—date:		Allowed—will ship	Received	Cost
State Printer	Journalism Press	DATE		



October 5, 1938.

Miss Ruth Hoover,  
Department of Physical Education.

Dear Miss Hoover:

I am enclosing copy of a letter that I have just received from Mr. Bayles concerning the undesirable toilet connection in the faculty dressing room for women.

If there are any other features that are unsatisfactory to you I trust you will call these to my attention and we will make every effort to correct them as fast as possible.

Very cordially yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH  
Enc.

cc to Miss Dunkel.



UNIVERSITY OF KANSAS  
SCHOOL OF ENGINEERING AND ARCHITECTURE

DEPARTMENT OF ELECTRICAL ENGINEERING

LAWRENCE, KANSAS

October 5, 1938

Dear Professor:

Enclosed are two copies of the schedule of classes in your department offered to Engineering Students this fall as printed in the Schedule of Classes of the School of Engineering and Architecture. Will you please correct both of these, indicating any changes, additions, or deletions which have been made in course numbers or names, sections, prerequisite courses, credit hours, scheduled time and days, and room numbers? Please return one corrected copy to me at your earliest convenience, and file the other.

I am making this request in order that we may have a complete and correct schedule for the fall semester 1938-1939 to start from when the time comes to schedule classes for next fall. Your cooperation is earnestly requested.

Yours truly,

*E. W. Hamlin*

E. W. Hamlin, Chairman  
Schedule Committee  
Engineering School

EWH/ns



Phy. Ed.

<b>GYMNASIUM</b>	<i>Gen. P.E.</i>						
Gym. 1	.....	Gymnasium.....	0	4:30	MWF	R	_____

8a.  
8f,



October 7, 1938.

Dr. E. R. Kibel,  
Department of Physical Education.

Dear Ed:

I have spoken to Mr. Falkenstien about the six footballs that you need for the intramural games beginning next Monday. He will have them available for you.

Last year we lost so many balls, so this year I am asking that all our balls be numbered and a pretty careful check kept on all of this equipment. I should like to have your recommendation for someone who could be given this assignment and who would be responsible for checking the equipment.

As you know, last year we lost 30 basketballs, and that, of course, was due to the inefficiency of the check room and to the fact that Mr. Plunley resigned from the department. We had to buy them from the Athletic Association, and of course we can't afford to lose equipment that rapidly.

I trust you will have these footballs numbered and identified as property of the Department of Physical Education, and also have them dated so that we can keep a record of them.

Very sincerely yours,

Director of Physical Education  
Varsity Basketball Coach.



October 7, 1938.

To Members of the Department of Physical Education:

On Thursday, October 13, the Department of Physical Education begins its weekly broadcast series, "Physical Education for Health". The time is from 6 to 6:15 p.m. each Thursday.

We would like especially to appeal to the parents and children in the elementary, intermediate, high school and college ranks. Last year we made an appeal largely to the adult group.

The Kansas Health and Physical Education Association is especially interested in obtaining a curriculum for the State of Kansas. Thirty-seven states have passed laws incorporating such a curriculum; 23 states have state directors.

I would be especially grateful to any and all members of the faculty if they will present suggestions as to how best we can stimulate interest upon any healthful phase of physical education. Will you please bring in your suggestions, stating that you will be happy to cooperate with other members of the department, and accept the responsibility for one or more of these broadcasts? If any two of you prefer to work together on any radio project, this will be most acceptable.

We trust that you will not view this request in the light of accepting additional burdens, but rather that you will be happy to respond in creating a larger influence for physical education.

Very cordially yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



October 12, 1938.

Miss Ruth Hoover,  
Department of Physical Education.

Dear Miss Hoover:

We are looking around for a room in the gymnasium which might be converted into a library and reading room for our students. It has been suggested that room 204B, which is not used very much, might be the answer to our problem.

This past summer we had the pingpong table moved down to the women's gymnasium, and it was a very delightful place to play. The table was much more accessible, and was used more than it had been upstairs.

I am wondering what you would think of the idea of moving the pingpong table down to this floor, and of course while gym classes were being held the table would be placed against the wall. We could have Mr. Davidson fix some keepers on the wall for this purpose. Then when the table was to be used the janitor could easily set it up.

It seems that this small southeast corner room on the second floor is used so little. I have been up there a great number of times. It is now piled full of chairs.

We might have a discussion of this by the faculty, if you aren't too greatly opposed to the idea. You remember at Columbia there is a room next to Dr. Williams office where people can go to study and read and rest. I think we have a vital need in the gymnasium for such a room. I am rather sold on the thing, and hope that you are rather favorably disposed.

Cordially yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



# REQUISITION FOR PRINTING

No.

(Leave blank)

Date October 12, 1938

To the Business Office:

Please procure for the use of the Department of Physical Education the job  
(Department, Committee or Administration Office)

listed below, the number called for being the estimated requirements for the fiscal year ending June 30, 193.....

Copy is attached. Date wanted December 1, 1938

3,000  
(Number of copies)

Required Equipment  
(Designation of job)

(see copy attached)

(DESCRIPTION—Ink, stock, make-up, binding, numbering, etc.)

This is to be used as an insert to be placed in the back of the bulletin  
"Instructions to Students desiring to major in Physical Education".

Last order.....

(Signature)

Ordered—date:		Allowed—will ship	Received	Cost
State Printer	Journalism Press	DATE		



## Required Equipment

### Men

Men majors in physical education are required to supply themselves with an especially designed uniform consisting of a pair of short length gray trousers and a gray sleeveless shirt. Rubber soled gymnasium shoes are required, although no specific style is recommended. For men engaged in practice teaching, a pair of full length gray trousers is required.

A tennis racket, tennis balls and a handball and similar individual equipment is required during the semester in which the student is engaged in these specific activities.

### Women

An especially designed uniform is required of all women majors in physical education consisting of a shirt, shorts and sweatshirt. This must be purchased after enrollment. Rubber soled white shoes and ankle length socks are also required.

Other required uniforms are: For dancing, a long sleeved black leotard; for swimming a one-piece cotton tank suit and bathing cap; tap shoes, tennis racket and tennis balls and similar individual equipment are required for these specific activities.



October 13, 1933.

Miss Ruth Hoover,  
Department of Physical Education.

Dear Miss Hoover:

The night watchman, Mr. Liston, has reported that students were smoking in the corridor of the girls' gymnasium last evening.

We have had a sign placed in a conspicuous place calling attention to the fact that this is not a fireproof building, and we expect our faculty to emphatically enforce this regulation in the gymnasium.

I trust you will do what you can in asking the students to refrain from smoking on the approaches and in the building.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH

cc to Miss Dunkel  
Miss Byrn



September 30, 1938.

Dean Lawson  
Dean Swarthout  
Dean Crawford

The class in Elementary Social Dancing (44a) is closed for any additional enrollments. Miss Dunlap informs us that there are already over seventy students in this class, and we feel that we are unable to accommodate any more students this term.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.



on the work of the department, particularly the upkeep of the play fields and the gymnasium facilities. If everyone who uses these facilities contributes equally to the upkeep then we are able to carry on the work of the department more efficiently.

I shall appreciate your cooperation.

September 24, 1938

To Members of the Department of ~~Very Sincerely Yours,~~

I wish to call your attention to the fact that ~~all~~ students enrolled in the activity courses must pay the gym privilege fee of 75¢ plus \$1.00 deposit. I am referring particularly to auditors in these classes.

Regularly enrolled students were assessed this fee by the Business Office when they enrolled, but quite probably the auditors have not paid the fee.

Each member of the department will please point out to the students in his or her physical activity classes the necessity for paying this fee. We are dependent upon a very small appropriation plus the towel fee to carry on the work of the department, particularly the upkeep of the play fields and the gymnasium facilities. If everyone who uses these facilities contributes equally to the upkeep then we are able to carry on the work of the department more efficiently.

I shall appreciate your cooperation.

Very sincerely yours,

Director of Physical Education



# REQUISITION FOR PRINTING

No.

(Leave blank)

Date July 1, 1938

To the Business Office:

Please procure for the use of the Department of Physical Education the job  
(Department, Committee or Administration Office)

listed below, the number called for being the estimated requirements for the fiscal year ending June 30, 1940

Copy is attached. Date wanted September 1, 1938

10,000  
(Number of copies)

Cards - "DO YOU KNOW?"  
(Designation of job)

(See copy attached. Some other cut, portraying an athlete, such  
(DESCRIPTION—Ink, stock, make-up, binding, numbering, etc.)

as swimming, tennis, or golf, may be used.)

Last order \_\_\_\_\_ (Signature)

Ordered—date:		Allowed—will ship	Received	Cost
State Printer	Journalism Press	DATE		



UNIVERSITY OF KANSAS  
LAWRENCE

DIVISION OF PHYSICAL EDUCATION AND  
INTERCOLLEGIATE ATHLETICS

Courses.

Personal Health.

Phys Ed 31 m - 32 - 33 - 34.

First aid.

Football

Basket Ball

Track.

Advanced Football

" basketball

" Track.

Hist + Prin. P. E.

Content - Method P. E.

Community Rec.

Kinesiology

Treatment Ath Injuries

Remedial + Physical Exam.

Organization + Admin P. E.

Tests + Measurements P. E.

Problems in Intramural Sports

Advanced Swimming

" gymnastics

grad courses.  
adv. Test + meas.

courses needed.  
(grad)

Dr + grad Advanced Prin. of P. E.

Psychol. P. E.

Seminar P. E.

P. E. ~~B~~ Reading  
Course in P. E.



The Suggested Rules for the Guidance of Students Enrolled in the Physical Education Course in the School of Education were considered by them. By common consent amendments were made and accepted. In final form the rules are:

ADMISSION. In addition to the general admission requirements students seeking admission to the four-year curriculum in Physical Education shall be required to present a certificate of physical fitness as a result of the physical examination at the University of Kansas Student Hospital. Each student shall be required to take an annual physical examination at the Student Hospital and to maintain satisfactory physical fitness.

ABSENCES, Etc. There is no system of permissible absences. Students having excessive absences may be withdrawn from the course by the dean, with failure.

FAILURES. Students failing in more than forty percent of their work will be placed on probation for a semester. This probation will involve reporting to the dean at specified times. If no improvement is shown at the close of the second semester, the student shall be withdrawn. A standing committee on reinstatement shall have power to act on petitions from students who have been withdrawn under this rule.

MAXIMUM LOAD. The normal enrollment shall be 15 credit hours per semester. Any deviation from this standard will be made on the basis of scholastic achievement during the preceding semester, but in no case will a student be permitted to enroll for more than 18 credit hours.

ELIGIBILITY FOR ATHLETIC PARTICIPATION. Eligibility for athletic participation shall be governed by rules of the Big Six Athletic Conference, which at present are briefly as follows: No person shall participate in any athletic contest unless he is a bona fide student having met entrance requirements and doing full work in a regular or special course defined in the curriculum of his school or college. A student to be eligible shall be carrying not less than 12 hours.

During the two semesters immediately previous to participation the student shall have satisfactorily completed not less than 27 hours. This section shall refer to credits during two semesters and summer school immediately previous to participation. Said summer school must precede or follow the second semester.



PROPOSED FOUR YEAR CURRICULUM IN PHYSICAL EDUCATION

High School and General School of Education Requirements

- 3 years English
- 2 years Physical Science or 2 years Mathematics
- 2 years Biological Science
- 2 years Social Science

Enrollment - In the Department of Physical Education in the School of Education, starting at the beginning of the Freshman year.

Required Hours for Graduation - 124.

- 19 or more hours of Education
- 30-40 hours in Physical Education

Grade Point Requirement - Cumulative grade points.....140  
Average in major.....1.5

Prerequisites for Practice Teaching - 80 hours and 90 grade points.

Academic Minor - All candidates for a degree will be required to present an academic minor of at least 20 hours.

Degree - Bachelor of Science in Education.

Suggested Curriculum for Men

Freshman Year

First Semester

Rhetoric..... 3  
Social Science Survey..... 4  
Physical Ed. (Personal Health) 3  
Physical Education 31M..... 2  
Academic Electives..... 3-4

Second Semester

Rhetoric..... 2  
Elem. Animal Biol. (Zool.)... 5  
Physical Ed. (First Aid)..... 2  
Physical Education 32M..... 2  
Academic Electives..... 5-6

Sophomore Year

English Literature..... 2  
Physiology..... 5  
Principles of Speech..... 2  
Physical Ed. (Football)..... 3  
Physical Education 33M..... 2  
Academic Minor.....3-4

History or Economics..... 5  
General Psychology..... 5  
Hist. and Prin. of P. E. .... 3  
Physical Education 34M..... 2  
Academic Minor..... 2-3

Junior Year

Educational Psychology..... 3  
Introduction to School Admin.. 2  
Survey of American Educ...2  
Educational Sociology.....2 } ... 4  
Intro. to Educ. Meas. ....2 }  
Physical Ed. (Basket Ball).... 2  
Academic Minor.....5-6

Education (Content and Method of Physical Education)... 3  
Human Anatomy..... 5  
Track..... 1  
Community Recreation..... 3  
Academic Minor or Electives.3-4

Senior Year

Education (Practice Teaching). 2  
Kinesiology..... 2  
Treatment Athletic Injuries... 2  
Education (School Hygiene).... 2  
Electives.....6-7

Education (Practice Teaching) 2  
Remedial & Physical Exam..... 2  
Organization and Admin. P. E. 3  
Electives.....8-9



Proposed Four Year Curriculum in Physical Education for Women

Freshman Year

First Semester	Second Semester
Rhetoric..... 3	Rhetoric..... 2
Social Science Survey..... 4	Elem. Animal Biol. (Zool.).... 5
Physical Education 31W..... 2	Phys. Educ. (First Aid)..... 2
Academic Electives..... 5-6	Physical Education 32W..... 2
	Academic Electives..... 4-5

Sophomore Year

English Literature..... 2	History or Economics..... 5
Physiology..... 5	General Psychology..... 5
Prin. of Speech..... 2	Hist. & Prin. of Phys. Educ... 3
Physical Education 33W..... 2	Physical Education 34W..... 2
Academic Minor..... 4-5	Academic Minor..... 1-2

Junior Year

Educational Psychology..... 3	Ed. Sociology or Ed. Meas..... 2
Intro. to School Admin..... 2	Human Anatomy..... 5
Content & Meth. of P. E. (Educ) 3	Methods of Teaching Swimming.. 1
Theory of Athletics..... 2	Theory of Athletics..... 2
Physical Education 67..... 1	Phys. Exam. and Presc..... 3
Survey of American Educ..... 2	Physical Education 68..... 1
Electives..... 2-3	Electives..... 2-3

Senior Year

Education (Practice Teaching). 2	Education (Practice Teaching). 2
Kinesiology..... 2	Org. & Adm. of Phys. Educ..... 3
Education (School Hygiene).... 2	Personal Hygiene..... 2
Elective Education..... 2	Electives..... 9-10
Electives..... 8-9	

Required Physical Education Courses

(Men and Women)

36. History and Prin. of Phys. Educ.... 3
37. First Aid..... 2
35. Kinesiology..... 2
81. Administration of Phys. Educ..... 3

(Men only)

30. Personal Health..... 3	65. Basket Ball..... 2
31M } Practical or Skill Courses 8	75. Track and Field..... 1
32M }	90. Remedial and Phys. Exam... 2
33M }	80. Treatment of Ath. Injuries 2
34M }	57. Principles of Community
35. Football..... 3	Recreation..... 3

(Women only)

31W } Skill Courses..... 10	62. Theory of Athletics I..... 2
32W }	63. Theory of Athletics II.... 2
33W }	84. Physical Exam. &
34W }	Prescription of Exercise 3
67. }	64. Personal Hygiene..... 2
68. }	



Elective Physical Education Courses

(Men and Women)

73. Problems in Intramural Sports.....2  
 74. Tests and Measurements in Phys.Ed...2

(Men only)

82. Advanced Football.....2  
 86. Advanced Track and Field.....1  
 87. Advanced Swimming.....1  
 88. Advanced Gymnastics.....1  
 89. Baseball.....2

(Women only)

57. Community Recreation.....3  
 55. Theory of the Dance.....3  
 71. Officiating I.....1  
 72. Officiating II.....1

Required Courses

(Men and Women)

Biological Science:

- Physiology I..... 5  
 Elementary Animal Biology I (Zool.).... 5  
 Human Anatomy 50..... 5

English:

- Rhetoric I..... 3  
 Rhetoric II..... 2  
 English Literature..... 2

Education:

- Educational Psychology..... 3  
 Intro. to School Administration..... 2  
 Survey American Education;  
 Educ. Sociology or Educ. Meas..... 4  
 Content and Method of Physical Educ.... 3  
 Practice Teaching Physical Education... 4  
 School Hygiene..... 2

Other Departments:

- Social Science Survey..... 4  
 Principles of Speech..... 2  
 History or Economics..... 5  
 General Psychology..... 5

Physical Education Activities Offered to Women MajorsFreshmen

Hockey  
 Swimming  
 Basket Ball  
 Track and Field  
 Folk Dance  
 Tumbling  
 Elem. & Intermed. Tap

Sophomores

Hockey  
 General Physical  
 (Deck tennis, darts,  
 handball, ping pong,  
 shuffleboard, horseshoes)  
 Plays & Games  
 Rhythms  
 Baseball  
 Apparatus  
 Marching  
 Elem. & Adv. Interpretive Dance

Juniors

Tennis  
 Volley Ball  
 Golf  
 Soccer  
 Gymnastics  
 Social Dance  
 Soccer



September 10, 1938.

Mr. Herbert G. Allphin,  
1426 Ohio Street,  
Lawrence, Kansas.

Dear Herbert:

Thanks for your note of September 8th. There is no need for you to hurry, and I did not want to bother you about this boy, Jack Austin. He came in the other day to ask about work at the swimming pool, and I did not know what arrangements you had made about the other boys.

I shall be glad to see you when you return to Lawrence, but I assure you there is no need to hurry.

With best wishes, I am

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.



UNIVERSITY OF KANSAS  
LAWRENCE

DIVISION OF PHYSICAL EDUCATION AND  
INTERCOLLEGIATE ATHLETICS

Sept 8, 1938

Dr. J. C. Allen.  
105 Robinson Gym.  
University of Kan.  
Lawrence, Kan.

Dear Doctor,

I am at Leavenworth getting a physical examination check up and do not think I will be home until next Wednesday.

Regarding life guard job for open hours at pool, I promised Gene Greeter and Frank Drivin they could work again this year. They gave good service, and were always on time.

In case you wish to make different arrangements about the guard work, I will be in to see you just as soon as I return to Lawrence.

Sincerely,  
Herbert H.