1967

Master of Science with Major in Business Education -- authorization of a new degree

University of Rhode Island Faculty Senate

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TO: President Francis H. Horn
FROM: Chairman of the Faculty Senate

1. The Attached BILL, titled Master of Science with Major in Business Education -- authorization of a new degree is forwarded for your consideration.

2. The original and two copies for your use are included.

3. This BILL was adopted by vote of the Faculty Senate on January 19, 1967 (date).

4. After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Trustees, completing the appropriate endorsement below.

5. In accordance with Section 8, paragraph 2 of the Senate's By-Laws, this bill will become effective on February 16, 1967 (date), three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; (3) you forward it to the Board of Trustees for their approval; or (4) the University Faculty petitions for a referendum. If the bill is forwarded to the Board of Trustees, it will not become effective until approved by the Board.

February 1, 1967 (date)  
Chairman of the Faculty Senate  

ENDORSEMENT 1.

TO: Chairman of the Faculty Senate
FROM: President of the University

1. Returned.

2. Approved ___. Disapproved _____.

3. (If approved) In my opinion, transmittal to the Board of Trustees is not necessary.  

February 3, 1967 (date)  
President  

Form approved 11/65
ALTERNATE ENDORSEMENT 1.

TO: Chairman of the Board of Trustees.

FROM: The University President

1. Forwarded.
2. Approved.

(date) President

ENDORSEMENT 2.

TO: Chairman of the Faculty Senate

FROM: Chairman of the Board of Trustees, via the University President.

1. Forwarded.

(date) President

ENDORSEMENT 3.

TO: Chairman of the Faculty Senate

FROM: The University President

1. Forwarded from the Chairman of the Board of Trustees.

(date) President

Original received and forwarded to the Secretary of the Senate and Registrar for filing in the Archives of the University.

(date) Chairman of the Faculty Senate
The Faculty Senate approves the awarding of the Degree of Master of Science with a major in Business Education and further approves the program of study leading to the degree. Substantiating evidence for this program is attached.
Department of Business Education and Office Administration

University of Rhode Island

Kingston, Rhode Island

PROPOSAL

ESTABLISHMENT OF A PROGRAM OF GRADUATE STUDY

LEADING TO A MASTER OF SCIENCE DEGREE

IN BUSINESS EDUCATION

December 5, 1966
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. PROPOSAL</td>
<td>1</td>
</tr>
<tr>
<td>II. RATIONALE FOR THE PROGRAM</td>
<td>1</td>
</tr>
<tr>
<td>III. PLANNING FOR THE PROGRAM</td>
<td>2</td>
</tr>
<tr>
<td>IV. PURPOSES AND OBJECTIVES</td>
<td>3</td>
</tr>
<tr>
<td>V. ADMISSION REQUIREMENTS</td>
<td>4</td>
</tr>
<tr>
<td>VI. DEGREE REQUIREMENTS</td>
<td>5</td>
</tr>
<tr>
<td>VII. COURSES OF INSTRUCTION</td>
<td>6</td>
</tr>
<tr>
<td>VIII. REQUIRED COURSES</td>
<td>7</td>
</tr>
<tr>
<td>IX. SAMPLE STUDENT PROGRAMS</td>
<td>8</td>
</tr>
<tr>
<td>X. ADMINISTRATION OF THE PROGRAM</td>
<td>10</td>
</tr>
<tr>
<td>XI. LIBRARY HOLDINGS</td>
<td>11</td>
</tr>
<tr>
<td>XII. FACULTY, VITAE, AND FACULTY LOADS</td>
<td>25-39</td>
</tr>
<tr>
<td>XIII. FACILITIES</td>
<td>25</td>
</tr>
<tr>
<td>XIV. APPROVAL BY ACADEMIC DEAN</td>
<td>40</td>
</tr>
</tbody>
</table>
I. PROPOSAL

The Department of Business Education and Office Administration, University of Rhode Island, respectfully requests authorization to offer a graduate program in Business Education leading to the degree of Master of Science in Business Education.

II. RATIONALE FOR THE PROGRAM

The need for a graduate program in Business Education arises from and is influenced by developments and events in a period of accelerated change. The era of expansion of knowledge; of explosion of interest in research by government and business; of automated industry; of computers performing operations hitherto reserved to the human brain; and of space exploration demands a quickened pace in lifting increasing numbers of people to higher levels of education. Other phenomena which support the development of a graduate program are an increase in the amount of educational preparation demanded for today's jobs; a national trend toward all individuals attaining a higher level of education; widespread technological changes demanding retraining of individuals; and a greater degree of heterogeneity of the student population demanding greater teaching skill in motivation, deeper teacher insight in serving the more divergent abilities and interests, and a keener sensitivity in performing the guidance function of teaching.

Just prior to the passage of the Vocational Education Act of 1963, the President's Panel of Consultants on Vocational Education recommended:

That institutions of higher education, especially the land-grant colleges or state universities and the vocational divisions of the state departments of education accept responsibility to train persons for vocational and technical teaching.1

The Assistant State Commissioner of Education of Rhode Island, Mr. Arthur Pontarelli, in a conference, supported the Department of Business Education and Office Administration in its thinking that a need exists for a graduate program in Business Education in the state of Rhode Island.

Formal and informal discussions with superintendents and principals of secondary schools in Rhode Island also revealed a strong need for a Master's Program in Business Education in this state. These administrators are encouraging and stimulating teachers to

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seek more education to improve their teaching and to improve the learning experiences they provide for their students.

This need for a graduate program in Business Education in the state of Rhode Island became more evident when the state requirement for professional secondary teacher certification was increased to the completion of a master's degree or 36 semester hours of approved study beyond the Bachelor's Degree. This requirement became effective October 1, 1964. Presently teachers of Business Education subjects obtain graduate work or a master's degree in Business Education in other states. The Department feels it has the responsibility to provide the leadership for developing this program to meet the existing and increasing demand for graduate work in business education in the state of Rhode Island; to provide an opportunity for business teachers to replenish ideas, to pursue advanced study, and to develop their potentials to the fullest extent; and to make it possible for students to meet certification requirements within the state. A delay may mean loss of leadership in this area of education.

III. PLANNING FOR THE PROGRAM

The Business Education and Office Administration Faculty have pursued the following activities in the preparation of a Master of Science Program in Business Education:

A. Weekly and bi-weekly departmental meetings were scheduled for the mutual sharing of ideas leading to further clarification of the program.

B. Graduate business education programs of approximately thirty other universities as outlined in catalogs and brochures were studied for ideas and ways to meet the demands of graduate business education students in Rhode Island.

C. Discussions of these programs were held with faculty members from other universities at conventions.

D. Members of the faculty attended pertinent sessions of national, regional, state, and local conventions, conferences, and workshops and shared their observations at departmental meetings.

E. The members of the faculty have observed the needs of business teachers and educational trends over many years of high school, college, and university teaching and have shared these perspectives.
F. Departmental faculty members have talked with many superintendents, principals, and teachers in the secondary schools of Rhode Island at meetings and during special visits concerning needs and requirements. This resulted in many good suggestions that aided the faculty in Business Education and Office Administration in crystallizing their own ideas and strengthening their own convictions.

G. Meetings were held with appropriate personnel of administrative level, deans, department chairmen, and university committees to exchange viewpoints and to clarify ideas in developing the final departmental offerings. The program was discussed with the Chairman of the Education Department on November 3 and 4, 1966. Ideas were shared and some changes were made to coordinate the program with their offerings.

H. Departmental faculty members presented the program to the Curriculum Committee of the College of Business Administration on May 26, 1966, and to the faculty of the College of Business Administration on September 27, 1966. Both groups voted to approve the program for presentation to the Graduate School and to the Senate of the University.

IV. PURPOSES AND OBJECTIVES

Graduate work in the Department of Business Education will provide advanced preparation for teachers of business subjects for secondary schools, community colleges, and colleges. Emphasis will be placed on broad professional preparation and further study in academic subjects to meet the needs of individual teachers. Teachers will be able to specialize in the teaching of social business subjects or in the teaching of office occupations subjects. The program may be adapted for the preparation of supervisors of business education.

The objectives of the program will be:

A. To provide the business teacher with a broad understanding of the philosophy, current status, and curriculum of business education.

B. To provide the business teacher with an appreciable depth of understanding of the various principles of learning, methods of teaching, and instructional materials and equipment for teaching the various business subjects.

C. To provide the business teacher with an opportunity to develop an understanding of accepted supervisory and administrative practices in business education.
D. To provide an opportunity for the business teacher to increase the depth and breadth of his knowledge of his special academic subject matter fields.

E. To provide an opportunity for the business teacher to broaden his perspective by further study in education, guidance, administration, and psychology to see the relationship of his subject in terms of the wider area.

F. To develop in the business teacher an interest and ability in reading and interpreting results of research efforts and other professional literature and in applying these to his own teaching.

V. ADMISSION REQUIREMENTS

The requirements for admission to the Master of Science Program in Business Education are (1) Admission to the Graduate School, (2) Submission of scores obtained on the Admission Test for Graduate Study in Business, (3) Completion of an undergraduate degree with a major in Business Education, and (4) Completion of the basic course in each of the following seven areas:

1. Accounting 5. Management
3. Economics 7. Statistics
4. Finance

Students who have not met requirement No. 4 above may be admitted to the Program but will be required to take missing courses for no-program credit.

Business students who did not have a major in Business Education in their undergraduate degree work may fulfill requirement No. 3 above by enrolling in the Undergraduate Business Education Program until the following courses are completed:

Ed. 2 - Introduction to American Education, 3 credits
Ed. 12 - Psychology of Learning, 3 credits
Ed. 30 - Methods and Materials in Secondary Teaching, 3 credits
Ed. 41 - Methods and Materials of Teaching Business Subjects, 3 credits
Ed. 71 - Educational Measurements, 3 credits
Ed. 84 - Supervised Student Teaching, 12 credits
Ed. 85 - Seminar in Teaching, 3 credits

In certain circumstances, where only a few undergraduate courses are lacking, students may be admitted to the Graduate Business Education Program with the deficiencies that need to be made up clearly stated in the admissions letter. This will permit a student to take a full program of studies when he is in the transition stage from undergraduate to graduate work.
VI. DEGREE REQUIREMENTS

The degree requirements for the Master of Science Degree in Business Education are: (1) the completion of 30 credits of graduate work including a six-credit sequence consisting of a research course followed by a field study project and (2) the passing of written comprehensive examinations.

An outline for a field study project will be developed and approved in the course in research methods. The project will be carried out during the following semester in conjunction with a seminar that would be conducted regularly for the purposes of discussing, evaluating, and offering guidance with the projects. The project would consist of a report on such things as action research in the classroom, applications of findings of research already conducted, innovations in curriculum and instructional procedures, and surveys in business education. The written report will be critically evaluated for standards of writing and evidence of scholarship. The format outlined by the Graduate School will be followed.

The Master of Science Degree in Business Education at the University of Rhode Island is planned to accommodate both full-time and part-time graduate students. A full-time student having all the undergraduate requirements can complete the Program in one academic year or in one calendar year depending on the courses the student elects. The attainment of the degree will take substantially more time for the part-time student and for the student lacking the necessary undergraduate qualifications.
VII. COURSES OF INSTRUCTION IN BUSINESS EDUCATION

Bus. Ed. 242 Research and Methods in Teaching Office Occupations Subjects. Psychological principles of skill building, content, methods of teaching, curriculum materials, current thought, and evaluation in the teaching of office occupations subjects. 3 credits. Offered Semester I and every other summer.

Bus. Ed. 244 Improvement of Instruction in Social Business Subjects. Research, objectives, methods of instruction, curriculum materials, current thought, and evaluation in the teaching of such subjects as Economics, Consumer Economics, Economic Geography, Business Law, and General Business. 3 credits. Offered Semester II and every other summer.

Bus. Ed. 248 Workshop in Business Education. Trends, current problems, new concepts, and improved methods in the teaching of office and distributive occupations subjects. (The subjects and number of weeks offered are to be flexible to meet the demands of students. Offered on the basis of one credit for one week during the summer with a maximum of six credits counted toward a degree.) 1 to 6 credits. Offered in the summer only.

Bus. Ed. 301 Foundations and Recent Developments in Business Education. Philosophy and objectives of business education, principles of curriculum development and evaluation, supervisory problems, organization and administration of cooperative part-time programs, historical developments, legislation, recent developments, and current status of business education. 3 credits. Offered Semester II and every other summer.

Bus. Ed. 370 Research Seminar in Business Education. Prerequisites: A basic course in statistics and permission of the Department. Analysis of research studies in the field. Research techniques applied to business education. Emphasis on the reading, interpretation, and application of research findings to business education. Planning research projects. The planning and approval of an outline for a field study project is a requirement of this course. 3 credits. Offered Semester I and every other summer.

Bus. Ed. 371 Field Study and Seminar in Business Education. Prerequisites: A basic course in statistics and Bus. Ed. 370. A requirement for this course is the carrying out of the field study project approved in Bus. Ed. 370 and attendance and participation in seminar meetings. 3 credits. Offered Semester II and in Semester I when Bus. Ed. 370 has been offered in the preceding summer.

NOTE: Students need not take the Business Education courses in any particular order except that Bus. Ed. 370 must be taken before Bus. Ed. 371.
VIII. REQUIRED COURSES FOR A MASTER OF SCIENCE DEGREE IN BUSINESS EDUCATION

Bus. Ed. 301 Foundations and Recent Developments in Business Education, 3 credits
Bus. Ed. 370 Research Seminar in Business Education, 3 credits
Bus. Ed. 371 Field Study and Seminar in Business Education, 3 credits

Six credits in additional Business Education courses selected from:
- Bus. Ed. 242 Research and Methods in Teaching Office Occupations Subjs., 3 credits
- Bus. Ed. 244 Improvement of Instruction in Social Business Subjects, 3 credits
- Bus. Ed. 248 Workshop in Business Education, 1 to 6 credits.

Three credits in economics selected from:
- Economics 138 International Trade and Policy, 3 credits
- Economics 163 Economic Growth and Development, 3 credits
- Economics 164 Comparative Economic Systems, 3 credits
- Economics 203 Development of the United States Economy, 3 credits
- Economics 212 History of Economic Doctrines, 3 credits

Three credits in educational administration selected from:
- Education 366 Cooperative Supervision, 3 credits
- Education 386 Administration, 3 credits
- Education 387 Organization and Administration of the Secondary School, 3 credits

Six additional credits in academic business subjects selected from:
- Accounting courses approved by the Accounting Department and the Business Education advisor
- Business Law 142, 3 credits
- Computer Science 100, 3 credits
- Economics 232, 243, 252, or others listed above, 3 credits each
- Finance 130, 140, 3 credits each
- Insurance 101, 3 credits
- Management 103, 107, 3 credits each
- Marketing 203, 204, 3 credits each

Recommended General Electives (3 credits)
- Education 103, 150, 207, 208, 264, 303, 330, 365, 370, 3 credits each
- Geography 111, 132, 142, 151, 3 credits each
- History courses numbered above 100, 3 credits each
- Journalism 133, 135, 152, 3 credits each
- Philosophy 112, 120, 151, 3 credits each
- Political Science courses numbered above 100, 3 credits each
- Psychology 112, 120, 151, 3 credits each
- Sociology 112, 121, 123, 131, 3 credits each
- Statistics 111, 112, 3 credits each
IX. SAMPLE STUDENT PROGRAMS

Emphasis: The Teaching of Social Business Subjects

The graduate student would complete the following steps to obtain a Master of Science Degree in Business Education:

A. Submit application, scores obtained on the Admission Test for Graduate Study in Business, and three letters of reference to the Graduate School

B. Complete courses needed to meet admission requirements

C. Complete the following required courses:

   Bus. Ed. 301 Foundations and Recent Developments in Business Education, 3 credits
   Bus. Ed. 370 Research Seminar in Business Education, 3 credits
   Bus. Ed. 371 Field Study and Seminar in Business Education, 3 credits

D. Complete elective courses similar to the following selected from listed groups of courses as specified under "Required Courses":

   Bus. Ed. 244 Improvement of Instruction in Social Business Subjects, 3 credits
   Bus. Ed. 248 Workshop in Business Education, 3 credits
   Economics 212 History of Economic Doctrines, 3 credits
   Education 366 Cooperative Supervision, 3 credits
   Computer Science 100, 3 credits
   Education 150, 3 credits

E. As part of Bus. Ed. 370 and 371 listed above, complete a field study project and have it approved.

F. Take and submit scores for a comprehensive examination.

Emphasis: The Teaching of Office Occupations Subjects

The graduate student would follow the same procedures listed above with the following exceptions:

A. Take Bus. Ed. 242, Research and Methods in Teaching Office Occupations Subjects, instead of Bus. Ed. 244 as listed above

B. Select elective courses throughout that parallel with his needs and specialty
Schedule of Courses for a Full Time Student--1 year plus field study

Fall Semester

Bus. Ed. 370 Research Seminar in Business Education, 3 credits
Economics Elective, 3 credits
Educational Administration Elective, 3 credits
Business Elective, 3 credits

Spring Semester

Bus. Ed. 244 Improvement of Instruction in Social Business Subjects, 3 cr.
*Bus. Ed. 371 Field Study in Business Education, 3 credits
Business Elective, 3 credits
Elective, 3 credits

*Bus. Ed. 371 could be postponed until the student is on the job.

Schedule of Courses for a Part-Time Student--2 academic years plus 1 summer

Fall Semester, First Year

General Elective, 3 credits

Spring Semester, First Year

Bus. Ed. 244 Improvement of Instruction in Social Business Subjs., 3 cr.

Summer Term I, First Summer

Educational Administration Elective
Economics Elective

Summer Term II, First Summer

Business Elective
Business Elective

Fall Semester, Second Year

Bus. Ed. 370 Research Seminar in Business Education, 3 credits

Spring Semester, Second Year

Bus. Ed. 371 Field Study in Business Education, 3 credits

NOTE 1: The order of courses could be changed except that Bus. Ed. 370 and Bus. Ed. 371 must be taken last and in that order.

NOTE 2: One course could be taken in each semester or term. This would require 10 semesters or terms or 2½ calendar years.
Schedule of Courses for Students Attending in Summers Only

Time Required: Three summers plus a field study

Term I, First Summer

Business Elective, 3 credits

Term II, First Summer

Business Education Elective, 3 credits
Business Elective, 3 credits

Term I, Second Summer

Business Education Elective, 3 credits
Economics Elective, 3 credits

Term II, Second Summer

Educational Administration Elective
General Elective

Term I, Third Summer

Business Education 370 Research Seminar in Business Education, 3 credits

Fall Semester

Business Education 371, Field Study in Business Education, 3 credits

NOTE: The order of courses could be changed except that Bus. Ed. 370 and Bus. Ed. 371 must be taken last and in that order.

X. ADMINISTRATION OF THE PROGRAM

The graduate program in Business Education, since it is a Master of Science Degree with strong emphasis on academic business subject matter, will be offered in the College of Business Administration. The Department of Business Education and Office Administration will continue to exchange viewpoints and ideas with the Education Department in the College of Arts and Sciences and will coordinate the Master of Science Program in Business Education with offerings in the Education Department to the extent that this is required by the Graduate School.
XI. LIBRARY HOLDINGS

A. Periodicals

1. Business Education Periodicals. All of the Business Education periodicals available are regularly subscribed to by the University of Rhode Island Library. They are listed on page 12.

2. Business Periodicals. The Business periodicals to which the University subscribes are listed on page 12. These supplement the Business Education periodicals with specific emphasis on academic subject matter content and changes in this content.

3. Education Periodicals. The Education periodicals to which the University subscribes are listed on page 13. These will aid the graduate Business Education student with his general professional education.

4. Related Periodicals. Certain general related periodicals are listed on page 13. These will aid in the general education of graduate Business Education students.

B. Business Education Teachers' Professional Books

1. The Business Education teachers' professional books already in the University Library are listed on pages 14 to 16.

2. The Business Education teachers' professional books on order are listed on pages 16 to 18.

3. Business Education Monographs supplied free by South-Western Publishing Company are listed on pages 19 to 20.

4. Bulletins of the National Association of Business Teacher Educators on order are listed on page 20.

C. Microfilms of doctoral dissertations on order are listed on pages 21 to 24.

D. Secondary educational materials—textbooks, manuals, workbooks, tests, etc., are constantly updated; and, in general, are supplied free by the publishing companies in limited amounts.

E. The college level academic business subject matter texts and materials are constantly updated by the departments concerned.

F. The general education and research books and materials are constantly updated by the Department of Education and other departments.

G. Estimated cost of library additions---$550.00
BUSINESS EDUCATION PERIODICALS IN THE LIBRARY

Balance Sheet
Business Education Forum
Business Education World
Journal of Business Education
National Business Education Quarterly
Collegiate News and Views

BUSINESS PERIODICALS IN THE LIBRARY

Accountant's Digest
Accounting Review
Advertising Age
Advertising Agency Magazine
Advertising and Sales Promotion
American Economic Review
American Investor
American Journal of Economics and Sociology
Antitrust Bulletin
Automation
Banker
Banking
Budgeting
Burroughs Clearing House
Business Economic Review
Business Cycle Developments
Business History Review
Business Horizons
Business Literature
Business Management
Business Management Record
Business Periodicals Index
Business Week
Canadian Bank of Commerce Monthly
   Commercial Letter
Computer Bulletin
The Developing Economies
Economic History Review
Economic Journal
Economist
Executive
Fortune
Industrial and Labor Relations Review
Industrial Marketing
Inter-American Economic Review
International Commerce
International Economic Review
International Labour Review

Journal of Accountancy
Journal of Accounting Research
Journal of Advertising Research
Journal of Business
Journal of Economic History
Journal of Industrial Psychology
Journal of Marketing
Journal of Marketing Research
Journal of Purchasing
Journal of Retailing
Louisiana Business Review
Magazine of Wall Street and Business Analyst
Management Accounting
Management Record
Management Review
Management Science
The Marketer
Miami Business Review
National Banking Review
National Business Woman
National Tax Journal
Nation's Business
New England Business Review
New York Retailer
Personnel
Personnel Administration
Personnel and Guidance Journal
Personnel Psychology
Pittsburgh Business Review
Problems of Economics
Purchasing
Purchasing Week
Quarterly Journal of Economics
Quarterly Review of Economics and Business
Review of Economic Studies
Sales Management
Salesman's Opportunity
Super Market Merchandising
### EDUCATION PERIODICALS IN THE LIBRARY

| American Association of School Administrators Yearbook | Industrial Arts and Vocational Education |
| American Education | Journal of Education |
| American Teacher | Journal of Educational Psychology |
| Arithmetic Teacher | Journal of Educational Research |
| Audio Visual Communication Review | Journal of Secondary Education |
| Changing Education | Journal of Teacher Education |
| Education | Liberal Education |
| Education Digest | NEA Journal |
| Education Index | NEA News |
| Educational Administration Quarterly | NEA Research Bulletin |
| Educational Executives Overview | National Society for the Study of Education Yearbook |
| Educational Forum | Nation's Schools |
| Educational Leadership | Phi Delta Kappan |
| Educational Record | Programmed Instruction |
| Educators' Research Digest | Review of Educational Research |
| Higher Education | Teachers College Journal |
| Illinois Teacher | Teachers College Record |
| Improving College and University Teaching | |

### RELATED GENERAL PERIODICALS IN THE LIBRARY

| Administrative Management | Continuing Education for Adults |
| Administrative Science Quarterly | Economic Geography |
| Adult Education | Geography |
| Adult Leadership | Journal of Geography |
| American Association of University Professors Bulletin | Newsweek |
| American Journal of Mathematics | Philosophy |
| Annual Review of Psychology | Systems and Procedures Quarterly |
| Changing Times: The Kiplinger Review | Taxes |


BUSINESS TEACHERS' PROFESSIONAL BOOKS IN LIBRARY (CONTINUED)


BUSINESS TEACHERS' PROFESSIONAL BOOKS IN THE LIBRARY (CONTINUED)

653.42 Salser, C. W. Correlated Methods: Basic and Functional
Recommended in the Presentation of Gregg Shorthand

372.7 Shipp, Donald E. and Adams, Sam. Developing Arithmetic Concepts
and Skills. Englewood Cliffs, New Jersey, Prentice Hall,

Ref. Taintor, Sarah Augusta and Monro, Kate M. The Secretary's

301.155 Taylor, Jack. How to Select and Develop Leaders. New York,

371.25 Thomas, Robert Murray and Thomas, Shirley M. Individual
Differences in the Classroom. New York, David McKay

650.7 Tonne, Herbert Arthur, Popham, Estelle L., and Freeman, M.
Herbert. Methods of Teaching Business Subjects. Third

BUSINESS TEACHERS' PROFESSIONAL BOOKS ON ORDER

Cordell. Dramatizing Business Law. Portland, Maine, J. Weston Walch,
Publisher. 167 pages.


Dry and Dry. Teaching Gregg Shorthand and Transcription. Portland,
Maine, J. Weston Walsh, Publisher. 170 pages.


University Campus Store, 18 Wasington Place, New York, New York 1000


Fiala. How to Teach Business Law. Portland, Maine, J. Weston Walch,
Publisher. 189 pages.

Gibson, Ernest Dana. Automated Data Processing. Elmhurst, Illinois,

Grant. Successful Devices in Teaching Bookkeeping. Portland, Maine,
J. Weston Walch, Publisher. 249 pages.


BUSINESS TEACHERS' PROFESSIONAL BOOKS ON ORDER (CONTINUED)


White and Dewar. Successful Devices in Teaching Clerical Practice. Portland, Maine, J. Weston Walch, Publisher. 223 pages.

White and Shank. Teaching Typewriting. Portland, Maine, J. Weston Walch, Publisher. 170 pages.
BUSINESS EDUCATION MONOGRAPHS

Supplied by South-Western Publishing Company

36 Methods of Teaching Typewriting
52 Business Plays and Mock Trials
58 The Community Survey
62 Specific Teaching Methods for Bookkeeping and Accounting
63 Improved Methods of Teaching the Business Subjects
64 Methods of Teaching Consumer Education
66 Auditory and Visual Aids in Business Education
68 The Organization and Operation of a Clerical Practice Laboratory
69 A Handbook for Business Education in the Small High School
71 Methods of Teaching Typewriting
72 Trends of Thought in Business Education
74 Basic Business Education for Everyday Living
75 Major Issues in Business Education
76 The Business Curriculum
77 Measurement of Shorthand Transcription Production
78 Teaching Difficulties of Beginning Business Teachers
79 Bookkeeping Requirements in Two Cities and the Relation to High School Instruction
80 Economics in the Secondary Schools
81 Layouts and Facilities for Business Education
82 A Handbook for Advisers of High School Business Clubs
83 Guidance in Business Education: Suggestions for Counselors and Administrators
84 Visual Aids and Reading References on Business Careers
85 Good Classroom Practices in Business Education
86 Current Transcription Practices in Business Firms
87 Community Resources Handbook in Business Education
90 Evaluative Criteria for Business Departments of Secondary Schools
91 Handbook for Office Practice Teachers
92 Visual Aids for Business and Economic Education
94 Free and Inexpensive Business Education Materials
95 Economic Concepts Everyone Should Know
97 Production Typewriting
98 Let's Educate Youth for Effective Business Life
99 Does Business Education in High Schools Meet the Needs of Business?
100 The Business Curriculum
101 The Teaching of Bookkeeping
102 Distributive Education Issues
103 Your First Year of Teaching
104 Toward Better Economic Education
105 Improving Research in Business Education
107 Motivation in Teaching General Business
108 The Shorthand Transcription Process and Its Teaching Implications
109 An Evaluation Plan for Business Education Programs in High Schools
110 Some Concepts Essential to a Basic Understanding of Economics
111 Evaluative Criteria for Survey Instruments in Business Education
112 Planning the Facilities for Business Education
113 Business Education in the Junior High School
COLLEGE BUSINESS EDUCATION MONOGRAPHS

Supplied by South-Western Publishing Company

C- 5 Business Education for Adults in the Junior College
C- 7 Digital Computing Systems in Businesses and Schools of Business
C- 8 Guide to Public Relations for Junior Colleges
C- 9 Development of Managerial Performance--A Research Approach
C-10 Mathematics in Collegiate Business Schools
C-11 Guidelines for the Aspiring Professor
C-12 Business Simulation Games
C-14 An Analysis of the Business Curriculum

NATIONAL ASSOCIATION FOR BUSINESS TEACHER EDUCATION BULLETINS

On Order

56 Criteria for Certification of Business Teachers
58 Selection and Recruitment of Business Teachers
60 Supervising Student Teachers in Business Education
64 Suggested Guidance Practices for Business Teacher Recruitment
66 Guide to Research in Business Education
68 Better Programs for Business Teacher Preparation
70 Creativity in Business Teacher Education--A Prospectus
72 Frontiers in Business Teacher Education
74 New Dimensions in the Preparation of Business Teachers
76 Moving Forward in the Education of Teachers for Business
78 Newer Developments in Business Teacher Education
80 Current Issues in Business Teacher Education
DOCTORAL DISSERTATIONS

(To be ordered from University Microfilms, Ann Arbor, Michigan)


DOCTORAL DISSERTATIONS TO BE ORDERED (CONTINUED)

Deihl, Lincoln Wesley. "Factors Contributing to the Selection of First-Level Office Supervisors with Implications for Business Education." Ph.D., Ohio State University (Columbus), 1964. 175 pages.


Griffith, Bobbie B. "Integration of Economic Concepts in Beginning Bookkeeping Classes." Ed.D., University of Nebraska (Lincoln), 1962. 110 pages.


DOCTORAL DISSERTATIONS TO BE ORDERED (CONTINUED)


Hoskinson, Robert E. "The In-Service Education Needs of the Business Education Supervising Teachers in the Indiana State Teachers College Student Teaching Program." Ph.D., The Ohio State University (Columbus), 1961. 441 pages.

Jones, Adaline Dorothy Seitz. "A Survey to Determine the Knowledges and Skills Needed by Clerical Workers in First-Level Entry Occupations in Digital Computer Installations." Ph.D., Ohio State University (Columbus), 1964. 733 pages.

Keller, William Donald. "A Comparison of Teachers’ and Educators’ Opinions Regarding the Most Beneficial Master’s Degree Program for Business Teachers." Ed.D., Colorado State College (Greeley), 1965.


Nuccio, Carmelia Elizabeth. "Opinions of Business Teachers on Major Issues in Their Field and Significance of Selected Background Factors in Shaping Beliefs." Ph.D., Ohio State University (Columbus), 1965. 372 pages.
DOCTORAL DISSERTATIONS TO BE ORDERED (CONTINUED)


Rankin, Pearl M. "The Development of Transcribing Skill in Shorthand Instruction (1900-1960)." Ph.D., University of Pittsburgh (Pennsylvania), 1963. 483 pages.

Samson, Harland E. "Critical Requirements for Distributive Education Teacher-Coordinators." Ph.D., University of Minnesota (Minneapolis), 1964. 300 pages.


Verry, Dana H. "The Effect of a Twenty-Hour Reading Program with the Controlled Reader on Selected Office Practice Skills." Ph.D., University of Pittsburgh (Pennsylvania), 1962. 128 pages.


XII. FACULTY

A. Faculty Listing

Muriel G. Fletcher, Ed. M., Associate Professor
Chairman of the Department
Responsible for the development and continued supervision
of the Office Administration and undergraduate Business
Education Curriculums.

Clair M. Garman, Ed.D., Associate Professor
Responsible for the Graduate Business Education Program and
and advising all students seeking a graduate degree.
Has been assisting with undergraduate classes in addition
to developing the Graduate Program.

Kathleen F. Smith, M. E., Associate Professor
Responsible for the development and continued supervision
of the Office Administration and undergraduate Business
Education Curriculums, for the supervision of student teachers
and graduate students applying for initial teacher certification.

Part Time Instructor X (Budgeted for 1967-68)
Instructor in Shorthand, Typewriting, and Business Machines

Visiting Professor XX (Budgeted for each summer)
Teaches six credits of graduate courses in one summer term
each summer.

B. Faculty Vitae

Resumes of the members of the faculty showing educational
preparation, experience, university service, representational
activities, research and writing, and personal qualifications
are listed on pages 26 through 37.

C. Faculty Loads

Projected faculty course loads and estimated enrollments
for two years beginning with Term I of the Summer, 1967, are
given on pages 38 and 39.

D. New Faculty

No new faculty are required at present. If additional
faculty becomes necessary because of large enrollments in the
graduate program, these will be budgeted for and sought.

XIII. FACILITIES

At the present time, the curriculum offerings of this new
graduate program of study leading to the Master of Science Degree
in Business Education can be offered effectively in the physical
facilities that are presently planned and that are in the current
budgets.
VITA

CLAIR M. GARMAN

PROFESSIONAL EDUCATION

Bachelor of Science Degree in Business Education and Business Administration, Shippensburg State College, Pennsylvania, 1949.

Master of Arts Degree in Business Education, Teachers College, Columbia University, 1956.

Master of Education Degree with an emphasis in Business Education, Teachers College, Columbia University, 1958.


COLLEGE AND UNIVERSITY TEACHING EXPERIENCE


College of Commerce and Finance, University of Detroit, Detroit, Michigan September, 1956, to January, 1966. Assistant Professor.

Taught Improvement of Instruction in Bookkeeping, Recordkeeping, and Business Arithmetic to both graduate and undergraduate students.

Supervised student teachers of all business subjects in the secondary schools for five years.

Developed courses of study for graduate and undergraduate Business Education courses.

Worked closely with the other members of the Department in developing the graduate and undergraduate curricula and in counseling prospective secretaries, prospective teachers, and teachers.

Taught Elementary, Intermediate, and Advanced Typewriting; Elementary Intermediate and Advanced Shorthand; Transcription; Basic Business Machines; Business Letter Writing; Secretarial Office Practice; Secretarial Accounting; and Small Business Organization and Management.

Designed, directed, and taught the courses in the Medical Secretary Program offered by the Center for Continuing Education.

College of Business Administration, University of Rhode Island, Associate Professor of Business Education, Department of Business Education and Office Administration, February, 1966, to the present. Received appointment to develop a Masters Degree Program in Business Education. Taught undergraduate courses and supervised student teachers while developing the program.
PARTICIPATION IN GENERAL UNIVERSITY COMMITTEES

Exhibit Chairman and member of the Planning Committee for seven National Secretaries Association workshops held on the University of Detroit Campus.

Assisted with preparations for two annual Business Education conferences held on the University of Detroit Campus.

Served as member of the College of Commerce and Finance Bulletin (catalog) Committee, University of Detroit, for eight years.

Organized and moderated for five years a chapter of Phi Beta Lambda (College Division of the Future Business Leaders of America) on the University of Detroit Campus.

Served on library and admissions and academic standing committees, University of Detroit.

Served on the Curriculum Committee and the Meet the President Committee of the College of Business Administration, University of Rhode Island.

SECONDARY TEACHING EXPERIENCE

Student Teaching--Bookkeeping, Shorthand, and Business Mathematics.

Cape May High School, Cape May, New Jersey, 1949-50 and 1952-53.
Taught Shorthand, Typewriting, Office Practice, Bookkeeping, and Business Mathematics.

Manasquan High School, Manasquan, New Jersey, 1953-55.
Taught Typewriting, Bookkeeping, and General Business.

Taught Secretarial and Clerical Office Practice and Shorthand II.

OTHER TEACHING EXPERIENCE

Fort Dix, New Jersey, United States Army Clerk-Typing School, February to April, 1951. (Was in service from September, 1950, to September, 1952.) Taught Intermediate and Advanced Shorthand.

BUSINESS EXPERIENCE


Held other part-time jobs as cashier in a supermarket, automobile salesman, encyclopedia salesman, and laborer.

RESEARCH AND WRITING

Completed the basic course in statistics, audited the advanced course, completed two research courses in Education and Business Education, and participated in a research seminar in Business Education.


REPRESENTATIONAL ACTIVITIES

Attend all meetings possible of the national, regional, state, and local business education associations.

Acted as Chairman of the College and Community College Section of the Twenty-fourth Annual Convention of the Michigan Business Education Association in March, 1962.

Acted as Recorder of the College and Community College Section of the Twenty-sixth Annual Convention of the Michigan Business Education Association in March, 1964.


Will present a paper entitled "The Significance of Field Experiences in Teacher Education" at the Third General Session of the National Association for Business Teacher Education in Chicago in February, 1968.
PROFESSIONAL MEMBERSHIPS AND SUBSCRIPTIONS

Pi Omega Pi, national undergraduate honorary society in Business Education
Delta Pi Epsilon, national graduate honorary society in Business Education
Kappa Delta Pi, national honorary society in Education
National Association of Business Teacher Education
National Business Education Association
Eastern Business Education Association
Eastern Business Teachers Association
New England Business Education Association
Rhode Island Business Education Association
National Society for College Teachers of Education
Association for Student Teaching
American Association of University Professors
Subscribe separately to the Business Education World
Subscribe separately to the Journal of Business Education
Subscribe separately to the Teachers College Record

PERSONAL DATA

Date of Birth: April 9, 1928
Place of Birth: Pennsylvania
Sex: Male
Marital Status: Married

SPECIAL CONFERENCES


VITA

MURIEL G. FLETCHER

PROFESSIONAL EDUCATION

Bachelor of Science Degree, University of Rhode Island, June, 1931
Master of Education Degree, Rhode Island College, June, 1950

Teaching Experience

University of Rhode Island: Instructor - 1943-1947
   Assistant Professor - 1947-1955
   Associate Professor - 1955 to the present
   Present Title: Associate Professor of Office Administration

   Subjects taught: Elementary and Advanced Typewriting
                    Elementary and Advanced Shorthand
                    Dictation and Transcription
                    Business Communications
                    Records Management
                    Office Procedures and Administration
                    Business Machines

University Extension Division - Providence and Campus

   Subjects: Office Procedures and Administration
             Shorthand Refresher

Providence Public Schools - Evening Division - Secretarial subjects

Business Experience

Providence Public Schools, Administrative Assistant, Junior Placement Office, 1932-1943

H. R. Semple, Esq., Legal secretary, 1927-28

Membership in Associations

National Business Teachers Association
National Education Association
Eastern Business Teachers Association
Rhode Island Business Teachers Association
Administrative Management Society, Providence Chapter
National Secretaries Association, Providence Chapter (Honorary Member)

Certificates earned

Certified Professional Secretary (CPS) 1953

PERSONAL DATA

Date of birth: June 23, 1909
Marital Status: Single
KATHLEEN F. SMITH
Associate Professor of Business Education
Department of Office Administration and Business Education
University of Rhode Island

ACADEMIC PREPARATION

Bachelor of Science Degree in Business Administration and Secretarial Science from Skidmore College, Saratoga Springs, New York, 1942

Master of Education Degree in Business Education from Boston University, Boston, Massachusetts 1954

TEACHING EXPERIENCE AT THE UNIVERSITY OF RHODE ISLAND

College of Business Administration, appointed in 1955 as an assistant professor of Secretarial Studies. In 1962, promoted to Associate Professor. In 1965, title became Associate Professor of Business Education.

Co-operated to develop the Business Education curriculum.

Created and developed courses of study for methods and materials of teaching business subjects.

Supervised student teachers since 1955 for both undergraduate and graduate students in Business Education.

Developed courses of study for student teacher seminars.

Conducted student teacher seminars since 1964 for both undergraduate and graduate students.

Co-operated in the development of the Office Administration curriculum.

Worked closely with the Education Department in evaluating records of graduate students applying for admission to Graduate School for the purpose of securing teacher certification in Business Education since 1957.

Taught methods and materials of teaching since 1957

Taught elementary stenography, advanced stenography, elementary typewriting, advanced typewriting, personal typewriting, business machines since 1955
Additional Teaching at the University of Rhode Island

Summer school alternate summers 1957-1964
Summer school each summer 1965 and 1966

Taught elementary typewriting and alphabet shorthand

In-Service Courses 1964-1966

Taught Shorthand Speed Development, Gregg Shorthand Refresher and Typewriting Refresher courses to secretaries on campus.

SECONDARY SCHOOL TEACHING EXPERIENCE

Leominster High School, Leominster, Massachusetts, Business Education Department, Faculty Manager of the Yearbook for seven years, Class Advisor for six years, 1948-1955

OTHER TEACHING EXPERIENCE

Fort Devens, Massachusetts, United States Army, Typewriting instructor, summer of 1952, and part-time during fall and spring of 1952-1953

BUSINESS EXPERIENCE

City of Leominster, Massachusetts, assistant to the City Solicitor for the purpose of revising the City Ordinances 1942-1943

American Type Founders, Inc., Fitchburg, Massachusetts, assistant to the Purchasing Agent, 1943-1945

Keystone Custodian Funds, Inc., Boston, Massachusetts, secretary and trainee in the area of retail trade, drugs, and cosmetics, in the Field Department, 1945-1948
CURRENT MEMBERSHIP ON COMMITTEES

Administrative Management Society, Education Co-ordinating Committee since 1962

Meet the Expert, College of Business, 1966


PRESENT OFFICES HELD

Rhode Island Business Teachers Association, Secretary

ADVISORY DUTIES

Served as an advisor on several Masters Degree candidates theses committees since 1964

Acted as an academic advisor to approximately 35 undergraduate advisees each year since 1955

SABBATICAL LEAVE

Spring Semester, 1962. A most profitable and enlightening experience making a comparative study of Business Education programs on the secondary school level and of Business Education Teacher Preparation programs on the college level in Sweden, Norway, Denmark, and West Germany.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

Administrative Management Society
Kappa Delta Pi, national honor society in education
Rhode Island Business Teachers Association
International Society for Business Education
National Association for Business Teacher Education
National Business Education Association
Eastern Business Education Association
Eastern Business Teachers Association
PROJECTED COURSE LOADS

(Anticipated enrollments are indicated in parentheses after each course.)

Summer, 1967--Term I

Dr. Garman


Professor Fletcher

Bus. Ed. 21 Elementary Typewriting, 2 credits (25-30)
Bus. Ed. 41 Alphabet Shorthand, no credit (10-15)

Summer, 1967--Term II

Professor Smith

Bus. Ed. 21 Elementary Typewriting, 2 credits (25-30)

Visiting Professor

Bus. Ed. 248 Workshop in Business Education, 6 credits (15-20)

Fall Semester, 1967

Dr. Garman

Bus. Ed. 370 Research Seminar in Business Education, 3 credits (15-20)

Professor Smith

Bus. Ed. 43 Dictation and Transcription, 4 credits (15-20)
Education 30 Methods and Materials in Secondary Teaching, 3 cr. (15-20)
Education 41 Methods and Materials of Teaching Bus. Subjs., 3 cr. (15-20)

Professor Fletcher

Bus. Ed. 21 Elementary Typewriting, 2 credits (20-25)
Bus. Ed. 53 Records Administration, 2 credits (10-15)
Bus. Ed. 54 Office Procedures and Administration, 3 credits (15-20)

Instructor X (Part Time)

Bus. Ed. 21 Elementary Typewriting, Section 2, 2 credits (20-25)
Bus. Ed. 31 Elementary Shorthand, 4 credits (20-25)

Spring Semester, 1968

Dr. Garman

Bus. Ed. 301 Foundations and Recent Dev. in Bus. Ed., 3 cr. (15-20)

Professor Fletcher

Bus. Ed. 32 Advanced Shorthand, 4 credits (20-25)
Bus. Ed. 44 Advanced Dictation and Transcription, 2 credits (20-25)
Bus. Ed. 11 Personal Typewriting, 1 credit (15-20)

Instructor X*

Education 84 Supervised Student Teaching (15-20)
Education 85 Seminar in Teaching, 3 credits (15-20)

*Replacement for Professor Smith (Sabbatical)

Instructor XX (Part Time)

Bus. Ed. 22 Advanced Typewriting, 2 credits (20-25)
Bus. Ed. 52 Business Machines, 3 credits (15-20)
**Summer, 1968--Term I**

Dr. Garman  
- Bus. Ed. 370 Research Seminar in Business Education, 3 credits (15-20)

Professor Smith  
- Bus. Ed. 21 Elementary Typewriting, 2 credits (20-25)  
- Bus. Ed. 41 Alphabet Shorthand, no credit (10-15)

**Summer, 1968--Term II**

Visiting Professor X  

Professor Fletcher  
- Bus. Ed. 21 Elementary Typewriting, 2 credits (20-25)

**Fall Semester, 1968**

Dr. Garman  
- Bus. Ed. 370 Research Seminar in Business Education, 3 credits (15-20)  
- Bus. Ed. 371 Field Study and Seminar in Business Education, 3 cr. (15-20)

Professor Smith  
- Education 41 Methods and Mtls. of Tchg. Bus. Subjs., 2 sections, 6 cr. (30-40)  
- Bus. Ed. 43 Dictation and Transcription, 4 credits (15-20)

Professor Fletcher  
- Bus. Ed. 21 Elementary Typewriting, 2 credits (20-25)  
- Bus. Ed. 53 Records Administration, 2 credits (15-20)  
- Bus. Ed. 54 Office Procedures and Administration, 3 credits (15-20)

Instructor X (Part Time)  
- Bus. Ed. 21 Elementary Typewriting, Section 2, 2 credits (20-25)  
- Bus. Ed. 31 Elementary Shorthand, 4 credits (20-25)

**Spring Semester, 1969**

Dr. Garman  

Professor Smith  
- Education 30 Methods and Materials in Secondary Teaching, 3 cr. (15-20)  
- Education 84 Supervised Student Teaching (15-20)  
- Education 85 Seminar in Teaching, 3 credits (15-20)

Professor Fletcher  
- Bus. Ed. 32 Advanced Shorthand, 4 credits (20-25)  
- Bus. Ed. 44 Advanced Dictation and Transcription, 2 credits (15-20)  
- Bus. Ed. 11 Personal Typewriting, 1 credit (20-25)

Instructor X (Part Time)  
- Bus. Ed. 22 Advanced Typewriting, 2 credits (20-25)  
- Bus. Ed. 52 Business Machines, 3 credits (20-25)
TO: All Members of the Graduate Council

FROM: Frederick Amling, Dean
       College of Business Administration

DATE: December 6, 1966

The Master of Science Program in Business Education has been approved by the faculty of the College of Business Administration and has my complete approval.

This program will be an excellent program and will fill a need for Business Education in the state of Rhode Island. There is a pressing need at the university level for more work to teach people how to teach in and develop Business Education programs.

The requirements of this Master of Science Degree in Business Education are such that they meet fully with the standards set forth by the American Association of Collegiate Schools of Business.

Sincerely,

[Signature]

Frederick Amling