

Erland Nelson

Dana College

ANNUAL CATALOG
MARCH, 1929

With Announcements for
1929—1930

BLAIR, NEBRASKA

DANA COLLEGE
(and Trinity Theological Seminary)

BOARD OF TRUSTEES

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THE ADMINISTRATION

Theo. M. Hansen, President.
J. P. Nielsen, Dean of the Seminary.
Martin L. Kirkegaard, Registrar and Secretary of the Faculty.
Caroline Johnson, Principal of the Academy.
Nellie F. Falk, Director of Social Activities.

STANDING COMMITTEES OF THE FACULTY

Appointments

Erland Nelson, Chairman
M. L. Kirkegaard
C. X. Hansen

Lecture and Lyceum

Waldo B. Nielsen, Chairman
C. X. Hansen
Nellie Falk

Scholarships

C. X. Hansen, Chairman
M. L. Kirkegaard
Caroline Johnson

Publicity

T. M. Hansen
E. Nelson
Nellie Falk

FACULTY

Theo. M. Hansen, President.

St. Olaf College; Chicago Lutheran Theological Seminary.
Graduate Work at University of Minnesota, University of Chicago, and at Universities of Copenhagen and Tübingen.

P. S. Vig, D.D., Professor Emeritus.

J. P. Nielsen, B. D., M.S.T., Dean of Trinity Seminary.

Chicago Lutheran Seminary, New York Biblical Seminary,
Lutheran Theological Seminary, Japan.
Hebrew, History of Missions, Comparative Religion.

M. L. Kirkegaard, Registrar, Dean of Men.

The University of Nebraska; Trinity Theological Seminary, and
University of Copenhagen. Graduate work at University of
Chicago.
Greek and Religious Education.

Carolyn Johnson, M.A., Principal of Academy.

University of Nebraska; Universities of Copenhagen and Berlin.
German and Latin.

Nellie F. Falk, M.A.

Augustana College; Universities of Wisconsin and Michigan.
English, Rhetoric, Literature, and French.

C. X. Hansen, B.A., L.H.D.

Midland College, Augustana College.
Education, Mathematics, and Physics.

C. B. Larsen, B.D.

University of Nebraska; Columbia University
Ethics and Philosophy.

Waldo B. Nielsen, B.A., B.M.

St. Olaf College; University of Chicago.
Piano, Theory of Music, Choir Director.

Margareth Jorgensen, B.A.

University of Minnesota; Graduate work at University of
Minnesota.
History and Economics.

Erland Nelson, B.A.

Peru Teachers' College; Hastings College; Graduate work at
University of Nebraska.
Commerce, Debate Coach, Normal.

A. H. Sanden, B.A.

St. Olaf College; Graduate work at University of Minnesota.
Chemistry and Biological Science.

Carl C. Solling Fynboe, B. A.

Luther College, University of Nebraska.
Danish Language and Literature; Latin; Athletic Coach.

Ida Hansen, B. M.

Fort Collins, Colorado; Chicago Conservatory of Music.
Voice, Piano, Public School Music.

J. W. Swihart,

String Instruments.

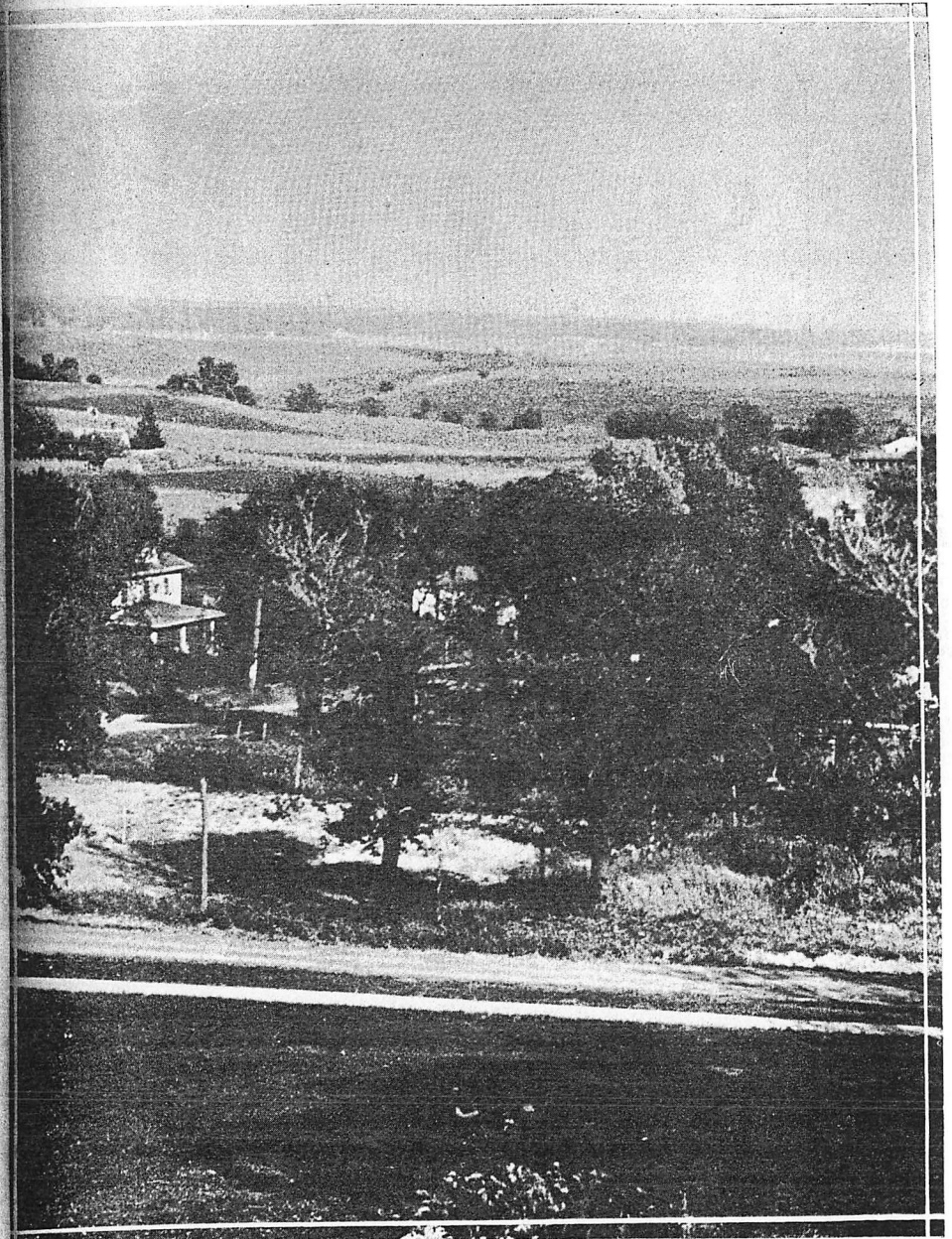
Mrs. H. J. Hansen, Preceptress and Manager of Boarding Hall.

General Statement

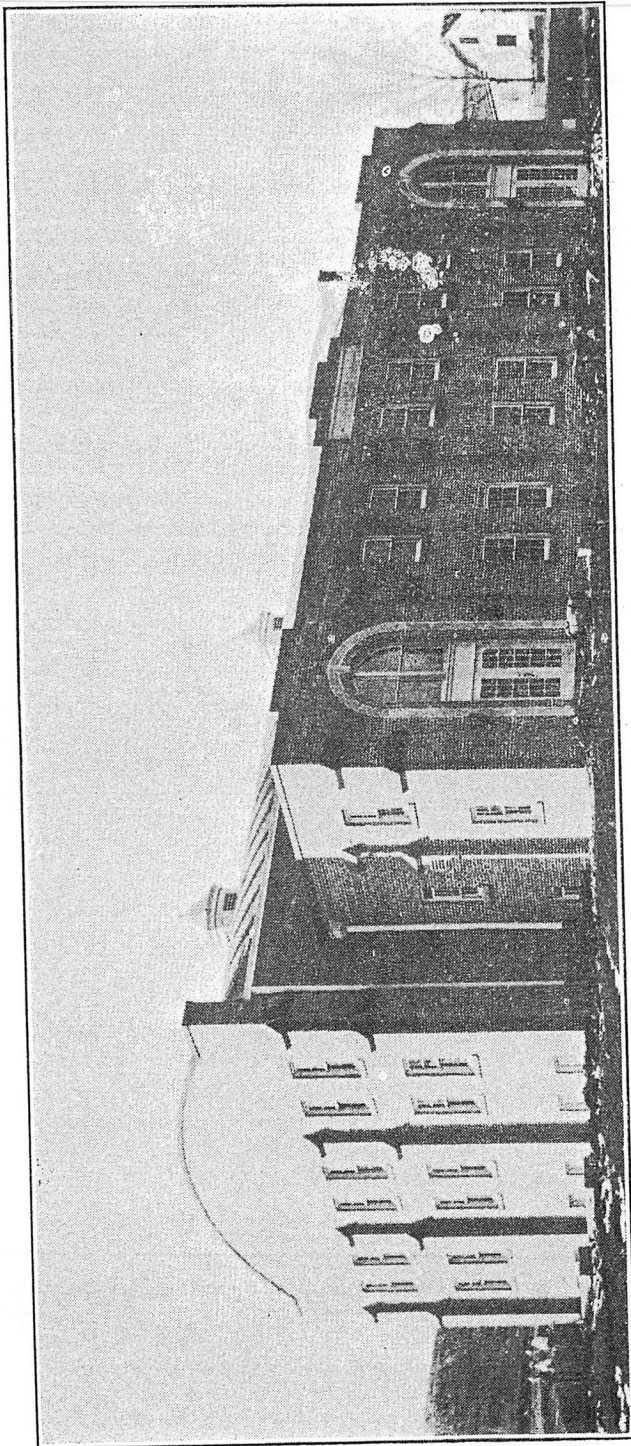
Dana College and Trinity Seminary is owned and supported by the United Danish Evangelical Lutheran Church of America. It aims to serve primarily the interests of this organization, but all who desire a liberal education based upon Christian principles are welcomed.

When first established, in 1886, its aim was the preparation of young men for the ministry. At the third annual convention of the United Danish Evangelical Lutheran Church, held at Hutchinson, Minnesota, in 1899, it was decided to unite the two schools which the Church at that time was conducting, Elk Horn College, Elk Horn, Iowa, and Trinity Seminary, Blair, Nebraska. The aim of the united schools then became not only the preparing of young men for the ministry but also to educate and train young men and women for other professions and occupations.

To surround the students with such forces as favor the healthy and harmonious spiritual and moral, mental and physical development is the purpose of those in charge of the institution.



View from Administration Building Tower



Alumni Memorial

General Information

LOCATION

Blair is a city of about 3,000 inhabitants. It is located only 25 miles northwest of Omaha, the metropolis of Nebraska. The North Western Railway furnishes convenient connections between Blair and Omaha. Its road also runs north to Sioux City and west to Fremont. To the east it connects with the Chicago-Omaha line at Missouri Valley, Iowa. It is located on a graveled highway. It is easy of access and has excellent bus service between Omaha and Sioux City.

Dana College is situated on the bluffs of the Missouri River. To the east, at the foot of the hills, lies the city of Blair; and another mile beyond, the mighty Missouri River flows. The campus commands a most excellent view of the Missouri River Valley which extends far into Iowa.

BUILDINGS

There are at present seven buildings on the college grounds. The main building is used for administration, recitation, music, and library purposes. Two new and fully modern, beautifully equipped dormitories, one for men and one for women, offer the best of accommodations for dormitory life. The dormitory for the women has the kitchen and dining room on the ground floor. A central heating plant furnishes heat for the dormitories and administration building. The new auditorium-gymnasium has a separate heating plant. Besides these there are two residences, the Bondo Memorial, erected in 1909—10 by the Bondo family of Weston, Iowa, in memory of their father and intended as the residence of the College President; and the Kline residence which was acquired by purchase in 1919.

Ladies' Hall

The new Ladies' Hall is located on the College Hill, and is thoroughly modern in every respect. The rooms are spacious and furnished to accommodate two students. They are heated by steam and lighted by electricity. Each room has two closets and is furnished with two single beds with mattresses, two chairs, one racker, one table, and one dresser. Comforts and bed linen must be furnished by the students.

Men's Hall

The new Men's Dormitory is an exact counterpart to the Ladies' Hall. Each room has two closets, two single beds, two tables, chairs, etc. Bed linen is furnished, so that the student need bring with him only blankets. A bathroom with shower is located on each floor. A beautifully furnished Reception Room on the first floor makes this building an ideal home for students. In our old dormitory, the rooms are smaller and the accommodations are at a minimum. However, they are well heated by steam and also well lighted by electricity. The men must furnish all bed clothing, including pillows, for these rooms.

Dining Hall

The Dining Hall occupies the ground floor of the new Ladies' Hall. It is a most attractive Hall, spacious and well lighted. Here the school furnishes board to the students at cost. The student with small means is considered in providing good, wholesome meals. Teachers residing in the student halls eat from the same tables with the students.

Laboratories

The remodeling of the Administration Building in the summer of 1926 involved also the betterment of our laboratory facilities. New laboratories were arranged for Chemistry, Physics, and Biology. Equipment to meet our needs was installed.

Library Facilities

During the summer of 1923, the library and reading rooms were moved to the room formerly used as dining room. This gives very much better accommodation for library work. In connection with the library is a reading room, provided with daily, weekly, and monthly periodicals in the Danish and the English languages.

Auditorium-Gymnasium

The Alumni Memorial was completed last year at a cost of over \$30,000.

RELIGIOUS AND MORAL TRAINING

As this is a Christian School, every effort is made to care for the moral and spiritual welfare of the students by a thoroughly Christian management. A pleasing unanimity of action pervades the entire atmosphere, and Christian love does for the school what severe rules never accomplish.

Church Services

The local congregation of our Synod in Blair is the church home of the students while at school. The pastor and his congregation co-operate fully with the school in order to accommodate the students. Three services are conducted every Sunday, two in English and one in Danish. Prof. Nielsen of the college music department has charge of the music and singing in the church and the college choirs also assist.

Students are required to attend regularly one of the morning services. Non-Lutheran students are expected to attend the church of their preference.

Chapel Services

Morning devotions are conducted every day. Students are required to attend these devotions every school day, unless excused by the president.

DISCIPLINE

A large number of the students are of an age that renders some substitute for parental superintendence necessary. It is the aim of the Faculty to make the school government as near to the character of parental control as the nature of the case will permit. Perverse students who will not listen to advice or respond to admonition are forthwith returned to their parents or guardians.

It is an implied contract that all students comply strictly with the rules and regulations of the school.

Any student withdrawing under discipline forfeits all right to the return of any portion of what has been paid.

The College specifically deserves the right to dismiss any student, without making definite charges, whenever in its judgement the general welfare of the school seems to demand such action.

SCHOLARSHIPS *

To encourage scholarship and to help deserving students, the school offers the following scholarships:

Soldiers' and Sailors' Memorial Scholarship

To commemorate the soldiers and sailors of the late war, a sum of two thousand dollars has been set aside by our Church, the income of which shall be awarded as scholarships to Lutheran Students, under the direction of the faculty of Dana College and Trinity Seminary.

These scholarships will be awarded from year to year at Commencement. During the year 1929—30 a scholarship of \$50.00 each will be awarded to the young man and young woman who has maintained the highest grade of scholarship in one of the college departments of Dana College for two successive college years. The award shall be based upon the

* No student shall receive more than one of these scholarships the same year.

If not resident of Blair, the recipients of scholarships must live in the college Hall and take their meals at the Boarding Hall.

general development of the student and his contribution to the student life as well as his scholarship.

Honor Scholarship

A scholarship of One Hundred Dollars is offered to all students who have graduated as "Honor Students" from any standard high school or Academy in Nebraska. The scholarship is to apply to tuition at the rate of one-fourth of the total amount yearly for four years.

Freshman Honor Scholarship

A scholarship consisting of one semester's free tuition is offered to all students belonging to the United Danish Evangelical Lutheran Church, who have graduated as "Honor Students" from any standard High School or Academy. The recipient of this scholarship must attend Dana College at least one entire year.

New Students Scholarship

A scholarship consisting of one semester's free tuition is offered to any student of our Church who comes from one of our congregations from which Dana College has not had a student the last three years. The recipient of this scholarship must attend Dana College at least one entire year and show at least fair scholarship and good moral character.

DECLAMATORY CONTEST PRIZES

Van Deusen Prize. — The sum of fifteen dollars distributed in three prizes to the best speakers in subjects of an oratorical character.

The Brock Prize. — The sum of fifteen dollars distributed in three prizes to the best speakers in the dramatic class.

Hesperian Literary Society. — The sum of fifteen dollars distributed in three prizes to the best speakers in the humorous class.

Dannebrog Literary Society. — The sum of fifteen dollars to the best speakers in subject matter of a general character.

STUDENT ORGANIZATIONS

Religious

The Students' Christian Association conducts weekly religious meetings. The program varies to meet the students' needs.

Mission

The Foreign Mission Society conducts a monthly meeting and sponsors Mission Study Groups.

Literary

The Hesperian and Dannebrog are the two literary societies particularly emphasizing English and Danish language and culture. They conduct alternate weekly meetings.

COLLEGE ACTIVITIES

Journalistic

The College paper "Hermes" is edited by the students. It furnishes a good field for literary activity. The Hermes aims to reflect the life of the school and to serve as a bond of union between the school and its friends and former students.

Debating

An intensive course in argumentation is offered during the first semester of each year which seeks to train the student in analysis, reasoning, organization and logical presentation. This course is a pre-requisite for work in intercollegiate debate which is offered the second semester. Work in these courses is open to any undergraduate student.

Worthwhile practical experience is provided through a fairly extensive intercollegiate debate schedule. In this field Dana has won an enviable position, having ranked in the upper one-third of the Nebraska Forensic Association ever since this Association was entered.

A forensic society, Alpha Sigma Phi, has sponsored the preparation and publication of a book on the "Jury System of the

United States" which is being used by 140 universities and colleges throughout the country. This society encourages research of this nature and plans to sponsor its annual publication. Intercollegiate debaters are eligible to membership in this society.

Dana College A Capella Choir

The Dana College A Capella Choir, which is one of the few such organization in this country, has for its aim the spreading of the Gospel through the best of sacred music.

In the summer of 1929 the Choir is making an extensive tour through eastern states to New York and sails from there to Copenhagen, Denmark, where the choir has been invited to make a tour of the principal cities, the time being coincident with that of the world-Lutheran Convention at Copenhagen.

Each year a second choir is also organized for the purpose of singing in general as well as for special occasions.

Choruses

Every student who loves to sing is urged to join one of the singing organizations of the college. There will always be an opportunity to use such experience later on in life in church and community alike. Special interest will be given those who may wish to become choir-directors.

Orchestra

The Orchestra, under the leadership of Prof. Nielsen, meets once a week. An opportunity for practice and enjoyment is here afforded those who are qualified for this type of work.

No student may belong to more than two of the following organizations or activities at the same time:

A Capella Choir, Male Chorus, Glee Club, Editor-in-Chief, Business Manager, or Circulation Manager of the "Hermes" Staff, Editor-in-Chief, or Business Manager of "The Danian."

No student shall, at the same time, except by special permission of the Faculty, be represented in more than one of the following:

A Capella Choir, Debating Team, Basket Ball Team, Football Team, or Editor-in-Chief of Hermes.

REGISTRATION

1. Every student must register at the time designated for registration. A fee of two (2) dollars is charged for late registration. In case of late registration the student may lose part credit in the course.

2. Every student must register for a definite amount of work. When his registration has been completed, he is considered a member of the class for which he has registered. He is not allowed to discontinue any subject nor is he permitted to take additional work without making proper arrangement with the registrar.

3. A charge of one (1) dollar is made for every change in a student's schedule after ten days of school work.

Students are urged to send their credentials to the Registrar's office at least four weeks before the opening of the school year. If not mailed, credentials must be presented on the day of matriculation or registration will be incomplete.

Absences

All absences from recitations and laboratory hours must be made up.

In a three (3) hour class, or less, a student is allowed two (2) absences; in a four (4) hour class, or more, he is allowed three (3) absences.

One double laboratory period counts one (1) hour.

Tardiness shall count as one-half of an absence.

For every two (2) absences in the same class a "make-up" examination must be taken for which a special examination fee of one (1) dollar must be paid. The fee is to be paid to the treasurer and receipt presented to the instructor. The examinations must be taken at such time as decided upon by the instructor.

In case the absence occurs when a test has been announced, such an absence alone requires a "make-up" examination for which the special fee must be paid.

Students who are absent because they represent the school in an authorized manner, shall not pay the special examination fee. The work must, however, be made up. How this is to be done is left to the judgement of the individual instructor.

The president may cancel the special examination fee when the absence has been caused by sickness. To secure such consideration the student must petition the president in writing and state the reason why he requests such consideration. Each situation is considered upon its individual merits.

If examination is required to remove a condition or incomplete, the special examination fee must be paid.

In a make-up examination no grade shall be given above 70.

Examinations and Grades

Written examinations are held at the end of each semester. Examinations held at other times may be considered final for the work covered.

In computing the semester grades, the examinations shall be figured one-third and the daily work two-thirds.

Passing

A grade of at least 70 in both daily work and in the final examination is necessary to secure a passing grade.

Condition

A student is conditioned who fails to make 70 in either daily work or in the semester final, and whose average is not below 60.

Not more than nine weeks shall be given to remove the condition and not more than a grade of 70 can be earned by such an examination.

Incompletes

Work is graded as incomplete when a student has failed to do the work assigned.

Incomplete work must be made up within nine weeks.

Failure

1. Absence from the final examination without sufficient cause.
2. Failure to remove a condition or incomplete.
3. A semester grade below 60.

Suspension

Failure to make a grade of 70 in at least three-fifths of his regular class work will cause a student to be dropped from his classes.

Re-instatement

If a student is dropped from classes or suspended under the operation of the above rules, he may be re-instated by the faculty. To secure faculty action, the student must petition the president of the school.

Standings

Students holding positions in the course of which they represent the school in a public manner shall be required to maintain a standard of not less than an average of 80 in twelve regular college hours or in three regular high school courses. In none of these shall the grade be below 70.

EXPENSES

All bills must be paid in advance. Tuition and fees are to be paid at the beginning of each semester. If this is impossible part payment may be accepted provided student makes arrangement to take care of the balance due. A student is not admitted to classes until he presents receipt from the treasurer that settlement has been made.

Tuition

In the College, per semester\$60.00
In the Academy, per semester 30.00
Adult Special students pay college tuition.

Special students who carry less than the minimum number of hours are charged \$5 per credit hour.

Pastors' Discount

Children of pastors of our Church and of professors connected with our school receive 50 per cent discount on tuition. There is no discount on fees nor on board and room.

Expenses in the Music Department

Pianoforte

Per Semester

With Waldo B. Nielsen
One-half hour per week \$25.00
Two half-hours per week 45.00
Less than 18 lessons, \$1.50 per lesson.

With Ida Hansen

One-half hour per week	20.00
Two half hours per week	35.00
Less than 18 lessons, \$1.25 per lesson.	

Class instruction for beginners, three in class, full hour 15.00
Class instruction for beginners, under 12 years of age, no charge for first semester, half price second semester.

Voice

One-half hour per week	\$22.00
Two half hours per week	40.00
Less than 18 lessons, \$1.50 per lesson.	
Class instruction, small group, full hour	15.00

Violin

One-half hour per week	\$22.00
Two half hours per week	40.00
Less than 18 lessons, \$1.50 per lesson.	

Piano Rent

One period daily, (50 min.)	\$5.00
Two periods daily, (50 min.)	9.00

Piano rent will be charged students in other courses according to usage at the rate of 30 cents per week for one period daily.

Tuition in Music Department

Tuition in the Music Department is the same as the regular college tuition; namely, \$60 per semester or \$5.00 per semester hour.

Room

Men's Dormitory

Rooms available on second, third, and fourth floors.
Cost per semester.

East Middle Room (double window)	\$42.00
Northeast and Southeast Corner Room	44.00
East Room (except as above)	38.00
Northwest Corner Room	40.00
Southwest Corner Room	42.00
West Room (except as above)	36.00

Women's Dormitory

Rooms available on second, third, and fourth floors.
Cost per semester.

East Middle Room (double window)	\$42.00
Northeast and Southeast Corner Room	44.00
East Room (except as above)	38.00
Northwest Corner Room	40.00
Southwest Corner Room	42.00
West Room (except as above)	36.00

Students who wish to room alone are charged price and a half.

Room in the old dormitory for men are \$27 per semester.

Anyone who wishes to room outside the school dormitories must have the permission of the president. This, of course, does not apply to students from Blair and vicinity.

A Deposit Fee of \$5.00 is paid by every student rooming in the dormitories. This fee is refunded at the end of the school year provided nothing is charged against the room for damage or for its not being kept clean. Students are also held responsible for damage done in excess of this fee. This fee is not refunded until the rooms have been inspected after the student has left school.

The beds in the Ladies' Hall are furnished only with mattress and pillow.

In the men's new dormitory, bed linen is also furnished.

In the men's old dormitory, linen is not supplied. The men in the new dormitory are required to pay a Laundry Fee of \$4.00 per semester, to pay for the laundering of linens. Students must care for their own rooms.

It is understood the rooms engaged in the fall are engaged for the whole year. A room may be exchanged for another room with the permission of the dean.

Board

Board is furnished in the college Dining Hall at \$4.75 per week if paid in advance and if student takes board there all year. Otherwise, and for students who remain only part of the school year, the charge will be \$5.00 per week.

Special Fees

1. Student Privilege Fee. All students must pay a Student's Privilege Fee of \$4.50 per semester. This fee entitles the student to a year's subscription to "Hermes," admission to oratorical and debating contests, to the general lecture and lyceum courses, to home football and basketball games, to track meets, and to the use of the tennis courts. Students are, however, held responsible for the upkeep of the tennis courts, including nets.

2. Matriculation Fee. Every student, when he is enrolled the first time, is charged a matriculation fee: For the Academy, \$1.00; for the College, \$3.00. When students enter the college from our academy, they also must pay the college matriculation fee.

3. Late Registration Fee. Students who do not register on the days announced for registration will be charged a late registration fee of \$2.00. A Special Fee of \$1.00 is charged for a change in a student's course of study after ten days of school work.

4. Special Examination Fee, \$1.00. See under "Absences."

5. Laboratory Fees:

In the Academy:

Chemistry, per semester\$4.00
 Physics, per semester 4.00

General Science, per semester 3.00
 Breakage in Chemistry, per semester 2.00

In the College:

Inorganic Chemistry, per semester 5.00
 Intermediate Chemistry, per semester 5.00
 Qualitative Analysis, per semester 8.00
 Organic Chemistry, per semester 8.00
 Breakage in Chemistry, per semester 2.00
 Zoology, per semester 5.00
 Zoology, breakage, per semester 1.00
 Botany, per semester 5.00
 Comparative Anatomy, per semester 8.00
 Parasitology, per semester 8.00
 Parasitology, breakage per semester 1.50
 Physics, per semester 5.00

6. Typewriter rent:

Per semester\$4.00

REBATE ON TRANSPORTATION

Students living more than 250 miles away from Blair, and who shall stay the entire school year, will be entitled to a rebate of one-half the distance over and above 200 miles, coming to the school; but the rebate shall not exceed \$20.00. Secure receipt from ticket agent, stating distance and amount paid.

REFUNDS

No refund will be granted for absence due to discipline or for personal convenience.

TUITION AND FEES: In the case of withdrawal for approved reasons within ten days after the opening of the semester, the student will be held for twenty per cent of the semester tuition and fees. After ten days no refund will be granted except for a continued absence of a half semester on account of illness or for other serious cause. In such cases the full tuition for one-half semester less ten per cent will be refunded.

ROOM RENT: Students who withdraw from the college or from the dormitory for approved reasons within ten days after the opening of the semester will be held for twenty per cent of the room rent for the semester, after ten days for fifty per cent.

BOARD: Students who withdraw from college for approved reasons are entitled to full refund on board. No refund will be made for absences during which students represent the school.

A refund will not be made for occasional absences except when extending over one week or more and occasioned by illness or for other approved reasons. In case of regular week-end absences of two days or more each week during the semester a refund of \$1.00 per week will be allowed payable at the end of the semester provided that application for such intended absence, signed by the parent, is filed with the treasurer at the beginning of the semester.

ENDOWMENTS AND BEQUESTS

The school authorities cannot but rejoice in the progress of the school during the twenty-six years of existence as Dana College and Trinity Seminary.

Good work has been done in every line, and friends of the school are looking forward to the time when a grateful people and Church will appreciate more fully the work their school is doing for them and more liberally lend encouragement and aid.

The following is a form of bequest which may be used by persons desiring to leave property or money to the College:

I give, devise, and bequeath to the Board of Trustees of Dana College and Trinity Seminary, an institution of learning established by the United Danish Evangelical Lutheran Church in America, and located at Blair, Washington County, Nebraska, the sum ofdollars, (or if real estate, give description of property), for the general uses of said College.

All funds for the institution should be sent to the Treasurer.

COLLEGE OF LIBERAL ARTS AND SCIENCES

CREDENTIALS

Credentials which are accepted to meet requirements in the Academy as well as toward admission to an advanced standing in the College become the property of the institution and are kept permanently in the files. All credentials must be filed with the Registrar. They should be mailed before the beginning of a school year and must be presented upon day of registration—otherwise registration will be incomplete. Attention to this request will save applicants much inconvenience and materially facilitate the work of registration. Application and Certificate of Entrance blanks will be mailed upon request.

ADMISSION

For admission to freshman standing, credit in the following subjects to the amount indicated must be presented:

<u>Required Subjects</u>	Units
English	3
Language, Foreign (2 to 3)	3
Mathematics, (3 to 2)	5
(Algebra and Geometry)	
History	1
Science (Laboratory)	1
Electives	5
Total	15

Admission may be had by certificate from the secondary schools whose credits are accepted by the North Central Association of Colleges and Secondary Schools and of accrediting associations of equal rank.

Graduates of non-accredited four-year high schools are required to take entrance examinations.

Students with 15 or more units but deficient in required subjects must meet this deficiency by pursuing such course or courses in their Freshman year, for which college elective credit may be had.

Conditional admission may be had by students presenting not less than 14 units, properly selected. Deficiency must be made up in Freshman Year.

Students not desiring to take one of the regular courses will be permitted to make a selection of the studies which they wish to pursue and to recite with the classes for which they are fitted by previous training. Such students must take the examinations with the regular class, are subject to all rules and regulations of the College, and are expected to take sufficient work to occupy their time. They will be classified as Adult Specials.

REQUIREMENTS FOR GRADUATION

In order to graduate a student must have 128 semester hours and two credits in physical training. Each candidate for the bachelor's degree is required to select one subject from each of the four groups listed below, which subject must be completed before the end of his Junior year:

	Hours
English (Including Eng. 1 and 2) required of all	10
A. 1. Classics*	6-16
2. Modern Languages*	6-16
B. 1. History	6
2. Political Science, Sociology or Economics	6

*) Students presenting 4 semesters satisfy this requirement by taking 10 hours in the same language, those presenting 6, or more, semesters by taking 6 hours.

C. 1. Mathematics	6
2. Philosophy	6
D. 1. Physical Science* (Chemistry or Physics)	10
2. Biological Science** (Botany or Zoology)	10

Such candidate must also complete one major and two minor series. The major series shall consist of a minimum of 18 hours of consecutive college work in one department (work earned in Freshman class not counted). A minor series consists of from 9 to 18 hours of consecutive college work in one department. A choice of majors and minors must be made and reported by the end of the sophomore year. Urgent reasons, only, permit a change in this choice.

Students are urged to complete the group requirements as early as consistent with balanced course. To assist the student in the matter of choosing majors and minors the following group of majors and correlated minors are given:

Majors	Correlated Minors
Biology <i>m</i>	Chemistry, Mathematics, Psychology.
Chemistry <i>m</i>	Mathematics, Zoology, Botany, Physics.
Education <i>m</i>	Psychology, History, Social Sciences, Philosophy.
English <i>m</i>	Latin, Greek, English, French, Spanish, History, Philosophy.
French	Latin, Greek, English.
Greek <i>m</i>	Latin, English, French, Philosophy.
German <i>m</i>	French, Latin, Greek, English.
History	Social Science, Philosophy, Bible Education.
Latin <i>m</i>	English, Greek, French.
Mathematics <i>m</i>	Chemistry, Biology, Philosophy.
Music	
Philosophy <i>m</i>	Social Sciences, French, Mathematics, History, English, Bible Education.
Psychology	Social Sciences, Education, Philosophy, Zoology, History, Bible.
Religion	Social Science, History, Philosophy, English.
Social Sciences	History, Education, Philosophy, Bible.

*) If a student comes with a year's credit in Chemistry he may fulfill the above requirements by taking 6 hours in the same science; if a student presents one year of Physics from high school and six semesters of mathematics, he may fulfill this requirement by taking 8 hours of Physics.

**) The requirement may also be met by 6 hours Botany and 6 hours Zoology.

Students who begin a foreign language in the college must pursue these subjects for two years to obtain credit. Students found careless or deficient in regard to the correct use of English shall be required without credit to do extra work in composition for such a length of time as is needed for enabling them to write English with a fair degree of mechanical correctness.

The normal number of hours for Freshmen is 16, Sophomores, Juniors, and Seniors 17 or 18, if they have an average standing of 85 for the preceding semester. The regular student must carry at least twelve hours. Candidates for the Bachelor's Degree must spend at least one year at this institution, which year shall be the Senior year. No candidate for the degree shall receive his diploma or be permitted to participate in the commencement exercises until all the requirements for graduation have been made.

PRE-PROFESSIONAL COURSES

Students of Dana College who intend to enter professional schools such as **Law, Medicine, Dentistry, Engineering, etc.**, after completing all or part of their college courses, may have their programs of study so planned as to prepare directly for their future work in the professional schools. These students should obtain from the Registrar information concerning entrance requirements to such schools. This should be done whether the student intends to pursue a four-year course or only a partial college course. The college authorities will be glad to furnish high school students with such information, and thus enable them to prepare consistently for the higher educational institutions they expect to enter.

PRE-SEMINARY COURSE

In selecting his college courses, the prospective theological student should consult the Dean of Trinity Theological Seminary. While the pastor should be familiar with the fundamental points of view of modern science, the student who can take only two years of college work must feel content

with his high school science and select those courses which prepare most directly for the study of theology.

These courses should include English and Danish language and literature, ancient and modern languages, history and sociology, psychology and philosophy. The student must bear in mind that we are a bi-lingual Church. He must therefore be able to use both English and Danish well. This is absolutely necessary for graduation from the Seminary. No definite number of hours can be prescribed as the need varies with the individual student.

In other courses, a minimum of two years of classic Greek and one year New Testament Greek is required. A minimum of two years in Latin and German is recommended. General psychology is required and an introductory course in philosophy is recommended.

NORMAL DEPARTMENT*

Work offered in this department is so arranged as to enable the normal student to prepare for teaching in the grades, junior high school or senior high school, and electives should be so selected. The student is urged to consult the head of the department in arranging her course, so that she will pursue the work best fitting her for her chosen field.

All Certificates are issued by the State Superintendent of Public Instruction, upon application with proper credentials attached.

1) State Certificates

Classes of Nebraska certificates, and requirements for the same, are as follows:

a) The Nebraska Third Grade Elementary School Certificate**

Shall be valid in kindergarten to eighth grade inclusive in schools organized under Article III, Compiled Statutes of

*) Students expecting to teach in States other than Nebraska, should write the Registrar for information. We keep in close touch with the laws of neighboring states and will make inquiries for the student from the states where such information is not on file, so that the student may know definitely what the requirements of his state may be for students who take their normal work in a foreign state. The tendency of reciprocity between states is increasing.

***) Students working for the basic certificate (see The Nebraska Third Grade Elementary School Certificate, Plan I) will have opportunity of doing work that will prepare them for taking the state examinations.

Nebraska for 1922. The requirements for this certificate shall be:

Plan I.—Twelve semester hours of college work including six hours in education earned in a standard college, university or state normal school in this or another state, and a minimum grade of seventy per cent, average eighty per cent, earned upon state examination as hereinafter provided, in agriculture and geography of Nebraska, bookkeeping, civil government, drawing, theory and art, arithmetic, English composition, general geography, grammar, history, mental arithmetic, Nebraska elementary courses of study, orthography, penmanship, physiology and hygiene, reading, and public school music.

Plan II. — Graduation from the normal training course of an approved Nebraska normal training high school and a minimum grade of seventy per cent, average eighty per cent, earned upon state examination as hereinafter provided, in agriculture and geography of Nebraska, bookkeeping, civil government, drawing, theory and art, arithmetic, English composition, general geography, grammar, history, mental arithmetic, Nebraska elementary courses of study, orthography, penmanship, physiology and hygiene, reading, and public school music.

b) The Nebraska Second Grade Elementary School Certificate

Shall be valid in kindergarten to eighth grade inclusive in any school in the state. The requirements for this certificate shall be:

Plan I. — Nebraska Third Grade Elementary School Certificate or certificate of equal or higher rank, and twelve semester hours of college work including three hours in education and one year of teaching experience.

Plan II. — Nebraska Third Grade Elementary School Certificate or certificate of equal or higher rank and thirty semester hours of college work including eight hours in education.

c) The Nebraska First Grade Elementary School Certificate

Shall be valid in kindergarten to eighth grade inclusive in

any school in the state. The requirements for this certificate shall be:

Plan I. — Nebraska Third Grade Elementary School Certificate or certificate of equal or higher rank and thirty semester hours of college work including eight hours in education and three years teaching experience.

Plan II. — Sixty semester hours of college work including twelve hours in education.

d) The Nebraska Permanent Elementary School Certificate

Shall be valid in kindergarten to eighth grade inclusive in any school in the state. The requirements for this certificate shall be a Nebraska Third Grade Elementary School certificate or certificate of equal or higher rank and two years (sixty semester hours) of college work including fifteen hours in education and three years of teaching experience. It shall be valid for life unless permitted to lapse by three consecutive years of non-use. It shall be revived by earning twelve semester hours of college work including three hours in education since the issuance of such certificate.

e) The Nebraska Second Grade High School Certificate

Shall be valid in any school in the state. The requirements for this certificate shall be:

Plan I: Two years (sixty semester hours) of college work including twelve semester hours in education and twelve semester hours in each of two subjects usually taught in high school.

Plan II: Nebraska Third Grade Elementary School Certificate or certificate of equal or higher rank and a minimum grade of eighty per cent earned upon state examination in each of the following subjects: English literature, American literature, algebra, geometry, trigonometry, botany, chemistry, physics, general science, general history, sociology, educational psychology, and Nebraska high school manual.

f) The Nebraska First Grade High School Certificate

Shall be valid in any school in the state. The requirements for this certificate shall be:

Plan I: Nebraska Second Grade High School Certificate or certificate of equal or higher rank and in addition thirty semester hours of college work including three hours in education and three years of teaching experience.

Plan II: Graduation from a standard four year college course (one hundred twenty semester hours) including a minimum of fifteen hours in education.

g) The Nebraska Permanent High School Certificate

Shall be valid in any school in the state. The requirements for this certificate shall be graduation from a standard four year college course (one hundred twenty semester hours) including a minimum of fifteen hours in education and three years of teaching experience. It shall be valid for life unless permitted to lapse by six consecutive years of non-use. It shall be revived by earning twelve semester hours of college work including three hours in education.

h) The Nebraska Special High School Certificate

Shall be valid in any school in the state only for subject or subjects for which issued. The requirements for this certificate shall be two years of college work (sixty semester hours) including eight hours in education and credit in special subjects as follows: sixteen semester hours in manual training, art or physical education; twenty semester hours in home economics, music, or commercial subjects.

i) The Nebraska Permanent Special High School Certificate

Shall be valid in any school in the state only for subject or subjects for which issued. The requirements for this certificate shall be the completion of a standard four year college course (one hundred twenty semester hours) with specialization as specified for the Nebraska Special High School Certificate and three years of teaching experience. It shall be valid for life unless permitted to lapse by six consecutive years of non-use. It shall be revived by earning twelve semester hours of college work including three hours in education.

2. Institutional Certificates

Graduation from the Normal Department entitles the student to the Junior First Grade State Certificate as offered by the Normal Training Schools of Nebraska, which, upon two years' teaching experience, becomes a Professional Life Certificate.

Upon the completion of the first year of this course, the student is qualified for the General Elementary State Certificate. (No county examinations required.)

For students wishing to take the regular two-year college normal course, qualifying for the Institutional Junior First Grade State Certificate we offer a

TWO YEAR COLLEGIATE OR STANDARD NORMAL COURSE*

Freshman Year

First Semester		Second Semester	
English I	3	English II	3
**Zoology or Botany	2-3	Zoology or Botany	2-3
Psychology (General)	3	Child Psychology	2
Principles and Methods of Teaching and Obs.	4	Religion	2
Public School Drawing	2	Physical Training	1/2
Public School Music	2	Electives	6
Physical Training	1/2		

Sophomore Year

First Semester		Second Semester	
Theory of Education	4	History of Education	4
Teaching	2	Teaching	2
Religion	2	Physical Training	1/2
Physical Training	1/2	Psychology of Learning	2
Hygiene	2	Electives	8
Electives	6		

*) The first year of this course qualifies for the General Elementary Certificate. (No County examinations required.)

**) The student may select Botany (4 hours) or General Zoology (6 hours) to meet this requirement.

For electives in Education see Description of Courses, page 4.

Students interested primarily in kindergarten should select Child Literature and Story Telling, Plays and Games, Public School Music for Kindergarten. These, together with courses listed above meet the requirements for a standard kindergarten course.

DEPARTMENT OF BUSINESS

The Department of Business aims to equip men and women to meet the demands of the business world of to-day. The stenographic and bookkeeping courses not only afford specialized avenues by means of which business life may be entered, but seeks to produce initiative and directive power, making rapid development and progress possible. The department also recognizes the increasing demand of business for a well-developed sense of moral responsibility, emphasizing honesty and adherence to high ideals and standards.

A two year course for commercial teachers is offered which will enable students to earn a major in commerce and still comply with the requirements of the Teacher Training Department. Graduates from this Course will be entitled to The Nebraska Special High School Certificate which will enable them to teach in business colleges or in the business department of Nebraska high schools, and also entitles student to the Nebraska Second Grade High School Certificate.

Since a professional education, rather than a training in clerical routine, is the objective, a high school education is required for entrance with a view to graduation. Students without a high school education may pursue either of the two courses, but will not be graduated.

ACCOUNTING COURSE

	Semesters	
	I	II
Accounting, 3, 4	3	3
Business Administration, 5, 6	2	2
Principles of Economics, 3, 4	3	3
Business Law, 7 and 8	2	2
Typewriting, 10		3
Freshman Rhetoric	3	3

Religion, elective	2	
Physical Training	1/2	1/2
	<hr/>	<hr/>
	15 1/2	16 1/2

STENOGRAPHIC COURSE**

Gregg Shorthand, 11, 12**	5	5
Typewriting, 9, 10**	3	3
Bookkeeping 1*	3	
Business Law, 7 and 8	2	2
Freshman Rhetoric, Eng. 1, 2	3	3
Advanced Dictation, 13**		4
Religion, Elective	2	
Physical Training	1/2	1/2
	<hr/>	<hr/>
	18 1/2	17 1/2

COMMERCIAL TEACHERS' COURSE

Professional Requirements		Department Requirements	
English	12 hrs.	Accounting	6 hrs.
Psychology	3 hrs.	Shorthand	14 hrs.
Pr. and Meth.	4 hrs.	Typing	6 hrs.
Teaching	2 hrs.	Com. Methods	2 hrs.
Physical Training	2 hrs.	Law	4 hrs.
Religion	4 hrs.		
Education Elective	2 hrs.		

Electives should be chosen upon the advice of the Head of the Department in order that every subject pursued may contribute directly toward making a strong commercial teacher.

For students who wish to complete a four-year course leading to the degree of Bachelor of Science in:

*) No College credit for this course.

**) In highly specialized courses such as shorthand, typewriting, advanced dictation, courses are outlined as regular college courses as far as amount of work is concerned, but the matter of College credit will depend largely upon the department to which transfer is made.

BUSINESS ADMINISTRATION

Freshman and Sophomore work is offered as follows:

First Year		
English	3	3
Physical Education	1/2	1/2
*Foreign Language	3-5	3-5
Principles of Economics, 3 and 4	3	3
**Mathematics or Science	4	4
Accounting, 3, 4.	3	3
Religion, Elective		2
Second Year		
English (Sophomore)	3	3
Physical Education	1/2	1/2
Science or Mathematics	4	4
***History	3	3
Economics, 3, 4	3	3
Business Administration, 5, 6	2	2
Religion elective		2
Typewriting	2	
	17 1/2	17 1/2

Students are required to carry a religious subject for least one semester each year.

For Music Department see page 62.

For Academy see page 70.

For Trinity Theological Seminary see page 72.

*) Students who have had two years of a single foreign language must take six hours of the same language or ten hours of another foreign language, to meet the requirements of the College of Business Administration of the University of Nebraska.

**) Students must take six hours of Mathematics and six hours of one science or twelve hours in Science. To meet the requirements of the College of Business Administration of the University of Nebraska it is strongly recommended that the student take six hours in Mathematics and six hours in one science.

***) Students are required to take consecutive courses in definite field.

COURSES OF INSTRUCTION

The following courses of study are numbered by semesters. The odd numbers designate First Semester courses, and the even numbers those of the Second Semester.

BIOLOGY

1. **General Zoology**:—A general study of the biological principles including properties of protoplasm, its general structure, actions, and functions, cells, their functions and actions. The course deals with the matter necessary for the understanding of the biological morphology and physiological principles involving animals, plants, and man. A brief survey of the animal kingdom, including a study of the different animal phyla. Type forms given detailed study. This course fulfills the Biology requirement for first year pre-medics. Lecture 3 hrs., laboratory 4 hrs; 3 hrs. credit. First semester.

2. **General Zoology**:—Continuation of Course 1. Lecture three hours; laboratory, four hours; three hours credit. Second semester.

3. **General Botany**:—An introductory course, dealing with the physiology, morphology, ecology, and reproduction or life history of representative plants; plant phyla and vegetation in relation to environment, and representative families of the Angiosperms. This course fulfills biology requirement for normal students. Lecture two hours, laboratory two hours, two credits. First Semester.

4. **General Botany**:—Continuation of Course 3. Lecture two hours, two credits. Second semester.

5. **Parasitology**:—Deals with the parasitic, protozoa, platyhelminthes, nemathelminthes, and arthropoda, affecting man. Prerequisite: Courses 1 and 2. Lecture three hours, laboratory six hours, credit four hours. Pre-medic requirement. First semester.

6. **Comparative Anatomy**:—Of the vertebrates. Prerequisite: Courses 1 and 2. Lecture two hours, laboratory six hours, three hours credit. Second semester. Pre-medic requirement.

CHEMISTRY

1. **Inorganic Chemistry**:—An introductory study of the general principles and laws governing physical and chemical change, ranging from the classification of elements and compounds; oxygen and ozone; hydrogen; solutions; acids; bases; salts; sulphur; nitrogen, carbon and its compounds; colloids and colloidal suspensions; equilibrium and ionization; metals and non-metals; valence; molecular and atomic structure, to the periodic system. Problems and simple calculations. Lecture three hours; laboratory six hours; five credits.

2. **Inorganic Chemistry**:—Continuation of course 1. Introduction to qualitative analysis. Lecture three hours; laboratory six hours; five credits. Second semester.

3. **Inorganic Chemistry***:—Same as course 1, for students who enter with one unit in high school chemistry. Lecture two hours, laboratory four hours, credit three hours. First semester.

4. **Inorganic Chemistry**:—Continuation of course 3. Second semester.

5. **Principles of Analytical Chemistry**:—A course in qualitative analysis. Prerequisite: Course 2 or 4. Lecture three hours, laboratory six hours, five hours credit. Pre-medic requirement. First Semester.

*) Students with one unit of high school Chemistry but unable to do satisfactory work will be transferred to course 1 for which they will receive only 3 hours credit.

6. **Elementary Organic Chemistry**:—Laboratory work in the compounds of the aliphatic and aromatic series. Lecture three hours, laboratory six hours, five hours credit. Pre-medic requirement. Second Semester.

COMMERCE

1. **Bookkeeping*** Transactions in the first and second sets of the Twentieth Century Bookkeeping and Accounting discussed and recorded by "Class Method" on model office plan. Three hours recitation; seven hours laboratory; no college credit. First Semester.

3. **Accounting**. Fundamental principles of accounting and their applications to concrete business problems, balance sheet, profit and loss statement, adjusting and closing entries, depreciation, consignments, partnership problems, opening entries, income tax. Three hours recitation, ten hours laboratory, three hours credit. First Semester.

4. **Accounting**. Course 3 continued. Five hours recitation; ten hours laboratory, five hours credit. Second Semester.

5. **Business Administration**. An orientation course in which a survey is made of the field of business administration with special attention to administrative problems as they relate to production, marketing, personnel, risk-bearing, and finance. Credit two hours. First Semester.

6. **Business Administration**. Course 5 continued. Two hours credit. Second Semester.

7. **Business Law**. Contracts, agency, sales, negotiable instruments, partnership, corporations, insurance, personal property, suretyship, bankruptcy and bailments. Two hours credit. First Semester.

8. **Business Law**. Continuation of Course 7. Two hours credit. Second Semester.

9. **Typewriting*** Daily instruction and drill in technique of typewriting with special attention to rhythm, in addition

*) See footnote page 39.

to machine practice. Touch mastery of the keyboard and a working knowledge of all mechanical features of the machine. Students may register for one, two, three or four hours work. Three hours attendance for each hour of credit. First Semester.

10. **Typewriting.*** Course 9 continued. Special attention given to punctuation, paragraphing and letter forms; also instruction in cutting stencils. Second Semester.

4- 11. **Shorthand.*** Gregg System. Manual is completed. 125 pages of shorthand plates read and practiced to increase vocabulary and gain facility in reading. Transcription of letters begun. Five hours credit. First Semester.

12. **Advanced Shorthand.*** Course 11 continued. Speed drills; transcribing and correspondence. 200 pages of shorthand plates read. Five hours credit. Second Semester.

13. **Advanced Dictation.*** Writing and transcribing difficult matter, transcribing notes taken at a rapid rate of speed. Instruction in the use of the mimeograph and in the use of office files. Four hours credit. Second Semester.

Com. 15 - Com Meth.
DANISH

Com 16 - Self-instruction
Danish Language

4- 1. **Elementary Danish.**

For students who have had no Danish. Reading of easy prose and poetry. Exercises in writing and conversation. Those who can understand Danish may make rapid progress in speaking and reading. Three recitations, three credits. First Semester.

2. **Elementary Danish.**

Continuation of Course 1. Five recitations, five credits. Second Semester.

4- 3. **Advanced Danish.**

For students who are able to speak Danish. Reading, grammar, written and oral composition. Main purpose of

*) See footnote page 39.

the course is to enable students to read Danish and make them familiar with Danish literature and culture. Two³ recitations, two credits. First Semester. (Not given 1929—30.)

4. **Advanced Danish.**

Continuation of Course 3. Three recitations, three credits. Second Semester. (Not given 1929—30.)

X 5. **Danish Rhetoric.**

Special emphasis upon composition; written themes. Also attention given to correct speech, extemporaneous and prepared. Two recitations, two credits. First Semester.

6. **Danish Rhetoric.**

Continuation of Course 5. Two recitations, two credits. Second Semester.

Danish Literature

7. **Survey and Development of Danish Literature.**

An historical presentation of the development of Danish Literature from its earliest beginnings to the Modern Times. Representative works are studied in class. Outside readings. Three recitations, three credits. First Semester.

8. **Survey and Development of Danish Literature.**

This is a continuation of Course 7. It begins with the modern times and considers thoroughly the writers of the last century. Three recitations, three credits. Second Semester.

9. **Special Literature Course.**

An intensive study of an author as determined upon by the class. Open only to advanced students. Two recitations, two credits. First Semester.

10. **Special Literature Course.**

Continuation of Course 9. Two recitations, two credits. Second Semester.