

THE YOUNGSTOWN INSTITUTE OF
✻ TECHNOLOGY ✻ ✻

THE SCHOOL OF
COMMERCE AND
FINANCE

=====
CATALOGUE

1923—1924
(TWELFTH YEAR)

OFFICE AND CLASSROOMS
YOUNG MEN'S CHRISTIAN ASSOCIATION
17 NORTH CHAMPION STREET
YOUNGSTOWN, OHIO

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- RALPH F. MATEER, C. P. A. *Accountancy*
Public Accountant, 306 Wick Building
- H. P. McCoy..... *Commercial Law*
Attorney-at-Law, 1106 Wick Building
-

Such other members of the faculty will be added as may be necessary
to care for miscellaneous classes.

THE PURPOSE OF THE SCHOOL OF COMMERCE AND FINANCE

The School of Commerce and Finance has been organized to meet the growing need in the business world. It had its beginning in the course in accountancy first offered in the Association Schools in 1910. This course has been brought into the school and other short unit courses have been added, so that now related courses are presented, giving work of college grade.

CHRISTIAN EMPHASIS

The Youngstown Institute of Technology, being maintained by the Youngstown Young Men's Christian Association, it goes without saying that a distinctly Christian emphasis is placed on all of its work. The development of highest Christian manhood through character building courses is the only excuse for the existence of the Institute. While the school is open to those of all faiths without question of creed or religious belief, yet character building along definite Christian lines is at the background of all the Institute's work. This need not alarm any students of other than Christian faith, as no pressure or attempt to influence or change a man's fundamental faith is countenanced.

ENTRANCE REQUIREMENTS

Two classes of students may enter, the Regular and Special. Regular students are men or women of good character, who register for a complete course (representing at least nine points per semester) and who present fifteen (15) units of credit from a recognized high school or academy. An official record of credits from the secondary school must be submitted to the Educational Director at the time of registration. Special students are men or women who register for a complete course (representing nine points per semester), but who are unable to present the required fifteen (15) units of high school credit, or those who register for less than nine (9) points of work per semester.

CALENDAR

The 1923-1924 session will begin October 1 and continue for thirty-four weeks.

ENROLLMENT

For information or enrollment call at Room 301, Central Y. M. C. A. Building, 17 North Champion Street.

ACCOUNTANCY

The course as outlined below is a comprehensive grouping of practical unit courses in the most effective order of study. This order may be varied to meet the special needs of the student. Those who do not want to follow the complete course may select and register for any one or more of the courses. The purpose of the course is not only to prepare the student for the C. P. A. examination but to provide a complete preparation for the practice of accounting. It is moreover, a complete training for business. More and more, business men are realizing the importance of a working knowledge of accounting. A business executive does not keep the accounts, but a knowledge of the theory will enable him to maintain a more effective control over his own business and to grasp more quickly the strength of his competitors.

The profession of Accountancy is recognized by the law. Various states have determined the definite requirements which entitle the applicant to the degree or standing of a Certified Public Accountant. In Ohio, a very high standard is maintained by the State Board of Accountancy. Applicants are examined in the subjects of Theory of Accounts, Auditing, Practical Accounting and Business Law. Whatever his knowledge of the technique of bookkeeping, the accountant must be able to coordinate his records with those of the operating departments of a business.

Financial returns in this, as in all other professions, depend upon the individual; but it is indicative that, according to statistics for the year 1916, the average salary of practicing accountants including all juniors, was approximately \$3000.00 a year.

FIRST YEAR

FIRST SEMESTER

Accounting, Theory and Practice, A-1
Accounting, Theory and Practice, A-1
Law of Contracts and Agency, L-1

SECOND SEMESTER

Accounting, Theory and Practice, A-2
Business Economics, Ec-1
Law of Partnership and Corp., L-2

SECOND YEAR

FIRST SEMESTER

Accounting, Theory and Practice, A-3
Money and Banking, F-1
Law of Sales and Negotiable Instruments, L-3

SECOND SEMESTER

Accounting, Theory and Practice, A-4
Business Finance, F-2
Law of Property and Bankruptcy, L-4

THIRD YEAR

FIRST SEMESTER

Constructive and Cost Accounting, A-5
Elective
Auditing, A-11

SECOND SEMESTER

Cost Accounting, A-6
Elective
Auditing, A-12

FOURTH YEAR

FIRST SEMESTER

C. P. A. Quiz, A-13
Federal Taxes, A-7
Specialized Accounting (16 Indus.),
A-9

SECOND SEMESTER

C. P. A. Quiz, A-14
Elective
Business Statistics and Forecasting,
Adm.-5

ELECTIVES

Investment Securities, F-4
Business Letters and Reports, E-1
Industrial Organization, Adm.-2
Managerial Accounting, A-15 & 16
Principles of Business, Adm.-1

Credits and Collections, F-3
Practical Speaking, E-2
Principles of Salesmanship, M-3
Business Psychology, M-7
Office Organization, Adm.-3

MANAGEMENT

The following curriculum of management introduces students to the basic problems that confront business. It does not offer detailed methods of procedure to suit all cases, but determines fundamental purposes and establishes principles by means of which the solution of details becomes obvious. Managerial ability is not measured by monetary returns. This objective is replaced by a larger motive. That of so directing an organization that a higher life may be permanently possible to all who are essential to the functioning of the organization.

Management is defined in this course of study as the science of coordinating men, money, material and equipment so that a high degree of beneficial results will accrue to society. The coordinating of these elements by management requires: (1) Planning; (2) Organizing; (3) Deputizing; (4) Supervising. These functions are set up in such way as that the maximum cooperation is obtained between employees and management. Underlying any system, there must be recognition of the fact that the actual work is done by human beings and that to disregard human nature and strive against it, is as much of a hindrance to high efficiency as to strive against any well-established physical law.

This training is designed for men who hold or wish to hold positions as Sales Managers, Production Managers, Office Managers, Auditors, Engineers, Traffic Managers, Superintendents, or General Managers, or others holding like positions. The individual who already has skill, training and experience in an occupation, has a valuable background for the study of management as it relates to his occupation. The course may be varied to accomplish specific work at the option of the student. In 1923-1924 the first year only will be offered.

FIRST YEAR

FIRST SEMESTER

Managerial Accounting, A-15
Business Letters and Reports, E-1
Law of Contracts and Agency, L-1

SECOND SEMESTER

Managerial Accounting, A-16
Business Economics, Ec-1
Law of Partnerships and Corps., L-2

SECOND YEAR

FIRST SEMESTER

Budgetary Control, Adm.-10
Business Psychology, M-7
Law of Sales and Negotiable Instruments, L-3

SECOND SEMESTER

Office Organization, Adm.-3
Personnel Development, Ec-4
Law of Property and Bankruptcy, L-4

THIRD YEAR

FIRST SEMESTER

Elective
Credits and Collections, F-3
Business Organization and Executive Training, Adm.-12

SECOND SEMESTER

Practical Speaking, E-2
Business Finance, F-2
Marketing Operations, M-1

FOURTH YEAR

FIRST SEMESTER

Personnel Administration, Adm.-8
Business Relations, Ec-5
Investment Securities, F-4

SECOND SEMESTER

Economics, Social Forces in Mgt., E-6
Bus. Policies, Prin. of Mgt., Adm.-13
Exec. Forum and Problems, Adm.-14

ELECTIVES

Foreman Training, P-1
Principles of Salesmanship, M-3
Purchasing Fundamentals, Adm.-7
Advertising Fundamentals, M-5

Money and Banking, F-1
Federal Taxes, A-7
Business Statistics and Forecasting, Adm.-5

MARKETING

There is no single profession of salesmanship; but there is a great demand for men who know how things are marketed and who have the ability to sell goods or propositions. This demand comes from a variety of sources. From wholesale and retail stores, selling agencies, commission houses, brokerage firms, the sales departments of manufacturing concerns, the advertising departments of newspapers, magazines, trade journals, and from the various departments of the general advertising agencies. Produce exchanges require men of specialized training. A knowledge of marketing is demanded of secretaries of Chambers of Commerce and other employes of commercial, civic and trade organizations. There are many positions in the service of the Federal Government and of the State Governments in which men are required to know the technique of marketing.

It is the purpose of the group of study outlined below to prepare men with a knowledge of marketing for the above named positions. The courses are specialized and deal with commercial practices and business usage. They take up the relation of marketing to corporation finance, wholesale and retail organization, administration, transportation, and traffic management. Commercial correspondence is also taught.

The courses include text study, practical problems and most of them are supplemented by lectures from leading business men. The order of the marketing course may be varied, or students may register for one or more subjects. In 1923-1924 the first year only will be offered.

FIRST YEAR

FIRST SEMESTER

Principles of Salesmanship, M-3
Business Letters and Reports, E-1
Managerial Accounting, A-15

SECOND SEMESTER

Sales Practice, M-4
Business Economics, Ec-1
Managerial Accounting, A-16

SECOND YEAR

FIRST SEMESTER

Advertising Fundamentals, M-5
Elective
Marketing Operations, M-1

SECOND SEMESTER

Advertising Campaigns, M-6
Elective
Practical Speaking

THIRD YEAR

FIRST SEMESTER

Budgetary Control, Adm.-10
Law of Contracts and Agency, L-1
Elective

SECOND SEMESTER

Marketing Analysis, M-14
Business Finance, F-2
Elective

FOURTH YEAR

FIRST SEMESTER

Sales Administration, M-11
Law of Sales and Negotiable Instruments, L-3
Elective

SECOND SEMESTER

Marketing Problems, M-12
Business Statistics and Forecasting, A-15
Elective

ELECTIVES

Credits and Collections, F-3
Purchasing Fundamentals, Adm.-7
Business Law, L-2 & 4
Geography of Markets, M-2

Advertising Copy Writing, M-8
Advertising Typography, M-9
Traffic Management, T-1-2-3-4
International Trade, T-5-6

CREDIT MANAGEMENT

David Forgan, the great Chicago banker says: "The life blood of modern business is not gold. It is credit."

There are few lines of employment to which a greater importance attaches than to that of Credit Management. The purpose of the course of study outlined below, is to direct the attention of young men to this line of work and point the way for their preparation to assume these high responsibilities. The course offers to those who are already engaged in any phase of credit work an opportunity to gain a more thorough knowledge of the entire scope of credit management.

This course of study takes up the more difficult problems of credit management. Intricate financial statements and complete credit reports are carefully analyzed. There is discussed in class, collection systems of various kinds; the legal recourse of the collector; the composing of differences; adjustments; extensions; proceedings in bankruptcy. Credit insurance, ratings and other data are dealt with; foreign credits and export credit problems are taken up. A careful study is made of the characteristics of the successful credit manager. In connection the student is given a knowledge of the organization and workings of the National Association of Credit Men, and how that highly representative body co-operates for the assistance of its members and the profession of credit management. In 1923-1924 the first year only will be offered.

FIRST YEAR

FIRST SEMESTER

Credits and Collections, F-3
Managerial Accounting, A-15
Law of Contracts and Agency, L-1

SECOND SEMESTER

Business Economics, Ec-1
Managerial Accounting, A-16
Law of Partnership and Corporations,
L-2

SECOND YEAR

FIRST SEMESTER

Practical Speaking, E-2
Business Letters and Reports, E-1
Law of Sales and Negotiable Instruments, L-3

SECOND SEMESTER

Business Cycles, Adm.-11
Elective
Law of Property and Bankruptcy, L-4

ELECTIVES

Budgetary Control, Adm.-10
Office Management, Adm.-3
Business Statistics and Forecasting,
Adm.-5

Business Psychology, M-7
Business Finance, F-2
Principles of Salesmanship, M-3

INSURANCE UNDERWRITING

The Life Underwriter of the future will be a man thoroughly trained to analyze any problem in his line with a confidence born of exact knowledge. Life underwriting has become a tremendous modern business activity and is a career which offers unusual opportunities and rewards. The clients of the Life Underwriter are everywhere. His field of operation is practically without limit. He may establish a residence anywhere that suits him and begin operations at once among strangers.

The course of study of this great subject as outlined below, is designed to train men for executive or salesmanship positions in the life insurance business. It is a standard course prepared for the National Life Underwriters Association. The Youngstown underwriters organization has its directing committee for the course and its membership and leadership is largely represented in the faculty and special lectures.

The course teaches in a practical way the principles and practices of life insurance and the functions of life insurance. It enters vitally into the psychology of selling, as well as the art of selling life insurance. Edward A. Woods, one of the most outstanding life insurance salesmen ever produced in this country says of this course: "It is one of the biggest steps that has been made for the training of life insurance men." A special folder on this course will be sent on request.

FIRST YEAR

FIRST SEMESTER

Life Insurance Fundamentals, F-6
Selling Life Insurance, F-6
Law of Contracts and Agency, L-1

SECOND SEMESTER

Business Economics, Ec-1
Practical Speaking, E-2
Law of Partnerships and Corporations,
L-2

SECOND YEAR

FIRST SEMESTER

Managerial Accounting, A-15
Law of Sales and Negotiable Instru-
ments, L-3
Business Psychology, M-7

SECOND SEMESTER

Managerial Accounting, A-16
Law of Property and Bankruptcy, L-4
Elective

ELECTIVES

Business Finance, F-2
Principles of Salesmanship, M-3
Advertising Fundamentals, M-5
Business Letters and Reports, E-1

Budgetary Control, Adm.-10
Business Statistics and Forecasting,
Adm.-5
Mathematics of Life Insurance, F-15

PURCHASING

A position of the utmost importance in any sizable business enterprise is that of Purchasing Agent. The man who controls the assembling of materials and necessities, must have an intimate knowledge of business conditions in general, and market conditions in particular. He must know the geography of markets and have a good grounding in business economics.

The business world is waiting and looking anxiously for just this type of man. It wants him to know how to organize and build up a department. It wants him to know how to assemble and arrange purchasing data. It wants him to know how to handle and deal with salesmen so as to keep their good will and friendly interest without buying from them when a purchase is not indicated by conditions. It wants him to know a good deal about business law so that he will not involve the firm in litigation and misunderstandings that cost good-will and prestige. It wants him to know how to write good business letters. How to present a claim for adjustment. How to draw out information from many sources without obligation.

The course outlined below is intended to train the Purchasing Agent, (or those who have the responsibility of buying) for just such duties and accomplishments as have been mentioned; with an added knowledge of accounting that will give him (or them) a quick and intelligent grasp of a business situation as set forth in a business statement.

The order of this course may be varied to meet individual requirements, or the student may register for any one or more of the subjects of study. In 1923-1924 the first year only will be offered.

FIRST YEAR

FIRST SEMESTER

Purchasing Fundamentals, Adm.-7
 Managerial Accounting, A-15
 Law of Contracts and Agency, L-1

SECOND SEMESTER

Principles of Salesmanship, M-3
 Managerial Accounting, A-16
 Business Economics, Ec-1

SECOND YEAR

FIRST SEMESTER

Marketing Operations, M-1
 Fundamentals of Transportation, T-1
 Control of Stores and Materials,
 Adm.-16

SECOND SEMESTER

Practical Speaking, E-2
 Geography of Markets, M-2
 Elective

ELECTIVES

Business Letters and Reports, E-1
 Business Psychology, M-7
 Law of Partnership and Corporation,
 L-2
 Law of Sales and Negotiable Instru-
 ments, L-3
 Law of Property and Bankruptcy, L-4

Business Statistics and Forecasting,
 Adm.-5
 Budgetary Control, Adm.-10
 Business Cycles, Adm.-11

REQUIREMENTS FOR BACHELOR OF COMMERCIAL SCIENCE DEGREE

Application has been made for power to confer the Bachelor of Commercial Science Degree upon regular students who present satisfactory credits for one hundred and twenty (120) units, earned as follows:

(1) At least seventy-two (72) units of credit must be earned through the normal class room program. Attendance at a two-hour session each week for a period of one semester earns 3 units of credit. The degree will not be conferred upon a candidate unless more than sixty (60) of the necessary seventy-two (72) units represent a grade of 75% or higher.

(2) Credit will be allowed toward the degree of not to exceed forty-eight units for successful business experience. This credit is given on the basis of six units a semester. The interpretation of what comprises successful business experience is left to the discretion of the Dean who will take into consideration the nature of the experience and the responsibility attendant thereto.

Where the experience is of such a routine nature as to warrant a refusal of all or part of the credit, the student may be required to take supplementary courses to complete the required number of points. In some cases the degree may be held up until the student secures the necessary successful experience.

It is understood that for every hour of classroom work, a minimum of two hours of outside study is required. In allowing credit for business experience, frank recognition is made of the general business training which the student is acquiring in his daily occupation. His daily vocation becomes the laboratory, applying the principles taught in the classroom.

TUITION

	Cash Plan	Payment Plan
THREE SUBJECTS		
1 semester-----	\$45.00	\$50.00
2 semesters-----	90.00	100.00
TWO SUBJECTS		
1 semester-----	\$37.50	\$42.00
2 semesters-----	75.00	84.00
ONE SUBJECT		
1 semester-----	\$25.00	\$28.00
2 semesters-----	50.00	56.00

Tuition shall be paid in advance unless otherwise provided. It saves the student money and lessens bookkeeping and collection expense. This extra expense is the reason for the addition to the cash price when payments are requested.

The above fees include payment for a full membership in the Y. M. C. A.

Each subject in the curricula meets twice a week for a one-hour period for 17 weeks

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THE YOUNGSTOWN INSTITUTE
:: :: OF TECHNOLOGY :: ::

THE SCHOOL of
ENGINEERING

BULLETIN
of
COLLEGE GRADE
COURSES

1923-24

YOUNG MEN'S CHRISTIAN ASSOCIATION
YOUNGSTOWN, OHIO

THE SCHOOL OF ENGINEERING

In addition to the College Grade Courses described in this Bulletin, the School of Engineering provides courses as follows:—

BUILDING CONSTRUCTION COURSE

MECHANICAL COURSE

STRUCTURAL STEEL DESIGN AND REINFORCED

CONCRETE DESIGN COURSE

Special folders are issued on the Building Construction Course and on the Mechanical Course, which will gladly be furnished to interested parties. A brief description of each of these courses is given on page 15 of this Bulletin.

OFFICE, CLASSROOMS AND LABORATORIES AT
315 WICK AVENUE (Just North of Public Library)

SHOPS AT 26 EAST RAYEN AVENUE
(Just East of Public Library)

THE BOARD OF TRUSTEES
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SCHOOL OF ENGINEERING

EXECUTIVE AND ADMINISTRATIVE

HOMER L. NEARPASS, A. M.

Director of the Youngstown Institute of Technology

A. B. Western Reserve University; two and one-half years graduate work in Education, University of Wisconsin, University of Minnesota and Teachers' College, Columbia University; A. M. Teachers' College, Columbia.

JERRY H. SERVICE, M. Sc.

Dean of the School of Engineering

B. S. in E. E., Rose Polytechnic Institute; one and one-half years graduate work in Physics, Ohio State University; M. Sc., Ohio State University.

GEORGE C. GRAF, B. S.

Assistant Dean of the School of Engineering

B. S. in Mining Engineering, Case School of Applied Science.

THE FACULTY

JERRY H. SERVICE, M. Sc., *Dean and Instructor in Calculus, General Chemistry and French and German Scientific Reading.*

GEORGE C. GRAF, B. S., *Assistant Dean and Instructor in Mathematics, Descriptive Geometry, Mechanical Drafting and English.*

EDWIN W. BENNAGE, B. S. *Instructor in Analytical Chemistry*
Assistant Chief Chemist, Youngstown Sheet & Tube Company

EDGAR G. DIEHM, A. B. *Instructor in English*
Instructor in English, South High School

THOMAS D. WITHERSPOON, B. S. .. *Instructor in Building Construction*
Engineer, Ohio Works, Carnegie Steel Company

CARL H. FULLER..... *Instructor in Building Construction*
Engineer, Ohio Works, Carnegie Steel Company

CARL KLAESIUS..... *Instructor in charge of Mechanical Course*

RALPH C. MANNING, B. S., *Instructor in Structural Steel Design and Reinforced Concrete Design*

CALENDAR 1923-1924

Classes will open Monday evening, October first. No students will be admitted to College Grade courses after October 15th, except that properly prepared students will be admitted at the opening of the second semester in February.

There will be no classes Thanksgiving Day, Christmas Eve., Christmas Day, New Year's Eve., New Year's Day, nor Decoration Day.

There will be no classes in the week between Christmas and New Year's Day.

There will be one week's intermission about April first.

The school year will close sometime in the latter part of June, the exact date to depend upon when the required work in the various courses is accomplished.

THE YOUNGSTOWN INSTITUTE OF TECHNOLOGY, INC.

HISTORY AND GENERAL PURPOSE

The Youngstown Institute of Technology was founded in 1888 by the Board of Trustees of the Youngstown Young Men's Christian Association as its Educational Department. Until 1915 the school bore the name of the "Associated Institute." In 1915 the school was formally organized and incorporated under the laws of the State of Ohio as the Youngstown Association Schools, Inc. In 1921 the name was formally changed to the Youngstown Institute of Technology, Inc., in order more correctly to express the large scope of work done by the School.

From the beginning the chief purpose of the Institute of Technology has been to render service along Educational lines to employed men and women of Youngstown and the Mahoning Valley. During the school year of 1922-23 over two thousand different students were enrolled in the eight schools of the Institute of Technology. The Institute of Technology is in a unique position to render distinct service to men and boys. It is in no sense a money-making institution, the tuition paid paying but part of the cost of operation. Classes are held during the day and evening, thus allowing students working on either day or night shifts or on alternate turns to avail themselves of the opportunity of securing a thorough education without being forced to leave their regular occupation. A large percentage of the students are married men who need special training and are not able because of financial circumstances or home ties to leave their regular occupations or their homes.

Having grown from a small school giving a few unrelated courses and taught by one or two teachers, the Institute will enter upon the school year of 1923-24 thoroughly organized with four Schools of College Grade, and with a highly trained faculty of over fifty members whose primary object is not that of securing compensation for their services but rather that of aiding in a sympathetic, helpful manner the two thousand and more students who will enroll to obtain a broader education, a wider vision and an increased usefulness.

ORGANIZATION

For the sake of administration, the Institute is divided into eight Schools each under the direction of a Dean or Principal. These schools are as follows:

- | | |
|--|--|
| The School of Law. | The Trade School. |
| The School of Engineering in co-operation with Ohio State University. | The Day and Evening High School. |
| The School of Liberal Arts, in co-operation with Hiram and Thiel Colleges. | The Day and Evening Business School. |
| The School of Commerce and Finance. | The Day and Evening Elementary School. |

THE INSTITUTE IS NON-SECTARIAN

Inasmuch as the institute is maintained by the Youngstown Young Men's Christian Association, it goes without saying that the development of character is one of the functions of the work of the Institute. It should be emphasized, however, that the officers and teachers of the Institute are broad-minded men and women, and that men and women of all races and creeds are accepted as students on a basis of absolute equality and treated with equal consideration. No pressure or attempt to influence or change a man's or woman's fundamental faith will be countenanced.

PURPOSE OF THE SCHOOL OF ENGINEERING

The School of Engineering was established in the fall of 1920. During the summer of 1922 the curriculum was completely revised, organizing the School of Engineering into what may properly be called the Junior College of Engineering. The outstanding features of the Junior College of Engineering are as follows:

1. Junior courses are given in:

Civil Engineering
Mechanical Engineering
Electrical Engineering
Chemical Engineering

2. The courses are open to any person who has had satisfactory training in High School Algebra and Geometry. An arrangement is in effect with the Day and Evening High School whereby this training may be had in one year by a student of good grade-school preparation. However, students who are High School graduates or nearly so are preferred.

3. Enrollment for the first year class is limited to thirty students. Students wishing to enroll for a full year's work will be given preference (in choosing the thirty) over students wishing one or two subjects only, but a student may enroll for any subject or subjects for which he is prepared and which do not conflict in the schedule of classes.

4. A regular student is in actual attendance three and one-half hours per day, (either forenoon or evening as may suit the student's convenience on any given day) four days per week for four school years each about thirty-eight weeks in length, and in addition spends two weeks full time for each of the first three summers taking practice term work (except in Civil Engineering in which he spends three of these two-week summer practice terms and one three-week term).

5. In this time the student covers, hour for hour, all the work given up to the beginning of the Junior year in the same course at the best colleges of Engineering. At the end of this time, if the student is a High School graduate, he can transfer either directly or by examination to the Junior year of a first class college of Engineering. A certificate will be issued to every person that is not a High School graduate who satisfactorily completes a course.

If a person graduating from our School does not see his way clear to continue his studies at another school, he will nevertheless have obtained, here, thoroughly the fundamentals of a good technical education, whether he is a High School graduate or not.

6. This program makes it possible for any person with satisfactory training in High School mathematics, without leaving home or job, to obtain the first two years of a college course in Engineering and obtain it under first-class instruction with first-class equipment and in well laid out courses.

WORK RECOGNIZED BY THE STATE UNIVERSITY

Following an inspection on June 14th, the Executive Committee of the College of Engineering of Ohio State University, ruled on June 29th, 1923, that any student who can comply with the entrance requirements of that institution will be given hour for hour credit without examination for all work satisfactorily completed in our School of Engineering. This means that a student with satisfactory High School preparation can, after completing one of our courses, enter the State University as a full-fledged Junior in the same course. His College course will require six years, it is true, but during four of those years he can remain at home, work full time and gain four years experience in addition to the four years' wages.

ADDENDUM

A letter of August 30 from Vernon M. Riegel, Director of Education for the State of Ohio has been received since this catalog came from the press. It states that the negotiations which were in process with the State Department of Education, to enable us to confer the Degree of Bachelor of Science, have been successful. This means that any student of satisfactory High School training, who completes one of our courses, together with twenty semester hours of electives in ~~our school of Liberal Arts~~ is eligible for the ~~Liberal Arts~~ degree ^{of} ~~of Bachelor of Science.~~ **Bachelor of Science.**

The cost of a regular year's work in any course, including the practice term, is one hundred and twenty-five dollars. If the student pays cash in advance the price is one hundred and twelve dollars and fifty cents. A ten months full membership in the Youngstown Y. M. C. A. is given free to each student. Traveling expenses and board and quarters during the Practice Term are not included. Drafting instruments are not included. Textbooks and all other fees are included. Drafting instruments are furnished to the students at a low rate, but must be paid for at the time of purchase.

WORK GIVEN IN 1923-1924

During the school year of 1923-24 all the work of the first two years in all courses will be given.

Outlines follow of the complete curricula of the various courses. After the name of each subject is given the course number. In the pages following the Outlines of Courses, is given descriptions of those subjects that will be given in 1923-24. In the columns headed "weeks" and "hours" the figures marked thus 9* refer to practical or laboratory work; figures not so marked refer to classroom work.

DESCRIPTION OF COLLEGE GRADE COURSES

Trigonometry E-100—First year; first semester, 21 weeks, 4 hours a week. Granville: *Plane and Spherical Trigonometry*. Mr. Graf.

The course covers both plane and spherical trigonometry. A special effort is made to accomplish two results: To train the student to analyze a set of data preparatory to the solution of the problem; and to train the student to carry out a computation systematically, efficiently, neatly and accurately.

Analytic Geometry E-101—First year; second semester, 21 weeks, 4 hours a week. Smith and Gale: *New Analytic Geometry*. Mr. Graf.

The course covers both plane and solid analytic geometry. There are two principal objectives: to train the student to translate geometrical conditions into mathematical equations; and to train the student to interpret equations geometrically.

Calculus E-102—Second year; both semesters, 42 weeks, 4 hours a week. Granville: *Elements of the Differential and Integral Calculus*. Mr. Service.

During about the first two-thirds of the course the students will be drilled on the fundamental principles of Differential and Integral Calculus. Then a mimeographed book of problems illustrating the application of the Calculus to Engineering will be submitted to each student. Each student will select those problems that interest him most. The remaining one-third of the year will be devoted to solution of and recitations upon these problems.

Principles of Exposition E-110—First year; first semester, 17 weeks, 3 hours a week. Aydelotte: *English and Engineering*; and Thompson: *Technical Exposition*. Mr. Graf and Mr. Diehm.

The work done is: (1) assigned reading designed to show the students the relation of their chosen professions to society and to give them a general view of the scope of those professions; (2) a study of word-building, sentence-building, and punctuation, and the errors to be avoided, illustrated by the blackboard correction of sentences by the students; (3) the writing of several short expository themes by each student; (4) the careful preparation of a moderately long expository paper by each student upon a technical subject chosen by the student and related to his occupation, including the working up of the material in the Public Library.

Argumentation and Debating E-111—First year; second semester, 17 weeks, 3 hours a week. Foster: *Argumentation and Debating*; United Y. M. C. A. Schools: *Standard course in Public Speaking*. Mr. Graf and Mr. Diehm.

The work included in the course is: (1) instruction and practice work in extemporaneous speaking; (2) study of the principles governing argumentation; and (3) preparation and execution of a debate upon a semi-technical subject.

General Chemistry E-120—First year; both semesters, 34 weeks, 3 hours a week. Lectures and recitations. McPherson and Henderson: *General Chemistry*. Mr. Service.

Lecture—demonstration periods alternate with periods devoted to recitations and solution of problems. The main objectives of the course are: (1) to give the students a quantitative understanding of the fundamental principles of chemistry; and (2) to make the students appreciate the place of chemistry in the industries.

Chemical Laboratory E-121—First year; both semesters, 34 weeks, 4 hours a week. McPherson and Henderson: **Laboratory Manual**. Mr. Service.

The students work as individuals. Each student has an individual locker and a complete individual outfit, and carries out the experiments himself.

During about the first three-fourths of the year experiments are performed based upon the classroom work in General Chemistry. During the remainder of the year the students obtain practice in the rudiments of qualitative analysis.

The main functions of the course are: (1) to give the student first-hand contact with the fundamental principles of chemistry; (2) to teach the student to **observe**; (3) to train the student to carry out experimental work in an orderly and efficient manner and with a certain degree of manipulative skill.

Chemical Calculations E-122—First year; practice term, 2 weeks, 10 hours a week. Text to be selected. Mr. Service.

The time will be devoted almost entirely to the solution of chemical problems by the students at the blackboard.

Qualitative Analysis E-123—First year; practice term, 2 weeks, 30 hours a week. Prescott and Johnson: **Qualitative Chemical Analysis**. Mr. Service.

The time will be devoted entirely to laboratory work.

Topographic Surveying E-130—First year; practice term, 2 weeks, 44 hours a week. Practical field work. Mr. Graf.

This practice work is planned to thoroughly acquaint the student with such surveyor's instruments as the transit, the level, the level rod and the chain. Exercises will be given so that students will learn not only the use of the instruments mentioned but also their adjustments. Some convenient spot in or near Youngstown will be chosen for the work.

Topographic Surveying E-131—Second year; practice term, 2 weeks, 44 hours a week. Practical field work. Mr. Graf.

This is to follow course E-130 and consists of an intensive application to actual problems of the knowledge which the student has gained in that course. Primarily, skirmish work on a triangulation net-work will be done after which the measurement of angles and base line will follow. The details will be located by means of Stadia. The observations will be reduced and the map of the territory plotted.

Mechanical Drafting E-140—Second year; both semesters; 45 weeks, 3 hours a week. French: **Engineering Drawing**. Mr. Graf.

In this course the student is taught the use of instruments. Plates of the following type are required. Lettering; orthographic, isometric and cabinet projection with the aid of models; plane problems; free hand sketching; topographic mapping and tracing.

Descriptive Geometry E-141—Second year; both semesters, 41 weeks, 5 hours a week. Lectures and recitations. Higbee; **Essentials of Descriptive Geometry**. Mr. Graf.

The underlying principles which affect all mechanical drafting are covered by this course.

During the first semester the course deals with the representation of points, lines and planes. During the second semester the work becomes more advanced and deals with curved lines, tangents, normals, cylindrical, conical, and warped surfaces including their intersections. Models are used as an aid to the student in grasping the fundamentals. Practical problems are studied.

German Scientific Reading E-150—Second year; both semesters, 34 weeks, 3 hours a week. Text material to be selected. Mr. Service.

The function of this course is to help the students to build up an extensive vocabulary and a familiarity with the German of scientific and engineering publications, in order that they may gain a certain degree of facility in reading such publications at sight. No study is directed either to spoken German or to literary German.

Gymnasium—This work is given in the regular gymnasium or swimming classes at the Youngstown Y. M. C. A. Credit will be given according to the actual number of hours the student is in attendance in regular classes.

REGISTER OF STUDENTS 1922-1923

Boylan, RobertStruthers	Rogers, John D.McDonald
Brickley, John C.Youngstown	Sherer, Harmon A.Youngstown
Cederblom, HarryYoungstown	Seifert, KennethYoungstown
Cronenwett, WalterYoungstown	Solomon, Wm. J.Youngstown
Daley, J. J.Girard	Stewart, W. F.Youngstown
Fouse, J. E., Jr.Struthers	Stoyer, WayneYoungstown
Harshman, JayYoungstown	Taylor, GilbertSharon
Hogg, John N.Youngstown	Thomas, Horace S.Niles
Houser,Struthers	Tobin, EmmaYoungstown
Kimmel,Canfield	Walsh, Wm.Youngstown
Magee, EugeneYoungstown	Walters, Wm. EdwardYoungstown
Mitchell, J. R.Hubbard	Wiehe, WalterYoungstown
Murgergee, G. C.Youngstown	Wohl, WilliamYoungstown

COURSE IN CIVIL ENGINEERING

FIRST YEAR			THIRD YEAR		
Subjects	Weeks	Hours per Week	Subjects	Weeks	Hours per Week
First Term			First Term		
Trigonometry E-100	21	4	General Physics E-160	21	4
Principles of Exposition			Physical Lab. E-161	17*	4½*
E-110	17	3	French Scientific Reading		
General Chemistry E-120	17	3	E-151	17	3
Chemical Laboratory E-121	17*	4*	Topographic Mapping E-132	16*	4½*
Gymnasium	17*	2*			
Second Term			Second Term		
Analytic Geometry E-101	21	4	General Physics E-160	21	4
Argumentation and Debating E-111	17	3	Physical Lab. E-161	17*	4½*
General Chemistry E-120	17	3		9*	6*
Chemical Laboratory E-121	17*	4*	French Scientific Reading		
Gymnasium	17*	2*	E-151	17	3
			Descriptive Geom. E-133	8*	4½*
			Drawing E-134	14*	3½*
			Railroad Engineering E-135	17	1
Practice Term			Practice Term		
Topographic Surveying	2*	44*	Surveying	E-136	
			Railroad Eng.	E-137	3*
					44*
SECOND YEAR			FOURTH YEAR		
Subjects	Weeks	Hours per Week	Subjects	Weeks	Hours per Week
First Term			First Term		
Calculus E-102	21	4	Applied Mechanics E-162	17	4
Descriptive Geometry			Drawing E-134	21*	5*
E-141	17*	5*	Mineralogy E-181	17	2
Mechanical Drafting E-140	17*	3*	Mineralogy Lab. E-182	26*	2*
German Scientific Reading					
E-150	17	3			
Gymnasium	17*	2*			
Second Term			Second Term		
Calculus E-102	21	4			
Descriptive Geom. E-141	24*	5*			
Mechanical Dftg. E-140	28*	3*			
German Scientific Reading					
E-150	17	3			
Gymnasium	17*	2*			
Practice Term			Practice Term		
Topographic Surveying			Railroad Engineering E-137	2*	55*
E-131	2*	44*			

COURSE IN MECHANICAL ENGINEERING

FIRST YEAR			THIRD YEAR		
Subjects	Weeks	Hours per Week	Subjects	Weeks	Hours per Week
First Term			First Term		
Trigonometry E-100	21	4	General Physics E-160	21	4
Principles of Exposition E-110	17	3	Physical Lab. E-161	17*	4½*
General Chemistry E-120	17	3	French Scientific Reading E-151	17	3
Chemical Laboratory E-121	17*	4*	Machine Shop E-170	17*	3*
Gymnasium	17*	2*	Metallurgy E-180	17	1½
Second Term			Second Term		
Analytic Geometry E-101	21	4	General Physics E-160	21	4
Argumentation and Debating E-111	17	3	Physical Lab. E-161	17*	4½*
General Chemistry E-120	17	3	French Scientific Reading E-151	17	3
Chemical Laboratory E-121	17*	4*	Machine Shop E-170	17*	3*
Gymnasium	17*	2*	Metallurgy E-180	17	1½
Practice Term			Practice Term		
Topographic Surveying E-130	2*	44*	Machine Shop E-170	1*	51*
			Machine Detail Drawing E-190	1*	44*
SECOND YEAR			FOURTH YEAR		
Subjects	Weeks	Hours per Week	Subjects	Weeks	Hours per Week
First Term			First Term		
Calculus E-102	21	4	Applied Mechanics E-162	17	4
Descriptive Geom. E-141	17*	5*	Mechine Detail Drawing E-190	17	2
Mechanical Dftg. E-140	17*	3*	Patternmaking & Fdy. Practice E-172	17	6
German Scientific Reading E-150	17	3			
Gymnasium	17*	2*	Second Term		
Second Term			Machine Shop E-170		
Calculus E-102	21	4	Patternmaking & Fdy. Practice E-172	17	3
Descriptive Geom. E-141	24*	5*			
Mechanical Dftg. E-140	28*	3*			
German Scientific Reading E-150	17	3			
Gymnasium	17*	2*			
Practice Term					
Topographic Surveying E-131	2*	44*			

COURSE IN ELECTRICAL ENGINEERING

FIRST YEAR			THIRD YEAR		
Subjects	Weeks	Hours per Week	Subjects	Weeks	Hours per Week
First Term			First Term		
Trigonometry E-100.....	21	4	General Physics E-160....	21	4
Principles of Exposition E-110.....	17	3	Physical Lab. E-161.....	17*	4½*
General Chemistry E-120..	17	3	Machine Shop E-170.....	17*	3*
Chemical Laboratory E-121	17*	4*	French Scientific Reading E-151.....	17	3
Gymnasium.....	17*	2*	Technical Exposition E-112	17	1½
Second Term			Second Term		
Analytic Geometry E-101..	21	4	General Physics E-160....	21	4
Argumentation & Debating E-111.....	17	3	Physical Lab. E-161....	17*	4½*
General Chemistry E-120..	17	3		9*	6*
Chemical Laboratory E-121	17*	4*	French Scientific Reading E-151.....	17	3
Gymnasium.....	17*	2*	Machine Shop E-170.....	17*	3*
Practice Term			Practice Term		
Topographic Surveying E-130.....	2*	53*	Machine Shop E-170.....	1*	51*
			Jig & Tool Detail E-191...	1*	44*
SECOND YEAR			FOURTH YEAR		
Subjects	Weeks	Hours per Week	Subjects	Weeks	Hours per Week
First Term			First Term		
Calculus E-102	21	4	Applied Mechanics E-162..	17	4
Descriptive Geom. E-141...	17*	5*	Jig & Tool Detail Drawing E-191.....	17	2
Mechanical Dftg. E-140...	17*	3*	Patternmaking & Fdy. Practice E-172	17	6
German Scientific Reading E-150.....	17	3			
Gymnasium.....	17*	2*	Second Term		
Second Term			Second Term		
Calculus E-102.....	21	4	Electrical Laboratory	17	5
Descriptive Geom. E-141...	24*	5*	Patternmaking & Fdy. Practice E-172	17	3
Mechanical Dftg. E-140...	28*	3*			
German Scientific Reading E-150.....	17	3			
Gymnasium.....	17*	2*			
Practice Term					
Topographic Surveying E-131.....	2*	52*			

COURSE IN CHEMICAL ENGINEERING

FIRST YEAR			THIRD YEAR		
Subjects	Weeks	Hours per Week	Subjects	Weeks	Hours per Week
First Term			First Term		
Trigonometry E-100	21	4	General Physics E-160	21	4
Principles of Exposition E-110	17	3	Physical Lab. E-161	17*	4½*
General Chemistry E-120	17	3	French Scientific Reading E-151	17	3
Chemical Laboratory E-121	17*	4*	Qual. Anal. Class E-124	17	1½
Gymnasium	17*	2*	Qual. Anal. Lab. E-123	17*	3*
Second Term			Second Term		
Analytic Geometry E-101	21	4	General Physics E-160	21	4
Argumentation & Debating E-119	17	3	Physical Lab. E-161	17*	4½*
General Chemistry E-120	17	3	French Scientific Reading E-151	17	3
Chemical Laboratory E-121	17*	4*	Qual. Anal. Class E-124	7	1½
Gymnasium	17*	2*	Qual. Anal. Class E-125	19	1½
Practice Term			Practice Term		
Chemical Calculations E-122	2*	10*	Qual. Anal. Lab. E-123	17*	3*
Qualitative Analysis E-123	2*	30*	Quan. Anal. Lab. E-126	9*	3*
SECOND YEAR			FOURTH YEAR		
Subjects	Weeks	Hours per Week	Subjects	Weeks	Hours per Week
First Term			First Term		
Calculus E-102	21	4	Applied Mechanics E-162	17	4
Descriptive Geom. E-141	17*	5*	Mineralogy E-181	17	2
Mechanical Dftg. E-140	17*	3*	Mineralogy Lab. E-182	26*	2*
German Scientific Reading E-150	17	3	Quan. Anal. Lab. E-126	17*	6*
Gymnasium	17*	2*	Second Term		
Second Term			Quan. Anal. Lab. E-126	7*	12*
Calculus E-102	21	4	Practice Term		
Descriptive Geom. E-141	24*	5*	Qualitative Analysis E-123	2*	38*
Mechanical Dftg. E-140	28*	3*			
German Scientific Reading E-150	17	3			
Gymnasium	17*	2*			

THE YOUNGSTOWN INSTITUTE
:: :: OF TECHNOLOGY :: ::

THE
YOUNGSTOWN
SCHOOL OF LAW
CATALOGUE

1923 - 1924
(THIRTEENTH YEAR)

Office and Class Rooms—315 Wick Avenue
YOUNG MEN'S CHRISTIAN ASSOCIATION
YOUNGSTOWN, OHIO

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THE YOUNGSTOWN SCHOOL OF LAW

ADMINISTRATIVE OFFICERS

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Educational Director of the Young Men's Christian Association*

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Freda R. Flint,.....*Registrar*

THE FACULTY

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CALENDAR

1923 - 1924

FALL QUARTER, 1923

Major Subjects begin September 25th, 1923, end December 18, 1923.

One-half majors begin September 25, 1923, end November 3, 1923.

One-half majors begin November 7, 1923, end December 18, 1923.

WINTER QUARTER, 1924.

Major Subjects begin January 2, 1924, end March 21, 1924

One-half majors begin January 2, 1924, end February 8, 1924.

One-half majors begin February 12 1924, end March 21, 1924.

SPRING QUARTER, 1924

Major Subjects begin March 25, 1924, end June 13, 1924.

One-half majors begin March 25, 1924, end May 2, 1924.

One-half majors begin May 6, 1924, end June 13, 1924.

SUMMER QUARTER, 1924

Major Subjects begin July 1, 1924, end September 19, 1924.

One-half majors begin July 1, 1924, end August 8, 1924.

One-half majors begin August 12, 1924, end September 19, 1924.

THE YOUNGSTOWN INSTITUTE OF TECHNOLOGY, (Inc.)

History and General Purpose

The Youngstown Association School was founded in 1888 by the Board of Trustees of the Youngstown Young Men's Christian Association as its Educational Department. Until 1915 the School bore the name of the "Association Institute." In 1915 the School was formally organized and incorporated under the laws of the State of Ohio.

CHRISTIAN EMPHASIS

The Youngstown Association School, being maintained by the Youngstown Young Men's Christian Association, it goes without saying that a distinctly Christian emphasis is placed on all of its work. The development of highest Christian manhood through character building courses is the only excuse for the existence of the School. While the school is open to those of all faiths without question of creed or religious belief yet character building along definite Christian lines is at the background of all the School's work. This need not alarm any students of other than Christian faith as no pressure or attempt to influence or change a man's fundamental faith is countenanced.

PURPOSE OF THE LAW SCHOOL

The Youngstown School of Law as one of the departments of the "Association School" is maintained to promote the cause of sound legal training by pursuing a course of study and a method of instruction which will enable a student to acquire a thorough and systematic knowledge of Law in its different branches.

METHOD OF INSTRUCTION

The method of instruction is to study the elementary topics first and the more difficult and abstruse ones later in the course. To this end substantive law, which embodies principles of law in respect to contracts, obligations, and property, precedes the study of adjective law. There will be, however, a general outline of pleading and practice given at an early stage in the course so as to enable a student to grasp the principle in its entirety.

Each subject, for example the law of contracts, is pursued continuously until it is completed. In this way, the mind of the student is centered upon but one topic at a time and each day's study affords a stepping stone to that of the next day.

With each topic there will be a case book written by a master of the particular subject containing the leading and most important cases. By this method the student is able to secure in orderly form and arrangement, the leading principles relating to a particular branch or topic of Law and by the aid of the teacher and the study of the cases is enabled to solve the chief difficulties and apply the principles to particular statements of fact. The last six months of the fourth and final year of study is spent almost wholly in the study of adjective law, i. e. evidence, pleading and practice. It is the aim of the school not only to furnish a course of sound theory, but also to make the course so practical that the student who has completed the course will feel at home in any court room.

DEGREES

In February 1920, the State of Ohio, through the State Superintendent of Public Instruction, authorized The Youngstown School of Law to confer the degree of Bachelor of Laws upon those who successfully completed the course of study. All graduates will receive the degree of Bachelor of Laws and the certificate allowing them to participate in the State Bar Examinations, contingent upon approval of the faculty.

The following subjects are required of all students who are candidates for the degree of Bachelor of Laws: Elementary Law; Contracts, Torts, Personal Property, Real Property I, II, and III, Equity I and II, Criminal Law and Procedure, Evidence, Agency, Domestic Relations and Pleading and Practice, and in addition to the above required subjects the student must elect from the other subjects offered enough majors to make a total of twenty-four. The subjects offered in the first year are to be taken before the student is permitted to elect any other and it is recommended by the faculty that the student follow the subjects outlined in the course of study.

ENTRANCE REQUIREMENTS

REGULAR STUDENTS—Beginning September 1923, new candidates for the degree of LL. B. will be admitted only upon approval of the Dean. Preference will be given to those who have completed at least two years of study in a college of Liberal Arts and have received an honorable dismissal. No candidate will be admitted who is not a graduate of a first grade high school. Professional study will not be accepted to meet these requirements.

SPECIAL STUDENTS—A limited number of persons twenty-one years of age, or more, may, in the discretion of the faculty, be admitted as special students.

ADVANCED STANDING—Credit may, in the discretion of the faculty, be given for work done in other law schools of approved standing. Students desiring such credit should furnish certified evidence of the work done for which they desire credit.

CO-EDUCATIONAL

The School is co-educational, being open to both men and women on the same basis.

THE QUARTER SYSTEM

The Quarter system dividing the year into four quarters has been adopted in the school. The quarters are designated as the Summer, Fall, Winter and Spring quarters and start and close as indicated earlier in this catalog. Any three quarters count as an academic year, and it is thus possible to complete the four year course in three years time by attending summer terms.

The work is so arranged that beginning students may enter at the opening of the Fall and Spring quarters. Beginning courses are not given except in these quarters, but beginning students, with the approval of the faculty, may enter at the beginning of any other term. Students admitted to advanced standing may find courses offered to meet their requirements at the beginning of any quarter.

The School reserves the right to cancel any course in any term when not attended by ten or more students.

FREE EMPLOYMENT SERVICE

It will be of interest to self-supporting students to know that the School conducts an Advisory and Employment Department in charge of an expert Secretary. Students of the Youngstown School of Law may avail themselves, free of charge, of this service and as a rule the Employment Department has many more calls for men than it can fill. Those in need of this service should communicate directly with the Director of the School as early as possible before the opening of the School year, stating accurately their financial circumstances and in detail giving their experience and their wishes as to the character of the work which they prefer. While no promises are made that positions will be secured, yet the history of the school shows that no ambitious student has ever been unable to secure a lucrative position.

EXPENSE

The tuition fee for all students entering the School of Law is \$30.00 per quarter, cash in advance. This fee entitles a student to a full membership in the Youngstown Y. M. C. A. Should a student already hold a membership in the Y. M. C. A., the sum of \$1.25 will be deducted from his tuition. This entitles the student to take two major subjects or its equivalent. To a student taking one major only the price is \$20.00 per quarter.

Books may be purchased at the office of the "Collegiate Division". All books and supplies must be paid for at the time of purchase.

A library fee of \$1.00 a quarter will also be charged.

SCHOLARSHIPS, PRIZES AND AWARDS

1. Students of the Youngstown School of Law have frequently stood high in the averages of the Ohio Bar examinations and in order to encourage efforts in this direction the school offers a prize of \$50.00 in gold to the student who, after completing the full four year's course, secures the highest grade among all applicants at any Ohio Bar Examination.

2. A Scholarship providing a full year's tuition (value \$90.00), will be awarded annually to the student of the First Year Class who completes the first year with the highest grades. This scholarship may be applied on the second or any succeeding year's tuition.

3. Two scholarships providing a credit of \$25.00 each on tuition for the succeeding years will be awarded annually to the students in the second and third years respectively, who receive the highest grades in these respective classes.

4. A prize in the form of a three volume set of "Select Essays in Anglo-American Legal History" (given by Little, Brown & Co., Boston, Mass.), is awarded annually to the fourth year student who receives the highest grade in Law 16 and Law 17, History and Jurisprudence Part I. and Part II.

5. A prize in the form of a three volume set of "Tiffany on Real Property" (given by Callaghan & Co., Chicago, Ill.), is awarded annually to the student who receives the highest grade in "Real Property."

6. Three prizes in the form of copies of "New Recompiled Desk Book" (given by the Lawyers' Cooperative Publishing Co., Rochester, New York), are awarded to the three students of the fourth year who receive the three highest grades in Law 30, "Pleading and Practice."

7. Three prizes in the form of copies of "Foster's Legal Search Book" (given by the Lawyers' Cooperative Publishing Co., Rochester, New York), are awarded annually to the three students of the first year class who receive the three highest grades in Law 1, "Introductory and Elementary Law."

8. A prize in the form of a copy of "Swan's Treatise" (given by the W. H. Anderson Co., Cincinnati, Ohio), is awarded annually to the student in the first year class who receives the highest grade in Law 4, "Contracts."

ROOM AND BOARD

The Association maintains rooms to accommodate more than two hundred young men in its Dormitory. Board may also be secured at the Y. M. C. A. Those desiring further information concerning room and board, should consult the Director.

SCHEDULE OF CLASSES

Fall Quarter, 1923

Time—September 25 to December 18

Class	Tuesday	Friday	Hour
Freshman	Elementary Law	Elementary Law	7:00 to 8:30 P. M.
Freshman	Contracts I	Contracts I	8:30 to 10:00 P. M.
Sophomore	Real Property I	Real Property I	7:00 to 8:30 P. M.
Sophomore	Quasi Contracts	Quasi Contracts	8:30 to 10:00 P. M.
Junior	Insurance	Insurance	7:00 to 8:30 P. M.
Junior	Bankruptcy	Bankruptcy	7:00 to 8:30 P. M.
Junior	Equity I	Equity I	8:30 P. M. to 10:00 P. M.
Senior	Pleading and Practice I	Pleading and Practice I	7:00 to 8:30 P. M.
Senior	Partnership	Partnership	8:30 to 10:00 P. M.
Senior	Suretyship	Suretyship	8:30 to 10:00 P. M.
		From Sept. 25 to Nov. 2	
		From Nov. 6 to Dec. 18	

Winter Quarter, 1924

Time—January 2 to March 21

Class	Tuesday	Friday	Hour
Freshman	Torts I	Torts I	7:00 to 8:30 P. M.
Freshman	Contracts II	Contracts II	8:30 to 10:00 P. M.
		From Jan. 2 to Feb. 8	

Class	Tuesday	Friday	Hour
Freshman	Domestic Relations	Domestic Relations	8:30 to 10:00 P. M.
		From Feb. 12 to Mar. 21	
Sophomore	Negotiable Instruments	Negotiable Instruments	8:30 to 10:00 P. M.
Sophomore	Real Property II	Real Property II	7:00 to 8:30 P. M.
Junior	Evidence	Evidence	7:00 to 8:30 P. M.
Junior	Equity II	Equity II	8:30 to 10:00 P. M.
Senior	Pleading and Practice II	Pleading and Practice II	7:00 to 8:30 P. M.
		From Jan. 2 to Feb. 8	
Senior	Legal Ethics	Legal Ethics	7:00 to 8:30 P. M.
		From Feb. 12 to March 21	
Senior	Jurisprudence I	Jurisprudence I	7:00 to 8:30 P. M.

Spring Quarter, 1924

Time—March 25 to June 13

Class	Tuesday	Friday	Hour
Freshman	Elementary Law	Elementary Law	7:00 to 8:30 P. M.
Freshman	Contracts I	Contracts I	8:30 to 10:00 P. M.
Freshman	Personal Property	Personal Property	7:00 to 8:30 P. M.
		From May 6 to June 13	
Freshman	Torts II	Torts II	7:00 to 8:30 P. M.
		From Mar. 25 to May 2	
Freshman	Agency	Agency	8:30 to 10:00 P. M.
Sophomore	Real Property III	Real Property III	7:00 to 8:30 P. M.
Sophomore	Sales	Sales	8:30 to 10:00 P. M.
		From Mar. 25 to May 2	
Sophomore	Bailments and Carriers	Bailments and Carriers	8:30 to 10:00 P. M.
		From May 6 to June 13	
Junior	Evidence II	Evidence II	8:30 to 10:00 P. M.
		From Mar. 25 to May 2	
Junior	Mortgages	Mortgages	8:30 to 10:00 P. M.
		From Mar. 25 to May 2	
Junior	Trusts	Trusts	7:00 to 8:30 P. M.
Senior	Jurisprudence II	Jurisprudence II	7:00 to 8:30 P. M.
Senior	Review	Review	8:30 to 10:00 P. M.

Summer Quarter, 1924

Time—July 1 to September 19

Class	Tuesday	Friday	Hour
Freshman	Contracts II	Contracts II	8:30 to 10:00 P. M.
		From July 1 to Aug. 8	
Freshman	Domestic Relations	Domestic Relations	8:30 to 10:00 P. M.
		From Aug. 12 to Sept. 19	

Class	Tuesday	Friday	Hour
Freshman	Torts I	Torts I	7:00 to 8:30 P. M.
Freshman	Criminal Law	Criminal Law	7:00 to 8:30 P. M.
Sophomore	Private Corporations	Private Corporations	7:00 to 8:30 P. M.
	From July 1 to August 8		
Sophomore	Municipal Corporations	Municipal Corporations	8:30 to 10:00 P. M.
Junior	Damages	Damages	8:30 to 10:00 P. M.
Junior	Brief Making	Brief Making	7:00 to 8:30 P. M.
Senior	Conflict of Laws	Conflict of Laws	7:00 to 8:30 P. M.
Senior	Real Property IV	Real Property IV	8:30 to 10:00 P. M.

OUTLINE OF COURSES

First Year

Fall	Winter	Spring	Summer
Elementary Law I	Torts I I	Elementary Law I	Contracts II ½
Contracts I I	Contracts II ½	Torts II ½	Torts I I
	Domestic Relations ½	Personal Property ½	Domestic Relations ½
		Agency I	Criminal Law and Procedure I
		Contracts I I	

Second Year

Quasi Contracts I	Negotiable Instruments I	Sales ½	Private Corporations I
Real Property I I	Real Property II I	Bailments and Carriers ½	Municipal Corporations ½
		Real Property III I	

Third Year

Insurance ½	Evidence I I	Mortgages ½	Damages I
Bankruptcy ½	Equity II I	Evidence II ½	Brief Making ½
Equity I I		Trusts I	

Fourth Year

Pleading and Practice I I	Jurisprudence I I	Jurisprudence II I	Conflict of Law I
Partnership ½	Pleading and Practice II ½	Review I	Real Property IV I
Suretyship ½	Legal Ethics ½		

DESCRIPTION OF COURSES

1. Elementary and Introductory Law—The object of this course is to do three things: (1) Give the student a view of the Law as a system; (2) Teach sufficient of Pleading and Practice that the student may understand a case and the points actually decided; (3) Teach thoroughly certain principles of Law that are common to torts and crimes. Experience has demonstrated that such a course is both pedagogically sound and practically necessary. 1 Mjr. Judge Gessner. Scott's Cases on Civil Procedure and Beale's Cases of Legal Liability.

2. Torts—This course calls the attention of the student sharply to the "tripartite division of tort," to-wit: (1) the damage element; (2) the causation element; and (3) the excuse element (justification, privilege). It is submitted that this classification is the most natural of any that has been made. The whole field of tort is studied in this manner. 1½ Mjr. Mr. Church Ames and Smith's Cases (Pound's Edition).

3. Criminal Law—Sources of Criminal Law; the mental element in crime; locality in crime; parties in crime; criminal liability, generally and in special cases; crimes at common law; crimes statutory; and criminal procedure. 1 Mjr. Judge Gessner. Derby's Cases.

4. Contracts—Places of Contract in our law; essentials of a valid contract; void, voidable, and unenforceable contract; offer and acceptance; Statute of frauds; consideration; capacity to contract; mistake, misrepresentation, fraud, duress, and undue influence; legality of object; contracts for benefit of third persons; assignment in the law of contract; impossibility as affecting contracts; branch of contract and its legal effect; and discharge of contract. 1½ Mjr. Mr. Armstrong. Huffcut and Woodruff's Cases on Contract.

5. Domestic Relations—Statutes and Cases, embracing the law of marriage, divorce and alimony; property and contract rights of husband and wife; antenuptial and postnuptial agreements; actions by one spouse against the other; parent and child; guardian and ward; rights and liabilities of infants; and care, custody and control of infants. ½ Mjr. Mr. Herr. Long's Cases on Domestic Relations.

6. Agency—Distinction between law of principal and agent, and law of master and servant; formation of relation of principal and agent; (1) by agreement, (2) by ratification, (3) by estoppel and (4) by necessity; termination of the relation: (1) by act of the parties and (2) by operation of law irrevocable agencies; obligations and duties of agent; torts and frauds of agents; admissions and notice; contracts made by agent on behalf of his principal, and torts between agent and third parties. 1 Mjr. Mr. McCoy. Goddard's Cases on Agency.

7. Personal Property—Distinction between real and personal property, gift, bailment, pledge, fixtures. ½ Mjr. Mr. Maiden. Bigelow's Cases on Personal Property.

8. Real Property I—Introduction to the law of real property; the feudal system, theory of estates, non-possessory interests in land, joint ownership, disseisin, history of uses. Rights incidental to possession, including waters; rights in the land of another, including profits, easements, and licenses. 1 Mjr. Mr. Jackson. Bigelow's Cases on Rights in Land.

9. Real Property II—Covenants running with the land, including enforcement at law or in equity and between landlord and tenant and fee owners; rents; waste; public rights in streams and highways. 1 Mjr. Mr. Jackson. Case book to be announced later.

10. Real Property III—Future Interests in Land—Future Interests; conditions, reversions, remainders and conditional limitations; Rule in Shelly's Case; Future interests in personalty; powers; Rule against perpetuities 1 Mjr. Mr. Jackson—Kale's Cases on Future Interest.

11. Real Property IV—(Wills and Administration) Testamentary capacity; dispositions in contemplation of death; execution, revocation, republication, and revival of wills; descent; liability of heirs for debt; probate and administration; title and powers of executors and administrators; payment of debts, legacies, and distributive shares. 1 Mjr. Mr. Armstrong. Costigan, Cases on Wills.

12. Negotiable Instruments—Drawing forms of negotiable paper, forms and formal requisites; acceptance, transfer, and extinguishment; obligation of parties; effect of delay and diligence; bills of exchange; notice and protest; forgery and alteration. Special attention is given to the uniform negotiable Instruments of Law. Many Ohio decisions are cited and commented upon. 1 Mjr. Mr. Lynn. Moore's Cases on Bills and Notes, Norton on Bills and Notes.

13. Sales—Subject Matter of sale, executory and executed sales, stoppage in transitu, fraud, warranties, and remedies for breach of warranties. statute of frauds. $\frac{1}{2}$ Mjr. Mr. Armstrong. Benjamin's Cases on Sales.

14. Bailments and Carriers—Different forms of bailments; rights and liabilities of bailor and bailee to each other, and to third persons; common carriers; federal and state regulation and control of carriers and the latest federal and state Statutes. $\frac{1}{2}$ Mjr. Mr. Lynn. Goodard's Cases on Bailments and Carriers.

15. Private Corporations—History and general principles; Creation, organization and citizenship; defacto corporations, the charter, franchise and privileges, powers, doctrine of ultra vires, torts and crimes; capital stock; stock subscriptions, rights of membership, voting trusts, transfer of shares management; liability of stockholders; insolvency and dissolution. 1 Mjr. Mr. Church or Mr. Scarborough. Elliot and Wormer's Cases on Private Corporations.

16. Equity Jurisprudence—This course consists of two parts. Equity I embraces the origin, history, general principles and scope of equity jurisprudence. Equity II deals with maxims and special heads of equity jurisprudence, such as trusts, recessions, reformation and cancellation; specific performance; injunctions and receivers; estoppel; election; subrogations, mortgages and decendants' estates. The conclusion of this course consists of a study of equitable remedies. 2 Mjr. Mr. Johnson. Boke's Cases on Equity Jurisprudence, Pomeroy's Equitable Remedies.

17. Evidence—We believe that the law of Evidence contains clear and ascertainable reasons for the admission or exclusion of proffered evidence, and we aim to show these reasons in connection with this subject in such a manner as to make the course both logical and profitable. Once the reason for a rule is understood, its memory and application are comparatively easy. In

addition to the usual course, we give careful attention to the offer of evidence; the objection to evidence; the ruling of evidence; exceptions to such rulings, and the building of a record for error or appeal proceedings. $1\frac{1}{2}$ Mjr. Mr. Woodside. Wigmore's Cases on Evidence.

18. Mortgages—Lectures and Durfee's Cases, embracing legal and equitable mortgages, grant of title by absolute deed, conditional sales and the reservation of title, the elements of the mortgage, mortgages on after acquired property, the position of mortgages as to the title and the possession, position of mortgagor as to ownership and right of redemption and the transfer of the interest by the mortgagor and mortgagee. $\frac{1}{2}$ Mjr. Mr. Johnson.

19. Trusts—Lectures and Scott's Cases, embracing voluntary trusts, language and formalities necessary to the creation of a trust, resulting trusts, oral trusts, constructive trusts, executed and executory trusts, nature of cestui que trusts, interest in trust property, and interests of trustees. 1 Mjr. Mr. Johnson.

20. Insurance—Fire, life, and accident insurance, with respect to: insurable interest; concealment; misrepresentation; warranties; other causes of invalidity of contract; amount of recovery; subrogation; conditions; waiver, estoppel, election and powers of agents; assignees and beneficiaries. Vance, Cases on Insurance. $\frac{1}{2}$ Mjr. Mr. Church.

21. Municipal Corporations—Creation, control, alteration, and dissolution of municipal corporations; their charters, proceedings, officers, and agents; their powers and liabilities; taxation and indebtedness. $\frac{1}{2}$ Mjr. Mr. Church. Macey's Cases on Municipal Corporations.

22. Quasi-Contracts—Nature of obligation; restitution at law for benefits conferred under mistake of fact or mistake of law; benefits conferred in mis-reliance upon contract invalid, illegal, unenforceable, or impossible of performance; benefits conferred through intervention in another's affairs; benefits conferred under constraint; restitution as alternative remedy for breach of contract and for tort. Thurston, Cases on Quasi Contract. 1 Mjr. Judge Gessner.

23. Damages—Exemplary, liquidated, nominal, direct and consequential damages; avoidable consequences; counsel fees; certainty; compensation; physical and mental suffering; aggravation and mitigation; value; interest; special rules in certain actions of torts and contract. 1 Mjr. Mr. Church. Mechem and Gilbert Cases on Damages.

24. History and Jurisprudence (Part I) The increasing importance of sound and wide learning in the law, the multiplication of law books, and the infinite number of reported cases, have combined to make more needful than ever before a thorough knowledge of legal principles. A capable lawyer knows not only what is the law generally, but also its philosophy and history. We aim measurably to enable the student to attain this end by offering a critical study of the following: (1) the history of the law; (2) the juristic basis of the leading principles of the law; (3) the form in which these principles first appeared and the reasons for their appearance; (4) the changes and modifications they have undergone; (5) the causes of their death or survival and (6) the Constitutions of England and the United States. 1 Mjr. Mr. Johnson, Part I. Pound's Readings on the History and Systems of the Common Law. Jenk's Short History of the English Law and Pollock's First Book of Jurisprudence. Salmond's Jurisprudence, Macy's Constitutional History of England.

25. History and Jurisprudence (Part II)—Constitutional History and Law of the United States, Landon's Lectures on the Constitutional History of the United States, Ames' State Documents Illustrative of Federal Relations, Warren's History of the American Bar, Hall's Cases on Constitutional Law. 1 Mjr. Mr. Johnson.

26. Brief Making and Use of Law Books—Use of Digests, Annotated Cases, Statutes and Session Laws; Exercises in Brief Making, Oral Arguments etc. Lectures and Exercises. $\frac{1}{2}$ Mjr. Mr. Johnson.

27. Conflict of Laws—The legal principles governing the application of laws of different jurisdictions to cause of actions arising in one jurisdiction and enforced in another. Judgments; obligations; personal rights; property rights; and a general outline of the subject. 1 Mjr. Instructor to be announced later. Beale's Cases on the Conflict of Laws.

28. Partnership—The creation of Partnership; the purpose for which a partnership may be formed; the advantages and disadvantages of a partnership; the incidents of partnership; the rights and duties of partners toward each other; partnership property and the interest of a partner therein; of actions by and against the firm, dissolution, application of partnership assets; final accounting, limited partnerships and partnership associations. $\frac{1}{2}$ Mjr. Mr. Church. Mechem's Cases on Partnership.

29. Suretyship—Guaranty and Suretyship defined and distinguished; application of the Statute of Frauds; commercial guarantee bonds to secure private obligations; bonds of public officers; Subrogation, contribution, and indemnity; Suretyship defenses. $\frac{1}{2}$ Mjr. Mr. McCoy. Wilson's Cases on Suretyship.

30. Pleading and Practice—This is a thorough and extensive course and prepares the student to state accurately and concisely a cause of action or defense. Moreover the course affords a general review of most of the substantive law preceding. Particular attention is given to forms of action and the declaration at common law. This is followed by a history of procedure and a careful study of the codes as exemplified by the statutes of New York and Ohio. These codes are illustrated and clarified by the study of many cases. We endeavor to make the course sound in theory and sufficiently practical to enable one leaving us to feel at home in the office or the court room. To this end considerable attention is directed to the conduct of trials from the issuing of summons to the ending of a case in an appellate court. $1\frac{1}{2}$ Mjr. Mr. Armstrong. Scott on Civil Procedure, Sunderland's Trial Practice and Cases on Code Pleading.

31. Bankruptcy—A study of the national bankruptcy act and its construction; who may be a bankrupt; who may be a petitioning creditor; acts of bankruptcy; provable claims; exemption and discharge. $\frac{1}{2}$ Mjr. Case book Mr. Brunswick.

32. Legal Ethics—A lawyer's place in society is peculiar in that he represents himself, the courts, his clients, and the public. He should be of high attainments in learning and of unimpeachable professional conduct. The course in ethics comprehends his representative capacity and his duties and obligations, and is pursued in lectures, assigned readings, problems and the study of cases. $\frac{1}{2}$ Mjr. Mr. Herr. Costigan's Cases on Legal Ethics.

THE YOUNGSTOWN INSTITUTE
:: :: OF TECHNOLOGY :: ::

THE COLLEGE
OF
LIBERAL ARTS

BULLETIN

In Co-operation With
HIRAM COLLEGE, Hiram, Ohio
THIEL COLLEGE, Greenville, Pa.

1923-1924
(THIRD YEAR)

YOUNG MEN'S CHRISTIAN ASSOCIATION
OFFICE AND SCHOOL
315 Wick Avenue
YOUNGSTOWN, OHIO

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THE COLLEGE OF LIBERAL ARTS

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- Joseph Earle Smith, *Professor of Economics, Sociology, and History*..(*Hiram*)
A. M. University of Nebraska
- Ralph Andrews Waldron, *Professor of Biology*.....(*Thiel*)
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- George C. Graf,.....*Instructor in Mathematics*
B. S. Case School of Applied Science
- Elwin W. Bennage,.....*Instructor in Analytical Chemistry*
B. S. Ohio State University

COLLEGE CALENDAR**1923-1924**

October 1st, Monday

First Semester begins

November 28th, Wednesday

Thanksgiving recess begins at 10:00 p.m.

December 3rd, Monday

Thanksgiving recess ends at 7:00 p.m.

December 22d, Saturday

Christmas recess begins at 6:00 p.m.

January 3rd, Monday

Christmas recess ends at 7:00 p.m.

February 9th, Saturday

First Semester ends at 7:00 p.m.

February 11th, Monday

Second Semester begins at 7:00 p.m.

May 30th, Friday

Memorial Day

June 14th, Saturday

Second Semester ends

THE YOUNGSTOWN INSTITUTE OF TECHNOLOGY

HISTORY AND GENERAL PURPOSE

The Youngstown Institute of Technology was founded in 1888 by the Board of Trustees of the Youngstown Young Men's Christian Association as its Educational Department. Until 1915 the school bore the name of "The Association Institute." In 1915 the school was formally organized and incorporated under the laws of the State of Ohio as "The Youngstown Association Schools."

From the beginning the chief purpose of The Institute of Technology has been to render service along educational lines to employed men and women of Youngstown and the Mahoning Valley. During the school year of 1922 and 1923 over two thousand different students were enrolled in The Institute of Technology. The Institute is in a unique position to render distinct service to men and women. It is in no sense a money making Institution. The tuition paid is barely paying the cost of operation. Classes are held during the day and evening, thus allowing men working on either or both day and night shifts to avail themselves of the opportunity of securing a thorough education without being forced to leave their regular occupation. A large percentage of the students are married men or men who need special training, and who are not permitted, because of financial circumstances or home ties to leave their regular occupations or homes.

Growing from a small school giving a few unrelated courses and taught by one or two teachers, the school year of 1923-24 will find the School thoroughly organized with four Departments of College grade and with a highly trained faculty of over fifty members, whose primary object is not that of securing compensation for their services, but rather that of aiding in a sympathetic, helpful manner the two thousand and more students who will enroll to secure a broader education, a wider vision and an increased usefulness.

CHARACTER EMPHASIS

Inasmuch as The Institute is maintained by The Youngstown Young Men's Christian Association, it goes without saying that the development of character is one of its primary functions. It should be emphasized, however, that the faculty is composed of broad-minded men and women and students of all races and creeds are accepted on a basis of absolute equality. No pressure or attempt to influence or change a man or woman's fundamental faith is countenanced.

SCHOOL OF LIBERAL ARTS

PURPOSE AND SCOPE

The School of Liberal Arts of the Youngstown Institute of Technology was founded in 1921 in order to give opportunity to students of both sexes of Youngstown and vicinity to secure the first two years, and in certain cases the first three years, of a regular college course without the necessity of leaving the city.

From the time of the first announcement of the opening of the School in 1921 there has never been a doubt as to its successful future. The School has a special appeal to employed men and women who are anxious to secure a college education but who are not able to leave the city. A large number of teachers of the public schools of the city and adjoining territories are students.

CO-OPERATIVE PLAN

Most of the work of The School of Liberal Arts is operated in co-operation with two of the very strongest colleges of this section, viz: Hiram College, Hiram, Ohio and Thiel College, Greenville, Pa. By this co-operative arrangement, these two splendid colleges lend certain of their strongest professors for evening and Saturday classes.

The courses of study are identical with those given in Hiram and Thiel Colleges, the same texts are used, and each course will command the same credit as if given in the College classrooms at Hiram and Thiel. Credits for this work may be transferred to any standard college or university.

The work in Mathematics and Chemistry is given in our School of Engineering. This work, if satisfactorily performed, will be accepted without examination by Ohio State University.

BACHELOR OF SCIENCE DEGREE

Vernon M. Riegel, Superintendent of Public Instruction for the State of Ohio, in a letter dated August 30, 1923, authorizes The Youngstown Institute of Technology to confer the Bachelor of Science degree upon any student with satisfactory preparatory training who completes the four-year course in the School of Engineering, together with twenty semester hours of work in the College of Liberal Arts.

LOCATION

The offices, classrooms and laboratories of The College of Liberal Arts are located at 315 Wick Avenue—adjoining the Public Library on the North. All inquiries should be directed to this address. This location is ideal from every possible consideration. It is easily accessible, being only three minutes walk from the Public Square.

BASIS OF CREDIT

Most of the courses in the School of Liberal Arts meet three hours each week, and, therefore, command three semester hours of credit. Some one and one-half hour courses are also given. A student who has sufficient leisure time to prepare his or her work may carry the full fifteen semester hours each semester, thereby doing the full college year in nine months. The schedule given elsewhere in this catalog accurately describes the basis of credit.

GRADING SYSTEM

Passing grades are indicated by the letters A, B, C, D. A condition is indicated by E, and a failure by F. Absence and tardiness will be taken into consideration when grading.

CO-EDUCATIONAL

This School is co-educational, being open to men and women on the same basis.

TEXT BOOKS AND SUPPLIES

Both text books and supplies may be purchased at the School Book Store, Collegiate Division Building, 315 Wick Avenue.

TUITION CHARGES

Tuition charges are moderate considering the expenses that the Youngstown Institute of Technology must undergo in the operation of such a school. Tuition is payable cash in advance at the rate of \$30.00 per semester for the first subject and \$10.00 for each additional subject. All men students are given a free membership in the Y. M. C. A. giving them full privileges during their period of enrollment.

ADMISSION STANDARDS

The same standards of admission as demanded by the North Central Association of Colleges and Secondary Schools for admission to colleges and universities will be required here. Details of this may be secured by applying at the Registrar's Office at the Institute of Technology, Collegiate Division Building, 315 Wick Avenue.

WORK AVAILABLE FIRST SEMESTER

IN CO-OPERATION WITH HIRAM AND THIEL COLLEGES

(Other classes will be organized at the request of twenty or more students)

American History 21	(Smith)
Economics 31	(Smith)
Principles of Sociology 31	(Smith)
School Organization 32	(Walker)
Psychology of Elementary School Subjects	(Walker)
General Biology I	(Waldron)
General Botany	(Waldron)
The Novel II	(Evans)
English Composition I	(Evans)
Educational Tests and Measurements.....	(Race)

IN THE SCHOOL OF ENGINEERING

Plane and Spherical Trigonometry	(Graf)
Differential and Integral Calculus	(Service)
General Chemistry	(Service)
Qualitative Chemical Analysis.....	(Bennage)
Quantitative Chemical Analysis.....	(Bennage)

WORK AVAILABLE SECOND SEMESTER

IN CO-OPERATION WITH HIRAM AND THIEL COLLEGES

American History 21	(Smith)
Economics 42 .. Labor Problems	(Smith)
Social Pathology 32	(Smith)
General Methods for Elementary and High School Teachers	(Walker)
Social Psychology	(Walker)
General Biology 2	(Waldron)
Genetics and Eugenics	(Waldron)
The Novel 12	(Evans)
English Composition 2	(Evans)
Educational Tests and Measurements	(Race)

IN THE SCHOOL OF ENGINEERING

Plane and Solid Analytic Geometry	(Graf)
Differential and Integral Calculus Cont'd.	(Service)
General Chemistry Cont'd.	(Service)
Qualitative Chemical Analysis Cont'd.	(Bennage)
Quantitative Chemical Analysis Cont'd.	(Bennage)

DESCRIPTION OF COURSES

- American History 21 -- (1783-1865) -- 7:00-8:30 Tu, F
3 hrs. first semester
A study of the beginnings of our national life, the rise of parties, expansion, the growth of democracy, the rise of the slavery controversy, the Civil War
-- Mr. Smith
- American History 22 -- -- 7:00-8:30 Tu, F
3 hrs. second semester
Covering the period of American History from the Civil War up to the present time.
-- Mr. Smith
- Economics 31 -- Financial Organization of Society -- 8:30-10:00 Tu, F
3 hrs. first semester
This course deals with money, banking, securities, insurance, etc. A non-technical study of the various financial institutions with which the average person comes in contact.
-- Mr. Smith
- Economics 42 -- Labor Problems -- 8:30-10:00 Tu, F
3 hrs. second semester
The object of this course is to give a historical and critical study of the labor movement in this country and in England. Special attention is given to trade unions, strikes, conciliation, arbitration.
-- Mr. Smith

- Principles of Sociology 31 -- 4:30-6:00 Tu, F
3 hrs. first semester
A course in sociological theory in which a study is made of the fundamental principles which govern society and social evolution. This course is prerequisite for other courses in sociology.
-- Mr. Smith
- Social Pathology 32 -- 4:30-6:00 Tu, F
3 hrs. second semester
A study of the dependent, defective, and delinquent classes of society with the methods employed in dealing with them.
-- Mr. Smith
- General Biology I -- 7:00-8:30 M, Th
3 hrs. first semester
A general course covering in a comprehensive way outlines of plant and animal classification, structure, physiology, life history, habits and interrelations.
-- Dr. Waldron
- General Biology II -- 7:00-8:30 M, Th
3 hrs. second semester
Continuation of General Biology I
-- Dr. Waldron
- General Botony -- 8:30-10:00 M, Th
3 hrs. first semester
This will be a course for those who wish to familiarize themselves with plants, shrubs and trees, and their structure both minute and gross. The useful plants will be emphasized, especially those used in agriculture, landscape gardening, drugs, etc.
-- Dr. Waldron
- Genetics and Eugenics -- 8:30-10:00 M, Th
3 hrs. second semester
A study of the problems of breeding and heredity as well as the various theories to date relating to the origin of species. Sex education and related topics will be touched upon.
-- Dr. Waldron
- The Novel II -- 7:00-8:30 M, Th
3 hrs. first semester
A study of the origin and development of the English Novel from the seventeenth century to the present time. Emphasis is placed upon the novel both as a form of literary art and a criticism of life. A careful study of a number of representative British, Continental, and American novels, and a general reading of many others.
-- Mr. Evans
- The Novel 12 -- 7:00-8:30 M, Th
3 hrs. second semester
Continuation of Novel II to the present time.
-- Mr. Evans
- English Composition I -- 8:30-10:00 M, Th
3 hrs. first semester
A basic course in Rhetoric and English Composition. Emphasis is placed on efficiency in the correct use of the English language and an appreciation of force and beauty in style and diction. Recitations, lectures and themes.
-- Mr. Evans

- English Composition II -- 8:30-10:00 M, Th
3 hrs. second semester
English Composition I continued -- Mr. Evans
- School Organization 32 -- 7:00-8:30 Tu, F
3 hrs. first semester
Educational administration and classroom management will be studied. Special attention will be given to the organization of the Ohio Educational System and a comparison of the Ohio System with systems in other States. -- Mr. Walker
- Education 41 -- 7:00-8:30 Tu, F
3 hrs. second semester
General methods for Elementary and High School teachers. Interest and economy in learning. Selection and arrangement of subject matter. -- Mr. Walker
- Psychology of Elementary School Subjects -- 8:30-10:00 Tu, F
3 hrs. first semester
The application of Psychological principles to the various elementary school subjects. -- Mr. Walker
- Psychology 33--Social Psychology -- 8:30-10:00 Tu, F
3 hrs. second semester
Human traits socially significant; language and its social consequences; religion and religious experiences; Art and artistic experiences; Science and the scientific method; morals and moral valuation. -- Mr. Walker
- Educational Tests and Measurements -- 4:30-6:00 M, Th
3 hrs. first semester
Instruction and practice in the use of standardized tests, scales and measurements as an aid to the teacher in measuring the results of his own teaching. -- Miss Race
- Educational Tests and Measurements Continued -- 4:30-6:00 M, Th
3 hrs. second semester
-- Miss Race
- Trigonometry E 100 -- 8:30-9:20 A.M. or 6:45-7:35 P.M., M, Tu, Th, F
5 hrs. first semester
Granville: Plane and Spherical Trigonometry -- Mr. Graf
The course covers both Plane and Spherical Trigonometry. A special effort is made to accomplish two results: (1) to train the student to analyze a set of data preparatory to the solution of the problem; (2) to train the student to carry out a computation systematically, efficiently, neatly and accurately.
- Analytical Geometry E 101-- -- 8:30-9:20 A.M. or 6:45-7:35 P.M., M, T, Th, F
5 hrs. second semester

Smith and Gale New Analytic Geometry -- Mr. Graf

This course covers both Plane and Solid Analytic Geometry. There are two principal objectives; (1) to train the student to translate geometrical conditions into mathematical equations; (2) to train the student to interpret equations geometrically.

Calculus E 102

-- 8:30-9:20 A.M. or 6:45-7:35 P.M., M, Tu, Th, F.
10 hrs. both semesters

Granville: Elements of Differential and Integral Calculus
-- Mr. Service

During about the first two-thirds of the course the students will be drilled on fundamental principles of Differential and Integral Calculus. Then a mimeograph book of problems illustrating the application of Calculus to Engineering will be submitted to each student. Each student will select those problems that interest him most. The remaining one-third of the year will be devoted to the solution of and recitations upon these problems.

General Chemistry E 120

--Recitation 9:20-10:00 A.M. or
7:35-8:25 P.M. M, Tu, F
Laboratory 10:10-12:00 A.M. or
8:25-10:15 P.M. M, F
10 hrs. both semesters

McPherson and Henderson: General Chemistry -- Mr. Service

In the classroom work lecture--demonstration periods alternate with periods devoted to recitations and solutions of problems. The main objectives of the course are: (1) to give the student a quantitative understanding of the fundamental principles of Chemistry; (2) to make the student appreciate the place of Chemistry in the Industries.

In the laboratory work the students work as individuals. Each student has an individual locker and a complete individual outfit and carries out the experiments himself.

During about the first three-fourths of the year experiments are performed based upon the classroom work in General Chemistry. During the remainder of the year the students obtain practice in the rudiments of Qualitative Analysis. The main functions of the laboratory work are: (1) to give the student first hand contact with the fundamental principles of Chemistry; (2) to teach the student to observe; (3) to train the student to carry out experimental work in an orderly and efficient manner and with a certain degree of manipulative skill.

Qualitative Chemical Analysis E 123

-- 7:35-9:25 M, Th
4 hrs. both semesters
-- Mr. Bennage

Prescott and Johnson

The time will be devoted almost entirely to laboratory work.

Quantitative Chemical Analysis E 126

-- 7:35-9:25 M, Th
4 hrs. both semesters
-- Mr. Bennage

Foulk: Notes on Quantitative Analysis

The time will be devoted almost entirely to laboratory work.

ORGANIZATION

For the sake of administration the Institute is divided into nine divisions, each under the direction of a Dean or Principal. The organization of the Institute is as follows:

- The School of Law
- The School of Engineering
- The School of Liberal Arts
- The School of Commerce and Finance
- The Trade School
- The School of Religious Education
- The Evening High School
- The Day and Evening Business School
- The Evening Elementary School