

April 27, 1943

To the Committee on Academic Standards:

I hereby ask your approval of my procedure with regard to my own text on maritime navigation.

First, however, let me explain why this request has not come to you earlier. The class was begun with the approval of the President and the Dean, but as a private effort to aid students who anticipated entering the naval schools. For that reason, when the preparation of text material was begun, I did not think of it as a College matter. Since then, however, though the class is still not a regular, catalogued offering of the College, credit has been given to a number of students who have taken the course; and this, perhaps, puts a somewhat different aspect on it.

The reason for producing the text in duplicated form was that at the time the class was begun there seemed to be no text on maritime navigation of about the level that was needed. In fact, I have not yet seen such a text although recent announcements indicate that one or more books may now be in print that would have served. At first the material was prepared from week to week as the class proceeded, and at the students' request it was put in hectographed form. The expense of stencils, paper, hectograph carbon paper, and of running the stencils, which was done by one of the girls in the College, was divided among the members of the class. Of course, I did the writing, and Mrs. Gould did all the typing. A copy of the accounting rendered to the students is attached.

Experience with the use of the text last spring and summer led to so many changes that this semester the class of its own accord asked that the revised form be again produced, this time by mimeograph, so as to make it more easily read. A quick estimate indicated that the stencils, paper, and running would amount to about \$2 per student. Mrs. Gould again agreed to do all the typing and stencil cutting. Some students have left the class since then, and the expense may run a little higher, but if so, I expect to pay the balance of the cost. Bills are not yet in, and exact costs are not known. I am having run forty copies when fifteen would have been sufficient. It is my purpose to make private use of a few of these extra copies by sending them to some friends, and the remainder will be held for future classes if there are any. The additional cost of the twenty-five extra copies is almost negligible.

No policy has yet been fixed with regard to charges made to future classes, but I expect to charge at least enough to cover any expense that I may be put to at the present time.

With the hope that this meets your approval, I am

Sincerely yours,

Wm. P. Gould.

Approved by  
action of the committee  
May 24, 1943. Suggested  
that more copies be made  
The sale shall be  
through the  
bookstore.  
W.P.G.