

The HAWTHORNE CLUB
**EVENING
SCHOOL**
Bulletin

1949-50

Hawthorne Club Evening School **BULLETIN 1949-50**

Thirty-Seventh Year

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Issued by the
EDUCATIONAL COMMITTEE
of the Hawthorne Club



August 1949

If We Don't Offer the Course You Want...

...ASK FOR IT

EACH term due to the initiative of one or more Club members, some classes are organized which are not on the schedule or in the Evening School Bulletin. In fact many of the subjects listed in this bulletin are the result of suggestions made by Hawthorne employees who didn't find the course they wanted listed in the curriculum. We wish to emphasize that the School is your School. Feel free to make suggestions or request courses which are not in the curriculum. Any member of the Educational Committee (see Page Four) or of the Evening School Office will be pleased to discuss your idea with you.

CALENDAR *for School Year 1949-50*

Fall Semester 1949

Thursday, Sept. 15* } Enrollment in Company Restaurant,
4:45 to 5:45 p.m. } Bldg. 58, 1st Floor.

*This is the best time to enroll because classes may be filled later. (Also more instructors will be present for interviews.)

Friday, Sept. 16 ... } 12 to 1 Noon { Supplementary Enrollment —
Monday, Sept. 19.. } Club Offices, Bldg. 22, 1st Floor

September 19-23 First Aid Enrollment.

September 26-30 Evening School Classes Begin.

October 10-14 First Aid Classes Begin.

December 5-9 First Aid Classes Close.

December 19-23 Evening School Classes Close.

Spring Semester 1950

Wednesday, Jan. 11 Evening School Enrollment.

Thurs., Fri., Jan. 12, 13 .. Evening School Supplementary Enrollment.

January 23-27 { Evening School Classes Begin.
First Aid Enrollment.

February 13-17 First Aid Classes Begin.

April 10-14 First Aid Classes Close.

April 17-21 Evening School Classes Close.

Summer Semester 1950

Monday, March 13 Leisure Time Courses will be offered from time to time during the spring and summer months as the demand for them arises. Watch for special announcements.

Organization and Administration

THE Hawthorne Club Evening School is administered by a full-time Principal under the supervision of the Educational Committee of the Hawthorne Club. The membership of this Club is composed entirely of employees of the Hawthorne Works of the Western Electric Company in Chicago. The Faculty of the School, for the most part, is selected from the Club membership, since they are in the best position to know the subject matter taught and its practical applications in the students' work. The Head Instructors are selected by the Principal, and they in turn select the Regular Instructors, subject to approval by the Principal. The 1949-50 organization of the Evening School is as follows:

PRESIDENT OF HAWTHORNE CLUB

F. Corcoran

EDUCATIONAL COMMITTEE

	LOC.	ORG. NO.	TEL.
E. J. Beaulieu, Chairman	26-5	6751	4482
Miss Doris Bailey, Secretary	22-1	966	3694
F. C. Boswell	24-5	7815	3789
C. L. Butler	Archer	4831-4	6428
W. R. Cottrell	Homan	1522-3	78-54
Miss P. L. Dodds	35-6	4812-2	3531
N. K. Engst	Kolmar	2601	72238
H. J. Haberkorn	32-2	4634-2	4678
D. O. Hannan	26th St.	6721	3638
C. C. Hatherley	26th St.	1782-4	3134
D. J. Mulcahy	35-5	4741	2379
G. E. Pearson	22-6	1228	2831
E. W. Peirce	35-6	4813	4043
D. R. Powers	22-1	966	3693
Miss Edna Rensch	15-A-4	905-2	4670
H. C. Schmidt	98-1	2171	3385
Miss H. C. Strutz	25-5	3111-5	2311
F. L. Wood	35-6	3212	2022

EVENING SCHOOL STAFF

	LOCATION	DEPT.	TEL.
D. R. Powers, Principal	22-192	966	3693
Mrs. Jean M. Haller, Secretarial- Stenographer	"	966-S	3693
Miss Doris A. Bailey, Book Sales	"	966	3694
L. R. Ayres, First Aid	"	966-F	3694
Mrs. Frances C. Winter, Librarian	32-2	966-L	2029
Miss Lois Klein, Asst. Librarian	"	966-L	2029



HAWTHORNE CLUB EDUCATIONAL COMMITTEE in one of their monthly meetings. Seated, left to right, G. E. Pearson, E. W. Peirce, Miss Edna Rensch, H. C. Schmidt, Miss Hattie Strutz, D. R. Powers, E. J. Beaulieu, Miss Doris Bailey, D. O. Hannan, C. L. Butler, C. C. Hatherley, F. C. Boswell. Standing, left to right, D. J. Mulcahy, F. L. Wood.



HAWTHORNE CLUB LIBRARY activity reached a new peak during the past year, which would indicate that the new books added to the shelves for lending as well as for sale are meeting with approval. Book Review Programs have continued to serve the popular reading interest. The four branch locations as well as the main library at Hawthorne welcome suggestions for making the library service more helpful. Main Library hours: 12:00 noon to 1:00 P.M., 2:30 to 3:30 P.M. and 4:45 to 5:10 P.M.

FOREWORD

IN every large group of people you will always find men and women who have sufficient ambition to spend some of their own time and money in an effort to improve themselves. For such people at Hawthorne the Hawthorne Club Evening' School was organized in 1913 and since that time there have been over 77,000 enrollments completed in the various courses. From the beginning, enrollment in the School has been on a voluntary basis.

The aim of the School is to provide convenient and inexpensive instruction in various fundamental, vocational, and leisure time courses with the emphasis placed on the practical rather than the theoretical phases of the subject matter. With over seventy subjects from which to choose, most of us should be able to find several which will be helpful and interesting to us.

General Information...

TIME OF CLASS MEETINGS: Evening classes meet from 5:10 to 6:40 P.M., one night per week for 13 weeks unless otherwise specified. A class can be scheduled in almost any manner a group desires if the group is large enough to justify a class of their own.

ENROLLMENT FEES: The usual fee for a thirteen session course is \$3.50 payable at the time the student enrolls; any exceptions are indicated in the description of the subject. Since the Evening School is only partially self-supporting, the enrollment fee cannot be refunded to students who of their own accord drop from the class.

TEXT BOOK FEES: Most subjects require texts which are sold to the student at cost. Text material is available in the Evening School Office, Building 22, 1st Floor, and should be secured before the first class meets. Your Evening School pass should be presented when purchasing your text material.

CERTIFICATES: Certificates are issued to students who satisfactorily complete a course in which standards of scholarship and attendance are maintained. All courses satisfactorily completed are recorded on your personnel record card; those not satisfactorily completed are not recorded.

OUTSIDE EVENING SCHOOLS: The student is urged to see if some outside evening school may offer courses more fitted to his needs. The Evening School Office in Building 22-1 endeavors to keep on hand information regarding the current semester of the public and private schools conducted in the community. Anyone desiring such information may call at the Evening School Office.

CHOICE OF SCHOOL AND SUBJECT: To secure the training most helpful to you, you should exercise care in selecting the school you attend and the subject for study. An interview with your supervisor, a member of the Educational Committee, or the instructor who enrolls you may be helpful. In our own School, you should not enroll in more than two subjects without the permission of the Principal.

Description of Courses...

FUNDAMENTAL COURSES

APPLIED MATHEMATICS

A. J. SEMNER, *Head Instructor*

M. C. BERRYMAN, G. R. MACHIAN, M. S. LINDBERG

Whether you are office or shop worker, knowledge of mathematics is essential. The subjects offered are designed to give you a background of essential mathematical knowledge related directly to your work or required in the study of other courses.

PRACTICAL ARITHMETIC REFRESHER (AM-1), Fall Semester

This course is for those who did not grasp the subject matter fully in previous study or who because of disuse are rusty in the fundamental skills of arithmetic. It covers fractions, decimals, percentages, powers, square root, ratio and proportion. Emphasis is placed on practical application to everyday problems.



SHOP TRIGONOMETRY (AM-4A), Fall Semester

The course covers the study of trigonometric functions, or the relationship between the angles and sides of triangles, the use of trigonometric tables, the computation of sides and angles of right and oblique triangles, and solution of practical problems. Trigonometry is particularly useful to machinists, toolmakers, planning engineers, and draftsmen. Entrance Requirements: Arithmetic, Algebra, and Geometry or equivalent.

SLIDE RULE (AM-5), Either Semester

The slide rule is widely used in the office and shop by both men and women to perform many computations with rapidity and without mental strain. This subject covers the use of the slide rule in multiplication, division, percentage, proportion, powers, and roots. The slide rule is a valuable aid in the preparation of various reports, checking computations, and miscellaneous estimating. This course should be of particular interest to shop clerks, accountants, production control and planning engineers. Entrance Requirements: Arithmetic. Length of Course: 10 nights. Enrollment Fee: \$3.00.

PRACTICAL MATHEMATICS REFRESHER (AM-11),

Spring Semester

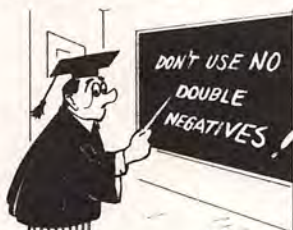
No matter what your work may be you cannot escape mathematics. Moderate skill in using elementary mathematics is not hard to accomplish. This course is offered particularly for those who have studied arithmetic, algebra, and geometry but need a general review of the important principles. The subject matter reviewed consists of direct and practical treatment of the important phases as briefly as is consistent with thoroughness.

BUSINESS ENGLISH

A. M. BERRY, *Head Instructor*

A. G. BENEDIX, E. H. KITZE, D. J. MULCAHY

How is your English? What are your strong points in communicating ideas? How can you use them most effectively? What are your weak points? How can you strengthen them?



The courses offered in Business English are designed especially to help you find the answers to these questions. They are practical courses which use memorandum writing as a basis for learning to analyze and present ideas; to detect and correct common errors; to expand and enrich your vocabulary.

YOUR ENGLISH (BE-2), Fall Semester (BE-3), Spring Semester

These courses are designed for you if you want to improve your ability to use English. In them you learn to write by writing—setting up memorandums on problems such as arise every day at Western Electric. Discussions based on these class letters will cover vocabulary building, the detection and correction of common errors, and the most effective ways of phrasing your ideas.

In BE-2 the emphasis is on grammar and punctuation; in BE-3 on sentence and paragraph structure.

BETTER MEMORANDUMS AND REPORTS (BE-5), Fall Semester

This course emphasizes letter organization and psychology. It will help you determine what information to select for letters and reports, where to begin, how to arrange the information gathered, and how to present it most effectively. Problem situations are used throughout. Entrance Requirements: BE-2 and BE-3 or their equivalent.

ELECTRICITY and MAGNETISM

R. S. PETERSON, *Head Instructor* J. H. ANDERSON, J. G. HOFELD

A knowledge of electricity is becoming more essential to you not only as an employee of an electrical manufacturing company, but also because of its wide use for lighting our homes and operating electrical appliances that help make our life more comfortable. Subject EM-2 is suggested for those who desire a course in basic principles. The School also gives more advanced training in industrial electricity and electronics (EM-3, EM-4). Subject EM-5 is for those men and women desiring elementary instruction in home applications of electricity.

FUNDAMENTALS OF ELECTRICITY (EM-2A), Fall Semester (EM-2B), Spring Semester

This course will give the student an understanding of the nature of electricity, its magnetic effects, how an electromotive force is generated, and basic reactions that are obtained from the flow of an electric current. EM-2A covers the electron theory, batteries, Ohm's Law, circuits, and meters. EM-2B includes induced currents, generators and motors. Demonstrations will be utilized wherever possible. This course will prepare the student for further study in the application of electricity in telephony, radio, and other electrical fields.

INDUSTRIAL ELECTRICITY (EM-3E), Fall Semester

A continuation of a course for employees who desire a thorough knowledge of industrial electricity. This group has completed the direct current theory and machinery portion of the course; this term includes a review of geometry and trigonometry and an introduction to alternating current circuit theory.

INDUSTRIAL ELECTRONICS (EM-4B), Fall Semester

This course is for those who are interested in the application of the electron tube in industry. EM-4A covered industrial electronic tube types and basic circuits. EM-4B will take up the application of electronic devices in industrial equipment.



HOME ELECTRICITY (EM-5A), Fall Semester (EM-5B), Spring Semester

Has a blown fuse or an inoperative electric appliance stumped you in the past? EM-5 is a course in practical electricity designed to aid in the better understanding of everyday home electrical problems. Subject matter in this two semester course will include home wiring, electric appliances, automotive electrical circuits and other information pertinent to common electrical practice. No previous knowledge of electricity is required; all necessary theory will be given during the class sessions. Demonstration and discussion periods will aid in familiarizing the student with electricity about the home.

EFFECTIVE SPEAKING

W. L. RODGERS, *Head Instructor*

EFFECTIVE SPEAKING (ES-1), Either Semester

"I know what I want to say, but I can't say it." Have you ever said that? If so, this course is intended for you. Its purpose is not to develop orators. It is for the man or woman who has discovered by costly experience that the best ideas are often rejected because poorly expressed. The course should help anyone who recognizes the importance of effectively presenting his ideas before groups either large or small.

ADVANCED EFFECTIVE SPEAKING (ES-3), Fall Semester

The advanced course is offered to students who have completed ES-1 and ES-2, or have elsewhere acquired the fundamentals of Effective Speaking and desire to gain further practice under supervision. Classes limited to 16 students. Enrollment Fee: \$5.00.

THE FORUM (FRM), Continues Through Both Semesters

For those who prefer informal training in Effective Speaking or for those who have completed a formal course, we strongly recommend that you join the Hawthorne Club Forum. This activity which is organized as an Associated Club promotes the exchange of ideas and provides opportunities for effective speaking practice to members free of charge.

The Forum is divided into units of not more than 25 members, each of whom has an opportunity to speak at every meeting. Application for membership may be made at any time by contacting the president, Miss Sylvia M. Cervenka or the secretary, Mr. W. Gabel.

PSYCHOLOGY

A. H. DYON, *Head Instructor*

G. S. BLETTE, D. W. FLAGG

INTRODUCTION TO PSYCHOLOGY (PSY-1A), Fall Semester (PSY-1B), Spring Semester

What are the factors which do make people "tick"? Are we really born that way or do our surroundings, education and the like influence our development more than the ancestors we had no chance to choose? What is the physical basis of our mental and emotional activities? What are psychological gold bricks? These and many other questions are reviewed in this fundamental course. PSY-1A discusses such topics as learning and forgetting, the emotions, structure of the brain and nervous system, how we develop and change habits, and significance of the I. Q. PSY-1B makes applications of these basic principles to problems of individual differences, job adjustment, personality development, parenthood and delinquency, education, public opinion, and similar everyday fundamentals of living.



PSYCHOLOGY OF DEALING WITH PEOPLE (PSY-3), Spring Semester

For supervisors and others who wish to add to their understanding of the psychological factors involved in dealing with people. The course will cover such subjects as presenting one's ideas properly, convincing others, leadership and motivation of people, criticizing without giving offense, furthering mental health. Exploration of related material provides an interesting supplement to the text.

PSYCHOLOGY OF PERSONALITY (PSY-7), Fall Semester

This course is planned for those who are interested in knowing more about the nature and components of personality. It will deal with questions such as why we are liked or disliked, the relation of habits and emotions to personality, the expression of personality in dress and conversation, and the evaluation of personality. The material covered in this course should also be helpful to students in learning to make more effective personality adjustments to the varied and increased pressures of modern living.

LANGUAGE IN EVERYDAY USE (PSY-9), Either Semester

Language is our most important means of communication — our main source of understanding of ourselves and each other. Yet frequently it contributes to misunderstanding ranging from petty annoyance to war; and to personal maladjustment ranging from minor frustrations to major mental and emotional upheavals. Language is used in practically all our thinking and learning. Whenever it fails us in any of these areas we must pay a price, large or small, for that failure.

The objective of this course will be the exploration of these psychological considerations revealing the pitfalls in our everyday use of language — the underlying emphasis of semantics. Many of the characteristics of language that lead to misunderstanding and maladjustment are easy to see. Exercises for the correction and improvement of our personal language habits will be suggested.

Vocational Courses...

ACCOUNTING and MANUFACTURING COSTS

H. DERMODY, *Head Instructor*

No accounting subject is scheduled for the 1949-50 School Year due to lack of demand for them in recent terms. However, should a sufficient number of employees desire to enroll in either of the three subjects ordinarily offered in this field, the School will be glad to organize a class for them.

BLUE PRINT READING

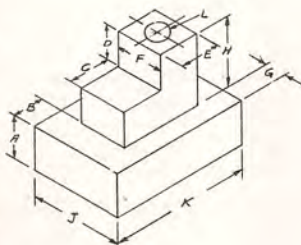
H. G. CAHILL, *Head Instructor*

J. C. HROCH, G. R. MACHIAN

FUNDAMENTALS OF BLUE PRINT

READING (DB-1), Either Semester

This course is for men or women interested in learning how to read tool and piece part blue prints. The principles of projection will be stressed throughout the course and the student will participate by making simple working drawings of familiar models. Ordinarily one semester is sufficient to enable a student to obtain a working knowledge of simple blue prints.



CALCULATING MACHINES

(Burroughs and Comptometer)

MISS EILEEN BOND, *Head Instructor*

MISS LUCILLE KAUFMANN

CALCULATING MACHINES (C-1A), Either Semester

The Burroughs Calculating Machine and the Comptometer are key driven calculating machines. In this course, the student is taught through practice how to use one of them accurately and rapidly in business calculations. The first semester includes addition, subtraction, multiplication from the right and left of the keyboard, three factor multiplication, permanent decimal point, and the controlled key on the comptometer. Length of Course: 26 nights. Enrollment Fee: \$7.00.

CALCULATING MACHINES (C-1B) Either Semester

A continuation of C-1A using the same text. This includes addition, division, short cut and reciprocal division, discounts, percentages, and practical applications of all fundamental operations. Entrance Requirements: C-1A or equivalent. Length of Course: 26 nights. Enrollment Fee: \$7.00.

CALCULATING MACHINES REVIEW (C-1C), Either Semester

A review course designed to meet the needs of the person who has studied the calculator but wishes to develop greater skill in applying the fundamental operations to actual business problems, and additional speed in all computations. Length of Course: Optional. 13 nights, \$3.50. 26 nights, \$7.00.

METALLURGY

J. L. PERTEL, *Head Instructor*
J. A. BELL, D. J. HANTAK

THE METALLURGY OF IRON AND STEEL (DR-1A), Fall Semester

This course is designed principally for toolmakers, mechanics, inspectors, supervisors, and engineers who are interested in obtaining a practice knowledge of steels and their alloys. It includes discussion of the following: raw materials used in making steels, modern methods of making and shaping steels, mechanical properties and testing. Steels will be defined and classified: the alloys used, the sources of these alloys, and classification of S. A. E. and Western Electric steels.



ADVANCED METALLURGY OF IRON AND STEEL (DR-1B), Spring Semester

This course will cover the constitution, heat treatment, and composition of steel. This includes discussion on the theory of cooling curves and solid solutions and their application to constitution diagrams, the heat treatment of steels, functions and effects of alloys, low carbon, high carbon, tool, alloy, and austenitic stainless steels will be discussed in detail. Entrance Requirements: DR-1A or equivalent.

METALLURGY OF NON-FERROUS METALS (DR-3), Fall Semester

The course covers the making, shaping, heat treatment, and uses of the most important metals other than iron and steel. Special attention will be paid to non-ferrous metals used by Western Electric Company. Some of these are copper, brass, bronze, nickel silver, aluminum, lead, zinc, and precious metals such as silver and palladium. Their applications to telephone equipment will be discussed.

MANUFACTURING PRACTICE

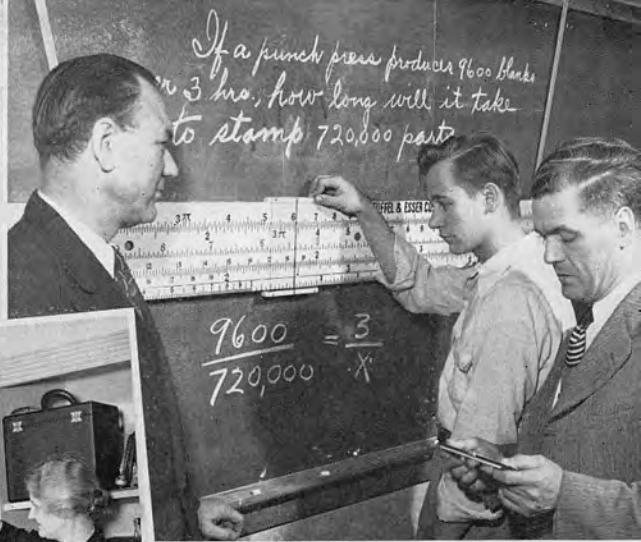
F. C. BOSWELL, J. G. KUHN, *Head Instructors*
K. C. BROWN, H. G. THYER

PRODUCTION CONTROL AT HAWTHORNE (MP-3), Either Semester

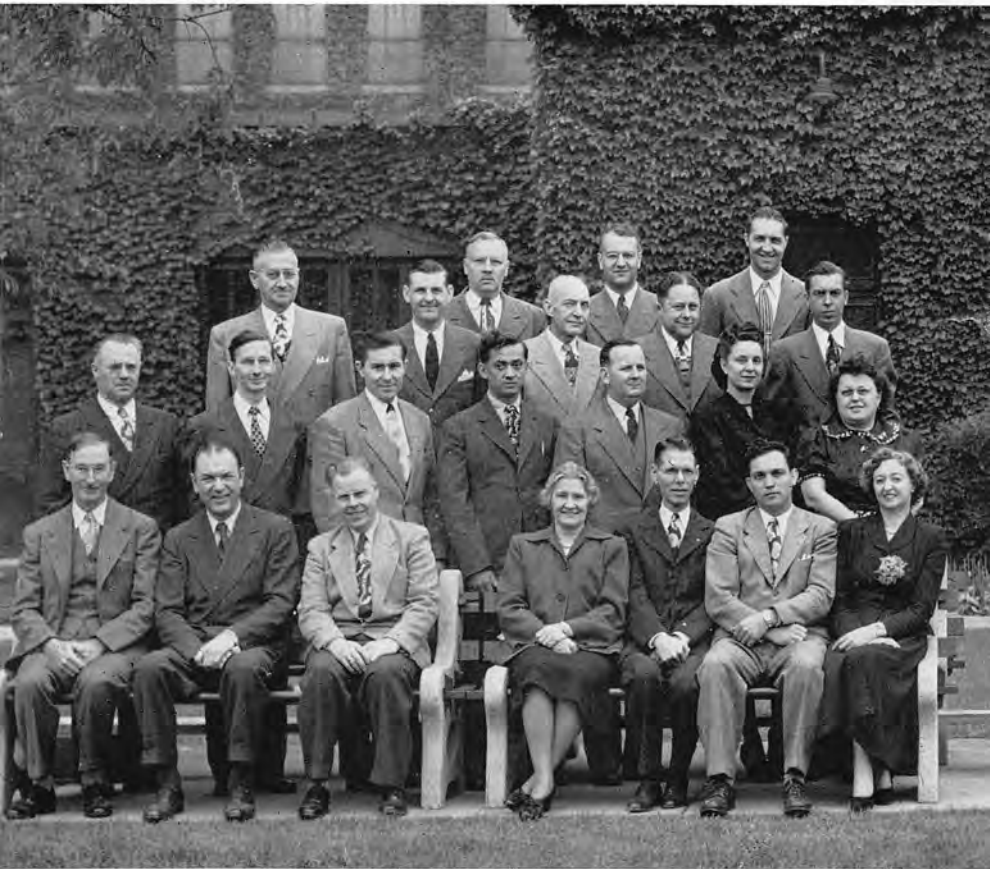
This course provides a non-technical presentation and discussion of the organization, methods, and functions performed in various branches of the Western Electric Company with particular emphasis being given to those used in production control at Hawthorne.

Class discussions cover the functions of the different organizations, the manner in which they are performed, and the relation of one to the other. Included are such items as methods of controlling production, ordering and tracing methods of inspection and quality control, the method of arriving at job grades, etc. Hawthorne business is followed from inception to final billing, with a discussion of the part played by the various organizations including Merchandise and Equipment Engineering.

When Day is done



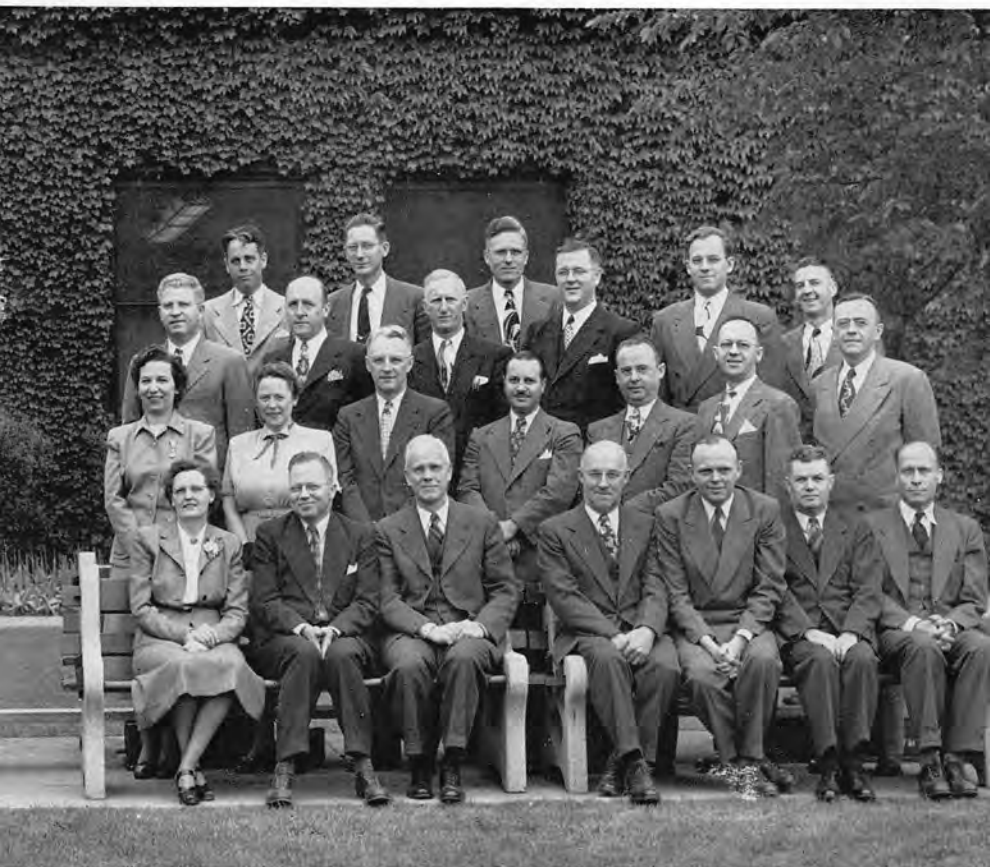
EVENING SCH



FIRST ROW—D. R. Powers, A. J. Semner, R. L. Waltz, Mrs. A. K. Murphy, W. L. Rodgers, F. C. Boswell, Miss E. Volpert, Miss E. Bond, J. G. Kuhn, A. H. Dyon, R. B. Sladek, A. M. Berry, H. Dermody, H. J. Johnson.

SECOND ROW—C. C. Carlton, J. A. Bell, D. J. Hantak, C. J. Strejc, W. E. Hauschild, Miss V. Vocelka, Miss M. Vrastil, Mrs. E. Cotter, Miss R. Cunningham, E. H. Kitze, H. J. Jacobson, H. G. Thyer, A. G.

SCHOOL FACULTY

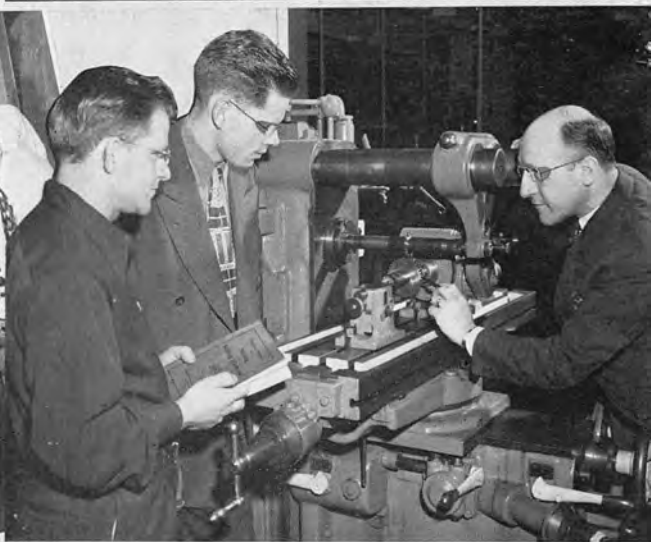


Benedix, M. S. Lindberg.

*THIRD ROW—C. F. Hamann, K. C. Brown, R. K. Elliott, W. Simak,
J. H. Anderson, G. S. Blette, E. H. Garbe, C. L. Zange, W. H. Barbour,
R. A. Johnson, D. J. Mulcahy.*

*FOURTH ROW—J. E. Sorensen, N. C. Lancaster, H. W. Olson, K. C.
Christensen, R. C. Rask, O. P. Baukol.*

*Some
Evening School
Activities*



MANUFACTURING PROCESSES (MP-4), Either Semester

The purpose of this course is to give every employee of Western Electric Company an opportunity to see what products are manufactured and how they are processed from receipt of raw materials to shipment of the finished product. Most of the class meetings are held right in the shops where the student has an opportunity to see the equipment used in manufacturing the various products. The shops visited include among others: foundry, ceramics, die casting, plastics, rubber processing and molding, screw machines, lathes, milling, grinding, drilling, tapping, welding, metal finishing, assembling, etc.

The instructor briefs each trip before it is made and open class discussions follow. Instruction and demonstration of numerous products made in other shops are given in the regular classroom.

MODERN QUALITY CONTROL TECHNIQUES (MP-6), Either Semester

This course should prove helpful to all employees, particularly those in inspection or results organizations. A few useful fundamentals of statistics will be discussed but most of the course will be concerned with presenting and explaining the various forms of the control chart and their practical applications. A knowledge of simple mathematics is sufficient to understand the subject matter. Quality Control Techniques are proving to be very helpful and profitable to industry. Why not find out how they are used?

GENERAL TELEPHONY

B. J. ENGELBRECHT, *Head Instructor*

R. FASICK, W. L. HOWARD, C. WITCHER

TG-1A, with TG-1B, presents the fundamentals of telephony in a course designed to provide a complete over-all picture of telephone equipment and systems for the non-technical student as well as the necessary requirements for entrance to the Step-by-Step and Crossbar courses for those who wish to specialize in those fields.



ELEMENTARY TELEPHONY (TG-1A), Either Semester

TG-1A is a non-technical course in telephony suitable for students from any branch. It covers subscriber station equipment, outside plant equipment and the apparatus such as jacks, keys, lamps and relays which are common to all telephone systems. Just enough electricity, magnetism and circuit analysis is introduced so the function of this apparatus in the telephone systems may be understood.

ELEMENTARY TELEPHONY (TG-1B), Either Semester

This course, designed to follow TG-1A, gives the student a general over-all picture of the Manual, Step-by-Step, Panel and Crossbar Systems. The equipment and operating features of all systems are presented both individually and in relation to each other. Sufficient equipment and circuit features of each system are presented that the later study of a particular system is facilitated. Entrance Requirements: TG-1A.

RADIO and TELEVISION

R. L. WALTZ, *Head Instructor*

R. G. O'FALLON, E. B. WITT

These subjects are sponsored jointly by the Science Club and the Evening School.

ELEMENTARY RADIO (TR-1), Fall Semester

This subject will cover in one term the basic and elementary principles of the radio receiver. It will be presented in a simple and non-technical manner and no previous knowledge of electricity and magnetism or advanced mathematics is required.

Wherever possible practical demonstrations will illustrate the principles involved. It should appeal to employees interested in radio or television as a hobby or a vocation. It is a prerequisite to TV-2.

TELEVISION FUNDAMENTALS (TV-2), Either Semester

The object of this course is to give you the theoretical principles upon which the various circuits of a television receiver are based. It covers the video signal, operating band width, and carrier and intermediate frequencies; the special antennas required for television; R-F amplifier, oscillator, and converter; the sound channel; the video I.F. system and detector, video amplifier and D.C. restorer; sweep circuits; the picture tube and power supplies; test instruments, signal generators, etc., to be used in the alignment and maintenance of receivers, alignment procedures, and trouble shooting will be briefly discussed. Entrance Requirements: TR-1 or equivalent.

STEP-BY-STEP TELEPHONY

R. B. SLADEK, *Head Instructor*

C. F. HAMANN, J. E. SORENSEN

STEP-BY-STEP DIAL SYSTEM (TS-1), Fall Semester

A course which will serve to give the student a general knowledge of the fundamental operation and standard equipment of a Step-by-Step Dial System Exchange. It includes dial subscriber station equipment, system sizes, and the line finder, selector and connector switches used in a normal local call. Entrance Requirements: TG-1 or equivalent.



STEP-BY-STEP DIAL SYSTEM (TS-2), Spring Semester

The study of multi-office systems, trunk hunting connectors, toll equipment, party line features, test equipment, interconnecting manual and step-by-step D.S. "A" board features, etc., and a summary with a general discussion of the system. Entrance Requirements: TS-1.

CROSSBAR TELEPHONY

C. C. CARLTON, *Head Instructor*

O. P. BAUKOL, N. C. LANCASTER, R. C. RASK

The Evening School is endeavoring to offer a course covering the Crossbar No. 5 Dial Telephone System (TX-5) before the present school year is completed. This new course will require students to have had TX-1 or its equivalent. Anyone planning to take TX-5 should plan to take TX-1 this fall term, if possible, unless he has already had it.

CROSSBAR DIAL FUNDAMENTALS (TX-1), Either Semester

An introductory course to the Crossbar System. It is designed as a general information course to give the student: first, a description of the principal pieces of apparatus used in the Crossbar System; and second, a description of the various crossbar frames and units with a brief explanation of how they work together to form our latest dial telephone system. No circuit operation or detailed trunking schemes will be covered. Entrance Requirements: TG-1 or equivalent.

CROSSBAR DIAL TRAFFIC (TX-2A), Either Semester (TX-2B), Either Semester

This course is designed for the student who desires more detailed knowledge of the Crossbar System than is given in TX-1. On a two semester basis more time can be given to each type of frame and to the discussion of equipment and cabling details. One semester (TX-2A) will be devoted to the originating equipment and one (TX-2B) to the terminating equipment. Extensive circuit operation will not be covered but the student will become familiar with the operating features and trunking principles of the Crossbar System. Entrance Requirements: TG-1 and TX-1, or equivalent.

TYPEWRITING and SHORTHAND

MISS ELLA VOLPERT, *Head Instructor*

MRS. E. M. COTTER, MISS R. CUNNINGHAM, MISS MILDRED VRASTIL

TYPEWRITING (TY-1A), Either Semester (TY-1B), Either Semester

Typing is the backbone of any office work. This class is designed to acquaint the beginner with the basic principles of operation and care of the typewriter, and to drill advanced students on standard speed tests and advanced typewriting technique with emphasis always on accuracy. Length of Course: 26 nights. Enrollment Fee: \$7.00.

REVIEW SHORTHAND AND TRANSCRIPTION

**(TY-2A), Either Semester
(TY-2B), Either Semester**

This course offers a review of the Gregg Shorthand Manual, dictation which includes typical Western Electric letters, and transcription of notes in class. We believe this class will fill a long-felt need for a review of stenographic principles with classroom supervision. Length of Course: 26 nights. Enrollment Fee: \$7.00.



Leisure Time and Personal Interest Classes...

ARTS and LITERATURE

A. M. BERRY, *Head Instructor*

W. H. BARBOUR, A. G. BENEDIX, J. L. BROWN, C. VICKERY

This section in our curriculum consists of courses related to certain of the liberal and fine arts. The subjects described below are suggestive of the kind offered in this field. If you should like to see others offered, we shall be glad to consider your suggestion.

READING IMPROVEMENT FILMS (AL-1), Either Semester

The variation in speed between an ordinary and a skillful reader is often so great as to be startling. With an equal or even better comprehension, a good reader may read three times as fast as another. Experimental programs and research have demonstrated reading ability can be increased remarkably by the use of proper techniques.

The Harvard Films for the Improvement of Reading are used in this course. They have been used for nine years to speed up the reading rates of students and adults. Retests have shown that these gains are permanently acquired. One person in a class at Hawthorne showed a gain of 450 words per minute with a simultaneous increase in comprehension. Length of Course: 15 nights, 1 hour per night. Enrollment Fee: \$3.75.

THE GREAT BOOKS "SECOND COURSE" (AL-2B), Continues Through Both Semesters

This is a course similar to the popular Great Books Course recently developed by the University of Chicago. Reading and group discussion based on the thought of selected great writers of Western Civilization offer interest and the possibility of self-development in:



- (1) Expression—Discussion of basic problems under the stimulation of two leaders and fellow class members will give you practice in expressing your ideas.
- (2) Thinking—In the process of "thinking out loud" and hearing others do so, you can add to your ability to go to the heart of a problem, pick out what is important in it, and relate like things together in analysis.
- (3) Basic Understanding—Further acquaintance with the great ideas upon which Western Civilization is founded will give you a better understanding of our culture.

The course will consist of thirteen meetings on alternate Wednesdays, 5:30 to 7:30 P.M., October 5 to April 5, with a holiday recess. The books required may be purchased in a set for \$9.60 (paper-backed reprints). First course not required as a prerequisite to this one. Enrollment Fee: \$6.00.

SKETCHING AND PAINTING (AL-7), Either Semester

Painting can be anybody's art. Yes, experience or previous training is not a necessary prerequisite to the good times you can have while learning water color, oil, or casein painting, charcoal sketching or even just plain pencil drawing. Past exhibits by our Sketching and Painting classes prove that even a beginner can turn out creditable work in a short time; so don't hesitate because you lack experience. Some of your classmates will be beginners, too. You will be surprised at how well you can do and at your increased appreciation of the beauty around you.

The class is under the direction of Mr. Charles Vickery, who received his training at the Art Institute of Chicago and the Academy of Fine Arts. In twelve years of painting experience, Mr. Vickery has achieved a widespread reputation as a painter of outdoor subjects, particularly seascapes, and has his own private studio in Western Springs.

Come and join in the fun! We can assure you many evenings of enjoyable experience, and you may develop a satisfying new hobby. Length of Course: 13 nights. Enrollment Fee: \$10.00. Approximate Cost of Supplies: \$10.00.

MEN'S ATHLETIC COMMITTEE

A. H. SMITH, *Chairman*, W. F. CRANNEL, *Head Instructor*
H. E. NELSON

BADMINTON CLASSES (BAD), Continues Through Both Semesters

Classes are held every Tuesday, 7:30 to 10:00 P.M., and are open to both men and women. This is a sport fast growing in popularity throughout the country and is available to our employees under most favorable conditions as we have perhaps the finest facilities in the city for this game. This is a class for beginners or advanced players. They will start about October 1, and there is no enrollment fee.



GYMNASIUM CLASSES—MEN (GYM-M), Continues Through Both Semesters

Classes are held every Monday and Wednesday. Each class opens with about twenty minutes of planned calisthenics and continues for the balance of each session with careful instruction in specific recreational activities. They will begin about October 1, and each class will run from 5:30 to 7:00 P.M. The only requirement is that you pass a physical examination made by a doctor at the Gymnasium. There is no fee and members may attend both nights each week if they desire.

GOLF FUNDAMENTALS (GF-1), Spring Semester

A basic course covering stance, grip, back swing, and follow through. The course is designed to assist the beginner and novice in learning the fundamentals of the game, through instruction by a professional, and practice in driving balls into a net. The classes are held at the Albright Gymnasium where driving nets are available. S-l-o-w motion pictures are taken of each member of the class for instructional purposes. Classes start at 5:30 P.M. and end at 7:00 P.M. Students furnish own clubs and balls as required. Length of Course: 7 nights. Enrollment Fee: \$4.00. Classes limited to 15.

INTERMEDIATE GOLF (GF-2), Spring Semester

This course is designed for men and women who have satisfactorily completed GF-1 as well as for more advanced golfers who are desirous of improving their game or correcting faults in their play. Classes for this course will be conducted at a local driving range. Classes will meet from 5:30 to 7:30 P.M., each night. Members will be required to buy one bucket of balls each night and to furnish their own transportation. Length of Course: 6 nights. Class limited to 16. Enrollment Fee: \$2.50.

MEN'S TENNIS (TN-M), Spring Semester

This course of six one-hour lessons covers the fundamental forehand, backhand, net, and service strokes. The class will be divided into groups by the instructor for proper instruction to players of all abilities and experience. It will be taught by a professional instructor of recognized ability. Class will start about June 15. Enrollment Fee: \$5.00.

WOMEN'S ATHLETIC COMMITTEE

WAVE CHADEK, *Chairman*, R. K. ELLIOTT, *Head Instructor*
H. W. OLSON, G. SANTOS

GYMNASIUM CLASSES—WOMEN (GYM-W), Continues Through Both Semesters

Classes meet every Tuesday from 5:30 to 7:30 P.M., in the Albright Gymnasium and will start about October 1. There is one hour of games (volleyball, basketball, softball, etc.). All participants are required to pass a medical examination conducted by a Company doctor. No Enrollment Fee.

SWIMMING—WOMEN (SW-1), Either Semester

Classes meet once weekly from 6:00 to 7:30 P.M., at a nearby swimming pool. Instructions offered in swimming and diving for beginning, intermediate, and advanced swimmers. Pupils also participate in novelty races and games. Red Cross merit awards are to be offered to those who wish to try for them. Classes limited to 40 girls per evening. Watch bulletin boards for further announcement as to time. Length of Course: 10 nights. Enrollment Fee: \$2.00.

BALLROOM DANCING (BD-1), Either Semester

Instruction for both men and women by a professional teacher is given for beginners as well as those with dancing experience. Various popular ballroom dances are included depending somewhat on the desires of the class. Classes meet once a week for ten weeks, starting about October 1 in the Albright Gymnasium from 5:30 to 7:00 P.M. Enrollment Fee: \$2.00.

BEGINNING TENNIS (TN-1), Spring Semester

This course covers the fundamental principles of the game, basic strokes, score counting, footwork, preliminary court tactics, etc. Each class is limited to fifteen students to provide for individual coaching. A tennis robot machine is used to improve your game. Class meets for one hour, one night per week. Length of Course: 10 nights. Enrollment Fee: \$3.50.



INTERMEDIATE TENNIS (TN-2), Spring Semester

Starting with a review of the fundamentals, the student is carried on to more advanced strokes, court strategy and tournament play. Class meets for one hour, one night per week, and is limited to 12 students. Length of Course: 10 nights. Enrollment Fee: \$4.00.

GOLF (GF-1, GF-2), see page 24.

CONTRACT BRIDGE

MRS. M. CARLSTROM, R. A. JOHNSON, *Instructors*

It has been estimated that there are 20 million contract bridge players in the United States. Bridge today is more than a fine game; it has become a social necessity, and it is recognized as a valuable aid in personality development.

ELEMENTARY CONTRACT BRIDGE (CB-1), Either Semester

Expert play of contract bridge depends on a thorough knowledge of fundamentals. The basic principles of the game are taught, not as a set of rules to be memorized and followed blindly, but with emphasis on the logical nature of these principles, so that the student develops the ability to reason independently when confronted by an unusual situation of bidding or play. Although the course is presented in such a way that a person with no knowledge of bridge can gain a thorough understanding of the game, the average player will find that the new grasp of fundamentals which he obtains from the course will greatly benefit his game. In order to provide practice in applying the learned principles, a part of each session is devoted to actual play, supervised by the instructor. Class limited to 18 people. Enrollment Fee: \$5.00.

INTERMEDIATE CONTRACT BRIDGE (CB-2), Either Semester

This course is designed for those players who have a thorough understanding of contract bridge fundamentals. Advanced bidding techniques are discussed, and such features of expert play as card reading, end plays, and safety plays are investigated. Practice in the techniques being acquired is obtained by playing prepared hands, which illustrate the material presented in the discussion. Class limited to 18 people. Enrollment Fee: \$5.00.

CAMERA CLUB

H. J. JOHNSON, *Head Instructor*

ELEMENTARY PHOTOGRAPHY (CC-1), Either Semester

A course for beginners who want to learn how to use their cameras more effectively and how to do their own processing for better pictures. Lecture, demonstration and limited class practice. It covers negatives (using negatives exposed in class), contact prints (using negatives developed in previous lesson), enlarging, cameras and accessories, composition and clinic. Length of Course: 6 nights. Enrollment Fee: \$3.00 (includes supplies used in class practice).



INTERMEDIATE PHOTOGRAPHY (CC-2), Spring Semester

Intended for the student who wants to do something worthwhile with his camera. Such subjects as print quality, photographic pictorialism, portraiture, paper negatives, landscapes, toning, double printing, intensification and reduction, copying, and final print operations are covered. Field trips are included. Homework is required in connection with each class. Entrance Requirements: CC-1 or equivalent. Length of Course: 12 to 15 nights (Friday). Enrollment Fee: \$7.00 (includes toners, intensifiers, and other chemicals and supplies).

COLOR SLIDES (CC-5), Fall Semester

This course includes color exposure problems, color in composition, indoor color work (pictures made in class), slides and projection. Length of Course: 4 nights. Enrollment Fee: \$3.00.



*What's your
pleasure?*



FIRST AID INSTRUCTORS



FIRST ROW—Miss Vera Kubanis, Miss Eleanor Rohr, Mrs. Shirley Webb, Miss Ruth Parse, Miss Irene Kinsley, Miss Rose Smoller, Miss Josephine Wolta.

SECOND ROW—J. A. Basak, F. J. Pfeifer, F. W. Bible, C. O. Lejonstein, J. W. Ryan, J. A. Draffkorn, L. R. Ayres.

THIRD ROW—J. A. Matczynski, E. W. Helpfrey, P. Love, W. E. Schneider, A. L. Marcinkiewicz, H. W. Berkley.

FOURTH ROW—P. S. Shemanske, C. R. Skorepa, G. W. Greenwood, E. Pugh, M. D. Hansen, T. G. Hays.

HOME OWNERS' FORUM

J. P. CONNOLLY, MRS. RUTH TEST, C. L. ZANGE

INTERIOR DECORATION OF THE HOME (HOF-2), Spring Semester

Due to many requests the Evening School is again offering a course in interior decoration. The instructor will be Mrs. Ruth Test of Hinsdale who has her masters degree in Art from the University of Chicago and has worked in this field. She has taught similar courses at Stephens College, the University of Wisconsin, and in several Chicago suburbs. She is prepared to give our women employees many practical hints regarding interior decoration.

The course will be a survey of good materials and good design in the home interior from a consumer's viewpoint. The subject matter includes such items as: principles of design, materials available, color, wall treatments, floor coverings, textiles, window design, interior planning, and furniture materials and construction.

The first part of each class will be devoted to a lecture followed by a discussion period prompted by personal problems of the group. Length of Course: 10 nights. Enrollment Fee: \$5.00

HOW TO DO YOUR OWN PAPERING, PAINTING, AND VARNISHING (HOF-4), Spring Semester

This course parallels the one on Interior Decoration but is confined to instruction in how to do the work yourself. It will be taught by an experienced painter and decorator. Such subjects as inside and outside painting, varnishing, kalsomining, wallpapering, choice of materials, mixing paints, care of brushes, repairing plaster, new and old surfaces, and sanding floors will be covered. Length of Course: 10 nights. Enrollment Fee: \$3.50.



HOME ECONOMICS

MRS. GERTRUDE C. KEIL, MRS. DOROTHY SCHAP

ELEMENTARY COOKING (HE-1), Fall Semester

This is an entirely new course in the basic principles of cooking. A new Magic Chef gas range and Westinghouse refrigerator have been purchased by the Hawthorne Club to give this class a good start. A special effort will be made by the instructor to give our shop and office women practical pointers in the buying, preparation, cooking, and serving of good meals.

Each class will be a full demonstration of a particular type of food, the tentative schedule being as follows:

- (1) Pies: How to make a good crust. Crust variations.
- (2) Quick breads.
- (3) Yeast breads.
- (4) Cakes: Butter cake and sponge type of cake demonstrated.
- (5) Salads: Meat, fish, vegetable, and fruit salads in interesting combinations.
- (6) Main dish meals.
- (7) Meat: Preparation and serving.

Recipes given for all dishes prepared. The class will be taught by Mrs. Dorothy Schap of Naperville, an experienced cook and demonstrator.

Enroll early. The class is limited. Learn the joys of good cooking. Classes for shift workers will be organized if enough students are interested. Length of Course: 7 nights. Enrollment Fee: \$3.50.

GIFT WRAPPING (GW-1), Either Semester

A new course for those who wish to learn the art of gift wrapping. An outside expert will teach you how to create unusual designs for your gift wrappings starting with the simple processes and progressing into creative forms. Classes meet in the Main Company Restaurant, 5:15 to 6:45 P.M. Each student will be required to furnish her own supplies. Length of Course: 6 nights. Enrollment Fee: \$2.00.

PARTY FAVORS AND TABLE SETTINGS (PF-1), Either Semester



Most women are frequently called upon to create party favors for various occasions or set an attractive table. This course will give you many ideas for such occasions and teach you to create your own patterns. Party preparation should become a pleasure instead of a task after you have completed the course. Entrance Requirements: GW-1 or equivalent. Length of Course: 6 nights. Enrollment Fee: \$2.00.

SEWING

MRS. A. K. MURPHY, *Head Instructor*
MISS VICTORIA VOCELKA

SEWING (S-1), Either Semester

This is a beginners' course for women in simple sewing. Detailed instructions will be given on how to read and follow commercial patterns and alter them to the size required. You will be instructed about the various materials used, how all seams should be constructed, and on many of the miscellaneous notions required. With these instructions at least one simple garment should be completed by the end of this course. This course should prepare the student for the advanced sewing class, S-2. Length of Course: 8 nights. Enrollment Fee: \$3.50.

ADVANCED SEWING (S-2), Either Semester

A practical course for women in advanced sewing. Students may choose from such projects as making of new garments, remodeling old clothes, and giving the completed garments that well-dressed look. An earnest effort is made to give the students knowledge that will help them save money on their clothes' budget and add to their enjoyment of making their own clothes. Length of Course: 8 nights. Enrollment Fee: \$3.50.

HATMAKING AND MISCELLANEOUS NEEDLEWORK (S-3).

Either Semester

Students may choose projects from any of the following; miscellaneous embroidery, cross stitch, Italian cutwork, crocheting of filet and varied laces; needlepoint, petit point, Swedish hemstitching and drawn work; plain knitting, making of ribbon and yarn flowers for boutonnieres, etc.: making new rugs and quilts from old clothes and scraps of material; sequin and beaded novelties—you can make your own earrings, lapel ornaments, head bands, hair ornaments and many novel things; making hats from flowers, ribbon, covering buckram frames with material, trimming felt and straw hats, and remodeling of old hats. Length of Course: 8 nights. Enrollment Fee: \$3.50.

SKATING CLUB

R. K. ELLIOTT, *Head Instructor*

ICE FIGURE SKATING (SK-1), Spring Semester

The principle objective of this course is to help the student learn ice figure skating technique. The instructions will cover proper care of skates, clothing, posture, strokes (both straight and figure strokes), and simple dance routines. The instructions will be given by an experienced figure skater. Classes will start December 10, weather permitting. Length of Course: 6 lessons. Enrollment Fee: \$2.00.

FIRST AID

L. R. AYRES, *Supervising Instructor*

F. W. BIBLE, MISS I. KINSLEY, C. O. LEJONSTEIN, *Head Instructors*

When accidents strike can you help? No matter where people live, work, travel, or play, the value of First Aid Training has been graphically proven valuable time and again. It has often meant the difference between temporary and permanent disability, brief illness, and long hospitalization or even life or death, itself.



Realizing the value of First Aid Training, the American Red Cross and the Western Electric Company, through the Hawthorne Club Evening School, are offering both the

Standard and Advanced First Aid Courses for the employees at Hawthorne. This training will better prepare you for giving effective help when accidents strike and also assist in the prevention of injuries.

STANDARD FIRST AID (FA-1), Either Semester

The Standard First Aid Course teaches you how to help the injured until a doctor arrives. Subjects covered include: control of bleeding, artificial respiration, bandaging of wounds, immobilization of fractures, transportation of the injured, treatment of poisoning, sunstroke, heat exhaustion, burns, and common emergencies. Length of Course: 18 hours—9 nights of 2 hours each. No text or enrollment fees.

ADVANCED FIRST AID (FA-2), Either Semester

The Advanced Course offers the First Aid student an opportunity to become more efficient in his first aid practice through the working out of practical problems in class. A brief review of the elementary practices of First Aid is followed by diagnosing and treating the more serious types of injuries. Actual typical injury cases are used whenever possible. The use of handy materials such as newspapers, blankets, etc., is taught in the treatment of fractures. Entrance Requirements: An American Red Cross-Western Electric Company First Aid Certificate issued within five years, or a valid Red Cross Certificate. Length of Course: 12 hours—6 nights of 2 hours each. No text or enrollment fees.

“THE more a man observes, studies and learns, the richer his life becomes. If he can and will grow mentally from childhood to old age, he will get far more out of life than a man who stops learning on the day he leaves school.”

PITKIN