

The Department of Education of the
Normal/Hunter College
1908-1968

The Division of Programs in Education,
1969-1997

The School of Education, 1998-
Finding Aid

TABLE OF CONTENTS

| | |
|------------------------|-------|
| General Information | 3 |
| Scope and Content Note | 4 |
| Series Description | 5 |
| Container List | 6-10 |
| Addenda | 11-13 |

GENERAL INFORMATION

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SCOPE AND CONTENT NOTE

The records of the Department of Education date back to 1908 and document the evolution of one of the original departments of the Normal College (1870-1913) which was subsequently renamed Hunter College in 1914. The annual reports provide interesting accounts of the mission and growth of the department, courses offered, and the implementation of evolving teaching methodologies that were adopted throughout the years.

The Department of Education offered their students various teacher training opportunities through study and internships. One such internship program which is thoroughly documented in this collection is Project 120. This program, which was co-sponsored by the New York City Board of Education, involved the placement of Hunter College students in selected junior high schools that served students in economically depressed areas. Project 120 enrollees would gain invaluable teaching experience while providing valuable service to local communities.

Departmental publications like *Education Special*, *Teacher Education News & Notes*, *T.E.P. Topics*, *Center*, *Collective Voices*, *Dateline*, *Dates & Data*, and *Viewpoint* can be used by researchers in education to assess the ideas, issues, concerns, and research interests of the Department of Education during the 20th Century.

Related to the aforementioned publications are the variety and scope of reports and studies that also constitute this collection. Educational researchers should find works on curriculum trends, teacher training, use of technology in the classroom, and teacher certification requirements useful and timely for the period.

The Normal/Hunter College was initially established to prepare women to become teachers in the public schools of New York City. Researchers in the field of education should find the records of the aforementioned department informative and revealing as it sought to prepare a cadre of public school teachers during the 20th Century.

SERIES DESCRIPTION

Series I – Administration

Series I consists of annual reports, publications like *Education Special*, *Teacher Education News & Notes*, and *T.E.P. Topics*, and files on the Teacher Education Program at Hunter College from 1950 - 1952. The folders are arranged alphabetically while documents are arranged chronologically.

Series II – Project 120

Series II documents the establishment and evolution of a special student teaching program that attempted to serve students who attended junior high schools in severely depressed areas of New York City. This series consists of Project 120 applicants, correspondence, memoranda, field trips, minutes, reports, preparatory courses, survey of students, and related materials. The folders are arranged alphabetically.

Series III – Studies and Reports

Series III consists of bulletins, surveys, evaluations, proposals, reports, studies, and regulations from the department and affiliated external organizations. The folders are arranged alphabetically by title.

Series IV - Division of Programs in Education

Series IV consists of by-laws, correspondence, memoranda, reports, proposals, and publications like *Center*, *Collective Voices*, *Dateline*, *Dates & Data*, and *Viewpoint*. Folders are arranged alphabetically by title and chronologically within each folder.

Series V - School of Education

Series V consists of copies of *Ed Talk* and *Update on the School of Education*.

Addenda

This section consists of materials that were added after the collection was initially processed.

CONTAINER LIST

SERIES I – ADMINISTRATION

| <u>Box</u> | <u>Folder</u> | <u>Contents</u> |
|------------|---------------|---|
| | | Annual Reports |
| 1 | 1 | 1908, 1911 - 1912, 1914, 1916, 1923, 1927, 1929 - 1931, 1940 - 1941 |
| | 2 | 1941 - 1942, 1942 - 1943, 1943 - 1944, 1944 - 1945 |
| | 3 | 1945 - 1946, 1946 - 1947, 1950 - 1951, 1956 - 1957 |
| | 4 | Department of Business Education, 1952 - 1960 |
| | 5 | Graduate Program in Teacher Education, Fall 1949 |
| | 6 | Projects Engaged in by Members of the Department of Education, 1938 - 1939 |
| | | Publications |
| | 7 | Davis, Frederick B. <i>Aids for Interpreting Test Scores</i> . Fourth Institute of the Division of School Psychologist, American Psychological Association, 1959 |
| | 8 | <i>Education Special</i> , 1953 - 1958 |
| | 9 | <i>Selection Guidance and Placement</i> , 1961 |
| | 10 | <i>Teacher Education: News and Notes</i> , 1951-1952, 1958 - 1964, 1967, 1969 |
| | 11 | <i>Teachers for All the Children: Their Preparation in the Municipal Colleges of N.Y.C. 1950 - 1952</i> |
| | 12 | <i>Television for Teacher Education</i> , n.d. |
| | 13 | <i>T.E.P. Topics</i> , 1958 - 1959 |
| 2 | 1 | Requirements for High School License, September 18, 1912 Requirements for Teacher Certification and Licensing, State of New York and City of New York, August, 1967 |
| | 2 | Teacher Certificate Regulations, 1963, 1969 |
| | 3 | Teacher Education Program, 1950 - 1952 |
| | 4 | Teacher Selection and Guidance at Hunter College, n.d. |
| | 5-6 | Trainers of Teacher Trainers, 1967 - 1968 |
| | 7 | Visual Education Committee, 1959, 1961 |
| | 8 | Wilson, Frank T. Studies of Selected Gifted Children |

SERIES II - PROJECT 120

| <u>Box</u> | <u>Folder</u> | <u>Contents</u> |
|-------------------|----------------------|--|
| 2 | 9 | Applicants, 1968 - 1970 |
| | 10 | Bibliographies |
| | 11 | Brochures and Publications |
| | 12 | Comparative Marketing Survey |
| | | Correspondence |
| 3 | 1 | Fraser, Dorothy M., 1964 - 1968 |
| | 2 | Samalanis, Bernis, 1967 - 1969 |
| | 3 | General Correspondence, 1965 - 1973 |
| | 4 | Description and Overview, A - Z |
| | 5 | Field Trips, 1964 - 1970 |
| | 6 | Graduates of the Program, A - Z |
| | 7 | Hunter College and Children William W. Hiles Junior High School |
| | 8 | Memoranda, 1966 - 1970 |
| | 9 | Minutes, 1966 - 1968 |
| | 10 | Miscellaneous Materials |
| | 11 | Preparatory Courses, 1959 - 1965 |
| | 12 | Reports, 1960 |
| | 13 | Reunion, 1965 - 1966 |
| | 14 | Summer Session Directory A - Z |
| | 15 | Summer Session Permission Slips A - Z |
| | 16 | Survey of Students |
| | 17 | Students |
| 4 | 1-2 | Questionnaire, A - Z |

SERIES III - STUDIES AND REPORTS

| | | |
|---|---|--|
| 4 | 3 | A Bulletin for Graduate Students Who Are Concerned with the New Requirements for Permanent Certification to Teach in Public Secondary Schools, State of New York, September 1962 |
| | 4 | Evaluation of the Teacher Education Program at Hunter College, 1948 -1953 |
| | 5 | An Experimental Television Center for Teacher Education, January 1965 |
| | 6 | Graduates of the Program in Guidance and School Counseling, 1950 - 1965: A Follow-Up Study, August 1966 |

SERIES III – STUDIES AND REPORTS

| <u>Box</u> | <u>Folder</u> | <u>Contents</u> |
|-------------------|----------------------|--|
| 4 | 7 | Highlights of Fourteenth Annual Survey: Employment Status of Students Who Completed a State-Approved Teacher Education Program During 1964 |
| | 8 | Highlights of Teacher Education Census, Spring/Fall 1964 |
| | 9 | Intention to Teach and Persistence in Hunter College Teacher Education Program, January 1965 |
| | 10 | The Preparation of the Prospective Elementary School Teacher in the Natural Sciences, December 1961 |
| | 11 | Professional Difficulties of Beginning Elementary School Teachers As Seen By Elementary School Principals, November 1957 |
| | 12 | Proposed Revision of the Teacher Education Curriculum at Hunter College, March 1957 |
| | 13 | A Report by the Hunter College Joint Committee on Intervisitation, the State University and the Five Year Teaching Plan, ca. 1969 |
| 5 | 1 | Report of Committee American Association of Colleges for Teacher Education to Hunter College, Oct 18 - 21, 1953 |
| | 2 | Requirements for Teacher Certification and Licensing State of New York and City of New York, March 1966 |
| | 3 | Some Current Views on Curriculum Trends for the Sixties: Background Material for Conference Participants, Fall 1962 |
| | 4 | Teachers For New York Biennial Report, 1957 - 1959 |
| | 5 | TTT Training the Teachers of Teachers: An Interdisciplinary Program Teacher Education for Inner City Schools, 1969 |
| | 7 | The Use of Television for Improving Teacher Training and for Improving Measures of Student-Teaching Performance, 1962 |
| | 8 | The Vacation Demonstration School, Summer 1953 |
| | 9 | The Vacation Demonstration School, July 5, 1967 - August 11, 1967 |

SERIES IV – DIVISION OF PROGRAMS IN EDUCATION

| <u>Box</u> | <u>Folder</u> | <u>Contents</u> |
|-------------------|----------------------|--|
| 5 | 9 | Attribute Materials, n.d. |
| | 10 | By-Laws, November 15, 1971 |
| | 11 | |
| | | Correspondence |
| | 12 | 1975 |
| | 13 | 1976 |
| 6 | 1 | 1977 |
| | 2 | 1978 |
| | 3 | 1979 |
| | 4 | Educational Technology Center, 1973 |
| | 5 | Hunter College Consortium, May 2, 1992 |
| | 6 | Memoranda, 1968, 1973 |
| | 7 | Modification of the Program for the Preparation of Early Childhood and Elementary Teachers, 1988 |
| | 8 | NCATE Visiting Report Hunter College, November 15 - 17, 1976 |
| | 9 | Narrative Description for Teacher Training Proposal, 1972 - 1973 |
| | 10 | A Proposal for the Sixth-Year Program in Supervision and Administration, February 1, 1976 |
| | | Publications |
| 7 | 1 | <i>Center</i> , December 1972, January - March 1973 |
| | 2 | <i>Collective Voices</i> , 1975, 1979, 1981 |
| | | <i>Dateline</i> |
| | 3 | October 1977 - December 1978 |
| | 4 | March 1979 - December 1981 |
| | 5 | May 1982 - December 1982 |
| | 6 | May 1983 - May 1986 |
| | | <i>Dates & Data</i> |
| | 7 | September 1972 - December 1975 |
| | 8 | February 1976 - December 1976 |
| | 9 | February 1977 - May 1978 |
| 8 | 1 | <i>Faculty Handbook on Writing Across the Curriculum</i> , n.d. |
| | 2 | <i>Graduate Bulletin</i> , n.d. |

SERIES IV – DIVISION OF PROGRAMS IN EDUCATION

| <u>Box</u> | <u>Folder</u> | <u>Contents</u> |
|-------------------|----------------------|--|
| | | Publications |
| 8 | 3 | <i>Handbook for Student Teachers</i> , 1973 <i>Home is People, Places and Things Home is Belonging</i> , n.d. <i>Hunter College Student Teaching Handbook</i> , 1985 |
| | 4 | <i>Television Center Catalogue</i> , 1970 |
| | | <i>Viewpoint</i> |
| | 5 | September - November 1976 |
| | 6 | February - September 1977 |
| | 7 | Fall 1978, Fall 1979 |
| | 8 | Spring 1980 |
| | 9 | Fall 1983 |
| | 10 | Fall 1986 |
| | 11 | Recommendations of the Commissioner's Task Force on Teacher Education and Certification, April 1977 |
| | 12 | Request for Waiver of the By-Laws, December 1, 1978 |
| | 13 | SEIMC Instructional Materials Centers |
| | 14 | Teacher Center for Teachers of the Gifted and Talented |
| | 15 | Trainers of Teachers, 1969 - 1970 |
| 9 | 1-5 | Miscellaneous Materials |

SERIES V – SCHOOL OF EDUCATION

| | | |
|---|---|---|
| | | Publications |
| 9 | 6 | <i>Ed Talk</i> , Spring 2001 |
| | | <i>Update on the School of Education</i> December 2003, September 2004 |

ADDENDA

SERIES III – REPORTS AND STUDIES

- | | | |
|----|---|---|
| 10 | 1 | Smith, B. O. A Study of the Logic of Teaching, ca. 1959 |
| | 2 | Identification of Gifted Elementary School Children With Exceptional Scientific Talent, September 1, 1960 - August 21, 1960 |
| | 3 | Final Report, 1961 - 1962 An Integrated Arts Program for the Gifted |
| | 4 | Raskin, Abraham. Science Teaching Ideas II, 1955 |

SERIES IV – DIVISION OF PROGRAMS IN EDUCATION

- | | | |
|----|-----|---|
| 10 | 5-6 | Collection of Critical Materials Related to the Conceptual and Operational Elements of the NEC Report, n.d. |
| | 7 | Committees Functional Analysis Study Committee, 1988 |
| | 8 | Community College Linkages, 1989 |
| | 9 | Conceptual Justification for a School of Education, August 11, 1977 |
| 11 | 1 | CUNY Commission on Teacher Education, 1985 |
| | 2 | Correspondence, March 1986 - November 1991 |
| | 3 | Correspondence/Memoranda to Hunter College Presidents, July 1975 - May 1981 |
| | 4 | Faculty Vitae Memoranda |
| | 5 | January - December 1975 |
| | 6 | January 1976 - December 1986 |
| | 7 | NCATE Statement on Promotion Standards, May 1985 |
| | 8 | NYSED Requirements: BS in Elementary Education, 1981 |
| 12 | 1 | Papers by Dean Hugh J. Scott, Chair Publications |
| | 2 | <i>Faculty Handbook on Writing Across the Curriculum.</i> n.d. |
| | 3 | Sternberg, Patricia. <i>Learning through Drama in the Classroom.</i> n.d. |

SERIES IV – DIVISION OF PROGRAMS IN EDUCATION

| <u>Box</u> | <u>Folder</u> | <u>Contents</u> |
|------------|---------------|--|
| | | Reports and Studies |
| 12 | 4 | An Analysis of the Undergraduate Teaching Resource, Fall 1975 |
| | 5 | Middle School Task Force Report February, 1988 |
| | 6-7 | Middle States Association Report of Evaluating Committee Hunter College Campus Schools November 1988 |
| | 8 | Multicultural Education Working Conference Best Practices March 20-22, 1996 |
| | 9 | National Council for Accreditation of Teacher Education: Preliminary Report for Accreditation 1984 |
| | 10 | National Technical Assistance Center for Teacher Educators in Historically Black Institutions of Higher Education Toward Implementation of P.L. 94-142 |
| | 11 | A Resource Guide for the Faculty developed through the Dean's Grant on Public Law 94-142. ca. 1980 |
| | 12 | The School Improvement Project of the New York City Public Schools November, 1978 |
| 13 | 1 | Master of Science in Elementary Education Self-Study, 1985/1986 |
| | 2 | NCATE Self-Study Report, 1975/1976 |
| | 3 | NCATE Visiting Team Report, November 15-17, 1976 |
| | 4 | NCATE Visiting Team Report, February 17-19, 1986 |
| 14 | | NCATE Self-Study Report, 1986 |
| | | I. Institutional Report and Program Descriptions |
| | | II. Curriculum Exhibits |
| | | III. Guidelines |
| | | IV. Faculty Vitae |
| 15 | 1-2 | Self-Study Dance/Movement Therapy Program. 1987 |
| | 3 | Dean's Committee on Priorities, Programs and Concerns, April 26, 1976 |
| | 4-7 | Miscellaneous Materials |

SERIES IV – DIVISION OF PROGRAMS IN EDUCATION

| <u>Box</u> | <u>Folder</u> | <u>Contents</u> |
|-------------------|----------------------|--|
| 16 | 1 | Response to the Chancellor’s Advisory Committee’s Report on Academic Program Planning, 1993 |
| | 2 | A Response to the Recommendations of the Assessment Committee and Alternative Recommendations Including a Survey and Analysis of White Racism at the Hunter College Campus Schools Submitted by the Black Parents Group of the Hunter College Campus Schools and Fight Back ca.1978. |
| | 3 | Reports by the Board of Trustees’ Task Force Faculty Committee on Secondary Education and Teaching and Faculty Development 1988 |
| | 4 | Resource Planning System Report: Tables Region of Education, Fall 1976 |
| | 5 | Palmer, Roberta C. A Study of Decision Making in a Large Urban School System. n.d. Teaching and Faculty Development, 1988 |
| | 6 | Using Materials Effectively in the Education of Young Handicapped Children a Module Cluster: Module I General Principles of Materials Usage. Fall 1974. |

SERIES V – SCHOOL OF EDUCATION

| | | |
|----|---|--|
| 16 | 7 | Executive Summary of the Hunter College School of Education (HCSOE) Institutional Report for Initial Accreditation through NCATE ca. 2004. |
| | 8 | <i>Hunter College School of Education Highlights</i> 2005-2006 2007-2008 |